

documents it was indicated that usually about two years of documentation can be stored and then downloaded for further use. It was asked that the IT Director put together a price structure for seven Ipad and that we revisit Networking (20101-050404). Again, it was indicated that this would replace internet expense. The cost of the internet connection is up \$1,600 due to an increase in the bandwidth in order to improve the quality of streaming broadcasts of Town meetings as well as improve the download and upload capability at Town Hall.

TOWN MANAGER:

The Town Manager noted that the increase in the budget is primarily due to the salary of the Town Manager being more than the FY14 appropriation and the transfer of the Human Resource Manager's salary from the Finance Department to this budget. Without those two items the budget is actually lower than last year.

20102 50101 – Department Head Salary \$109,571

The account funds the salary of the Town Manager.

20102 50106 – Full Time Employee Wages \$173,686

This account funds salaries for the following staff:

- Asst. Town Manager \$59,452
- Town Custodian \$36,275
- Town Custodian \$24,960
- Human Resource Mgr \$52,500

20102-50111 – Overtime Wages \$2,000

20102-50123 – Car Allowance \$2,000

20102-50251 Conferences/Training \$4,500
 Cumberland County Workshops
 MMA Conferences

20102-50252 Travel/Food/Lodging #3,000
 This account funds ancillary costs associated with conferences, training and professional meetings.

20102 50256 – Dues/Memberships/Licenses \$25,000

- Southern Maine Reg Planning \$3148 – Annual Dues
- Eastern Trail Mgmt Fee \$5000 – Annual Dues
- Sea Level Action Work Group (SLAWG) \$3100 – Annual Dues administered by the SMRP
- MS4 Interlocal Stormwater Working Group \$9000 Annually (per Jeffrey Hinderliter)
- FACTS ANNUAL \$2000
- Chamber of Commerce \$175
- Sam's Club Corp Membership \$280
- MTCMA membership dues \$165
- Eastern Trail Alliance \$250
- ICMA annual Town Manager membership \$1000
- ME Town and City Manager Annual Membership \$150

20102-50258 – Employment Testing \$15,000

This account funds all pre-employment testing for the Town and vaccines for employees.

InforME
Southern Maine Medical
International Public Management

20102 50300 – Professional/Engineering \$13,500

This account funds professional and engineering services that may be required,
Wright Pierce
Ransom Engineering

20102- 50301 General Legal Services \$100,000

This account funds the legal services for the Town

The attention to monitoring the cost of legal services was appreciated by the Council but it was requested that in the coming months we go out to RFP for legal services recognizing that we have done it before but nothing materialized when this was brought up by a previous Council.

20102 50310 – Service Contracts \$18,350

This account funds various service contracts including:
\$4260 Pitney Bowes Postage machine \$1065 qtrly 60 Month Lease through 12/30/2016
\$700 Nestle Water delivery
\$2675 Group Dynamics FSA plan \$149.85 monthly plus annual fee of \$875
\$595 FORMAX - annual maintenance fee for the check folding machine in Finance.
\$6,000 Advanced Collection Services Check Collection Services for Police, Fire, and Tax
\$3700 Virtual Town Hall Web Hosting
\$400 Action Security System

*It was recommended that once the Pitney Bowes postage machine contract comes to an end that consideration be given to a more cost-effective postage system.
It should be noted that Virtual Town Hall is budgeted here and under service contracts at \$3,700 and under 20102-50404 – Network/Internet at \$3,000. The total amount annually is \$3,700 only – this includes the five additional users. The contract runs January through December of each year and the cost for January 2015 through December 2015 will be \$3,700. Adjustment to line 200102-50400 to \$3,000.*

20102 – 50315 User License \$44,600

This account funds:
Tyler Technologies (Munis) \$36,500
ASCAP (license to play music on Channel 3) \$330

Boston and Maine, \$2670 (same amount since FY12) This is for the easement fees for the sewer and drainage pipes going under the Boston and Maine Railroad tracks.
Vision – CAMA annual software license \$5100

User license expense decreased by \$5,400 to reflect actual experience. Cost of internet was up \$1,600 due to an increase in the bandwidth in order to improve the quality of streaming broadcasts of Town meetings as well as improve the download and upload capability of Town Hall.

20102 50320 – Advertising \$19,250

This account funds all advertising of council meetings, workshops and other committee meetings, Town wide RFP/RFB ads, plus any recruitment advertising.

Beacon Press \$17,000
Jobs in ME \$1,500
Chamber of Commerce Advertising \$750

The following departments carry their own advertising budgets:

*Assessing \$300
Board of Registration \$300
Planning (ZBA) \$4300
Code \$1200
Public Works \$1500
Conservation \$2340
Recreation \$2000*

Advertising costs are greatly impacted by the requirements of the Charter and the need to televise many Committee and Council Meetings including Workshops.

20102 50325 – Postage/Shipping \$11,000

This account funds all postage for Town Hall, Recreation and Public Works, Waste Water and Police and Fire .

20102 50402 – Phone/Cellular/Paging \$13,500

This account funds:
Town Hall Phone/Fax Lines which includes alarm system and elevator phones
Cell phones for: Town Manager, Asst. Town Manager, 2 Custodian phones

20102-50404 – Network/Internet \$6,000

This account funds:
Fairpoint Internet at \$240 monthly (\$2880 annually)
Virtual Town Hall \$3,000 annually

This item was discussed in depth and will be revisited . Again, a vital part of the services needed by the Town it does come with a heavy cost factor.

It should be noted that Virtual Town Hall is budgeted here and under service contracts at \$3,700 and under 20102-50404 – Network/Internet at \$3,000. The total amount annually is \$3,700 only – this includes the five additional users. The contract runs January through

December of each year and the cost for January 2015 through December 2015 will be \$3,700. Adjustment to line 200102-50400 to \$3,000.

20102 50454 – Computer Support \$56,325

This account funds technical support required to keep the entire Town's computer networks up and running.

Funds the services of Bill Botting avg 500 hours @\$90.

Police advanced authentication \$4575

CITRIX \$2,250.

Towerwall Web \$4500

Computer system upgrades were increased by \$12,600. Most of the Town's system servers are in need of replacement. This would be the first year of a four-year leasing agreement program at a cost of \$20,000 per year.

20102 50500 – Admin/Office Supplies/Equipment \$9,000

This account funds general office supplies including paper, pens, binders, folders, office furniture/equipment, etc.

Money was appropriated for a desk, chairs and table in the Town Manager's office in the amount of \$3,000.

20102 50502 – Printing & Copying \$4,000

This account funds the cost of copy paper and the costs of copies.

20102-50525 - Video Taping Expense \$5600

This account will fund the Taping of various meetings:

- Cons Comm (12), Planning (12), ZBA (10), Council WS/Special (25) @ 4.0 hr min X \$15 hourly total = \$3,600

- Equipment and repairs such as new microphones, and DVD's and cases, total = \$2,000

20102-50530 –Bank Fees \$1,000

Switched banking relationship which resulted in a savings to the Town.

Bank fees decreased by \$7,000 as a result of changing bank services and eliminating most bank fees.

20102-50540 – Debit Card Fees \$0.00

20102-50549 – Misc Expense \$10,000

20102-50809 – GIS Program Expense \$31,350

GIS Mapping and Analysis (Tom Burns) \$25,000

Woodard & Curran (\$900 quarterly) for GIS Webhosting \$3600

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ESRI (Environmental System Research, Inc.) \$2750

GIS program expense decreased by \$6,350 to reflect the actual use of this budget line over the past two years.

20102-50856 - Computer System Upgrade \$38,500

This will fund any hardware upgrades as recommended by Bill Botting:

Munis server update \$8500
8 computer upgrades \$10,000
Server Virtualization \$20,000

20115 TOWN HALL BUILDING MAINTENANCE Up \$26,745 39%

- Electricity costs are projected to increase by \$1,000.
- Building repair and maintenance is increased by \$25,000 as follows:
 - New carpet on the first and second floors; Code, Planning, Assessing, Town Clerks, Finance and Treasury. The linoleum floors there now are gouged, worn and scarred and quite beyond saving. It would not be tolerated where the public is routinely present and it should not be tolerated for staff either. (\$10,000)
 - Replacement of rotting pipes in two of the four air handlers. If these pipes should burst there will be flooding on the 2nd or 3rd floors through the ceilings, which could do tens of thousands of dollars in damage structurally and destroy records as well. (\$12,000)
 - Create additional space for the broadcast room and the Town Manager's office on the third floor by removing two walls and replacing with one new wall. (\$2,000)

Town Hall Maintenance

This includes the costs of maintaining the Town Hall Building and various other Town expenditures as listed below. The question was asked if some of the maintenance items could be split between 20115 and 20116. With the needs of the Town Hall the question was asked if we should be thinking of a new building and bonding considerations. It was noted, however, that we still need to move forward on some maintenance and building renovation issues that involve particularly safety. It was noted that in the past building maintenance was always the line that was cut and that is why we have the needs that are present today.

20115 50106 – Full Time Employee Wages \$ 0.00

This has been moved to Town Manager Full Time budget because this position services all Town Departments and not only Town Hall.

20115 50310 – Service Contracts \$7500

This account funds the following service contracts:

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- Simplex Sprinkler System \$900
- Pine State Elevator \$900
- Gaftek LLC \$350
- HVAC Heating and AC \$2700
- Orkin \$660
- Cintas \$800
- Action Security Systems \$1200

Action Security should only be \$240 annually for both building security monitoring and heating system monitoring. The price will not increase through June 30, 2015 so this line will be adjusted to \$6,300.

20115 50400 Electricity Expense \$16,000

Town Hall electricity expense

20115 50401 Water Expense \$ 590

Town Hall water expense includes increase of 18%

20115-50405 Heating Fuel Expense \$23,000

Town Hall heating fuel expense

20115 50450 Building Repair/Maint \$40,000

This account funds all repairs for Town Hall
 New carpet \$10,000
 New office space \$2,000
 HVAC pipe replacement \$12,000
 Heating/AC annual repairs \$12,500
 Misc Unexpected/Emergency Repairs \$3500

20115 50453 Vehicle Repair/Tires/Op \$1000

This account maintains the Town Hall truck that is used by the custodian

20115 50501 – Operating Supplies/Equipment \$5700

This account funds all the supplies needed for Town Hall maintenance – trash bags, paper goods, cleaning supplies and equipment, as well as equipment to maintain Town Hall grounds. To also purchase Automatic Electric Defibrillator

AED – approximate cost is \$11,500.

20115 50510 Vehicle Fuel Expense \$2000

This account funds the fuel for the Town Hall vehicles. The increase is due to 2 custodians for the Town:

Buildings maintained:

Police Dept – 5 days a week

Rec – 3 days a week

Historical Society – 2 days a week

Transfer Station – 3 – 4 times per week

Separate

20199 INSURANCE **Up \$192,750** **9%**

- Two long time employees will retire in Police and Fire. Separation pay for accrued sick and vacation time is expected to be \$42,000.
- Contributions to Maine State Retirement increased \$35,800. Most of that increase is due to the decision by the retirement system to raise the employers' contribution towards employee retirement. In addition the employer cost for the ICMA 457 plan is projected to increase \$9,000.
- Worker's compensation expense was woefully under-budgeted in FY14, by about \$31,000. It is projected to increase another \$9,000 in FY15, a 5% increase. Because of the under-funding the increase in FY15 is \$40,000.
- General insurance costs are projected to increase by \$7,400, or 3.5%.

A revisit item was to look at a possible reduction of \$25,000 in the health insurance line.

20197 DEBT SERVICE **Up \$80,679** **7%**

- Lease costs are reduced by \$29,160 because one vehicle lease was completed.
- Principal payments increased by \$144,200 due to the addition of the library bond.
- Interest Expense is reduced by \$29,160 due to refinancing of 2003 bond and scheduled reductions in other existing bonds.

20104 TAX COLLECTOR **Up \$4,660** **5%**

- The wage line is increased by \$1,500 to account for times when hourly employees must work beyond the standard 37 hours per week in order to accommodate customers beyond the usual closing time, at peak times during the year, or for coverage during paid time off.
- The Registry of Deeds expense is increased by \$2,000 because the State increased the cost of filing liens by 40%.

20104 50101 – Department Head Salary **\$53,236 – see below**

The account funds the salary of the Tax Collector (according to HR this position is categorized as non-exempt)

20104 50106 – Full Time Employee Wages \$31,364 – see below

This account funds one (1) full time employee

Non-Exempt supplemental wages – include additional \$1560

Hours worked over 37 are to be paid at straight time for non-exempt employees up to 40 hours (thereafter they are to be paid at 1 ½ times their hourly rate or comp time earned at 1 ½ time). We need to budget for the 3 hours during peak times of the year and for during paid time off coverage.

Tax Collector = 27.16 hourly. Avg 12 weeks at 3 addtl hours = \$980

Tax Clerk = 16.00 hourly. Avg 12 weeks at 3 addtl hours = \$580

20104 50107 – Part Time Employee Wages \$0

No longer have need for Part Time employees with the full time Tax Clerk

20104-50111 – Overtime \$ 300

20104 50251 – Conferences/Training \$ 500

This account funds the cost of training seminars and conference for the Tax Collector and Tax Clerk.

- MTCTA Association – Lien Process, Excise Tax, Cash Mgmt.
- Bureau of MV – Vehicle Registrations
- Munis – user group meetings

20104 50252 – Travel/Food/Lodging \$ 100

This account fund reimbursement for mileage if staff uses personal vehicles to attend seminars, training or classes, and meals if not provided by seminar.

20104 – 50256 – Dues/Membership \$ 100
MMTCTA – Annual Membership fees for 2

It was recommended that this line be cut to \$50.

20104 50304 – Registry of Deeds \$ 6,900

This account funds the cost of filing liens with the York County Registry of Deeds. The cost for filing has increased to \$19 per page.

This also funds the cost of abstract research (research needed for notifying mortgage lenders) – Susan Cyr \$10 per parcel average of 120 parcels.

20104 50454 – Computer Support \$ 4,300

This account fund the annual maintenance fee for Trio Software, for Motor Vehicle Registration

20104 50500 – Admin/Office Supplies/Equipment **\$ 1,500**

This account includes the cost of general office supplies, including paper, envelopes, pens/pencils, staples, file folders, binders etc. This will also cover the costs for 1 tax bill scanner.

20105 TREASURER/FINANCE **Down \$63,341** **- 27%**

- The transfer of the Human Resources Manager position to the Town Manager budget reduces wages by \$52,500.
- Increased fees at the Registry of Deeds for release of tax liens add \$1,250 to the budget.
- The consulting line is reduced by \$5,000 because the need for financial services will not be as substantial in FY 15 given the work done in FY14.
- Administrative supplies and equipment is reduced by \$1,500.

20105 50101 – Department Head Salary **\$72,500**

This account funds the salary of the Finance Director

20105-50106 – Full-Time Wages **\$77,112**

This account funds the wages for the:

Payroll/Accounts Payable Clerk \$32,000 (16.6320 hourly)

Finance Clerk \$43,000 (22.3493 hourly) INCREASE TO \$43,964 ANNUALLY (\$22.85 hourly) EFFECTIVE NOV 2, 2014.

Non-Exempt Full Time Clerks supplemental wage – include additional \$1500 Hours worked over 37 are to be paid at straight time for non-exempt employees (Payroll/AP Clerk, and Finance Clerk) during peak times of the year such as calendar year end and fiscal year end.

Payroll/AP Clerk = 16.6320 hourly. Avg 12 weeks at 3 addtl. hours = \$600

Finance Clerk = 22.85 hourly. Avg 12 weeks at 3 addtl. hours = \$825.00

20105-50111 – Overtime Wages **\$200**

Hours worked over 40 weekly when employee elects to be paid instead of earning comp time

20105 50251 – Conferences/Training **\$3,515**

This account funds fees for:

NEGFOA & MEGFOA Meetings/Conferences \$40 to \$60 each session for 2 employees: Annual (fall), Winter and Spring \$360

MMA and MMTCTA Training/Conference \$35 - \$60 each approx. 10 - 12 sessions for the year \$720
Munis Annual conference for 2 \$1800
Excel Training for Finance Staff \$125 each, approx.\$375
AP/Payroll training seminars put on by APA and AAP associations \$300.

20105 50252 – Travel/Food/Lodging **\$2,500**

This account funds personal use of vehicle to travel to conferences and training, meals, if not otherwise provided and lodging if the conference requires.
Munis Annual Conference 2 – 3 days
NEGFOA Annual Conference 3 days
MEGFOA
MMTCTA

20105 50256 – Dues/Memberships/Licenses **\$445**

This account funds membership dues to the following:

MEGFOA (Maine Government Finance Officers Association) \$35 X 2
MMTCTA (Maine Tax Collector's and Treasurer's Association) \$25 X 3
APA Payroll Association \$219
APA A/P Association \$150

20105 50304 – Registry of Deeds **\$4,500**

This account funds the cost of discharging tax liens at a cost of \$19.00 per page (avg 20 discharges per month). The cost per discharge increased from \$13 to \$19.

20105-50402 – Networking / Internet **\$0**

This funds the air card for the Finance Directors laptop at \$42 monthly through Verizon

20105-50403 – Fiscal Advisory Services **\$5,000**

This account funds the fiscal advisory services to assist in the issuance of notes and bonds of the Town, assist in the requirements of continued disclosure, as well as the planning, forecasting, and budgeting of authorized projects.

20105 50500 – Admin/Office Supplies/ Equipment **\$3,500**

We are able to reduce this line because of a change to the service contract for printers – departments no longer need to budget for toner for the stand alone printers, and the newly negotiated bank services contract to include check stock. This account funds general office supplies plus paper for A/P filing system, binders, etc.

20105 50502 – Printing & Copying **\$1,500**

This account funds the printing and copying of Official Statements required for a Bond Issue, W-2 forms/printing, and 1099 forms/printing, plus any expenses associated with changes to Tyler Tech forms (endorsement changes, bank account changes, form updates as recommended by auditors, and any form enhancements to checks). As an example of the cost associated with any change to a Tyler form it will cost \$800 to change the print layout of the payroll checks to exclude data that is confusing to the employee and offers no valuable information. This is being recommended to eliminate numerous questions by employees.

General Assistance

The Town receives 50% reimbursement from the State for the assistance provided. In addition the Town of Old Orchard Beach may receive an additional reimbursement for applicants who receive assistance pending eligibility decisions from Social Security Disability. This reimbursement is based on half of the total amount of assistance granted for the benefit of the qualifying individual only.

20191 GENERAL ASSISTANCE **Up \$4,880** **6.7%**

- Assistance expense is up \$5,000. This expenditure is reimbursed at 50% by the State.

20191 50101 – Department Head Salary **\$19,760**

The account funds the P/T salary of the GA Administrator.

20191 50251 – Conference and Training **\$ 500**

This account funds training opportunities to provide the information and skills necessary to administer the General Assistance Program in accordance with State Law and Municipal Ordinances, for residents of Old Orchard Beach

20191 50252 – Travel/Food/Lodging **\$100**

This account funds the reimbursement of mileage for use of personal vehicles to travel to various meetings and trainings.

20191 50310 – Service Contracts **\$ 1,200**

This account funds the IT services & training necessary to maintain the General Assistance database program “Welpac”

20191 50345 – General Assistance **\$55,000**

This account funds a state mandated program that provides emergency and short term assistance for eligible residents for utilities, rent, food, etc. Currently the town is reimbursed at a rate of 50% for expenditures by the State of Maine. The requested amount is an increase of \$5,000 over last year because figures are indicating an increase of approximately this amount based on where we were last year at this time (Feb). In addition there have been changes to the qualifications where residency is no longer considered.

20191 50500 – Admin/Office Supplies \$300

20191 50402 – Cellular Phone \$480

This account funds a portion of the cellular expense necessary to allow for 24 hour a day 365 days p/year direct contact w/the General Assistance Administrator. State Law requires that in an emergency a prospective client can speak w/ General Assistance

REVISITS

TOWN COUNCIL: Price structure for seven ipads.

TOWN COUNCIL/TOWN MANAGER: 20101-50404 - 20102 – 50404 - Networking - This item was discussed in depth and will be revisited .

20199 TOWN WIDE INSURANCE

Revisit item was to look at a possible reduction of \$25,000 in the health insurance line.

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 thirteen (13) pages is a copy of the original Minutes of the Town Council Workshop of April 29, 2014.

V. Louise Reid