

**Municipal Administration**  
**Contracted/PROFESSIONAL - Dept. 110-02**  
**Requested Funding: \$120,776**

**Department Overview:**

This budget provides for professional services contracts used to hire independent contractors to perform specialized project-based services.

**Mission:**

The goal of this budget is to provide funding to hire consultants that provide the highest-quality service possible.

**What the budget purchases:**

Professional contracted auditing, legal, IT, and website services.

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

**110-02 – CONTRACTED/PROFESSIONAL \$120,776**

**ACCOUNT #5215-00 – STATISTICAL REVAL \$0**

This account provides for a statistical market update (no physical inspections) to address a falling assessment ratio. A “field review” is the process of reviewing in-field conditions in a very general sense. The review supervisor will generally drive the town with all property cards to verify the overall assessment system’s validity. They may also pay particular attention to properties where value shifts are large or where the assessment values are not expected or there was a sale at an unexpected price. It is not data collection, which is the process of having staff go door to door, inspecting interiors and measuring buildings.

**ACCOUNT #5310 - AUDITOR \$17,450**

This account provides auditing costs for all town accounts from RHR Smith & Company.

**ACCOUNT# 5316- LEGAL \$50,000**

Legal services are provided by a law firm(s) with attorneys licensed to practice in the State of Maine. Currently, the firm of Jensen Baird provides advice and representation to the Town in all legal and administrative matters with the exceptions of bond counsel services and matters of education law.

The retention of legal services is the responsibility of the Select Board and is a negotiated contract between the Board and the firm.

The appropriation of funds secures services by Jensen Baird to provide civil legal services and advice to the Select board, Manager, and Departments on a myriad of issues. These include contracts, real estate transactions, land use planning, risk management, and labor issues. The attorneys also defend and initiate lawsuits on behalf of the Town of North Yarmouth.

This account provides for all legal expenses involved in the operation of the Town of North Yarmouth.

**ACCOUNT #5318 - WEBSITE \$7,688**

This covers CivicPlus webhosting, support and updating software. \$2,900 and a new product by CivicPlus' call Archive Social, software that provides website archiving, and social media monitoring products to provide the town accurate software to remain compliant with public record laws \$4,788.

**ACCOUNT #5322 - TECHNOLOGY \$45,638**

The largest component of the Technology budget is the full-service support from ION Networking. Also included in this line are the costs for Town Hall Streams, our online streaming vendor.