

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Thursday, April 7, 2011
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, April 7, 2011 at 7:00 p.m. Vice Chair Michael Tousignant opened the meeting at 7:05p.m. The following budgets will be addressed: 1) 20171 – Recreation/Ballpark; 2) Staffing Needs; 3) any budgets that were unable to be discussed at previous budget workshops.

The following were in attendance:

**Vice Chair Michael Tousignant
Councilor Shawn O'Neill
Councilor Robin Dayton
Councilor Sharri MacDonald
Town Manager Jack Turcotte
Superintendent Chris White
Finance Director Jill Eastman
Jen DeRice – Recreation Department
Neil Weinstein – Finance Committee Chair
Mike Gray – Finance Committee Vice-Chair**

**Absent; Chair Bob Quinn (attending a funeral)
Finance Director Jill Eastman**

Recreation Department/Ballpark

At a recent Town Council Workshop the Town Manager discussion revolved around the coordination of the Ballpark and the Recreation Department. Because there might be new individuals watching for the first time and because of the absence of a Councilor from the last workshop, the Town Manager reiterated what had been discussed earlier in the budget season.

The Town Manager entered into discussion with the Council on the very important issue of funding for the Ballpark and the critical need for understanding that the success of the summer program and the future of the Ballpark itself is related to the comments he would be delivering this evening. The Town Manager indicated that he hoped and would appreciate the Council members and also those in attendance from the Ballpark to understand that his comments are not criticisms but concerns that need to be related. He also indicated to the Council that he had already discussed these items with the Ballpark Commissioners and that over the past few weeks had spent hours in discussions related to this subject. Discussion turned to the Ballpark considerations in both capital and operational areas. The Ballpark Commission was created on March 16, 2010 by Ordinance, Chapter 2, Article IV, Division 8. The Commission consists of five appointed members and two alternates. As defined, the Commission is subject to Town Council oversight and it is responsible for the improvement, maintenance and operation of the Ballpark. The Commission is charged with the following duties subject to appropriation of funds and subject to the Town's established purchasing and procurement procedures. The Commission is to undertake maintenance of and improvements

to the physical facilities; schedule events, subject to issuance by the Town Council of special event permits under chapter 42, Article IV, Division 5 of the Town Code; raise funds to be used exclusively for the improvement, maintenance and operation of the Ballpark through the sale of advertising or other promotional activities and through soliciting and accepting donations on behalf of the Town, all in accordance with the Town's established finance and accounting procedures; solicit, support and organize the efforts of volunteers to assist on the improvement, maintenance and operation of the Ballpark as a community facility; with approval of the Town Manager, obtain the assistance of Town employees in connection with the improvement, maintenance and operation of the Ballpark; and perform such other duties and responsibilities and exercising such other powers as the Town Council may, from time to time, by order, assign to the Commission. In 2010 the Town Council approved a Ballpark Facility Use Agreement and License with the Lowell All American Baseball club, Inc., a non-profit organization that participates in the New England Collegiate Baseball League for the purpose of locating the team's home field to Old Orchard Beach. The team is now the Old Orchard Beach Raging Tides. The Commission is charged with working with the Raging Tides. In May of 2010 the Town Council approved the appointment of a volunteer concession stand manager that is responsible for ordering products, inventory updates, verifying receipts and coordination volunteers. Cash registers were installed after the USCA Tournament. Night deposits are made after every event. The Commission works cooperatively with all citizens, Town departments, the RSU23 and private organizations to maximize resources, deliver services, and improve recreational and entertainment opportunities for the citizens of Old Orchard Beach. The Commission works to promote the best safe use of the Ballpark property for the benefit of the community as a whole.

The Town Manager separated the presentation into three sections:

Concession Stand

The request for a Manager to be accountable for ordering, inventory and handing of the general operation of the Concession stand was discussed. Under this individual would be about five or six volunteers who would be paid minimum wages to assist in the operation of the Concession Stand. There needs to be someone in charge and responsible for management and money. It should not be expected that this could be done with just volunteers. This needs to be a Town employee who has responsibility and accountability. There will be approximately 60 events requiring the services of the Concession stand and more as time goes by.

Facilities and Grounds

There will be over 100 events. Someone needs to be in charge of the fields, the club house, general facilities requirements. This Facilities Manager will see that the fields are prepped and ready for the games. There needs to be a presence at every game. Electrical, construction, water issues, etc., that are raised, need to have an individual focused on solving the problems presented.

Operation and Management

This needs to be an individual from our Recreation Department who will have the overall responsibility for managing, scheduling and operational responsibilities of the Ballpark. This needs to be a full time employee. This individual will need to work with the other two areas of the Ballpark administration – Concession Stand and Facilities and Grounds.

The Town Manager related that these three individuals will need to work together as a team. They can't work independently as this will not work if someone is asking "Who is the boss?" Each of the groups will have to have volunteers working with them; cultivating the volunteers for the various areas of service at the Ballpark. There was a question raised by Council as to concerns about no one specific individual being "in charge." The strong suggestion was also made that job posting and personnel procedures be followed in the hiring process.

The Town Manager asked for \$25,000 up front from the Council to be used for the establishment of this three-section model:

<i>\$ 5,000</i>	<i>Concession Stand</i>
<i>7,000</i>	<i>Facilities and Grounds</i>
<i>4,600</i>	<i>Recreation Department</i>
<i>2,000</i>	<i>Hourly Wages for Employees of Concession Stand</i>
<i>6,400</i>	<i>Hourly Wages for Employees of Facilities and Grounds</i>
<i>Total</i>	<i>\$25,000</i>

The Town Manager related that he had met with a group to discuss the business plan for the Ballpark; something that the Council has been asking for over the past several months. Some of the items that they considered were Cleaning, Central Maine Power, Water, Trash, field maintenance (paint, clay, dirt, etc.), mowing, propane, plumbing (turning on and off), irrigation, janitor supplies, porta potties, gasoline, minor equipment (hoses, rakes, wheel barrels, etc.), telephone, internet, advertising and promotion. They also talked about Revenue sources such as the Raging Tides, Concession Stand, field usage, ticket sales, donations, possible beer tent, fund raising, etc. The Town Manager also projected that with the possibility of \$50,000 to \$60,000 expenditures for the Ballpark and the possibility of a revenue source of approximately \$98,000, there would be a possibility of a profit of \$48,000. He again emphasized that he needs the \$25,000 now. He also indicated that this does not reflect on any of the capital needs of the Ballpark but that for now, operational needs take priority.

The Town Manager reiterated several times that the situation the Commission finds itself in at this moment in no way reflects badly on all that has been accomplished; it is a developmental process. He also spoke about the future possibility and consideration of either selling it or leasing it but this season will be a determining factor in how successful locally we are in running this facility. It is a real challenge and definitely has risks.

Discussion continued between the Council and the public in attendance. Many spoke in favor of the process and encouraged the Council to move forward. Questions were asked involving the concession piece; whether consideration had been given to leasing out the facility; issues about private enterprise; questions of determination of attendance this year; how much will be spent in the concession area; selling of beer and wine; future of the ballpark; change in the Ballpark Commission Ordinance, etc. The Town Manager pointed out that self-sufficiency doesn't equate to total volunteerism.

A sense of consensus was requested and although there were positive positions taken toward the plan, it was also indicated that this is the budget process and it might be too early to make a decision. It was suggested that the policies in the hiring of volunteers including advertising publicly be adhered to before positions are filled.

There was also discussion about the physical facilities of the Ballpark which include the Stadium Facility – expansion joints, skybox roofing, flooring, carpeting, basic electrical outlets and wiring and several door replacements; baseball field – field is in great shape and it is expected to be the same this year. Installation and wiring of new score board needs to be done; Club House – Several bathrooms and training room need to be completed before June; and Concession Stand – requires staffing and needs to be restocked for the coming season. Scheduling of events – additional special events are in process and/or under consideration such as Woofstock, BBQ challenge, and a fundraising musical event. The baseball schedule is as follows: USCAA Tournament – May 13-18; Raging Tide – June through August (on website); Southern Maine Men’s Baseball League – committed to 40 games with potential for another 15 to 20 games; and the American Legion Regional Tournament – August 3-7th.

The Workshop this evening continued the discussion previously started on the inter-relationship between the Recreation Department and the Ballpark. Again the position previously discussed of the part time position in the Recreation Department was discussed with Neil Weinstein promoting its elimination and the hiring of volunteers to perform those duties. He indicated that the Recreation Director said it could be eliminated but Jen DeRice argued that with the additional responsibility of the Ballpark, it is imperative to have someone that understands the organization of the Recreation Department and can follow through on follow up. Again, the Town Council Chair had previously indicated this would continue to be an item to be revised as the budget process continued.

During the discussion of the addition of responsibilities to the Recreation Department, the Vice Chair raised concerns about the work load and also Councilor Dayton raised the issue of the sustainability of funding of the Recreation Department position when the individual was hired being able to continue to have focused efforts in that regard. Again, Jen Rice indicated that because much of what impacted those sustainability issues are winter activities, she felt the adjustment could be made to sustainability. The questions of defining job descriptions rather than just duties was raised by Councilor Dayton but the Town Manager indicated, that although he would make changes as she recommended, he did not have the time to spend to prepare for this evening’s workshop and that urgency is the relevant issue here. The Vice Chair expressed appreciation to the Ballpark Commission for the business plan which he had been asking for over the past year or so and also was impressed with the schedule for the summer of over 100 games at this point with many more requests coming in for use of the field.

Members of the Ballpark Commission joined in supporting the Town Manager’s position in proposing the structured change for this summer recognizing that it will take a year to see if this activity produces the financial and entertainment results that are expected. The question of writing checks was raised and it was indicated that the check writing function is that of the Finance Director not individual employees. The Ordinance related to the Ballpark Commission needs to be revised dealing with structure and position responsibility. It was also noted that along with volunteer participation this summer there would be the opportunity to use interns and that this would greatly enhance the individual participation in the various functions.

The Town Manager explained that this is the municipal injection into the Ballpark that is necessary and required for the successful functioning of all areas of responsibility and accountability. The need for the \$25,000 is urgent and he asked for consideration so that on Monday evening that decision will be finalized at a Special Town Council meeting.

Many spoke of the collaborative effort of the volunteers and the Ballpark Commission and their appreciation for what has been done and anticipation of an enormously successful summer program. Appreciation was expressed to the Town Manager for the hours of time he has spent on the Ballpark mission.

Staffing

The second part of the Workshop was to address significant staffing changes that were recommended in the presentation of the 2011/2012 budget by the Town Manager. It was determined at 9:00 p.m. when this part of the workshop began that it would end at 9:30 p.m. so most of the meeting was composed of the explanation of the changes by the Town Manager.

The Town Manager encouraged the Council not to think of these changes as what the Town Manager would want but what is fiscally responsible considering the budget challenges. He said, in making them, no doubt there would be an Impact on services provided but you can't have it both ways. He said this is downsizing of downsizing. He also reminded the Council that in their possible discussion of cuts to Waste Water, Public Works, Police and Fire, there are contract considerations and legal ramifications that are necessary considerations. He indicated that although, amid dismal job market and massive State budget cuts, there seems to be a more public awareness of the wages and benefits paid to employees, there are legal constraints with contract verbiage that can't just be overlooked or disregarded.

Discussion continued on the proposed Reorganization suggestions which would possibly save \$167,713 from the budget. The elimination of the Assistant Town Manager position; the moving of the present Accountant to the Town Manager's office as Human Resource Director/Administrative Assistant position; the retirement of the Deputy Code Officer (part time) and the assignment of the Deputy Assessor (half time) to the Code Office; the elimination of the Assistant Planner, the Administrative Assistant Planning, and the restructuring of the position of the Administrative Planning and Code Assistant; the possible retirement in the Police Department and the new position of Office Manager – 2nd shirt; and the reallocation of time between the Public Works Administrative Assistant and 1/3 of that full time position assigned to the Finance Department. There were salary increases to the positions of Human Resource Director/Administrative Assistant, Planning and Code Administrative Assistant, and the Public Works Administrative Assistant because of taking on additional responsibilities. The total savings again is estimated to be in the area of \$167,713. Neal Weinstein did question the raise for the Human Resource Director/Administrative Assistant position. Councilor MacDonald reminded everyone that no one is losing their job.

The Town Manager also suggested that he had been here for over a year-and-a-half and that it might be time for the Council to have an executive session to discuss his evaluation. It was determined that if this was to happen it should be scheduled before further discussion on the staffing changes.

It was noted that it would be discussed with the Town Council Chair about an executive session and also further discussion would have to be held regarding these staffing changes.

To be Revisited: The \$25,000 request for Ballpark funding will be revisited on April 11, 2011 at a Special Town Council Meeting.

To be Revisited: Already on the revisited list is the part time position at the Recreation Department.

To Be Revisited: An Executive Session to discuss the Town Manager's evaluation will be set.

To Be Revisited: The staffing changes recommended by the Town Manager will Need to be discussed again at another budget hearing since no Consensus was given on any of them.

The meeting was closed at 9:15 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 six (6) pages is a true copy of the original Minutes of the Town Council Workshop of April 7, 2011.

Louise Reid