

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, April 26, 2017  
TOWN HALL CHAMBERS**

**A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 26, 2017. Chair Thornton opened the Workshop at 6:32 p.m.**

**The following were in attendance:**

**Chair Joseph Thornton  
Councilor Kenneth Blow  
Councilor Jay Kelley  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid  
Dan Blaney – Archivist for Harmon Museum  
Stan Quinlan – Harmon Museum  
Jeanne Guerin – Harmon Museum  
George Green – Assessor  
William DiDonato – Deputy Assessor  
Jason Webber – Recreation Director  
Diana Asanza – Finance Director**

**Absent: Vice Chair Shawn O’Neill**

**The Workshop this evening includes budget presentations by the Harmon Museum, Assessing, Recreation Department, Town Hall Maintenance, Finance, Tax, General Assistance, Human Resources, Insurance, Revenue and Fees, Debt Service and CIP.**

**Harmon Museum**

**The Council thanked the staff of the Museum for their very efficient budget and approved the needs of the heating system as part of the CIP. There was much praise for the programming that is done by the Harmon Museum staff particularly during the summer months when the visitors and tourists to our community see what historical significance the history of the Town portrays. Special thanks was afforded the many unpaid volunteers who bring significant contribution to the Museum during winter and summer months and the updating and documentation of history is important to this community. It was noted that the Harmon Museum staff is always fiduciarly responsible. The installation of the windows in 2015 has made a great savings and they believe the new furnace will even reduce the costs further.**

**The CIP request is for \$10,000 which is recommended by the Museum, the Town Manager and the Finance Committee.**

12/22/2016

Daniel E. Blancy, Trustee  
Stanley J. Quinlan, Trustee  
Joseph Reardon, Trustee

OLD ORCHARD BEACH HISTORICAL SOCIETY/HARMON MUSEUM

ANNUAL BUDGET REQUEST JUSTIFICATIONS: FY 2017-2018

ACCOUNT:

20177 Old Orchard Beach Historical Society

50108	Seasonal Employee wages: Curator (10 weeks @ 28 hours per week X \$1800)	\$5040.00
50121	Stipend: Curator (off-season) 34 weeks@ \$13.50hr.X 4 hours	\$1836.00
50310	Service Contract (Action Security): \$240 per year. Repairs/Calls/Battery (\$60)	\$300.00
50325	Postage (P.O. Box 464 rental/stamps/shipping/mailings)	\$200.00
50400	Electricity (Cent. Maine Power: \$75/month X 12 months)	\$900.00
50401	Water (\$21/month X 12 months)	\$252.00
50402	Phone/Cellular/Paging (BCN: \$50/month X 12 months)	\$600.00
50404	Internet (\$70/month X 12 months)	\$840.00
50405	Fuel Oil/Cleaning/Repairs per year	\$2200.00
50450	Bldg. Repair/Maintenance ( Repair walls; replace front door)	\$2700.00
50500	Admin/Office Supplies/Equipment (supplies/ink cart./paper)	\$1000.00
50501	Operating Supplies (Day/Equip., repairs, etc.	\$1000.00

Total Requested: \$16,868.00

# Proposal

**HVAC SERVICES, INC.**  
73 BRADLEY DRIVE  
WESTBROOK, MAINE 04092  
(207) 854-4822 (207) 854-0775 (fax)

December 22, 2016  
Summary: PROPOSAL  
Reference #: 5008-19151  
SP: JO  
Due Date: 1/21/2017

TOWN OF OLD ORCHARD BEACH  
TOWN HALL  
1 PORTLAND AVENUE  
OLD ORCHARD BEACH, ME 04064

**Job Name:**  
TOWN OF OLD ORCHARD BEACH  
MUSEUM  
1 PORTLAND AVENUE  
OLD ORCHARD BEACH, ME 04064

207-934-4042

207-934-0246

207-934-4042

207-934-0246

We Hereby Submit Specifications And Estimates For:

Exclusions: Overtime labor, line voltage wiring, tank setting, and repairs to the existing duct, and vent systems.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: \$0.00

**Payment to be made as follows:**

25% UPON ACCEPTANCE OF CONTRACT- REQUISITION BILLING THEREAFTER THROUGH COMPLETION. FINAL PAYMENT NET 20 DAYS COMPLETION

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted within 30 days of the proposal date.

Authorized Signature \_\_\_\_\_ Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_

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207-934-0246

207-934-4042

207-934-0246

We Hereby Submit Specifications And Estimates For:

Replacement options for the existing "Thermo-Pride" Oil furnace.

Option-1

Replace with (1) direct replacement "Thermo-Pride" oil furnace.  
\$9000.00

Add (1) 4 ton "York" a/c system to this furnace. \$8000.00

Option-2

Replace with (1) "York" high efficiency gas furnace. \$14000.00

Add (1) 4 ton "York" a/c system to this furnace. \$8000.00

Option-3

Install (3) 2 ton high efficiency "Fujitsu" mini-split heat pump  
systems with (6) wall mount evaporators. \$22000.00

## Assessing Services #20106

### Staff

Assessor – George Greene, Deputy Assessor – William DiDonato, Administrative Asst. – Pam Given

**Position Title: Assessor**

**Statement of Duties - 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 manager on personnel issues, management issues and other issues, as needed. Develops departmental policies, goals, objectives and budgets, consistent with statutory requirements for assessment and appraisal of property.**

**Provides direct supervision to two (1.5) full time employees, who work at the same location and 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 reviews confidential, financial statements of property owners, law suits, as well as, abatement and exemption applications.**

**Job Environment -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.**

#### Position Functions

**1. 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.**

**Education and Experience - 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 (7) to ten (10) years of experience in a supervisory role in assessing or appraisal with at least five (5) years directly related to assessing.**

#### Special Requirements **Certified Maine Assessor (CMA)**

**Knowledge, Skills and Abilities - 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, building, 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, explains to taxpayers issues of value; good public relations skills, good oral and written communication 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 to supervise staff. Excellent people relations skills. Independently analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in Town structures and physical properties.**

**Deputy Assessor – 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;**

**Answers telephone, assist customers of the Assessing Department**  
**Determine assessed valuations of real and personal properties, as directed**  
**Processes permit information, perform field inspections, including measuring, listing, and photographing properties**  
**Meet and correspond with taxpayers to answer questions and resolve problems**  
**Analyze and research trends in property values, answer 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**  
**In the Tax Assessor's absence, assume all duties and responsibilities of that position, except for those by law may not be delegated**  
**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 2011, the Deputy Assessor has also been working ½ time as a code enforcement officer with the duties prescribed for that position.**

### Assessing –Administrative Assistant

- **Phone/window/mail customer inquiries.**
- **Update customer file information in Munis & Vision systems.**
- **Maintain property sales – process deeds, scan into the record cards, generate property Sale Reports, mail and track sale surveys.**
- **Update and maintain Assessing Page on town web-site.**
- **Generate Supplemental tax billings as needed.**
- **Co-ordinate annual tax bill printing**
- **Process building - permit information, prepare record cards for assessing inspections.**
- **Update property exemption files.**



- **Set-up and maintain Personal Property account records, for rentals, commercial businesses and camping resorts. In-house printing/mailing of annual Declarations of equipment for commercial accounts.**
- **Maintain Assessing Dept. invoice files.**
- **Maintain property Abatement files**
- **Other Assessing Dept. duties as required.**

**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.**

**20106-50101 DEPT HEAD SALARY** **\$41,882.00**  
Assessor position shared with the City of Sanford

**20106-50106 FULL TIME EMPLOYEE WAGES**  
**\$73,265.00**

Funds one full time Administrative position  
And ½ full time Deputy Assessor shared with Code Enforcement

**20106-CAR ALLOWANCE** **\$700.00**  
Car allowance for Assessor

**20106-50251 – Conferences /Training** **\$1,800**

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** **\$1,500**

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), the International Association of Assessing Officers (IAAO), and the Maine Chapter of the IAAO. The 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.

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

Page 10 of 26 Town Council Meeting Minutes of April 26, 2017 – Harmon Museum, Assessing, Recreation, Town Maintenance, Finance, Tax, General assistance, Human Resources, Insurance, Revenue and Fees, town Council, Debt Service and CIP.

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

20106-50310 - Service Contracts N/A

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

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. Vehicle now 11 years old.

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

**Addendum:**

Since November of 2006, the Town of Old Orchard Beach has had a shared assessor contract with the City of Sanford. During those twelve years, this mutual agreement has financially benefitted both municipalities. When this shared assessor arrangement began I was on a fairly comparable salary range with other municipal assessors in shared agreements. Over the last several years, this has changed. The salaries of the single municipality assessors, has risen, as well as, those of the other shared assessors. I now find that my salary is lagging behind my contemporaries. I've given the Town Manager an excel spreadsheet (see attached) showing the salaries of the assessors who are shared by municipalities. I'm requesting a \$5,000 increase in my salary above the manager's recommended 2% increase. Over 50% of any increase in salary is paid by Sanford per the agreement.

Discussion on 50101 – Department Head Wages indicated it increased by \$1,932 or 4.8%. The Town shares the Assessor's position with the City of Sanford. The cost sharing is determined proportionally according to each Town's total valuation and each Town's number of taxable accounts. The Town's share increased by 1.5% in FY18. In addition non-union wages increased by 2%.

**Account Number 50106 – Full Time Wages increased \$5,000 or 7.5% as a result of a salary increase during 2017 in order to retain the Deputy Assessor, and a planned 2% cost of living increase in FY18 for non-Union employees.**

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# Recreation

## Administration

The administrative division prepares and manages the Department; program and operating budgets; recruits and trains regular, part-time and voluntary personnel; establishes and advises Department special interest associations; and assists quasi-public organizations in the delivery of recreation services. The division is responsible for securing and administering Federal, State and City funds for recreation capital improvements; scholarships; comprehensive department planning; and helps with other town parks and recreation facilities. The Department as a whole works cooperatively with most of the other departments within the town, including the school department, library and private organizations to stretch resources, deliver services, and provide support to achieve the quality services that the citizens of Old Orchard Beach have come to expect.

## Recreation Division

We strive to provide programs that will meet the leisure needs of the citizens of Old Orchard Beach. The Department focuses on offering a variety of programs to serve the various individual populations within the community – pre-school, youth, teens, and adults. We strive to provide all programs in a financially sound and responsible manner. The Recreation Department will continue to be guided by a cost-of-service principle with regard to our rates, fees, and charges. We are committed to continuing improvements in all programs, and will provide value to our participants. Through our collaborating efforts with area communities our youth are able to compete in various sports programs: Football, Soccer, Cheering, and Basketball. This division assists many special interest groups with delivery of services. Hundreds of volunteers along with the business community and civic organizations greatly enhance our ability to serve Old Orchard Beach citizens by contributing thousands of dollars and countless volunteer hours in the delivery of recreation programs. We continue to strive for customer service excellence in order to keep pace with the changing needs and interests of our citizens in their leisure pursuits.

## Child Care Division

One of the most successful areas in our department is our Gull Care Before & After School Program. Our Vision has been, and always will be, to provide programs that meet and exceed State of Maine Child Care Center Regulations. As a Recreation Department we are not obligated to meet such high regulations but we do so to provide quality care for our students and families. Child care opportunities provide include: School Vacation Camps, Teacher Workshop Days, Early Release Days, Summer Day Camp, and Gull Challenge Day Camp.

## Senior Division

We look to expand these programs with the addition of our 15 passenger bus. The bus gives us the flexibility in giving our active adults the opportunities to see the many attractions this state has to offer. In an attempt to better understand what our 50 +/- group needs from our department we have organized an activity group that meets monthly to generate program ideas.

## Community Events Division

Some of the major community events we coordinate, or assist in are: Concerts in the Park, Egg-stravaganza, Christmas by the Sea, Jimmy the Greeks Frozen 4 miler, Christopher Cash Race, High School Basketball Tournament, Frist Night, Winter Carnival, Memorial Day Parade, REV3 Triathlon.

### Line Item Justifications for 20171 Recreation Department Expense

**20171 50101 - Department Head Salary (1)**

**20171 50106 - Full – Time Employee Wages (2)**

**\$ 102,868**

**20171 50121 – Annual Stipend**

**\$ 10,000**

**We follow the State Regulations for Childcare Facilities and childcare services. In doing so, we have to provide a lead teacher which our Assistant Director has the education background to fill this role.**

#### **20171 50251 - Conference / Training \$ 2,800**

- 1.) MRPA Fall Conference**
  - a. 4 Staff members – Total \$300**
- 2.) MRPA Annual Conference**
  - a. 4 Staff - Total \$550**
- 3.) Northern New England Recreation & Parks Conference**
  - a. 3 Staff - Total \$850**
- 4.) National Parks and Recreation Conference –**
  - a. 1 Staff – total \$1,100**

#### **20171 50252 - Travel / Food / Lodging \$ 3,350**

- 1.) Mileage: Total department mileage for the year 4,000 miles at \$ 0.48 per mile**
  - a. Total \$2,000**
- 2.) Lodging and food for conference and training**
  - a. \$1350**

#### **20171 50256 - Dues / Memberships / Licenses \$ 425**

- 1.) National Parks and Recreation Association - \$150**
- 2.) Maine Parks and Recreation Association Agency - \$175**
  - a. (3) at Professional \$45 = \$135**
  - b. (1) Associate \$30**
  - c. (1) Citizen/Board for the elected chair of the Recreation Board \$10 (becoming an agency member we can add people for only \$15 per person)**
- 3.) Southern Maine Association of Recreation Technicians (SMART)**
  - a. (4) at \$25 per person = \$100**

**20171 50310 - Service Contracts \$ 7,000**

This accounts funds the following:

- 1.) Water Company – Due to no water fountain in our area
  - a. About \$62.50 per month - \$750
- 2.) Cintas First Aid and Safety - \$1,000
- 3.) Stripping and waxing floor/steam clean rubber floor and carpets
  - a. Twice a year @ \$750 per time
    - i. Total \$1,500
- 4.) Recreation software and on-line module
  - a. Website - \$1000
  - b. Cloud - \$150
  - c. Online registration - \$500
  - d. Management Software \$1,400
  - e. Advanced Activity - \$700Total \$3,750

**20171 50312 - Recreation Scholarships \$ 10,000**

We have had an unprecedented number of people request assistance. Times are hard for many people in our community and as the demographics show, these are the people that are in need of our services.

**20171 50320 - Advertising \$ 2,000**

This account includes the cost for printing and advertising in our local papers and brochures

- 1.) Summer/Fall Brochure
- 2.) Winter/Spring
- 3.) Newspapers
  - a. Special events
  - b. Skate park Bids
  - c. Part-Time advertising

**20171 50402 - Phone / Cellular / \$ 3,535**

- 1.) Cell Phone total: \$1,980
  - a. Director - \$ 900
  - b. Asst. Director - \$ 600
  - c. (2) programmers - \$ 480
- 2.) ATT Child Care Cell \$400
- 3.) Phone hardware Repairs/Replacement

**20171 50404 - Networking/Internet \$ 1,400**

Time Warner increased service (\$116.50 monthly = \$1,398 annually)

**20171 50453 - Vehicle Repair / Tires / Oil \$ 1,600**

This account includes the cost of basic maintenance, Oil Change, Inspection, Registration, tire rotation.

**20171 50500 - Admin / Office Supply / Equipment \$ 1,000**

This account includes the cost of general office supplies including ink and masters for the duplicating machine, writing implements, staples, paper clips, envelopes, laminating supplies, binders, folders, etc.

**20171 50501 - Operation Supplies \$ 2,000**

This account includes the cost of janitorial supplies such as paper towels, cleaning fluids, toilet paper, etc. for the office.

**20171 50502 – Printing & Copying Expense \$3,000**

**20171 50509 - Other Facilities Maintenance \$ 2,200**

- 1.) Atlantic Courts General Maintenance - \$600
- 2.) Tennis / Volleyball General Maintenance - \$600
- 3.) Office maintenance and paint - \$1,000

**20171 50510 - Vehicle Fuel \$ 3,000**

The account includes the cost of gas for Recreation two buses.

**20171 50520 - Special Events / Community Events \$6,000**

Although the town is funding only two special events the department is still doing multiple events.

Concerts in the park	\$4,000
Egg-Stravaganza	\$2,000

The Council gave praise to the Recreation Director on the programming of his department and the dedication of his staff. There were some discussions on accounts such as 50106 – Full Time Wages which increased \$28,354. However there was a corresponding reduction of \$29,171 in part-time wages resulting in a net decrease of \$817. There was a question of a part time employee becoming a full time employee because of the federal requirements changing. The Council indicated that in the future this type of change should be brought to the Council at the time of the change. 50252 – saw travel and food expenses increase \$850 (34%) reflecting paying mileage for local travel by all staff and for conference expenses. 50312- Recreation Scholarships Expenses increased by \$2,000 or 25% and the Director gave a lengthy introduction as to how these scholarships are awarded with great input being given by the General Assistance Director who works with the families. 50509 – Other Facilities Expenses decrease by \$500 or 18%. 50250 – Special Events Expense increases \$2,000 (50%) to pay for the cost of performers at the summer concert series which was hailed successful by the Council. The Town Manager congratulated the Director on the excellent sharing program between his staff and other municipal recreation programs. In discussing his CIP request for the Skateboard Park, the Council encouraged that the park be kept up so that deterioration does not occur.

## CIP

The Recreation Department is asking for \$20,000 for the Skate Park completion and the Finance Committee and the Town Manager recommend \$20,000 as well.

## Town Hall Maintenance

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This includes the costs of maintaining the Town Hall Building and various other Town expenditures as listed below.

### Line Item Justifications

20115 50310 – Service Contracts

\$12,100

This account funds the following service contracts:

- Simplex Grinnell quarterly inspection for sprinkler system – annual cost = \$665
- Simplex Grinnell Fire Alarm Annual Inspection – annual cost = \$1125.00
- Pine State Elevator quarterly inspections \$140 quarterly – annual cost = \$560
- HVAC Heating and AC \$2700
- Orkin annual cost = \$725
- Cintas \$133 monthly \$1600
- Action Security Systems \$450
- Drinking Water – Nestle Water \$700
- State of Maine Elevator Inspection annually - \$75
- Portland Pump Co – Annual underground tank inspection \$400
- Offsite storage (\$259 monthly) \$3100

20115 50400 Electricity Expense

\$20,125

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 2.05 per gallon**

20115 50450 Building Repair/Maint  
\$27,000

**This account funds all repairs for Town Hall  
Sprinkler / Fire Alarm repairs  
Heating/AC annual repairs and the need to replace first floor water heater  
Misc Unexpected/Emergency Repairs**

20115 50453 Vehicle Repair/Tires/Op  
\$1,000

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

20115 50501 – Operating Supplies/Equipment  
\$5,700

**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  
\$500

**This account funds the fuel for the Town Hall vehicles used by the custodian(s).**

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## Finance Department

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**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

- Continue to update fiscal and internal procedures and controls to ensure successful annual audits.
- 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.
- Cross train for back-up coverage in the Tax Collector's office to assist with lunch break coverage when department staff is down to only one person. This has been accomplished through the Payroll/AP Clerk.
- 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

**This account funds the salary of the Finance Director**

20105-50106 – Full-Time Wages

**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 = 16.96hourly. 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

**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 \$850 X 2 employees
- NEGFOA & MEGFOA Meetings \$40 - \$60 each session - 2 employees: 3 sessions = \$360
- Annual Conference for NESGFOA \$290
- MMA and MMTCTA Training/Conference \$50 - \$75 each approx. 6 - 8 sessions for the year \$250
- MAPP (Maine Association of Payroll Professional) Seminars - Spring & Fall \$75 X 4 = 300

20105 50252 – Travel/Food/Lodging

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

**This account funds membership dues to the following:**

- *MEGFOA (Maine Government Finance Officers Association) \$35 X 1*
- *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

**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

**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

**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

**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).**

**Total Revenue Factors:**

<b>Homestead Exemption has a 64% change</b>	<b>\$</b>	<b>131,000</b>
<b>Building Permits has a 56% change</b>		<b>65,000</b>
<b>Business Licenses have a 32.4% change</b>		<b>60,000</b>
<b>Parking Fines have a 25% change</b>		<b>30,000</b>
<b>Parking meters/Permit Fees have a 7.2% change</b>		<b>25,000</b>
<b>Excise Tax has a 1.8% change</b>		<b>25,000</b>
<b>Investment Income has a 1.25% change</b>		<b>25,000</b>

**Total Revenue Drivers** **\$** **361,000**

**Other Significant Revenue Factors is the Transfer of Bond Proceeds in the amount of negative (33.3%)** **\$** **(100,000)**

3/23/2017

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## General Assistance

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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 themselves 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 70% 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.**

## Line Item Justifications

20191 50101 – Department Head Salary

**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

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

20191 50310 – Service Contracts

**This account funds annual GA software support through Victoria Bourret.**

20191 50345 – General Assistance

**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

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

20191 50500 – Admin/Office Supplies

CHANGES IN DEBT SERVICE OBLIGATIONS

**FY 17 ORIG BUDGET**

**FY 18 PROJECTED  
BUDGET**

1,469,905.00

1,703,218.00

<u>LEASE OBLIGATIONS</u>		<u>FY 17 ORIG BUDGET</u>	<u>FY 18 PROJECTED BUDGET</u>
20197-50330	LEASE OBLIGATIONS	308,315.00	433,118.00
	Police Vehicles Lease Program		60,700.00
	Public Works New Sweeper		56,000.00
	WWTF Loader/Tractor		30,800.00
	Less FY 17 final payments on leases		<u>(22,697.00)</u>
			124,803.00

**The change amount on the Lease obligation is \$124,803.**

<u>GENERAL OBLIGATION BONDS</u>		<u>FY 17 ORIG BUDGET</u>	<u>FY 18 PROJECTED BUDGET</u>
20197-50394	PRINCIPAL	788,590.00	930,600.00
20197-50395	INTEREST	373,000.00	339,500.00
	Ladder Truck - 1st princ pmt in FY 18 plus increase in interest pmt		101,009.37
	WWTF Storage Building - 1st princ pmt in FY 18 plus increase in interest pmt		42,987.38
	WWTF Process Building - 1st P&I pmt pushed to FY 19 instead of FY 18		<u>(35,486.75)</u>
	(Proc Bldg debt projected for FY 19 P&I = 80,000)		108,510.00

**The change amount on the General Obligation Bonds is \$142,010 on the Principal; and \$(33,500) on the Interest with a total of \$108,510.**

**20119 INSURANCE**

**Up \$79,549**

**2.5%**

- **50201: FICA/Medicare** up \$17,000 or 1.3%
- **50202: Maine State Retirement** up \$37,000 or 6.4%. The employer share of the cost of pensions continues to increase significantly in order to keep the retirement system stable. This trend of increased employer cost will likely continue in the years ahead.
- **50210: Health insurance** cost increased \$25,355, or 2.9%. The projected increase in premiums beginning January, 2018 is 10, however the increase is applicable only to the second half of the fiscal year.
- **50214: Worker's Compensation Insurance** cost decreased \$15,000 or - 8.8% due to advantageous claims experience by the Town during the applicable rating period.
- **50171: General insurance** cost are projected to increase by \$13,000, or 5%.



**20197 DEBT SERVICE** **Up \$233.313** **15.8%**

- **50330: Equipment lease expense** increases \$124,800 (40%) connected with proposed police vehicles, a Public Works sweeper, and a loader/tractor for the Wastewater Department.
- **50394: Principal payments** increase \$142,010 (18%) because of initial principal payments for borrowing approved in FY17, including the Wastewater process building, the Fire Department ladder truck and the Wastewater maintenance/storage building.
- **50395: Interest Expense** decreases by \$33,500 (-15.8%) due to maturing of prior bond issuances.

04.05.2016

**CIP:**

The summary of capital projects for Town Hall include the following:

Town Hall CIP Reserve Fund	\$400,000
Electronic Town Sign	15,000
The Town Clerk gave a update on the sign and the Council was in great support of this idea believing it will permit further communication on programming through the municipality. It was even recommended that if more funding needed the Council would not be adverse to that. The Finance Committee also recommended more funding.	
Small Utility Vehicle - Used	15,000
IT Replacement Plan	15,000

In discussion relative to trash bags, it was suggested that the fee be increased since it has not been done since 2004 when the \$1.50 per bag was established. The cost of the bag and the disposal is much more than that and we have just gone out for a Request for Proposal to see the new cost of the bags and will include in the budget projection the cost of the bag and the disposal.

Jerome Begart at the end of the discussion talked about revenue and the fact that the School often, with the help of the State, provides in their budget worse-case scenario and as such there is usually money left over. It was recommended that anything left over should be turned over to the municipality for refunding to the municipal budget.

The Town Council Workshop ended at 8:45 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 Workshop of April 26, 2017.

V. Louise Reid