

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
MARCH 26, 2009
7:00 p.m.
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, March 26, 2009 in the Town Hall Chamber. The Chair opened the meeting at 7:04 p.m. The purpose of the Workshop was to consider the following budget items: **20101**– Town Council; **20102** – Town Manager; **20103** – Legal Services; **20115** – Town Hall; **20110**– Planning; **20111** – Planning Board; **20112** – Design Review Committee; **20113**– Code Enforcement; **20114**– Zoning Board of Appeals.

Present:

**Chair Sharri MacDonald
Vice Chair Robin Dayton
Councilor Laura Bolduc
Councilor Mike Tousignant
Town Manager Steve Gunty
Assistant Town Manager V. Louise Reid
Finance Director Jill Eastman
Planner Gary Lamb
Code Enforcement Officer Mike Nugent**

Absent: **Councilor Shawn O’Neill**

The Chair indicated that we would consider Planning and Code Enforcement issues first so that department heads can leave at an earlier time. The Planner, Gary Lamb, spent a few minutes outlining the structure of his department and that of Code Enforcement and stressed the excellent working relationship between the two departments. The primary mission of the Old Orchard Beach Planning Department is to provide thorough technical assistance and superior customer service to the Planning Board, Design Review Committee, residents, developers and business owners for all Site Plan, Design, and Subdivision Reviews as well as Business Licenses. The Code Enforcement Department’s primary mission is to protect the public health, safety, and general welfare of all citizens and visitors to the Town through the administration of various local, State and Federal Laws and Ordinances.

He continued by outlining the goals of Planning including advice and support the Planning Board and Design Review Committee to create orderly and efficient Site Plan, Design and Subdivision Reviews that will constantly improve our business and residential communities. Continue to work closely with the Town Manager and the Public Works Director on PACTS study of transportation and secure for qualified projects. He spoke about administration of the 1,400 business licenses given each year and continued work with Eastern Trail Management District to support their goals and aims. Work closely with the Town Council, the State Planning Office and Southern Maine Regional Planning Commission to begin the process of updating the OOB Comprehensive Plan. Continue the successful coordination and planning with Public Works Director and Interlocal Storm Water Groups (ISWG) regarding our five year DEP Municipal Separated Storm Sewer System (MS4) permit. He gave

credit to the Public Works Director for her intense understanding of the MS4 program. He also mentioned the assistance to community projects such as the Little River project, ballpark usage, beach access and ordinance updates. He also mentioned the enormous amount of time that he has spent on the Saco Bay Boundary issue. He also mentioned the attention recently provided to CDBG grants which will enhance many downtown businesses. He gave enormous credit to his staff and also to the various Boards and those who serve on them. Gary Lamb reiterated several times that his department staff has learned to do other department staff jobs so there is an interaction between positions within the department – cross training has already been done.

Discussion continued on the need to move ahead the Comprehensive Plan update and consideration of outside agency assistance as well as the establishment of a Committee. The Planner took direction from the Council about advertising for this committee in the fall and a cross section of the community but the most capable individuals being brought on board. The need for a strong chair of this position as well was recommended. Discussion was held on the need for increasing the volunteer part of our community and using them on committees to give their source of professional background in assisting with town projects. Comments were made about the sources of assistance given by Southern Maine Regional and the cost effectiveness of their advice and assistance. He also mentioned the need to update the Shoreline Zoning by July 1, 2008. The challenge he indicated would be the map - flood plain – and keeping out of restrictive areas. Further updates to the GIS were encouraged and an explanation was given of all that it provides to staff as well as citizens through the internet. Further discussion included the cost of office supplies including the cost of the large maps that are provided to business owners and citizens. Questions related to the high costs of advertising but the requirement that we need to advertise meetings that are being held. The suggestion that Representative George Hogan be contacted to redefine the rules about advertising meetings is a good way to have it addressed at the State level.

Mike Nugent, Code Enforcement Officer, spoke about training costs related to his department and the fact that this is a requirement of the State for certification of his credentials. He mentioned Bill Southwick, our Electrical expert and the professionalism and qualification brought by Assistant CEO, Alan Borg. The Council expressed their appreciation for the professional working relationship of this department and its staff.

The Town Manager reviewed some of the detail sheets summarizing his department's requests. Some of the items that were discussed were the fuel cost and it was explained that in FY2008, \$65,040 was budgeted; and in FY2009 - \$67,356 was budgeted; and the difference is \$2,306. The Town has paid its fuel bills despite the overage. Last year there was a \$10,545 balance left in the fuel accounts and it was felt that this was enough of a cushion and we did not add more than a minimal amount for the FY10. Had Biddeford not locked the three Town's in we would have been fine and of course we are pleased that the cost of fuel has dropped considerably through the year. The Assistant Town Manager explained the \$5,000 for a summer intern which we have had for the past four years. It was a program started when she came on board and involved a local college student to intern and dealt with archiving of files which had not been done since 1968. The next three years they worked down

in the Planning and Code Office doing research and documentation of files. Planning and Code and Assessing have requested an Intern to share in their departments for this year. Legal fees were discussed and also the suggestion made to consider going out for bids for legal services. The comment was made, however, that Bernstein & Shur has been our legal counsel for many years and has a historical significance to their knowledge of our municipality.

The subject came up again because of the advertising costs and also office supplies. The paper is purchased from Southern Maine Regional and is as a result of bids sent out for over 20 municipalities. The same group is responsible for our leasing of our copiers as well. Further discussion followed on the use of the Miscellaneous and the suggestion that it be dissolved. The Finance Director indicated that ordering flowers in case of illness and death and other small costs are recorded there and it has been a useful account. Other costs that were discussed included the Contingency Account and also the high cost of county charges.

The following areas were mentioned by the Council for possible revisits:

**Professional/Engineering
Office Supplies
Advretising**

The Workshop ended 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 three (3) pages is a true copy of the original Minutes of the Town Council Workshop of March 26, 2009.

V. Louise Reid