

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
TUESDAY, FEBRUARY 10, 2009 - 7:00 P.M.
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, February 10, 2009 in the Town Hall Chamber. The Chairman opened the meeting at 7:07 p.m.

Documentation provided to Council on items is attached to the official copy of the Minutes.

Present:

**Chair Sharri MacDonald
Vice Chair Robin Dayton
Councilor Laura Bolduc
Councilor Mike Tousignant
Councilor Shawn O'Neill
Town Manager Steve Gunty
Assistant Town Manager V. Louise Reid**

The purpose of this Workshop is to consider discussions among the Council on their priorities for the coming year. The following are notes from the spread sheet written as Councilors presented their opinions and proposals.

COUNCIL PRIORITIES

TAX RELIEF

No new taxes (Dayton)

Reduce Taxes (Tousignant)

We have low mil rate – sustain that so future increased mil rate not needed (O'Neill)

County taxes out of line for the few services they provide (O'Neill)

Scrutinize the budget to make lower taxes possible (Bolduc)

School and Municipal budget increases will occur (Tousignant)

Excess of \$780,000 annually over the last five years.

Difficult to cut the mil rate with the above

Tighten the budget/management controls (Dayton)

Look at line item over expenditures

\$525,000 in two school reserve funds exists now – put into undesignated fund.

\$170,000 of \$525,000 is available to return to school budget (O'Neill)

Balance is for summer salary request by teachers.

School funds should be kept (Bolduc)

Town Manager to arrange Workshop with the School Superintendent.

POLICY REVIEW

Committee needed (MacDonald)

Finance Committee resurrection?

No Town Manager Job Description (Bolduc)

Create/Update Policy Manual

Personnel Policies changes needed (Dayton)

Purview of Town Manager – (Town Manager)

411.0/502.7 502.8 – Charter Section requirements for TM responsibilities and authority.

Scope of Town Manager Duties in Steve Gunty’s contract is specific (Town Manager)

Scope of Town Manager duties is to evaluate town staff

Disagrees with Town Manager regarding overall policy direction (Bolduc)

Make sure we know the difference between Town Council policies and

Town Manager’s duties (O’Neill)

Uncertain of Town Council Policies (Bolduc)

Town Managers duties and Town Council policy directives – need further clarification (Tousignant)

Finance Committee defunct because of poor Town Council communication/ acceptance of Finance Committee role (Bolduc)

What role should the Finance Committee play? (O’Neill)

Per charter description, Finance Committee takes over much of the budget review from the Town Council.

Charter requires a Finance Committee (Bolduc)

So what are the Finance Committee guidelines? (O’Neill)

Town Manager will find these guidelines that were presented some time ago.

Town Council will advertise for Finance Committee members (MacDonald)

Comprehensive Plan revisions necessary and still one of my top priorities (Dayton)

Public Safety Building (Police Station)

Wants new one and built by local contractors and paid for through the Rescue Billing funds (MacDonald)

Agrees with above – basic one story Police Station - \$2 million cost (Tousignant)

Leave dispatch where it is in present location.

Use skateboard park for new entrance

Can rescue billing dollars be used for this?

Enough studies – lets use what we have. (Dayton)

Town Manager to gather and get those studies to the Town Council. (MacDonald)

Sewer is as important as public safety; difficult to list one or two. (Dayton)

Rescue billing dollars usage per Town Council directives (MacDonald)

Purchasing policy requires Police Department station go out to bid (O’Neill)

Don’t use 100% of rescue billing for non public safety expenditures (O’Neill)

What are the engineering costs for a new Police Department Station? (O’Neill)

Will Town Council support bonding for the Police Department? (Tousignant)

Code/safety/records management violations and sooner than later we are going to be fined for now coming up to code (Dayton)

Wants to know what department heads are doing to get ready for stimulus funds so that we are ahead of the game; application requirements; have agencies come and talk to us so we are able to respond quickly (Dayton)
Public Safety Workshop to be Scheduled (Town Manager)

Infrastructure Planning

No capital equipment purchases (MacDonald)

**Instead put money into flooding, sewer, sidewalks
Specifically Milliken and Walnut areas**

Wants workshop re: Town Manager's list of January 16th. (Tousignant)

**Workshops need to be well advertised with agendas listed for the
Town Council to review before the Town Council workshop or
meeting (Dayton)**

During the discussion this evening several requests were made for the Administration:

Set up a workshop with the Superintendent of Schools on School Finances

What is the legal requirement for using those school reserve funds?

Council is requesting copies of Purchasing Policy and Personnel Policy.

Find the Guidelines established for the Finance Committee.

Advertise for new Finance Committee Members

Are there job descriptions for Town Manager?

Would like to see job descriptions on other employee/department heads.

Discuss the job descriptions provided seven years ago; have they changed; are they still relevant?

Send to the Council copies of the plans submitted when the Public Safety Building was discussed over the past few years. Determine what the square footage would be requested.

Submit to the Council anything that we have waiting in the wings connected to the stimulus plan.

Set up a meeting with the USAD where they can come to us and assist us in planning for the application process for the stimulus plans.

What are the rules or requirements for the use of the rescue billing fund?

Set up a workshop to go over Town Manager's project list provided to the Council in the January.

Meeting adjourned at 8:36.

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 four (4) pages is a true copy of the original Minutes of the Town Council Workshop of February 10, 2009.

V. Louise Reid