

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
TUESDAY, JANUARY 20, 2010
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, January 20, 2010. Chair MacDonald opened the meeting at 7:00 p.m.

The following were in attendance:

**Chair Sharri MacDonald
Vice Chair Michael Tousignant
Councilor Laura Bolduc
Councilor Shawn O'Neill
Councilor Robin Dayton
Town Manager Jack Turcotte
Assistant Town Manager Louise Reid**

This two part workshop consisted of first a workshop with the Finance Committee which included the following members: Chair Peter Prinz, Neal Weinstein, Michael Gray, and Pat Carter as an Alternate. Absent this evening were Jerry Plante and Gary Salamanca.

The Charter of the Finance Committee was provided to each individual attending the Workshop.

DIVISION 5. FINANCE COMMITTEE

Sec. 2-321. Purpose.

The purpose for the establishment of the finance committee is to assist the town council in matters regarding the financial stability of the community.

(Ord. of 12-18-1990, § II)

Sec. 2-322. Appointment.

The town council shall appoint, by majority vote, members to the finance committee.

(Ord. of 12-18-1990, § VI)

Sec. 2-323. Membership.

The membership of the finance committee shall consist of seven members, of whom five will be regular members and two will be alternates. One alternate will be considered the first alternate and the other will be the second alternate.

(Ord. of 12-18-1990, § IV)

Sec. 2-324. Appointment; term of office.

The town council shall appoint seven members to the finance committee. The members shall serve for staggered terms of two years. In case of resignation, the new appointee will fill the remainder of that term.

(Ord. of 12-18-1990, § VII)

Sec. 2-325. Voting.

**The regular members of the finance committee will have voting rights. Alternate members can vote only if regular members are absent, with the first alternate filling the first vacancy and the second alternate filling the second vacancy.
(Ord. of 12-18-1990, § V)**

Sec. 2-326. Responsibilities.

(a) Advice. The members of the finance committee shall serve at the pleasure of the town council and shall be advisory only, except for those duties and responsibilities specified to it by the Charter or by ordinance.

(b) Report on nonproperty tax revenue. Annually, the finance committee shall review all sources of nonproperty tax revenue. It shall identify any potential new sources of nonproperty tax revenue. It shall report on any suggestions in order to improve current levels of collections. Finally, it shall report such findings to the council.

(c) Capital improvement program committee. The finance committee shall serve as the formal capital improvement program (CIP) for the community. It shall review the capital improvement program list and develop a priority for submission to the town council.

(d) Budget preparation role. The committee shall participate in the budget process. Its role shall be determined by the town council.

(e) Attendance at management letter presentation. It shall be the responsibility of the finance committee to attend the annual presentation of the audit and management letter.

(f) Temporary assignments. The finance committee shall have any other temporary assignments as directed by the town council.

(Ord. of 12-18-1990, § III)

Discussion was extremely interesting and assisted the Finance Committee in establishing what the Council is asking them to do. It was indicated that the Finance Committee will assist the Town Council in its oversight responsibilities relating to fiscal management. Review and recommend approval of an annual operating budget. Several Councilors discussed what they saw as the Advisory Role of the Committee including regularly review financial results; ensure the maintenance of an appropriate capital structure; and study the organizations financial assets in relation to other municipalities. In addition, in order to assist the organization in the proper and prudent management of its financial resources, the Committee will analyze budget processes and procedures providing timely and accurate cost saving measure. The Council indicated it was very encouraged that the Committee included members who possessed skills in the discipline of accounting, investment and management.

To fulfill its purposes, it was suggested by several Council members that for this first year it might be most important to look at procedures and policies and in 2011 be more involved in the annual operating budget preparation. Some of the more detailed areas that the Committee may consider in the years ahead would be the reviewing of financial statements, income statements, operating statements and key financial performance benchmarks that the Committee deems relevant and helpful to the Council. Attention was requested on the Town's revenues and expenditures, balance sheets, investments and other matters related to its continued solvency.

The Committee discussed the time frame the Council would suggest for the Committee to report back to them; looking at the infrastructure needs of the Town and comparing other municipalities to our staffing and budgetary needs. Councilor Dayton encouraged use of the Maine Municipal Association's web site. It was also indicated that attendance at the

RSU Budget hearings would be helpful as well since the School budget projections will require a lot of consideration. Councilor Dayton indicated that development of new revenue sources is vital. Councilor Bolduc noted that progressive expanding of our non-tax revenue and other revenue sources needs to be a priority. Chair MacDonald used several times the need for “efficiency” in management and spending. The vital need for the updating of the Purchasing Manual was stressed to the Committee. Vice Chair Tousignant reminded the Committee that their role is “advisory” to the Council. The Finance Director, Jill Eastman, gave some historical information to the Committee as well as key dates in the budget preparation. It was also suggested that it would be helpful for the Department Heads to have the opportunity to sit down with the Finance Committee and the Council and review the various positions and what those positions do in the furtherance of municipal government. The Town Manger stressed the need that in the comparison of one municipality to the other, care is taken to recognize there is uniqueness to a particular municipality as compared to the other and the ability to put that into focus is important in decision making. It was agreed that more than anything, the relationship of the Finance Community and the Town Council is one of a partnership. Both the Administration and the Finance Committee indicated that communication between the Council, the Department Heads and the Finance Committee is needed in order for there to be a successful outcome of the partnership. Emphasis again was placed on the need for a five year strategic plan, something that has not been developed. Town Manager Jack Turcotte in talking about expenditures indicated that his philosophy is “Just because it is budgeted, doesn’t mean there has to be an actual purpose.” The final suggestions agreed on by the Town Council was that Process, Policy and a Plan are the three “P’s” to the Partnership.

The second part of the Workshop dealt with the Recycling Committee including their membership of Chair John Weaver, Fred Dolgon, and Jacqui Deveneau. Absent this evening were Cris Hudson, Suzanne Scalise, and William Farley,

John Weaver discussed the Silver Bullet number sheet which had been updated in order to present to the Council an idea of how we are doing. There seemed to be some discrepancies in the numbers and Councilor Dayton requested the Town Manager to arrange for a meeting with the Finance Director and BBI to get these numbers so they are understandable and correct. He also raised the possibility of increasing the recycling totals by having various businesses sponsor recycling bins in the downtown and along the beach. Council discussed the cost factor of this and how it would be done and the recycling increase that might be projected. It was recommended that John come back with some numbers of the cost of such a proposal. Not only the type and size of bins but also the cost for the printing on the side of the bins is a consideration.

Further discussion continued on the “pay to throw” concept and although Councilor Dayton urged a sooner than later date to begin, other Councilors felt that an education process was necessary particularly since if it was instituted this summer, many of those business owners would be walking into it with no prior notice or education. John Weaver suggested that perhaps October might be a good date to consider giving the summer the opportunity as a time for education and public hearings. This would also be the same month as the BBI contract begins.

Discussion of another possible Silver Bullet at either the Department of Public Works or the Milliken Street Parking lot was a consideration. Vice Chair Tousignant said that there

would be several issues raised if it was at the Milliken Street Parking Lot. It was suggested that the Department of Public Works property would be the better choice. It would require monitoring by the Public Works staff. Once the details are worked out with the Public Works Department, the proposal will be brought back to the Council. Ecomaine will be contacted to see if there is another Silver Bullet that can be used.

DIVISION 2. RECYCLING COMMITTEE*

***Cross references: Boards, committees, commissions, § 2-206 et seq.**

Sec. 46-186. Purpose.

This division establishes that the recycling committee, whose purpose and function, with or without a recycling coordinator, will be to serve as an advisory committee. The committee should also:

- (1) Know and understand the needs and wishes of the community;**
- (2) Plan and promote waste reduction, recycling, composting and environmental awareness;**
- (3) Coordinate activities with other environmentally related groups within the community;**
- (4) Promote citizen participation; and**
- (5) Communicate plans and activities to the recycling coordinator, town manager and town council.**

(Ord. of 6-20-1995, § 2)

Sec. 46-187. Organization and appointment.

(a) The recycling committee shall be comprised of a minimum of three members, whose terms shall be staggered and shall expire on June 30 of the appropriate year. Each member shall be appointed for a term of three years.

(b) Any vacancy on the committee shall be filled for the remainder to the term vacated. All members shall be appointed by the town council.

(Ord. of 6-20-1995, § 3)

Sec. 46-188. Responsibilities.

(a) The recycling committee shall elect from its membership a chair, vice-chair and a secretary. It shall be the responsibility of the chair to arrange meeting dates, provide the agenda for the meeting and be responsible for notifying the town manager's secretary of the agenda for publication.

(b) Pursuant to the town Charter, minutes of all meetings shall be filed in the office of the town clerk within 30 days after a meeting is held.

(c) The committee shall be responsible for recordkeeping of documents relevant to any project.

(d) In addition, the recycling committee may perform

**functions as may be required for recycling as the town council may assign from time to time, provided that such duties fall within the scope of recycling activity.
(Ord. of 6-20-1995, § 5)**

**Sec. 46-189. Handling of funds, expenses and revenue.
The handling of funds, expenses and revenue by the recycling committee shall be consistent with the town's rules, policies and ordinances.
(Ord. of 6-20-1995, § 6)**

The Chair expressed appreciation to the Recycling Committee for their continual good work in bringing the Recycling effort to our 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 five (5) pages is a true copy of the original Minutes of the Town Council Workshop Meeting of January 20, 2010.
Louise Reid**