

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL MEETING  
Wednesday, April 8, 2015  
TOWN HALL CHAMBERS  
6:30 p.m.**

**A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 8, 2015. Chair O'Neill opened the meeting at 6:30 p.m.**

**The following were in attendance:**

**Chair Shawn O'Neill  
Vice Chair Joseph Thornton  
Councilor Kenneth Blow  
Councilor Jay Kelley – arrived at 6:38 p.m.  
Town Manager Larry Mead  
Assistant Town Manager, V. Louise Reid  
Finance Director Diana Asanza  
Assessor George Greene  
Town Clerk Kim McLaughlin  
Harmon Museum Archivist Dan Blamey  
Board Member Stan Quinlan  
Police Chief Dana Kelley**

**Absent: Councilor Michael Tousignant**

**Chief Dana Kelley will present some information to the Town Council on undesignated parking places for the motorcycles. Then the Chair indicated that the Workshop this evening will discuss the budget considerations for the Harmon Museum, Assessing, Town Clerk, and Voter Registration – Elections.**

**MOTORCYCLE UNDESIGNATED PARKING SPACES**

**The Police Chief is requesting that the Town Council consider amending the traffic and vehicles ordinance, Chapter 54, section 54-142 (B) by deleting all of section (b) except for the last sentence that states, “No person shall park or stand any vehicle other than a motorcycle at or in a metered parking space which is designated by a sign or by notice posted on or near the parking meter as restricted to motorcycle parking only.” This proposed change will allow motorcycles that are currently prohibited from parking in metered spaces, other than those designated specifically for motorcycles, to legally park in the spaces that are currently designated as car and truck parking only.**

**This change addresses a long standing complaint from motorcyclists who feel that they are being discriminated against. If this change is approved, that parking of motorcycles in metered spaces be restricted to two per space, and that they both pay the parking fee and that the existing motorcycle only parking spaces on Old Orchard Street remain and that the meter is removed. This would address potential parking revenue losses created by parking four or five motorcycles in a single space. It would also address the potential for large numbers of motorcyclists to congregate in and around a couple of parking spots.**

## Old Orchard Beach, ME Code of Ordinances

### Sec. 54-142. - Parking at expired meters and overtime parking.

(a) Between the hours of 10:00 a.m. and 11:00 p.m., no person shall park a vehicle in a metered parking space without first depositing a coin into the adjacent parking meter in the amount indicated on the parking meter for the appropriate time. No person shall allow a vehicle to remain in a metered parking space when the time signal on the adjacent parking meter indicates that the time for parking has expired (parking at expired meter). No person shall allow a vehicle to remain in a parking space for a period of time longer than the maximum time limit for that parking space posted on a sign or indicated on a parking meter (parked overtime). Parking shall be allowed in metered spots without first depositing a coin into the adjacent parking meter in the amount indicated on the parking meter between the hours of 11:00 p.m. and 10:00 a.m.

(b) No person shall park or stand any vehicle having fewer than four wheels at or in a metered parking space which is designated by a sign or by notice posted on or near the parking meter as restricted to parking of automobiles only. No person shall park or stand any vehicle other than a motorcycle at or in a metered parking space which is designated by a sign or by notice posted on or near the parking meter as restricted to parking of motorcycles only. (Ord. of 6-13-1961, § 5-118A; Ord. of 8-4-1992; Ord. of 3-16-2004; Ord. of 6-22-2011(2)) Sec. 54-143.

Snow removal. (a) No vehicle shall be parked at any time on any public street or way so as to interfere with or hinder the removal of snow from such street or way by the town by plowing or loading and hauling. The police chief may cause any vehicle so parked on any street or way so as to interfere with or hinder the removal of snow by the town by plowing or loading and hauling to be removed from the street in accordance with sections 54-276, 54-278, 54-279 and 54-280

(b) For the purpose of facilitating the removal and plowing of snow, the director of public works or police chief may declare a snow emergency and order a no parking ban. Notice of such ban shall be broadcast as soon as it is reasonably possible along with any alternate parking sites. The police chief or the director of public works may cause to be placed properly marked signs along any street as he shall, from time to time, deem necessary for the removal of snow. It shall be unlawful for the operator of any vehicle to enter upon or park on any public street or way when a no parking ban has been declared and broadcast or within spaces indicated by signs, if either the director of public safety or director of public works has deemed signs necessary.

(c) Snow from driveway or parking area plowing, shoveling or snow blowing from private property shall not be placed on the sidewalk or street. It must be stored on the property from which it was cleared. (Ord. of 6-13-1961, § 5-119; Ord. of 1-20-1998) Sec. 54-144. - Yellow curbs. (a) No vehicle shall be stopped or parked in any street next to a yellow curb. No parking signs are not required to label this designation. (b) This section shall be effective from May 15 to October 15. (Ord. of 6-13-1961, § 5-184; Ord. of 6-15-1993; Ord. of 6-22-2011(2))

First and foremost it was pointed out that parking in a public space is for the use of the general public. Stipulations on parking make it antisocial or in the case of motorcycles, some feel discriminatory. As motorcycles and scooters add to the diverse transportation system of our community particularly during the summer months, there is a need to provide sufficient access and safety for all individuals. Some of the concerns about motorcycle parking included theft if not secured parking locks.

The Town Council members discussed this agenda item and all agreed that over the past several seasons there have been complaints from those who ride motorcycles that they are being discriminated against in that parking is a challenge for them in the downtown area.

There was consensus amongst the Councilors that we would move ahead with this item and have a written ordinance, set a Public Hearing date, have a Public Hearing, and vote on the acceptance of the ordinance so that this could be in effect during the 2015 summer months. Signage was also noted to be necessary to promote this in the summer season.

### Harmon Museum

In attendance for the discussion were Dan Blamey, Archivist and Stan Quinlan a Board member of the Harmon Museum.

The Council praised the Harmon Museum directors for their consistency in staying within their very frugal budget. It was noted that there has always been a protection of the use of the funds for the benefit of the Museum and its staff.

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## Historical Society/Harmon Museum

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### Line Item Justifications

#### EXPENSES

20177

**50108 Seasonal Employee Wages** **\$5,040**

This account funds the annual wages for the curator  
10 weeks X 28 hours per week X \$18 per hour

**50121 Stipend**

**\$1,700**

This funds the off season stipend for the curator at 34 weeks (4 hours per week) @ \$50 per week.

**50310 Service Contracts** **\$950**

Alarm service contract \$300  
New ADA Wheelchair lift annual maintenance service contract \$650

It was noted that although not all this year's money used at this time that many of the services are given during the summer months and therefore once the spring comes these funds will be used.

**50325 Postage** **\$250**

PO Box annual renewal \$100 plus normal annual postage costs.

**50400 Electricity**  
CMP electricity monthly average \$60 monthly

**50401 Water**  
Utility Expense **\$200**

**50402 Phone/Cellular/Paging** **\$600**

BCN Phones

**50404 – Networking / Internet** **\$732**

Time Warner \$61 monthly

**There is an increase here as a result of Time Warner’s cost upgrades.**

**30414-50405 Heating Fuel Expense** **\$2,000**

Oil heating fuel

**50450 Building Repair/Maintenance** **\$3,000**

Interior maintenance for ADA compliance: New door thresholds, door hinges, door knobs, and the cost to paint several rooms and touch up exterior siding.

**Again many of these upgrades will be done in the warmer weather and when the Museum is summer operational.**

**50500 Admin/Office Supplies/Equip** **\$750**

Office supplies such as cartridges, copy paper, folders, mailers, pens, markers, etc.

**50501 – Operating Supplies/Equipment Expense** **\$1,500**

This will fund computer repairs, shelving, storage racks, and filing cabinets.

**There were no changes in the suggested Manager’s budget total of \$17,622.**

## Town Clerk

# Town Clerk's Office

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The Town Clerk's Office serves the residents of Old Orchard Beach. All functions of the office are governed by Town Charter, Town Ordinances and State Statutes. The office is staffed by the Town Clerk, 1 full-time Deputy Clerk and one part-time Deputy Clerk.

The functions of the Town Clerk's Office are: (1) administration; (2) elections; and (3) records management.

### **Administration/Records Management**

The Town Clerk's Office is responsible for all the vital records of the Town, 1883-Present, including recording and issuance. The Office issues dog licenses, hunting/fishing licenses; parking, permits, horse permits and community garden plots. Repository for all minutes of the Town, including the Town Council and all boards and committees, as well as contracts, lawsuits and various other records the Town Council and Department Heads may file from time to time. The Office assists with the Town Council agendas, and creates and advertises for other committees and commissions. The Office is responsible for the codifying of our ordinances, recording DBA's and Pole Permits, as well as monitoring the membership and expiration dates of the seats of various boards, committees, etc. and notifies the members and the Town Council of impending or actual vacancies and provides a list of persons who have applied for appointment or re-appointment to the same, and receives the applications.

### **Elections**

The Town Clerk is responsible for conducting all local, state and federal elections. These responsibilities include arranging for wardens and ballot clerks for Election Day and training to ensure the election process goes smoothly, ensuring the polling place meets ADA requirements, making sure the voting machines are well maintained and operate properly and accurately, and efficiently tallying the voting results on Election Day. The Town Clerk is also responsible for nomination papers, preparing the ballot, posting the warrant, recording and submitting election results to the State, the municipality and other requests submitted.

## Goals

The Office is scanning in Town Council, Planning Board and ZBA minutes. One of the goals of this department is to continue to scan these in, and then move to other minutes, and documents. By scanning in these documents, they are not handled as often, thereby protecting their fragility.

## Line Item Justifications

**20107 50101 – Department Head Salary** **\$62,741.00**

The account funds the salary of the Town Clerk.

**20107 50106 Full Time Wages** **\$30,758.00**

**20107 50107 – Part Time Employee Wages** **\$ 27,507.00**

This account funds wages one full-time Deputy Clerk and one part-time Deputy Clerk. One position averages 37 hours per week, 52 weeks per year. The second position averages 33 hours per week, 52 weeks per year.

It was noted to the Council that upon the retirement of the former Registrar of Voters, a full time employee was hired and the position of Registrar of Voters was assumed by the Town Clerk and therefor these wages were rolled into the full time wages of the newly hired staff member.

**20107-50111 – Overtime** **\$500**

It was noted that this was reduced with the understanding that we have this full time individual on staff.

**20107 50121 – Annual Stipend** **\$2,500**

Stipend for coordinating budgeting, repairs, purchase of equipment, the bulletin board and other necessary functions for Channel 3; also videotaping the two regular Town Council Meetings per month.

**20107 50251 – Conferences/Training** **\$1,350**

This account funds various training classes/conferences, to include Clerk's Networking Day, Secretary of State's Conference, MMA Convention, NEACTC Conference, and other classes as required or needed, and have now been combined with 20109-50251.

It was explained that the new employee needs to attend these classes and staff has to attend classes to keep up with the demands of the Clerk's office and new technology.

**20107 50252 – Travel/Food/Lodging** **\$1,300**

This account funds use of personal vehicle, meals and lodging associated with training classes, and combines 20109-50252.

**20107 50256 – Dues/Memberships/Licenses** **\$ 350**

This account includes membership dues to the York County Town and City Clerks Association, Maine Town and City Clerks Association, New England Town and City Clerks Association and the International Institute of Municipal Clerks. Combines 20109-50256.

**20107-50310 Service Contracts** **\$1,071**

**Annual contract for General Code for laser fiche**

**20107-50402—Cellphone Reimbursement** **\$ 240**

**This account includes cell phone reimbursement for Town Clerk.**

**20107 50500 – Admin/Office Supplies** **\$ 6,000**

**This account includes the cost of general office supplies, including vital records books and inserts, paper, writing utensils, staples, file folders, etc. This also includes the cost of an additional fire-proof filing cabinet for files that need to be protected (\$3,000).**

**20107 50502 – Printing & Copying** **\$ 375**

**This account funds the printing of parking permits for the Milliken Street and Memorial Park municipal lots.**

**20107 50823 – Codification** **\$ 5,000**

**This account funds the updates to the ordinances, both printed copies and on the web site, and the continued anticipation of new ordinances created from the Comprehensive Plan.**

## **Line Item Justifications-Elections**

**20108 50107 – Part Time Employee Wages**  
**\$ 13,500**

**This account funds wages for the election workers. The decrease from last year is due to the off-election year. There will be a Municipal Election and State Referendum Election in November, and the Primary and RSU #23 Budget Validation Referendum in June. have not budgeted any possible additional elections.**

**20108 50252 – Travel/Food/Lodging** **\$1000**

**Food for Elections.**

**20108 50454 – Computer Support** **\$ 3,800**

**This account funds the cost of coding the voting machines for each election, coding the IVS, the lease of a third machine for the November Election, and the rental of an additional memory card.**

**20108 50501 – Operating Supplies/Equipment** **\$ 2,300**

This account funds the replacement of 5 voting booths per year.

**20108 50502 – Printing & Copying**

**\$ 3,000**

This account funds the printing for Municipal Elections, not to include any questions on the ballot.

**20109 50107 – PT EE Wage**

**\$ 1,000**

This covers the cost of Deputy Registrar of Voters for Election Day in November and June.

**20109 50320 – Advertising**

**\$ 150**

This account funds the legal advertisements for the hours of the Registrar's Office before an election.

**20109 50451 – A/O Eqt Repr**

**\$ 200**

This account is for repairing Voter Registration equipment; however, most equipment would need to be replaced, not repaired, so there may be funding needed in 20109-50500.

**20109 50500 – A/O Supp/Equipment N-C**

**\$ 1,500**

This account funds operating supplies and Voter Registration equipment replacement for the Voter Registrar Office. Increase due to the impending need to replace the scanner for the voter registration cards into the CVR.

The Town Manager's recommendation for a budget amount of \$139,692 for the Town Clerk's budget was acceptable to the Council and the amount of \$23,600 for the Elections was acceptable and the \$2,850 for the Board of Registration expense was also acceptable with the complete Town Clerk budget of \$166,142.

**Assessing:**

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Assessor

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Assessor – George Greene, Deputy Assessor – William DiDonato, Assessing Assistant – Kathleen Fuente

Services/Responsibilities of the Assessing Department



Essential Functions - **Administers the ad valorem tax system; discovering, listing and valuing property; perform cadastral mapping, current use administration, elderly and blind exemptions validation and processing.**

- 1. Generates revenue through the assessment of property taxes, land use change assessments.**
- 2. Makes decisions concerning the value of complex and non-complex property on a day to day basis relying upon research, and application of the various methods of valuation, including the application of the cost approach to value, sales comparison approach and the income approach to value involving the interpretation of data, case law, and financial statements.**
- 3. Commits taxes to the Tax Collector and prepares/distributes tax bills to property owners on an annual basis.**
- 4. Maintains and reviews the maintenance of official maps, transfers, and other records maintained in the assessor's office; makes and enters computation valuations, and other data in valuation commitment books.**
- 5. Oversees any revaluation projects within the Town; by developing goals and objectives, an operating budget for presentation and eventual adoption by the Town Council, performing all public relations, instituting a quality control program, and assuring that vendor meets all contractual obligations; performs yearly incremental update of property values.**
- 6. Develops and administers a program to study market conditions and changes, analyzes deeds, tracks building permits and land changes to determine trends and changes in property values.**

## Line Item Justifications

**20106 50101 Department Head Salary**

**\$39,171**

**20106 50106 Full-Time Wages Expense**

**\$68,973**

**The Town Manager explained the shared arrangement we have with Sanford and how costs are determined which relates to the total value of parcels that each Town/City has.**

**20106 50103 50108-Seasonal Employees**

**20106 50111 – Overtime wages**

\$0

**20106 50123 Car Allowance**

\$701

**20106 50251 – Conferences /Training**

\$1600

By State Law, Certified Assessors need to have a minimum of 16 hours per year to stay active. Over the course of any given year there are several conferences/classes available and we choose which conference/class would be most beneficial to each certified assessor. These conferences/classes continue to equip us with the educational tools necessary in the assessing office, as well as, have the opportunity to discuss with fellow assessors areas of concern which lead to numerous hours of productive conversation. The information from one conference or informal conversation can save a town hundreds of dollars in staff and/or legal expense where appeals are concerned.

**20106 50252 - Travel/Food/Lodging**

\$1,000

Many times the conferences/classes are a distance away and may require travel and overnight lodging. When possible, commuting is the norm.

**20106 50256 - Dues/Memberships/Licenses**

\$950

Certified assessors belong to the Maine Association of Assessing Officers (MAAO) and the International Association of Assessing Officers (IAAO). Both organization memberships provide a wealth of information and discounts on educational opportunities. Currently, the Deputy Assessor is also a licensed residential appraiser and the credential has value to the assessing office and the license for it is paid by the town which is a similar in other Maine communities.

**20106 50300 - Professional/Engineering**

\$6,000

Every year, there is the possibility for the need for an appraisal whether commercial and/or residential. Also, the potential for having an outside professional appraisal company come in and modify and validate tables in the mass appraisal system.

The Council agreed that if the need is made known then money would be taken from the Contingency Account but they would not allocate in this budget the \$6,000 as it appears there may not be the need for this in the coming year. The Manager's budget did not approve the \$6,000 and the Council agreed.

**20106 50304 - Registry of Deeds \$1,000**

This is a varied, monthly expense depending on the volume of OOB deeds processed at the registry and sent to the town.

**20106 50402 - Phones, Cell Phones and Pagers \$540**

The Assessor and Deputy Assessor use their cell phones for communication especially during field work inspection. The Deputy Assessor is also the part time code enforcement officer and in the field on a daily basis. The Assessor works between two towns and uses the phone quite frequently.

**20106 50453 - Vehicle Repair/Tires/Oil \$600  
Jeep Liberty annual maintenance costs**

**20106 50500 - Admin/Office Supplies \$1,000**

Misc. costs associated with running the assessing office such as calculators, tape measures, paper products, folders, pens, copier toners, etc.

**20106 50502 - Printing & Copying \$6,000**

Printing costs associated with tax bills, PP declarations, etc.

**20106 50510 - Vehicle Fuel \$250**

Gas for Jeep Liberty (Assessing vehicle) for field work and conferences

**Capital equipment replacement and repair & CIP Estimate \$35,000**

Estimated cost for doing a commercial revaluation, similar to the last one completed in 2005. Spring of 2016 for FY'17 Valuation

The Town Manager's budget recommendation of \$121,610 was approved, noting the reduction of the \$6,000 that the Department Head had requested.

**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 twelve (12) pages is a copy of the original Minutes of the Town Council Workshop of April 8, 2015.**

**V. Louise Reid**