

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Thursday, May 21, 2015
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, May 21, 2015. Vice Chair Thornton opened the meeting at 6:30 p.m.

The following were in attendance:

Vice Chair Joseph Thornton
Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Finance Director Diana Asanza

Absent: Chair Shawn O'Neill

The following budget considerations will be addressed this evening: Town Council; Town Manager; Finance Department; Town Hall Building Maintenance, York County Tax Assessment, Contingency Expense, Insurance/Benefit Expense, Service Agencies, Transit District Subsidy, General Assistance, Tax Abatement Expense, Debt Service, Revenues, CIP – Administration, and RSU 23.

TOWN COUNCIL

The Town Council made no suggested changes to the budget governing the Town Council. There was a 5.62% reduction in the budget and any changes were reflected as a result of the change of number of Council members from seven to five.

Town Manager

The Town of Old Orchard Beach has had a Council-Manager form of Government since 1950. The Town Manager is the Chief Executive Officer of the Town and is appointed by the Town Council.

The Town Manager appoints the directors of the Town departments (except the Town Clerk who is elected by the citizens), subject to Council approval, and is responsible for assuring the Town's services are performed well and in accordance with the state and federal laws, the Town charter, ordinances and policies.

Line Item Justifications

20102 50101 – Department Head Salary **\$112,509**

The account funds the salary of the Town Manager.

20102 50106 – Full Time Employee Wages **\$188,424**

This account funds salaries for the following staff:

Asst. Town Manager
Town Custodian
Town Custodian
Human Resource Mgr.

20102-50111 – Overtime Wages **\$2,000**

20102-50123 – Car Allowance **\$2,000**

20102 - 50251 – Conferences/Training **\$4,500**

Cumberland County Workshops
MMA Conferences
ICMA Annual Conference
MTCMA Conference/Workshops

20102 50252 – Travel/Food/Lodging **\$3,000**

This account funds costs associated with conferences, training and professional meetings.

20102 50256 – Dues/Memberships/Licenses **\$17,525**

Southern Maine Reg Planning \$3340 – Annual Dues
Eastern Trail Mgmt Fee \$5000 – Annual Dues
Sea Level Action Work Group (SLAWG) \$3100 – Annual Dues administered by the SMRP
PACTS ANNUAL \$1900
Chamber of Commerce \$200
Sam's Club Corp Membership \$280
Eastern Trail Alliance \$250
ICMA annual Town Manager membership \$1000
ME Town and City Manager Annual Membership \$170
Maine Service Centers Coalition \$1035
York County Advocacy \$150
Trade Mark Registration Renewal fee \$1100 (good for 10 years)

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
Maine Sea Grant – Beach Monitoring

20102- 50301 General Legal Services **\$90,000**

This account funds the legal services for the Town

20102 50310 – Service Contracts **\$10,300**

This account funds various service contracts including:

\$3,240 Pitney Bowes Postage machine \$810 qtrly 60 Month Lease through August 2019
\$2,675 Group Dynamics FSA plan \$149.85 monthly plus annual fee of \$875
\$685 FORMAX - annual maintenance fee for the check folding machine in Finance.
\$3700 Virtual Town Hall Web Hosting

20102 – 50315 User License **\$45,945**

This account funds:

Tyler Technologies (Munis) \$36,000 annual support for current system
Tyler Technologies to implement Permits & Inspections and Business Licensing
\$ _____
Boston and Maine, \$2670 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 for V6 up to 10 seats at \$6775 plus additional \$500 for GIS support = \$7275

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 \$1,450
Chamber of Commerce Advertising \$800

20102 50325 – Postage/Shipping **\$17,000**

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

20102 50402 – Phone/Cellular/Paging **\$13,720**

This account funds:

Town Hall Phone/Fax Lines which includes alarm system and elevator phones
GWI Landlines \$9000
BCN Fax/Alarms \$2800
Cell phones for: Town Manager, Asst. Town Manager, 2 Custodian phones \$1920

20102-50404 – Network/Internet	\$3,720
This account funds: Fairpoint Internet at \$2880 annually Town Manager internet reimbursement per contract \$840	
20102 50454 – Computer Support	\$50,000
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. Plus Virtual Town Hall Webhosting \$3700	
20102 50500 – Admin/Office Supplies/Equipment	\$9,000
This account funds general office supplies including paper, pens, binders, folders, office furniture/equipment, etc..	
20102 50502 – Printing & Copying	\$4,000
This account funds copy paper and toner for the copy machines at Town Hall, as well as any charges for color copies that may be necessary for presentations.	
20102-NEW - Video Taping Expense	\$3600
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.	
20102-50530 –Bank Fees	\$1,000
Switched banking relationship which resulted in a savings to the Town.	
20102-50540 – Debit Card Fees	\$5,000
Credit Card fees for Recreation and Police parking machines	
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 ESRI (Environmental System Research, Inc.) \$2750 May be less because of ESRI	
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	

It was noted that the change in the salary line of the Town Manager is reflective of his contract. Other changes for full time employees related to the 2% cost of living. Another change was reflected in the proper number of hours a custodian worked which added additional needed funds. There was a 4.6% reduction in this Manager's budget as a whole or \$32,400. A question was raised about the Dues/Membership/Licenses line with a 30% reduction which was accounted for by the transfer to the proper Department of \$7,475. Relative to the cost of postage, it was noted that this is for the entire town hall, police, fire, public works, waste water and recreation since the postal machine is located in the Town Hall. This is what accounted for the 54.55 increase. It was also noted that the cost of mailing a first class letter went up this year as well. Congratulations were given to the Finance Director for the reduction in the Bank fees when she explained that we had changed banks with a great reduction in what they charge for fees. The 74.18% reduction in computer system upgrade is because that was accomplished last year and this year we are looking at only the purchase of replacement computers. The Council made no changes to this budget.

Tax Collector

The Tax Collector is part of the Finance Department and is responsible for collecting all taxes from property owners, monitoring these collections and filing tax liens on unpaid real estate taxes in accordance with legal requirements, as well as billing supplemental taxes and recording abatements authorized by the Assessor or the Town Council. The Motor Vehicle Registration program is a service the Town provides its citizens, whereby the Town acts as a State agent allowing citizens to register a new vehicle or re-register an existing one, all at one location. The Town also registers snow mobiles, ATV's and boats for citizens. The tax collector's office is also responsible for all deposits for the Town – entering deposits, posting batches, preparing bank deposits, and reconciling entries.

Line Item Justifications

20104 50101 – Department Head Salary \$55,261

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 \$33,158

This account funds one (1) full time employee

Non-Exempt supplemental wages – include additional \$1500

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 = 27.70 hourly. Avg 12 weeks at 3 addtl hours \$900

Tax Clerk = 16.32 hourly. Avg 12 weeks at 3 addtl hours \$600

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.

MMA and MMTCTA Training/Conference \$50 - \$75 each approx. 2 - 4 sessions for the year \$250

Excel Training for Tax Office Staff \$125 each, approx.\$250

Munis – user group meetings

20104 50252 – Travel/Food/Lodging \$100

This account funds the following:

Personal use of vehicle to travel to conferences and training, meals, if not otherwise provided and lodging if the conference requires.

20104 – 50256 – Dues/Membership \$50

MMTCTA – Annual Membership fees for 2 X \$25

20104 50304 – Registry of Deeds \$6,900

This account funds the following:

The cost of filing liens with York County Registry of Deeds. The cost of filing is \$19 per page. The cost of an abstract researcher (research needed for meeting the requirement of notifying mortgage lenders) - this is done by Susan Cyr at \$10 per parcel.

20104 50454 – Computer Support \$4,500

This account fund the annual maintenance fee for Trio Software, for Motor Vehicle Registration (through Harris Local Govts)

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.

There were no changes made to the Tax Department budget. Council agreed with the recommendations of the Town Manager.

Finance Department

The Finance Department is responsible for the stewardship of the Town's financial resources and financial functions, including accounting, accounts payable, accounts receivable, payroll, risk management, debt administration, investment management, treasury, and tax collections. The Department advises the Town Manager and Town Council on fiscal policy and is responsible for assisting the Town Manager in budget preparation and execution.

Administration

The Administrative Program oversees all financial activities of the Town, advises the Town Manager and Town Council on fiscal policy; prepares monthly and annual financial reports; manages the development and administration of the budget system and reviews State legislative documents concerning fiscal matters. Responsibilities also include developing financial policies and joint administration of the Risk Management, General Accounting, and Treasury functions of the Town.

Accounting / Financial Projections

Finance is responsible for all financial functions of the Town, which consists of maintaining the integrity of the Town's General Ledger. This also includes processing the municipal payroll, accounts payable, debt management, budget preparation and management, account reconciliations for audit purposes, the purchasing and procurement process, and other related financial duties. Recommends and process journal entries with proper back-up documentation to substantiate entries. Finally, this program is responsible for preparing periodic financial projections for use in analysis and budgeting.

Cash Management

The Cash management Program involves custody of all monies received by the Town and assures that all monies owed to the Town is collected in a timely manner. This program coordinates cash flow projections with investments of Town funds according to the objectives of the Investment Policy, ensuring safety, liquidity and yield (in that order).

Goals

Fiscal and Internal Policy and Controls.

Document and implement Town wide audit control procedures to mitigate risk and ensure safety of all Town funds.

Continue to develop the monthly reconciliation process for cash, tax receivable, payroll, liability accounts, bond proceeds, all billing (special detail, ambulance), grant reimbursement, etc.

Continue Munis training and research Munis module enhancements for process improvements.

Implement cross training for back-up in the Tax Collector's office to assist with tax payment collections and MV registrations. This was accomplished in FY15 with the Finance Clerk now being fully certified for MV registrations.

Implement on-line bill pay for the Town – continue to research to see if this will benefit the Town for real estate and personal property tax payments.

Continue to review and develop internal policies and standard operating procedures.

Line Item Justifications

20105 50101 – Department Head Salary \$77,675

This account funds the salary of the Finance Director

20105-50106 – Full-Time Wages \$80,182

This account funds the wages for the:
Payroll/Accounts Payable Clerk
Finance Clerk

*Non-Exempt Full Time Clerks supplemental wage – include additional \$1450
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 = 16.96 hourly. Avg 12 weeks at 3 addtl. hours = \$611.00

Finance Clerk = 23.30 hourly. Avg 12 weeks at 3 addtl. hours = \$839.00

20105-50111 – Overtime Wages \$100

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

20105 50251 – Conferences/Training

This account funds fees for:

- Munis Annual
Conference \$775 X 2 employees
- NEGFOA &
MEGFOA Meetings \$40 - \$60 each session - 2 employees: 3 sessions = \$360
Annual
- Conference for NESGFOA \$335
- MMA and
MMTCTA Training/Conference \$50 - \$75 each approx. 6 - 8 sessions for the year
\$500
- Excel Training for
Finance Staff \$125 each, approx.\$375

- **MAPP (Maine Association of Payroll Professional) Seminars - Spring & Fall \$65 X 4 = 260**

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

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 & MEGFOA (New England Government Finance Officers Assoc. and Maine Chapter)
- Annual Conference 3 days NESGFOA (New England States Government Finance Officers Assoc.)
- MMTCTA (Maine Municipal Tax Collector/Treasurer Assoc.)
- MAPP Seminars

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*
- *MAPP (Maine Association of Payroll Professionals) \$40 X 3*
- *Veribanc Bank Rating Annual Subscription \$180*

20105 50304 – Registry of Deeds \$4,500

This account funds the cost of discharging tax liens at a cost of \$19.00 per page (average 20 per month).

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).

There were no changes to the Finance Department budget. It was noted that the change in the salary line was a result of the survey that was done by the Town Manager comparing department head salaries to those of other municipalities of the same size.

Town Hall Maintenance

Line Item Justifications

20115 50310 – Service Contracts

\$7400

This account funds the following service contracts:

- Simplex Grinnell quarterly inspection for sprinkler system – annual cost = \$650
- Simplex Grinnell Fire Alarm Annual Inspection – annual cost = \$500
- Pine State Elevator quarterly inspections \$140 quarterly – annual cost = \$560
- HVAC Heating and AC \$2700
- Orkin annual cost = \$725
- Cintas \$103 monthly \$1250
- Action Security Systems \$240
- Drinking Water – Nestle Water \$700
- State of Maine Elevator Inspection annually - \$75

20115 50400 Electricity Expense

\$17,500

Town Hall electricity expense.

20115 50401 Water Expense

\$ 590

20115 50405 Heating Fuel Expense

\$15,000

Town Hall heating fuel expense – Oil average gallons annually = 6800 – 7000 at 2.09 per gallon

20115 50450 Building Repair/Maint

\$20,000

This account funds all repairs for Town Hall
New office space \$2,500
Heating/AC annual repairs \$12,500
Misc Unexpected/Emergency Repairs \$5000

20115 50453 Vehicle Repair/Tires/Op

\$1000

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

**20115 50500 Admin/Office Supplies/Equipment
\$8,000**

New equipment for Council Chambers: Laser projector and screen

**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.

**20115 50510 Vehicle Fuel Expense
\$1000**

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

Buildings maintained:
Town Hall – 5 days a week
Police Dept – 5 days a week
Historical Society – 2 days a week
Transfer Station – 3 – 4 times per week

Recreation Department is not expenses through this account. They have hired their own custodian.

There was discussion about the Service Contracts and it was noted that there was a 1.33% reduction in that line due to the lower cost of fuel oil and we are tied into a two year rate which has benefitted the town. The Town Manager did request that the building repair/maintenance expense line with a 50% reduction be transferred in FY16 to be used for the windows and siding work being done at the Town Hall. Under CIP for the Administration you will see the listing of the bids for this work.

YORK COUNTY TAX ASSESSMENT

It was noted that the York County Tax is something we have to pay even though we do not get of service other than the Jail and Probate.

CONTINGENCY EXPENSE

Contingency Planning is an activity undertaken to ensure that proper and immediacy follow-up steps will be taken by management in an emergency. The need for a contingency plan emerges from a thorough analysis of the risks that the Town faces. It is also a tool that is useful in thinking about new and ongoing projects. The Town Manager recommended that it stay at the same level as last year which is \$141,400. The Council agreed. The Town Manager also said that this could be changed if in the final discussions before the budget is passed it appears the Council wants to do that.

INSURANCE AND BENEFITS

The insurance and benefits line increased 7.80% and this had to do with the increase in health insurance. This line covers a variety of insurance and benefit expenses including FICA and Medicare, ICMA, Health Insurance, Dental Insurance, IPP Insurance, Life Insurance, Worker's Compensation, General Insurance including Vehicle and Flood Insurance, public official bonds, unemployment compensation, etc. This is an account that usually goes up because of the increase in services. The other was related to the three new firefighters in the budget.

The following agencies who requested funding were discussed.

Agency	2015	2016
	\$	\$
Red Cross	None	7,500
Biddeford Free Clinic	1,000	1,000
Caring Unlimited	None	2,587
Community Animal Watch	2,400	3,000
Community Partners, Inc.	None	None
Community Watch Council	880	1,000
Home Health Visiting Nurses	None	1,000
Kids Free to Grow	None	250
Methodist Church/Food Pantry	2,400	2,400
OOB Chamber of Commerce	None	None
OOB Community Food Pantry	2,400	4,000
Salvation Army OOB	2,400	3,000
Southern Maine Agency on Aging	2,020	3,000
Southern Maine Parent Awareness	None	None
York County Community Action	None	3,200
York County Shelter Program	None	None
Junior Achievement	None	None
	\$12,500	\$31,937

The Town Council had consensus that the Town Manager's recommendations will stay as they are indicated here. It was also noted that perhaps another way of determining agencies and amounts might be a consideration although Finance Chair, Mike Gray, had found a very excellent system of substantiating the reasoning behind giving determined by the agencies work and also the amount that is paid to salaries. It was recommended by Councilor Kelley that \$750 be put back in the line for the Halloween Party put on by the Fire Department but the Town Manager recommended that it be part of his budget. The \$750 will be added to Miscellaneous budget under the Town Manager.

TRANSIT SERVICES

This covers the cost of the Shuttlebus services to our community. Each of the three communities, Old Orchard Beach, Saco and Biddeford share in the appropriation amount of \$115,000 each. The Assistant Town Manager and Vice Chair Thornton serve on their Board. Ms. Reid indicated that the Shuttlebus has not raised its appropriation request for four years and although financially doing well with excellent service by staff, the one concern is the CIP funding and they have requested an opportunity to speak with each community in the coming year.

General Assistance

The Municipality of Old Orchard Beach administers a program of general assistance (GA) available to all persons who are eligible to receive assistance in accordance with the standards of eligibility as provided within the General Assistance ordinance, Department of Health and Human Services (DHHS) GA policy and in 22 M.R.S.A. § 4301 et seq. The General Assistance Program is a State mandated, municipally administered assistance program. It is designed to be the program of "last resort". Applicants must provide verification of their income and expenses, and if unable to work, medical documentation substantiating their work limitations. Applicants are required to seek work if physically able and/or to apply for assistance from any other programs that may be available to them. A determination of eligibility is made for a 7 day or thirty-day period based on anticipated earnings and/or benefits received.

General Assistance is the most accountable assistance program in the State of Maine. Applicants are required to take responsibility for them by endeavoring to become self-reliant. For disabled persons, this may mean applying for disability benefits, for able-bodied persons, obtaining meaningful employment. This is a voucher only program. Eligible applicants may receive grants in aid for rent, food, medication, utilities, etc. and payment is made directly to the vendor.

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 50101 – Department Head Salary **\$20,861**

The account funds the P/T salary of the GA Administrator. This position is shared with the Town of Wells.

20191 50111 Overtime **\$300**

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 annual GA software support through Victoria Bourret.

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 50402 – Cellular Phone **\$600**

requires that in an emergency a prospective client can speak w/ General Assistance.

20191 50500 – Admin/Office Supplies **\$300**

The Town Manager spoke of the appreciated frugality of the General Assistance Director and of her excellent work. The Council made no changes to this budget. It was discussed that 50% of the funding is returned by the State to the local community

LINE ITEM TRANSFERS

The Finance Director will be bringing at the next Council meeting a list of accounts for which line item transfers will be necessary.

TAX ABATEMENT EXPENSE

This line item was kept the same and it is difficult to know if there will be requests for tax abatements so the \$25,000 will remain the same.

DEBT SERVICE

The Town Manager explained that debt services are the cash that is required for a particular time period to cover the repayment of interest and principal on debt. The debt service coverage ratio also known as debt coverage rate is the ratio of cash available for debt servicing to interest, principal and lease. There was a 0.02% increase in this line from \$1,258,980 to 1,258,296.75. Consensus of Council was to leave as is.

REVENUES

Revenue is a crucial part of financial statement analysis. Government revenue includes all amounts of money (i.e. taxes and/or fees) received from sources outside the government entity. The Revenue Budget Projection list is made up of several areas including General Government which includes tax interest, payments in lieu of, Inland Fisheries Excise, Cable Television Franchise, Investment Income, Sale of Town Owned Properties, State Revenue Sharing, Homestead Exemption and the use of Undesignated Fund Balance. There is also government Licenses such as Business, Electrical, Plumbing, Town Clerk Fees, Passports, Burial, etc. Public Safety Licenses is another section of the revenue projections including parking meters, parking lot revenue, false alarms, etc. The Town Manager recommended an increase of 3.78% from \$4,521,445 to \$4,692,480. The decrease in parking lot permit fee to \$10,000 and an increase to parking fines to \$110,000 needs to be made and the consensus was for this to be done.

TOWN MANAGER'S CIP

There is \$50,000 designated for Town Hall Building Reserve Fund. Last year there was \$70,000 appropriated for the Town Hall Window Replacements.

Bids for the Town Hall Siding and Windows:

GORDON CONTRACTING INC. – Sangerville, ME

Bid Bond

1	Lump Sum	\$498,789.00
2	Replace Damaged Plywood/Sheathing	\$3.24 square ft. - \$1,296
3	Replace Damaged Wood Trim	\$7.99 linear ft. - \$799
4	Repaint area of wood trim	\$3.99 square ft. - \$399
5	Total Bid	\$501,283.00

TBUCK CONSTRUCTION – Auburn, ME

Bid Bond

1	Lump Sum		\$370,412.00
2	Replace Damaged Plywood/Sheathing	\$5.00 square ft. - \$2,000	
3	Replace Damaged Wood Trim	\$10.00 linear ft - \$1,000	
4	Repaint area of wood trim	\$10.00 square ft. - \$1,000	
5	Total Bid		\$375,412.00

MCLAUGHLIN BULDERS – Medway, ME

Bid Bond

1	Lump Sum		\$249,399.00
2	Replace Damaged Plywood/Sheathing	\$2.50 square ft. - \$1,000	
3	Replace Damaged Wood Trim	\$5.50 linear ft. - \$550	
4	Repaint area of wood trim	\$4.00 square ft. - \$400	
5	Total Bid		\$251,349.00

The Council supports the determination of the Town Manager to fix the building which is becoming an eye-sore.

RSU 23

Residents will vote on June 9th on a proposed \$12.7 million dollar school budget. The budget proposal which was previously approved by the school board, passed the second round of approval at a public budget meeting. The \$12.7 million dollar budget proposal will need final approval at the polls. If it is not passed the Town Manager will use the amount that is in his budget until a final determination is made. The budget proposal is less than 3 percent, which would increase the budget approximately 3%. It was noted that 85% of the budget is for salary and benefits. Expenses for which the School has no control rose 5.5%. Since the vote the good news is a decrease to \$11,341,558; a reduction of \$121,442.

INDIVIDUAL ACCOUNTS

The Town Manager went through some individual CIP accounts:

TOWN HALL Would like to increase Administration to \$120,000 due to the bids for the siding and windows at the Town Hall. There is a lot of unknown about this project and the extent of the wood rot.

FIRE DEPARTMENT Councilor Tousignant and Vice Chair Thornton both indicated they are in favor of the fourth firefighter.

PUBLIC WORKS – ROAD MAINTENANCE: Would like to revisit the grant which is pending with the State. Our share would be approximately \$161,000 for the Cascade Road and it will come out of Road Maintenance. Councilor Tousignant requested that at the same time we have the road up to Radley's done as it is in terrible condition. This was discussed at length. Councilor blaw indicated this would be done according to the schedule in 2017 or 2018 and he didn't like shuffling things within the proposed 2016 budget. The Town Manager indicated we would not know if we get the grant until FY16. He was asked about our savings and the Town Manager said it was negligible. Councilor Tousignant said we should do it all at once.

The Workshop ended at 8:55 p.m.

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 seventeen (17) pages is a copy of the original Minutes of the Town Council Workshop of May 21, 2015.

V. Louise Reid