

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, April 30, 2014  
TOWN HALL CHAMBERS  
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 30, 2014. Chair Bob Quinn opened the meeting at 6:32 p.m.

The following were in attendance:

**Vice Chair Bob Quinn  
Councilor Kenneth Blow  
Councilor Jay Kelley  
Councilor Joseph Thornton  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid  
Finance Director Diana Asanza**

**Absent: Chair Shawn O'Neill  
Councilor Malorie Pastor**

The Vice Chair thanked those in attendance for these important discussions.

**20174 SERVICE AGENCY ALLOCATION**

- The Council last year requested that the Finance Committee make recommendations for service agency funding.
- 20176 TRANSIT DISTRICT SUBSIDY

The following agencies have requested funding from the Town.

|                                    | <b>Date Received</b> | <b>Amount</b>       |
|------------------------------------|----------------------|---------------------|
| Biddeford Free Clinic              | 3/17/14              | \$ 1,000.00         |
| Caring Unlimited                   | 3/18/14              | 2,349.00            |
| Community Animal Watch             | 3/19/14              | 3,000.00            |
| Community Partners, Inc.           | 3/20/14              | 500.00              |
| Community Watch Council (CWC)      | 3/05/14              | 1,000.00            |
| Kids Free to Grow                  | 3/04/14              | 1,000.00            |
| OOB Chamber of Commerce            | 3/17/14              | 2,500.00            |
| OOB Food Pantry & Clothes Closet   | 3/14/14              | 4,000.00            |
| Salvation Army                     | 3/20/14              | 3,000.00            |
| Southern Maine Agency on Aging     | 3/03/14              | 3,000.00            |
| Southern Maine Parent Awareness    | 3/18/14              | 250.00              |
| York County Community Action Corp. | 3/03/14              | 3,200.00            |
| York County Shelter Program        | 3/13/14              | 2,603.00            |
| <b>Total</b>                       |                      | <b>\$ 27,402.00</b> |

A different process is being recommended by the Finance Committee in that perhaps contributions be considered in the fall rather than at this budget process and the Council determine the amount to be expended in contributions and the determination made once that amount has been stipulated.

Finance Committee Chair, Mike Gray, opened up the meeting to discuss the recommendation to appropriate funding as a whole and not identify groups now. There was discussion in this regard but mixed reaction from the Council on doing it this way and the suggestion that perhaps this should be a consideration next year in budget preparation. There were several groups who had asked for allocations in the audience who listened intently to the discussion of the economic impacts of this budget and the necessity to review all requests carefully. The Finance Director indicated that each agency that had come in had prepared a request and a budget form to the office of the Finance Director. There were questions on the support of the fireworks and whether this should even be in this part of the service agency requests. It was suggested again that as Councilor Pastor had mentioned previously that the Town needs to focus on the preparation of a Marketing Plan. An examination of how we should spend the tax payer’s money is an important issue to be discussed. In discussing the fireworks it was noted that there is a difference between venue with fireworks for compact audiences in which you spend less because fireworks safety regulations regulate the size of the firework (shells) are cheaper and you are right on top of them they look better. When you spread out the fireworks, they cost more. It was noted that \$10,000 is not a lot of money to support the fireworks. This is a revisit item – how does the Town want to move on fireworks? It was suggested that in the past that businesses used to match funds. It was suggested that this be revisited when there is a full Council in attendance.

As far as the funding for the organizations, it was recommended that this be revisited when the Finance Committee comes back with a recommendation in May. It was suggested that perhaps a total of \$28,902 would cover the requests but it was felt the total number should come up in the revisit. There was also the recommendation that they follow the Town Manager’s recommendation of \$12,500 and keep the list as it is for FY15 and move the \$10,000 out of it for the Fireworks. It was then suggested that we fund the same level as FY14 - \$12,500 – for the same agencies with the addition of the Community Animal Watch (CAW). The Finance Commission Chair would like to have it revisited. The recommendation for funding includes:

|   |         |
|---|---------|
| Community Animal Watch                          | \$2,400 |
| Community Watch                                 | 880     |
| OOB Food Pantry & Clothes<br>(Methodist Church) | 2,400   |
| OOB Community Food Pantry                       | 2,400   |
| Salvation Army                                  | 2,400   |
| Southern Maine Agency on Aging                  | 2,020   |

REVISIT – Move forward with taking Fireworks out of this budget and revisiting it.

20173 CONSERVATION COMMISSION                      Up \$3,000                      32%

John Bird and Bill Robertson, Public Works Director, were present for the presenting of this budget.

- Advertising expense is up \$900 due to Charter requirements pertaining to meeting notice.
- Grounds maintenance improvements are up \$2,100 to complete installation of kiosks and signage directing people to and from the Eastern Trail.

- The Commission requested almost \$60,000 to develop a connector trail linking the Town center and beach with the Eastern Trail. This funding request should be considered as part of the Capital budget.

**50251 Conferences/Training**

Dept. Recommendation: \$ 1,000

Education, mapping, training, conferences, website improvements for Conservation Commission Members.

**50256 Dues/Memberships**

Dept. Recommendation: \$ 200

Maine Association of Conservation Commissions dues. MEACC sends out email notices of current legislation, activities and project other Maine Conservation Commission and holds training tours and seminars for a low cost to members. This is a valuable informational and networking too.

**50300 Professional Engineering Services**

Dept. Recommendation: \$ 5,000

- a. Professional/Grant Writing/Engineering Contingency \$2,125
- b. OOB Wetland Study Finalization & Publication \$1,275
- c. Surface Water Testing \$1,600

(Only covers water sample bottles, lab testing for coliform, etc... The actual supervision and field labor to collect samples, deliver or send them to the lab and the dye testing labor done using existing town personnel.)

**50320 Advertising/Mailing**

Dept. Recommendation: \$ 2,340

Account funds the required Legal Advertising Expense (classified notices about meeting agendas, times and location.

36 meetings, including sub-committees x estimated cost of \$60 per ad

**50511 Grounds Improvements**

Dept. Recommendation: \$ 3,600

- Crosswalks, stripping, walker & bicycle pavement symbols from Memorial Park to School St Ext, and Pond View Rd.: \$1,600
- Complete purchase of signage, sign posts, additional kiosk materials to build and install two kiosks/signs; #1 at ET end of Pond View Rd and #2 at School St Ext gate w/volunteer and in-kind labor; and install all signage to officially open the trail to the public by Aug 15, 2014 before Rev 3: \$2,000

*The Finance Director noted that the operating budget increase is due to the grant that the Conservation Commission will be receiving in FY16 for work performed in FY15. The Town Manager noted that the \$55,000 is really a capital budget which has been moved to Capital and it will be considered by the Finance Committee in their meetings.*

*No changes to the budget.*

**20152 PARKS MAINTENANCE**

**Up \$14,760**

**33%**

Andrea Berlin and Bill Robertson, Public Works Director, were in attendance at this presentation.

- Add \$12,000 for wages to provide maintenance of the flower beds and grounds.
- Reduce contract services by \$3,240.
- Increase operating supplies by \$4,000 in order to build a dog park bench with roof.
- Line is \$3,000 less than last year..

*It was noted that a full time person was being hired for the Park. The individual is an intern with experience in park issues. The questions relative to the mowing of the park was answered with the information that Defining Lines under service contracts will be doing the mowing. The bid is good for three years contract and this is the last year. There will be bidding for edging/regarding, weeding and top dressing of the walkways. The weeds in the center of the walkways have to be addressed or they will sprout again. The Council noted that this is the focal point of the Town. It was noted that the tennis courts are dangerous and is there a master plan to see if the tennis courts are still viable to the Town and Bill Robertson and Andrea Berlin both answered that there is. It was noted that the tennis courts were built with a federal grant and they need to be kept up. The playground was also built with federal grant. The Town Manager indicated that he would encourage the Town Council to give consideration to the tennis courts issue. The cracks are so large that they constitute an unsafe condition. If someone is injured because they trip and fall or as a result of the wide cracks, Maine law does not hold a municipality liable for injuries suffered in an outdoor recreation facility so long as the maintenance is suitable. He recommended closing the court if it is not going to be fixed and the cracks are too large to simply be filled any longer. The \$60,000 is the budget version project because it assumes that Public Works is going to do much of the work rather than hiring a tennis court company.*

*There was consensus that the Council agrees with the Town Manager's appropriation for the Park.*

**50108 Seasonal Wages**

**Dept. Recommendation: \$18,400.00**

This account funds the wages for any seasonal workers during the summer park months. Utilize 2 College students in a major of Botany or Agriculture as seasonal employees.

2 x 40 hours x \$10 x 23 weeks (2 days per week in April, Sept & Oct & 5 days per week May – Aug)

**50300 Professional Engineering Services**

**Dept. Recommendation: \$2,250**

This account funds professional services for technical support, landscape expertise, and other miscellaneous professional services, as needed. Primary need is for a licensed arborist to prune trees.

20 hrs X \$100.00/hr = \$2,000.00  
Tree Inspection = \$ 250.00

**50310 Service Contracts**  
**Dept. Recommendation: \$26,810**

This account funds the various service contracts such as fertilization and other specific lawn care, as well as the playground equipment located in memorial Park's annual inspection.

|   |                         |
|---|-------------------------|
| * Defining Lines (Mowing/Aeration<br>380.00 + 800 aeration)   | \$12,960 (32 mowing's @ |
| * Natural Lawns of America – fertilization  | \$ 6,950 (Sole Source)  |
| * Playground inspection   | \$ 300 (Sole Source)    |
| * Irrigation Doctor – sprinkler system<br>- turn on system, head replacement and leaks<br>throughout year | \$ 1,800                |
| * Playground parts  | \$ 2,400                |
| * Defining Lines (edging)   | \$ 2,400                |

**50346 Property Damage**  
**Dept. Recommendation: \$1,000**

This account funds property damage due to vandalism, wear and tear, or other acts of nature.

Larger vandalism to the public restrooms, light fixtures, or other larger costs will be coordinated with DPW.

**50401 Water**  
**Dept. Recommendation: \$500**

This account funds the sprinkler system and comfort station.

**Ballpark**

Jerome Plante and Guy Fontaine made the presentation for this budget.

|                                      |              |                     |
|--------------------------------------|--------------|---------------------|
| <b>30414 Seasonal Employee Wages</b> | <b>50108</b> | <b>\$12,000.00</b>  |
| <b>FICA &amp; Medicare</b>           | <b>50201</b> | <b>920.00</b>       |
| <b>Workers Compensation</b>          | <b>50214</b> | <b>1,000.00</b>     |
| <b>General Legal Services</b>        | <b>50301</b> | <b>-----</b>        |
| <b>Service Contracts</b>             | <b>50310</b> | <b>2,000.00</b>     |
| <b>Advertising Expense</b>           | <b>50320</b> | <b>1,000.00</b>     |
| <b>Principal Payments</b>            | <b>50394</b> | <b>-----</b>        |
| <b>Electricity Expense</b>           | <b>50400</b> | <b>16,000.00</b>    |
| <b>Water Expense</b>                 | <b>50401</b> | <b>1,000.00</b>     |
| <b>Phone/Cellular/Paging</b>         | <b>50402</b> | <b>2,000.00</b>     |
| <b>Networking/Internet Exp.</b>      | <b>50404</b> | <b>500.00</b>       |
| <b>Heating Fuel Expense</b>          | <b>50405</b> | <b>1,000.00</b>     |
| <b>Building Repair/Maint.</b>        | <b>50450</b> | <b>3,000.00</b>     |
| <b>Operating Equipment Repair</b>    | <b>50452</b> | <b>500.00</b>       |
| <b>Admin/Office Supp/Equip</b>       | <b>50500</b> | <b>500.00</b>       |
| <b>Operating Supp./Equipment</b>     | <b>50501</b> | <b>500.00</b>       |
| <b>Other Facilities Maintenance</b>  | <b>50509</b> | <b>1,000.00</b>     |
| <b>Ground Maintenance Improv.</b>    | <b>50511</b> | <b>7,500.00</b>     |
| <b>Concessions</b>                   | <b>50522</b> | <b>10,000.00</b>    |
| <b>Ballpark Improvements</b>         | <b>50804</b> | <b>8,000.00</b>     |
| <b>Sub Total</b>                     |              | <b>\$ 68,420.00</b> |

|                              |       |                     |
|------------------------------|-------|---------------------|
| Miscellaneous Revenue        | 40510 | 500.00              |
| Transfer in the General Fund | 40600 | 5,000.00            |
| Telco Site Revenue – CMP     | 40519 | 3,708.00            |
| Advertising Revenue          | 40520 | 3,212.00            |
| Ballpark Donations Revenue   | 40802 | 5,000.00            |
| Ballpark Concession Revenue  | 40808 | 5,000.00            |
| Ballpark Gate Receipts       | 40809 | 500.00              |
| Ballpark Field Rentals       | 40810 | 12,000.00           |
| Ballpark Souvenir Revenue    | 40811 | 1,000.00            |
| OOB Raging Tide Revenue      | 40812 | 17,500.00           |
| USCAA Tournament Revenue     | 40813 | ----                |
| Future League Donation       | 40815 | ----                |
| Men’s League Donation        | 40816 | 10,000.00           |
| Special Events/Rentals       | 40817 | 5,000.00            |
| <b>Total Revenues</b>        |       | <b>\$ 68,420.00</b> |

*It was noted that \$5,000 was transferred to the Ballpark in FY14 and they were asking for the same for FY15. There were questions raised if we really needed to do that this year but the general consensus was that we should commit that amount. Discussion continued on the programs of the Ballpark and the efforts that have made through time and commitment of the volunteers which have turned the Ballpark program around. There was discussion on structural repairs and the costs of those repairs and a consistent effort to evolve into what the Town wants the ballpark to become. The Town Manager reminded everyone that as an enterprise fund it is important to build a reserve for infrastructure. This will provide funding for future infrastructure needs. There are a lot of volunteer hours and it is appropriate and is a small down payment for the Town. It was recommended that the entire Ballpark budget be revisited.*

**REVISIT:**

**Service Agencies and take Fireworks out of this budget and revisit it.**

**Ballpark Budget**

**ADJOURNMENT:**

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 30, 2014.

Louise Reid