

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL MEETING  
Tuesday, April 17, 2018  
TOWN HALL CHAMBERS  
6:30 p.m.**

A Town Council Meeting of the Old Orchard Beach Town Council was held on Tuesday, April 17, 2018. 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  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid

Absent:

**EMERGENCY ITEM:**

**CHAIR:** May I have a motion to Agenda Item # 7146 following Agenda Item # 7145 and a correction to Agenda Item 7144 indicating the Agreement is effective from July 1 2017 to June 30 2020. I would also like to have Agenda Item # 7140 Removed without Prejudice.

**MOTION:** Councilor Kelley motioned and Councilor Blow seconded to Approve the Liquor License Renewal for Richard Payette dba/The Landmark Restaurant (306-5-6), 28 East Grand Avenue, m-s-v in a Restaurant; correct Agenda Item 7144 to reflect the Collective Bargaining Agreement with Teamster's Local Union No. 340 is effective July 1, 2017 to June 30 2020; and Remove without Prejudice Agenda Item #7140 – Amend Parking meter Police 94-3 by adding an additional two weeks of operation before Memorial Day weekend and two weeks after Labor Day .

**VOTE:** Unanimous.

**ACKNOWLEDGEMENT:**

**ASSISTANT TOWN MANAGER:** I would remind the Town Council and our residents that on Tuesday, April 24<sup>th</sup> at 6:30 p.m., a Special Town Council Meeting will be held in the Town Hall Council Chambers at which time they will be provided a positive update on the results of the 2017 Survey that was completed by residents of our community. Analytical Insights will be making a power point presentation to the Town Council of those results. We know the Town Council members will be present as they will hear what their constituents want and we invite residents to come and participate in the discussion about the results of the Survey. 639 surveys were returned by residents and are packed with exciting comments. This will be a feel-good positive night.

**COUNCILOR O'NEILL:** I am very disappointed that I will be out of town for the Special Town Council Meeting of Tuesday, April 24, 2018 at 6:30 p.m. I know that the Assistant Town Manager and Facilitators Pat Brown and Helene Whittaker will be presenting to the Council and residents a report about the continued work of the Community Neighborhood Watch which was inaugurated last June but began its work this past September. Over the past six months they and the Core and Support Committees have worked in a committed endeavor toward their

presentation next Tuesday evening and promotion of their vision for our community. They will present the results of the Town Survey and we, the Council, will know the concerns and desires of our constituents, as we plan for the future. I support their endeavors completely and offer my assistance in any way that should be helpful. I thank each of them for their committed service to our municipality. I would also like to thank the Memorial Park Committee for the work that was done in Memorial Park this past weekend with the planting of over 2,000 daffodils.

#### **GOOD & WELFARE**

**SHARRI MACDONALD:** The President of OOB365 gave an update on the work of the OOB365 speaking about the past history of the organization and the plans for the future. She talked about the COLORMEBLUE Project which is recognition of foster families in a special way and an opportunity to celebrate their selfless acts of dedication to the children in foster care. By shining a blue porch light for the month of May you will help us celebrate our foster families in every community. She called for people to post pictures of their blue light shining with COLORMEBLUE on the social media and neighborhoods and businesses to participate. She also talked about the Savor the Flavor event, Swap 'n Shop, Fostering Family Festival of Fun, Corvette weekend and other great activities. The Council thanked her for the work that is done for the community.

#### **ACCEPTANCE OF MINUTES:**

Accept the Town Council Minutes of April 3, 2018; Town Council Workshop Minutes of April 3, 2018; Town Council Workshop Minutes of April 4, 2018; and Town Council Workshop Minutes of April 11, 2018.

**MOTION:** Councilor Kelley motioned and Councilor Blow seconded to Accept the Minutes as read.

**VOTE:** Unanimous.

#### **PUBLIC HEARING: BUSINESS LICENSES AND APPROVAL:**

**CHAIR:** I open this Public Hearing at 6:40 p.m.

Annemarie Falkin (202-2-3-4F), 207 East Grand Avenue, #F4, one seasonal rental; Pamela Golarz (206-27-2), 29 Staples Street, one year round rental; and Alexandria & Andrew Harding (206-27-5-12), 5 Sunset Drive, #12, one year round rental.

**CHAIR:** I close this Public Hearing at 6:41 p.m.

**MOTION:** Councilor Blow motioned and Councilor Kelley seconded to Approve the business licenses as read.

**VOTE:** Unanimous.

#### **TOWN MANAGER' REPORT:**

The Town Manager reported that he hopes to initiate spring paving projects as early as next week, weather permitting. Looking at portions of Atlantic Avenue, Maine Avenue and royal Street, as well as Lewis Wet Tioga Manor and Grandview. This is not necessarily the entire length of these streets but the intention is to address the sections most in need. We understand that there is more to do and we will look to do more at a future date as funding and paving contractor availability allow.

DPW staff has been constructing and installing new beach entry boardwalk sections in about a dozen entrances to the Beach. The Department obtained a grant from the State for funds with the Town contributing matching share through the Public Work crew providing the labor to construct and install. He indicated he was pleased to have made good progress in improving these many entrances. The Town is trying very hard to obtain commitments for road striping this Spring with the intent to have the work done before mid-June. We expect that work on crosswalks will be completed in the near future, weather permitting, with center line painting happening a little later. We are working with the Libby Library on a pilot loan program that would provide antennas to residents for local network television stations as an alternative to high cable bills. The idea is for people to try out the HD antenna to see how it works for them. If they are pleased with this as an option they would return the loaned antenna and purchase their own on a permanent basis. The program will be unveiled soon. Plovers have arrived on the beach. A reminder to all to keep your dogs on leash and under control. The plover season extends through July and August.

**NEW BUSINESS:**

# 7135            Discussion with Action: Amend the Town of Old Orchard Beach Code of Ordinances, Section 54-187, Restrictions and Prohibitions, amending Old Orchard Street and Temple Avenue by adding handicap parking spots.

**BACKGROUND:**

**MOTION:** Councilor Kelley motioned and Councilor Blow seconded to Amend the Town of Old Orchard Beach Code of Ordinances, Section 54-187, Restrictions and Prohibitions, amending Old Orchard Street and Temple Avenue by adding handicap parking spots.

**BACKGROUND:**

Shall the Town Council of the Town of Old Orchard Beach amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, amending Section 54-187, Restrictions and Prohibitions, Old Orchard Street and Temple Avenue, by adopting the underscored language, as follows:

*Old Orchard Street.* Two-hour parking only shall be allowed on both sides of Old Orchard Street. There shall be one handicap

parking space between Milliken Street and the railroad tracks

on the left side (facing the ocean).

*Temple Avenue.* No vehicle shall remain parked on Temple Avenue between West Grand Avenue and Seaside Avenue for a period of time longer than one hour. There shall be one handicap parking space located on the left side (facing the ocean) between Seaside Avenue and West Grand Avenue. Parallel parking shall be allowed on the left side (facing the ocean) of Temple Avenue from Seaside Avenue to the seawall; diagonal parking shall be allowed on the right side (facing the ocean) of Temple Avenue from Seaside Avenue to the seawall, except that three consecutive parking spaces shall be designated by the chief of police and shall have a two-hour limit from 7:00 a.m. to 7:00 p.m. No vehicle shall be parked on the right side (facing the Ocean) of Temple Ave. from Free St. to West Grand Ave. and two handicap spaces will be located in front of the Temple on Temple Ave.

**# 7136 Discussion with Action: Accept the quote from Ted Berry Company in the amount of \$17,150 for the cleaning of wet wells and tanks, from Account Number 20161-50340 – Waste Pumping Expense, with a balance of \$27,556.**

**BACKGROUND:**

The Waste Water Department cleans tanks and wet wells twice a year. Normally this requires three (3) days of service. Due to the process building dewatering upgrade we need to clean out a large tank that will no longer be used. We expect that eliminating the tank from the process will help mitigate odors. We also will need to catch up on the cleanings that were not done in the fall due to equipment failure by another vendor. For these reasons we are requesting an additional two days of cleaning, for a total of five (5) days. In addition to the services there will be disposal costs at ECO MAINE. The disposal cost may exceed \$10,000 but be less than \$15,000.

**MOTION: Councilor Kelley motioned and Councilor Blow seconded to Accept the quote from Ted Berry Company in the amount of \$17,150 for the cleaning of wet wells and tanks, from Account Number 20161-50340 – Waste Pumping Expense, with a balance of \$27,556.**

**VOTE: Unanimous.**



Chris White  
Town of OOB Wastewater Department  
1 Portland Avenue  
Old Orchard Beach, ME 04064

March 27, 2018

Greetings Chris,

Subject: **2018 Pump Station Maintenance Proposal M-18-00234**

Thank you for giving us the opportunity to provide you with the following proposal for cleaning pump stations and conducting the confined space entry program. As you know the Ted Berry Company has been performing pump station cleaning in OOB for a number of years and has the intimate understanding of the individual pumping systems and components and upon your request would be willing to take on additional responsibilities associated with the cleaning and confined space management.

**Scope of work:** Work to be done during the spring and fall of each year at the request of the collection system manager

- A. Confined Space Entry, including continuous air monitoring and retrieval system
- B. Lock Out Tag Out Pump Stations
- C. Plug inlet line to stop incoming flow as needed
- D. Perform pump station cleaning at the following locations, as requested by the customer:
  - 1. Comfort St. Pump Station
  - 2. Portland Avenue
  - 3. Ross Road
  - 4. ½ way grit chamber
  - 5. West Grand Pump Station
  - 6. East Grand Pump Station
  - 7. Dune Grass Pump Station 100 & 200
  - 8. Primary Holding Tank
  - 9. Primary Influent Launder
  - 10. Day Tank
- E. Remove and dispose debris at Eco Maine

**Project Responsibilities**

Old Orchard Beach Wastewater Department: To help achieve a smooth and successful project, you will be considered the owner of the project and it will be your responsibility to perform the following:

- Provide a designated contact person
- Provide all access to all pump stations
- Provide access to lockout/tagout locations
- Operate Pump Stations as needed
- Provide disposal site or payment for disposal at an approved site – EcoMaine

Industrial & Municipal Services • Robotic Pipeline Inspection • Trenchless Technologies

ph 207.897.3348 • fx 207.897.3627 • www.tedberrycompany.com • 521 Federal Road, Livermore, ME 04253

# **TED BERRY**

COMPANY Inc.

## **Ted Berry Company, Inc.**

- Provide a designated project manager
- Provide a written work plan prior to start of work
- Provide all traffic control per MUTCD regulations as required to complete the project.
- Provide a cleaning team with all necessary tools and equipment
- Provide confined space entry equipment and permit. All personnel are confined entry trained within the previous 12 months.
- Provide disposal of all materials in accordance with state, local and federal regulations at an approved disposal site.

## **Ted Berry Company, Inc. Employees**

- Project Manager (Off Site)
- Project Crew Supervisor
- Jet/Vac CDL Operator
- Technician – confined space entry trained (2) technicians may be required for individual pump startions and will be charged individually.

## **Ted Berry Company Inc. Equipment**

- Combination Jet/Vac Truck
- Service Truck
- Various size Plugs as needed
- Portable Air Compressor
- Confined Space Equipment

## **Differing conditions**

1. **Flows at the pumping station higher than anticipated by the owner** - If flows at the wastewater pumping station are higher than anticipated a modification to the pumping or work plan may be required and shall be paid by the Owner at no additional expense to TBCI.

## **Delays**

1. Delays caused by circumstances outside of the control of the Ted Berry Company shall be compensated fully by a standby rate that is defined in the contract terms and conditions. Items outside of the control of the Ted Berry Company include but are not limited to.
  - 1) Delays caused by "others"

## **Terms and Conditions**

All quotes are good for 30 days from date of inquiry.

Payment is due Net 30 from the date the project is completed.

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# **TED BERRY**

**COMPANY Inc.**

**Billable Units for Each Biannual Cleaning**

Item Description	Day Rates	Estimated Days	Estimated Cost
Municipal Vector Truck with Supervisor & CDL Operator	\$2,350.00/Day	5 Days	\$11,750.00
Support Truck	\$80.00/Day	5 Days	\$400.00
Confined Space Technician	\$750.00/ Day	5 Days	\$3,750.00
Confined Space (each day)	\$250.00/Each day	5 Days	\$1,250.00
<b>Total Estimated Project Cost</b>			\$17,150.00
Disposal	Billed at actual +10%		TBD

The total cost is based upon an estimated 5 days of work. The Day tank is estimated at 1-2 days. The invoice will be based on the actual number of days of cleaning and disposal.

We appreciate the opportunity to provide you with this proposal and look forward to working with you this year on the town's pump station maintenance. Please sign and return signed copy upon acceptance of this proposal.

Sincerely,

Paul Pomerleau  
Project Manager/Team Leader

No job is so important and no service is so urgent that we cannot take the time out to perform or work safely.

Accepted by: \_\_\_\_\_  
Print name: \_\_\_\_\_

Title: \_\_\_\_\_ PO# \_\_\_\_\_  
Date: \_\_\_\_\_

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**# 7137 Discussion with Action: Accept the Proposal from Kevin Lessard & Son Electric LLC, in the amount not to exceed \$6,712.95, to replace Town Hall recessed light fixtures to new LED fixtures, from Account Number 20115-50450 – Building Repair & Maintenance Expense, with a balance of 16,256.43.**

**BACKGROUND:**

**We can no longer obtain replacement lights for those in the Town Hall at this time and these LED fixtures will be much more efficient and cost effective.**

**MOTION: Councilor Kelley motioned and Councilor Blow seconded to Accept the Proposal from Kevin Lessard & Son Electric LLC, in the amount not to exceed \$6,712.95, to replace Town Hall recessed light fixtures to new LED fixtures, from Account Number 20115-50450 – Building Repair & Maintenance Expense, with a balance of 16,256.43.**

**VOTE: Unanimous**

**# 7138 Discussion with Action: Approve the Special Event Permit Application for the Old Orchard Beach Recreation Department to hold Round Robin Basketball Games at the Memorial Park Basketball Courts on Saturday, July 28<sup>th</sup>, 2018, with a rain date of Sunday, July 29<sup>th</sup>, 2018, from 7:30 a.m. to 5 p.m.**

**MOTION: Vice Chair O'Neill motioned and Councilor Blow seconded to Approve the Special Event Permit Application for the Old Orchard Beach Recreation Department to hold Round Robin Basketball Games at the Memorial Park Basketball Courts on Saturday, July 28<sup>th</sup>, 2018, with a rain date of Sunday, July 29<sup>th</sup>, 2018, from 7:30 a.m. to 5 p.m.**

**VOTE: Unanimous.**

**# 7139 Discussion with Action: Approve the purchase of Replacement Equipment in the amount of \$9,685.50 for the Reserve Officers of the Police Department from Account Number 20131-50501, Operational Supplies & Equipment, with a balance of \$27,663.84.**

**BACKGROUND:**

**In the 2017-2018 Police Department budget, the Town Council authorized an expenditure of \$13,500 in line 50501, Operational Supplies/Equipment for the purpose of replacing 50% of the duty equipment that we issue to Reserve Police Officers. This equipment includes, shirts, holsters, magazine pouches, handcuff cases, baton cases, radio holders, glove pouch, OC spray holder, duty belts, badges and firearms. Corporal Josh Robbins is the officer responsible for inventorying, issuing and purchasing this equipment. I asked him to compare prices for this equipment which resulted in a reduction from our original estimate and request. The original request for this line was believed to be about half of what we thought we would need for the cost of equipment replacement. Because Corporal Robbins was able to find better pricing, we are able to purchase most of the requested equipment out of this year's budget. We will only be requesting an additional \$4,000 in the 2018-2019 budget instead of \$13,500, to cover the cost of 30 new shirts and four firearms, which will complete the reserve officer equipment upgrade.**



**MOTION: Councilor Tousignant motioned and Councilor Kelley seconded to Approve the purchase of Replacement Equipment in the amount of \$9,685.50 for the Reserve Officers of the Police Department from Account Number 20131-50501, Operational Supplies & Equipment, with a balance of \$27,663.84.**

**VOTE: Unanimous.**



## Reserve Officer Equipment Replacement List

\* Based on 30 of each item (60 cuff cases)

Item	Model #	Qty.	Price ea.	Price/30	Vendor
Safariland Holster	7360	1	\$101.25	\$3,037.50	Interstate arms
ALS Sentry Switch for Holsters	LP277	1	\$7.99	\$239.70	Galls
Bianchi PatrolTek Double Magazine Pouch	31510 (size2)	1	\$24.99	\$749.70	Galls
Bianchi PatrolTek Single Cuff Case (2)	31348	1	\$37.98	\$1,139.40	Galls
S&W Model 100 HandCuff	350103	1	\$23.99	\$719.70	Galls
Bianchi PatrolTek Adjustable Radio Holder	31311	1	\$26.99	\$809.70	Galls
ASP 21" Sentry Expandable Baton	52400	1	\$55.99	\$1,679.70	Galls
Bianchi PatrolTek Expandable Baton Holder	31461	1	\$14.59	\$437.70	Galls
Bianchi PatrolTek Flat Glove Pouch	31316	1	\$13.29	\$398.70	Galls
Bianchi PatrolTek Small OC Pouch	31305	1	\$15.79	\$473.70	Galls
			<b>\$322.85</b>	<b>\$9,685.50</b>	
Budgeted for Equipment Replacement				\$10,000.00	
Number of Officers that can be completely outfitted				30.0	
Leftover for shipping, etc.				\$314.50	

**# 7140 Discussion with Action: Amend Parking Meter Policy 94-3 by adding an additional two weeks of operation before Memorial Day weekend and two weeks after Labor Day.**

**MOTION: Councilor Kelley motioned and Councilor Blow seconded to Remove Without Prejudice to Amend Parking Meter Policy 94-3 by adding an additional two weeks of operation before Memorial Day weekend and two weeks after Labor Day.**

**VOTE: Unanimous.**

Shall the Town Council amend Policy Number 94-3, Parking Meters Days of Operation, by adding the underscored language and deleting the strikethrough language?

TOWN OF OLD ORCHARD BEACH, MAINE  
Town Council Policy  
Parking Meters Days of Operation  
Adopted: June 15, 1994 Policy Number 94-3

The Town Council has established the following policy concerning the placement and removal of the all parking meters and pay stations in on the Town of Old Orchard Beach public ways:

1. Installation: All parking meters and pay stations shall be installed and operational two Fridays before ~~the Friday before~~ Memorial Day weekend. The meters and pay stations may be put in earlier. However, in no circumstances shall any meter be installed, as to give the appearance of operation, before the Monday occurring two three weeks before Memorial Day. The intent of the Town Council is to have the meters put in two weeks before Memorial Day weekend. ~~but as close as possible during that week.~~
  
2. Removal: All parking meters and pay stations will continue to be operational for two weeks after Labor Day and shall be removed the second Monday Monday after Labor Day, not including Labor Day. The meters shall be removed as close as possible after this date to the Monday after Labor Day and in no case shall be in operation, or give the appearance of operational, three weeks after Labor Day.

**Adopted 6/15/94**

**Amended 4/4/17 by adding pay stations**

**# 7141 Discussion with Action: Approve the purchase of one (1) used Solar Powered CWT Pay Station in the pay and display configuration that will accept coins, credit/debit cards and a bill-note acceptor from Cale, in the amount of \$6,050, including shipping, thirteen (13) month hardware warranty, and bill-note acceptor; from Account Number 52002-50884 – CIP Parking Control Machine Expense, in the amount of \$4,850.52, with a balance of \$4,850.52; and from Account Number 20131-50501 – Operating Supplies and Equipment, in the amount of \$1,199.48, with a balance of \$26,288.86.**

**BACKGROUND:**

This Pay Station is approximately one-half the cost of a new similar Pay Station. Cale has two for sale that were installed in Las Vegas, Nevada for a very short period of time. They were removed because a Casino located adjacent to where they were located began offering free parking. If approved by council, we suggest that this Pay Station be installed at Town Hall in the lower lot where paid parking was recently approved. If Town Hall is not an acceptable option, we would suggest we have it for a spare unit in our inventory of fourteen (14) Pay Stations.

**VOTE: Unanimous.**

**MOTION: Councilor Kelley motioned and Vice Chair O'Neill seconded to Approve the purchase of one (1) used Solar Powered CWT Pay Station in the pay and display configuration that will accept coins, credit/debit cards and a bill-note acceptor from Cale, in the amount of \$6,050, including shipping, thirteen (13) month hardware warranty, and bill-note acceptor; from Account Number 52002-50884 – CIP Parking Control Machine Expense, in the amount of \$4,850.52, with a balance of \$4,850.52; and from Account Number 20131-50501 – Operating Supplies and Equipment, in the amount of \$1,199.48, with a balance of \$26,288.86.**

**VOTE: Unanimous.**

During discussion of this item it was decided that the Council felt that the purchase should be for two of the Solar Powered CWT Pay Stations and the Chair called for an amending of the Agenda Item. They voted to expense the second meter from Police Department – Operating Supplies/Equipment in the amount of \$7,249.48. That plus the balance in the CIP Account in the amount of \$4,850.52 equals the total purchase price of \$12,100.

**MOTION: Councilor Blow motioned and Councilor Kelley seconded to Amend Agenda Item Number 7141 to reflect the purchase of two (2) used Solar Powered CWT Pay Stations in the pay and display configuration that will accept coins credit/debit cards and a bill-note acceptor from Cale in the amount of \$6,050 each or \$12,100, including shipping, thirteen (13) month hardware warranty, and bill-note acceptor; from Account Number 52002-50884 – CIP Parking Control Machine Expense in the amount of \$4,850.52, with a balance of \$4,850.52; and from Account Number 20131-50501 – Operating Supplies and Equipment, in the amount of \$7,249.48, with a balance of \$26,288.86.**

**VOTE: Unanimous.**

**MOTION: Councilor Blow motioned and Councilor Kelley seconded to purchase two (2) used Solar Powered CWT Pay Stations in the pay and display configuration that will accept coins credit/debit cards and a bill-note acceptor from Cale in the amount of \$6,050 each or \$12,100, including shipping, thirteen (13) month hardware warranty, and bill-note acceptor; from Account Number 52002-50884 – CIP Parking Control Machine Expense in the amount of \$4,850.52, with a balance of \$4,850.52; and from Account Number 20131-50501 – Operating Supplies and Equipment, in the amount of \$7,249.48, with a balance of \$26,288.86.**

**VOTE: Unanimous.**



Stay ahead

### Cale - Confidential Quotation For: Old Orchard Beach

Quote Issued: February 13, 2018

Quote Expires: April 30, 2018

Quote Name: USED CWT - 1

Quote ID: 501

#### General Information

**Bill To:**  
Old Orchard Beach  
16 E. Emerson Cunnings Blvd.  
Old Orchard Beach, ME 04064

**Contact:**  
Old Orchard Beach  
16 E. Emerson Cunnings Blvd.  
Old Orchard Beach, ME 04064

**Prepared By:**  
Natalie Pick

**Prepared For:**  
Joseph Levasseur

#### Equipment

Product Name	Quantity	Unit Price	Year One Total	Year Two Total	Year Three Total
Used CWT Pay Station <i>Color: Black Power: Solar (1) Payment Methods: Coin/Credit/Debit Card Configuration: Pay and Display Warranty: 13-month Hardware Warranty</i>	1	\$5,200.00	\$5,200.00		
Bill Note Acceptance <i>OPTIONAL</i>	1	\$400.00	\$400.00		
<b>Annual Total</b>			<b>\$5,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### General Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
Estimated CWT Shipping	1	\$200.00	\$200.00		
CWT Installation <i>Cale will secure and level pay station to the ground and provide training, review preventative maintenance and trouble shooting Ground preparation is not included.</i>	1	\$250.00	\$250.00		
<b>Annual Total</b>			<b>\$450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### Total Costs

Year One Total	Year Two Total	Year Three Total
\$6,050.00	\$0.00	\$0.00

All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation. Customer is responsible for all taxes or providing proof of tax-exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and conditions or terms of existing contract(s) between Customer and Cale for the same products and services, if any:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**# 7142 Discussion with Action: Appoint Karen Monaghan as a Regular Member of the Community Animal Watch Committee, term to expire 12/31/19.**

**MOTION: Councilor Tousignant motioned and Councilor Blow seconded to Appoint Karen Monaghan as a Regular Member of the Community Animal Watch Committee, term to expire 12/31/19.**

**VOTE: Unanimous.**

**# 7143 Discussion with Action: Approve the Special Event Permit Application for TGK Athletics to hold a Basketball Tournament in Memorial Park on Saturday, July 7<sup>th</sup>, 2018, with a rain date of Sunday, July 8<sup>th</sup>, 2018. Set-up from 6:45 a.m. to 7:30 a.m.; event is from 8:00 a.m. to 6:00 p.m.; take-down is from 6:30 p.m. to 7:30 p.m. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided to the Town Clerk's Office at least one month prior to the event.**

**MOTION: Councilor Blow motioned and Vice Chair O'Neill seconded to Approve the Special Event Permit as read.**

**VOTE: Unanimous.**

**# 7144 Discussion with Action: Approve the three (3) year Teamsters Local Union No. 340 for the General Government Employees Union Contract effective July 1, 2017 to June 30, 2020.**

**BACKGROUND: The Town Hall administrative support staff voted in 2016 to organize as a bargaining unit represented by the International Brotherhood of Teamsters. The Bargaining Unit is comprised of eleven positions. Management and Union engaged in collective bargaining meetings for over eighteen months to draft a proposed three year bargaining agreement that would be in effect retroactively beginning July 1, 2017 and extend to June 30, 2020.**

**The proposed agreement provides for a base wage adjustment for unit members of 2% per year for each of the three contract years. This is consistent with the Town's other bargaining agreements.**

**The proposed agreement establishes a wage scale with six steps above the starting pay rate with each step averaging a 2.1% increase in hourly pay for a total increase after 20 years of service of 12.6% above the starting pay rate. The eleven covered positions are placed in eight different job classifications; Tax Collector, Staff Accountant, Administrative Assistant to the Assessor, Planning and Code Assistant (2), Tax Clerk, Deputy Town Clerk (2), and Maintenance Custodian (2). The eight job classifications are distributed within five pay grade steps in the wage scale. The proposed agreement places unit members on the wage scale with the goal of having employees in the appropriate pay step by the third year of the contract, while also striving to keep the wage increases for individuals close to 2% per year. For this reason the annual increase in wages totals \$13,000 in both year one and year two, and \$9,000 in year three. By year three all unit members but one are in the appropriate wage step.**

**The bargaining unit voted to approve the proposed collective bargaining agreement.**

**MOTION:** Councilor Blow motioned and Councilor Kelley seconded to Approve the three (3) year Teamsters Local Union No. 340 for the General Government Employees Union Contract effective July 1, 2017 to June 30, 2020.

**VOTE:** Unanimous.

**# 7145** Discussion with Action: Approval of a three (3) year Dispatch Operating Agreement with the Town of Scarborough, Maine for Dispatch Services, effective July 1, 2018.

**BACKGROUND:**

The Town's public safety dispatch and PSAP services are provided through the Town of Scarborough. The current agreement will expire at the end of this calendar year. The proposed inter-local agreement is for a three year period beginning July 1, 2018 and ending June 30, 2021. This agreement would align the service contract with each Town's fiscal year and would replace the current agreement. The service fee increases by 3.5% in each of the contract years, with a cost of \$346,051 in year one.

**MOTION:** Vice Chair O'Neill motioned and Councilor Kelley seconded to Approve a three (3) year Dispatch Operating Agreement with the Town of Scarborough, Maine for Dispatch Services, effective July 1, 2018.

**VOTE:** Unanimous.

**# 7146** Discussion with Action: Approve the Liquor License Renewal for Richard Payette dba/The Landmark Restaurant (306-5-6), 28 East Grand Avenue, m-s-v in a Restaurant.

**MOTION:** Councilor Blow motioned and Councilor Kelley seconded to Approve the Liquor License Renewal for Richard Payette dba/The Landmark Restaurant (306-5-6), 28 East Grand Avenue, m-s-v in a Restaurant.

**VOTE:** Unanimous.

**ADJOURNMENT:**

**MOTION:** Councilor Tousignant motioned and Councilor Blow seconded to Adjourn the meeting at 7:30 p.m.

**VOTE:** Unanimous.

**A BUDGET WORKSHOP WILL FOLLOW THE TOWN COUNCIL MEETING:** Transit District Subsidy Expense (Shuttlebus); Town Manager; Town Hall Maintenance; Finance; Tax; General Assistance; Insurance Expense; Employee Benefits; Revenue and Fees; Town Council; Debt Service; and CIP.

**A BUDGET WORKSHOP WILL BE HELD ON WEDNESDAY, APRIL 25, 2018 – 6:30 P.M. –  
Assessing; Recreation; York County Tax Assessment; Contingency Expense; Street Light  
Expense; Solid Waste Expense; Tax Abatement Expense; Harmon Museum Budget; and CIP.**

**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 sixteen (16) pages is a copy of the  
original Minutes of the Town Council Meeting of April 17, 2018.**

**V. Louise Reid**



**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Tuesday, April 17, 2018  
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, April 17, 201. Chair Thornton opened the Workshop at 7:30 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  
Shuttlebus Director Al Shutz  
Shuttlebus Finance Director Curt Koehler**

This evening the Council is to discuss FY2019 requests from the Biddeford Saco Transit Company, Town Manager, Town Hall, Maintenance, Finance, Tax, General Assistance Insurance Expense, Employee Benefits, Revenue, Fees, Town Council, Debt Service and CIP.

Shuttlebus is a service provided to our community as part of the three-municipality agreement – Biddeford, Old Orchard Beach and Saco. For the past three years their allocation of \$125,000 has remained the same but this year out of necessity they are raising which has been discussed in detail with the Shuttlebus Board of which the Assistant Town Manager and Councilor Kenneth Blow are members of the Board and offer oversight for the Town. The Transit Authority is asking for \$140,000 this year and the Town Manager has agreed.

The Director provided to the council the projected budget for FY2019 to FY2024.

**Fares:**

2019 - \$531,000 2020 - \$570,500 2021 - \$581,910 2022 - \$603,548 2023 - \$615,619 2024 - \$627,931

**Grant Revenue:**

2019 - \$2,511,165 2020 - \$2,140,912 2021 - \$2,248,048 2022 - \$2,213,096 2023 - \$2,514,103 2024 - \$2,466,147

**Total Revenues:**

2019 - \$3,961,638 2020 - \$3,743,094 2021 - \$3,976,874 - 2022 - \$4,003,998 2023 - \$4,357,724 2024 - \$4,362,940

**Total Expenses:**

2019 - \$1,034,279 2020 - \$1,178,566 2021 - \$1,207,831 2022 - \$1,240,187 2023 - \$1,300,015 2024 - \$1,331,435

**Operating Expenses:**

2019 - \$2,904,038 2020 - \$3,108,960 2021 - \$3,191,555 2022 - \$3,279,044 2023 - \$3,395,880 2024 - \$3,486,259

**Operating Loss:**

2019 - \$1,057,600 2020 - \$634,134 2021 - \$785,319 2022 - \$724,954 2023 - \$961,844 2024 - \$876,681

**Total Non-operating Revenue**

2019 - \$(1,057,600) 2020 - \$(710,000) 2021 - \$(721,000) - 2022 - \$(663,050) 2023 - \$(1,000,000) 2024 - \$(900,000)

**Net Income Loss**

2019 - \$0 2020 - \$(75,866) 2021 - \$(64,319) 2022 - \$(61,904) 2023 - \$(39156) 2024 - \$(23,319)

The cost of the fare covers only 20 – 25% of the ride. The rest is made up from State funding and Federal funding. They also receive revenue for advertising from various shopping centers. They are very aggressive in meeting the local requirement. Busses are getting old and need to be dealt with. They purchase rehab busses and tried that way to save money. Working with PACTS on grants for electric busses. These can cost up to \$1 million dollars each and they are working with local cooperatives where they can get a substantial rebate. Diesel options with Federal grants are sometimes 80% and their share would be 20%.

Trolleys are also getting older. Came up with the six year capital and six year operating budget. They will have to be more dependent in the three communities, Saco, Biddeford and Old Orchard Beach. They are asking to get to \$200,000 in FY2021. The newest trolley is 2001. Transit Angel project has been established his year for the needy. Companies purchase tickets with the advertising on them and provide them to non-profit agencies. It was asked if they had met with Biddeford and Saco and they had and it appears that all municipalities agree with the cost increase. The Town Manager indicated that he had already established this in the budget projections.

Vice Chair O'Neill congratulated the Shuttlebus on the good work they do and said he supported the budget. Both Councilor Blow and Assistant Town Manager, along with the Chamber of Commerce Director, Kim Verreault serve on the Shuttlebus Board.



January 25, 2018

City of Saco

Re: Fiscal Year 2019 Budget Request

The Biddeford-Saco-Old Orchard Beach Transit hereby requests an allocation of \$140,000 from each of its three parent municipalities for fiscal year 2019, beginning July 1, 2018. This is an increase of \$15,000 from the current year.

The Transit Committee met last evening and voted to request this amount for fiscal year 2019 and to notify the three municipalities of our need to request further increases over the two fiscal years beyond, specifically \$25,000 additional for fiscal year 2020 and \$35,000 additional for fiscal year 2021, making the total contribution for each municipality \$200,000 in fiscal year 2021.

There are numerous reasons for the need, some are listed on the attached document. We will have further backup materials available before your Council or Budget Committee meets to take up this appropriation, including at least a three-year budget projection.

If you would notify us of a day and time when we could be present to make a presentation or answer questions from your Town/City Council, we will be happy to do so. Thank you for your consideration of our financial needs.

Sincerely,

Al Schutz  
Executive Director

A handwritten signature in black ink, appearing to read "Al Schutz", written over a horizontal line.

13 Pomerleau St., Biddeford, ME 04005 Phone (207) 282-5408 Fax (207) 282-0587

#### Items Affecting Fiscal 2019 Budgeting

- Health insurance increase of almost 20% for 2018. Anticipate the same for 2019.
- Implementation of pulse system in fiscal year 2020. Addition of two new local service loops requiring more drivers, fuel, repairs, etc. with more buses on the road daily. Consultant estimates approximately \$300,000 additional expense. We estimate fares of \$25,000 and grant revenue \$175,000, requiring us to raise \$100,000 from advertising and contract stops.
- We have applied for a grant to cover 80% of the cost of two new coaches for the Zoom runs. Our current vehicles are old, with high mileage and increasing repair costs. We must come up with 20% (260,000 or so) as the local match.
- Our 6-year capital plan submitted to PACTS calls for two new trolleys, to begin replacement of the aging fleet, once again with 20% local match required. All trolleys are scheduled to be replaced over the next four years.
- As of December 31, our fare revenue has covered 20% of total operating costs, about average for a service like ours. Federal and state grants (including those earned but not received) covered 51%. Ads, stops and other service contributions covered 10%. That left 19% to be covered for operations, by municipal contributions. In addition, municipal contributions are our primary source for local match in capital expenditures.
- Years of focusing on the operating deficits rather than the updating of fleet vehicles has left a significant infrastructure deficit that must be addressed over time, with annual replacement of some vehicles necessary each year. We pursue all available grant sources, but local funds are almost always required to leverage these sources.
- Of our peer transit systems in the area, South Portland Transit is currently subsidized from the South Portland General Fund for approximately \$650,000. Their system has about the same number of buses out as we do, but our service area is much larger, with a current total parent municipal contribution of only \$375,000.
- The giant of our area, Metro (Portland) serves routes in Portland, Westbrook and Falmouth and connects out to Gorham and to the mall area of South Portland. Their member municipalities contribute according to the route miles within each municipality. The current annual levels are: Portland \$2.78 million, Westbrook \$633,000 and Falmouth, with limited route miles, \$164,000. Our enabling agreement requires that all three municipalities contribute the same amount. One municipality not accepting the request penalizes our service by three times that amount.

For these reasons, we are asking for a contribution from each of our parent municipalities of \$140,000, an increase from the fiscal year 2018 amount of \$125,000 each. That level was in effect for 2 years, despite the increase in our costs. What we can do with what we get makes the benefit to the municipalities, their residents, businesses and employers a substantial bargain, even at the new requested level.

## **TOWN MANAGER**

The Town Manager went over his budget projections including the following information.

**20101 - 50303 – Town Council - Auditing expense increased \$2,000 and the existing contract for Auditing Services expires in FY18. They will be going out for an RFP in the next few weeks for auditing services. The stipend increased for the Council going up from \$1,000 to \$2,000 and should be \$10,400 instead of \$5,200.**

During the discussion Vice Chair O'Neill indicated that they need to buy new chair for the Council Chamber and the Town Manager indicated he is hoping to do this before the current budget expires. Also there is a new sound system in the Council but there are still issues with the system. The Town Clerk tried to explain the situation having to do with the different range of voices as well as issues with the lighting in the Chamber. Mini directional microphones might be a suggestion as used at Dispatch butt lapel mikes may also be an option. The current mikes are not that old. It was recommended that the Town Clerk get someone in to assess the issues and the Assistant Town Manager suggested that the Director of the Pavilion be called and see who the Pavilion uses as their system is excellent. It was also suggested to work with the Town Clerk on what is left to purchase utilizing the Time Warner funds sitting in 25140-40512.

**20120 - 50101 – Department Salary Expense increased \$4,700 (4%) because the Town Manager's 2% COLA was not part of the FY18 budget and the FY19 budget includes a 2019 2% COLA.**

**20301 – Employment Testing Expense increases \$3,000 (20%). This line covers pre-employment testing as well as occupational testing as needed. The number of test screenings are increasing. There was a price increase by Workwell and the Town is now using Concentra Medical for testing as well.**

**50310 – Service Contracts Expenses increased \$1,200 (9.8%) as a result of increased participation in the flexible spending account program with Group Dynamics.**

**50315 – User License Expenses increased \$2,400 due to an increase in MUNIS financial software.**

**50402 – Computer Support Services Expense increased \$5,000 to ad web firewall protection (\$2,300), an increase to Sophos firewall protection costs and additional computer support services. Systems Engineering assessment very complimentary about Bill Botting. Issues and shortfalls are the day to day support that is needed.**

**50809 – GIS Program Expense – increased by \$2,500 (7.4%) as a result of contract services.**

## **TAX COLLECTOR**

**50101, 50106 – Full Time Wages Expense increased \$7,450 (8.2%). This change covers wage increases for the Tax Office full time employees over a two –year period including both FY18 and Fy18 as included in the collective bargaining agreement.**

**50454 – Computer Support Expense increased \$1,000 due to an increase in the cost of support for Motor Vehicle Registration Software.**

#### **TREASURER/FINANCE EXPENSE**

**50101, 50106 – Full Time Wages Expense increased \$3,159 or 2% - new starting wage for new employee.**

#### **TOWN HALL BUILDING EXPENSE**

**50400 – Electricity Expense increased \$2500 (14.2%) to align with current fiscal year expense and issues related to Central Maine Power.**

**50405 – Heating Fuel Expense decreased \$2,000 to align with current year expense.**

Questions were raised by Councilor Blow relative to the Town Hall Tower and the suggestion that something might have to be done sooner than later. For the Tower we would need to bring in an engineer to look at it. The original person did not finish the evaluation. This is one of the issues that we will revisit at the conclusion of the budget process.

#### **INSURANCE EXPENSE**

**50201 – FICA & Medicare Expense increased \$33,000 (6.9%). The increase is due to retroactive contract settlements for the Fire Union, Public Works Union and the new Federal Government Union reflecting two and in the case of Fire, three year of wage increases reflected in the FY19 budget. In addition the increased hourly rates for seasonal and part time employees are a factor.**

**50202 – Maine State Retirement Expense increased \$31,000 (6.9%). As with FICA increases this account reflects catching up on multiple contract years for three different Unions. In addition the employer's share of retirement cost increased by ½% in FY19.**

**50210 – Health Insurance Expense decreased by \$61,750 (-5.4%) to align with the actual expenses in FY 16 AND FY 17. This is not a decrease in insurance cost but rather changes to the individual employees coverage choices.**

**50214 – Workers Compensation Expense increased \$141,000, or almost twice the FY18 expense. This reflects the Town's experience from two years prior, including three significant work related injury claims, and a reclassification by Workers Compensation auditing firm of administration personnel in Police, Fire and Public Works to a more costly risk factor, comparable to that for front line employees. The Town's "good practices" credits actually increased in Fy19 due to improvements in our safety protocols and fit-for-duty policies. Otherwise the cost increase would have been even greater.**

**50371 – General Liability Insurance Expense increases \$9,000 (3.3%).**

**50373 – Unemployment Compensation Expense decreases \$10,000 (-50%) to reflect actual expenses in FY16 and FY17.**

## DEBT SERVICE - 20197

50330 – Equipment Lease Expense increased \$6,682 (1.5%). This reflects a reduction of \$55,000 in retired lease payments; \$45,000 in lower lease expenses than budgeted in FY18; and a proposed increase of 4107,000 in lease payments for FY19 – plow truck and sidewalk plow.

50394 – Principal Payments Expense increased by \$63,915 (6.9%)

50395 – Interest Payments Expense decreased \$1,520 This reflects retiring interest payments from FY18 and the first year interest payment of \$50,000 towards the proposed Wastewater Administration Building.

## REVENUE PROJECTIONS

25104-40400: Investment Income increased \$20,000 due to increased interest rates.

25120-40200: Business Licenses decreased \$20,000 because licenses are issued for a two year period and the licensing is not the same for each of the two years.

25121-40209 – Parking meters increased \$10,000 to reflect the price increase approved by Town Council this past year.

25140-40530 – RSU Reimbursement decreased \$35,000 due to reflect the actual compensation sharing for the School Resource Officer.

25140-40534 – MDEA Reimbursement increased \$11,000 to reflect the FY18 actual compensation sharing for this Police Officer position with MDEA.

25904-40610 – Transfer of bond proceeds decreased \$91,146 to reflect the actual balance remaining in the bond proceeds account.

## Town Council

The Town Manager has recommended \$46,620 for the fiscal year 2019, a 6.39% increase.

The production of the Annual Report is part of these expenses and the cost was increased greatly this year.

## FINANCE DEPARTMENT

The Department Head is asking for \$183,320 budget for 2019 fiscal year and the Town Manager is agreeing with that amount as well.

## TAX COLLECTOR

The Tax Collector is asking for \$113,177 fiscal year 19 budget request and the Town Manager agrees with this request.

**General Assistance**

The General Assistance Director is asking for \$85,140 and the Town Manager has agreed with her recommendation.

**Insurance Expense and Employee Benefits**

The 2019 request by the Finance Director for Insurance Expense is \$2,892,650 and is agreed to by the Town Manager,



3/12/2018

**FY19 Department  
Description, Goals  
& Justifications**



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## Town Manager

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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

<b>20102 50101 – Department Head Salary</b>	<b>\$120,995</b>
The account funds the salary of the Town Manager.	
<b>20102 50106 – Full Time Employee Wages</b>	<b>\$190,614</b>
This account funds salaries for the following staff: Asst. Town Manager Town Custodian Town Custodian Human Resource Mgr	
<b>20102-50107 – Part Time Wages</b>	<b>\$20,000</b>
This is to fund the J-1 Coordinator	
<b>20102-50111 – Overtime Wages</b>	<b>\$1,500</b>
<b>20102-50123 – Car Allowance</b>	<b>\$2,000</b>
Town Manager Car Allowance	
<b>20102 50251 – Conferences/Training</b>	<b>\$4,500</b>
Cumberland County Workshops	

3/12/2018

MMA Conferences  
ICMA Annual Conference  
MTCMA Conferences/Workshops  
Human Resource Conferences/Workshops

**20102 50252 – Travel/Food/Lodging** **\$3,000**

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

**20102 50256 – Dues/Memberships/Licenses** **\$15,850**

1. Southern Maine Reg Planning \$3900– 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. HR Association Membership \$150
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** **\$18,000**

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** **\$12,000**

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** **\$125,000**

This account funds the legal services for the Town

**20102 50310 – Service Contracts** **\$13,500**

3/12/2018

This account funds various service contracts including:  
\$3,240 Pitney Bowes Postage machine \$810 qtrly 60 Month Lease through August 2019  
\$3,875 Group Dynamics FSA plan \$300 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**

**\$52,000**

This account funds:

Tyler Technologies (Munis) \$42,000 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

**20102 50320 – Advertising**

**\$10,000**

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  
7,000**

**\$17,000**

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

**20102 50402 – Phone/Cellular/Paging**

**\$16,000**

This account funds:  
Town wide VOIP phone system (voice over internet phone), fax lines, alarm system and elevator phones  
GWI Landlines \$9400  
BCN Fax/Alarms \$3000  
Cell phones for: Town Manager, Asst. Town Manager, 2 Custodian phones \$2100  
Misc Phone Repair/Replacement \$1500

3/12/2018

<b>20102-50404 – Network/Internet</b>	<b>\$3,720</b>
This account funds:	
Fairpoint Internet at \$2880 annually	
Town Manager internet reimbursement per contract \$840	
<b>20102 50454 – Computer Support</b>	<b>\$55,000</b>
This account funds technical support required to keep the entire Town's computer networks up and running.	
IT Consulting Services - Bill Botting avg 350-400 hours @\$100 hourly.	
Towerwall – Sophos Endpoint \$4,100	
Towerwall – Annual Web Protection \$2,300	
IWorQs – Community Development Package for Code Enforcement \$6,700	
<b>20102 50500 – Admin/Office Supplies/Equipment</b>	<b>\$7,000</b>
This account funds general office supplies including paper, pens, binders, folders, office furniture/equipment, etc.	
<b>20102 50502 – Printing &amp; Copying</b>	<b>\$5,500</b>
This account funds the cost of copy paper and the costs of copies.	
<b>20102-50525 - Video Taping Expense</b>	<b>\$7,000</b>
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	
<b>20102-50530 –Bank Fees</b>	<b>\$1,400</b>
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 up	
<b>20102-50549 – Misc Expense</b>	<b>\$10,000</b>
Fire Dept Halloween Party to be taken from this account \$750	
<b>20102-50722 – July 4<sup>th</sup> Fireworks expense</b>	<b>\$10,000</b>

3/12/2018

**20102-50809 – GIS Program Expense**

**\$36,350**

GIS Mapping and Analysis (Tom Burns) \$30,000  
GIS Webhosting (Cartographic Associates) \$3,600  
ESRI (Environmental System Research, Inc.) \$2750

**20102-50856 - Computer System Upgrade**

**\$17,900**

This will fund any hardware upgrades as recommended by Bill Botting:  
Misc. IT expenses for repair or replacement  
Public Safety Server Replacement \$9,000  
*Desktop replacement schedule now appears in CIP*

3/12/2018

**FY19 Department  
Description, Goals  
& Justifications**



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## 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**

**\$12,650**

This account funds the following service contracts:

- Simplex Grinnell quarterly inspection for sprinkler system – annual cost = \$1100
- Simplex Grinnell Fire Alarm Annual Inspection – annual cost = \$1125.00
- Pine State Elevator quarterly inspections \$150 quarterly – annual cost = \$600
- HVAC Heating and AC \$2700 (\$675 quarterly)
- Orkin annual cost = \$1100
- Cintas Mats \$1600 and First Aid Kit \$600
- Action Security Systems \$500
- Drinking Water – Nestle Water \$850
- State of Maine Elevator Inspection annually - \$75
- Portland Pump Co – Annual underground tank inspection \$300
- Offsite storage (\$175 monthly – Iron Mountain) \$2100

**20115 50400 Electricity Expense**

**\$20,000**

Town Hall electricity expense.

**20115 50401 Water Expense**

**\$ 650**

3/12/2018

<b>20115 50405 Heating Fuel Expense</b>	<b>\$13,000</b>
Town Hall heating fuel expense – Oil average gallons annually = 6800 – 7000 at 1.93 per gallon Contract until June 30, 2018	
<b>20115 50450 Building Repair/Maint</b>	<b>\$27,000</b>
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	
<b>20115 50453 Vehicle Repair/Tires/Op</b>	<b>\$700</b>
This account maintains the Town Hall truck that is used by the custodian	
<b>20115 50501 – Operating Supplies/Equipment</b>	<b>\$6,000</b>
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.	
<b>20115 50510 Vehicle Fuel Expense</b>	<b>\$500</b>
This account funds the fuel for the Town Hall vehicles used by the custodian(s).	

3/12/18

**FY 19 Finance Department  
Budget Descriptions  
& Justifications**

**Diana H. Asanza  
Treasurer – Finance Dir**



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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 manage the overall operating budget and improve the process of forecasting revenues and expenditures for future projections.
- 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. to meet the objective of accurate financial reporting.
- Continue to train and research Munis module enhancements for process improvements. For FY 19 I would like to research the possibility of electronic document storage capabilities. In FY 18 I have started the process of implementing a new feature called Dashboard.
- Successfully cross trained 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, and will continue with the cross training of the Finance Clerk. The two offices continue to assist each other during peak periods.
- In March 2018 we successfully implemented on-line real estate bill pay for the Town. In FY 19 we will continue to work on implementing on-line bill pay for personal property tax bills.
- Successfully supervise, motivate and train Finance staff members in order to continue developing process improvement enhancements.

## Line Item Justifications

<b>20105 50101 – Department Head Salary</b>	<b>\$82,444</b>
This account funds the salary of the Finance Director	
<b>20105-50106 – Full-Time Wages</b>	<b>\$81,066</b>
This account funds the wages for the: Payroll/Accounts Payable Clerk Finance Clerk	
<b><i>Non-Exempt Full Time Clerks supplemental wage – include additional \$1489</i></b>	
<i>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.</i>	
<i>Payroll/AP Clerk = 18.85 hourly. Avg 12 weeks at 3 addtl. hours = \$679.00</i>	
<i>Finance Clerk = 22.51 hourly. Avg 12 weeks at 3 addtl. hours = \$810.00</i>	
<b>20105-50111 – Overtime Wages</b>	<b>\$300</b>
Hours worked over 40 weekly when employee elects to be paid instead of earning comp time	
<b>20105 50251 – Conferences/Training</b>	<b>\$2,900</b>
This account funds fees for:	
<ul style="list-style-type: none"> <li>• Munis Annual Conference \$850 X 2 employees</li> <li>• NEGFOA &amp; MEGFOA Meetings \$40 - \$60 each session - 2 employees: 3 sessions = \$360</li> <li>• Annual Conference for NESGFOA \$290</li> <li>• MMA and MMTCTA Training/Conference \$50 - \$75 each approx. 6 - 8 sessions for the year \$250</li> <li>• MAPP (Maine Association of Payroll Professional) Seminars - Spring &amp; Fall \$75 X 4 = 300</li> </ul>	
<b>20105 50252 – Travel/Food/Lodging</b>	<b>\$2,200</b>

3/12 18

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**

**\$410**

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**

**\$4,500**

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**

**\$4,500**

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**

**\$3,500**

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**

**\$1,500**

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, and enhancements to checks).

3/12/2018

**FY19 Department  
Description, Goals  
& Justifications**

Deb Mulherin  
Town Collector



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## **Tax Collector**

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The Tax Collector is part of the Finance Department and is responsible for collecting all taxes from property owners, monitoring these collections and filing tax liens on unpaid real estate taxes in accordance with legal requirements, as well as billing supplemental taxes and recording abatements authorized by the Assessor or the Town Council. The Motor Vehicle Registration program is a service the Town provides its citizens, whereby the Town acts as a State agent allowing citizens to register a new vehicle or re-register an existing one, all at one location. The Town also registers snow mobiles, ATV's and boats for citizens. The tax collector's office is also responsible for all deposits for the Town – entering deposits, posting batches, preparing bank deposits, and reconciling entries.

**Line Item Justifications**

**20104 50101 – Department Head Salary** **\$58,780**

The account funds the salary of the Tax Collector

**20104 50106 – Full Time Employee Wages** **\$38,947**

This account funds one (1) full time employee

**Non-Exempt supplemental wages – include additional \$1657**

Hours worked over 37 are to be paid at straight time for non-exempt employees up to 40 hours (thereafter they are to be paid at 1 ½ times their hourly rate or comp time earned at 1 ½ time). We need to budget for the 3 hours during peak times of the year and for during paid time off coverage.

Tax Collector = 29.99 hourly. Avg 12 weeks at 3 addtl hours \$1080

Tax Clerk = 18.85 hourly. Avg 12 weeks at 3 addtl hours \$680

**20104-50111 – Overtime** **\$600**

**20104 50251 – Conferences/Training** **\$300**

This account funds the cost of training seminars and conference for the Tax Collector and Tax Clerk.

- MMA and MMTCTA Training/Conference \$50 - \$75 each approx. 2 - 4 sessions for the year \$300
- Munis – user group meetings

**20104 50252 – Travel/Food/Lodging** **\$100**

This account funds the following:

3/12/2018

Personal use of vehicle to travel to conferences and training, meals, if not otherwise provided and lodging if the conference requires.

**20104 – 50256 – Dues/Membership** **\$50**

MMTCTA – Annual Membership fees for 2 X \$25

**20104 50304 – Registry of Deeds** **\$7,000**

This account funds the following:

The cost of filing liens with York County Registry of Deeds. The cost of filing is \$19 per page.

The cost of an abstract researcher (research needed for meeting the requirement of notifying mortgage lenders) - this is done by Susan Cyr at \$10 per parcel.

**20104 50454 – Computer Support** **\$5,900**

This account fund the annual maintenance fee for Trio Software, for Motor Vehicle Registration (through Harris Local Govts)

**20104 50500 – Admin/Office Supplies/Equipment** **\$1,500**

This account includes the cost of general office supplies, including paper, envelopes, pens/pencils, staples, file folders, binders etc.



3/14/2018

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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

<b>20191 50101 – Department Head Salary</b>	<b>\$22,139</b>
The account funds the P/T salary of the GA Administrator. This position is shared with the Town of Wells.	
<b>20191 50111 Overtime</b>	<b>\$300</b>
<b>20191 50251 – Conference and Training</b>	<b>\$ 500</b>
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	
<b>20191 50252 – Travel/Food/Lodging</b>	<b>\$100</b>
This account funds the reimbursement of mileage for use of personal vehicles to travel to various meetings and trainings.	
<b>20191 50310 – Service Contracts</b>	<b>\$1,200</b>
This account funds annual GA software support through Victoria Bourret.	
<b>20191 50345 – General Assistance</b>	<b>\$60,000</b>
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.	
<b>20191 50402 – Cellular Phone</b>	<b>\$600</b>
This account funds a portion of the cellular expense necessary to allow for 24 hour a day 365 days p/year direct contact w/the General Assistance Administrator. <u>State Law</u> requires that in an emergency a prospective client can speak w/ General Assistance.	
<b>20191 50500 – Admin/Office Supplies</b>	<b>\$300</b>





FY 19 Revenue Budget Projections

3/20/2018

CLASSIFICATION	ACTUAL FY 2015	ACTUAL FY 2016	ACTUAL FY 2017	FY 18 ORIG BUDGET	FY 18 ACTUAL thru 2/29/2018	FY 19 BUDGET PROJECTION	Increase (Decrease) from Prior Year Budget	% of Increase (Decrease)
<b>General Government</b>								
25100 40110 Tax Interest	119,091.02	114,160.52	168,875.08	120,000.00	39,747.68	120,000.00	-	0.00%
25102 40115 Payments in lieu of tax	25,862.54	27,510.06	24,035.00	21,000.00	18,720.17	21,000.00	-	0.00%
25102 40120 Motor Vehicle excise tax	1,471,569.22	1,572,149.22	1,669,157.00	1,400,000.00	1,104,682.64	1,400,000.00	-	0.00%
25102 40121 Inland Fisheries Excise	4,934.70	5,084.60	5,120.00	4,000.00	1,486.61	4,000.00	-	0.00%
25103 40150 Cable Television Franchise	201,468.60	202,840.12	206,896.00	200,000.00	164,918.91	200,000.00	-	0.00%
25104 42400 Investment Income	41,875.17	39,694.90	45,896.00	45,000.00	43,731.33	65,000.00	20,000.00	41.58%
25105 40199 Sale of Town Owned Property	2,168.27	-	20,151.00	30,000.00	100,000.00	30,000.00	-	0.00%
25106 40300 State Revenue Sharing	348,863.46	357,902.65	359,858.00	367,500.00	257,405.78	367,500.00	-	0.00%
25107 40302 Homestead Exemption	131,062.00	140,422.00	162,633.00	336,000.00	266,482.00	336,000.00	-	0.00%
25109 40299 Use of Undesignated Fund Balance	900,000.00	900,000.00	550,000.00	550,000.00	550,000.00	550,000.00	-	0.00%
<b>Total</b>	<b>2,846,734.95</b>	<b>3,009,764.97</b>	<b>3,243,415.00</b>	<b>3,073,500.00</b>	<b>2,548,174.07</b>	<b>3,093,500.00</b>	<b>20,000.00</b>	<b>0.62%</b>
<b>Government Licenses/Permits/Fees</b>								
25120 40200 Business License	189,878.71	225,645.43	178,194.00	245,000.00	120,307.50	225,000.00	(20,000.00)	-11.22%
25120 40201 Electrical Permit	20,385.48	21,174.58	18,686.00	20,000.00	9,251.96	20,000.00	-	0.00%
25120 40202 Plumbing Permit	16,631.25	11,815.00	12,250.00	11,000.00	5,588.75	11,000.00	-	0.00%
25120 40203 Building Permit	118,325.36	160,405.65	110,327.00	180,000.00	113,713.88	180,000.00	-	0.00%
25120 40204 Flood Hazard	-	-	-	-	-	-	-	-
25120 40205 Town Clerk Fee	5,468.74	7,556.45	5,911.00	5,000.00	3,231.50	5,000.00	-	0.00%
25120 40206 Town Agent Fee	26,120.78	25,884.00	26,868.00	25,000.00	15,871.29	25,000.00	-	0.00%
25120 40207 Planner Fee	9,720.00	8,710.00	12,172.00	9,000.00	6,323.00	9,000.00	-	0.00%
25120 40208 Town Clerk-Certified	6,592.20	6,671.40	6,197.00	6,000.00	4,761.40	6,000.00	-	0.00%
25120 40219 Town Clerk-Passport	2,274.38	1,839.98	1,840.00	2,000.00	1,122.50	1,500.00	(500.00)	-30.40%
25120 40225 Town Clerk-Marriage License	3,600.00	3,312.00	3,168.00	3,500.00	2,209.50	3,000.00	(500.00)	-16.78%
25120 40226 Town Clerk-Burial	588.00	674.00	658.00	600.00	392.00	550.00	-	0.00%
<b>Total</b>	<b>398,525.88</b>	<b>473,388.49</b>	<b>375,774.00</b>	<b>507,000.00</b>	<b>282,773.27</b>	<b>486,000.00</b>	<b>(21,000.00)</b>	<b>-3.58%</b>
<b>Public Safety Licenses/Permits/Fees</b>								
25121 40209 Parking Meters	302,473.38	359,664.91	393,725.00	340,000.00	316,488.84	350,000.00	10,000.00	2.94%
25124 40503 Parking Lot Revenue	3,960.00	490.00	-	-	-	-	-	-
25121 40801 Parking Fines	119,262.42	135,828.24	157,322.00	150,000.00	105,416.78	140,000.00	(10,000.00)	-6.36%
25121 40502 False Alarms	435.00	3,705.00	50.00	-	750.00	-	-	-
25121 40503 Ordinance Violation Fines	3,775.00	5,475.00	3,709.00	3,000.00	2,922.00	3,000.00	-	0.00%
25124 40511 Parking Lot permit fee	16,400.00	20,350.00	28,825.00	30,000.00	3,085.00	30,000.00	-	0.00%
<b>Total</b>	<b>446,335.80</b>	<b>525,341.15</b>	<b>683,631.00</b>	<b>623,000.00</b>	<b>428,642.62</b>	<b>523,000.00</b>	-	0.00%
<b>Public Works Licenses/Permits/Fees</b>								
25122 40210 Street opening permit	9,400.00	7,000.00	8,100.00	8,000.00	5,700.00	8,000.00	-	0.00%
<b>Total</b>	<b>9,400.00</b>	<b>7,000.00</b>	<b>8,100.00</b>	<b>8,000.00</b>	<b>5,700.00</b>	<b>8,000.00</b>	-	0.00%
<b>Sewer Licenses/Permits/Fees</b>								
25123 40211 Transfer Station Fees	-	-	-	-	-	-	-	-
25123 40212 Sewer Impact Fee (from FUND 206)	-	-	-	-	-	-	-	-
25123 40213 Septic Dumping Fee	3,470.00	2,230.00	2,635.00	2,000.00	855.00	2,000.00	-	0.00%
25123 40215 Sewer User Fee	-	-	-	-	-	-	-	-
25123 40217 Commercial Tripping Fee	-	-	-	-	-	-	-	-
25123 40218 Trash Bag Sales	30,549.00	33,039.00	43,138.00	50,000.00	34,117.50	56,000.00	5,000.00	11.89%
<b>Total</b>	<b>34,019.00</b>	<b>35,269.00</b>	<b>45,773.00</b>	<b>52,000.00</b>	<b>34,872.50</b>	<b>57,000.00</b>	<b>5,000.00</b>	<b>10.92%</b>
<b>Intergovernmental Revenue/Other revenue</b>								
25130 40309 Other State Revenue	9,251.19	15,063.14	11,521.00	10,000.00	11,876.66	10,000.00	-	0.00%
25130 40310 BETE Revenue	3,765.00	22.00	3,254.00	3,000.00	2,977.00	3,000.00	-	0.00%
25131 40308 State Police Grant	-	10,830.44	-	-	-	-	-	-
25131 40311 Federal Police Grants	10,976.00	-	-	-	-	-	-	-
25131 40325 Fire Dept Grant	-	-	1,540.28	-	-	-	-	-

Prepared by: Diana H. Asanza



FY 19 Revenue Budget Projections

3/20/18

CLASSIFICATION	ACTUAL FY 2015	ACTUAL FY 2016	ACTUAL FY 2017	FY 18 ORIG BUDGET	FY 18 ACTUAL thru 2/28/2018	FY 19 BUDGET PROJECTION	Increase (Decrease) from Prior Year Budget	% of Increase (Decrease)
25131 40320 Bureau of Highway Safety Grant	-	-	-	-	-	-	-	-
25132 40522 DOT & Cummings Blvd Revenue	-	-	-	-	-	-	-	-
25132 40301 State DOT Block Grant	55,584.00	56,156.00	55,900.00	56,000.00	57,036.00	56,000.00	-	0.00%
25132 40528 Safety Grant	1,063.33	-	500.00	-	250.00	-	-	-
25135 40305 State GA Assistance	20,704.66	27,907.36	40,391.00	42,000.00	26,876.30	42,000.00	-	0.00%
25140 40307 FEMA Reimbursement	4,875.80	29,509.31	5,902.00	-	-	-	-	-
25140 40505 Lease Revenue	75,973.67	-	-	-	-	-	-	-
25140 40508 Police Restitution	50.00	-	-	-	-	-	-	-
25140 40510 Miscellaneous Revenue	9,384.52	11,682.21	13,146.00	10,000.00	21,623.58	10,000.00	-	0.00%
25140 40512 Cable Franchise Agreement Contribution	-	-	-	-	70,700.00	-	-	-
25140 40513 AARP Donation	-	-	-	-	3,900.00	-	-	-
25140 40514 Sale of Metal Surplus	3,827.80	693.20	1,574.00	-	-	-	-	-
25140 40515 Workers Comp Refund	11,744.00	-	17,556.00	-	-	-	-	-
25140 40516 Sale of Town Equipment	21,149.96	14,210.97	19,381.00	-	-	-	-	-
25140 40517 Prior Year Refund	-	-	-	-	-	-	-	-
25140 40518 MPERS RUAL Credit	-	-	-	-	-	-	-	-
25140 40519 Telco Site Revenue - CMP	-	-	-	-	-	-	-	-
25140 40521 Rebate Revenue	3,760.00	-	2,100.00	-	-	-	-	-
25140 40523 Insurance Claims	2,765.00	2,511.19	36,321.00	-	1,314.63	-	-	-
25140 40525 Legal Reimbursements	-	-	-	-	-	-	-	-
25140 40526 General Assistance Donation	1,120.10	1.01	-	-	-	-	-	-
25140 40527 Conservation Commission Donation	232.65	15.00	100.00	-	-	-	-	-
25140 40528 Public Works Donations	-	100.00	-	-	-	-	-	-
25140 40530 RSU Reimbursement (Resource Officer)	67,047.75	87,436.91	70,169.00	70,000.00	-	35,000.00	(35,000.00)	-49.88%
25140 40534 MOEA Reimbursement	-	-	75,782.00	84,000.00	55,226.68	95,000.00	11,000.00	14.52%
25140 40531 Fire Dept Donation	625.10	3,066.00	2,302.00	-	28,262.20	-	-	-
25140 40535 Property Damage Reimbursement	-	-	-	-	9,700.00	-	-	-
25140 40620 Memorial Park Donation	594.15	-	-	-	100.00	-	-	-
25140 40700 Bond Revenue	-	-	-	-	-	-	-	-
25140 40632 Beach Access Chair Donations	-	1,875.00	-	-	-	-	-	-
25140 40633 Event Donations	-	1,000.00	-	-	-	-	-	-
30175 40321 MMA Wellness Grant	-	1,110.00	210.00	-	319.71	-	-	-
<b>Total</b>	<b>304,494.87</b>	<b>262,989.74</b>	<b>357,649.28</b>	<b>275,000.00</b>	<b>289,819.11</b>	<b>251,000.00</b>	<b>(24,000.00)</b>	<b>-8.71%</b>
<b>Other Fund Revenue</b>								
25900 40601 Transfer in FUND 202: Rescue Call Fees	500,000.00	625,000.00	525,000.00	500,000.00	500,000.00	500,000.00	-	0.00%
25900 40605 Libby Library Revenue	-	-	-	-	-	-	-	-
25900 40606 Historical Society Revenue	-	-	-	-	-	-	-	-
25900 40607 Balkant Revenue	-	-	-	-	-	-	-	-
25901 40603 Transfer in FUND Special Dog Fund	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-	0.00%
25904 40608 Transfer in from RSU FY 13 surplus	-	-	-	-	-	-	-	-
25904 40610 Transfer in Use of Bond Proceeds	384,000.00	384,000.00	300,000.00	200,000.00	200,000.00	108,854.00	(91,146.00)	-30.38%
25905 40611 Transfer in Use of Sewer Reserve Fund	-	-	-	-	-	-	-	-
<b>Total</b>	<b>887,000.00</b>	<b>1,012,000.00</b>	<b>828,000.00</b>	<b>703,000.00</b>	<b>703,000.00</b>	<b>611,854.00</b>	<b>(91,146.00)</b>	<b>-11.01%</b>
<b>Total Non-Property Tax Revenue</b>	<b>4,926,510.53</b>	<b>5,325,753.35</b>	<b>5,442,338.28</b>	<b>5,141,500.00</b>	<b>4,293,081.57</b>	<b>5,030,354.00</b>	<b>(111,146.00)</b>	<b>-2.04%</b>

Prepared by: Diana H. Asanza

3/12/18

FY19 Department  
Description, Goals  
& Justifications



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## Town Council

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### Line Item Justifications

<b>20101-50121 – Annual Stipend Expense</b> The account funds the stipend for Town Council Members \$1000 annually and \$1200 for Council Chair	\$5,200
<b>20101 50251 – Conferences/Training</b> MMA Conferences for Elected Officials	\$500
<b>20102 50256 – Dues/Memberships/Licenses</b> Maine Municipal Association Annual Dues for the Town	\$12,200
<b>20101 50303 – Annual Audit Services</b> Annual Audit – will be going out to bid for audit services for FY 18 annual audit	\$20,000
<b>20101-50310 – Service Contracts</b> Annual Service Agreement for viewing meetings on town website through Town Hall Streams at \$275 monthly	\$3,300
<b>20101-50404 – Network/Internet</b> This account funds the data plan for Council Member iPads \$135 monthly total	\$1,620
<b>20101 50500 – Admin/Office Supplies/Equipment</b> Various office supplies and equipment for Town Council	\$1,000
<b>20101 50502 – Printing &amp; Copying</b> This account funds the cost of printing the Town Annual Report.	\$2,800

**The Town Council expressed their appreciation for the presentations done this evening.**

**ADJOURNMENT:**

**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-eight (28) pages is a copy of the original Minutes of the Town Council Workshop of April 17, 2018.**

**V. Louise Reid**