

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Thursday, June 22, 2011
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held following the Town Council Meeting on Thursday, June 22, 2011 at 6.40 p.m.

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**

Absent: Councilor Shawn O'Neill

The Chair indicated that we would be addressing the remaining revisits this evening.

Public Safety – 20136

Revisit Revisit – 50501 – Operating Supplies – Equipment – questions of cost of mailings and possibly using regular stamps rather than the need for postage machine - Pitney Bowes.

20136-50501 Operating Supplies – Postage Meter - \$35,000 – Reduce by \$1,300 to \$33,700

Chief John Glass reported that currently they send out approximately 600 pieces of mail per year. He indicated they would be using the Town Hall postage meter & Police Station postage meter when needed for the time being and access the cost for next year's budget. The Council reduced this item by \$1,300 from \$35,000 to \$33,700.

Fire Rescue – 20138

**Revisit: Salary Line – 50101-50102- 50106 – 50107
Question on use of part time rather than full-time paramedics and the need for three assigned. Fewer paramedics requested.**

Revisit – Overtime – 50111- Explanation given of reasons behind overtime and for the need to understand the scheduling process for on-call.

**Revisit – Holiday Wages – 50113 - Reconsideration of policy – Union issue
20138 – Salaries – Part Time EMS**

Overtime - 50111 – increased by \$25,000 from \$135,000 to \$160,000

The Town Manager and the Fire Chief have explained that overtime is created by three reasons:

Employee benefits: vacation, sick leave, Bereavement etc.

Special circumstances: Minimum manning set by Union contract, Minimum standards mandated by Federal guidelines for fire response, storm coverage, mandated state and federal training, etc.

Long term injuries: Personnel who are injured on or off the job and personnel who contract a major illness.

Chief Glass explained that fulltime Emergency Medical Technicians (EMT) paramedic coverage has been made evident many times in the past by the citizens of Old Orchard Beach so as to have the best “standard of care”. Additional fulltime staff was hired in 1998 to accomplish this without excessive hours being worked by these employees. Part-time EMT’s are also hired to partner with the fulltime paramedic on the ambulances. Out of the “pool” of part-time employees fulfilling this role, only six are at the paramedic level. These “part-time medics” aid in staffing the second ambulance during the summer at the Paramedic level and are valuable additional help during the other seasons. Our statistics show that an average of 72% of our EMS calls over the past 3 years required advanced life support by a paramedic. Chief Glass related his own experience with a major medical problem last year and four paramedics and one EMT-Intermediate will tell you that my difficulties associated with my condition required more than one paramedic.

A great deal of discussion into staffing occurred with Finance Chair Neil Weinstein disagreeing with the number of staff required to operate safely. Neil Weinstein indicated that we have other communities sharing and servicing us and that the number of staff is not necessary to which Chief Glass disputed his claim indicated that not only are we charged for their service but the concern has been raised that we depend on them too often. The concern about the overtime has been something in discussions for almost every budget season and some of the concern is clouded by an understanding of the definition of overtime. The Town Manager tried to explain that some is for illness or accident related/disability issues but other times it is just an expected occurrence which requires legally that we maintain the level of service (staffing) at the station. Discussion continued on other ways of logging in this considered “overtime” expense so that it becomes a more realistic number rather than each year seeing the number go way over the approved budgeted limit. It was noted that Chief Glass has managed to reduce the hours of overtime and he again reiterated his personal opinion that if he had been allowed to keep the Deputy Chief – that would have decreased again the number of unexpected overtime costs. Councilor MacDonald explained that she

believes the more administrative personnel is not the answer. Councilor Dayton indicated that perhaps if we are going to demand less overtime; we need to hire more staff. It was finally requested that the Fire Chief in the year ahead come up with some realistic solutions or approaches to this problem of overtime; whether it be a redesignation of how overtime is represented or the request to hire more staff. As in so many budget discussions the issue of some of the discussions relate to ongoing and future Union negotiations.

The total overtime for the past year as of April 30, 2011 was \$201,388.16; the average is about \$4,577 week using 44 weeks) a week in overtime; so it appears that it would be over approximately \$230,000 by the end of the fiscal year 2011. The Council set the amount of \$160,000 – increasing it from \$135,000; an increase of \$25,000.

HOLIDAY WAGES

Each employee (12) covered under the Union/Town contract receives ten hours of regular pay for 13.5 holidays whether they work or not. Union Contract Clause.

In previous discussions as well as this evening the recognition that much of these issues are related to Union negotiations which cannot just be changed by administration but need to be worked out with the Union which often means making other options which require other costs to the taxpayers.

Revisit – Health Club – 50220 – Reasoning for outside use of Health Club now that we have Police Department facility for work out.

HEALTH CLUB MEMBERSHIP

Each employee (12) covered under the Union/Town contract receives \$25 per month towards a Health Club membership. Union Contract Clause.

The Town Manager indicated that in all Union negotiations this was a subject under discussion of the size of the new Police Department gym/training room is also an issue. Again Neil Weinstein said that the additional expense of paying for them to work out at a gym is an expense that should not be put on the taxpayers back. Jerome Begart indicated that perhaps the recreation department's equipment could be moved to accommodate some of the area to allow for exercise.

Revisit – Service Contracts

20136-50310 SERVICE CONTRACTS

(2) Medtronic & (1) Phillips cardiac monitors have service contracts which provide upgrades, all repairs if needed, and battery replacements. These are most economical way to maintain these vital pieces of equipment.

Cylinder leases are for Oxygen cylinders from which we fill ambulance O2 bottles. This is the most economical way to refill the O2 bottles on ambulances because it eliminates some of the delivery & DOT charges by the vendor.

The Town Council unanimously agreed that these contracts are necessary for the safety of the community.

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.

PUBLIC SAFETY COMPLEX RENOVATION/REMODEL

It has been documented many times and many ways by professional reports and personal observations by citizens, staff, government officials, Maine Labor Inspectors, and Workman's Comp carriers that the entire public safety building needs code compliant renovations and remodeling. These needs are many and will be costly. The Chief indicated he has studies regarding air quality and design needs from 2002 to 2007 listing plans and compliance goals.

Some items requiring immediate attention are:

Water infiltration through the walls creating an environment for mold formulation.

Apparatus bay door safety equipment.

Energy recovery upgrades.

Apparatus bay door opener replacements.

Air quality improvements for interior of building.

Plumbing changes to eliminate toilets in old PD jail area and removal of jail hardware to utilize space.

Upgrade internal voice notification system throughout station.

Eliminate trip hazards of apparatus bay floor drain.

* The Chief asked for CIP funding for the top two concerns this year*

Some long term needs:

Remodel sleeping quarters to better accommodate female and male employees.

Remodel kitchen.

Create a separate bathroom/shower for female employees.

Upgrade and comply with ADA requirements.

Redesign apparatus bay floor to properly drain.

HVAC/energy efficient needs.

Address cross-contamination concerns of fire personnel contaminating admin areas and family environments.

Create storage for files and equipment.

The Town Manager indicated that it appears that we will be in the black to the tune of approximately \$273,747.58 left over from the Police Station project. Obviously following final acceptance of the building we will have final figures. He also explained that there may be a few things still remaining at the Police Department and suggested work that needed to be done on some of the walls for a protection mode as well as a larger expense which would have to come back to the Council in the possible building of a large storage shed to allow for parking meter repairs and storage of equipment such as the ATV's. Everyone recognizes the need for updating the condition of the Fire Department but this was something that could not be solved in this evening's discussion.

CIP – Fire Department - \$8,000 and reduced to \$6,000 – decreased by \$2,000

The cost for the ATV which was in the projected budget and the Council confirmed leaving it at \$6,500. The budget was reduced for the tough books by \$2,000 from \$8,000 to \$6,000 so the money will be deposited into line 20202/50839.

Public Works – CIP

Bill Robertson, Public Works Director, provided the Council with a listing of the CIP – 2010 estimate, costs and balances.

CIP 2010

Paving	Estimate	Cost	Balance
Arbutus	\$20,300	\$14,770	\$5,530
Foote	\$13,085	\$12,400	\$685
Imperial	\$17,934	\$14,880	\$3,054
Cottage/Grove	\$57,740	\$54,240	\$3,500
Smithwheel	\$68,808	\$101,151	(\$32,343)
Sewer/Drainage			
Cottage/Grove	\$53,994	\$31,065	\$22,929
Stormwater			
4th Ave Vault	\$40,000	\$19,600	\$20,400
Mullen/Brown Outfalls	\$20,000	\$20,000	-
Ross Road	\$65,426	\$53,239	\$12,187
(Phase I Complete, Phase II 2011)			
Sidewalks			
Cottage/Grove	\$15,000	\$10,250	\$4,750
<i>TOTALS</i>	<i>\$372,287</i>	<i>\$331,595</i>	<i>\$40,692</i>

Town Clerk

Revisit: **Town Clerk's Budget:**
 Is there a possibility of reducing the 20107-50500 line –
 Printing and Copying?

Line item 20107-50502 – This was reduced from \$800 to \$300 or a decrease of \$500

FY 2009 allocation \$800.00

The Town Clerk's Office purchased resident and non-resident parking permits for the Milliken Street/Memorial Park municipal lots, \$747.77, Rydin Decal. \$52.23 returned to general fund at end of FY 09.

FY 2010 allocation \$950.00

The Town Clerk's Office has never sold non-resident parking permits, so the office did not purchase those. The office also shopped around for a less expensive printing shop and less expensive permits, spending \$223.00 FY 10. \$727.00 returned to the general fund at end of FY 10.

FY 2011 allocation \$800.00 – reduce by \$500 to a balance of \$300

The Town Clerks' Office, again, did not purchase non-resident parking permits, and purchased the less expensive permits, for FY 11. At the beginning of the budget process, the Office requested that \$800 remain budgeted because if the less expensive permits tore and needed to be replaced often, we would need to revert back to the more expensive permits. \$577.00 remains in this account as of 06/15/11.

The Town Clerk indicated that they have not had any issues with the tearing/replacing of these less expensive permits. Unless the Town Council amends the policy on non-resident parking permits, or requests different parking permits be purchased, I would feel comfortable in reducing the line to \$300.00 in FY 12, inclusive of a small increase in any fees.

Recreation Department/Ballpark

Revisit: **Recreation Department - Reduce by \$2,080 to :**

The question of the budgeted items for Service Contracts needs to be revisited including whether Town Hall Facilities Manager can do the cleaning at the Recreation Department. The question also was raised of discussion of ballpark cleaning.

The Town Manager has discussed this issue before and indicated that he has not had the time to work out further plans with the Ocean Park Cleaning Services or with staff but this is something that can be continued in the next budget process should the Council move in that direction. He did agree that it might be possible for the current Facilities Manager of the Town Hall to spend two hours a week at the Recreation Department doing maintenance work.

Memorial Day Parade

Revisit: Account Number 30416/50311 – with a balance of \$7,027.98

The Finance Director set up this special revenue account for donations to the Memorial Day Parade. This account is only to be used for the Memorial Day Parade unless approval by the Town Council

The question was raised if there was still \$5,000 in the Recreation Budget for the Memorial Day Parade? The answer to this is there is not any funding left in Recreation for the Memorial Day Parade. This is now a totally separate account to only be used for the Memorial Day Parade expenses.

Legal Services – 20103 - \$100,000

Revisit: 50301 - Revisit: Going out to bid for new Legal Counsel
Monitor closely legal requests by Staff and Council
Town Manager to give update.

The Town Manager indicated that he has received suggested RFP forms regarding Legal Council and will in the coming weeks address this request to go out to bid for legal services.

Neil Weinstein gave a rather detailed explanation of how he felt the Town should hire an attorney who would work exclusively for the municipality and be there for committee meetings and able to address in a timely manner the every day legal requirements of the town. The Town Manager also indicated that he had researched in some degree some of the other sources of legal advice that other municipalities were receiving and would continue to do this in the days and weeks ahead. It was decided that the current amount of \$100,000 was sufficient for the next year's budget.

Town Manager

Revisit: 20102-50300 – Professional Engineering - \$15,000

This account funds professional and engineering services that may be required including PACTS dues, Wright Pierce, etc. The question was raised as to how and what this professional engineering account covers and a history of those payments.

The Town Council had consensus to leave this fully funded as there would likely be professional and engineering service requirements not covered any where else in the budget and that would need to come out of this line.

Recreation Department

The question was raised about what was left in the Recreation Departments Special Event Account. The following information was provided to the Town Council:

Concerts in the Park	\$	7,000
Egg-Stravaganza		2,500
4 th Grade Theme Tree		400
Jimmy the Greek Frozen 4 Mile Race		500
Adult League Basketball Program		300
Christmas by the Sea		200
OOB365		200
Boys 8 Girls High School Outdoor Basketball		400
Sandcastle Award		100
Pitch Hit Run		100
Skate Park Fundraiser		800
Total	\$	12,500

The meeting was closed at 9:30 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 eight (8) pages is a true copy of the original Minutes of the Town Council Workshop of June 22, 2011.

Louise Reid