



Town of Old Orchard Beach
Office of the Town Manager

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www.oobmaine.com/town-council

Town Council Budget Workshop

Minutes

May 23rd, 2023

I, Tim Fleury, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of 10 Pages is a copy of the original minutes from the regular meeting of the Old Orchard Beach Town Council held on May 23rd, 2023.

Prepared By:	Tim Fleury
Approved By:	Old Orchard Beach Town Council
Approval Date:	6/20/2023

Respectfully
Submitted,

Tim Fleury
Town Council
Secretary



Town Council Budget Workshop Agenda

Tuesday May 23rd, 2023, 6:00pm
Council Chambers - 1 Portland Avenue

www.oobmaine.com/town-council

**Members of the public wishing to view the meeting from home may tune into Local Access TV (Channel 3 or 1301 - check with your provider) or by clicking the Meeting Videos link on oobmaine.com.)*

There will be a Town Council Workshop on Tuesday May 23rd, 2023, at 6:00pm to discuss Fiscal Year 2024 budgets for:

- Planning
- Code Enforcement
- Service Agencies
- Harmon Museum
- UPDATE: Revenue and Fees
- UPDATE: Revisits
- CIP

Chair: Shawn O'Neill

Chair O'Neill opened the meeting at 6:00pm and gave an overview of the budgets that will be discussed tonight.

Town Manager Asanza went over the drivers and gave an overview of

the budgets starting with planning.

Councilor Mead – status of Comp Plan and use of SMPDC resources supplementing Town work? Jeffrey Hinderliter, Town Planner, not as far along as wanted, progress made on future land use, more needed in sections SMPDC comes into play helping with tough sessions – most time on comp plan has been Town Planner time – Councilor Mead – don't think it's realistic for Planner to only work on it when time is available, feels it should be contracted out to get it completed – other communities are contracting out – Vice Chair Blow – where would outside planner get direction from? – Councilor Mead – comp plan committee and town planner – Vice Chair Blow – town planner directing work, without taking up his time – Councilor Mead – understands Jeffrey Hinderliter's pride in his work building the comp plan – Vice Chair Blow – if outside planner finishing comp plan with town planner direction how would town planner feel about it? – Vice Chair Blow – how long would it realistically take to complete comp plan without interruption? – Jeffrey Hinderliter – ordinance writing has taken center stage, will die down and can focus more on comp plan – shifting ordinance work to assistant planner – Vice Chair Blow – can ordinances be subcontracted out and Jeffrey Hinderliter can concentrate on comp plan? – Town Manager Asanza – would still need review of work completed before adoption – Vice Chair Blow – if time is going to be the same overseeing ordinances or comp plan review where are the time savings bet used? – Chairman O'Neill – feel it is tough directing staff in their duties and where they should focus time Vice Chair Blow – can't put off ordinance needs as they are presented to council or come up to council – can't divert from them – Chairman O'Neill – lack of council ability to make decisions on items that are already regulated on the books – current ordinances cover lots of

items brought to Council that take up staff time revisiting existing ordinances – Council discussed Council involvement in staff – Chairman O’Neill – will support funding to complete comp plan, no issue with town planner’s work on project – Jeffrey Hinderliter – sections of comp plan, data gathering and completing inventory, SMPDC best resource to gather that information that would take more time for town planner to gather – Town Manager Asanza – clarified on what Jeffrey Hinderliter would like to get help for – Councilor Tousignant – how much is left of the committee and when was the last time it met (rhetorical) – longer than a year away even with outside help, won’t be ready for November. Concerns protecting views of the ocean in the future as part of comp plan – Chairman O’Neill – keep \$ in mind for next revisit meeting – Town Manager Asanza – clarifying Council needs – is \$19,500 enough? – Jordan Miles – can carry over \$29k – Vice Chair Blow- wants to make sure Jeffrey Hinderliter has control – Councilor Reid – agrees that Jeffrey Hinderliter should have control of comp plan – Chairman O’Neill – comfortable with adding \$25,500 to make it an even \$50k – Councilor Tousignant – can we find out how many committee members are left? – if need to add people, it will take time, need to start working now to gain more members – Council discussed future of comp plan committee – Jeffrey Hinderliter – thanked Council for support of the planning department

Town Manager Asanza went over code enforcement budget –

Councilor Mead – 3.5 code officers budgeted? – Town Manager Asanza – correct –

Councilor Tousignant – lots of building in OOB, – takes 33 new homes in town to cover increase in code department – increase in municipal

government drives up costs – Council discussed budgets in general and costs presented to residents –

Town Manager Asanza – discussed historical society budget –

Town Manager Asanza – service agencies – flat – Vice Chair Blow – hesitant on new agencies, like to keep with agencies in place already, can donate as individuals – tough to see more and more agencies added – Councilor Mead – food pantries increasing ask – Councilor Tousignant – increase by \$3,000 across both agencies to raise both to \$6,000 total individually –

Town Manager Asanza – BSOOB Transit – flat for FY 24 – increasing in FY 25 and 26 – Vice Chair Blow – on BSOOB board – holding the line current year, would have liked to see a small increase this year to reduce increases in following years – BSOOB director working hard to keeping costs down – Chairman O’Neill – thanked BSOOB for work done with transit in communities –

Town Manager Asanza – revenues –

Chairman O’Neill – questions on paper streets in town and residents using streets as property – sell paper streets to abutters if not using? – Town Manager Asanza – potential to sell that land and potential with foreclosures – Councilor Tousignant – given paper streets to abutters in past – Chairman O’Neill – would like to see list of paper streets – Council discussed what to do with paper streets – would like to see potential revenue if giving up streets –

Town Clerk – Kim McLaughlin – 1997 Town Law – paper streets set

aside that Town had kept interest in – abutters have to go through court process to take land – can collect real estate tax on it – Town Clerk has a list from 2017 – no right to sell street, only right to develop street.

Councilor Tousignant – properties to sell mentioned by Town Manager Asanza – would like to see list of properties available to sell –

Chairman O’Neill – selling police cars? – Vice Chair Blow – waiting on items to complete current fleet before auctioning off old fleet –

Town Manager Asanza – homestead exemption – decreasing – Councilor Mead can we get number of qualifying applicants?

Chairman O’Neill – increase of business license fee – would like to see single fee to cover all – Councilor Tousignant – justification needed to present to residents – Councilor Mead – potentially increasing revenue – Town Manager Asanza – recommending leaving it as is and revisit in future workshop – Council asking for workshop for business licensing fees – Councilor Tousignant – need to split properties/businesses out for small businesses and large businesses –

Town Manager Asanza – public safety licenses permits and fees –

Town Manager Asanza – G.A. assistance up –

Councilor Mead – curious on unassigned fund balance – Jordan Miles – \$225k roughly – Councilor Mead – would like to see using fund balance used on roads and other projects – Town Manager Asanza – changes made to date, not including tonight, tentative mill rate \$12.83 reflecting

only 1% increase in valuation – \$12.76 if up to \$40 million –

Town Manager Asanza – potential changes – RSU budget decreased – Memorial Park decreased based on recent contract –

Council discussed revisits with Town Manager Asanza – DPW full time wages, Transfer station, equipment for salt and sand, fleet tracker, benefits, possible decreasing General Liability – debt service: wastewater bond, – down town revitalization project – Wednesday 5/31, 6pm.

Chairman O’Neill closed meeting at 7:24pm

5/23/2023

20110: Planning \$170,509 decrease: (\$43,989) (20.5%)

50101,50106,50107: Wages: \$154,804 decrease (\$30,886) (16.6%). The wages include a 5% COLA and phase 2 adjustments from the wage study for the Town Planner and Associate Planner. In prior years, there were two admin positions shared by Planning and Codes, in FY 24 the two admin positions will be part of the Code enforcement budget resulting in a decrease in wages for the planning budget, because the majority of the work they perform is for Code Enforcement.

50310: Service Contracts: \$0 decrease (\$10,000) (100%). In FY 23 \$19,500 was approved as a carry forward budget amount from the account balance in the FY 22 budget, for the costs associated with the Comprehensive Plan update. The recommendation is to carry forward available funds from the FY 23 budget in the amount of \$19,500 to FY 24 to complete the Comprehensive Plan update.

50320: Advertising: \$5,000 decrease (\$2,500) (33%). The decrease is due to prior and current year to date actuals; \$5,000 will be sufficient funding for advertising for the department.

20139 Code Enforcement: \$452,823 increase \$165,304 (57.49%)

50101,50106,50107: Wages \$416,121 increase: \$157,827 (61%). In FY 23 the Department head was budgeted under the fire department, since that is no longer the case, the biggest increase is the inclusion of the department head salary in the FY 24 budget. Additionally, the two administrative positions which were split between Planning and Code Enforcement are now 100% under the Code Enforcement budget. The rest include a 5% COLA and phase 2 adjustments from the wage study.

**Wages include a tentative change of (\$6,004.00) to amend two items: the Code Office Salary wage in the amount of \$3,174 and remove the original request of a potential supervisory administrative position in the amount of (\$9,178).*

20177 OOB Historical Society: \$18,630 increase \$253 (1.38%)

50121: Stipend: \$2,280 increase \$228 (11.11%). This increase is related to the new minimum wage amount, the additional funding allows the Town to continue paying the 4 hour per week stipend in the off season at the minimum wage amount.

20174 Service Agencies: \$22,400 increase \$0 (0%)

The FY 24 budget is recommended at the same amount as FY 23. I have provided a spreadsheet to council to show all requests for FY 24. The total amount of requests came in at \$34,300. The only new request this year was for \$1,000 for the Southern Maine Veterans Memorial Cemetery Association.

20176 BSOOB Transit: \$250,000 increase \$0 (0%)

In FY 24, the BSOOB Transit District is not looking to increase funding levels. In FY 23 the BSOOB Transit District implemented measures to control costs and also experienced fuel savings with the deployment of the electric buses; therefore they are not requesting an increase for FY 23.

Revenues: \$7,043,800 increase \$367,000 (5.5%)

General Government:

Motor Vehicle Excise Tax: \$1,800,000 increase \$100,000 (5.88%)

Based on the YTD budget and a historical analysis, this revenue was increased to reflect the actual amount the town is collecting.

Investment Income: \$90,000 increase \$50,000 (125%). In FY 23 rising interest rates and a very healthy fund balance allowed the town to invest in more bonds, this resulted in an increase in investment revenue which will continue in FY 24.

Sale of Town Owned Property: \$0 decrease \$30,000 (100%). The town currently has no plans to sell any town owned property, and this line should not be projected as a definite revenue until the town has a plan for selling any town owned property.

Homestead Exemption: \$525,000 decrease \$45,000 (7.89%). This decrease reflects the current YTD budget where a drop in homestead reimbursement revenue was recorded. There are multiple factors that can cause this to drop, our last drop was due to the decreased mil rate for FY 23.

Government Licenses Permits/Fees

Business License: \$450,000 increase \$100,000 (28.57%). In FY 23 the increase in fees resulted in increased revenues. This trend should continue in FY 24 when the other half of the licenses are renewed.

**tentative change of an additional \$50,000*

Public Safety Licenses, Permits, Fees

Parking Meters: \$550,000 increase \$100,000 (22.22%). Based on current YTD budget the additional \$100,000 is a much more accurate representation of parking revenue that will be collected by the town. The increased revenue is a combination of the hourly fee, but also the new passport software combined with the kiosks; this allows multiple ways to pay for parking and both systems are integrated with each other.

Parking Fines: \$200,000 increase \$25,000 (14.29%). Based on historical data, and current YTD reports \$200,000 is an appropriate budget number for fines.

Intergovernmental Revenue/Other Revenue

State GA Assistance: \$175,000 increase \$112,000 (177.78%). This increase is a result of the current year budget for General Assistance. The state provides a 70% reimbursement to the town for what is spent. FY 23 was an above average year especially for GA Housing. With the unpredictability of the housing market and available housing going into FY 24, it's important to budget accordingly. This increase is directly related to the General Assistance Expenditure increase approved by council.