

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, May 11, 2016  
TOWN HALL CHAMBERS  
6:30 p.m.**

**A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, May 11, 2016. Chair O'Neill opened the meeting at 6:32 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  
George Greene – Assessor  
Kim McLaughlin – Town Clerk  
Jeffrey Hinderliter – Planner  
Dan Feeney – Code Enforcement Officer  
Lee Koenigs – Library Director  
Mary Ann Kostros – Board of Trustees  
Laura Bolduc – Board of Trustees/Treasurer**

**Absent: Chair Shawn O'Neill**

**The Vice Chair welcomed everyone to the Workshop this evening.**

**The Workshop this evening will consider budgets of the following: Edith Belle Libby Memorial Library, Planning and Code, Assessing, Town Clerk, Board of Registration and Elections.**

**Following this workshop this evening there will be a special meeting of the Council:**

**Executive Session: Personnel Matters. (Note: This item discusses privacy issues defined under Title 1 M.R.S.A., Section 405(6)(A), and the Council anticipates the discussion will occur in Executive Session.)**

**Line Item Justifications for Libby Memorial Library**  
**FY17 Budget Allocation Request**

**Director Salary (1) \$45,000**

**Full-Time Employee Wages (2) \$55,000**  
This line funds the Juvenile Services Librarian and one Adult Circulation Library Assistant

**Part-Time Employee Wages (4) \$41,189**

This account funds four Library Assistant positions. This line is reduced from FY16 due to the elimination of the bookkeeper position.

**Annual Increase \$ 1,893**  
Funds the 1.5% wages increase

**FICA & Medicare – Employer Share \$10,930**

This account funds the Library's share of FICA & Medicare, reduced from FY16 due to elimination of a position.

**Health Insurance – Employer Share \$24,081**

This account funds the Library's share of Health Insurance for 2 FTEs, employer contributes 80%, employee contributes 20%, increased by 3% from FY16.

**Dental Insurance – Employer Share \$ 254**

This account funds the Library's share of Dental Insurance for 1 FTE. The contribution is a 50/50 split between employer and employee. Reduced from FY16.

**IPP Insurance – Employer Share \$ 1,273 (\$1,245)**

This account funds the Library's share of Income Protection Insurance (short-term disability) for 3 FTEs. Increased from FY16 by 2.2%.

**ICMA** **\$ 5,000**

**This account funds the Library's share of retirement for 3 FTEs and represents the 5% employer contribution.**

**Worker's Compensation** **\$ 2,800**

**Worker's Comp was increased to \$2,800, an increase of 86.7%, based on the actual cost incurred in FY15. FY16's budget amount was based on estimated costs provided by MEMIC and the expectation that there would be a refunded amount in FY15. This had happened in FY14, but did not occur as expected in FY15. The invoice for FY16 has not yet been received.**

**Payroll Service** **\$ 660**

**This line funds the Paychex payroll fee.**

**Conferences/Training** **\$ 1,000**

**This line funds staff attendance at local/regional conferences. This account includes registration, mileage reimbursement and lodging. Staff must pay for their own meals. No change fro FY16.**

**Dues/Memberships/Licenses** **\$ 2,444**

**This account funds the following memberships:**

- 1. New England Library Association**
- 2. Maine Library Association**
- 3. American Library Association**
- 4. Maine Municipal Association**
- 5. Maine Audubon Society**
- 6. Junior Library Guild**
- 7. Maine Organic Farmer's and Gardener's Assoc.**
- 8. Portland Museum of Art**
- 9. Southworth Planetarium**
- 10. Sam's Club**
- 11. Saco Bay Rotary**
- 12. Association of Rural & Small Libraries**
- 13. Amazon Prime**

**No change from FY15, FY16.**

**Service Contracts** **\$ 21,200 (\$21,220)**

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**This account funds the following:**

- 1. Water & Cooler**
- 2. Security & Fire**
- 3. Cleaning Service**

**Cleaning Service** professional cleaning company hired, increasing cost to \$6,420, up 14.6%

- 4. Misc. (trash/sanding/landscaping, etc.)**
- 5. ILL Delivery (Van Service)- transports Inter-library loan books between libraries in-state**
- 6. Computer Support/Maintenance**

**Computer Support** reduced to \$8,000, down -11.1%, as server replacement and upgrade to cloud back-up occurred in FY16 and will not need to be done in FY17.

- 7. Geo-Thermal System Maintenance (New)**

**Geo-thermal System Maintenance** increased to \$3,000, up 500%, due to the fact that it was impossible to know in FY16 exactly what would be necessary to maintain the system as it had just gone online and there was no comparative maintenance data. It took the first 6 months of FY16 to get an idea of what it would take to keep the system working efficiently. The \$3K number includes filters for all (8) heat pumps and the ERV, quarterly changing of filters and equipment maintenance checks.

- 8. Generator Maintenance (New)**

**This has been increased by 10.2% from fY16 due to a now realistic expectation of what is required to maintain the efficiency of the geo-thermal HVAC system.**

**Computer Software/Upgrades/Licensing** **\$ 2,000**

**This account funds any required database upgrades, annual licensing requirements and the ongoing project of ensuring that all Library software is current and compatible. No change from FY16.**

**Computer Hardware** **\$ 1,000**

**This account funds any necessary hardware replacement. No change from fY15, FY16.**

**Supplies** **\$7,000**

**This account funds Office, Library and Janitorial supplies needed monthly. Office supplies include copy paper, toner, staples, tape, file folders, etc. Library supplies are specific for processing, repairing or otherwise protecting library materials and making them available to the Public. Examples include bindery materials necessary for repairs, book covers, DVD/audit book replacement cases, date due slips, spine label tape, etc. Janitorial supplies cover trash bags, paper towels, toilet paper and tissues. No change from FY15 or FY16.**

**General/Vehicle/Flood Insurance** **\$ 4,300**

**This account funds policy on insuring building and contents. Substantial increase from FY16 due to newly expanded building and a detailed re-inventory of contents.**

**Insurance increased to \$4,300, up 405.9%, after completing an extensive inventory, post-expansion, it was found that existing contents value was slightly less than \$1M revealing that the library was critically under-insured. Insurance coverage was increased accordingly.**

**Utilities** **\$15,500**

**This account funds the following:**

- 1. Electricity**
- 2. Water**
- 3. Internet/Fax**
- 4. Propane**

**Increase from fY16 of 20.7% due to substantially increased usage of electricity and propane for the geo-thermal HVAC SYSTEM.**

**Electricity increased to \$9,600, up 12.9%, similar to the situation with the geo-thermal system maintenance, there was only a rough estimate of the electrical cost to power seven heat pumps and electrify the building. Even now, this is a 'best guess' as there were substantial electrical cost fluctuations during the winter as the heat pumps were repeatedly adjusted. The expectation is that the system is now set to run at peak efficiency year-round.**

Propane increased to \$3,500, up 250%, same situation as above. One heat pump, which heats water for the radiant heat system, is propane fueled as is the emergency generator and fireplace. Connection problems with the radiant portion of the system meant there was no control over heat output for several months including the majority of the winter. Those issues have been corrected and the conclusion is that this heat pump uses far more propane than estimated. This number is also a 'best guess' as it will take another year of usage without equipment being changed out, adjusted or problems corrected to have a solid idea of true propane consumption.

**Equipment Lease** **\$ 3,949**

This account funds two equipment leases.

- 1. Xerox Copier/Printer/Fax @ \$3,949/year for 5 years
- 2. Dell Server @ \$1,656/year for 3 years – PAID

Reduced from FY16 due to server lease payment completion, new server was paid for outright in FY16. Line 2 will removed completely for FY17.

Server Lease decreased by \$1,668, or -100%, as it has been paid off and the replacement server, with a life expectancy of five years, was paid up front, in full.

**Furniture/Fixtures/Office Equipment** **\$ 1,000**

This account funds any small office equipment or furniture that needs to be replaced. No change from FY15, FY16.

**Building/Grounds Repairs & Maintenance** **\$ 600**

This account funds any interior/exterior repairs or necessary maintenance. Increased from FY16 due to the fact that the building will no longer be under warranty as of May 2016.

**Adult/Child Programming** **\$ 2,900**

This account funds weekly children's programs as well as special programming for both adults and children. As an example of expenditures attributed to this line, programs for FY16 included weekly Finger Frolics, Crafty Readers, twice-weekly Lego Club, twice-monthly indoor Family Movie Nights, the Summer Family movie series, the Children's Summer Reading program combined with the Summer Meals program, monthly SMAA Medicare Minute, as well as special programs such as author talks, various art programs, the Fall "Creating with Nature" maker programs, the Winter Fab Lab Tech series, Angus King sponsored "Your Government, Your Neighborhood" programs, various holiday celebrations/programs for adults and children, etc. The purpose library programming is to provide educational cultural and entertainment opportunities to the citizens of Old Orchard Beach. Program costs include food, program specific supplies/equipment, prizes and performer charges. No change from FY16.

**Materials** **\$20,800**

This account funds all materials annually purchased for public use which include the following: print materials, media (DVDs/audiobooks), periodicals, informational database subscriptions and e-books. Slightly increased from FY16 due to expense of TV series on DVD.

**Professional/Accounting** **\$1 ,900**

This account funds both the Library's annual 990 filing and the annual audit.

Tax prep increased to \$1,900, up 90%, to reflect the actual cost incurred in FY16.

**Postage/Shipping** **\$ 600**

This account funds mass mailings, shipping inter-library loan books out-of-state and stamps. Increased from FY16 due to increased inter-library loan volume.

Total budget proposed - \$278, 665. Library proposed 279,033.  
The Library budget it up \$10,319 or 3.8%.

\*The budget cost increase of \$10,319 (top of page) reflects the difference between the actual FY16 operating budget and the FY17 operating budget request. The difference between the Town FY16 allocation amount and the FY17 operating budget request is \$34,033.

**A well-received report was given by members of the Library Board of Trustees relating to excellent programming being conducted at the Library and the very positive reaction that has been given particularly once the new building was constructed. The budget was well received by the Town Council with broad discussion on the reasons for the increase. A number of questions were asked particularly on the geo-thermal system and it was noted that this being the first year they are monitoring this very closely. It was also noted that an annual audit would be conducted this year; a request the Town Council made last year. They noted there has not been an audit done in the last three years. The budget cost increase of \$10,319 reflects the difference between the actual FY16 operating budget and the FY17 operating budget request. The difference between the Town FY16 allocation amount and the FY17 operating budget request is \$34,044.**

**The Vice Chair congratulated the Library administration for their hard work.**

## **Planning Department**

**The responsibility of the Planning Department is to coordinate growth and development in Old Orchard Beach through the administration of local, state, and federal laws, regulations, and ordinances. Responsibilities include responding to requests for assistance on land use development questions, reviewing development proposals and plans, production and implementation of the comprehensive plan, development and amendment of all local ordinances, economic development, oversight of code enforcement office activity, staff advisor for the Planning Board, Design Review Committee and Comprehensive Plan Committee. The Planning Department is one of the town's contact points for many development inquiries. The Department routinely answers citizen questions whether planning related or not. Planning staff will continue to work closely with Code Enforcement and Assessing staff to provide information to the public on a wide variety of land use issues.**

# Goals

**Planning Department goals for FY17 are as follows:**

**Part Time Planning Position to become Full Time.**

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## Completion of the Comprehensive Plan

Planning Board workshops to address multiple ordinances, procedures, development, etc.

Internal filing and organization.

Seek way to create a more efficient office including streamlining permitting and proactive approaches to issues.

Review the Town's website as it relates to Planning, Code and Business Licensing. This needs to be updated so it is more informative; has the most recent information (e.g., permits); becomes a useful tool for those who want to learn about the Town; be more attractive.

Become more active with planning and economic development programs.

## Line Item Justifications

	<u>FY 16 (YTD%)</u>	<u>FY 17</u>
<b>20110 50101 – Department Head Salary</b>		
	\$ 61,976	62,995
The account funds the salary of the department head.		
<b>20110 50106 – Full Time Employee Wages</b>	\$ 18,170	56,100
This account funds half the salary for the planning/code administrative assistant. The position provides critical work for this office and it's the department hope the wage will be increased to help reward the good staff we have.		
This will also fund a full time Assistant Planner from a part-time position.		
Non-Exempt Full Time Clerks supplemental wage – include additional \$525 <i>Hours worked over 37 are to be paid at straight time for non-exempt employees.</i>		
<b>20110 50107 Part Time Wages</b>	\$23,966	\$1,500

This account funds the stipend for an intern.

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**20110 PLANNING** **Up \$14,571** **12.4%**

Increase the hours of the part-time planner from 28 to 37 hours (full time) and increase hourly wage to \$20/hour for an increase of \$15,464. The increased hours will allow the Assistant Planner to keep the department compliant with stormwater enforcement, assist the Planner with additional demands for development review, and provide needed staff support to the Planning and Code Departments.

**20110 50111 Overtime** **\$ 300** **\$300**

**20110 50251 – Conferences/Training** **\$ 700** **\$500**

This account funds the attendance to various training sessions for both staff as well as Planning Board, Comprehensive Plan Committee and Design Review members. Examples of different trainings are as follows: CDBG workshops, MMA sponsored classes, American Planning Association workshops etc. The decrease is to help funding the full time planner position.

Decrease Conferences and training by \$200 and increase travel by \$150.

**20110 50252 – Travel/Food/Lodging** **\$ 350** **\$650**

This account funds mileage reimbursement for the use of personal vehicles, meals and lodging to attend various training sessions. The increase is due to more travel (mileage reimbursement) to trainings and meetings. Staff is becoming more active with regional organizations such as Eastern Trail, Stormwater Groups, etc.

**20110 50256 – Dues/Memberships/Licenses** **\$ \$275** **\$307**

This account funds membership in the American Planning Association. The Increase is due to increases in membership dues.

**20110 50300 – Professional/Engineering** **\$ 1,800** **\$1,500**

This account funds various professional and engineering services required by the Department. Decrease professional and engineering services by \$550.

**20110 50302 – Advertising** **\$ 7,200** **\$6,200**

This account funds all planning, Planning Board, Design Review, Comprehensive Plan legal advertisements (meeting agendas, public hearing notices) that require, by ordinance, charter and statute, posting of meetings and

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other public notices. The decrease is due to more efficient agenda wording and postings. Decrease Advertising expense by \$1,000.

**20110 50402 – Phone/Cellular/Paging                                 \$ 500                                 \$555**

This account funds a cell phone that is used by the planner when he is out of the office.

**20110 50500 – Admin/Office Supplies                                 \$ 2,000                                 \$1,700**

- This account includes the cost of general office supplies for planning, code and business licensing as well as board and committee members. Supplies include paper, writing tools, staples, ink cartridges, heavy card stock, folders, tape, folders, post-its, paper clips, correction tape, batteries, labels, adding machine tape, business cards, envelopes, renewal forms, desk calendars, organizers, binders, glue sticks, etc. The decrease is due to budget tightening to help fund the full time planner position. Decrease Admin and office supplies by \$300.

**Total requested and recommended budget                 \$132,308.00**

**NOTE:**

There are other budget related expenses associated with the Code and Planning Office including:

- Vision Software Annual User Fee: \$7,275. (FY16) This fee is associated with Code and Assessing use of Vision Software.
- Comprehensive Plan Update: \$22,420. This account is associated with the Comprehensive Plan Update. It is one of my goals to complete the update during FY17; therefore, it is my hope funding can continue.
- . Southern Maine Planning and Development SLAWG Program - \$3,100  
The fee is for OOB's share of the SLAWG program. The program focus this Year includes stormwater matters (Developing LID standards, Board and Committee training).

**CODE ENFORCEMENT DEPARTMENT**

The Old Orchard Beach Code Department has many tasks assigned to it. It is the responsibility of this department to enforce the Ordinances and Standards set forth to ensure the health, safety and welfare of the citizens and visitors alike.

Old Orchard Beach follows the Maine Unified Building and Energy Codes as adopted in 2010 along with several local ordinances and mandates that are designed to enhance the quality of life we enjoy here. We issue and administer all building, electrical, internal plumbing permits along with and handling all Surface

**Waste Disposal System Installations.** In addition our inspectors review all building plans and coordinate with other departments and agencies to make the process of building and remodeling as smooth and professional as possible. We also are the contact for the Town in Flood Plain management and permitting associated with FEMA and ISO rating systems.

In addition, the Staff of the 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 this department also issues all the Passports available from the Town. This is a time consuming process that continues to grow annually. The Department responds to numerous complaints from housing issues to land use violations and each contact is handled swiftly in a very professional manner. The staff is constantly upgrading their knowledge of the ever changing demands on the department and work as a very close customer service unit in supplying the community with the very best in professional services. The present year we had over 1000 permits issued and they appear to be increasing as a result of new and old issues we have to increase the inspections to meet the demand.

#### **FY16 Goals and Objectives**

**Code Enforcement as a department has many facets.**

**Our ultimate Goal is to provide the highest possible quality of service to the citizens, summer residents and visitors as well as provide accurate and detailed expertise in Housing, Commercial Construction, Renovations and New Construction as well as provide the Permitting and Licensing of Housing establishments and meeting the needs of the inspection and follow-up necessary to provide a safe, sanitary and well-kept place to live and work. In addition staff works with the Planning and Assessing Offices on a daily basis and all Floodplain and FEMA regulations are cleared through this office. Staff is also charged with providing assistance and guidance on an ever increasing amount of passports that this department handles annually. The Codes Department handles hundreds of complaints annually from the initial inquiry through to the end resolve. Our objectives are to efficiently and orderly administer the tasks we have undertaken to the best of our collective abilities.**

## **Line Item Justifications**

**20113 50101 – Department Head Salary**

**\$60,000**

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**This account funds the salary of the Code Enforcement Officer. The Town Manager recommended \$57,462.**

**20113 CODE ENFORCEMENT Down \$8,017 (-3.8%)**

- **Wages increase \$3,603, or 2%.**

**20113 50106 – Full Time Employee Wages \$81,000**

**The Town Manager recommended \$79,614.**

**This account funds salaries for the following staff:**

<b>Business Licensing Clerk</b>	<b>1</b>
<b>Alternate CEO (Shared W/ Assessing)</b>	<b>1/2</b>
<b>Code / Planning Administrative Assistant (Shared W/Planning)</b>	<b>1/2</b>

**Request for the Business Licensing Clerk to receive an additional \$1,500 for her 12 years of experience and dedication.**

**20113 50107—Part Time Employee Wage \$47,736**

**This account funds salaries for the following staff:**

<b>Part time Assistant CEO</b>	<b>1</b>
<b>Part Time Code Officer</b>	<b>1</b>

**20113-50111 Overtime Wages Expense \$800**

**29113-50121 Annual Stipend \$2,000**

**Health Inspector**

**20113 50251 – Conferences/Training \$2,500.00 (FY2017)**

**This line supports yearly mandatory training for the Code Enforcement Officer, Plumbing Inspector, Deputy Code Enforcement Officer, Alternate Code Officer,**

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Health Officer, Commercial Electrical Inspector, and Fire Inspector. All these positions require special licenses and/or certifications that need continuing education credits to maintain licensure. This line will also pay for any training the Zoning Board of Appeals members may attend such as MMA training. Also fund code manuals that are required. Conferences/training decreases by \$700, or (-28%.) Dues decrease by \$100, or (-20%.)

**20113 50252 – Travel/Food/Lodging** **\$750.00 (FY 2017)**

This line pays for traveling expenses that occur when any office staff attends training sessions. With increasing mandatory training this line is expected to be used more for travel. Travel decreases by \$200, or (-26%.)

**20113 50256 – Dues/Memberships/Licenses** **\$500.00 (FY2016)**

This line pays for membership and dues for organizations such as the NFPA and MBOIA. Being a part of these organizations saves us money on training and also purchasing code books including but not limited to Code Enforcement and Fire Safety.

**20113-50000 -Professional Engineering** **\$2,000**

This is a reduction from \$15,00 . These are services beyond the ability of staff to handle. Professional Services beyond the daily capability of Staff – Nuisance buildings, FEMA etc. The Town Manager is recommending \$5,000. Professional services is reduced by \$10,000 (-66%) due to continued inaction as it relates to modifications to FEMA flood plain regulations.

**20113 50320-Advertising** **\$1,200.00**

This line pays for any advertising that may be required in the code office, including The Zoning Board of Appeals.

**20113 50402 – Phone/Cellular/Paging** **\$780**

This line pays for cell phone for work related phone calls while the Code Enforcement Officer and Deputy Code Officer are out in the field doing inspections. Phone expense decreases by \$620, or (-44%).

**20113 50453 – Vehicle Repair/Tires/Oil** **\$1,000**

Increase due to age and condition of vehicle. This line pays for any maintenance needed for the code enforcement Jeep. Past few years we have always needed more money than what was appropriated. The Town Manager is recommending \$900.

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**20113 50500 – Admin/Office Supplies \$2,000**

**This line pays for all office supplies, inspection tools, safety equipment, and any other miscellaneous items needed**

**20113 50502 – Printing and Copying/ Mailing \$1,000**

**(To cover ISO and FEMA Brochure) This line pays for letterhead, paper, special forms we order for inspections and code enforcement. This line is the same as last year.**

**20113 50510 – Vehicle Fuel \$700.00**

**This line pays for any fuel expense associated with code enforcement. Mostly being fuel for the code jeep. This line reflects no increase.**

**The requested budget is \$203,966 and the recommended budget is \$202,942.**

**In the presentation by the Planner and the Code Officer, notation was made in the increase in work in that department and the demands made addressing citizen projects. It should be noted that there have been some suggested personnel changes and the Council was in consensus as to meeting these needs.**

**Assessing:**

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**Assessor**

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**Assessor – George Greene, Deputy Assessor – William DiDonato, Assessing Administration Assistant – Pam Given**

**The Assessor's office is responsible for managing the assessment and appraisal function for the Town including establishing property valuations, preparing taxable property inventory lists, defending assessments, maintaining and enhancing the Town's land-based records, providing appraisal support to Town Administration, in accordance with State statutes and regulations, and the Policies of the Town. Performs all other related work as required.**

**Supervision – Works under the general direction of the Town Manager working from State law, assessing principles, town policies and objectives and directives from the State. Establishes own work program and objectives, and assumes direct accountability for department results, due to the highly specialized and technical nature of the work. Consults with Town Manager, Human Resource Director on personnel issues, management issues and other issues, as needed. Develop departmental policies, goals, objectives and budgets, consistent with statutory requirements for assessment and appraisal of property.**

**Provides direct supervision to two (2) full time employees, who work at the same location on the same shift, with staff often times in the field performing appraisals; and evaluates personnel performance on an ongoing and annual basis.**

**Has access to and review confidential, financial statements of property owners, law suits, as well as abatement and exemption applications.**

**Administrative work is performed under typical office conditions. Operates automobile, camera, computer and standard office equipment. Responsible for the utilization of extensive judgment and resourcefulness to adapt existing appraisal practices to a dynamic and changing real estate market that is characterized by diverse residential, commercial and industrial properties and fluctuations in land value in accordance with generally accepted appraisal and assessment techniques. Employ standard assessment and appraisal concepts, theories, principles, techniques and practices in order to ensure that each property is properly assessed. Exercises considerable authority in interpreting assessment guidelines, in determining how they should be applied, and in developing valuations for each property and class of properties. The sophistication of computerized mapping and appraisal software adds to the complexity of this position.**

**Errors can result in monetary loss or legal repercussions when an opinion of value is too high or too low; with high opinions of value usually resulting in appellate processes.**

**Contact with the public for the purpose of supplying information and answering complaints. Other contacts are with surveyors, attorneys, appraisers, real estate professionals and all Town departments for the purpose of providing and receiving land use information. Contact types are usually by telephone, in person or in writing.**

**Supervises the daily operations of the Assessor's office, directs, trains and**



**schedules workloads for clerical support staff; prepares and administers departmental budget; purchases equipment and supplies as needed; supervises the input of information in to the department's computer system.**

**This position should have, at a minimum, an Associate's Degree with courses in business, real estate, economics or a related field, plus course work related specifically to real estate appraisal or assessing; seven to ten years of experience in a supervisory role in assessing or appraisal with at least five years directly related to assessing. Also Certified Maine Assessor (CMA).**

**There is a comprehensive knowledge of modern property assessment and appraisal principles and practice, including thorough knowledge of the tax laws of the State of Maine and Town ordinances; above average ability in mathematics; considerable knowledge of geographic layout of the town, buildings, zoning, and construction codes; the ability to analyze financial statements for all types of properties; the ability to analyze charitable, religious, or any other exemptions, ability to report data in a clear and concise fashion, explain to taxpayers issues of value; good public relations skills, good oral and written communications skills, competent in the use of computer assisted mass appraisal software, spreadsheet software, word processing software. Establish and maintain effective working relationships with town officials and the public. Coordinate office activities and supervise staff. Excellent people relations skills. Independently analyze factors, which may influence the value of property and to exercise judgment in determine property values and changes in Town structures and physical properties.**

## **DEPUTY ASSESSOR**

**Deputy Assessor is responsible for assisting the Tax Assessor in carrying out the activities of the Tax Assessing Department. The Deputy Assessor works independently in carrying out delegated responsibilities in accordance with procedures established by the Tax Assessor. Responsibilities include dealing effectively with the public concerning department activities, maintaining accurate records, and performing specific delegated tasks valuing real and personal property and assessing taxes. The Deputy Assessor operates under the general guidance and direct supervision of the Tax Assessor to ensure compliance with policies and procedures. Typical duties include answering telephone; assisting customers of the Assessing Department, determining assessed valuation of personal and real properties, as directed; processing permit information,**

performing field inspections, including measuring, listening, and photographing properties; meeting and corresponding with taxpayers to answer questions and resolve problems; analyzing and researching trends in property values, answering questions regarding property valuations, values and property record cards; data entry using appraisal software to establish property values and maintenance of valuations in specialized tax assessing software; and in the absence, assume all duties and responsibilities of that position, except for those by law may not be delegated; and deal effectively and positively with appraisers, real estate brokers, other employees and the general public regarding all aspects of the department. The Deputy Assessor, who must be a current Certified Maine Assessor, has knowledge of current assessment practices and procedures; knowledge of laws, rules and regulations governing assessment of property taxes, ability to recognize and analyze factors which influence the value of properties and to exercise sound judgment in the process of determining those values, excellent oral and written communication skills, ability to maintain confidentiality, and ability to develop and maintain working relationships with employees, other Department Heads, public officials, contractors and the general public. Since July of 2011, the Deputy Assessor has also been working ½ of his time as a Code Enforcement Officer with the duties prescribed to that position.

#### **ASSESSING – ADMINISTRATIVE ASSISTANT**

Telephone, window and mailing to customers regarding inquiries; updating customer file information for both Munis and Vision systems; maintaining property sales – processing deeds, scanning into the record cards, generating property Sale Reports, mailing and tracking sale surveys; Generating supplemental tax billings as needed; coordinating annual tax bill printing; processing building permit information; preparing record cars for assessing inspections;; updating property exemptions; setting up and maintaining personal property account records for rentals, commercial businesses and camping resorts; in-house printing/ mailing of annual Declarations of equipment for commercial accounts; maintaining Assessing Department invoice files; maintaining property Abatement files; and other assessing duties as required.

#### **SERVICES/RESPONSIBILITIES OF THE ASSESING DEPARTMENT**

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

**In addition: Generates revenue through the assessment of property, taxes, land use change assessments; makes decisions concerning the value of complex and**

non-complex property on a day-to-day basis relying upon research; 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; commits taxes to the Tax Collector and prepares/distributes tax bills to property owners on an annual basis; 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; 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 yearlong incremental update of property values; and 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

\$39,950

Assessor's position is shared with Sanford. Old Orchard Beach share is 467% of annual salary.

20106 50106 Full-Time Wages Expense

\$68,184

20106 50103 50108-Seasonal Employees

20106 50111 – Overtime wages

\$0

20106 50123 Car Allowance

\$701

This represents 46.7% share of annual car allowance for Assessor.

20106 50251 – Conferences /Training

\$1800

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

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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 \$1,500**

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 \$590**

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.

**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. Town Manager recommended \$5,000.

Up \$5,030 4.1%

- Professional services is increased by \$4,500 in order to retain outside assistance in reviewing commercial assessments.

**20106 50310 Service Contracts \$0**

Currently, the annual maintenance fee is in the IT budget.

**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. Town Manager recommended \$800.

**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 \$800**

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 \$275**

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

**Total Budget Requested \$128,340 Total Mgr. Recommendation \$127,140**

**Capital equipment replacement and repair & CIP Estimate \$30,000**

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

One of the concerns expressed by the Assessor was the amount of time being spent by the Deputy Assessor working on code issues and the need was there and has been met but it then took away in part from the work of the Assessors' office. It is anticipated that with the additional personnel in the Planning Office that perhaps the Deputy Assessor would have more opportunity to address issues in the Assessors Office.

## 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. The Town Clerk is also the Freedom of Access Officer and Registrar of Voters.

#### 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** **\$63,997**

The account funds the salary of the Town Clerk.

**20107 50106 Full Time Wages** **\$31,488**

This account funds one-full-time Deputy Clerk

20107 TOWN CLERK Up \$683 .49%

- All wages combined increase by \$2,194, or 1.8%.

**20107 50107 – Part Time Employee Wages** **\$ 27,904**

This account funds wages one part-time Deputy Clerk – 33 hours per week, 52 weeks of the year.

**20107-50111 – Overtime** **\$500**

**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

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Conference, and other classes as required or needed, and have now been combined with 20109-50251. Conferences and training decreased by \$350, or 26%.

**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. Travel and lodging decreased by \$200, or 15.4%.

**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** **\$ 5,000**

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 a filing cabinet and a computer. Admin and office supplies decreased by \$1,000, or 16.6%.

**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**

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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** **\$ 18,900**

This account funds wages for the election workers. The increase from last year is due to the Presidential election. There will be a Municipal Election as well as the Presidential Election in November, and a possible election in June. No additional possible elections have not been budgeted for.

- Wages increase by \$5,400, or 40% due to the presidential election in November.

**20108 50252 – Travel/Food/Lodging** **\$1500**

- Food expense increases \$500 due to additional staff in a presidential election.

Food for Elections.

**20108 50454 – Computer Support** **\$ 5,000**

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

- Computer support increases \$1,200, or 31.5% due to the need to lease a fourth voting machine and the additional coding expenses from increased voter participation in a presidential election year.

**20108 50501 – Operating Supplies/Equipment** **\$ 1,500**

This account funds the replacement of 5 voting booths per year and combines 20108-50500 pertaining to supplies.

**20108 50502 – Printing & Copying** **\$ 5,500**

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

- Printing expense increases \$2,500 due to increased voter participation in a presidential election.

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**20109 50107 – PT EE Wage** **\$ 4,500**

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

**20109 50320 – Advertising** **\$ 200**

This account funds the legal advertisements for the hours of the Registrar’s Office before an election; additional advertising because of the presidential 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.

**20108 ELECTIONS** **Up \$8,000** **37.3%**

**20109 BOARD OF REGISTRATION** **Up \$2,550** **89.5%**

- Wages increase \$3,500 due to more staff for the presidential election.
- Admin and office supplies decreased \$1,000 to reflect historic use.

The Town Clerk receive applause for her hard work. It was also noted that with the presidential election coming up that the need for staff resulted in an increase in wages. The Council was in complete agreement for the need to increase staff particularly all the negative press that was received in other communities as far as weighting times, etc.

The Vice Chair closed the Workshop at 7:20 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 twenty-six (26) pages is a copy of the original Minutes of the Town Council Meeting of May 11, 2016.**

**V. Louise Reid**