

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Tuesday, April 18, 2017
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, April 17, 2017. Chair Thornton opened the Workshop at 8:15 p.m., following the Town Council Meeting.

The following were in attendance:

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

Town Manager

The Town Manager is the Chief Executive Officer of the Town and is appointed by the Town Council.

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

Line Item Justifications

20102 50101 – Department Head Salary

The account funds the salary of the Town Manager.

20102 50106 – Full Time Employee Wages

This account funds salaries for the following staff:

Asst. Town Manager

Town Custodian

Town Custodian

Human Resource Mgr

20102-50107 – Part Time Wages

\$20,000

This is to fund the J-1 Coordinator

20102-50111 – Overtime Wages
\$1,500

20102-50123 – Car Allowance
\$2,000

Town Manager Car Allowance

20102 50251 – Conferences/Training
\$4,500

**Cumberland County Workshops
MMA Conferences
ICMA Annual Conference
MTCMA Conferences/Workshops
Munis User Conference
Human Resource Conferences/Workshops**

20102 50252 – Travel/Food/Lodging

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

20102 50256 – Dues/Memberships/Licenses

1. **Southern Maine Reg Planning \$3500– Annual Dues**
2. **Eastern Trail Mgmt Fee \$5000 – Annual Dues**
3. **Sea Level Action Work Group (SLAWG) \$3100 – Annual Dues administered by the SMRP**
4. **PACTS ANNUAL \$1900**
5. **Chamber of Commerce \$240**
6. **Sam’s Club Corp Membership \$235**
7. **Eastern Trail Alliance \$250**
8. **ICMA annual Town Manager membership \$1000**
9. **ME Town and City Manager Annual Membership \$175**
10. **York County Advocacy \$150**

20102-50258 – Employment Testing
\$15,000

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

**Southern Maine Medical
International Public Management**

20102 50300 – Professional/Engineering

This account funds professional and engineering services that may be required:

**Wright Pierce
Ransom Engineering
Maine Sea Grant – Beach Monitoring**

20102- 50301 General Legal Services

This account funds the legal services for the Town

20102 50310 – Service Contracts

This account funds various service contracts including:

\$3,240 Pitney Bowes Postage machine \$810 qtrly 60 Month Lease through August 2019

\$2,675 Group Dynamics FSA plan \$149.85 monthly plus annual fee of \$875

\$685 FORMAX - annual maintenance fee for the check folding machine in Finance.

\$5700 Virtual Town Hall Web Hosting

20102 – 50315 User License

This account funds:

Tyler Technologies (Munis) \$39,000 annual support for current system

Boston and Maine, \$2700 This is for the easement fees for the sewer and drainage pipes going under the Boston and Maine Railroad tracks.

Vision – CAMA annual software license for V6 up to 10 seats at \$7200 plus additional \$500 for GIS support = \$7900

20102 50320 – Advertising

With the voter approved Charter amendment in November 2016, we no longer advertise most agendas, or committee meetings, however there are times when committee or council agendas will be advertised. We continue to advertise for employment recruitment, public hearings as well as RFP's for the Town.

Beacon Press \$7500

Jobs in ME \$1,650

Chamber of Commerce Advertising \$850

20102 50325 – Postage/Shipping

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

20102 50402 – Phone/Cellular/Paging

This account funds:

Town wide VOIP phone system (voice over internet phone), fax lines, alarm system and elevator phones

GWI Landlines \$9300

BCN Fax/Alarms \$3100

Cell phones for: Town Manager, Asst. Town Manager, 2 Custodian phones \$2100

20102-50404 – Network/Internet

This account funds:

Fairpoint Internet at \$2880 annually

Town Manager internet reimbursement per contract \$840

20102 50454 – Computer Support

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

**IT Consulting Services - Bill Botting avg 400 hours @\$100 hourly.
Towerwall – Sophos Endpoint \$3,100**

20102 50500 – Admin/Office Supplies/Equipment

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

20102 50502 – Printing & Copying

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

20102-50525 - Video Taping Expense

This account will fund the expenses associated with Channel 3:

- Fee for taping meetings: Cons Comm (8), Planning (12), ZBA (8), Council WS/Special (15) @ 4.0 hr min X \$20 hourly total = \$3,440

- Equipment and repairs, and DVD's and cases, total = \$2,200

-Access AV (Leightronix support) \$1000

- ASCAP (American Society of Composers, Authors and Publishers) to play music on Channel 3 \$360

20102-50530 –Bank Fees

\$1,400

Bank Courier Service Fees

Courier Service 7 months Fall/Winter/Spring (Oct to Apr) – 1 pick- up per week @ \$15 per pick up

5 months Summer (May to Sept) – 2 pick- ups per week @ \$15 per pick

20102-50549 – Misc Expense

\$10,000

Fire Dept Halloween Party to be taken from this account \$750

20102-50722 – July 4th Fireworks expense

\$10,000

20102-50809 – GIS Program Expense

\$33,850

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

GIS Webhosting (Cartographic Associates) \$3,600

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

20102-50856 - Computer System Upgrade

\$8,900

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

Misc. IT expenses for repair or replacement

Desktop replacement schedule now appears in CIP

20102 TOWN MANAGER

Up \$71,801

10.2%

- **50107:** Included \$20,000 in **part time wages** for a person to be responsible for coordinating the J-1 student employment program. Last year there were over 600 young people working in OOB under this visa program. The Town's economy depends on these workers. This work has been done for the past three seasons by two volunteers who have worked hundreds of hours each year and done a phenomenal job assisting with housing, acculturation, transportation and employment issues, but they are no longer able to continue given the amount of time it requires. I have proposed an increase in business licenses to cover the cost of this position.
- **50301: Legal expenses** increased by \$60,000. FY15 and FY16 expenses averaged \$125,000. I expect this year's expenses to equal or exceed that. In FY18 I anticipate significant legal costs to respond to an active legal action brought against the Town.
- **50302: Advertising** reduced by \$9,250 as a result of changes this year to the charter allowing for meeting notices to be done on-line.
- **50856: Computer system expenses** down \$9,300.

20115 TOWN HALL BUILDING EXPENSE

Up \$4,000

5.1%

- **50310: Service Contracts Expense** increased by \$4,300. In FY17 the Town rented a storage unit at an annual cost of \$3,200 because the continuing use of the attic area in Town Hall is not in compliance with Department of Labor regulations.

The Town Manager gave an excellent presentation on the Town Manager's budget indicating that for the most part it will remain stable. He gave an update on the request for a \$20,000 position as J1 Coordinator indicating this position would allow the appointment of someone who will work closely and monitor the issues relative to the hiring throughout the community of international students. There has been a great increase in the number of students who have been coming to Old Orchard and Saco; approximately 600 during the season. Finding proper accommodations for them has been a priority and the Code Office has been instrumental along with the work that has been done on a volunteer basis by Helene Whittaker and Pat Brown. The Town administration feels a need to make sure that these students are treated well; helping to address cultural issues; making sure their accommodations is safe and that the number of students living in accommodations matches the requirements of Code; that they have a chance to feel the security of working with our Police Department as well. This will be a part time position but will cover more than just the summer as there will be additional planning during the off season. Cell Phone and Insurance is not part of the package. They will report to the office of the Town Manager and have direct interaction with the Assistant Town Manager as well. An increase in licensing permits will allow for coverage of this new position.

The Town Manager also explained the increase to \$150,000 in the legal line; explaining that there have been some mediation expenses that have come up this year and this appears to be a more relevant number. The question was also raised as to whether we would consider going out for an RFP for legal services. It was explained that this has been done before but in the long term it was decided to stay with Bernstein & Shur because of our long association with them and their historical knowledge of our municipality.

There was a reduction noted in our request for advertising costs because of the voters approving the referendum on the ballot and no need to advertise in the local papers all meetings.

There was also a reduction in the computer systems cost because of a onetime expense last year in the budget and not required in the new budget.

Jerome Begart asked for a description of the membership fees and the Town Manager indicated that membership in these groups is vital to the furtherance of good management of the municipality. He recounted that organizations and the amount which is indicated above inline 50256.

Town Council

Line Item Justifications

20101-50121 – Annual Stipend Expense

The account funds the stipend for Town Council Members
\$1000 annually and \$1200 for Council Chair

