

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL MEETING
Wednesday, April 2, 2014
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 2, 2014. Chair O'Neill opened the meeting at 6:35 p.m.

The following were in attendance:

**Chair Shawn O'Neill
Vice Chair Bob Quinn
Councilor Malorie Pastor
Councilor Joseph Thornton
Councilor Michael Tousignant
Councilor Kenneth Blow
Councilor Jay Kelley
Town Manager Larry Mead
Assistant Town Manager, V. Louise Reid
Finance Director Diana Asanza
Assessor George Greene
Planner Jeffrey Hinderliter
Code Enforcement Officer Dan Feeney
Town Clerk Kim McLaughlin
Voter Registrar Beth Gilman
Harmon Museum Archivist Dan Blamey
Board Member Stan Quinlan
Board Member Arthur Guerin**

The Chair indicated that the Workshop this evening will discuss the budget considerations for the Harmon Museum, Assessing, Town Clerk, Voter Registration – Elections, Planning and Code.

Harmon Museum

Last year the Council approved an additional amount of money for the hiring a more qualified curator for the Museum. The curator, or keeper of the cultural heritage institution, is a content specialist responsible for the institution's collections. The curator makes decisions regarding what objects to collect, oversees their care and documentation. This year they asked for a stipend of \$1,400 for an additional curator part time for 34 weeks at \$12.50 per hour (\$18.00 is paid the regular curator). This staffing change will permit the Museum to be open more hours and offer more opportunities for new programming. Changes to the budget this year included the additional amount of \$1,500 for the conversion of an upstairs bathroom into a fireproof storage area. Dan Blamey reported that the new windows which were installed have saved money this year on the heating of the facility. The Council thanked them for their dedicated efforts to the promotion of the Museum. No changes were made to their budget other than the above noted. No revisit was requested.

Assessing:

Discussion covering all aspects of his budget included an explanation of the conference/training amount which is required because assessors need to have a minimum of sixteen hours per year to stay active. The classes continue to equip the staff with the educational tools necessary to allow them to professionally conduct their business in the community. The Assessor explained the change in the amount charged for his services and that of Old Orchard basically because of the realignment of new business in the two municipalities. The new contract for shared services shifted from 42% to 46%. The Assessors time is based on 46% in Old Orchard Beach, Monday, Wednesday and part of Friday. In discussing line number 20106-50300 – Professional Engineering, questions were asked about why the increase in this amount to \$6,000 per year. It was explained that every year there is a possibility for the need for an appraisal whether commercial and/or residential, this will permit those appraisals to be done. The Council majority felt that the amount could be reduced to zero as there have been years when it has not been used.

Town Clerk

In discussing the Town Clerk's budget the changes were basically due to requirements revolved around State or Federal law. Expenses are higher in the area of part time employee wages in that this election period involves the gubernatorial election in November. Most of the discussion revolved around Account Number 20107-50310 – Service Contracts in which the Clerk asked for new software to assist with the management of Freedom of Information Requests which can be quite time-consuming. The first year would cost \$4,800 and the annual cost after that would be \$2,800. The majority of Council felt that although they understood the detail involved in responding to these requests, the company was fairly new and not many municipalities had participated in it and they felt the cost after the first year was excessive. The Clerk explained that the Company does the codification of our ordinance changes and is aware of municipal procedures. During her presentation the Clerk stressed that the Freedom of Information Act (FOIA) is a law that gives citizens the right to access information from the government, unless it is protected by law. This she said is a most user-friendly open records request tracking system, web-based, allowing for submission, task assignment, escalation, notification and distribution connecting several department heads at the level that is required and acceptable for them. The Council recommended the item remain in the budget but the item be revisited. In discussing line number 50823 – Codification, this account funds the updates to the ordinances, both printed copies and on the web – there were questions on the level based on prior actuals. \$8,000 is for the Comprehensive Plan that the Planning Department has been working on for several years and the Planner in attendance at this meeting, indicated he expected it to be produced during the 2015 fiscal year. The amount requested in the line was \$8,000 and it was recommended that it be cut to \$3,000, a savings of \$5,000. It was determined that both of these items would be revisited.

Voter Registrar and Elections

Most of the budget requests in this budget were applicable to any changes and requirements by state law as it regards voting. There were no changes made to this budget line.

Planning and Code

The Town Manager updated the Council on the full-time wages line which had increased by \$1,690 to reflect the actual proportional cost of the administrative position shared with Code including \$700 for the hours worked between 37 and 40 hours weekly that are required to take minutes at evening meetings. There was a general discussion about the work load in the Planning and the Code Department and the general feeling that the department is understaffed. Service Contracts were discussed as well and the Planner presented a proposed funding request to improve office efficiency. This included a Vision software yearly licensing fee of \$3,288, GovQA software fee in the amount of \$8,800 and this included a one-time fee of \$4,000 and a yearly license fee of \$4,800. In addressing the GovQA software it was noted that this has the capability to improve records and allow each department to manage according to their needs while centralizing the search for property history and information. It includes advanced tools and critical information necessary to effectively manage all cases, projects and issues. It is a web-hosted Community Development Platform which will save the department time and expand their potential. The same issues were raised in the length of time this programming has been used and also the use in other municipalities which is information which was to be secured for the Council by the Planner. According to the Planner this program serves over 400 municipalities across the United States and it appears two in the State of Maine – Raymond, Maine and one other. With this in mind the item is to remain in the budget but be revisited - 20110-50310 – Service Contracts.

Discussion continued on issues relative to Code including again the need for staffing and the concentration on documentation of items through programs such as GovQA. It was noted that the Code Officers wages is \$5,200 more than was budgeted for in FY14; it is the wage that he was hired at in FY14. The \$5,000 that as budgeted for fire inspection in 50121 – Annual Stipend expense is shifted to Account 501067 and 50107 – wages. It was also noted that \$800 was budgeted for overtime expense to reflect the reality that there will be occasional work beyond the forty hours. The annual stipend expense is reduced by \$5,000. This department is responsible for overseeing all business licensing including the issuance of new and updating and re-issuance of existing business licensing and follow up inspections. There are over 800 licenses reviewed and updated annually. In addition they have taken on Passports and this has been a very great increase to the time expended by staff; something which they hope will be addressed. Questions were raised on line 20113-50256 – Dues, membership, licenses and it was explained that this line pays for membership and dues for organizations such as the NFPA and the MBPIA. With increased mandatory training this line is expected to be used for more travel. The Town Manager indicated that he wants to study the possibility of utilizing fund for per diem pay for Code Officers. Again the question of whether the \$12,000 that Planning was requesting for service contracts could be better used on labor. It was the consensus of Council that a workshop should be scheduled to talk about the staff levels in Planning and Code as they are understaffed. Discussion on the increased need for staffing in connection with the FEMA issue was relevant to the demands that those changes will force. Again there was discussion on the fire inspection requirements and it was noted that the Code Officer will pick up that slack as well. There was a request to revisit Advertising in 20113-50320.

REVISITS:

HARMON MUSEUM: No Revisits

ASSESSOR: No Revisits

**TOWN CLERK: Account Number 20107-50310 – Service Contracts
Request for software is to stay in the budget but
the item is to be revisited.
Account Number 20107-50823 – Codification
Reduction of \$5,000 (\$8,000 asked - \$3,000 suggested
with savings of \$5,000 but no need to revisit.**

**PLANNING: Account Number 20110-50301 – Service Contracts
Request for software to be left in the budget but
the item is to be revisited.**

**CODE: Account Number 20113-50320 – Advertising to be
Revisited.**

ADJOURNMENT:

The Chair thanked those in attendance.

Respectfully Submitted,

**V. Louise Reid
Town Council Secretary**

**I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify
that the foregoing document consisting of four (4) pages is a copy of the original Minutes of the
Town Council Workshop of April 2, 2014.**

V. Louise Reid