

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Thursday, April 21, 2011
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, April 21, 2011 at 7:00 p.m. Chair Quinn opened the meeting at 7:00 p.m. The items to be discussed included: 20201 – CIP General Government; 20202 – CIP Public Safety; 20203 – CIP Public Works; 20204 – CIP Sanitation; 20205 – CIP Agencies/Recreation; Revenue; Staffing; any other budgets that were unable to be discussed at the last Budget Workshop.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Robin Dayton
Councilor Sharri MacDonald
Town Manager Jack Turcotte
Assistant Town Manager V. Louise Reid
Finance Director Jill Eastman
Public Works Director Bill Robertson
Police Chief Dana Kelley
Lieutenant Timothy DeLuca
Waste Water Superintendent Chris White
Larry Littlefield – Finance Committee Member**

Absent: Councilor Shawn O'Neill

The items to be discussed this evening include: CIP General Government; CIP Public Safety; CIP Public Works; CIP Sanitation; CIP Agencies/Recreation; Revenue; Staffing; any other budgets that were unable to be discussed at the last Budget Workshop. It should be noted that capital improvement programs includes annual rotation needs or property items; capital sewer replacement programs; stormwater replacement programs; paving preservation program which are recommendations of the Pavement management System; vehicle replacement programs; recommendations of the Facilities Improvement Plan for town-needs; recommendations involving the Beach and Parks Management Program; annual capital for the GIS system to ensure data integrity and changes as needed on the town-wide basis per the GIS Strategic Plan; and capital program for facility planning and pre-design to include all facility and department needs. The Town Council continues to remind themselves and staff that a blueprint for going forward with the many capital needs is something ongoing and continually requiring updating. Capital needs improvements – any non-operational items costing more than \$5,000 and displaying a projected service life of at least three years – are

distributed per order of recommendations from the Town Council. The amount of capital a department receives is based on their need, the availability of funding and the approval of the Town Council.

20200 - CIP – General Government – 50802 - 50888

Town Clerk – 1883 minutes to present are needed and are being scanned. It was explained that the scanning of historical documents and putting them on Laser fiche so that files can be preserved and can be readily researched by staff and citizens alike, is critical. At some point in the future we will lose that part of history. It was decided to alleviate the \$6,000 this year for this particular item

Computer needs – Annual rotation of hardware/software upgrades, system improvements for the facilities will be moved to Information System. The need to keep ahead of computer needs is important otherwise increased interruptions to network service will be experienced. It would now show under the Information Systems budget.

Town Building Property Needs – There was a lengthy discussion on the physical needs of the Town Hall including the need for either painting or siding of the Town Hall keeping in mind that it is a historical building.

Revisit: The Council requested that the Town Manager continue the research into the project of the physical needs, inside and out, of the Town Hall.

A timely report to the Council including needs and costs of the physical projects in the repair and upkeep of the building.

20200 – CIP – Public Safety – 50813-50889

Fire Department Property Needs – Problems associated with the mold issue related to the Fire Department itself including the fact that environmental exposure to mold and its spores can cause several severe clinical conditions. These human deceases could be generally categorized into three groups: allergic (impacting the immune system); pathogenic (infecting living tissues); and toxic (poisoning.)

Revisit: An estimate as to the cost of updates to the Fire Department building and further discussion on the possibility of transferring the funding left from the Police Department building budget to the Fire Department for further upgrades to the Fire Department.

As requested before, the Council would appreciate dialogue/information Provided under each budget number which were missing in this particular Capital Project listing.

Police Department

Chief Dana Kelley and Lt. Timothy DeLuca reviewed in detail the vehicles used by the Police Department. It appeared that Town Council raised issues brought to them by citizens in the concern for the number of police cars used by the Police Department. The Chief presented individually the use of each vehicle; answered questions about the vehicles being taken home and the explanation that immediate reaction to calls when key officers are off-duty defines the need for taking vehicles home. The request for a new vehicle and the need for it to be fitted with a computer was the basis for the capital request this year. The Price of the 2011 Ford P71 Crown Victoria is approximately \$23,589.

Police Vehicles

Assigned to	Car #	Type of Vehicle	Current Odometer	VIN #	License Plate #	Driven to Work
Chief Kelley	C1	2005 Ford Crown Vic	111529	2FAFP71W35X177268	2032	
DC Babin	C2	2004 Ford Crown Vic	107464	2FAFP71WX4X175094	924	
Lt. DeLuca	C3	2006 Ford Crown Vic	1/13/2251	2FAFP71W96X147015	1058	
Sgt. & Cpls	C4	2008 Ford Crown Vic	75772	2FAFP71V68X152067	2083	
Germaine/Robbins	C5	2005 Ford Crown Vic	152537	2FAFP71W55X177269	2033	
SRO/Spare	C6	2011 Ford Crown Vic	10594	2FABP7BV1BX103248	418-361	
Off. St. Pierre & Gunther	C7	2004 Ford Crown Vic	108777	2FAFP71W84X171965	1062	
Ladakakos/Porter	C8	2011 Ford Crown Vic	12621	2FABP7BVXBX103247	418-362	
Sgts.	C9	2005 Ford Crown Vic	116914	2FAFP71W25X173275	52	
Det Sgt Hemingway	C10	2003 Chev Impala	79044	2G1WF55K439368832	892	
ACO Vehicle	Truck 11	2003 Ford E-150	71848	1FTRE14293HB55209	419091	Yes
	C12	2001 Chev Impala	164095	2G1WF55K519239172	840	Yes
Transport Van	C14	2002 Chev G1500	60324	1GCTG15W821233940	896	Yes
Off Jarrett/Regan	C15	2007 Ford Crown Vic	96940	2FAFP71W77X136371	2062	
Superv. Seasonal	C16	2007 Ford Expedition XLT	23964	1FMFU16567LA34424	2061	
Unmarked		1999 Merc Grand Marquis	182555	2MEFM74W9XX626811	6372NM	
Unmarked		1996 Chevy	180,000	1GNEK13RTJ354973	5324RD	
Unmarked		1996 Jeep Cherokee	152381	1J4FJ28S6TL253734		
Motor Officers	M21	Harley Dav/FLHP MC 2010		1HD1GHM11AB613866	77	
Seasonal	A1	Yamaha Rhino 2007		5Y4AJ19Y77A011007	77342	
	A2	Yamaha Rhino 2007		5Y4AJ19JY57A012124	77343	
Parking - Seasonal	T14	2002 Chev S-10	53070	1GCCS145628189597	418665	
CPV-	C3	2003 Chev Impala	120360	2G2WF5K339369535	891	
Radar Trailer		ROLC Trailer 2002		5EPT0101821000130	304-324	
Trailer -		2004 Interstate Trailer		1UJ500H2841049695	302529	

Car 4 - New in 2008
 Car 15 and 16 New in 2007
 Car 4 and Car 8 New 2010
 Old Car 3 is Community Patrol Vehicle

Chief Kelley reminded the Council that in his 38 years of police service public safety is the key issue and that he is not asking for anything more than the assurance that public safety can be met. He also encouraged the Town Council to have any citizen who is questioning the needs of the Police Department to contact him directly rather than relying on the facts that may not be complete as to what Council members understand about the Police needs.

CIP – 20200 - Recreation/Skateboard Park

Vice Chair Tousignant at this point asked if it was possible for us to discuss the Capital Project listed under Agencies/Recreation and the \$15,000 proposed by the Town Manager for the Skateboard Park. The past two years \$15,000 had been given each year for a total of \$ 30,000 which the Skateboard Park and Recreation Committee have sought to increase by fundraising events. The Council Chamber had several members of the Skateboard Park Project in attendance and speaking. Councilor Robin Dayton asked the Town Manager who decided to put the request for the \$15,000 this year on the budget proposal as she did not believe it came from the Recreation Director and the Town Manager indicated that it was his recommendation. Vice Chair Tousignant and Councilor MacDonald both indicated that, although they praised and appreciated the work of the Skateboard Group toward raising money, they made it clear in the budget process last year that they would not support more money this year. The history of the Skateboard Park was related and the fact that the Town previously had one and in 2009 the old wood structure had deteriorated and was torn down in 2009. The Committee, under the guidance of the Town's Recreation Department has been working on a proposal for a new Skateboard Park. Eric Santos, a key leader of the fundraising efforts, when asked how much they have in their fund at the moment, he indicated they had \$36,000 which included a \$5,000 grant and additional money from a recent fundraiser. Prior to this meeting the Recreation Director indicated that the minimum cost for a new Skateboard Park would be between \$70,000 and \$90,000. It was stated that there were preliminary discussions about building the Skateboard Park in the Ballpark but an official decision has not been made and the Town Manager indicated that there were many issues to be addressed before a request from the Skateboard Committee could find a place in the Ballpark could be approved or in the planning for the future. Eric Santos said, "I truly want to make this park great and I will do everything I can." Skateboard Committee member, Andrew Syska, said the Town of Standish recently built a small Skateboard Park for \$35,000 and that he understood, as a taxpayer, that the Town could not afford to give more money this year to the project. He did suggest that "we could start with something and expand upon it in the future." Vice Chair Tousignant explained that realistically, the group would not be able to raised \$90,000 toward a park and that they would be "too old" to skateboard by the time that amount of money was raised. The Chair, Bob Quinn, who acknowledged the work of the youth, said he felt the group should look at a "scaled-down" version and do more fundraising. He indicated that "the youth of today you'll be half the age I am before it gets built at the rate it is going." The courtesy and sincerity of all in attendance was acknowledged.

20200 – CIP - Public Works – 50506 - 50835

50506 – Road Maintenance and Improvement

Paving

**Randall Avenue – Royal Avenue to West Grand – Reclaim, base course, top course
\$2613 SY @ \$15/SY = \$39,195**

**Heath Street – Saco Avenue to First Street – Reclaim, base course, top course
Reclaim, base course, top course
3500 SY @ \$15/SY = \$52,500**

**Randall Avenue – Wet Grand to Seaside – Shim and overlay
925 SY @ \$6/SY = \$5,550**

**Winona Avenue – Free Street to Clover
2613 SY @ \$6/SY = \$15,678**

**Seaside Avenue – Temple to New Salt
3,450 SY @ \$6/SY = \$20,700**

**Old Orchard Street – Portland Avenue to West Grand Avenue – shim and overlay
9500 SY @ \$6/SY = \$57,000**

**Charles Avenue – Overlay 1 inch
1000SY @ \$5/SY = 5,500**

**Ross Road – Portland Avenue to Jim’s Auto
9773 SY @ \$5/SY = \$53,751**

**Randall Avenue – Royal to West Grand – Reclaim, base course, top course
2613 SY @ \$15/SY = \$39,195**

**Heath Street – Saco Avenue to First Street – Reclaim, base course, top course
2500 SY @ \$15/SY = \$52,500**

**Randall Avenue – West Grand to Seaside – Shim and overlay
925 SY @ \$6/SY = \$5,500**

**Winona Avenue – Free Street to Clover
2613 SY @ \$6/SY = \$15,678**

**Seaside Avenue – Temple to New Salt
3450 SY @ \$6/SY = \$20,700**

**Old Orchard Street – Portland Avenue to West Grand Avenue – Shim and overlay
9500 SY @ \$6/SY = \$57,000**

**Charles Avenue – Overlay 1”
1000 SY @ \$5/SY = \$5,500**

**Ross Road – Portland Avenue to Jim’s Auto
9773 SY @ \$5/SY = \$53,751**

Total -	\$ 249,874.00
10% Cont.	<u>24,987.00</u>
	\$ 274,861.00

Saco Avenue – Reclaim binder and top

**Heath Street to E.E. Cummings Blvd. – 4 Phases –
Phase 1 (Fall 2011) Heath Street to Fern Park Avenue
3000 SY @ \$15.SY = \$45,000**

FY 2013

**Phase II (Spring 2012) Fern Park Avenue to Atlantic Avenue
3500 SY @ \$15/SY = \$52,500**

**Phase II (Fall 2012) Atlantic Avenue to First Street
3100 SY @ \$15 SY = \$46,500**

**Phase IV (Spring 2013) 15th Street to Limits of Signal Project
(Fire Station)
\$3000 SY @ \$15 SY = \$45,000**

Total	\$45,000.00
<u>20% Cont.</u>	<u>4,5000.00</u>

\$49,500.00

Crack Seal Various Roads	\$30,000
Superior Crushing Asphalt & Concrete to Reclaim	<u>30,000</u>

TOTAL **\$384,361**

50507 – Sidewalk Projects (First Street

Saw cut Existing Sidewalk	
Remove/Relocate Street Signage	
6 Foot Wide Hand Placed Hot Mix Asphalt	\$ 17,000.00

Asphalt Curbing	13,000.00
Aggregate Base Course Type "B"	15,000.00
Detectable Warning Device	2,000.00
Field Adjust Manhole Castings	250.00
Field Adjust Fire Hydrants	1,000.00
Curb Inlet Drainage Structure	
2Foot Diameter Bottomless Catch Basin Structure	
8 Inch Diameter Storm Drain	
Loam and Seed	5,000.00
Traffic Control	
Mobilization – Demobilization	
	<hr/>
Construction Total	\$ 53,250.00
20% Contingency	<u>5,325.00</u>
Estimated Project Total	\$58,574.00

Saco Avenue (Heath Street to Limits of E.E. Cummings Signal Project)

Spring 2012 – Phase I
600 LF X 2 @ \$20/IF = \$24,000

FY 2013

Fall 2012 – Phase II
700 LF X 2 = \$20/IF = \$28,000

Spring 2013 – Phase III
620 LF X 2 = \$20/LF = \$24,800

Fall 2013 – Phase IV
600 LF X 2 @ \$20/LF = \$24,000

TOTAL \$24,000.00
10% Cont. 2,400.00

TOTAL \$ 26,400.00

GRAND TOTAL \$ 84,974.00

50508 – Sewer Maintenance and Improvements

Saco Avenue
Phase I (Fall 2011)
3 SMH @ \$2,000 = \$ 6,000.00

600 LF pipe @ \$20 IF	=	12,000.00
6 connections	=	3,000.00

Phase II (Spring 2012)

3 SMH @ \$2,000	=	\$ 6,000.00
750 LF pipe @ \$20 IF	=	15,000.00
12 connections	=	6,000.00

FY 2013

Phase III (Fall 2012)

7 SMH @ \$2,000	=	\$14,000.00
640 LF pipe @ \$20 IF	=	12,800.00
11 Connectors	=	5,500.00

Phase IV (Spring 2013)

6 SMH @ \$2,000	=	\$12,000.00
800 Lf pipe @ \$20 IF	=	16,000.00
9 Connectors	=	4,500.00

TOTAL	\$48,000.00
Equipment	<u>15,000.00</u>
	\$63,000.00
20% Cont.	<u>12,500.00</u>
	\$75,600.00

50826 – Public Works Building Improvements

Roof over slab rear of building (storage for beach rake, sweeper, etc.)	\$ 14,000.00
Loft in bay #1 @ DPW garage for storage	4,000.00
Roof over rear parking adjacent to garage	14,000.00
Phase I lighting at main garage	4,000.00

Salt & Sand Improvements

Staircase to dock to 2nd floor (OSHA)	\$ 6,000.00
Pavement improvements and curbing for wash area, rake & sweeper (DEP)	6,000.00
<u>Pipe racks</u>	<u>\$ 2,000.00</u>

Total	\$ 50,000.00
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50831 – Stormwater Maintenance & Improvements

First Street

15 inch HDPE 1400 foot/20 @ \$144	\$10,080.00
CBS 17 @ 275	4,675.00
Stone	4,000.00
Backfill	6,000.00
Pavement Patch	
1200 foot x 4 feet x 25 feet x .0062 = 744 tons @ \$60	\$44,460.00
Curbing 800 LF @ \$8.50	6,800.00
	<u>\$76,195.00</u>

Phase I- Heath to Fern Park (Fall 2011)

8 CBS – 2 DMH @ \$2,000	\$20,000.00
600 LF pipe @ \$20 IF	12,000.00

FY 2013

Phase II – Fern Park to Atlantic (Spring 2012)

5 CBS @ \$2000	\$10,000.00
700 LF pipe @ \$20 IF	14,000.00

Phase III- Atlantic to 15th (Fall 2012)

5 CBS @ \$2,000	\$10,000.00
620 LF pipe @ \$20 IF	\$12,400.00

Phase IV – 15th to the Fire Station (Spring 2013)

6 CBS @ \$2,000	\$12,000.00
600 LF pipe @ \$20 IF	\$12,000.00

TOTAL \$ 76,195.00
 32,000.00

Equipment \$ 9,000.00
 \$117,195.00

10% Cont. 11,719.00

\$128,914.00

50835 – Public Works Vehicles

FY12 FY13 FY14 FY15 FY16 FY17

NOTE:

Equipment repairs done 7/1/2009 to 1/31/2011

Truck 14	\$27,247.44					
Truck 17	15,724.21					
New 6 yard dump truck cab & chassis \$130,000		\$ 26000	26,000	26,000	26,000	26,000
New 6 yard dump truck cab & chassis \$130,000			26,000	26,000	26,000	26,000.00

New loader John Deere CIP	\$183,000.00
(Bought in January 2011) Cost	<u>154,700.00</u>

Balance Remaining	\$ 28,300.00
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Use Balances CIP 2011 Equipment
to Purchase

Salsco Sidewalk Paver, Model \$5012 (new)	\$ 26,844.00
(used)	22,530.00

At the end of the Public Works discussion, the Public Works Director present an item not included in the capital projections.

50508- Sewer Maintenance and Improvements

Sewer Improvements Addendum – West Grand Avenue Bond Project Sewer Rehabilitation.

West Grand Avenue, Casco Avenue to Ancona Avenue
 Oceana Avenue, West Grand Avenue to Seaside Avenue
 Winona Avenue; West Grand Avenue to Seaside Avenue
 Oceana Avenue; West Grad Avenue to Seaside Avenue
 Ancona Avenue; West Grand Avenue to Seaside Avenue
 Colby Avenue; West Grand Avenue to Seaside Avenue

9 SMH @\$3,000	=	\$27,000
1350 IF 8 inch Sewer \$IF	=	67,500
40 service connections @ \$500/each	=	20,000
600 IF pipe insulation @ \$5/IF	=	3,000
50 IF relocate water mains @ \$50/IF	=	2,500

Total	\$120,000
Contingency @ \$20	<u>24,000</u>

\$ 144,000

There was lengthy discussion on whether the West Grand Bond Project would include approval to spend the bonds funds for sewer improvements and whether the verbiage was included in the referendum. Again, having had this discussions many times, Vice Chair Tousignant asked if the Council could immediately receive a report on whether the funding could or could not be used in this project. John Bird suggested asking the Bond Bank who worked with the Town and it was noted that the attorney and bond representative was Bernstein & Shur. The Town Manager was directed to get an answer in a very timely manner since this discussion had been ongoing for far too long. Other issues discussed was the question raised by Councilor Robin Dayton as to where the Washington Avenue project stood and the Public Works Director indicated that was scheduled for this year and next. Jerome Begert asked if there is funding left from the

Smithwheel/Ocean Park project, could that possibly be used for the removal of trees in the Smithwheel area and the paving of that area.

In the discussion relative to the Public Works Capital Projects, it became very clear the Council appreciated the work that has been and is being done. The Department Head went through all of the above projects line by line and discussed the various projects and the questions raised by the Town Council. The following questions were asked with the request for information:

Revisit: A listing of the \$26,000 Smithwheel Road/Ocean Park monies; where is that funding monies is scheduled for use?

A complete project list including name and location of project; project documentation; cost; and beginning and completion date of projects.

Listing of money in the 2011 budget not expended and a timeline as to expending of those funds.

Immediate information secured as to whether the sewer costs related to the West Grand Bond Project can be expended through the Bond itself.

CIP – 20200 - Waste Water Department - 50846

Superintendent Chris White began discussion with a snapshot of the improvements needed at the Waste Water Treatment Plan and the significant upgrades required. He discussed the blowers at the Waste Water Transfer facility as older of the older ‘positive displacement’ type. The newest technology is referred to as “turbo blowers” and offers a significant savings in electricity. Efficiency Maine is also very generous with grants to assist in the purchase. This would be an easy retrofit and with a small amount of engineering money dedicated to comparing brands, applying for grants and specifying the correct models it could be done for under \$500,000. He felt that if there was a capital project worth doing, he felt this was it. The question of savings of energy costs was also discussed. Then the discussion went into short and long term projects. A short term plan is seen as something to achieve or do in a perceived short duration of time as compared to the long term plan which can be achieved or done in a longer duration of time. Discussion about the need for both types was held and the Superintendent indicated that in the short term planning he has identified the things that he felt could be accomplished the necessary steps and activities that could be done within a year or a couple of years. The long term aspect however involves identifying longer term activities and in the case of Waste Water unfortunately the cost of even the most simple project is usually more than one year capital funding designations can handle therefore it is carried over from year to year. The question of whether to start small and by the time you get to the larger project – the smaller project is already outdated or needs replacement again. Obviously failure of solution in the short term planning will definitely affect the long term planning. It was also suggested that further discussions on the needs both capital and other of the Waste Water Department be discussed at a Workshop where the engineering needs and plan will be discussed with Wright Pierce.

Revisits Summary:

General Government

Revisit: The Council requested that the Town Manager continue the research into the project of the building's physical needs, inside and out, of the Town Hall.

A timely report to the Council including needs and costs of the physical projects in the repair and upkeep of the building.

An estimate as to the cost of updates to the Fire Department building and further discussion on the possibility of transferring the funding left from the Police Department building budget to the Fire Department for further upgrades to the Fire Department.

As requested before, the Council would appreciate dialogue/information Provided under each budget number which were missing in this particular Capital Project listing.

Public Works

Revisit: A listing of the \$26,000 Smithwheel Road/Ocean Park monies; where is that funding is scheduled for use?

A complete project list including name and location of project; project documentation; cost; and beginning and completion date of projects.

Listing of money in the 2011 budget not expended and a timeline as to expending of those funds.

Immediate information secured as to whether the sewer costs related to the West Grand Bond Project can be expended through the Bond itself.

Closing Comments:

Discussion by the Council on the need for further workshops to grapple with the substantive issues relative to the capital needs of the Town will need to be held. It was suggested throughout the discussions that a master list of projects and issues of the capital needs of the municipality be updated, and continue to be updated, so that each year the Council will have a roadmap for not only work but funding of these needed projects. Prioritized projects also are the first filter in the planning of future budgets.

The meeting was closed at 10:35 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 thirteen (13) pages is a true copy of the original Minutes of the Town Council Workshop of April 21, 2011.

Louise Reid