

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 30, 2010
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, November 30, 2010 at the Police Sub Station. Chair Quinn opened the meeting at 7:00 p.m. The purpose of the Workshop was to discuss e-mail issues, Dispatch and the Planner position.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Robin Dayton
Councilor Sharri MacDonald
Town Manager Jack Turcotte
Assistant Town Manager Louise Reid
Fire Chief John Glass
Police Chief Dana Kelley
Deputy Chief Keith Babin**

Absent: Councilor Shawn O'Neill

The Chair opened the discussion of the consideration of a new e-mail system for the use by the Town Councilors which would make it easier to archive and search e-mail messages in the case of discovery. Currently Town Councilors have options to use individual e-mail addresses through the Time Warner Cable. Bill Botting, the Town's technology consultant suggested that the workshop that Councilors be issued web addresses through the Town's web service such as the Town does currently for its employees. Bill Botting explained that using our own server would make it more easy to meet e-mail retention requirements and satisfy any Freedom of Information requirements or discovery requests that the Town receives as part of litigation since the journaling feature on the Exchange Server is being used. It will give the Council plenty of capacity to store their e-mail which is an issue for some Councilors with their current personal e-mail arrangement. Access to the Town e-mail is available from any internet connected computer using Outlook Web Access, which is very much like Microsoft Outlook and only requires Internet Explorer web browser. The Town's e-mail can even be accessible to Councilors via smart phones using Exchange ActiveSync. The Town already owns the software licenses for this so it requires no additional expense other than for the consultants time to set up the accounts. The e-mails would be retained on the Town service and would be searchable. This would make it easier for the Town to provide information readily for requests received regarding Town business. There would be no cost to implement and it literally would take three to four minutes per councilor to set this up. When asked by Councilor MacDonald how long the current system can maintain information, Bill Botting indicated that the Town can currently access back to August on the server, plus e-mails that individuals have saved in their e-

mail boxes. Councilor tousignant spoke in favor of the proposal. Councilor Dayton indicated that she agreed providing there was a policy developed which would require the Town Councilor's to perform all e-mail transactions related to Town business using the new e-mail system.

Discussion then continued on the consolidation of our dispatch operations. The Town Manager highlighted the previous workshops and other discussions held through meetings and memos on this issue which has been well discussed over the past year. Many meetings have been held. The Town Manager emphasized that he is moving forward with the instructions he has received previously from Council on the outsourcing of the Dispatch services with Sanford performing the Town's emergency Dispatch services by April of 2011. Earlier this year the Town decided to close the emergency Dispatch Center as a cost saving measure and that was reflected in the current budget. Although previous discussions with Scarborough were held it was soon obvious the State was proposing to consolidate Dispatch and PSAP services and under this plan the Town could not cross county lines to Scarborough. Sanford, it appears will be the only dispatch center in York County. The dispatch center in Sanford already provides services to twelve communities including the York County Sheriff's office. It was noted that the facility already has state-of-the-art equipment and that according to the Town Manager was built for future growth. The plus that was mentioned was that Sanford has agreed to hire Old Orchard Beach dispatchers and that, according to Councilor Dayton, is an enormous plus since that is not the normal procedure and she said that no one knows Old Orchard Beach like our dispatchers so this would be a real plus for not only Sanford but Old Orchard Beach.

Currently the annual operational budget for Dispatch is about \$445,000 and if we were to transfer operations to Sanford the annual operating budget would be about \$300,000 although there would be about \$125,000 start-up costs which is expected. The Town Manager indicated that it is obvious that this is one of the areas where we are going to have to spend money in order to save it in the future. It was noted that there might be some funding opportunities through the Public Utilities Commission. It was obvious there were mixed opinions with the Councilors. Councilor Dayton was firm in her commitment to consolidation indicating that it is the wave of the future and that with many communities already consolidating it would be unfortunate if we did not take this opportunity to move quickly before others into this consolidation agreement. Vice Chair Tousignant, on the other hand, said he would not support moving consolidation. He indicated that he was concerned about start-up costs and the fact that the Town had just purchased upgraded equipment to be used in Old Orchard. It was noted by staff that some of this equipment could still function within the local operations. Both Chiefs Kelley and Glass indicated that the equipment could be transferred to Sanford. Deputy Chief Babin recounted that it might be hard moving Dispatch but that is the way of the future to consolidate. Councilor MacDonald indicated that she felt the plan was more palatable when the Town was considering moving it to Scarborough to which she was reminded that was not a possibility at this time. It was reiterated again by the Town Manager that the cost of transitioning will be approximately \$125,000 one-time cost. The anticipated annual savings after the first year would be approximately \$145,000.

The other issue that rose discussion time was the issue of radio services across participating State agencies for communication towers, radios, microwave and public safety communication systems. These services include not only maintenance, installation, replenishment, training, consulting engineering and frequency coordination and there were concerns raised about the impact of this important function. It was noted that these are ongoing issues that are being addressed with professional and technical expertise.

The final discussion of the evening was on the position of Planner. During this time there was discussion with individuals in the audience and Council on economic development and planning – two separate positions – two separate functions – but the need in the community for both. It was noted that economic development's prime role is to increase the standard of living in a community improving the quality of life and includes process and policies by which economic, political and social well being of the citizens is enhanced and improved. Discussion included the fact that economic development refers to social and technological progress implying changes in ways goods and services are promoted in a community whereas economic development implies an increase in output. There is a difference between an economic development director and a planner. Economic development has evolved into a professional industry of highly specialized practitioners who do not sit behind a desk but rather are out of the office all the time promoting. A planner, on the other hand, urban and regional, develop long-and-short-term plans for the use of land and the growth and revitalization of urban, suburban and rural communities and the region in which they are located. They help local officials alleviate social, economic and environmental problems by recommending locations of roads, schools, and other infrastructure and suggesting zoning regulations for private property – work that requires forecasting the future needs of the population. This raised discussion on the need for comprehensive planning background and experience. Some of the qualities the Council and those in attendance suggested were a combination of both. The Town Manager indicated his desire was to get a really good Planner and that economic development and comprehensive plan experience would be plusses to a planner but not the primary qualification. In the future the possibility of hiring an economic development director who could also intertwine event coordination is something the town and the business need to explore. The Town Manager indicated that this would not go off his radar but his desire is to go out and advertise for an exceptionally qualified Planner, recognizing salary would be a consideration based on experience. It was requested by Vice Chair Tousignant that the Council be able to review the advertisement. Councilor Dayton indicated this was the administration duty of the Manager; not the policy review of the Council. Discussion continued on skill sets for both positions. Discussion also revolved around the additional responsibilities being taken on in the absence of a Planner by our Code Enforcement Officer and the Town Manager expressed his great appreciations and professional respect for the work that the Code Enforcement Officer and his department are doing during this time in the hiring process.

The Chair thanked all for their participation in this excellent discussion on issues of concern to the Council and the Community.

The meeting closed at 9:25 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 November 30, 2010.

V. Louise Reid