



## Administrative Assistant to the Selectmen

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To: Selectmen, Code Enforcement Officer  
From: Stu Marckoon  
Re: Proposed Budget 2013/14  
Date: October 17, 2012

Here is a rough draft of the Code Enforcement/Planning Board/Appeals Board Budget for 2013/14. Mike Jordan gave his suggestions. I've not heard back from the Planning or Appeals Board, so continue their lines as the same from the previous year.

### **Salary**

After much negotiation and discussion about minimum hours of staffing, the Selectmen signed a contract that pays \$1,100/month to the CEO/LPI for a maximum of 41-hours per month. If that time is exceeded, the CEO/LPI is paid an additional \$25/hour in that month. After the first two months of the contract, the 41-hours has not yet been exceeded. The base pay works out to \$13,200. With a 3% COLA the base pay would increase to \$13,600. Figure one hour per month for potential excess time at \$25/hour is \$300 and this works out to \$13,900.

### **Deputy Wages**

There has been a fair amount of discussion about whether the current CEO requires a deputy. To date, one has not been appointed. The role of a deputy would be very limited. At \$25/hour, it's estimated the most a deputy would be needed during the year would be 8-hours, so \$200 is in the budget.

### **Supplies/Printing**

No change is requested from the current fiscal year.

### **Mileage**

The CEO estimates \$450 will cover the cost of mileage to and from training. This has not taken into account travel to and from inspections. If the CEO is not planning to request reimbursement for that mileage, that might want to be put into writing. Otherwise, I might recommend more in this line.

### **Legal**

No change from the current \$400 budget is proposed.

### **Advertising**

This covers the cost of the legal ad for automobile graveyards. No change is proposed from the current fiscal year.

**Planning & Appeals Boards** – A total of \$1,000 is budgeted for operation of these boards, which is no change from the current fiscal year.

### **Training**

The CEO estimated 3-classes at \$75 each would be needed in FY 2013/14.

**Miscellaneous**

This account has been used for a help wanted ad and certified mail costs for violations in past years. No change is proposed from the current fiscal year.

**Total CEO Budget**

Thanks largely in part to the salary adjustment, the budget is proposed to fall by \$4,200 or roughly 20%.

Respectfully submitted,

Stu Marckoon, Adm. Asst.