

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, May 11, 2011  
TOWN HALL CHAMBERS  
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, May 11, 2011 at 7:00 p.m. Chair Bob Quinn opened the meeting at 8:42 p.m.

The following were in attendance:

**Chair Bob Quinn  
Vice Chair Michael Tousignant  
Councilor Shawn O'Neill  
Councilor Robin Dayton  
Councilor Sharri MacDonald  
Town Manager Jack Turcotte  
Assistant Town Manager V. Louise Reid  
Finance Director Jill Eastman**

First on the agenda will be these items which were not addressed at the last Workshop meeting.

20139 – Hydrant rental; 20140 – Street & Traffic Lights; 20196 – Tax Abatements; 20197 – Debt Service; and 20198 – Debt Service Interest.

**20139 – Hydrant rental - \$137,000**

Hydrant rental rates are set by the PUC in cooperation with Biddeford & Saco Water Company. We have approximately 216 “public hydrants which are installed, maintained and rented from Biddeford Water Saco Company at a rate set by the PUC. They are painted in yellow. Also there are 41 “private hydrants” which are owned by condo associations or management agencies in areas such as Dunegrass, Whispering Sands Condo, Cider Hill and Rockland Drive, Deer Isle and Castine Drive. These are painted in red and the Fire Department does not pay for them. Neal Weinstein suggested that the cost to buy them would be cheaper for the Town rather than renting them from Biddeford Saco Water Company.

**20140 – Street & Traffic Lights - \$225,000**

There are 1.187 street lights in Old Orchard Beach; 159 under the care of the Public Works Department. There is one signal and five flashing lights. The question was asked if for the street lights that we pay Central Maine Power, is there a contract. Neil Weinstein of the Finance Committee stated that he felt the use of street lights throughout the Town was excessive and should be reviewed such as the Square and the Town Hall area where winter

activities are less. The Town Manager explained that this has been reviewed but often the older lights have to be addressed individually.

**20196 – Tax Abatements - \$100,000**

The Finance Director explained to the Council that this particular line – 20196 – is made up of three types of abatements. There is the sewer abatements, poverty abatements and then people can file for an abatement if they feel their property was assessed too high. This is reviewed by the Assessor and they may or may not be granted an abatement.

**20197 – Debt Service – 50350 and 50395 - \$2,239,098**

Principal Payments \$1,804,391 – an increase of \$35,541  
Interest Expense 437,707 – a decrease of \$110,938

Bonds	Issue Date	Maturity	Principal	Interest	Balance
GO Refunding 1998	4/1/98	9/1/18	\$ 545,000	\$36,678.75	
	Issued Amount - \$5,975,000			23,735.00	\$ 955,000
GO Refunding 2003	11/13/03	9/1/23	830,000	56,804.38	
	Issued Amount - \$7,520,000			42,279.38	\$2,005,000
SRF Funds 2009	10/31/08	10//01/28	60,000	10,484.40	
	Issued Amount - \$1,200,000			9,158.50	\$1,020,000
MMBB 2009	10/31/08	11/01/28	205,000	85,261.90	
	Issued Amount - \$4,100,000			83,020.23	\$3,485,000
MMBB 2010 – Police Station	5/27/10	11/01/30	125,000	42,691.00	
	Issued Amount - \$2,500,000			39,216.00	\$2,375,000
<b>Total Bonds</b>	<b>Balance -</b>	<b>\$ 11,605,000 as of June 30, 2011</b>			
	<b>Principal Payment</b>	<b>1,765,000.00</b>			
	<b>Interest</b>	<b>429,339.64</b>			
	<b>Total</b>	<b>\$ 9,840,000 as of June 30 2012</b>			

Lease/Purchase	Issue Date	Maturity	Principal	Interest	Balance
Vac-All	9/15/07	9/15/13	\$ 29,573.29	\$ 4,661.49	\$ 63,545.53
	Issued Amount - \$ 208,000.00				
Recreation Bus	1/15/08	1/15/11	0	0	0
	Issued Amount - \$ 43,860.00				
Copiers	4/01/08	4/1/08	9,817.18	705.33	10,163.74
	Issued Amount - \$ 48,572.00				

Total Debt Service	Principal Payment - \$1,804,390.47
	Interest 434,706.46
	Total \$2,239,098.00

Previously the Town Council in a Workshop reviewed issues relative to the Town Council, Town Manager and the Staffing issues but asked that these issues be revisited.

**Town Council -20101**

**20102-50121 – Annual Stipend - \$10,000**

**Revisit: Revisit: 50121 – Would like both Town Manager and Council Secretary stipend broken into two accounts. Discussion of staffing changes has been scheduled for this evening and how they affect all budgets.**

The revisit of 50121 has already been done by the Finance Director. The discussion of staffing changes will be addressed this evening.

During the discussion of the Secretary position to the Town Council, the determination of the elimination of the Assistant Town Manager position was discussed. Although the Town Council has not officially voted on the issue, there appeared to be general consensus to keep the position. In March, Town Manager Jack Turcotte, made the initial budget proposal for the upcoming year, suggesting that he proposed “out of the box” ideas to save the Town money. One suggestion was the elimination of the Assistant Town Manager’s position. He suggested the establishment of a Human Resource Director who will also service as Administrative Assistant to the Town Manager to replace the Assistant Town Manager position. The Assistant Town Manager would move to the Police Department as Second Shift Supervisor. It was pointed out that the Charter requires the Town Council have its own Secretary and the Assistant Town Manager has served in that position for seven years. In addition, the Charter denies the Town Manager the opportunity to serve as the Secretary to the Council. Vice Chair Tousignant said he could not support the elimination of the position which includes preparing agendas, commentaries, minutes, press releases and serving as a liaison between department heads and the Town Council. Councilor Dayton said she fundamentally disagreed with removing the position. Councilor O’Neill expressed his support of keeping the position. He indicated he could not see any Town Manager effectively running his office without the position of Assistant Town Manager.

**Revisit: The position of Assistant Town Manager, by consensus the position will not be eliminated and an adjustment to the budget on that position as well as the Second Shift Position at the Police Department will have to be addressed in budget figures. The Human Resource position and Administrative Assistant position to the Town Manager will need to be discussed as well and adjustment made as requested. The \$4,800 assigned to Secretary of Council needs to be reassigned to the general fund.**

**20120-50201 – FICA-Medicare – Employer Share - \$395**

This account funds the Town's share of FICA and Medicare for the annual salaries of the Council. FICA is 6.2% and Medicare is 1.45 %.

**20102-50251 – Conference Training - \$300**

This accounts funds the cost of conferences attended by Council Members.

**20102-50256- Dues/Memberships/Licenses - \$10,417**

This account funds the Town's memberships to:

Maine Municipal Association	\$ 9,608
Old Orchard Beach Chamber of Commerce	150
Community Television	400
Eastern Trail	250

Revisit: The Town Council requested that the Old Orchard Beach Chamber of Commerce dues of \$150; and the Eastern Trail dues of \$250 be included under the Agencies account where the requested funding by them is assigned. The Finance Director has indicated this can be done and will make that adjustment.

**20102-50303 – Audit Services - \$19,400**

This account funds the annual audit of the Town by Runyon, Kersteen, Ouellette

**20102-50310 – Service Contracts - \$2,700**

This account funds e-mail service for the five council members

**20102-50500 – Administrative/Office Supplies - \$500**

This account funds general office supplies including name plates, paper, binders, etc.

**20102-50501 – Operating Supplies/Equipment - \$1,000**

This account funds items such as plaques, gift for Councilors that are leaving, etc.

**20102-50502 – Printing and Copying - \$3,000**

This account funds the printing of the Annual Town Report.

**The following are Revisit items:**

**Revisit: The position of Assistant Town Manager, by consensus the position will not be eliminated and an adjustment to the budget on that position as well as the Second Shift Position at the Police Department will have to be addressed in budget figures. The Human Resource position and Administrative Assistant position to the Town Manager will need to be discussed as well and adjustment made as requested. The \$4,800 assigned to Secretary of Council needs to be reassigned to the general fund.**

**Revisit: The Town Council requested that the Old Orchard Beach Chamber of Commerce dues of \$150; and the Eastern Trail dues of \$250 be included under the Agencies account where the requested funding by them is assigned. The Finance Director has indicated this can be done and will make that adjustment.**

**The meeting was closed at 9:45 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 of May 11, 2011.**

**Louise Reid**