

**Municipal Administration**  
**Operations - Dept. 110-01**  
**Requested Funding - \$662,423**

**Department Overview:**

**Town Manager**

The Town Manager is the chief administrative officer of the Town and heads the administrative branch of the Town government. The Town Manager reports to the Select Board for the proper administration of all affairs of the Town. The Town Manager's appointments of the following administrative offices shall be subject to confirmation by the Select Board: Town Clerk, Registrar of Voters, Code Enforcement Officer, General Assistance Administrator, Public Works Director, Town Treasurer/Tax Collector, Wescustogo Hall & NY Community Center Director, Director of Emergency Preparedness, Animal Control Officer, Health Officer, Electrical Inspector, Building Inspector, Plumbing Inspector, and Fire Chief.

**Assistant Manager/Town Clerk**

The Town Clerk is the custodian of the town seal; sealing and attesting all contracts and bonding documents of the town along with other such documents that require attestation. This department is responsible for maintaining such records and performing such duties as may be required by the Laws of the State of Maine or as may be required, from time to time, by the Town Manager. The Clerk keeps a record of all ordinances and other records that is required by statute. The Clerk keeps and maintains public documents as filed in the clerk's office in accordance with the rules for disposition of local government records and when such documents are determined to be public records.

This office maintains the boards and committee database and issues certificates to those appointed to any office when necessary. The office notifies the appointing authority of the impending expiration of the term of office of any member of any board or commission, said notice to be given at least 30 days before the date of expiration and maintain copies of the Freedom of Access training certificates and oaths.

The Clerk's Office maintains certificates of births, marriages, and deaths. The staff attests and reports on such vital statistics of the Town of North Yarmouth as are required by state law. The Clerk collects information and produce the Annual Town Report for distribution prior to the municipal budget public hearing.

The Town Clerk conducts and supervises all elections. Keeps and maintains all election records and will have custody of all property used in connection with elections.

## **Tax Collector**

The Office is responsible for issuance of tax bills, the collection and reporting of taxes assessed by the Town's Tax Assessor against all real estate and personal property. Additionally, The Tax Collection Office maintains tax records for all accounts and prepares regular reports of collected monies and delinquent properties. The Office from time-to-time as required by law transmits the roster of real estate tax accounts liens to the Treasurer to enforce collection or begin the foreclosure process.

## **Mission**

### **Town Manager:**

The Town Manager is responsible to ensure that all laws, provisions of the charter, and acts of the Select Board, subject to enforcement by the chief administrator or by the various employees subject to direction and supervision, are faithfully executed. The town manager directs and supervises all departments, offices, and agencies that the Select Board by ordinance may establish in accordance with the Town's Charter.

The various duties of the Manager include, but are not limited to, the following:

- prepares and submits the annual budget, the annual capital program;
- submits annual financial and administrative reports to the Select Board;
- manages the execution of the annual budget and capital program after their adoption by Select Board;
- acts as Purchasing Agent for all departments of the Town;
- acts as Tax Collector/ Treasurer for the Town;
- and acts as Chief Human Resources Officer for the Town's general government operations.

The Town Manager serves as the chief administrative officer to the Select Board making required reports, acting on behalf of the Select Board; and makes recommendations to the Select Board concerning the affairs of the Town, as he or she deems desirable or as the Select Board may request.

### **Assistant Manager/Town Clerk**

The mission of the Town Clerk's office is to efficiently and accurately maintain all town records, conduct state and local elections in accordance with state law and local charter, issue local licenses, issue vital records, assist with dog licensing, and provides information to the public and local officials in a sociable and pleasant manner.

## **Tax Collector**

The Collector's mission is to ensure the collection and enforcement of taxes is fair and equitable for all persons paying taxes in the Town of North Yarmouth. The Office strives toward excellence in the following areas:

- Provide for the timely collection of all tax revenue committed to the town for collection or due from any other source.
- Promptly turn over such tax revenue funds collected to the town Treasurer to ensure timely deposit to maximize interest earnings.
- Perform all other duties required by tax collectors under Title 36 M.R.S.A. and Town Charter and Ordinances.

Perform all other duties required by or as may from time to time be requested by the Town Manager

## **Staffing**

The Municipal Administration is staffed with the Manager, Assistant Manager/Town Clerk, Administrative/Finance Assistant, Deputy Tax Collector, and Deputy Clerk.

## **What the budget purchases:**

The following is a detailed description of each account and the costs attributed to that account:

**110-01- OPERATIONS \$662,463**

### **ACCOUNT #5100 – FULL-TIME WAGES \$391,956**

This account includes regular wages for six full-time employees. A 4% COLA adjustment is added into the base wages for all employees and a market adjustment for certain positions beginning July 1<sup>st</sup>.

### **ACCOUNT #5112 – SB STIPEND \$6,500**

This account covers the annual stipends for the Select Board members.

### **ACCOUNT #5120 – OT WAGES \$3,500**

This account covers overtime for meetings and elections.

### **ALLOWANCES - #5130 \$4,280.00**

This account includes mileage/toll and cellphone reimbursements. This includes a \$5.00 increase to monthly cell phone reimbursements to hourly employees.

### **ACCOUNT # 5140 - TRAINING \$2,000**

This account provides annual training and development, membership renewals, and dues for above listed employees including.

**ACCOUNT #5150 – DUES/MEMBERSHIPS \$8,360**

This account provides for annual membership renewals, and dues for above listed employees including the Maine Municipal Association.

MMA - The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.<sup>i</sup>

GPCOG – GPCOG dues will be funded through TIF-Professional Services. The Greater Portland Council of Governments is a regional membership organization that provides planning and other services to 30 cities and towns and also serves as a convener for regional leadership. In addition, GPCOG distributes federal planning and transportation funds in Cumberland and York counties.

**ACCOUNT #5210 - POSTAGE \$6,713**

This account provides the annual bulk mailing permit fee, postage for mailings, correspondence, tax bills, etc. for the departments listed above.

**ACCOUNT # 5214 – ADVERTISING \$3,500**

This account provides advertising costs for employment ads, legal, public meeting ads, and other advertising costs for Municipal Administration.

**ACCOUNT #5218 - PRINTING \$14,650**

This line provides printing costs for the Administrative Offices to print the annual town report, payables checks, tax bills, various forms and envelopes.

**ACCOUNT #5222 – SPECIAL EVENTS \$2,750**

This line provides for the presentation of the Boston Post Cane, employee recognition/appreciation and supplies for joint board meetings.

**ACCOUNT #5224 – OFFICE SUPPLIES \$8,000**

This account provides office supplies including ink cartridges, binders, binder clips, paper, etc. for the Town Administration office.

**ACCOUNT #5226 – OFFICE EQUIPMENT \$3,640**

This account provides for the purchase and maintenance of a new main office copier/fax/printer/scanning machine, postage meter lease payments and receipt printer replacement.

**ACCOUNT #5228 – ELECTION/REGISTRAR OF VOTERS \$12,605**

This line provides for the lease payments for the 2 DS200 ballot scanning machines, ballot printing, election programming, meals for election clerks on the day of elections, and 2 CCSO Deputies to be available at Annual Town Meeting.

**ACCOUNT #5710- HEALTH INSURANCE \$114,838**

This line item is used to cover the Town's contribution of medical insurance premiums for the above listed employees. The employer currently contributes 80% of the premium.

A 4.25% increase has been applied to premiums during the first half of the fiscal year and we have estimated a 6% increase for the second half of the fiscal year.

**ACCOUNT #5720- DENTAL INSURANCE \$6,132**

This line item is used to cover the Town's contribution of dental insurance premiums for above listed employees. The employer currently contributes 80% of the premium. A 0% increase has been applied to premiums during the first half of the fiscal year and we have estimated a 6% increase for the second half of the fiscal year.

**ACCOUNT #5730 ICMA EMPLOYER SHARE \$11,561**

This line item is used to cover the Town's contribution of ICMA expenses for above-listed employees. The employer contribution for FY25 is 9.90% of gross base pay wages, down from FY24 rate of 10.2%. This rate matches the current MEPEERS rates.

**ACCOUNT #5735 – MEPEERS EMPLOYER SHARE \$26,818**

This line item is used to cover the Town's contribution of ME PERS expenses for above-listed employees. The employer contribution for Plan AC is 9.90% of gross wages for FY25 down from the FY24 rate of 10.2%. The employee contribution rate will be 6.75% in FY25, also down from the FY24 rate of 6.95%.

**ACCOUNT #5740 - FICA \$30,804**

This line item is used to cover FICA and Medicare expenses for above listed employees. This is calculated at 6.2% of gross wages for FICA and 1.45% of gross wages for Medicare.

**ACCOUNT #5745 – PAID FAMILY LEAVE \$1,005**

On July 11, 2023, Governor Mills signed into law the Maine state budget in 2023 Public Law Chapter 412, which included the creation of a paid family and medical leave program (the “Program”). Maine is the 13th state to enact such a program.

Under the program, beginning in 2026, eligible workers in both the public and private sectors will be eligible to take up to 12 weeks of paid family and medical leave.

Maine’s law will guarantee workers in the state the right to paid family and medical leave when they cannot work due to serious health or caregiving needs.

The law will cover nearly all employees in Maine, including both private and public sector workers. State and local government employees subject to a collective bargaining agreement will be covered when their current agreement expires. It will cover employees regardless of employer size and include full-time, part-time, temporary, and seasonal workers. Self-employed people will be able to voluntarily opt in, as will Tribal governments.

The Program will be funded by employer and employee premium payments that will begin January 1, 2025. The premium payments may not be more than a combined 1% of wages

Employers with 15+ employees may deduct up to 50% of the premium required for an employee from that employee’s wages and shall remit 100% of the combined premium to the benefit fund.

**ACCOUNT #5750 - WORKERS COMP. INSURANCE \$1,461**

This line item is used to cover worker's compensation insurance expenses for above listed employees. The Experience Modification rate decreased for FY25 to 1.32 from 1.40 in FY24.

**ACCOUNT # 5760 - UNEMPLOYMENT INSURANCE \$1,350**

This line item is used to cover unemployment insurance expenses for the first \$12,000 gross wages per employee. The new rate is 1.86% vs. the FY 24 rate of 2.19%.

<sup>1</sup> <https://www.memun.org/AboutUs.aspx>

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ii <https://www.gpcog.org>