

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, May 9, 2018  
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on May 9, 2018. Chair Thornton opened the Workshop at 6:30 p.m.

The following were in attendance:

Chair Joseph Thornton  
Councilor Kenneth Blow  
Councilor Jay Kelley  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid  
Town Clerk Kim McLaughlin  
Planner Jeffrey Hinderliter  
Lee Koenigs – Director of Edith Belle Memorial Library  
Mary Ann Kotros – Chair of the Library Board  
Diana Asanza – Finance Director  
George Greene – Assessor  
Stan Quinlan – Harmon Museum  
Arthur Guerin – Harmon Museum

Absent: Vice Chair Shawn O'Neill

The Workshop this evening will consider the budgets for the Harmon Museum, Edith Belle Memorial Library, Assessing, Town Clerk, Planning and Code, Tax Abatement Program Expense, Service Agencies and CIP.

**HARMON MUSEUM**

There were no major issues in the funding requests for the Harmon Museum as listed below.

There was a request in this year's budget for the purchase of two televisions sets for the Museum.

**EDITH BELLE MEMORIAL LIBRARY**

Travel Lodging – cost changed to include \$100 more as hotels are costing more. There was a savings of \$500 as a result of Geo thermal use. \$836 increase in the Insurance (19%) commercial coverage as it did not in the past cover the generator and book shed.

Propane was reduced by \$500. They use it for the generator and used for a three day emergency. As of April YTD it is a cost of \$833. Majority of uses is when they lose power. They reduced propane \$1,000 for propane cost and change to \$2,000. The bottom line increase is less than 2% when you take into account the carryover from FY17 - \$3,245. Budget will be \$288,455.

Justifications

50108 : Summer curator 10 wks. X 30 hrs. per wk. @ \$18.00	\$5,400.00
50121 Off-season curator stipend 34 wks.x4hrs. @ \$13.50	\$1,836.00
50310 Action Security/ Alarm system fee	\$300.00
50325 Postage/ mailings/ P.O. Box	\$200.00
50400 C.M.P. 12 months x \$75.00 Avg.	\$900.00
50401 Water Avg. \$21.00 x 12 months	\$252.00
50402 Phone	\$600.00
50504 Internet \$70.00 Mthly. X 12	\$840.00
50405 Fuel Oil Est.( Should be less due to new furnace )	\$2,200.00
50450 Building Maint. Inside painting, wall repair/ exterior painting	\$2,700.00
50500 Admin./office supplies/2 flat screen audio & visual displays	\$1,700.00
50501 Misc.day-day supplies/inks/toners/photo paper/copy paper/electronics	\$1,000.00
Total	\$17,928.00

**Line Item Justifications for Libby Memorial Library**  
**FY19 Budget Allocation Request**

Conferences/Training \$ 400

This line funds staff attendance at local/regional conferences; specifically registration fees. No change from FY18

Travel/Lodging \$800

This line funds mileage reimbursement and lodging for attendance at local/regional conferences. Staff must pay for their own meals. There is a 14% increase in this line due to the increasing cost of lodging.

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

No change from FY18

**Service Contracts** **\$ 18,904**

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 2.6% decrease from FY18 due to the change of Geo-thermal system maintenance contractor

**Computer Software/Upgrades/Licensing** **\$ 3,000**

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 1% increase from FY18 due to the expected increase in the annual cost of Quickbooks.

**Computer Hardware** **\$ 1,500**

This account funds any necessary hardware replacement. This section is increasing by 50% due to the needed replacement of two staff computers and one laser printer.

**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, FY18

<b>General/Vehicle/Flood Insurance</b>	<b>\$ 5,195</b>
This account funds policy on insuring building, contents, generator and outbuilding. There is a 19% increase to reflect the addition of generator and outbuilding to the policy.	
<b>Utilities</b>	<b>\$14,975</b>
This account funds the following:	
<ol style="list-style-type: none"> <li>1. Electricity</li> <li>2. Water</li> <li>3. Internet/Fax</li> <li>4. Propane</li> </ol>	
This reflects a 3% decrease to reflect actual costs incurred.	
<b>Furniture/Fixtures/Office Equipment</b>	<b>\$ 1,000</b>
This account funds any small office equipment or furniture that needs to be replaced. No change from FY15, FY16, FY17, FY18	
<b>Building/Grounds Repairs &amp; Maintenance</b>	<b>\$ 1,500</b>
This account funds any interior/exterior repairs or necessary maintenance not covered in specific maintenance contracts.	
No change from FY18	
<b>Adult/Child Programming</b>	<b>\$ 2,900</b>
This account funds regularly scheduled year-round programs as well as special programming for both adults and children.	
No change from FY17, FY18	
<b>Materials</b>	<b>\$20,800</b>
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, FY18	

<b>Professional/Accounting</b>	<b>\$ 6,380</b>
This account funds both the Library's annual 990, annual audit and compliance for the IRS Section 125 cafeteria plan. There is an 8% increase due to the addition of the IRS Section 125 compliance cost.	
<b>Postage/Shipping</b>	<b>\$ 600</b>
This account funds mass mailings, shipping inter-library loan books out-of-state and stamps. No change from FY17, FY18.	
<b>Director Salary (1)</b>	<b>\$48,678</b>
<b>Full-Time Employee Wages (2)</b>	<b>\$59,753</b>
This line funds the Juvenile Services Librarian and one Adult Circulation Library Assistant	
<b>Part-Time Employee Wages (3)</b>	<b>\$41,189</b>
This account funds positions for two Library Assistants and one Technology. No change from FY17, FY18	
<b>Annual Increase</b>	<b>\$ 2,181</b>
Funds the 1.5% performance-based wages increase	
<b>FICA &amp; Medicare – Employer Share</b>	<b>\$11,613</b>
This line funds the Library's share of FICA & Medicare. This line reflects a 5% increase based on calculation of 7.65% of gross pay.	
<b>Health Insurance – Employer Share</b>	<b>\$27,351</b>
This account funds the Library's share of Health Insurance for 2 FTEs, employer contributes 80%, employee contributes 20%. This line reflects a 3% increase for FY19.	

<b>Dental Insurance – Employer Share</b>	<b>\$ 268</b>
This line funds the Library's share of Dental Insurance for 1 FTE. The contribution is a 50/50 split between employer and employee. This amount reflects a 3% increase for FY19.	
<b>IPP Insurance – Employer Share</b>	<b>\$ 1,350</b>
This line funds the Library's share of Income Protection Insurance (short-term disability) for 3 FTEs. This amount reflects a 6% increase for FY19.	
<b>ICMA</b>	<b>\$ 5,503</b>
This account funds the Library's share of retirement for 3 FTEs and represents the 5% employer contribution; increased by 7% from FY18 to reflect 5% of gross pay for eligible employees.	
<b>Worker's Compensation</b>	<b>\$ 2,482</b>
No change from FY18	
<b>Payroll Service</b>	<b>\$ 2,736</b>
This line funds the Paychex payroll fee. There is a 64% increase to reflect FY18 actual (to date).	

## **ASSESSING DEPARTMENT**

Discussion was around the subject of car allowance which is shared in an agreement with Sanford. The Assessor indicated that the original agreement included that whatever expenses would be share equally by Old Orchard Beach and Sanford. He explained that just because he is working in Sanford does not mean that he is not getting calls regarding Old Orchard Beach. The question was asked by Council if George were here full time then why could not Bill DiDonato be full time in Planning. The Assessor indicated that the Deputy Assessor did not sign up for Planning and Code. The Assessor indicated that when he first came to Old Orchard Beach in 2004 there was a full time Assessor and a Deputy Assessor. Until the Deputy Assessor left that position was shared position came about as long as a full time Deputy was hired. The problem has been in the last few years because of the demands in Code, the Deputy Assessor was having to work ½ time in each Department. The last year it was ¾ time in Code. In the fourteen years that the Assessor has been here he indicated the ration has always been in the 90% range. Before his coming it was in the 70%. He has only had five Board of Assessment Reviews which is unheard of according to the Assessor. Commitment has always been timely and not late. The Assessor mentioned he has twenty years of experience and credentials. Councilor Blow asked if we need full time in Assessing and the Assessor indicated that he did. We also need full time in Code. There are not a lot of Assessors or Code Officers easily able to be hired. The Town Manager's budget included adding 20 hours to Code plus the hiring of new employee. When that is done the Deputy Assessor can work in Assessing alone. In 2008 when the Market crashed in order to keep his job the Deputy Assessor had to split his time between Code and Assessor. Councilor Blow indicated, and Councilor Kelley agreed, that they would prefer to have the Assessor here full time.

The Assessor is asking for more than the 2% increased. The Town Manager would like to see all non-union staff compensated because they are at competitive disadvantages over Union staff. It should be noted that we went five years without increases. The Contingency budget would allow us to do a comparison for non-Union staff and come back to Council for changes. Councilor Blow suggested we do it now at budget time as we are doing this with Union employees. Chair Thornton said he had no issues with the Assessor's request for a raise as we need the position. Old Orchard he said needs to be competitive. Councilor Blow did not agree with the Assessing saying he is working two towns and needs more money. The Town Manager suggested that discussion about a raise should be held off till he had a chance to discuss this with the Sanford City Manager.

It was suggested that there be a revisit of Department Head salaries; including the Assessor's salary.

## **TOWN CLERK/ELECTION/BOARD OF REGISTRATON**

There no changes to the budget. The Gubernatorial election is the reason that the election and board of registration costs have increased.



20106: ASSESSING EXPENSE

Up \$4,910

3.7%

- **50101, 50106: Full time wages** increase \$2,890 (2.5%). There are three “full-time” positions in Assessing. However the Assessor (George Greene) and the Deputy Assessor (Bill DiDonato) positions are both half-time positions. The Assessor’s position is shared with the City of Sanford. George is in OOB 2 ½ days per week. The Deputy Assessor is funded ½ time in Assessing and ½ time in Code Enforcement. For most of the current fiscal year the Deputy Assessor has worked about ¾ of his time in Code Enforcement due to the lack of staff hours in that office. For that reason the Department has this year employed a part-time Deputy Assessor one day per week during the late winter and early spring.
- **50123: Car Allowance expense** increases \$300. When Old Orchard Beach and Sanford agreed many years ago to share the Assessor’s position the arrangement included a car allowance for the Assessor. The stipend has not changed from the original amount and would increase in FY19 to \$1,000.
- **50300: Professional Engineering Services** expense increases \$500 (11%). In FY17 the expenditure was \$5,200 and in FY18 the expenditure will exceed \$5,000 to cover the cost of using a part-time certified Assessor to compensate for the use of the Deputy Assessor in the Code office.
- **50500: Administrative and Office Supplies** expense increases \$1,000 for a stand-up work-station.

Old Orchard Beach, Maine

**Assessing Services #20106**

**FY'19**

**Staff**

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

**Position Title: Assessor**

**Statement of Duties** - Responsible for managing the assessment and appraisal function for the town, including establishing property valuations, preparing taxable property inventory lists, defending assessments, maintaining and enhancing the town's land based records, providing appraisal support to town administration, in accordance with State statutes and regulations, and the policies of the town. Performs all other related work as required.

**Supervision** - Works under the general direction of the Town Manager working from state law, assessing principles, town policies and objectives and directives from the State. Establishes own work program and objectives, and assumes direct accountability for department results, due to the highly specialized and technical nature of the work. Consults with town manager/human resource manager on personnel issues, management issues and other issues, as needed. Develops departmental policies, goals, objectives and budgets, consistent with statutory requirements for assessment and appraisal of property.

Provides direct supervision to two (2) full time employees, who work at the same location and on the same shift, with staff often times in the field performing appraisals; and evaluates personnel performance on an ongoing and annual basis.

Has access to and reviews confidential, financial statements of property owners, law suits, as well as, abatement and exemption applications.

**Job Environment** -Administrative work is performed under typical office conditions. Operates automobile, camera, computer and standard office equipment. Responsible for the utilization of

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Chief Assessor

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Grade III

04/02/00

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extensive judgment and resourcefulness to adapt existing appraisal practices to a dynamic and changing real estate market that is characterized by diverse residential, commercial and industrial properties and fluctuations in land value in accordance with generally accepted appraisal and assessment techniques. Employ standard assessment and appraisal concepts, theories, principles, techniques and practices in order to ensure that each property is properly assessed. Exercises considerable authority in interpreting assessment guidelines, in determining how they should be applied, and in developing valuations for each property and class of properties. The sophistication of computerized mapping and appraisal software adds to the complexity of this position.

Errors can result in monetary loss or legal repercussions when an opinion of value is too high or too low; with high opinions of value usually resulting in appellate processes.

Contact with the public for the purpose of supplying information and answering complaints. Other contacts are with surveyors, attorneys, appraisers, real estate professionals and all Town departments for the purpose of providing and receiving land use information. Contact types are usually by telephone, in person or in writing.

**Position Functions**

1. Supervises the daily operations of the Assessor's office, directs, trains, and schedules workloads for clerical support staff; prepares and administers departmental budget; purchases equipment and supplies as needed; supervises the input of information in to the department's computer system.

**Education and Experience** - This position should have, at a minimum, an Associate's Degree with courses in business, real estate, economics or a related field, plus course work related specifically to real estate appraisal or assessing; seven (7) to ten (10) years of experience in a supervisory role in assessing or appraisal with at least five (5) years directly related to assessing.

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

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**Knowledge, Skills and Abilities** - Comprehensive knowledge of modern property assessment and appraisal principles and practice, including thorough knowledge of the tax laws of the State of Maine and Town ordinances; above average ability in mathematics; considerable knowledge of geographic layout of the town, building, zoning, and construction codes; the ability to analyze financial statements for all types of properties; the ability to analyze charitable, religious, or any other exemptions, ability to report data in a clear and concise fashion, explains to taxpayers issues of value; good public relations skills, good oral and written communication skills, competent in the use of computer assisted mass appraisal software, spreadsheet software, word processing software. Establish and maintain effective working relationships with town officials and the public. Coordinate office activities and to supervise staff. Excellent people relations skills.

Independently analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in Town structures and physical properties.

**Deputy Assessor** – Responsible for assisting the Tax Assessor in carrying out the activities of the Tax Assessing Department. The deputy assessor works independently in carrying out delegated responsibilities in accordance with procedures established by the Tax Assessor. Responsibilities include dealing effectively with the public concerning department activities, maintaining accurate records, and performing specific delegated tasks valuing real and personal property and assessing taxes. The deputy Assessor operates under the general guidance and direct supervision of the Tax Assessor to ensure compliance with policies and procedures.

Typical Duties;

Answers telephone, assist customers of the Assessing Department

Determine assessed valuations of real and personal properties, as directed

Processes permit information, perform field inspections, including measuring, listing, and photographing properties

Meet and correspond with taxpayers to answer questions and resolve problems

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Old Orchard Beach, Maine

Analyze and research trends in property values, answer questions regarding property valuations, values and property record cards

Data entry using appraisal software to establish property values and maintenance of valuations in specialized tax assessing software

In the Tax Assessor's absence, assume all duties and responsibilities of that position, except for those by law may not be delegated

Deal effectively and positively with appraisers, real estate brokers, other employees and the general public regarding all aspects of the department

The Deputy Assessor, who must be a current Certified Maine Assessor, has knowledge of current assessment practices and procedures, knowledge of laws, rules and regulations governing assessment of property taxes, ability to recognize and analyze factors which influence the value of properties and to exercise sound judgment in the process of determining those values, excellent oral and written communication skills, ability to maintain confidentiality, and ability to develop and maintain working relationships with employees, other Department Heads, public officials, contractors, and the general public.

Since July 2011, the Deputy Assessor has also been working ½ time as a code enforcement officer with the duties prescribed for that position.

**Assessing –Administrative Assistant**

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

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Old Orchard Beach, Maine

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

**Services/Responsibilities of the Assessing Department**

**Essential Functions** - Administers the ad valorem tax system; discovering, listing and valuing property; perform cadastral mapping, current use administration, elderly and blind exemptions validation and processing.

1. Generates revenue through the assessment of property taxes, land use change assessments.
2. Makes decisions concerning the value of complex and non-complex property on a day to day basis relying upon research, and application of the various methods of valuation, including the application of the cost approach to value, sales comparison approach and the income approach to value involving the interpretation of data, case law, and financial statements.
3. Commits taxes to the Tax Collector and prepares/distributes tax bills to property owners on an annual basis.

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Chief Assessor

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Old Orchard Beach, Maine

50123 Car Allowance Expense \$2,000

Old Orchard Beach 48%

Sanford 52%

50251 – Conferences /Training \$1,800

By State Law, Certified Assessors need to have a minimum of 16 hours per year to stay active. Over the course of any given year there are several conferences/classes available and we choose which conference/class would be most beneficial to each certified assessor. These conferences/classes continue to equip us with the educational tools necessary in the assessing office, as well as, have the opportunity to discuss with fellow assessors areas of concern which lead to numerous hours of productive conversation. The information from one conference or informal conversation can save a town hundreds of dollars in staff and/or legal expense where appeals are concerned.

50252 - Travel/Food/Lodging \$1,500

Many times the conferences/classes are a distance away and may require travel and overnight lodging. When possible, commuting is the norm.

50256 - Dues/Memberships/Licenses \$710

Certified assessors belong to the Maine Association of Assessing Officers (MAAO), the International Association of Assessing Officers (IAAO), and the Maine Chapter of the IAAO. The organization memberships provide a wealth of information and discounts on educational opportunities.

50257 - Physical Examinations (under Town Manager Budget) N/A

50258 - Employment Testing (under Town Manager Budget) N/A

50300 - Professional/Engineering \$6,000

Every year, there is the possibility for the need for an appraisal whether commercial and/or residential. Also, the potential for having an outside professional appraisal company come in and modify and validate tables in the mass appraisal system.

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50304 - Registry of Deeds \$1,000

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

50310 - Service Contracts N/A

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

50402 - Phones, Cell Phones and Pagers \$540

The Assessor and Deputy Assessor use their cell phones for communication especially during field work inspection. The Deputy Assessor is also the part time code enforcement officer and in the field on a daily basis. The Assessor works between two towns and uses the phone quite frequently.

50453 - Vehicle Repair/Tires/Oil \$1000

Jeep Liberty annual maintenance costs. Vehicle now 11 years old.

50500 - Admin/Office Supplies \$2,000

Misc. costs associated with running the assessing office such as calculators, tape measures, paper products, folders, pens, copier toners, etc. Auto desk for sitting or standing.

50502 - Printing & Copying \$6,000

printing costs associated with tax bills, PP declarations, etc.

50510 - Vehicle Fuel \$275

Gas for Jeep Liberty (Assessing vehicle) for field work and conferences

Addendum:

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Since November of 2006, the Town of Old Orchard Beach has had a shared assessor contract with the City of Sanford. During those twelve years, this mutual agreement has financially benefitted both municipalities. When this shared assessor arrangement began I was on a fairly comparable salary range with other municipal assessors in shared agreements.

Over the last several years, this has changed. The salaries of the single municipality assessors, has risen, as well as, those of the other shared assessors. I now find that my salary is lagging behind my contemporaries. I've given the Town Manager an excel spreadsheet (see attached) showing the salaries of the assessors who are shared by municipalities. I'm requesting a \$5,000 increase as I did last year in my salary above the manager's recommended 2% increase. Over 50% of any increase in salary is paid by Sanford per the agreement.

Old Orchard Beach may be a medium sized community in year-round population and small in physical size, but it has all the needs of a much larger community, because of its seasonal nature and continued new development.

Board of Assessors

Chief Assessor

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**20107      TOWN CLERK EXPENSE                      Up \$6,477                      4.5%**

FY18: \$148,665                      FY19: \$163,097

- **50101, 50106: Full time wages** increase \$3,527 (3.6%). This includes the Town Clerk and the full-time Deputy Town Clerk. The increase is due to a 2% COLA for the Town Clerk and a wage increase that covered two fiscal years for the Deputy Town Clerk.
- **50107: Part-time wages** increase \$2,964 (10.7%). This account funds the 32 hour/week Deputy Town Clerk position. The increase in wages covers two budget years. It was negotiated through the new general government labor union.

**20108      ELECTIONS EXPENSE                      Up \$5,089                      23.7%**

FY18: \$21,500                      FY19: \$26,589

- **50107: Part-time wages** increases \$5,389 because this year's November election is a Gubernatorial election that requires additional staff hours.

**20108      BOARD OF REGISTRATION                      Up \$2,175                      131%**

FY18: \$1,650                      FY19: \$3,825

- **50107: Part-time wages** increases \$2,000 because this year's November election is a Gubernatorial election that requires additional staff hours.

**FY19 Department  
Description, Goals  
& Justifications**

Kim McLaughlin  
Town Clerk



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## **Town Clerk's Office**

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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.

## Line Item Justifications

<b>20107 50101 – Department Head Salary</b>	<b>\$66,587</b>
The account funds the salary of the Town Clerk.	
<b>20107 50106 – Full-Time Employee Wage</b>	<b>\$33,497</b>
Includes gap wages for peak periods \$500	
<b>20107 50107 – Part Time Employee Wage</b>	<b>\$30,613</b>
This account funds wages for a part time Deputy Clerk. One position averages 32 hours per week, 52 weeks per year. Includes gap wages for peak periods \$500	
<b>20107-50111 – Overtime Wage Expense</b>	<b>\$350</b>
<b>20107 50121 – Annual Stipend</b>	<b><u>\$ 5,000</u></b>
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.	
<b>20107 50251 – Conferences/Training</b>	<b><u>\$ 750</u></b>
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.	
<b>20107 50252 – Travel/Food/Lodging</b>	<b><u>\$ 750</u></b>
This account funds use of personal vehicle, meals and lodging associated with training classes.	
<b>20107 50256 – Dues/Memberships/Licenses **up to \$315/Dues increased</b>	<b><u>\$ 315</u></b>
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	
<b>20107-50402—Cellphone Reimbursement</b>	<b><u>\$ 240</u></b>
This account includes cell phone reimbursement for Town Clerk.	

<b>20107-50310 – Service Contracts Expense</b>	<b><u>\$ 1,071.00</u></b>
<b>20107 50500 – Admin/Office Supplies</b>	<b><u>\$ 5,000</u></b>
<p>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.</p>	
<b>20107 50502 – Printing &amp; Copying</b>	<b><u>\$ 375</u></b>
<p>This account funds the printing of parking permits for the Milliken Street and Memorial Park municipal lots, and paystations..</p>	
<b>20107 50823 – Codification</b>	<b><u>\$ 5,000</u></b>
<p>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.</p>	

### Line Item Justifications-Elections

<b>20108 50107 – Part Time Employee Wages</b>	<b><u>\$ 17,389</u></b>
<p>This account funds wages for the election workers for a Gubernatorial Election and June Election.</p>	
<b>20108 50111 – Overtime Wage Expense</b>	<b><u>\$ 0.00</u></b>

<b>20108 50252 – Travel/Food/Lodging</b>	<b><u>\$1,000</u></b>
Food for Elections.	
<b>20108 50454 – Computer Support</b>	<b><u>\$ 4,200</u></b>
This account funds the cost of coding the voting machines for each election, coding the ExpressVote, and the lease for the fourth voting machine.	
<b>20108 50501 – Operating Supplies/Equipment</b>	<b><u>\$ 1,500</u></b>
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. and changing the date on the banner.	
<b>20108 50502 – Printing &amp; Copying</b>	<b><u>\$ 2,500</u></b>
This account funds the printing for Municipal Elections, not to include any questions on the ballot.	
<b>20109 50107 – Part-Time Employee Wages</b>	<b><u>\$ 3,000</u></b>
This account funds wages for Deputy Registrars during Elections.	
<b>20109 50111 – Overtime Wage Expense</b>	<b><u>\$</u></b>
This account funds wages for overtime for Deputy Registrars.	
<b>20109 50320 – Advertising Expense</b>	<b><u>\$ 125</u></b>
This account funds the cost of advertising the Voter Registration Office hours for the June and November elections.	
<b>20109-50451 – Admin/Office Equipment</b>	<b><u>\$ 200</u></b>
This account funds cost of a new scanner.	
<b>20109-50500 – Admin/Office Supp/Eqt.</b>	<b><u>\$ 500</u></b>
This account funds the cost of voter registration cards, ledger paper, printer cartridges, dymo labels, etc.	

## **PLANNING AND CODE**

The bullet points were addressed. The Town Manager expressed his great appreciation for the way the Planner has addressed the many challenges that have been faced over the last several months. He has assumed the position of Code Officer as well. We have added an additional part time person which will help. The part time wages are negative due to the change in the Minimum Wage Law which has increased.

The largest increase is in the part time CEO position.

## **TAX RELIEF FOR SENIORS:**

See below for the tax relief programs for Seniors which was well accept by the Town Council. See description below.

## **SERVICE AGENCIES:**

It was noted that all agencies are appreciated but our funds are limited and it is difficult to reduce or eliminate any agency. It was suggested that it be flat funded. It was agreed that Lifelight should be eliminated. The majority of Council agreed that the Food Pantry Outreach Program should be considered. It was requested that this be revisited.

### **Tax Relief for Seniors**

The Manager's proposed FY19 budget includes a targeted property tax relief program for those seniors in Old Orchard Beach who are struggling with tight budgets and limited income. This program will benefit those long time older residents who want to stay right here in OOB in their home, but who are finding it tough to manage. For while the economy is in many respects booming; housing starts up, wages growing, consumer confidence is high and the stock market climbing; for those on a fixed income all of that good economic news doesn't help very much.

This proposed program would provide up to \$500 in property tax relief to Old Orchard Beach residents who are 70 or older, who have lived year round in OOB for at least the past 10 years, and who have limited economic means. Programs much like this one are working successfully in many Southern Maine communities, including South Portland, Cumberland, Kennebunkport and Scarborough. The budget for the program as proposed is \$35,000.

To participate in the OOB tax relief program residents must apply to the State of Maine's Property Tax Fairness Credit Program. If you qualify for the State program you would qualify for the Old Orchard Beach program.



**20110 PLANNING EXPENSE Up \$14,432 9.7%**

FY18: \$148,665 FY19: \$163,097

- **50101, 50106: Full time wages** increase \$13,772 (10%). This includes the Town Planner, Associate Planner and one full time Planning/Code Assistant. The increase is due to a promotion and increase in salary for the Associate Planner during the current fiscal year, a 2% COLA for the Town Planner and a wage increase that covered two fiscal years for the administrative support position.
- **50107: Part-time wages** increases \$900 to support additional hours for a planning intern. The Department has used an intern from the University of New England for the past two years which has been extremely productive and cost effective.

**20113 CODE ENFORCMENT EXPENSE Up \$34,066 17.3%**

FY18: \$196,727 FY19: \$230,793

- **50101, 50106: Full time wages** increase \$4,588 (3.5%). This includes the Code Enforcement Officer, one half of the wages for the Deputy Assessor (who serves as a Deputy Code Enforcement Officer), and one full time Planning/Code Assistant. The increase includes a 2% COLA for the CEO and Deputy Assessor, and a wage increase that covered two fiscal years for the administrative support position.
- **50107: Part-time wages** increase \$29,298. The Manager's proposed budget adds a ½ time Deputy Code Enforcement Officer position for FY19, which accounts for \$25,000 of the increase. There are currently two ½ time Deputy Code Enforcement Officer positions in the office. One of those positions is a shared position with the City of Saco (the employee works 20 hours weekly for Saco and 20 hours for OOB). The increased development activity in Old Orchard Beach justifies adding another ½ time Deputy CEO.
- **50121: Stipend expense** increases \$500 (25%). The stipend is paid to the Town's Health Officer and this is the first increase in compensation in over five years.
- **50404: Internet expense** increases \$480. This account pays for the wireless fees for the tablets used by the CEO staff.
- **50500: Admin/Office Supplies expense** decreases \$1,000 to reflect actual expenses over the past three budget years.



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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 FY19 include the following:

- Completion of the comprehensive plan and begin implementation.
- Continue to address multiple ordinances, procedure, development, etc. matters. Work closely with codes and other departments.
- Continue to seek ways to create a more efficient office.
- Adopt proactive approaches to addressing and resolving issues we encounter.
- Continue updates to planning page on town website. This includes more informative; has the most recent information (e.g. permits); becomes a useful tool for those who want to learn about the town; showcases activity.
- 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 18</u>	<u>FY 19</u>
<b>20110 50101 Department Head Salary</b>	<b>\$ 64,252</b>	<b>\$65,528</b>
The account funds the salary of the department head.		
<b>20110 50106 Full Time Employee Wages</b>	<b>\$ 72,758</b>	<b>\$ 85,254</b>
This account funds the entire salary of the full-time associate planner and half the salary for the planning/code administrative assistant.		
<b>20110 50107 Part Time Employee Wages</b>	<b>\$ 1,500</b>	<b>\$2,400</b>
This account funds a stipend for intern. The stipend provides funding for spring and fall semester interns. Cost is \$1,200 semester. 120 hours per semester at \$10/hr (minimum wage). The Department has an active intern program with University of New England.		
<b>20110 50111 Overtime</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>20110 50251 Conferences/Training</b>	<b>\$ 500</b>	<b>\$ 500</b>
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.		
<b>20110 50252 Travel/Food/Lodging</b>	<b>\$ 500</b>	<b>\$ 500</b>
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).		
<b>20110 50256 Dues/Memberships/Licenses</b>	<b>\$ 300</b>	<b>\$ 300</b>
This account funds membership to the American Planning Association.		
<b>20110 50300 Professional/Engineering</b>	<b>\$ 1,000</b>	<b>\$ 800</b>
This account funds various professional and engineering services required by the Department. The decrease is due to projected less use of engineering services.		
<b>20110 50302 Advertising</b>	<b>\$ 5,200</b>	<b>\$ 5,100</b>

This account funds all legal advertisements (meeting agendas, public hearing notices) that require, by ordinance, charter and statute, posting of meetings and other public notices.

<b>20110 50402 Phone/Cellular/Paging</b>	<b>\$ 555</b>	<b>\$ 1,150</b>
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This account funds a cell phone that is used by the planners. The increase is for a second line for the associate planner.

<b>20110 50500 Admin/Office Supplies</b>	<b>\$ 1,900</b>	<b>\$ 1,700</b>
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This account includes the cost of general office supplies and equipment for planning staff, shared code/planning assistants, board and committee members

<b>TOTAL (Excluding Salary &amp; FT Wages):</b>	<b>\$ 11,655</b>	<b>\$ 12,650</b>
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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 FY19; 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.

**FY19 Code Enforcement Budget (20113)**

**5 Feb 2018**



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The primary responsibility of The Code Enforcement Office is to safeguard public health, safety, and general welfare through enforcement of Town Ordinances, State Statutes, and Federal Regulations. The Code Enforcement Office facilitates compliance by reviewing plans and issuing building permits, electrical permits, internal plumbing and septic system permits, and conducting inspections related to each of those permits. Code Enforcement also inspects all Business License application sites for compliance with Life Safety, Accessibility, and Fire Codes. Code Enforcement works closely with the Fire and Police Departments in the enforcement of Town Ordinances concerning land use violations and encroachments, illegal businesses and signage, trash clean-up, health issues, blighted buildings, and non-permitted construction activity.

Code Enforcement is also charged with assisting residents in determining flood zones, base flood elevations, and requirements relative to Federal Emergency Management Agency (FEMA) Floodmap location. We also assist in identification of location, setbacks, activities, and permits required in Department of Environmental Protection (DEP) and National Resources Protection Act (NRPA) jurisdictions including Coastal and Upland Wetlands, Rivers, Streams, and Brooks and Coastal Sand Dune Systems (identifying Frontal and Rear Dunes).



Code Department goals for FY19 include the following:

- Continue to seek ways to create a more efficient office.
- Adopt proactive approaches to addressing and resolving issues we encounter.
- Continue implementation of Iworqs to assist with business licensing, enforcement and inspections.
- Review the town's website as it relates to 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.
- Work with the Planning Department to update town ordinances.
- Continue work on FEMA Floodplain matters.
- Develop reliable and consistent program to monitor Planning Board and Design Review approvals.
- Update building permit applications and to include checklists/FAQs for applicants.
- Further coordination with Wright Pierce on the Chapter 71 (Post Construction Stormwater Ordinance) to include on-site inspections and compliance checks.



	<u>FY 18</u>	<u>FY 19</u>
<b>20113 50101 Department Head Salary**</b>	<b>\$ 63,761</b>	<b>\$65,037</b>
<b>20113 50106 Full Time Employee Wages**</b>	<b>\$ 65,134</b>	<b>\$68,446</b>
<b>20113 50107 Part Time Employee Wages**</b>	<b>\$ 48,182</b>	<b>\$77,480</b>
<b>20113 50111 Overtime</b>	<b>\$ 800</b>	<b>\$800</b>
<b>20113 50121 Annual Stipend Expense</b>	<b>\$ 2,500</b>	<b>\$2,500</b>
This account funds the Health Officer stipend.		
<b>20113 50251 Conferences/Training</b>	<b>\$ 1,800</b>	<b>\$1,800</b>
This account funds training for the CEO's and Health Officer. All positions require training to maintain certifications and licenses. Also, this account pays for ZBA training.		
<b>20113 50252 Travel/Food/Lodging</b>	<b>\$ 550</b>	<b>\$750</b>
This account funds mileage reimbursement for the use of personal vehicles to attend various training sessions and meetings. The increase is due to more travel- staff needs to attend more training in order to maintain certifications.		
<b>20113 50256 Dues/Memberships/Licenses</b>	<b>\$ 400</b>	<b>\$400</b>
This account funds membership to organizations such as NFPA and Maine Building Officials. Membership to these organizations increases contacts (assistance) and allows us for reduced training and book rates.		
<b>20113 50300 Professional/Engineering</b>	<b>\$ 5,000</b>	<b>\$2,000</b>
This account funds various professional services (e.g., engineer) required by the Department. The decrease is due to projected less use of these services.		



<b>20113 50320 Advertising</b>	<b>\$ 1,200</b>	<b>\$1,900</b>
This account funds ZBA agenda newspaper publications. The increase is due to cost adjustments associated with increased ZBA activity.		
<b>20113 50402 Phone/Cellular/Paging</b>	<b>\$ 1,000</b>	<b>\$1,560</b>
This account funds a cell phone that is used by the CEO's. The increase is for a second phone for the Deputy CEO/Electrical Inspector. Cost: \$780/phone (\$15/week/phone- estimate).		
<b>20113 50404 Networking/Internet Exp</b>	<b>\$ 0</b>	<b>\$480</b>
This account funds the tablets used in the field by Code Enforcement Officers. Cost: \$40.00/month.		
<b>20113 50453 Vehicle Repair/Tires/Oil Exp</b>	<b>\$ 1,000</b>	<b>\$1,000</b>
This account funds any maintenance needed for the CEO jeep.		
<b>20113 50500 Admin/Office Supplies/Eqt</b>	<b>\$ 4,000</b>	<b>\$3,500</b>
This account includes the cost of general office supplies and equipment for codes and business licensing as well as ZBA members. Also, this funds equipment for CEO's such as levels, measuring tapes, etc. Reduction is due to reassessment of costs based on FY18 budget.		
<b>20113 50502 Printing &amp; Copying/Mailing</b>	<b>\$ 1,000</b>	<b>\$600</b>
This account funds business license mailing and other specialty printing and mailing costs. Business license renewal mailing cost approx. \$350. Reduction is due to reassessment of costs.		
<b>20113 50510 Vehicle Fuel Expense</b>	<b>\$ 900</b>	<b>\$900</b>
This account funds code jeep fuel expenses.		
<b>TOTAL (Excluding Salary,FT,PT Wages):</b>	<b>\$ 20,150</b>	<b>\$18,142</b>

**NOTES:**

\*\*Salary and FT,PT Wages- There may have been some adjustments after FY18 budget approval which are not shown in these #'s. There are other budget related expenses associated with the Code Office including:

- Vision Software Annual User Fee: \$?. This fee is associated with Code and Assessing use of Vision Software.

	A	B	C	D	E	F	G	H	I	J	K	L
1	2/27/2018 (2)											
2	koenigs											
3												
4						FY17 approved	FY17 Actual	FY18 approved	FY18 YTD	% YTD	FY19 proposed	% change
5		Operating Expenses										
6		Conferences/Training										
7		Conferences/Training				300	375	400	185	46%	400	0%
8		Travel/Lodging				700	683	700	669	96%	800	14%
9		Dues/Memberships				2444	1845	2001	1125	56%	2001	0%
10		Service Contracts										0%
11		Security & Fire				1260	1457	1372	841	61%	1372	0%
12		Cleaning Service				6420	6420	6420	3745	58%	6420	0%
13		Misc. (shoveling/sanding/landscaping)				1200	360	600	725	121%	600	0%
14		ILL Delivery (Van service)				800	780	1622		0%	1622	0%
15		Computer Support/Service				8000	5581	6000	4514	75%	6000	0%
16		Geo-Thermal System Maintenance				3000	2343	3000	2145	72%	2500	-17%
17		Generator Maintenance				390	376	390		0%	390	0%
18		Computer Software/Upgrades/Licensing				2000	2801	2967	897	30%	3000	1%
19		Computer Hardware				1000	622	1000	1214	121%	1500	50%
20		Supplies (Office, Library, Janitorial)				7000	7171	7000	4522	65%	7000	0%
21		Insurance (General/Flood)				4300	4878	4359	3889	89%	5195	19%
22		Utilities										
23		Electricity				9600	9401	9600	5600	58%	9600	0%
24		Water				300	180	250	126	50%	275	10%
25		Internet (Broadband)/Fax				2100	2258	2100	1220	58%	2100	0%
26		Propane				3500	406	3500	499	14%	3000	-14%
27		Equipment Lease										
28		Copier				3949	3824	318		0%		
29		Furniture/Fixtures/Equipment				1000	1704	1000	717	72%	1000	0%
30		Bldg. Repairs & Maintenance				1000	2155	1500	500	33%	1500	0%
31		Adult/Child Programming				2900	2794	2900	1289	44%	2900	0%
32												
33												

	A	B	C	D	E	F	G	H	I	J	K	L
						FY17 approved	FY17 YTD	FY18 approved	FY18 YTD	% YTD	FY19 proposed	% change
34												
35		Materials										
36			Print Books - Adult/JUV			12000	12217	12000	7162	60%	12000	0%
37			Periodicals			2500	2795	2500	213	9%	2500	0%
38			Media (DVDs/Audio)			4000	4079	4000	2278	57%	4000	0%
39			Database Subscriptions (E-Books/Mango Lang.)			2300	3539	2300	200	9%	2300	0%
40		Professional/Accounting										
41			Section 125						280		480	100%
42			Tax Prep			1900	1450	1900		0%	1900	0%
43			Audit			4000	4000	4000	3000	75%	4000	0%
44		Postage				600	614	600	349	58%	600	0%
45			Total Operating Expenses			90703	87108	86299	47904	56%	86955	0.8%
46		Payroll Expenses										
47			Director			46360	46360	48678	28083	58%	48678	0%
48			Juvenile Services Librarian			30907	32945	32452	20767	64%	32452	0%
49			Library Assistant (F/T)			25756	26094	27301	15850	58%	27301	0%
50			Library Assistants (3 P/T)			41189	36444	41189	23026	56%	41189	0%
51			Annual Increase			360		0	0		2244	1.5% gr pay
52			Fica & Medicare			10930	11054	11032	6760	61%	11613	5%
53			State Unemp			200	544	423	178	42%	544	29%
54			State Comp Skills Schol Fund			50	43	50	16	32%	50	0%
55			Health Insurance			24081	25317	26446	15396	58%	27351	3%
56			Dental Insurance			254	251	260	151	58%	268	3%
57			IPP Insurance			1273	1254	1273	788	62%	1350	6%
58			ICMA-Employers' Share			5000	5000	5151	3128	61%	5503	7%
59			Workers Compensation			2800	941	2482		0%	2482	0%
60			Payroll Service			660	1955	1664	1332	80%	2736	64%
61			Total Payroll Expenses			188,330	188202	198401	115475	58%	203761	2.7%
62			Total Budget			279,033	275,220	284,700	163379	57%	290716	2.1%
63		FY18 Town Allocation						281455				
64								diff funded by FY17 rem	3245			
65												
66												

Department 20174

FY 2019 SERVICE AGENCY REQUESTS

	Agency Name	FY 17 Adopted Budget	FY 18 Budget Requests	FY 18 Adopted Budget	FY 19 Budget Requests	
1	CARING UNLIMITED	-	2,587.00	-	2,857.00	Safety planning and support services for victims of domestic abuse in York County.
2	COMMUNITY ANIMAL WATCH	2,400.00	3,000.00	2,400.00	3,000.00	Provides rescue and re-home services for pets and assist with veterinarian services for pets of low income residents in OOB.
3	COMMUNITY WATCH COUNCIL	880.00	1,000.00	880.00	1,000.00	Improve the quality and safety of OOB neighborhoods through positive interaction, and Community Watch meetings to increase awareness between law enforcement and OOB residents.
4	LIFELIGHT FOUNDATION	-	-	-	1,000.00	Provides critical care services and medical transport throughout the State of Maine
5	METHODIST CHURCH FOOD	2,400.00	2,400.00	2,400.00	2,000.00	Food Pantry servicing OOB
6	OOB COMMUNITY FOOD PANTRY	2,400.00	4,800.00	2,400.00	4,000.00	Food Pantry servicing OOB
7	SALVATION ARMY OOB	2,400.00	3,000.00	2,400.00	3,000.00	Food pantry, utility assistance, rental assistance, clothing/furniture, transportation assistance, youth camp scholarships, reading program for children, etc.
8	SOUTHERN MAINE AGENCY ON AGING	2,020.00	2,750.00	2,020.00	2,500.00	Provides services to improve the quality of life of older adults, adults with disabilities and the people who care for them.
	TOTAL	12,500.00	15,537.00	12,500.00	19,357.00	

Service Agency Application Deadline: 3/16/2018

**ADJOURNMENT:**

**The Budget workshop ended at 10:00 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 thirty-seven (37) pages is a copy of the original Minutes of the Town Council Workshop of May 9, 2018.**

**V. Louise Reid**