

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Wednesday, March 23, 2011
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, March 23, 2011 at 7:00 p.m. Chair Quinn opened the meeting at 7:05 p.m. The following would be discussed: 20109 – Board of Registration; 20107 – Town Clerk; 20108 – Elections; 20171– Recreation; any budgets that were unable to be discussed at the March 17, 2011 budget workshop

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant – arrived at 7:40 p.m.
Councilor Robin Dayton
Councilor Sharri MacDonald
Town Manager Jack Turcotte
Assistant Town Manager V. Louise Reid
Town Clerk Kim McLaughlin
Voter Registrar Beth Gilman
Finance Director Jill Eastman
Recreation Director Jason Webber**

Absent: Councilor Shawn O'Neill

Town Clerk/Election/Voter Registration

The Voter Registrar's office is responsible for making the voter registration process accessible to residents who wish to register to vote and maintaining accurate and up-to-date voter registration lists. The Conference Training line is the cost of seminars put on by the State that are required for certifications and some are mandated by the State.

The Town Clerk's Office serves the residents of Old Orchard Beach. All functions of the office are governed by Ton Charter, Town Ordinances and State Statues. The office is staffed by the Town Clerk and a part-time Deputy Clerk. The functions of the Town Clerk's Office are administration, election and records management. The Town Clerk's Office is responsible for all the vital records of the Town, 1883 to present, including recording and issuance. The Office issues dog licenses, hunting/fishing licenses; parking, permits, horse permits and passports. Repository for all minutes of the Town including the Town Council and all boards and committees, as well as contracts, lawsuits and various other records the Town Council and Department Heads may file from time to time. The Office assists with the Town Council agendas, and creates and advertises for other committees and commissions. The Office is responsible for the codifying of our ordinances, records DBA's and Pole Permits. The Town Clerk is responsible for conducting all local, state and federal elections. These responsibilities

include arranging for wardens and ballot clerks for Election Day and training to ensure the election process goes smoothly, ensuring the polling place meets ADA requirements, making sure the voting machines are well maintained and operate properly, accurately, and efficiently tallying the voting results on Election Day. The Town Clerk is also responsible for nomination papers, preparing the ballot, posting the warrant, recording and submitting election results to the State, the municipality and other requests submitted.

The 20107-50107 line is for wages for the part time Deputy Clerk which averages 33 hours per week, 52 weeks a year and also funds a 30 hour week position for the Voter Registrar. For conferences and training, the Town Clerk has a benefit from the Town Clerk's Association paying for part of training as she holds a position in the Association. There is a cost for the codification of the ordinances, both printed copies and on the web site. The Codification for FY2010 had been exceeded due to the formulation of an Ordinance Review Committee, and the amending of several ordinances, but the Code Enforcement Officer advises this will be complete before FY2011. The Part Time Employee Wages line showed an increase of \$3,000 from last year which was due to change in elections. November is the Gubernatorial Election which is a heavily attended election and there is also an election in June for the RSU 23 Budget Validation Referendums. The budget does not take into account another Budget Validation Referendum if the first one fails. Discussion on the Computer Support account indicated that this account funds the cost of coding the voting machines for each election. This line decreased by \$900 this past year because the State does not have a June election planned. The RSU has paid for the coding of the machines for their portion of the election. Also, the State of Maine has sent voting machines out to RFP. They have been advising the Clerks for approximately three years now that we will be required to update our voting machines. They have now said they want to have the process finished by the November elections. They're not sure of the cost of the machines, or how much each Town will have to pay, so these numbers are not included in this budget. If the RFP comes to fruition, the Town Clerk's Office will advise management and the Town Council. In the Operating Supplies/Equipment line is the replacement of five voting booths per year in the amount of \$1,300. Questions were asked on the Printing and Copying Line – 20107-50502 - and a request to go back for reconsideration during the Budget process. Both the Voter Registration and the Town Clerk's budget pretty much stayed within the parameters of last year with the exception being the codification.

Revisit: Is there a possibility of reducing the 20107-50502 line – Printing and Copying?

Recreation Department

The Administrative Division of the Recreation Department prepares and manages the department program and operating budgets; recruits and trains regular, part-time and voluntary personnel; established and advises Department special interest associations; and assists quasi-public organizations in the delivery of recreation services. The division is responsible for securing and administering Federal, State and City funds for recreation capital improvements; scholarship; comprehensive department planning; and helps with other recreation facilities. The Department as a whole works cooperatively with most of the

other departments within the Town, including the School Department, Library and private organizations to stretch resources, deliver services, and provide support to achieve the quality services that the citizens of Old Orchard Beach have come to expect.

The Recreation Division provides leisure and enrichment activities that will meet or exceed the needs of the citizens of Old Orchard Beach. The Department focuses on offering a variety of programs to serve various populations, from youth to adults, within the community. We strive to provide all programs in a financially responsible manner. The Recreation Department will continue to be guided by a cost-of-service principle with regard to our rates and fees. We are committed to continuously improving all programs, while hoping to add value and improve quality of life to our participants. Through collaborating efforts with area communities, our youth are able to compete in various sports programs such as Football, Soccer, Cheering, and Basketball. In addition, we offer youth and adult enrichment programs, trips, and classes throughout the year. The Department is looking forward to expanding their services in the coming year with new sports programs for teens and adults, summer youth sports camps, teen trips and programs, and after-school enrichment classes. Our youth sports program has undergone many changes in the later months of 2009. A much improved product for the coming year is on its way with the addition of a new youth sports handbook, coaches' manual, and a more defined youth sports philosophy for the Town.

The Child Care Division has shown growth and quality of the Gull Care After-School Program. Coordinated by the Assistant Director, Nikki Duplisea, they strive to provide a program that meets and/or exceeds the State of Maine Day Care Regulations. As a Recreation Department they are not obligated to meet such high regulations; however, we do so in order to provide quality care for our students and families. Other child care opportunities include: School Vacation Camps, Teacher Workshop Days, Early Release Days, Summer Day Camps, Gulf Challenge and Before-School Care. This coming summer will bring about some new and innovative changes that will better serve the community and improve the overall quality of the summer program.

The Senior Division which is the 50 plus/minus Club has over 100 members who are able to choose from multiple programs on a weekly basis. The program is geared toward adults over the age of 50 and is a work-in-process program. An expansion was experienced in 2009. The addition of a 14-passenger mini-bus in 2008 afforded them the opportunity and flexibility to improve our programming options and the ability to cater activities to the needs and desires of each individual group. Along with nearly 100 annual program options, members of the 50 plus or minus group benefit from quarterly newsletters, meetings to share program ideas, and also from the use of the Recreation Department's fitness equipment. This year was spent building a strong foundation of dedicated followers and the coming year will bring the expansion of overnight and extended travel options to this aging and active population.

Community Events Division coordinates or assists in several special events through the year. Some of the major community events included: Summer Concerts in the Park; Egg-stravaganza, 4th Grade Theme Trees, Seaside Art Festival, Celebration by the Sea, the Christopher Cash Memorial Race, and Jimmy the Greek's "Frozen 4 Miles." In addition they are instrumental in the newly formed group, OOB365. They have participated in the

coordination of such programs as Taste of OOB, Autumn Celebration, Woofstock, and First Night.

The budget projection for the 2011/2012 shows a reduction in the conference/training line because of the economic downturn. The costs involved here are tuition and fees for professional development and training. Certifications of three members needs to continue in order to assure continuous educational documentation needed for programming. Training is critical to their operation but safety is their number one concern. Each employee will have at least five hours of training in safety and employees with professional certification within their field will be offered ten hours of training toward their re-certification each year.

Discussions on Dues, Memberships and Licenses included several groups including Maine Association for Health, Physical Education, Recreation and Dane; Maine Recreation and Park Association; National Recreation and Park Association; New England Park Association membership; Southern Maine Association of recreation Technicians (SMART); and State of Maine Child Care License.

Discussion continued on the service contracts which included: Cleaning Services, Gym Routine, Check-ups and Maintenance. Teen Center Service Contract and Water Company. Also discussion on the advertising budget line was considered high including the summer brochure, fall/winter/summer flyer and newspaper inserts, senior quarterly newsletter, advertisement for part-time job postings and recreation website and management program. The high amount on the cell phone use was discussed as well. Questions were asked about the scholarship program which is funds used for families that have difficulty with meeting the financial obligations. It was noted that the vehicle repair line would include the possibility of new tires for the bus. It was noted that \$5,000 of the Special Event budget was for the Recreation Department and the other \$5,000 was designated for the Memorial Day Parade.

Revisit: The question of the budgeted items for
Service Contracts needs to be revisited.

Ballpark

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 Budget 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 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:

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

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 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 Ballpark Commission members who were present indicated their support of the plan submitted by the Town Manager.

The following changes were recommended:

**Changes to Budget During Workshops
FY 2012**

3/17/2011	20131/50106	Police Full Time Wages	\$(34,325.00)	SRO paid by RSU 75%
	20131/50124	Police In Lieu of Insurance	\$ (4,090.00)	Corrected error
3/23/2011	20151/50107	Recreation Part Time Wage	\$ 28,776.00	Reinstate Peg's Position
	20151/50201	Recreation FICA	\$ 2,290.00	Reinstate Peg's Position
	20151/50203	Recreation ICMA	\$ 1,440.00	Reinstate Peg's Position
	20151/50210	Recreation Health Insurance	\$ 16,350.00	Reinstate Peg's Position
	20151/50211	Recreation Dental Insurance	\$ 690.00	Reinstate Peg's Position
	20151/50212	Recreation IPP Insurance	\$ 305.00	Reinstate Peg's Position
Total Changes to			\$ 11,436.00	

Budget

- Revisit: Request to see the Business Plan for the Ballpark.**
- Revisit: Need for Revision of the Ballpark Commission Ordinance?**
- Revisit: Reinstate the Part Time Office Position at Recreation**

In the continuing budget process the following issues need to be revisited:

- Revisit: Town Clerk's Budget:
Is there a possibility of reducing the 20107-50500 line –
Printing and Copying?**
- Revisit: Recreation Department:
The question of the budgeted items for Service Contracts
needs to be revisited.
Reinstate the Part Time Office Position at Recreation.**
- Revisit: Ballpark: Request to see the Business Plan for the Ballpark.**
- Revisit: Need for Revision of the Ballpark Commission Ordinance?**

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 eight (8) pages is a true copy of the original Minutes of the Town Council Workshop of March 23, 2011.

Louise Reid