

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
TUESDAY, FEBRUARY 26, 2008
TOWN HALL CHAMBERS**

A scheduled Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, February 26, 2008. The purpose of the Workshop was to look at Capital Needs.

Present were:

**Chairman James Long
Vice Chair Shawn O'Neill
Councilor Roxanne Frenette
Councilor Robin Dayton
Councilor Sharri MacDonald
Acting Town Manager V. Louise Reid
Gary Lamb, Acting Town Council Secretary
Mary Ann Conroy, Public Works Director
Dana Kelley, Police Chief
John Glass, Fire Chief
Chris White, Waste Water Superintendent
Jason Webber, Recreation Director
Kim McLaughlin, Town Clerk
George Greene, Assessor
Ken Shupe, Code Enforcement Officer
Jill Eastman, Finance Director**

Acting Town Manager, Louise Reid, thanked the Chairman and the Council for their willingness to permit the Department Heads to present what they consider to be the critical capital needs in the area for which they are responsible. She indicated the seating arrangement requested by her and approved by the Chairman is dispersed throughout the department heads for the purpose of expressing a vision of unity and togetherness in addressing the needs of the community.

The Department Head Staff have put together a collaborative package for capital projects on a town wide basis, as well as funding options to match these requests. The Town of OOB CIP FY09 list depicts priorities by Department for the next fiscal year. The Town of OOB CIP FY10 through FY13 list shows staffs priorities for the next four years. Dollar figures are approximate and budgetary at this point. 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 (listed as items 1-10 on the CIP attached list). In addition, specific projects have been identified and prioritized for the next five years (listed as items 11-31 on the attached CIP list). The Department Head Staff has also provided information on funding options and detailed opportunities. Funding options are separated into (3) categories: operating funds, proposed bonding, and other. The Town of OOB Long-term Debt Schedule shows the current principal and interest payments as well as columns added for additional long-term debt as recommended by town staff. Funding options are separated into (3) categories: operating funds, proposed bonding, and other. Our collaborative recommendation is to fund "programs" under the operating fund or current

year tax dollars. The expenses consistently occur year after year. Our recommendation for “projects” is to share the cost over a longer time period (10+ years). With bonding, options are available to set up escalating payments arrangements with various terms. One idea is to pay lower premiums for the first three years and pick up the amounts to pay the total amount in full with a ten year period. As these capital items have a life span of over 20 years, the cost would be shared by residents over a longer period of time. Our recommendation for projects in the “other” category is to utilize the rescue billing or current designated funds. The fire/police equipment will be looked at for both purchase and lease options. For the Wastewater Treatment Department, our recommendation is to use the current FY08 designated fund to move forward with the facility planning and SCADA project this year. Also attached is the Town of OOB Computation of Legal Debt Margin which shows where we stand according to the state guidelines for best management practices in municipal fiscal debt ratios. The purpose as expressed by the department heads is that they look forward to discussing their efforts and ideas with the council in the hopes of creating a stronger collaborative effort between management and council...creating a Capital Improvement Plan the entire town can stand behind and support. The Department’s recommendation for “projects” is to share the cost over a longer time period (10+ years). With bonding, options are available to set up escalating payments arrangements with various terms. One idea is to pay lower premiums for the first three years and pick up the amounts to pay the total amount in full with a ten year period. As these capital items have a life span of over 20 years, the cost would be shared by residents over a longer period of time. The Department Head’s recommendation for projects in the “other” category is to utilize the rescue billing or current designated funds. The fire/police equipment will be looked at for both purchase and lease options. For the Wastewater Treatment Department, our recommendation is to use the current FY08 designated fund to move forward with the facility planning and SCADA project this year. Also provided to the Council was the Town of OOB Computation of Legal Debt Margin which shows where we stand according to the state guidelines for best management practices in municipal fiscal debt ratios.

Town of Old Orchard Beach

Capital Improvement Program FY09 - FY13

1. Computer System Upgrades – Annual rotation of hardware/software upgrades, system improvements at all facilities
2. Sewer Replacement Program – Annual capital for small sewer projects done by DPW or small contracts
3. Stormwater Replacement Program- Annual capital for small stormwater projects done by DPW or small contracts
4. Paving Preservation Program – Annual capital per recommendations of the Pavement Management System
5. Road Rebuild Program - Annual capital per recommendations of the Pavement Management System
6. Vehicle Replacement Program – Annual capital for recommendation of the Vehicle Replacement Program for townwide needs

7. Facilities Improvement Program - **Annual capital per recommendations of the Facilities Improvement Plan for townwide needs**
8. Parks/Beach Improvement Program – **Annual capital per recommendations of the Beach and Parks Management Plan**
9. GIS System Upgrades – **Annual capital for the GIS system to ensure data integrity and changes as needed on a townwide basis per the GIS Strategic Plan**
10. Facility Planning/Predesign – **Four year capital program for facility planning and pre-design to include all facility and department needs**
11. West Grand Stormwater Project – **Replace/Redesign 3000 linear feet of stormwater infrastructure, shim and overlay the roadway**
12. Summit Street Sewer Project – **Replace/Redesign 650 linear feet of sewer lines, add new stormdrain infrastructure, rebuild roadway, install mini pump station**
13. Ross Road Culvert Project – **Replace temporary culvert and regrade roadway raising the grade for improved drainage, shim and overlay as needed**
14. Walnut/Milliken Street Stormwater Project – **Redirect stormwater inflow to outfall lines**
15. Smithwheel Intersection Project – **Match money for PACTS funded project (20%)**
16. Halfway Roundabout Project – **Match money for PACTS funded project (25%), two year process due to seasonal/tourism constraints**
17. West Grand Pump Station Improvement Project – **Design an upgraded pump station system, two year project due to detailed design process and specialized installations**
18. Scada System for Wastewater Facility – **Install wireless control and monitoring capabilities for all pump stations eliminating the need for leased lines and annual fees**
19. Public Safety Building Project - **Build a new police station and upgrade the existing station for the Fire Department, two year project due to temporary facilities and coordination**
20. Records Archiving Project – **Outsource to a firm for archiving all town records using laserfiche, which is the only legally approved process for Town Clerk recordkeeping**
21. Saco Avenue Road Project – **Rebuild/resurface roadway as needed, new sidewalks both sides (partial PACTS grant), replace existing stormdrain and sewer infrastructure as needed, two year project due to utility relocation and seasonal/tourism constraints**

- 22. Cottage/Grove Sewer Project – Replace 3200 linear feet of sewer infrastructure, new water lines installed in 2007 on Cottage, rebuild Cottage Road to a minimum 20 foot width**
- 23. Smithwheel Intersection Project – Match money for PACTS funded project (20%)**
- 24. Ocean/Seaview Sewer Project – Replace 4100 linear feet of sewer infrastructure, rebuild and overlay roadway as needed (ledge present)**
- 25. Grit removal (Head works)- Processing grit through the system causes additional mechanical wear and outside contractors must be hired for removing grit build up within the process system. This proposal would design and construct a grit removal system located on facility grounds.**
- 26. Chlorine Building- Design and construct a chlorine storage building containing bulk storage tanks and pump delivery system.**
- 27. Ocean/Seaview Sewer Project – Replace 4100 linear feet of sewer infrastructure, rebuild and overlay roadway as needed (ledge present)**
- 28. Jones Creek Mitigation – A three year plan to implement recommendations per the Milone McBroom Little River-Jones Creek Study**
- 29. Milliken Street Pump Station Project – Upgrade Milliken Street Pump Station, Walnut St and Portland Avenue sewer lines, two year project due to detailed design process and specialty installations**
- 30. Fern Park/Wildwood Sewer Project- Replace 2000 linear feet of sewer lines and infrastructure**
- 31. Atlantic Outfall Extension Project- Extend the existing Atlantic Avenue outfall to manage the additional flow from the West Grand Stormwater design, currently 500 linear feet (at low tide mark now) with a recommendation of extending out another 1000 linear feet into the ocean**
- 32. Washington Avenue Sidewalk Project – Extend the sidewalk improvements from Union Avenue to Saco Avenue, some sections have been completed by DPW**
- 33. Ross Road Rebuild Project – Update culverts and regrade roadway and ditch lines for improved drainage, shim and overlay as needed**
- 34. Rec /Senior Center Project - Design and build a new senior/recreation center with an indoor pool and community room**

The Town Department Heads proposals are attached to these Minutes.

Respectfully Submitted,

**Gary Lamb
Interim Town Council Secretary**

I, Gary Lamb, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of five pages (5) pages is a true copy of the original Minutes of the Town Council Workshop of February 26, 2008.

Gary Lamb