



## Administrative Assistant to the Selectmen

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### Proposed Code Enforcement Budget

The 2021-22 budget for Code Enforcement, Planning Board and Board of Appeals is up very little - \$300 or 0.81%

The only proposed changes are a \$200 reduction in mileage which is based on the 5-year average and still higher than that, and a \$500 increase in legal fees (doubling it to \$1,000) to reflect increased legal costs in operations of the Appeals and Planning Board.

Salary – The CEO is on a guaranteed rate of \$25/hour with a guaranteed payment for 12-hours per week. Some bi-weekly period will see her paid in excess of the \$300/week minimum depending on the number of hours. If she just made the guarantee and worked 12-hours a week or less, the budget would be \$15,600. An extra \$10,000 is budgeted for those periods in which she works in excess of 24-hours over a 2-week period.

Deputy/LPI Wages – Under the agreement with the Selectmen, the CEO is also the LPI and is paid the local share of the plumbing permit fees. There is an offsetting revenue for most of this amount. The Deputy CEO has not been utilized for a while.

State Share – Plumbing Permits – This is no change from the current year budget. The state by law receives 25% of the plumbing permit fees.

Supplies/Printing – No change from the current year budget

Mileage – Based on the 5-year average, as noted above, this has been lowered by \$200.00 or 20%.

Legal – As noted above, this is increased by \$500 based on the amount of legal work needed by the Board of Appeals in recent years. Quite frankly, we've been paying this from the Administration budget because of the size of the expenses.

Advertising – A minimal amount is in this line. We've not spent much on advertising over the years.

Planning Board – The amount budgeted for the current year is retained.

Appeals Board – The amount budgeted for the current year is unchanged.

Training - No change is proposed.

Miscellaneous – No change is proposed

**TOTAL CEO BUDGET** – As noted above, the budget is up \$300 or 0.81%