

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Tuesday, June 15, 2010  
TOWN HALL CHAMBERS  
Following the Council Meeting**

**A Town Council Workshop of the Old Orchard Beach Town Council was held on June 15, 2010. Chair MacDonald opened the meeting at 8:15 p.m.**

**The following were in attendance:**

**Chair Sharri MacDonald  
Vice Chair Michael Tousignant  
Councilor Laura Bolduc  
Councilor Robin Dayton  
Town Manager Jack Turcotte  
Assistant Town Manager Louise Reid  
Ballpark Commission Members**

**Absent: Councilor Shawn O'Neill**

**Paul Crossman gave an update on the progress of the Ballpark restoration. The most time required need is in the area of seating and the need for work on the expansion joints. It was suggested that this would take about 80 hours of manpower. He spoke of the need down the road for a scoreboard and for signage but everything is being done in an order of priority.**

**Chair MacDonald encouraged the group to look outside just the idea of baseball which they indicated they are. It is a slow process getting everything together and the volunteers have worked diligently and committed to restoring this piece of property for use by the citizens of the community. The subject of communication was discussed and is very important to the success of any organization. It was noted in the discussions that the primary individuals expected to be primary contacts would be the Commission Chair, Commission Secretary and the Facility Manager.**

**The subject of costs of events was discussed and it was specifically recommended that the determination of the Commissioners with approval of the Town Manager, and in some cases the Town Council, to expend Ballpark funds for the cost of holding an event. Events that have pre-event cost need to be fully reviewed with the Commissioners and with the Town Manager weeks before the event and before any commitment is made to host the event. The Town Manager also related that following each special event, in a timely manner, the Commission needs to report the finances relating to the event to the Town's Finance Officer, Jill Eastman. The Ballpark finance books are now set up to reflect donations, ticket sales, concessions in and out expenses, and event costs, as well as Town Funds. All financial reporting must be kept separate. The following revenues and expenses were presented to those in attendance.**



|                                 |             |
|---------------------------------|-------------|
| Lucas Masters                   | \$ 200.00   |
| MacDonald's Garage              | \$ 594.96   |
| MacDonald's Excavation          | \$ 400.00   |
| MacWilliams, David              | \$ 1,555.47 |
| Matt Cabot                      | \$ 650.00   |
| Michael's Carpentry             | \$ 1,750.00 |
| Overhead Door                   | \$ 1,500.00 |
| Pierre Bouthiller               | \$ 1,069.90 |
| Portland Plastic Pipe           | \$ 300.00   |
| Portland Window                 | \$ 2,653.00 |
| Pro-Turf                        | \$ 650.00   |
| Rays Truck Service              | \$ 300.00   |
| Risbara Construction            | \$ 660.00   |
| Roam the Earth                  | \$ 2,078.00 |
| Saco Biddeford Loan<br>Payments | \$ 252.08   |
| Saco Biddeford Loan<br>Payments | \$ 123.30   |
| Shaw Brothers Construction      | \$ 2,000.00 |
| Shaw Brothers Construction      | \$ 2,000.00 |
| Sondik Supply                   | \$ 2,052.40 |
| Treasurer State of Maine        | \$ 75.00    |
| Wights Sporting Goods           | \$ 430.00   |
| Winding Brook Turf Farm         | \$20,942.00 |
| <br>                            |             |
| Total Expenditures              | \$82,597.75 |

|                        |                    |
|------------------------|--------------------|
| <b>Balance 6/14/10</b> | <b>\$12,907.75</b> |
|------------------------|--------------------|

Councilor Dayton indicated that although on one spread sheet here, there is a need for the revenue sources to be separated from the expenses and in the future she expected this would be done. She reminded again that this is Town property and following rules of accountability are not something to be taken lightly. She questioned the payment of 7,560 to the Brockton Rox. She reminded the Town Manager that he did not have the authority to approve that payment and the Council should have made the decision. The Town Manager explained that the agreement was done before his arrival and was presented to him on the day of the event with no option to do anything but sign it.

The Town Manager expressed that he understood that at the beginning of “getting ready process” there would be last minute expenditures. He said that planning ahead is vital for the success of the programming. The designation of responsibilities took on a detailed discussion with the understanding that all future site and facility improvements should be discussed and supported by the Commission; this includes the acceptance of donations that result in a commitment of Ballpark or Town funds. He indicated that he is working with a current debit card company to install a use of credit card program, a no municipal cost program. It is planned to have the ticket and concession stand equipped.

**Councilor Dayton discussed Section 7 of the Ordinance Forming the Ballpark Commission.**

*“The Commission may, with the consent of the Town Manager and the Town Council, designate one or more of its members to serve as the Commission’s agents for carrying out the Commission’s responsibilities. Such agents may not, however, bind the Town to any contractual or financial commitments unless expressly authorized to do so by the Town Council.”*

It was discussed that an agent is basically the individual representative and public face of a Committee/Commission, etc. She felt this discussion was necessary and important for it takes on legal ramifications. Although there was some disagreement about the significance of the designation the Town Manager agreed that the comments and area of defining who an agent encompasses is indeed a matter of accountability. The Commission Chair indicated that he understood the ramifications of this not be adhered to and accepted the importance of the designation.

Another area of accountability was the need for contract information to be provided to the Town Manager. Not only should he be involved in this type of activity but the Town is liable for anything that is not done correctly as a municipality. Continued discussion on a particular possible contract understanding continued with the suggestion that the Commission needed to meet again on the subject and follow the procedures and policy of holding of meetings.

Many comments were made about the collective contribution of the many volunteers and also the Commission members and the future of the Ballpark. The Town Manager thanked them all and particularly Paul Crossman who has carried a heavy responsibility at the Ballpark. He also noted the many hours of planning that Tom Lachance has put into the successful restoration project.

The meeting closed at 10:00 p.m.

Respectfully Submitted,

V. Louise Reid  
Town Council Secretary

I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of four (4) pages is a true copy of the original Minutes of the Town Council Workshop of June 15, 2010.

Louise Reid