

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL MEETING
Tuesday, April 10, 2019
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 10, 2019. Chair Thornton opened the meeting at 6:30 p.m.

The following were in attendance:

Chair Joseph Thornton
Vice Chair Shawn O'Neill
Councilor Kenneth Blow
Councilor Jay Kelley
Town Manager Larry Mead

Absent: Councilor Michael Tousignant
V. Louise Reid – Transcribed Minutes from Home as a result of illness.

The Budget Workshop this evening will cover Harmon Museum, Edith Belle Memorial Library, Assessing, Town Clerk, Elections, Board of Registration, Planning and Code, Tax Abatement Expense, Service Agencies and CIP.

Harmon Museum:

It was noted that there was a slight decrease over the 2019 Fiscal Budget. It has been a stable budget in operations of the Museum. Approximately an 11.76% in Annual Stipend expense increase. There was a decrease of \$100 in the Phone/Cell/Pager expense; a \$120 decrease recommended in the Networking/Internet expense; and all other accounts remained the same as requested. The CIP request is for the driveway to the Society and the fact that nothing has been done in 25 years to replace it. Consideration was also discussed to making the area ADA compliant. The delivery of oil to the facility has been an issue for years as well as the consideration of concerns raised by the neighbors.

Assessing

It was noted that there were not a lot of changes in this budget. Accounts 50101 and 50106 – Department Head and Full-Time Wages increased by \$1,196 or 4.4%. 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 increase in full time wages include a 3% COLA for non-union employees and previously authorized FY19 wage adjustments. Professional Services increased \$1,000 for GIS support and Administrative/Office Supplies decreased \$1,000 to return to the appropriation to the FY18 level.

Planning and Code

Again this year there has been fiscal responsibility in the budgeting for this vital Town Department. The Planning Budget is up \$4,218 or 2.6% including Accounts 50101 and 50106 – Department Head and Full Time Wages which increased \$1,600 in order to include as needed the Town's Contract Engineer in the monthly development review meetings used to manage oversight of development projects in Town. Code Enforcement was up \$10,144 or 4.4% including Accounts 50101, 50106, 50107 – Wages which increased \$10,254 or 4.8%. The increase in full time wages includes a 3% COLA for non-union employees and previously authorized FY19 wage adjustments. There is no change in the number of personnel or number of budgeted hours which includes the full time CEO and three half-time Deputy Assessor's time is budgeted to the Code Office for inspections and customer service. Account 50300 – Professional and Engineering Services decreased \$1,000 in the Code Enforcement budget and that amount was added to the Planning Budget to be used for development review. Account 50320 – Advertising Expense increased \$700 because the Zoning Board of Appeals Meetings have had increased agenda resulting in greater cost for the required public notices.

In discussion of the CIP budget it was noted that \$25,000 is considered for the replacement of the 2004 Jeep shared by both Code and Assessing. Both have enormous amounts of mileage on them. A vehicle with high reliability and good gas mileage is the consideration being addressed.

Edith Belle Memorial Library

One of the considerations requested by Council was to consider the POS deductible going under the Town's account rather than the Library's and perhaps that would reduce the cost. This is something to be followed up.

It was noted that there was a proposed \$2,200 increase in conference/training and travel/lodging as a result of the number of staff members needing this training. This number reflects a 50% increase due to an increase in registration costs and had remained flat in 2019. Travel and lodging – Funds mileage reimbursement and loading for attendance at local/regional conferences and meetings. Staff must pay for their own meals. The number reflects a 100% increase from FY19 due to increased travel for meetings and having the opportunity to attend national, regional and state conferences next fall. Dues/Memberships and Licenses had no change and covers things like new England Library Association, Maine Library Association, Maine Municipal Association, Sam's Club, Saco Bay Rotary, etc.

Service Contracts showed an increase of 2.4% due to a rate change from the Security and Fire monitoring company and shoveling be needed more than expected. Computer Software/Upgrading had no change from last year. Funds any required database upgrades, annual licensing subscriptions for Quick Books and the Library Management System (LMS) and ensuring that all Library software is current and compatible. Computer Hardware increased by 33% due to the needed replacement of the Juvenile Services computer in 2020. Again Supplies saw no change and these fund Office, Library and Janitorial Supplies. There was no change to the General/Vehicle/Flood insurance amount of \$5,195. This covers electricity, water, internet/fax and propane. Furniture and Office equipment has seen no change including 2015 through 2019. No change in the Building/Grounds Repairs and

Maintenance of \$1,500. There was also no change to the Adult/Child Programming funds of \$2,900. No change to the Materials needed which funds annual purchased material for public use of \$20,800.

There was a 7.5% decrease in the Professional/Accounting fund due to discontinuing the unnecessary Paychex service – IRS section 125 compliance. No change to postage and shipping. The Director's Salary of \$49,408 reflects a 1.5% merit-based increase from FY18. The full time Employee Wages which funds the Juvenile Services, Librarian and one Adult Circulation Library Assistance reflects an 18% increase, which includes a cost of living increase for all part-time positions and for the first time, a budgeted amount for substitute position hours. The Annual Increase funds a 3% performance-based wage increase of \$4,759. Funding of FICA and Medicare – the Employer's Share – funds the Library's share and reflects a 7.6% increased based on calculation of 7.65% of gross pay. The Health Insurance – Employer share – funds the Library's share of Health Insurance for three full timers (employer contributes 80%, employee contributes 20%). This reflects a 26% increase due to the addition of coverage for the third benefits-eligible employee as well as a 4% increase from the Provider.

Dental Insurance – Employer Share funds the Library's share of Dental Insurance for on full time employee. The contribution is a 50/50 split between employer and employee. IPP Insurance – Employer Share funds the Library's share of Income Protection Insurance (short term disability) for three full time employees and reflects a 2% increase for FY20. ICMA funds the Library's share of retirement for three full time employees and represents the 5% employer contribution; increased by 3% for FY19 to reflect 5% of gross pay for eligible employees. Worker's Compensation ay no increase from FY18 and FY19. Payroll Service funds the Paychex payroll-processing fee and reflects a 2% increase based on FY18 actual.

Town Clerk, Elections, Board of Registration

The Town Clerk presented her fiscally responsible budget and the basic change is the 50121 – Annual Stipend Expense increased by \$2,696 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 to the stipend it also covers the work related to management of the municipal bulletin board on Channel 3, and working with Time Warner (Spectrum) on maintaining and updating the sound and camera system. The stipends have not been increased since 2012.

The Town of Old Orchard Beach was incorporated on February 20, 1883. Our first Town minutes book is now 136 years old, and one of the latest books in need of preserving. Although our Town Council minutes are scanned into Laser fiche, technology is constantly changing. We need to protect the written copy. The estimate to preserve the first two books, 1883-1910, will be \$7,750.00. Once these books are preserved (acidity neutralized and rebound), the books will last another two or three centuries. The estimate is from Cofield, formerly Browns River, out of Vermont. They do preserving of municipal books all over New England, and several Clerks have used their services.

Tax Abatement

Tax Abatement Overlay increased 80% and Property Tax Program Transfer decreased by 57.14%.

Service Agencies

This is always a sensitive issue since great work is being done by these groups requesting funding.

The following requested funding:

	Requested	Recommended
CARING UNLIMITED	\$2,587	
COMMUNITY ANIMAL WATCH	3,000	2,400
COMMUNITY WATCH COUNCIL	1,000	1,000
METHODIST FOOD PANTRY	2,500	
AMERICAN RED CROSS	2,500	
OOB FOOD PANTRY	6,000	6,000*
SACO PATHFINDERS SNOWMOBILE	1,615.28	
SALVATION ARMY	3,000	2,400
SEEDS OF HOPE	5,000	2,400
SOUTHERN MAINE AGENCY ON AGING	2,500	2,020
YORK COUNTY SHELTERS	500	
YORK COMMUNITY ACTION	3,200	
VIETNAM VETERANS OF AMERICA	2,500	

The Town Manager recommended a \$6,000 increase from last year making a total of \$18,500. Some of the agreement is indicated above with the understanding that this discussion will continue in the budget workshops. The General Assistance Director did send an e-mail to the Town Manager as it related to Seeds of Hope indicating that she refers clients from Old Orchard Beach to their program. She felt they should get \$10,000 because they do so much such as free computer access, resume help, housing searches, food, clothing, and diapers for babies, revolving loan account for security deposits, all basic stuff. They are physically located in Biddeford but service generously Old Orchard Beach.

Again disposition of other funds in addition to the approval of the above will be a decision by Council when the budget process is complete

The Town Manager reminded the Council of the upcoming Workshop dates for discussion of budget issues.

The Budget Workshop ended at 7:45 p.m.

**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 five (5) pages is a copy of the original Minutes of the Town Council Workshop of April 10, 2019.

V. Louise Reid