

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Wednesday, May 10, 2017
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on May 10, 2017. Chair Thornton opened the Workshop at 6:32 p.m.

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
 Town Clerk Kim McLaughlin
 Planner Jeffrey Hinderliter
 Code Officer Dan Feeney
 Lee Koenigs – Director of Edith Belle Memorial Library
 Mary Ann Kotros – Chair of the Library Board**

Absent: Diana Asanza – Finance Director

The Workshop this evening will consider the budgets for the Shuttlebus, Service Agencies, Town Clerk, Planning and Code, and the Edith Belle Memorial Library.

SHUTTLEBUS:

Shuttlebus is a service provided to our community as part of the three-municipality agreement – Biddeford, Old Orchard Beach and Saco. Last year they increased their allocation to \$125,000 and it remains the same this year. The Assistant Town Manager and Councilor Kenneth Blow are members of the Board of Directors and offer oversight for the Town.

FY 2018 SERVICE AGENCY REQUESTS

Agency Name	FY 16 Adopted Budget	FY 17 Adopted Budget	FY 18 Budget Requests
METHODIST CHURCH FOOD	2,400.00	2,400.00	2,400.00
SOUTHERN MAINE AGENCY ON AGING	2,020.00	2,020.00	2,750.00
CARING UNLIMITED	-	-	2,587.00
RED CROSS	-	-	2,500.00
YORK COUNTY COMMUNITY ACTION ALLOCATION	-	-	3,200.00

SALVATION ARMY OOB	2,400.00	2,400.00	3,000.00
COMMUNITY WATCH COUNCIL	880.00	880.00	1,000.00
OOB COMMUNITY FOOD PANTRY	2,400.00	2,400.00	4,800.00
COMMUNITY ANIMAL WATCH	2,400.00	2,400.00	3,000.00
SOUTHERN MAINE VETERANS MEM CEMETARY	-	-	1,000.00
TOTAL	12,500.00	12,500.00	26,237.00

The Town Manager explained that in the past two years the Town Council has limited the donations to those related to services to our community. As a result it was determined that The Salvation Army, The Methodist Church, The Community Watch Council the Community Food Pantry and the Southern Maine Agency on Aging will receive the same amounts as given in 2017 for a total of \$12,500.

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 FY18 include the following:

- **Completion of the comprehensive plan and begin implementation.**
- **Continue to address multiple ordinances, procedure, development, etc. matters.**
- **Continue to seek ways to create a more efficient office.**
- **Adopt proactive approaches to addressing and resolving issues we encounter.**

- Review the town’s website as it relates to planning, codes 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 including funding opportunities through grants as they pertain to conservation, development, infrastructure, and historic preservation.
- Installation of panels associated with the Old Orchard Beach Museum in the Streets project.
- Update planning applications including Conditional Use, Subdivision, Site Plan and Design Review to include: start/finish dates for applications and to include checklists/FAQs for applicants.
- Further coordination with Wright Pierce on the Chapter 71 (Post Construction Stormwater Ordinance) to include ordinance work and ways to get ahead of the upcoming MS4 permit.

Line Item Justifications

		<u>FY 17</u>	<u>FY 18</u>	<u>FY18</u>
20110 50101	Manager Dept Department Head Salary	\$ 62,996	\$64,252	\$64,252
	The account funds the salary of the department head.			
20110 50106	Full Time Employee Wages 56,100 \$72,758 \$61,943			\$
	This account funds the entire salary of the full-time assistant planner and half the salary for the planning/code administrative assistant. The department is seeking an \$6,368 increase for the assistant planner position, \$1,500 in budgeted part-time wages is proposed to be transferred to this line item so actual increase will be \$4,868. See attached for further justification.			
20110 50107	Part Time Employee Wages	\$ 1,500	\$1,500	\$0
	This account funds a stipend for intern. The department intends to seek a wage increase for the full-time assistant planner position and is requesting this amount is transferred to the full-time assistant planners wage. Further information will be provided on a separate document.			
20110 50111	Overtime	\$ 200	\$200	\$200
20110 50251	Conferences/Training	\$ 500	\$500	\$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.			

20110 50252 Travel/Food/Lodging	\$ 500	\$500	\$650
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This account funds mileage reimbursement for the use of personal vehicles, meals and lodging to attend various meetings training sessions. The increase is due to more travel (mileage reimbursement) to meetings as staff is becoming more active with regional organizations (e.g., Eastern Trail, Stormwater Groups)

20110 50256 Dues/Memberships/Licenses	\$ 307	\$300	\$360
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This account funds membership in the American Planning Association and Maine Association of Planners. The increase is due to membership dues increase.

20110 50300 Professional/Engineering	\$ 1,250	\$1,000	\$1,000
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This account funds various professional and engineering services required by the Department. The decrease is due to projected less use of engineering services.

20110 50302 Advertising	\$ 6,200	\$5,200	\$5,200
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This account funds all Planning Board, Design Review, Comprehensive Plan legal advertisements (meeting agendas, public hearing notices) that require, by ordinance, charter and statute, posting of meetings and other public notices. The decrease is due to more efficient agenda wording and recent charter changes regarding posting in newspaper.

20110 50402 Phone/Cellular/Paging	\$ 555	\$555	\$555
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This account funds a cell phone that is used by the planner when out of the office.

20110 50500 Admin/Office Supplies	\$ 1700	\$1,900	\$1,900
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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 increase is due to additional administrative costs such as water for Board members and Museum In the streets

TOTAL:	\$ 131,808	\$148,665	\$136,560
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NOTE:

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

- **Comprehensive Plan Update: \$22,420.** This account is associated with the Comprehensive Plan Update. It is one of our goals to complete the Plan during FY18; therefore, it is my hope funding can continue.
- **Southern Maine Planning and Development SLAWG Program: \$? .** The fee is for OOB's share of the SLAWG program. The programs focus this year includes stormwater matters (Developing LID standards, Board and Committee Training, etc).
- **Vision Software Annual User Fee: \$? .** This fee is associated with Code and Assessing use of Vision Software.
- **Museum in the Streets has its own budget but it's not funded through taxation.**

It was noted that Planning expense are up \$16,857 or 12.8% because 50106 – full time wages was up \$16,658 due primarily to an accounting change that shifts expenses for administrative support personnel from the Code Enforcement budget to the Planning budget. This is a cost shift, not an increased expense from FY17. Advertising Expense (50320) decreased by \$1,000 because we no longer advertise in the newspaper for the meetings of the Comprehensive Planning Committee or the Design Review Committee.

CODE ENFORCEMENT DEPARTMENT
2018

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. The complexity of the federal and state rules as well as the local ordinances is a daunting task to take on. I believe the staff of the Codes Department are a cohesive group who excel in their performance time and again.

Old Orchard Beach follows the Maine Unified Building and Energy Codes as adopted statewide 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 and inspections to maintain a high degree of compliance. 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 the ISO rating systems. This is an extensive process to ensure that those properties lying within the areas of flood prone properties and coastal areas are built to withstand the weather and conditions that are ever changing.

In addition, the Staff of the Department is responsible for overseeing all Business Licensing including the issuance of new and updating along with re-issuance of existing business licensing and all follow up inspections. There are over 800 licenses reviewed and updated each year. This department also issues Passports and the requests for this service continues to grow from the Town and surrounding communities. This is a time consuming process. The Code Department responds to numerous complaints ranging from housing issues to land use violations and dangerous structures, 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. We work as a very close customer service unit in supplying the community with the very best in professional services. This present year we had over 1500 permits issued and again this year as last it appears to be increasing in the amount of work being conducted locally. New and old issues continue to increase the amount of inspections to meet the demand. We are a busy and knowledgeable office that continues to adapt to the needs of the community.

GOALS:

Code Enforcement/Business Licensing

Our Ultimate Goal is to provide the highest possible quality of customer service to the citizens, summer residents and visitors alike. Along with providing accurate responses, detailed information along with up to date knowledge and expertise to the best of our abilities. We are well versed in Housing and Commercial Construction, Renovations and New Construction. We administer the Permitting and Licensing of Housing Establishments as well as the local businesses. The Code Officers are meeting the needs of the inspection requirements along with the never ending follow-up necessary to provide a safe, sanitary and well-kept place to live and work. In addition, the staff works with the Planning and Assessing Offices on a daily basis. We are the focal point and local contact for the Floodplain Management and FEMA regulations.. Staff is also charged with providing assistance and guidance on an ever increasing amount of passports that this department handles annually. The Codes Department also 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. Fiscal year 2018 will see more attention to the conditions of existing buildings as we become even more active on existing structures. Whether they are neglected, run down or abandoned they will continue to be a priority to get everyone nearer to compliance with the standards we follow.

Line Item Justifications

20113 50101 – Department Head Salary /Code Official \$63,761

This account funds the salary of the Code Enforcement Officer.

20113 50106 – Full Time Employee Wages

This account funds salaries for the following staff: \$65,134

**Business License Clerk (shared with Planning)
Code Officer (shared with Assessor)
Code/Planning Admin Asst (shared with Planning)**

20113 50107—Part Time Employee Wage \$48,182

This account funds salaries for the following staff:

**Deputy CEO/Electrical Inspector – 20 hours
Code Officer – 20 hours (shared with Saco)**

20113-50111 Overtime Wages \$800

20113-50121 Annual Stipend \$2,000

This funds the stipend for the Health Inspector

20113 50251 – Conferences/Training) \$2,500

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

20113 50252 – Travel/Food/Lodging \$1,000

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.

20113 50256 – Dues/Memberships/Licenses \$1,000

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. Increase due to addition of part time employee 2017-18

20113-50000 -Professional Engineering \$5,000

Professional Services beyond the daily capability of Staff – Nuisance buildings, FEMA etc. Dangerous buildings will need second opinion at times before removal. Testing lead, asbestos etc.

20113 50320-Advertising Brochure for FEMA ISO requirements \$1,200

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

20113 50402 – Phone/Cellular/ \$2,400

This line pays for cell phone for work related phone calls while the Code Enforcement Official and 2 Deputy Code Officers are out in the field doing inspections.

20113 50453 – Vehicle Repair/Tires/Oil Increase due to age and condition of vehicle \$1500

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.

20113 50500 – Admin/Office Supplies \$4,000

This line pays for all office supplies, inspection tools, safety equipment, and any other miscellaneous items needed. In FY 18 there will be a need to update Code Enforcement manuals at approximately \$2,000.

20113 50502 – Printing and Copying/ Mailing (To cover ISO and FEMA Brochure and mass mailings of license renewals) \$1,500

This line pays for letterhead, paper, special forms we order for inspections and code enforcement. FEMA Brochure will be completed in 2017 to accommodate conditions of ISO 2018 will have an increase of pamphlets necessary to reflect the FEMA Map changes and inform the citizens of what they can do to adhere to the ordinances.

20113 50510 – Vehicle Fuel \$900

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

20113 Code Enforcement Overall Total=\$200,877

In 2017 they are asking for \$28,000 and in 2018 another \$28,000 to cover the purchase of two vehicles with a total CIP budget of \$56,000 for the two years.

Two year plan to replace the 2009 Jeep with two vehicles by 2018-2019. Currently the one vehicle is shared by two or three part-time and we have been borrowing the Assessor's Vehicle and using the Code Officer's personal vehicle to keep appointments. We propose to transfer use. The current vehicle is becoming a liability with non-available parts and high maintenance issues. This propose is to utilize the Police Department to obtain vehicles from their source at their reduce prices.

Code Enforcement was down 45,215 or (2.6%). Department Head Salary expense (50101 increased in FY17 such that the hourly rate of the CEO was comparable to that of the Deputy CEO. In addition the increase reflects a 2% cost of living increase for 2017. Full time wages (50106) decreased by \$14,480 due to an accounting change that shifts expenses for administrative support personnel from the Code Enforcement budget to the Planning Department budget. This is a cost shift, not an overall reduction in the Town budget. Administrative Equipment Expense (50500) increased by \$2,000 for a one-time expense to acquire updated IBC Code manuals, both print and electronic versions.

There was an extensive discussion on the building permit and raising the permit costs based on 1,000 square foot structure and \$100,000. There was a comparison of Saco, Scarborough, Westbrook and South Portland and the Council asked to see Biddeford as well. The proposed increase in building permit fees was relative to new construction.

CIP

The Code Office is asking for \$28,000 for a vehicle but neither the Finance Committee nor the Town Manager have recommended that.

Line Item Justifications for Libby Memorial Library **FY18 Budget Allocation Request**

Conferences/Training \$ 400
This line funds staff attendance at local/regional conferences; specifically registration fees. This is a 6.7% increase from FY17 due to increasing registration costs.

Travel/Lodging \$700
This line funds mileage reimbursement and lodging for attendance at local/regional conferences. Staff must pay for their own meals. No change from FY17

Dues/Memberships/Licenses \$ 2,001
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. Maine Organic Farmer's and Gardener's Assoc.
7. Portland Museum of Art
8. Southworth Planetarium
9. Sam's Club
10. Saco Bay Rotary
11. Association of Rural & Small Libraries
12. Amazon Prime

This is an 18.1% decrease from FY17 due to discontinuing the Library's membership in the Junior Library Guild. Cost was becoming prohibitive and far outweighed the benefits for FY18.

Service Contracts \$ 19,404

This account funds the following:

1. Security & Fire
2. Cleaning Service
3. Misc. (shoveling/sanding/landscaping, etc.)
4. ILL Delivery (Van Service)- transports Inter-library loan books between libraries in-state
5. Computer Support/Maintenance
6. Geo-Thermal System Maintenance (New)
7. Generator Maintenance (New)

This section shows an 8.9% decrease from FY17 due to the elimination of the Water/Cooler line (now that we have installed a hydration station) and the reduction of the Computer Support line as we have just replaced our public computers and have support for those machines through the PCs for Maine program.

Computer Software/Upgrades/Licensing \$ 2,967

This account funds any required database upgrades, annual licensing subscriptions for Quickbooks and the Library Management System (LMS) and ensuring that all Library software is current and compatible. This line shows a 48.4% increase from FY17 due to the cost of MILS (the Maine Infonet Library System) that will integrate the Library into MaineCat with other Maine libraries that either use MILS or Minerva integrated library system databases. The plan to join MILS effectively increases Old Orchard Beach patron access from a collection of the 40K items in the Library's collection to more than 6 million items in the consortium's joint collection.

Computer Hardware \$ 1,000

This account funds any necessary hardware replacement. No change from FY15, FY16, FY17

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/audiobook replacement cases, date due slips, spine label tape, etc. Janitorial supplies cover trash bags, paper towels, toilet paper and tissues. No change from FY15, FY16, FY17

General/Vehicle/Flood Insurance \$ 4,359

This account funds policy on insuring building and contents. There is a 1.4% increase to reflect actual for FY17.

Utilities \$15,450

This account funds the following:

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

This reflects a .3% decrease to bring the Water line closer to that actual cost incurred in FY17.

Equipment Lease \$ 318

This account funds one equipment lease.

1. Xerox Copier/Printer/Fax @ \$3,949/year for 5 years

This reflects a 91.9% decrease as the Xerox lease will be paid in full July of FY18.

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, FY17.

Building/Grounds Repairs & Maintenance \$ 1,500

This account funds any interior/exterior repairs or necessary maintenance not covered in specific maintenance contracts. Increased 50% from FY17 in anticipation of the fact that the building will likely have increasing maintenance issues as time goes on, already evidenced in FY17.

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 FY17 included weekly Finger Frolics, Crafty Readers, , Pokemon Club, Magic the Gathering Club, twice-weekly Lego Club, monthly STEAMy Saturday maker programs, 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 minutes, Adult Book Club, as well as special programs such as author talks, various art programs, storytelling programs, the three session Organizing & Simplifying program this fall, various holiday celebrations/programs for adults and children, etc. The purpose of 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 FY17.

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. No change from FY17.

Professional/Accounting \$ 5,900

This account funds both the Library’s annual 990 filing and the annual audit. No change from FY17.

Postage/Shipping \$ 600

This account funds mass mailings, shipping inter-library loan books out-of-state and stamps. No change from FY17.

Director Salary (1) \$46,360

Includes two 1.5% increases from FY16 & FY17

Full-Time Employee Wages (2) \$56,663

This line funds the Juvenile Services Librarian and one Adult Circulation Library Assistant, includes two 1.5% increases from FY16 & FY17

Part-Time Employee Wages (3) \$41,189

This account funds three Library Assistant positions. No change from FY17.

Annual Increase \$ 2,163

Funds the 1.5% wages increase

FICA & Medicare – Employer Share \$11,032

This account funds the Library’s share of FICA & Medicare. This line reflects a 1% increase based on calculation of 7.65% of gross pay.

Health Insurance – Employer Share \$26,446

This account funds the Library’s share of Health Insurance for 2 FTEs, employer contributes 80%, employee contributes 20%, increased by 9.8% from FY17. The 9.8% reflects the actual increase effective January 1, 2017 of 9.25% (6.25% over FY17 budget estimation) and anticipates an unknown increase for January 1, 2018.

Dental Insurance – Employer Share \$ 260

This account funds the Library's share of Dental Insurance for 1 FTE. The contribution is a 50/50 split between employer and employee, increased by 2.4% to reflect actual as of January 1, 2017.

IPP Insurance – Employer Share \$ 1,273
This account funds the Library's share of Income Protection Insurance (short-term disability) for 3 FTEs. No change from FY17.

ICMA \$ 5,151
This account funds the Library's share of retirement for 3 FTEs and represents the 5% employer contribution; increased by 3% from FY17 to reflect 5% of gross pay for eligible employees.

Worker's Compensation \$ 2,800
No change from FY17

Payroll Service \$ 1,664
This line funds the Paychex payroll fee. There is a 152% increase to reflect actual from FY17.

The Town Council thanked the Library Board and the Director for the continued excellent service provided to our community.

Town Clerk's Office

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, one full-time Deputy Clerk and one part-time Deputy Clerk.

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

Administration/Records Management

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

Elections

The Town Clerk is responsible for conducting all local, state and federal elections. These responsibilities include arranging for wardens and ballot clerks for Election Day and training to ensure the election process goes smoothly, ensuring the polling place meets ADA requirements, making sure the voting machines are well

maintained and operate properly and accurately, and efficiently tallying the voting results on Election Day. The Town Clerk is also responsible for nomination papers, preparing the ballot, posting the warrant, recording and submitting election results to the State, the municipality and other requests submitted.

Goals

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

Line Item Justifications

20107 50101 – Department Head Salary \$65,273

The account funds the salary of the Town Clerk.

20107 50106 – Full-Time Employee Wage \$31,284

20107 50107 – Part Time Employee Wage \$27,649

This account funds wages for a part time Deputy Clerk. One position averages 32 hours per week, 52 weeks per year.

20107-50111 – Overtime Wage Expense \$ 350

20107 50121 – Annual Stipend \$5,000

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.

Insurance and Employer Benefits are now found under the Insurance section of the budget org 20119:

50124 - In Lieu of Health Ins. Exp

50201 – FICA & Medicare – Employer Share

50202 – MSR – Employer Share

50203 - ICMA 457 – Employer Share

50210 – Health Insurance – Employer Share

50211 – Dental Insurance – Employer Share

50212 – IPP Insurance – Employer Share

50213 – Life Ins – Employer Share

50370 – Workers Compensation

20107 50251 – Conferences/Training \$ 750

This account funds various training classes/conferences, to include Clerk’s Networking Day, Secretary of State’s Conference, MMA Convention, NEACTC Conference, and other classes as required or needed.

20107 50252 – Travel/Food/Lodging \$ 750

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

20107 50256 – Dues/Memberships/Licenses \$ 300

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

20107-50402—Cellphone Reimbursement \$ 240

This account includes cell phone reimbursement for Town Clerk.

20107-50310 – Service Contracts Expense \$ 1,100.00

This is for the laser-fiche annual service contract

20107 50500 – Admin/Office Supplies \$ 5,000

This account includes the cost of general office supplies, including, postcards, paper, writing utensils, staples, file folders, etc. This also includes the cost of vital records books and inserts required to preserve the minutes, as computers are important in finding information quickly, but not for preservation.

20107 50502 – Printing & Copying \$ 375

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

20107 50823 – Codification
\$ 5,000

**This account funds the updates to the ordinances, both printed copies and on the web site. May not cover
Cost of amendments to the Zoning Ordinance if the Comprehensive Plan is completed.**

Line Item Justifications-Elections

20108 50107 – Part Time Employee Wages \$ 12,000

This account funds wages for the election workers.

20108 50111 – Overtime Wage Expense \$ 0.00

20108 50252 – Travel/Food/Lodging \$1,000

Food for Elections.

20108 50454 – Computer Support \$ 4,500

This account funds the cost of coding the voting machines for each election, coding the ExpressVote, and the lease for the fourth voting machine.

20108 50501 – Operating Supplies/Equipment \$ 1,000

This account funds the replacement of 5 voting booths per year, and the cost of general office supplies, including paper, writing utensils, staples, file folders, etc.

20108 50502 – Printing & Copying \$ 3,000

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

20109 50107 – Part-Time Employee Wages \$ 1,000

This account funds wages for Deputy Registrars during Elections.

20109 50111 – Overtime Wage Expense \$0.00

This account funds wages for overtime for Deputy Registrars.

20109 50320 – Advertising Expense \$ 150

This account funds the cost of advertising the Voter Registration Office hours for the June and November elections.

20109-50451 – Admin/Office Equipment \$0.00

This account funds cost of a new scanner.

20109-50500 – Admin/Office Supp/Eqt. \$ 500

This account funds the cost of changing the dates on the election banners and voter registration cards.

The Town Clerk presented the following information in her request for CIP funding for signage.



40A Manson Libby Rd
Scarborough, ME 04074

Estimate

Date	Estimate No.
2/16/2017	4926

Name/Address

TOWN OF OLD ORCHARD

		P.O. No.	Terms	Rep
ITEM	DESCRIPTION	QTY	COST	Total
	TOWN OF OLD ORCHARD			
Sign	3' X 6' DOUBLE SIDED LED MESSAGE CENTER WHITE IN COLOR 5 YEAR WARRANTY WITH CLOUD BASED SOFTWARE CHANGE MESSAGE FROM ANY WHERE	1	12,104.75	12,104.75T
Sign	2' X 8' TOP HEADER PANEL FABRICATED WITH ALUMINUM FRAME AND SHEETING, PAINTED BLUE WITH REFLECTIVE WHITE VINYL APPLIED, NEW STEEL POLES PAINTED BLACK, PRICE INCLUDES AUGERING HOLES AND CONCRETE (SIGN IS NONILLUMINATED	1	5,874.26	5,874.26T
Disclaimer	COST INCLUDES FABRICATION, TRANSPORTATION AND INSTALLATION. COST DOES NOT INCLUDE PERMITS OR RELATED FEES. PERMITS ARE THE RESPONSIBILITY OF THE CUSTOMER UNLESS OTHER ARRANGEMENTS ARE MADE WITH BURR SIGNS. COST DOES NOT INCLUDE RUNNING ELECTRICAL TO SIGN IF PRESENT WILL POWER MESSAGE CENTER			0.00
		Subtotal		\$17,979.01
Prices, terms and specs accepted _____		Sales Tax (5.5%)		\$988.85
		Total		\$18,967.86

Phone # (207) 396-6111

info@burrsgns.com

burrsgns.com

Fax # (207) 396-6435



Town of Old Orchard Beach
 1 Portland Avenue
 Old Orchard Beach, ME 04064

Consultant:
 Kimberly Carlin, x243
 kcarlin@stewartsigns.com
 Direct Fax:
 Customer ID: 3132678
 Quote #: 894776 / 1
 Quoted: 2/21/2017

Attn: Kim McLaughlin
 207-934-4042

DESCRIPTION							
5'x 8' Double Sided TekStar with 32x112 Full Color LED Display. Thermoformed Makrolon SL Faces Decorated on Inside Surface with 3M Vinyl Graphics. 12" Deep Extruded Aluminum Hinged Cabinet.							
Face / Cabinet Details							
Internal TekStar Cabinet with Complete LED Display Assembly, 20mm 32x112 Color	Header Area Decorated with Internal Photo-Real Graphics						
Electrical Information							
Horizontal Lamp Illumination with Electronic Ballast(s) LED Communication Method: Short-range Wireless; connectivity requires line-of-sight between sign antenna and wireless device antenna mounted on building by customer. Maximum distance of 1,500 feet* between antennas.	One 20 Amp Circuit, 120 Volts; Max Draw: 16.15 Amps SignCommand.com Cloud-Based Software Included FREE for Lifetime of Product. Please visit www.signcommand.com for more information**.						
Structural Details							
Mount Style: Twin Pole Leg Height: 3 Ft 6 In Overall Sign Height: 9 Ft 3 In Install Trim #1 Top For 8' Sign	Customized Mount Size: Leg Width: 8 Ft 10 In Minimum Wind Load Rating: 130mph, Exposure C						
Miscellaneous Items							
One Set of Three (3) Engineer Drawings & Calcs, Sealed							
*** Review Custom Artwork for Text, Graphic and Layout Details ***							
I.D. Cabinet: Blue Mount: Blue	Draft: White						
Special Instructions: Additional Freight \$1,080 This sign with a 16mm 40x140 LED would be - \$22,247	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Investment:</td> <td style="text-align: right;">\$19,939.00</td> </tr> <tr> <td colspan="2" style="text-align: center;"> Unless otherwise noted in Special Instructions, these prices are valid for 60 days. Freight, storage, other freight services and applicable sales tax will be added to your invoice. Organizations exempt from sales tax must include exempt certificate with order. </td> </tr> <tr> <td colspan="2" style="text-align: center;"> Shipping Terms: F.O.B. Origin Payment Terms: Net 30 Days </td> </tr> </table>	Investment:	\$19,939.00	Unless otherwise noted in Special Instructions, these prices are valid for 60 days. Freight, storage, other freight services and applicable sales tax will be added to your invoice. Organizations exempt from sales tax must include exempt certificate with order.		Shipping Terms: F.O.B. Origin Payment Terms: Net 30 Days	
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** By purchasing the SignCommand.com product, you are agreeing with the Website Terms of Use (<https://www.signcommand.com/terms>) and Software End User License Agreement (<https://www.signcommand.com/eula>).

Stewart Signs • 2201 Cantu Court • Suite 215 • Sarasota, FL 34232-6255
 Phone: (800) 237-3928 Fax: (800) 485-4280 Web: www.stewartsigns.com Tax ID: 20-5076284

Kim McLaughlin

From: Kimberly Carlin <kcarlin@stewartsigns.com>
Sent: Tuesday, February 21, 2017 3:48 PM
To: Kim McLaughlin
Subject: Sign for Town of Old Orchard Beach (3132678)
Attachments: 894776-1.pdf; 20mm-32high-Matrix.pdf; OOB Tek58 40x140.pdf; 16mm-40high-Matrix.pdf; Top 5 Reasons - TekStar.pdf; TekStar Flyer.pdf; TekStar Data Sheet.pdf; Why a Stewart TekStar - Full Color.pdf; Why UL matters.pdf; SignCommand Software.pdf

Hello Kim,

I hope this finds you well. It was a pleasure to talk to you the other day. I am also sending you a hard copy of this info in the mail.

Here are your Sketches, Quotes and some other information for your review. This is will give us a place to start. Great news – we have gone to an internet based software, which means you will be able to send messages to your sign from anywhere you have internet. Even if you are on vacation! As long as you have internet.

Thank you for considering Stewart Signs. We are one of the largest privately owned sign companies in America, with over 45,000 signs out in the field.

- Founded in 1968, we have over 45 years of experience in the industry. As a part of one of the top 200 privately held companies in America, you can rest assured we will be here tomorrow to support the sign you invest in today.
- We use only the highest quality materials, including Makrolon SL® faces and vandal covers for superior strength, DuPont™ powder-coat finish for graffiti resistance, and all aluminum cabinets to prevent rust.

I appreciate the opportunity to meet your new sign needs and look forward to working with you on the sign for the Town of Old Orchard Beach.

If you have any questions, please give me a call.

Kindest Regards,

Kimberly

Kimberly Carlin (Thrasher)
Sign Consultant
StewartSigns
Phone: 1-800-237-3928 Ext: 243
Fax: 1-888-472-5304
www.stewartsigns.com
kcarlin@stewartsigns.com

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In discussion it was noted that the Annual Stipend Expense (50121) increased by 42,500 or 1.9%. This is the expense related to the cost of having someone manage the broadcasting of any Town Meeting that is televised or taped, including Town Council, Planning Board, ZBA, Conservation Commission, and any other special meetings to be broadcast. In addition, the stipend also covers the work related to management of the municipal bulletin board on channel 3 and working with Time Warner on maintaining and updating the sound and camera system. The stipend has not been increased since 2012.

Elections (20108) are down \$10, 900 or 32% because there is not a presidential election this year.

It was noted that the Board of Registration (20109) is down \$3,750 or 69% because of decreased wages and other expenses because 2017 is an off-election year.

CIP:

The Town Clerk is requesting \$20,000 for an electric sign which is part of the Town Manager's budget. The Town Manager and the Finance Committee all recommend the \$20,000.

ADJOURNMENT:

The Budget workshop ended at 8:15 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 nineteen (19) pages is a copy of the original Minutes of the Town Council Workshop of May 10, 2017.

V. Louise Reid