

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, June 6, 2012  
TOWN HALL CHAMBERS  
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, June 6, 2012. Chair Quinn opened the meeting at 7:04 p.m.

The following were in attendance:

**Chair Bob Quinn  
Vice Chair Michael Tousignant  
Councilor Sharri MacDonald  
Councilor Robin Dayton  
Councilor Michael Coleman  
Town Manager Mark Pearson  
Assistant Town Manager V. Louise Reid  
Finance Director Catherine Saltz**

The Finance Director spent the first few moments presenting materials to the Council that will be discussed at a future workshop. She indicated it is an updating of sections of the budget book bringing more permanent figures into play. She presented to them the estimated payroll for the FY2013 budgeting indicating suggested staff changes or reorganization. The printouts will indicate salaries, benefits and total wages as well as indications of overtime hours.

Discussion this evening is on the Recreation Program and Department Budget. A review of the salary scale as well as benefits given to the staff was indicated on the hand out sheets. Job descriptions had been provided to the Council on the suggested organizational structures.

Position	Total Compensation
Assistant Recreation Director	\$ 68,294.13
Admin. To Rec/Prog. Dire.	45,257.86
Programmer	21,399.30
Programmer	12,839.58
Recreation Director	72,254.60

Two new positions above are the Programmers; both part time. It was expressed that to continue the programming schedule and to enhance the opportunities for more programming opportunities the reorganization of the department by the hiring of two part time programmers and the elimination of the administrative assistant position will permit programming goals to be accomplished. Taken out of the budget projections for 2013 is the stipend of \$10,000.

Also discussed were areas of programming conducted by the Recreation Department and that the main objective and goal of the department is to provide economical programs for the citizens of Old Orchard Beach with the desire to allow all families to be serviced which requires scholarship programs to enhance those needs. Revenue sources include cheerleading, communities for children, summer camp, soccer, adult programs, special events, basketball skiing, karate, football, after-school-care, and general programs. The history of new programming opportunities has been acknowledged by many recreation leaders in our community and other nearby communities. With a limited staff they have accomplished programs reaching the youngest and the oldest of citizens.

The after-school- program brought in \$85,544.91 through May of this year; the summer camp \$25,661.59; with additional revenue in the thousands from the other programs. Expenses for the various programs were documented in the amount of \$157,599.58 with a net income gain of \$7,744.18 as of May 31, 2012. A great deal of time was spent discussing the Undesignated Reserve Fund 203 which shows a deficit of \$41,906.98. It is acknowledged that this deficit continues from the time of the closing of the Club Karma; an original deficit of over \$60,000 which has been attached to the Recreation Department since 2003 when Club Karma closed. The present Recreation Director was not here at that time. Their appeared to be consensus that this fund should be cleared through the General Fund so that the Recreation Department is not showing the deficit each year which would permit a more clear indication of what it costs to run the Recreation Department and the profit/loss as a result of the programs. Discussion involved the need for a bus for the programming operation and the question was raised whether to include funding requests in the CIP budget. The Recreation Director was confident that programming costs met the programming needs of our community.

Discussion continued on other budget considerations including conference and training, required because of the after-school-program; service contracts; dues, memberships required for Recreation programming; advertising; phone costs; supplies; vehicle costs including fuel and mileage for use of staff motor vehicles; and a synopsis of special events provided by the Recreation Department including Concerts in the Park, Egg-stravaganza, outdoor basketball tournament, Jimmy the Greek Frozen 4-miler, Celebration by the Sea, Pitch hit and run, Petanque tournament and family dance.

## Revenue

Going through each of the classification lines, the Council discussed possible changes. Discussion included general government including motor vehicle excise tax, cable franchise fees, State Revenue Sharing, Use of Undesignated Fun Balance, payment in lieu of tax, tax interest. There is a decrease in revenue from the prior year budget of \$20,000. In the area of licenses including business, electrical, plumbing, building permits, town clerk fees, planner fees, show a projected decrease of \$35,700 from the previous year.

In discussion of the public safety licenses/permits/fees which includes parking meters, parking lot revenue, parking fines, false alarms, ordinance violations and parking lot fees, it was noted that there appears to be a \$65,600 decrease from the previous year. Whether the change in the parking lot fees to \$10 a day will do anything to increase funding remains to be seen.

**It was noted a change should be made in the State DOT grant from \$24,000 to \$50,000 revenue. A discussion of the refund from the Transit Bonus Program for the Biddeford Saco Old Orchard Beach payment of \$105,000 will reduce the actual cost of participating in the program with the other two communities, Biddeford and Saco. The question of the sewer fee use and the possible discussion again of a sewer user fee is something that would have to go to workshop and not considered in this budget projection. The Finance Director questioned some of the fees relative to the tipping fees and the comment was made that this is a controversial situation going back to the instituting of the contract with MERC.**

**It should be noted that a collaborative package for capital projects on a town wide basis, as well as funding options to match these requests has been prepared by the Finance director and Town staff. The Town of OOB CIP FY13 list depicts priorities by Department for the next fiscal year. The Capital Improvement List provides a short description of each program and project. Specific programs have been identified as annual expenses by category on a town wide basis. In addition, specific projects have been identified and the request that in the coming months there be a five year plan of prioritized projects. The Finance Committee in attendance noted that one of their long-term goals is the development of such a priority listing.**

**Refunds to the Undesignated included the Comprehensive Plan continues and the suggestion to decrease the projected amount in the budget did not seem to have the priority of the Council and needs to be reconsidered. The question of library security upgrades was mentioned and the need for their computer equipment to be upgraded and for security systems to be accurate is a concern. Again the reassignment of the \$6,000 for Town Clerk Record Archival was done as it had not been placed in the proper account last year. Further discussion during the budget process on the possible expansion of Downeaster service in the coming year means the need for an upgrade to the train station boiler. Noted was the unexpended surplus of \$20,000 for the Historical Society roof. Video Production Equipment. Rescue Vehicles, the ATV Purchase for the Lifeguards, and computers for Rescues are noted as refunds to the Undesignated. Other refunds include Police Vehicles and Public Works Vehicles and the reduction of the \$15,000 misallocated before for the Skateboard Park.**

**New requests include the Town's telephone system is antiquated and in order to be adequate to cover the needs of the Town Hall this has been proposed for 2013 so that it is in line with the upgrade at the Police Department when it was built. Parking kiosks and an upgrade fuel software system raised discussion in length. The Finance Director spoke about possible kiosk units with solar and without solar. The units would all utilize a two battery setup, the better to deal with the power usage of the bill acceptor. The Shelby has the capability of making change using \$1.00 and \$.25 cent coin while the Luke II does not have change making capability. It was noted that a system that accepts credit cards have monthly charges attached to them. These charges can be reduced or suspended during the winter months. Units go from the cost of \$46,538 down to \$39,373 plus telephone charges. A new request for funding for a Recreation bus; Tough book computers for rescue, update cameras in seven vehicles, and police vehicles were new requests.**

**Unexpended surplus included the Treatment Plant Equipment; Town Hall Improvements.**

**Other capital projects include Road Maintenance/Improvements, Sidewalk, Sewer, Building, Stormwater Maintenance Improvements. These estimates do not contain any contingencies for price escalations due to market fluctuations or change in scope of work. It should be noted that overtime staff costs for CIP projects are also included in the Public Works budget. Pending Safe Routes to School Grant to cover costs potentially are \$40,000. For each of the designated capital projects a listing was provided showing estimated date of completion.**

**Because of the lateness of the hour it was necessary to move the discussion on the Ballpark to the next Workshop.**

**The Chair thanked everyone for coming and participating in the budget process.**

**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 copy of the original Minutes of the Town Council Workshop Meeting of June 5, 2012.**

**V. Louise Reid**