



Town of Old Orchard Beach
Office of the Town Manager

1 Portland Ave, Old Orchard Beach, Maine

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Web: www.oobmaine.com or

www.oobmaine.com/town-council

Regular Town Council Meeting Minutes

May 23rd, 2024

I, Tim Fleury, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of 11 pages is a copy of the original minutes from the regular meeting of the Old Orchard Beach Town Council held on 5/23/2024.

Prepared By:	Tim Fleury
Approved By:	Old Orchard Beach Town Council
Approval Date:	6/4/2024

Respectfully
Submitted,

Tim Fleury
Town Council
Secretary



Town Council Budget Workshop Agenda

Thursday, May 23rd, 2024 @ 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 Thursday May, 23rd, 2024, at 6:00pm to discuss Fiscal Year 2025 budgets for:

- Town Clerk
- Transit District Subsidy Expense (BSOOB Transit)
- Town Council
- Town Manager
- Town Hall Maintenance
- Finance
- Tax
- Insurance Expense and Employee Benefits
- Debt Services
- CIP
- Revenue and Fees

Chair: Shawn O'Neill

Councilor Tousignant opened the meeting at 6:11 pm. Chairman O'Neill joined

the meeting at 6:22 pm.

Councilor Tousignant introduced Town Manager Asanza to introduce the budget drivers. The Town Council discussed the presented budgets with the Town Manager, Finance Director, and Town Clerk.

Chairman O'Neill closed the workshop at 7:55 pm.



**Town Clerk Department
FY 25 Operating Budget Requests**

Org: 20107			3/11/2024
Object	Description		Amount
50101	Dept Head Salary		94,786.00
50106	Full Time Employee Wages		50,524.00
	1 Full Time Deputy Clerk		
50107	Part Time Employee Wages		131,507.00
	Part Time Deputy Clerk		
	Election wages for November 2024	65,500.00	
	Election wages for June 2025	18,185.00	
50111	Overtime Wages		1,000.00
	Overtime wages for non-exempt employees		
50121	Annual Stipend		5,000.00
	For managing Video Operations, i.e. budgeting, repairs, equipment orders, and video taping Town Council meetings.		
50251	Conferences / Training		550.00
	Continuing Professional Development for staff:		
	MMA Convention, Town Clerks Networking Day, Secretary of State's Conference		
50252	Travel/Food/Lodging Expense		5,000.00
	Mileage and lodging for conferences and training.		
	Food for Elections		
50256	Dues/Membership Expense		360.00
	York County Town and City Clerks		
	Maine Town and City Clerks		
	New England Town and City Clerks		
	International Institute of Municipal Clerks		
50310	Service Contracts	10,200.00	10,200.00
	Passport Parking Permit Software Program	5,200.00	
	Laserfische Program	5,000.00	
50320	Advertising Expense		400.00
	Advertising for voter registration hours for elections, and availability of nomination papers.		
50402	Phone/Cellular Expense		520.00
	Cell Phones for Town Clerk		
50454	Computer Support Expense		4,500.00
	Coding voting machines for each election, coding the ExpressVote, the cost to lease (2) voting machines, and IVS (disability absentee ballot programming)		
50500	Admin / Office Supply Expense		4,000.00
	General office supplies, vital records books, inserts required to preserve meeting minutes.		
50501	Operating Supply/Equipment Expense		12,000.00
	Election Supplies: paper, pens, staples, file folders, etc.		
	Voter registration cards, ledger paper, labels.		
	(2) voting booths		
	(3) laptops for elections		
50502	Printing & Copying Expense		2,900.00
	No longer printing parking permits. This funds printing costs for elections.		
50823	Codification Expense		5,000.00
	Total Operating Budget Request		328,247.00



**Town Hall Maintenance
FY 25 Operating Budget Requests**

Org: 20115			3/11/2024
Object	Description		Amount
50131	Service Contracts	24,067.00	24,067.00
	Pine State Elevator quarterly inspections \$175 quarterly plus annual smoke recall testing \$500	1,200.00	
	HVAC Heating and AC Service Agreement \$ 675 Quarterly	2,700.00	
	New Pest Control Service - NE Pest Control (Blue Bug) \$149 monthly maintenance	1,788.00	
	Cintas Mats for Town Hall \$267 monthly	3,204.00	
	Cintas First Aid Kit for Town Hall approximately \$235 monthly	2,800.00	
	Action Security Systems Annual Maintenance \$500	500.00	
	Portland Pump Co - Annual underground tank inspection \$375	375.00	
	Johnson Controls (Simplex Grinnell) - Sprinkler System and Fire Extinguisher Inspection and Maintenance \$2,500	2,500.00	
	Iron Mountain Storage for all Town departments for storage, destruction, pick up and retrieval charges.	9,000.00	
50400	Electricity Expense		26,000.00
50402	Water Expense		650.00
50405	Heating Fuel Expense		19,250.00
	Oil Heating - average 5,000 gallons per year at \$3.85		
50450	Building Repair/Maintenance Expense		27,000.00
	Misc annual maintenance repairs		
50453	Vehicle Repair Expense		1,500.00
	This account maintains all Town Hall vehicles: 4 EV's, 2 gasoline Jeeps, and Toyota pickup truck.		
50501	Operating Supply Expense	12,000.00	12,000.00
	Funds all Town Hall supplies such as :		
	Copy Paper for Town Hall	2,500.00	
	Trash Bags, cleaning supplies	4,500.00	
	Equipment and supplies for grounds maintenance	3,000.00	
	Town Hall drinking water dispensers	2,000.00	
50510	Vehicle Fuel Expense		1,300.00
	This account is for gasoline for 2 gasoline Fords, and Toyota pickup truck.		
	Total Operating Budget Request		111,767.00



**Town Manager
FY 25 Operating Budget Requests**

Org: 20102			3/7/2024
Object	Description		Amount
50101	Dept Head Salary		142,500.00
50106	Full Time Wages		214,395.00
	This accounts for following positions:	Exec.	
	Assistant to the TM	Director of HR	
	& Communications	Town Hall Custodian	
50107	Part Time Wages		20,000.00
	This accounts for the seasonal J-1 Coordinator		
50111	Overtime for non-exemp employee		2,500.00
50230	Clothing Allowance		250.00
	This accounts for clothing for Custodian		
50251	Conferences and Training Expense		3,000.00
	Continuing Professional Development for staff:		
	York County Workshop		
	MMA Conferences		
	ICMA Annual Conference		
	Tyler Tech Concerence (Munis Training)		
	MTCMA & MHRA Conferences/Workshops		
50252	Travel/Food/Lodging Expense		1,800.00
	Mileage and lodging for conferences and training.		
50256	Dues and Membership Expense	13,240.00	13,240.00
	ICMA Annual Town Manager Membership	1,100.00	
	Chamber of Commerce	175.00	
	Sam's Club Membershiop	270.00	
	MMA Membership for MTCMA and MHRA	425.00	
	Souther Maine Planning & Development	5,000.00	
	Eastern Trail Management	6,000.00	
	Portland Press Herald	170.00	
	Annual fee for hyperlink to OOB Chamber of Commerce website	100.00	
50258	Employment Testing		30,000.00
	Pre-employment screening for the Town. Over the last two years costs have increased for basic pre-employment screening (background check & health/wellness).		
50300	Professional Engineering		12,000.00
	Wright Pierce		
	Woodard & Curran		
	Survey Work		
	Beach Profile Management - University of ME		
50301	General Legal Services		130,000.00
	This accounts for town-wide legal services		
50310	Service Contracts	13,275.00	13,275.00
	Funds all Town Hall contracts such as :		
	Postage Machine - Pitney Bowes	3,050.00	
	Group Dynamics Mgmt Fee for FSA benefit plan	4,475.00	

Org: 20102			3/7/2024
Object	Description		Amount
	Formax annual maintenance- check/letter folding machine	750.00	
	Website Annual Costs: Constant Contact email management, ADA accessibility software, and annual support	5,000.00	
50315	User License Expense	72,500.00	72,500.00
	Annual License and Support fee for Munis	56,000.00	
	CSX Transportation (used to be Boston and Maine) - easement fee for the sewer and drainage pipes going under the railroad tracks.	2,700.00	
	Vision Govt Solutions (10 seats)	13,800.00	
50320	Advertising Expense	15,000.00	15,000.00
	Advertising costs for employment recruitment (including TV, Radio, and online presence), and public hearings.		
	Mainly Media/Portland Press Herald	1,400.00	
	Recruiting Costs: Jobs in ME, Indeed, Radio, Print	12,600.00	
	OOB Chamber Vacation Planner	1,000.00	
50325	Postage / Shipping Expense		17,000.00
	This is for Town wide postage costs		
50402	Phone/Cellular Expense	15,900.00	15,900.00
	Town-wide VOIP phone system	9,600.00	
	Consolidated Communications - 3 Copper lines: Tax Office, TM Office, and TH Alarm	2,100.00	
	ATT Cell phones: TM, Exec. Asst, Finance Dir, HR, Custodian (PR reimb) and J-1 Coordinator	2,700.00	
	Phone Hardware Repair/Replacement (NTT)	1,500.00	
50404	Networking/Internet Expense	4,100.00	4,100.00
	Consolidated Communications	2,800.00	
	Town Manager Internet Reimbursement	840.00	
	Spectrum Cable TV for Town Hall	460.00	
50454	Computer Support/Service Expense	176,075.00	176,075.00
	IT managed services through Eagle Network Solutions for the Town required to keep the entire Town's network and equipment up and running. \$14,000 Monthly	168,000.00	
	Help Desk Support		
	Monitoring 7 days a week		
	Virtual Server Monitoring		
	Network Firewall & Switch Monitoring		
	Network Printers (installation and configuration)		
	Wireless Access Point support		
	Workstation support including configuration and deployment		
	Dark Web monitoring and Security Training		
	Annual Security Assessment		
	Monitor DATTO backups		
	IWorQs Software Program - Comm Development Pkg for Code Enforcement	6,950.00	
	Annual Computer Support Renewals:		
	MailStore Email Archiving (an inexpensive program for archiving emails)	1,125.00	

Org: 20102			3/7/2024
Object	Description		Amount
	Sophos Firewalls (renews August 2025)	-	
	Sophos Anti-Virus (Renewal March 2024, next renewal is March 2027)	-	
	Sonic Firewall (for Sign Shop) (Renewal March 2024, next renewal is March 2027)	-	
	Server Warranty Renewals (Watchguard Renews 9/4/2025)	-	
	Server Warranty Renewals (OOB - DC01 Renews 8/27/2025)	-	
	DATTO Back-up Devices (Renewal August 2025)	-	
50500	Admin/Office Supply Expense		5,250.00
	General Office Supplies: paper, pens, binders, folders, office furniture/equipment. Fire proof file cabinet for HR.		
50502	Printing & Copying Expense		8,000.00
	This is copier printing costs for Town Manager's Office		
50525	Video Taping Expense	7,000.00	7,000.00
	Expenses Associated with Channel 3		
	Taping Meetings: Cons Comm (8), Planning (12), ZBA (8), Council Meeteings (15). 4 hour min X \$26.1 hourly	4,500.00	
	Equipment Repairs	1,000.00	
	Access AV Support	1,000.00	
	ASCAP (American Society of Composers, Authors and Publishers) to play music on Channel 3	500.00	
50530	Bank Fees Expense		1,100.00
	Courier Services \$20 weekly		
50549	Miscellaneous Expense		17,000.00
	Fire Dept Halloween Party		
	Memorial Day Parad		
	Safety Committee		
	Community Friendly Connection		
	Employee Appreciation		
	Service Awards		
	Unexpected Expenses		
50722	July 4th Fireworks		10,000.00
50809	GIS Program	59,000.00	59,000.00
	CAI GIS support includes parcel updates, FEMA CRS study, Comp Plan updates	54,000.00	
	ARC Gis support	5,000.00	
50856	Computer System Upgrade		10,000.00
	This will fund miscellaneous hardware equipment or replacements as needed, such as UPS batteries, monitors, laptios, network switches, etc.		
	Total Operating Budget Request		1,000,885.00



Town Council

FY 25 Operating Budget Requests

Org: 20101			3/11/2024
Object	Description		Amount
50121	Annual Stipend Expense		10,500.00
	Annual Stipend for Council Members: Council Chair \$2,500, Council Member \$2,000		
50251	Conferences/Training Expense		500.00
	Training and workshops for Council members		
50256	Dues / Membership Expense		15,000.00
	Maine Municipal Annual Dues for the Town. Project a 5% increase over FY 24.		
50303	Audit Services		26,000.00
	Annual audit services		
50310	Service Contracts		3,300.00
	Service Agreement for Town Hall Streams \$275 monthly for viewing meetings on Town website.		
50404	Networking		1,260.00
	This covers the Ipad data plans used by town council		
50500	Administrative / Office Supply Expense		1,000.00
	Office supplies and equipment for Council		
50502	Printing/Copying Expense		3,000.00
	Cost to print Annual Report		
	Total Operating Budget Request		60,560.00



Finance

FY 25 Operating Budget Requests

Org: 20105			3/11/2024
Object	Description		Amount
50101	Dept Head Salary		98,987.00
50106	Full Time Employee Wages		115,435.00
	2 full time staff members: Staff Accountant and Finance Disbursement Specialist		
	Plus Gap Wages for hours worked over 37 - 40 hours.		
50111	Overtime Wages		500.00
	Overtime wages for 2 full time non-exempt employees		
50251	Conferences / Training	2,300.00	2,300.00
	Continuing Professional Development for staff:		
	Munis Annual User Conference for 1 staff member	1,200.00	
	ME GFOA and NEGFOA Conference & Workshops	800.00	
	MMA & MMTCTA Conference & Workshops	300.00	
50252	Travel/Food/Lodging Expense		2,200.00
	Mileage and lodging for conferences and training.		
50256	Dues/Membership Expense		525.00
	National GFOA		
	ME GFOA		
	MMTCTA (ME Tax Collector and Treasurer Assoc.)		
50304	Registry of Deeds Expense		4,000.00
	Tax Lien Discharge fees (\$19 to discharge a lien)		
50403	Financial Advisor Consulting Expense		4,500.00
	Fiscal Advisory Services through Unibank for Bond Issues, filing annual Continuing Disclosure.		
	Consulting services for planning, forecasting and budgeting proposed debt service.		
50500	Admin/Office Supply Expense		3,500.00
	Department office supplies and equipment.		
50502	Printing & Copying Expense		1,500.00
	Printing & Copying costs for Official Statement required for bond issues, W-2 forms/printing and 1099 forms/printing. Also any changes to Tyler Tech Munis forms for endorsement changes, bank account changes, form updates and enhancements.		
	Total Operating Budget Request		233,447.00



Tax Collector

FY 25 Operating Budget Requests

Org: 20104			3/11/2024
Object	Description		Amount
50101	Dept Head Salary		66,473.00
50106	Full Time Employee Wages		102,848.00
	2 Full Time Tax Customer Service		
	Includes \$1,800 in Gap Wages for hours worked in excess of 37 - 40 hours at base rate.		
50111	Overtime Wages		600.00
	Overtime wages for 3 full time non-exempt employees		
50251	Conferences / Training		500.00
	Continuing Professional Development for staff:		
	MMA Conferences for Tax Collector Association		
	Munis and Trio User Group Meetings		
50252	Travel/Food/Lodging Expense		100.00
	Mileage and lodging for conferences and training.		
50256	Dues/Membership Expense		90.00
	Membership for 3 full time employees to Maine Municipal Tax Collector & Treasurer Association		
50304	Registry of Deeds Expense		7,000.00
	Tax Lien filings (\$19 per page)		
50454	Computer Support Expense		7,500.00
	Trio Motor Vehicle Registration Software Annual Support		
50500	Admin/Office Supply Expense		1,200.00
	Funds General Office Supplies		
	Total Operating Budget Request		186,311.00