

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Thursday, April 28, 2016  
TOWN HALL CHAMBERS  
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, April 19, 2016. Chair O'Neill opened the meeting at 6:30 p.m.

The following were in attendance:

Vice Chair Joseph Thornton  
Councilor Kenneth Blow  
Councilor Jay Kelley  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid  
Finance Director Diana Asanza  
Dan Blaney, Archist – Harmon Museum  
Stan Quinlan – Harmon Museum  
Jason Webber – Recreation Director  
Guy Fontaine – Ballpark Director  
Jerome Plante – Ballpark Director

**Absent:** Chair Shawn O'Neill

**VICE CHAIR:** Following the Workshop this evening the Council will have a Special Emergency meeting:

1. **Executive Session:** Local 2247 International Association of Firefighters AFL-CIO-CLC Contract pursuant to 1 M.R.S.A., Section 405(6)(D). (Note: This item discusses labor negotiations, and the Council anticipates that the discussion portion will occur in Executive Session.)

The Council praised the Harmon Museum directors for their consistency in staying within their very frugal budget. It was noted that there has always been a protection of the use of the funds for the benefit of the Museum and its staff.

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## Historical Society/Harmon Museum

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### Line Item Justifications

**EXPENSES**  
20177

50108 Seasonal Employee Wages	\$5,040
Budget Workshop 4/28/16 – Harmon Museum, Recreation and Ballpark	

This account funds the annual wages for the curator  
10 weeks X 28 hours per week X \$1,800

<b>50121 Stipend</b>	<b>\$1,836</b>
Curator (off season) – 34 weeks @ \$13.50 hr. X 4 hours. week.	
<b>50310 Service Contracts</b>	<b>\$300</b>
Alarm service contract \$240 Repairs/Calls/Battery (\$60)	
<b>50325 Postage</b>	<b>\$200</b>
PO Box annual renewal \$100 plus normal annual postage costs.	
<b>50400 Electricity</b>	<b>\$900</b>
CMP electricity monthly average \$75 monthly	
<b>50401 Water</b>	<b>\$252</b>
Utility Expense -\$21 month	
<b>50402 Phone/Cellular/Paging</b>	<b>\$600</b>
BCN Phones, Cellular, Paging - \$50 month	
<b>50404 – Networking / Internet</b>	<b>\$840</b>
Time Warner \$70 monthly	
<b>30414-50405 Heating Fuel Expense</b>	<b>\$2,000</b>
Oil heating fuel	
<b>50450 Building Repair/Maintenance</b>	<b>\$3,000</b>
Resurface living room, hardwood floors	
<b>50500 Admin/Office Supplies/Equip</b>	<b>\$1,000</b>
Office supplies such as cartridges, copy paper, folders, mailers, pens, markers, etc.	
<b>50501 – Operating Supplies/Equipment Expense</b>	<b>\$1,000</b>
This will fund computer repairs, shelving, storage racks, and filing cabinets.	

**Total Budget** **\$16,968.00**

**Budget Workshop 4/28/16 – Harmon Museum, Recreation and Ballpark**

The Town Manager applauded the Harmon Museum Director and staff for their frugality and careful attention to the budget. When they have a need they present it but when the need is not there they do not ask for extras.

It was noted that there was a reduction in building maintenance by \$1,000 because some of the work will be done this year. They did make a change from \$3,000 to \$2,000. It was noted that they are not doing anything with thresholds because they are not doing anything with ADA compliance. It was not part of the current work that has been approved in the FY16 PO. There was discussion on moving forward with the ADA compliant requirement for the Harmon Museum building but there was mixed feeling on whether to attempt to bring that forward or to wait until a later date. It was mentioned that the new windows which were in place last year have saved money on the heating bill and that more investigation into other parts of the building will also probably increase savings as well. The only change to the budget was the reduction of the \$1,000.

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## RECREATION DEPARTMENT

### Administration

The administrative division prepares and manages the Department; program and operating budgets; recruits and trains regular, part-time and voluntary personnel; establishes 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; scholarships; comprehensive department planning; and helps with other town parks and 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.

### Recreation Division

We strive to provide programs that will meet the leisure needs of the citizens of Old Orchard Beach. The Department focuses on offering a variety of programs to serve the various individual populations within the community – pre-school, youth, teens, and adults. We strive to provide all programs in a financially sound and responsible manner. The Recreation Department will continue to be guided by a cost-of-service principle with regard to our rates, fees, and charges. We are committed to continuing improvements in all programs, and will provide value to our participants. Through our collaborating efforts with area communities our youth are able to compete in various sports programs: Football, Soccer, Cheering, and Basketball. This division assists many special interest groups with delivery of services. Hundreds of volunteers along with the business community and civic organizations greatly enhance our ability to serve Old Orchard Beach citizens by contributing thousands of dollars and countless volunteer hours in the delivery of recreation programs. We continue to strive for customer service excellence in order to keep pace with the changing needs and interests of our citizens in their leisure pursuits.

## **Child Care Division**

**One of the most successful areas in our department is our Gull Care Before & After School Program. Our Vision has been, and always will be, to provide programs that meet and exceed State of Maine Child Care Center Regulations. As a Recreation Department we are not obligated to meet such high regulations but we do so to provide quality care for our students and families. Child care opportunities provide include: School Vacation Camps, Teacher Workshop Days, Early Release Days, Summer Day Camp, and Gull Challenge Day Camp.**

## **Senior Division**

**We look to expand these programs with the addition of our 15 passenger bus. The bus gives us the flexibility in giving our active adults the opportunities to see the many attractions this state has to offer. In an attempt to better understand what our 50 +/- group needs from our department we have organized an activity group that meets monthly to generate program ideas.**

## **Community Events Division**

**Some of the major community events we coordinate, or assist in are: Concerts in the Park, Egg-stravaganza, Christmas By The Sea, Jimmy the Greeks Frozen 4 miler, and Christopher Cash Race, High School Basketball Tournament, Super hero Night.**

**RECREATION Item Justifications for 20171 Recreation Department Expense**

20171 50101 - Department Head Salary (1)	\$ 61,824
20171 50106 - Full – Time Employee Wages (2)	\$ 74,514
20171 50107 - Part – Time Employee Wages (1)	\$ 29,171
20171 50121 – Annual Stipend	\$ 10,000

We follow the State Regulations for Childcare Facilities and childcare services. In doing so, we have to provide a lead teacher which our Assistant Director has the education back ground to fill this role.

Please note that Insurance and Employer Benefits are now found under the Insurance Section of the budget – org. 20119:

550124 In Lieu of Health Insurance Expense

50201 FICA & Medicare – Employer Share

50202 MSR – Employer Share

50203 ICMA 457 – Employer Share

50210 Health Insurance – Employer Share

50211 Dental Insurance – Employer Share

50212 IPP Insurance – Employer Share

50213 Life Insurance – Employer Share

50370 Worker’s Compensation

20171 50251 - Conference / Training \$ 2,500

MRPA Fall Conference \$ 800  
4 Staff members at \$200 total

MMA Workshop - \$ 300

Mostly for department head and Assistant Recreation Director  
Samples of some of the course that would be of interest.

- Basic Municipal Budgeting
- Cash Handling
- Customer Service Excellence for Public Employees
- Fair Labor Standards Act
- Labor & Employment Law
- Personnel Practices
- Grant Seminar

MRPA Annual Conference \$820  
4 Staff at \$205  
Northern New England Recreation & Parks Conference  
2 Staff at \$484

Budget Workshop 4/28/16 – Harmon Museum, Recreation and Ballpark

**Summer Camp Training - \$300**

**Southern Maine Area Recreation Technician  
Monthly Trainings - \$40 x 12 = \$480**

**20171 50252 - Travel / Food / Lodging \$ 2,500**

- 1.) Mileage: Total department mileage for the year 4,000 miles at \$48 per mile
- a. Total \$2,000
- 2.) Lodging and food for conference and training
- a. \$500

**20171 50256 - Dues / Memberships / Licenses \$ 425**

- 1.) National Parks and Recreation Association - \$150
- 2.) Maine Parks and Recreation Association Agency - \$175
  - a. (3) at Professional \$45 = \$135
  - b. (1) Associate \$30
  - c. (1) Citizen/Board for the elected chair of the Recreation Board \$10  
(becoming an agency member we can add people for only \$15 per person)
- 3.) Southern Maine Association of Recreation Technicians (SMART)
  - a. (4) at \$25 per person = \$100

**20171 50310 - Service Contracts \$ 7,000**

**This accounts funds the following:**

**Water Company – Due to no water fountain in our area  
About \$62.50 per month - \$750  
Cintas First Aid and Safety - \$1,000  
Stripping and waxing floor/steam clean rubber floors and carpets  
Twice a year at \$750 per time = \$1,500  
Recreation software and on-line module  
Website - \$995  
Cloud - \$150  
Online Registration - \$500  
Management Software - \$1,395  
Advanced Activity - \$695**

**Total \$3,735**

**20171 50312 - Recreation Scholarships \$ 8,000**

**We have had an unprecedented number of people request assistance. Times are hard for many people in our community and as the demographics show, these are the people that are in need of our services.**

**Budget Workshop 4/28/16 – Harmon Museum, Recreation and Ballpark**

20171 50320 - Advertising \$ 2,000

This account includes the cost for printing and advertising in our local papers and brochures

- 1.) Summer/Fall Brochure
- 2.) Winter/Spring
- 3.) Newspapers
  - a. Special events
  - b. Skatepark Bids
  - c. Part-Time advertising

20171 50402 - Phone / Cellular / \$ 3,535

- 1.) BCN – Office phone service
  - a. \$1,210
- 2.) Cell Phone total: \$2,400
  - a. Director - \$900
  - b. Asst. Director - \$600
  - c. (2) programmers - \$480
  - d. Child Care - \$345

20171 50404 - Networking/Internet \$ 1,400

Time Warner increased service (\$116.50 monthly = \$1,398 annually)

20171 50453 - Vehicle Repair / Tires / Oil \$ 2,000

This account includes the cost of basic maintenance, Oil Change, Inspection, Registration, tire rotation.

20171 50500 - Admin / Office Supply / Equipment \$ 1,000

This account includes the cost of general office supplies including ink and masters for the duplicating machine, writing implements, staples, paper clips, envelopes, laminating supplies, binders, folders, etc.

20171 50501 - Operation Supplies \$ 2,000

This account includes the cost of janitorial supplies such as paper towels, cleaning fluids, toilet paper, etc. for the office.

Ruth's Reusable - \$500

20171 50502 – Printing & Copying Expense \$3,000

20171 50509 - Other Facilities Maintenance \$ 2,700

- 1.) (2) Storage Sheds for equipment - \$1,500
- 2.) Atlantic Courts General Maintenance - \$600

Budget Workshop 4/28/16 – Harmon Museum, Recreation and Ballpark

**3.) Tennis / Volleyball General Maintenance - \$600**

**20171 50510 - Vehicle Fuel \$ 3,000**

The account includes the cost of gas for Recreation bus.

**20171 50520 - Special Events/ Community Events \$4,000**

Although the town is funding only two special events the department is still doing multiple events.

Concerts in the park	\$2,000
Egg-Stravaganza	\$2,000

The Town Council congratulated the Recreation Director on the programming conducted by him and his staff. When asked about the ability to raise more funds he indicated that his small staff

do all they can to present to the communities programming that is of a quality appreciated by those participating and that quality has always been their goal and not how many programs they have.

It was noted in the discussion that wages increased \$3,260, a 2.4% which is in line with the cost of living. Service contracts expenses decreased \$2,235 (negative 47%) with the addition of some first aid needs. Vehicle repair expense decreased about \$1,400 or (negative 46.7% ) because of the acquisition of the new bus. Printing and copying expenses increased \$1,000 or 50% due to the publication of their new quarterly newsletter which is very well done. Facilities maintenance expenses decreased \$1,500 or negative 35.7%. The budget was up \$4,077 with a 1.9% increase.

**CIP Discussions:**

The Recreation Director has requested \$60,000 for Skateboard Park completion and the Finance Committee agreed with that amount. The Town Manager has recommended \$20,000. There was considerable discussion on this item which was for moving into the second phase of the Skateboard Park program which is to bring more difficult options to the Park. The question was whether we should move forward with the entire project (\$60,000) or put the \$20,000 aside for more consideration in next year's budget. The Recreation Director agreed with the Town Manager that this could wait. It was noted that the skateboard program is doing very well and has been greatly praised by outside sources. The question was asked about the "cracks" in the cement and the Recreation Director indicated that they are holding a retainer of \$4,500 with confirmation of where it stands with SPC Construction.



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## Ballpark

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### Line Item Justifications

#### EXPENSES

30414-50121 – Annual Stipend \$12,000

**This account funds the annual stipend of the Operations Manager**

30414-50108 – Seasonal Wages \$24,600

**This account funds the seasonal wages for the:**

**Fields Manager \$9000**

**Asst Field Manager \$3500**

**Concessions Manager \$4000 (increase of \$500 because of games)**

**Concession Asst. Manager \$1800**

**Concessions Help \$3500**

**Event Help \$2800**

**Seasonal wages increased \$10,600. This year the Field Manager will be paid fully by the Ballpark instead of a split with OOB Surge. The user fee paid by Surge will cover this (\$2,000) as well as a second seasonal to assist with field maintenance and preparation (\$2,000). In addition there is \$5,500 more budgeted for events and concessions help due to anticipated additional events. This was offset by revenues.**

30414-50201 FICA/Medicare expense \$2,800

30414-50300 Professional Engineering

30414-50310 Service Contracts \$1,500

**This will fund the dumpster and portable toilets**

30414-50320 Advertising Expense (Sponsorship Expense) \$1,000

**This account will fund the expenses for sponsorship banners which will result in a new revenue generating opportunity**

**Budget Workshop 4/28/16 – Harmon Museum, Recreation and Ballpark**

30414-50400 Electricity	\$19,000
30414-50401 – Water	\$ 1,000
30414-50402 – Phone/Cellular/Paging	\$ 1,000

**Phone with Time Warner bundled with Internet  
Cell Phone**

30414-50404 – Networking / Internet	\$2,500
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**Time Warner Internet and phone bundle per contract 208.00 monthly**

30414-50405 Heating Fuel Expense	\$1,500
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**Concession Stand Propane**

30414-50450 – Building Repair/Maintenance	\$3,600
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**This will fund the following repairs:**

- fire/smoke alarm**
- Security lighting**
- Install dividers**

30414 – 50452 Operating Equipment Repair	\$1,800
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**This will fund the following repairs:**

- Lighting repairs -\$500**
- Scoreboard repairs \$300**
- Replace damaged gate \$1,000**

30414- 50500Admin/Office Supplies/Equip	\$ 300
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30414-50501 – Operating Supplies Expense	\$ 700
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**This will fund cleaning supplies, paper supplies for bathrooms and concession.**

30414-50509 Other Facilities Maintenance	\$ 1,000
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30414 – 50511 Grounds Maintenance	\$ 8,100
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**This will fund:**

- Boston Co. \$3500**
- Marking paint \$500**
- New Sound System \$2000**
- Turf \$2100**

**Budget Workshop 4/28/16 – Harmon Museum, Recreation and Ballpark**

30414 – 50522 Concession Expense \$12,000

**This will fund the concession supplies for retail.**

30414-50540 Debit Card Fees \$ 100

**TOTAL EXPENSES \$94,000**

**REVENUES:**

30424-40510	Miscellaneous Revenues	\$ 500
30424-40600	Transfer in from General Fund	\$ 8,000
30424-40519	Telco Site Revenue	\$ 3,900
30424-40520	Advertising Revenue	\$ 2,000
30424-40802	Ballpark Donations Revenue	\$ 5,000
30424-40808	Ballpark Concession Revenue	\$30,000
30424-40810	Ballpark Field Rentals	\$ 5,000
30424-40811	Ballpark Souvenirs Revenues	\$ 1,000
30424-50816	Men’s League Revenue	\$ 10,000
30424-40817	Special Events/Rental	\$ 5,000
30424-40818	Pro Talent Baseball LLC (OOB Surge)	\$ 22,000
30424	New Sponsorship Revenue	\$ 1,500

**TOTAL REVENUES \$ 94,000**

The question was asked about the “cracks” in the cement and the Recreation Director indicated that they are holding a retainer of \$4,500 with confirmation of where it stands with SPC Construction.

**CIP**

The Ballpark is requesting the amount of \$60,000 for CIP – Comprehensive Structural Plan and the Finance Committee agreed with that allocation. The Town Manager has recommended \$20,000. Councilor Tousignant asked what they are doing with the \$20,000 since it is a pretty aggressive schedule for the ballpark. It was indicated that the goal would be to seal concrete and it can be done in phases; getting the most urgent items done first. Continued discussion on perhaps going out to bond for the entire amount and getting it all done at the same time. It was noted by Councilor Blow to this question that the Council members can express their opinion and recommend more funding or bonding. It was noted there was a grant from the Saco Bay Rotary Club to build the ramp.

The Vice Chair congratulated the Commission members for the superb work that has been done and wished them good luck for a successful summer series. He thanked those who came out to hear the presentation and now we move

## **REVISIT – BALLPARK**

### **REVISIT THE CIP ITEM FOR THE BALLPARK.**

**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 twelve (12) pages is a copy of the original Minutes of the Town Council Budget Workshop of April 28, 2016.**

**V. Louise Reid**