

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Monday, April 9, 2012
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Monday, April 9, 2012 at 7:00 p.m. Chair Quinn opened the meeting at 7:03 p.m. The issues to be discussion include: Waste Water Treatment Department; and Public Works Department.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Robin Dayton
Councilor Sharri MacDonald
Councilor Michael Coleman
Town Manager Mark Pearson
Assistant Town Manager V. Louise Reid
Finance Director Catherine Saltz
Members of the Finance Committee**

The Waste Water Superintendent provided the following information in their packet to the Council.

Wastewater Department #20161/20163

Staff

The wastewater department is responsible for the maintenance and operation of the pollution control facility and eight (8) remote pump stations. The maintenance and operations departments are required to have working knowledge of each other's general duties. The Maintenance Foreman oversees all maintenance duties and is second in charge during the absence of the Superintendent. The Chief Operator oversees all chemical and biological operations. At all times there are two employees on call and ready to respond in case of power outages, equipment failures and rain events. Everyday duties include inspecting facility equipment, pump station equipment, scheduling maintenance, laboratory testing and operational adjustments. Other duties consist of operating the solids disposal equipment, coordinating outside contractors, diagnosing electrical and mechanical equipment, scheduling in house repairs, ongoing training, ordering parts/supplies/material and yard maintenance. Staff faces a number of biological, electrical and mechanical hazards on a daily basis. Training and attention to safety play an important role in everything we do. It should be noted that in comparing wages and benefits as part of the total departmental budget; the labor costs are a much smaller percentage in this department than others.

Although wastewater treatment in most municipalities tends to be less in the public eye than other departments, it is a service that is provided 24 hours a day. There are tremendous amounts of technology and infrastructure that make up the wastewater treatment system. It is a huge investment and it is very important that the public be educated on what it takes to

properly operate the facility. There have been tremendous advances in how wastewater is treated and great strides have been made in technology. Newer equipment saves manpower, electricity and provides a safer working atmosphere for the employees.

Staff is responsible for a variety of physical and mental tasks in and around the wastewater facility and pump stations. There is at least two staff on call on a rotating basis at all times. The current staffing levels is as follows; Department Foreman, Chief Operator, Senior Mechanic, Operator, Assistant Mechanic, Assistant Operator (open position). A complete listing of the possible job titles and their primary functions are listed below.

Department Foreman – Manages and supervises repairs to existing equipment, schedules operational and maintenance tasks, recommends purchases of new equipment, assists the Superintendent with internal and external projects, orders materials and supplies, performs basic duties in the absence of the Superintendent

Chief Operator – Autonomy over all biological and chemical operations, meets regularly with the Department Foreman to schedule operational and maintenance tasks, recommends purchases of new equipment, assists the Superintendent with internal projects, orders materials and supplies, performs in house laboratory testing, schedules contracted laboratory testing, fills out state and federal reporting forms

Senior Operator- Assists the Chief Operator in all aspects of biological and chemical operations, performs in house laboratory testing, schedules contracted laboratory testing, fills out state and federal reporting forms, manages all biological and chemical operations in the absence of the Chief Operator , operates the dewatering equipment as needed

Senior Mechanic – Assists the Department Foreman with repairs to existing equipment, performs routine checks and maintenance to equipment, performs basic duties in the absence of the Department Foreman, basic process control and lab testing

Operator – Assists with all aspects of biological and chemical operations as directed, performs in house laboratory testing, operates the dewatering equipment, and assists with maintenance tasks

Mechanic – Assists with all aspects of maintenance as directed, performs routine checks and maintenance on equipment, assists with biological and chemical operations as directed, operates the dewatering equipment as needed, basic process control and lab testing

Assistant Operator – Assists with all aspects of biological and chemical operations as directed, performs in house laboratory testing, operates the dewatering equipment, and assists with maintenance tasks

Assistant Mechanic- Assists with all aspects of maintenance as directed, performs routine checks and maintenance on equipment, assists with biological and chemical operations as directed, operates the dewatering equipment t as needed, basic process control and lab testing

Equipment Operator – Assists with all aspects of maintenance as directed, operates the dewatering equipment, assists with biological and chemical operations as directed

Laborer – Grounds keeping and other non-skilled tasks

Process

The first part of the process uses primary clarifier's to settle out non-organic material that has no benefit to the biological process. The waste stream then enters the biological part of the process called aeration. In this process, repopulated microorganisms are supplied with air and sludge is recirculated as nutrients for the purpose of "breaking down" the organic material. After the aeration process, the waste stream enters the secondary clarifier's. Much like primary clarifiers, this process uses the same principals to settle out organic material coming from the aeration tanks. The last process is the disinfection process, where hypo-chlorite is

used to kill the pathogens in the waste stream. All of the non-organic and organic solids are treated using a belt press that “squeezes” as much water as possible out of the solids. These dried solids are then sent out for disposal by a contracted third party. While not all of the facility processes are automated, some pumps and feed rates are controlled by programmed logic controllers, or PLC’s. This type of technology is now standard for most facilities and wireless control is also becoming more prevalent.

The OOB facility typically treats over 500 million gallons of wastewater and processes over 1,200 tons of solids on an annual basis. The treated water is discharged to the Atlantic Ocean and is subject to federal and state laws that are put in place to protect our waterways. While the OOB facility is mandated to remove 85% of the pollutants, the facility typically removes better than 90%. The solids produced are processed in to different bio-solids products and used by both farmers and residents alike.

Grant Sources

Maine Rural Development (MRD)-These grants are the primary source of federal assistance for most wastewater projects. The town may not be eligible for these grants due to its method of funding its wastewater budget. These grants are also not available to communities with populations over 10,000. The next census may eliminate OOB from MRD grant eligibility altogether. The amount of the grant also depends on your average sewer user charge and the per capita income of the community.

Efficiency Maine (EM) – These grants are for single projects that show significant savings in energy costs. The Department pursued EM grants for the West Grand pump station project, but was deemed not eligible. The department has been given pre-approval for a \$71,000 grant towards a \$244,000 blower replacement project. Initial reports indicate the town could save up to \$30,000 per year in electricity by completing this project.

American Recovery and Reinvestment Act (ARRA) – ARRA funds may no longer be available.

Maine DEP - The DEP has strict guidelines and is not a major source of grants for wastewater projects.

Internal Funding Sources

Sewer user fees – Sewer user fees are the primary source of funding for most municipal wastewater departments. Most communities charge fees according to estimated and/or actual usage that the individual users have on the wastewater system. OOB currently funds the Wastewater Department out of property taxes. This method was common the 1970’s when federal funds were widely available. As federal funds dried up, more of the costs were shifted to the community and this method became less equitable to the individual users. Under this fee system individual properties with a low property tax value (example: campgrounds, mobile homes, cabins), businesses that are based on water usage (example: laundry mats, car washes) and multi-family properties pay less based on equal usage than residential customers. Because of the current funding mechanism, properties that are tax-exempt do not contribute to the funding of the wastewater system. OOB also lacks the benefit of an industrial sector to help offset costs. Compared to similar size communities; OOB has an inordinate amount of rental, seasonal and tax-exempt properties.

Sewer connection fees – All residents that connect to the sanitary sewer system are charged a connection fee. In most municipalities these fees are dedicated to wastewater needs. In past budgets, these funds have been used to supplement the municipal budget.

Sewer impact fees- Individual developers that wish to develop large areas of land are often charged an impact fee. This fee can be negotiated with the developer, but must be used for the intended purpose of enlarging or upgrading the sanitary sewer system to accept the extra

burden of flow and loading. There does not appear to be any impact fees dedicated to the upgrade of the current sewer system.

Account #20204-50846 – This account is dedicated to individual pieces of equipment or improvement projects that cost \$1,000 or more. I am recommending that leftover funds in this account be designated as and Equipment Replacement account.

Bond sink fund – The town of OOB does not have a fund dedicated to covering future bond costs.

State Revolving Loan Fund – These funds are loaned at 20 year terms and at 2.0% below the prime rate and are the only practical source of funding for wastewater projects in Old Orchard Beach. This program is partially subsidized by the EPA. Recent announcements in the federal budget may drastically cut the funds available to municipalities.

General Obligation Bonds – These funds are available at the prime rate.

Projects

West Grand Pump Station (WG PS) – The WG PS project has been completed on time and within the budgeted amount.

Comprehensive Facilities Study (CFS) – Completed in 2009 and waiting for council direction. The CFS will give us valuable information when planning investment and future operations which were outlined as part of this study. It is our goal to use this study to help the public understand the wastewater process. Having identified areas of potential growth; this study should also be helpful in planning development and the economic impact it has to the individual citizens.

Supervisory and Control and Data Acquisition Project (SCADA) – This project was completed in 2010 and has proven to be an asset to the department. The SCADA system allows staff to access pump station information and control operations from the facility. This has allowed us to preempt potential after hour call outs and has reduced overtime costs.

The overall Budget for the FY12 is increased by 8.08%.

Compensation for UNION employees includes the following (6FTE's)

Contract will be renegotiated during FY'12 – so no increase as assumed in FY'13.

In-lieu of Health Insurance – per policy.

Clothing allowance of \$4,200 (\$650/person)

Maine State Retirement System contribution of 4.4%.

Health insurance contribution of 80% of premium.

Dental Insurance contribution of 50% of premium.

IPP contribution 100% of premium up to 55% of base wage.

These employees can get paid 50% of their accrued sick time up to a maximum of 480 hours upon termination of employment.

Compensation for NON-Union employees includes the following (1FTE)

A 2% raise based on current wages (w/o wages increase for 7/1/11);

ICMA 5% contribution or 4.4% for Maine State Retirement.

Health insurance contribution of 88% of premium.

**Dental insurance contribution of 50% of premium.
IPP contribution 100% of premium up to 55% of base wage.
These employees can get paid 50% of their accrued sick time up to a maximum of
480 hours upon termination of employment.**

Seasonal Staff:

The proposed budget includes at \$12 per hour for \$6,000.

Overtime:

Average cost of 12% of overall wages-budgeted at \$36,000.

**Coverage for employees who are out on workers compensation – keep in mind
that under the Union contract any employee who is out on workers
compensation still receives their full paycheck (after the w/c contribution).**

Expenses:

- 1. Workers Compensation has been added to this department's budget this year. The rate per \$100 of salary is \$2.10 for Union staff; and \$.26 for the non-Union staff. The total cost is \$8,000 in this budget.**
- 2. all other expenses (except contracts): based on current year actual and review of prior year actual-estimated.**
- 3. Equipment Repairs: a new line item for equipment repairs of \$106,000 for annual small equipment replacements see detailed list.**
- 4. Contracts (see list at the bottom of the budget): The largest contract for the department is the Waste-Collection Contract.**

The budget for FY'13 if so New England Organics is \$140,000 which includes an estimated CPI increase of 3.5% or \$5,000 over FY'12.

Contract includes an annual automatic CPI increase effective 10/1 of each year.

There is a fuel surcharge provision of about 10% of the overall contract price \$8,000 for FY'13.

There is a quarterly solid surcharge fee also for an annual cost of about \$1,800.

We generate about 1,600 tons of waste per year under this contract.

Below is a list of expenditures that are anticipated in the FY12 and FY13 budget:

- 1. Replace existing blowers - \$244,000 (less \$71,000 grant from Efficiency Maine)**
- 2. Fill and cap old clarifier - \$30,000**
- 3. Bring process control information at the WWTF to a central location (SCADA) - \$20,000**
- 4. Replace chlorine pumps - \$20,000**
- 5. Additional portable emergency generator - \$20,000**
- 6. Arc flash study - \$10,000 (required by new law)**
- 7. Replacement lawn tractor - \$6,000 (trade current tractor)**
- 8. Rebuild pump #4 at the West Grand pump station - \$5,000**
- 9. Replacement microscope - \$5,000**

REVISIT: Why is there a \$6,000 extra amount allocated for the FY13 budget? This was for the replacement of the tractor and the suggestion was made that perhaps Public Works could do that work at Waste Water. It was to be discussed between Public Works Director and Superintendent of Waste Water although the Superintendent prefers they have the ability to do their own.

Review of fuel charges once the fuel RFP is issued and the bid selected.

The Town is currently under contract with New England Organics until August of 2013. Council would like to assure that exploration option once this contract comes up for renewal and encourages that exploration be several months before the ending date of the contract.

PUBLIC WORKS:

The Public Works Director provided the following to the Council for their informational purposes:

Public Works #20151/20152/20173

STAFF

Public Works Office Manager (1 position)

Performs a major role in providing strong, responsive customer service to residents, vendors, other departments, and visitors, both in person and over the phone. Performs a variety of routine and complex office activities including maintaining official records, accounting practices, payroll, and assisting in the administration of the standard operating policies and procedures of the Town.

Essential Duties and Responsibilities

1. Administration

- a. Assists in fiscal budgeting & monthly expenditure reports**
- b. Completes & submits weekly payroll**
- c. Track employee's compensation time**
- d. Schedule training and maintain employee's training file**
- e. Relay information to units in the field using a base radio**

2. Clerical Support

- a. Enters and tracks street opening permits**
- b. Creates billing for Biddeford & Saco Water for street openings**
- c. Complete on-call sewer questionnaires**
- d. Answers telephone calls & sends/receives faxes**
- e. Enters all excavator licenses**
- f. Creates work orders based on employee or resident complaints**
- g. Distributes mail to employees**

- h. Codes and submits invoices weekly for approval**
- i. Files copies of paid invoices**
- j. Requests and maintains purchase orders**
- k. Creates identification cards for new employees**
- l. Invoice outside entities for services provided by DPW**
- m. Completes summary sheets of materials used and types of work completed**
- n. Composes, types and edits a variety of correspondence, reports, and memorandums**
- o. Develops forms for department internal use**
- p. Orders and maintains available inventory for office supplies, safety equipment and other required supplies for the department**
- q. Memorial Park**
 - i. Schedules yearly inspection of playground equipment**
 - ii. Orders equipment/repair parts for playground**
 - iii. Schedules delivery of gardening supplies**
 - iv. Completes and submits weekly payroll for gardener**

Foreman (2 positions)

This is a highly responsible administrative and supervisory position directing the daily construction operations of the Public Works Department. The Foreman oversees the staff in the day-to-day performance of their assigned duties. Works with the Director to develop projects, staffing requirements, and assignments. Operates any equipment and tools as a member of the crew supervised.

Essential Duties and Responsibilities

- 1. Coordinates all Dig Safe requests and keeps records of those requests**
- 2. Demonstrated ability to direct and supervise public works construction crews on a daily basis**
- 3. Working knowledge and demonstrated ability in operation of typical public works equipment; ability to provide training to others, as needed**
- 4. Extensive knowledge of safety rules and regulations relating to typical tasks and procedures; ability to apply safe practices in all daily operations**

Equipment Operator I (5 positions)

Examples of Work

- 1. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials and supplies**
- 2. Operates construction or power equipment, such as a roller, Bobcat, mechanized broom, back-hoe, front-end loader and snowplow**
- 3. Operates jackhammers, mowers, and other small equipment and tools to maintain street, utility, and other department systems**
- 4. Perform routine inspections and preventative maintenance on assigned equipment and refer defects or needed repairs to supervisor; cleans equipment.**
- 5. Performs all duties in conformance to appropriate safety and security standards**

6. Performs required labor involved in construction and maintenance projects as part of a crew, including, but not limited to, pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Required Skills

1. Thorough knowledge of the operation, use and maintenance of the particular type of equipment to which assigned
2. Considerable knowledge of the occupational hazards and safety precautions necessary in the operations of heavy equipment along with delegating such compliance

Equipment Operator II (3 positions)

Examples of Work

1. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials and supplies
2. Operates construction or power equipment, such as a roller, Bobcat, mechanized broom, back-hoe, front-end loader, high velocity cleaner, snowplow, and jetter/vac truck
3. Operates jackhammers, mowers, and other small equipment and tools to maintain street, utility, and other department systems
4. Perform routine inspections and preventative maintenance on assigned equipment and refer defects or needed repairs to supervisor; cleans equipment.
5. Performs all duties in conformance to appropriate safety and security standards
6. Performs required labor involved in construction and maintenance projects as part of a crew, including, but not limited to, pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
7. May direct a group of workers on a special maintenance or construction operation

Required Skills

1. Thorough knowledge of the operation, use and maintenance of the particular type of equipment to which assigned
2. Considerable knowledge of the occupational hazards and safety precautions necessary in the operations of heavy equipment along with delegating such compliance

Equipment Operator III (0 positions)

Examples of Work

1. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials and supplies
2. Operates construction or power equipment, such as a roller, Bobcat, mechanized broom, back-hoe, front-end loader, high velocity cleaner, snowplow, and jetter/vac truck, bulldozer, grader and excavator
3. Operates jackhammers, mowers, and other small equipment and tools to maintain street, utility, and other department systems

4. Perform routine inspections and preventative maintenance on assigned equipment and refer defects or needed repairs to supervisor; cleans equipment.
5. Performs all duties in conformance to appropriate safety and security standards
6. Performs required labor involved in construction and maintenance projects as part of a crew, including, but not limited to, pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
7. May direct a group of workers on a special maintenance or construction operation

Required Skills

1. Thorough knowledge of the operation, use and maintenance of the particular type of equipment to which assigned
2. Considerable knowledge of the occupational hazards and safety precautions necessary in the operations of heavy equipment along with delegating such compliance

Master Mechanic (1 position)

This is a skilled craftsmen position involving the repair, maintenance, and preventative maintenance of gasoline and diesel driven automotive and construction equipment.

Examples of Duties

1. Performs regular preventative maintenance on vehicles including oil changes, tune-ups, filter and belt changes and lubrication, as necessary
2. Helps prepare trucks and other equipment of different seasonal jobs including repairing and maintaining sanders and plows
3. Assists road crews in other departmental activities by driving equipment or performing other manual tasks
4. Inspect, adjust, repair, service, and maintain Town-owned equipment
5. Diagnose defects, determine needed parts, materials, and labor for overhaul or repair
6. Requisition supply materials and maintain an appropriate stock level for equipment shop servicing and repair work
7. Keep necessary records of time, material, parts, and work performed
8. Coordinate the repair of vehicles and equipment with outside vendors
9. Assist with writing and evaluating contracts by drafting bid specifications and soliciting bids for equipment purchases. Research latest industry related, or fleet management software and advises management for use in budgeting/purchasing.
10. Fabricate various projects with steel welding fabrication and aluminum welding fabrication throughout town

Seasonal Assistant Mechanic (1 position)

This is a skilled craftsmen position involving the repair, maintenance and preventative maintenance of gasoline and diesel driven automotive and construction equipment.

Example of Work

1. Performs regular preventative maintenance on vehicles including oil changes, tune ups, filter and belt changes and lubrication, as necessary
2. Helps prepare trucks and other equipment of different seasonal jobs

Requirements of Work

1. Knowledge of the general maintenance requirements of various pieces of light to heavy motorized equipment
2. Ability to perform minor repairs upon light and motorized equipment
3. Knowledge of necessary tools and equipment used in the repair of motorized equipment
4. Perform less skilled tasks involving servicing, maintaining, adjusting, and repairing mechanical equipment
5. Understand and carry out oral and written directions

Seasonal Worker - Public Works, April thru November (3 positions)

Essential Duties and Responsibilities

1. Follow safe work practices and observe safety rules and precautions
2. Use a wide variety of hand tool, including picks, shovels, post-hole diggers, digging bars, brooms, wheelbarrows, ropes, axes, stump grinders, chippers, chain saws, loppers, pitchforks, and weed eaters
3. Operation, maintenance and safety practices related to the use of a variety of equipment, power tools and hand tools
4. Drive light trucks and dump trucks and operate other construction equipment such as a roller
5. Load, unload and transport dirt, brush, and construction materials
6. Set up traffic cones and barricades to channel traffic
7. Repair potholes in streets by patching with asphalt
8. Remove tree limbs obstructing signs
9. Assist with repair and/or replacement of sewer services
10. Clear rubbish and paper and perform general ground cleaning
11. Operate tools and equipment applicable to the assigned area of responsibility such as paint sprayers, mowers, edgers, and blowers

Seasonal Worker – Memorial Park, April thru November (1 position)

Essential Duties and Responsibilities

1. Follow safe work practices and observe safety rules and precautions
2. Use a wide variety of hand tool, including picks, shovels, post-hole diggers, digging bars, brooms, wheelbarrows, ropes, axes, stump grinders, chippers, chain saws, loppers, pitchforks, and weed eaters
3. Operation, maintenance and safety practices related to the use of a variety of equipment, power tools and hand tools
4. Repair and/or report vandalism
5. Mows, weeds, mulches and fertilizes soil for proper tree care, growth, and weed abatement
6. Trim, renovate and fertilize lawns, shrubs, trees and flower beds
7. Spade and prepare ground around plants and shrubs including mixing and applying fertilizers, insecticides and herbicides
8. Rake leaves, clean walks, fields, courts, and other facilities
9. Principles, techniques and equipment used in the maintenance of public parks, gardening and park maintenance and repair activities

Services/Responsibilities of Public Works

Public Works is responsible for the public's investment in the complex infrastructure that is necessary to support the physical operation of the Town. In addition, the work performed by the Public Works Department is an integral part of the town's ability to attract and promote economic development by providing adequate infrastructure. The Public Works Operations and Capital Improvement's Plan is an important part of the Community's short and long-term planning initiatives and, should be reviewed and updated periodically, within the context of changing economic, social, and political standards within the town.

The Community's investment in public infrastructure and facilities should be designed to respond to the identified needs of both the existing population and the people who are expected to be here within the foreseeable future. An additional challenge and opportunity for Old Orchard Beach includes responding to the needs of the seasonal population that rises from approximately 9,000 residents during the winter months to 80,000 residents and visitors at the height of the summer tourist season.

The Annual Capital Budget provides for financing the construction of immediate projects, costing less than \$500,000 for the current fiscal year; the Long Term Capital Improvement Plan sets priorities for establishing and financing projects in future years that may require voter approval. Both of these should be considered within the context of longer term planning initiatives that contemplate projected needs over the next 10 years. The location, size, timing, and financing of major streets, sewer systems, drainage systems, and parks, must be planned well in advance of their construction as a means of minimizing their cost, optimizing their usefulness and maximizing their public benefits and support.

In addition to administration, the Public Works operations are carried out by personnel under five Program Areas: (1) streets, sidewalks, and parking lots, (2) sewers and stormwater, (3) parks, green space and beaches, (5) fleet and facility management, and (6) contracted construction work and technical support.

Administration

The administration function is dedicated to program development and planning, supervision and coordination of service delivery, budget and accounting, strategic planning, employee development, and the design, estimate and construction of in-house drainage and sewer projects. The Public Works Department receives approximately 10 calls a day or over 2,300 calls a year, most of which are requests for service. The Department maintains a tracking system of most service requests and work orders by street, date, and type of service. Our intention is to include this data in the annual report and annually thereafter.

Office Management

This activity includes inter-office coordination, assisting the public, answering phones and relaying messages, typing, file management, inventory, mail processing, notices to the public, etc. This Department also supplies the Finance Director with payroll records, purchase orders, account receivable/payable recordkeeping, street opening accounts, capital/designated accounts, and support on the Munis system for the transactions in DPW. Recordkeeping for compensation time is also maintained in DPW. Website management has become a larger part of our current office management responsibilities with the updated design more information can be easily shared with the public on a regular basis.

Streets, Sidewalks & Parking Lots

The streets, sidewalks and parking lots' program area is dedicated to on-going maintenance and upgrades; strategic and capital planning; and coordination with other entities and projects, as they relate to this infrastructure for the town. Below is a detailed list of each type of road, sidewalk and lot spaces (it does not include metered, on-street spaces).

Statistics:

8.6 miles State Roads Lot	2.0 miles Brick Sidewalks	262 spaces Milliken
61.6 miles Paved Roads Lot	20.0 miles Concrete Sidewalks	59 spaces Memorial
4.8 miles Gravel Roads Lot	16.6 miles Paved Sidewalks	51 spaces Town Hall
75 miles TOTAL ROADS SPACES	38.6 miles TOTAL SIDEWALKS	372 TOTAL

Summer Maintenance

The summer maintenance program includes: replacing culverts, patching potholes, restoring deteriorated streets and sidewalks due to damage from winter storms, flooding, traffic accidents, etc.; repairing guardrails, retaining walls, and fences; grading and adding gravel to shoulders and unpaved roads; overseeing the grinding operations of mixed-materials into usable reclaim base material.

Winter Maintenance

The winter maintenance program consumes nearly half the public work's operating budget and requires the services of all public work's personnel. The program begins late summer with stockpiling supplies, erecting snow fence, as needed, and preparing the fleet. During the winter, specific actions are tailored for each type of storm as well as the ability to adapt with any sudden change in the weather. Generally when a snow or ice event is predicted, we pre-treat the main runs along with trouble areas (hills, key intersections, etc.) up to 24 hours PRIOR to the storm. With the coordination of the Police Department and DPW, the whole crew is then called in to respond to the storm event. Each driver has a specific route that is repeated every 2-3 hours throughout the storm. DPW does not have enough personnel to split the crew into two shifts during long storm events; crew members are not allowed to work over 16 hours continuously and are monitored for tiredness throughout the storm.

Only one unit is dedicated to sidewalk plowing throughout the storm. Priority is given to the school walking route sidewalks and the main runs; secondary sidewalk routes are usually not plowed until the next day depending on the follow up activities needed elsewhere. Sidewalk plowing is a challenging area of winter maintenance for all towns, hindered by equipment/manpower shortage and misc. obstructions (utilities, fences, snow from road plowing). DPW continues to look closely at these operations throughout each storm, attempting to make improvements along the way

Street Paving Preparation

The Pavement Management Program requires a great amount of preparation before paving a street. This work may include, but is not limited to: culvert replacement, catch basin repairs, sewer and catch basin cover adjustments, under drain replacement, full depth patching, shoulder work, ditching for proper drainage, curb and sidewalk rehabilitation/construction, and street sweeping. Also, extensive coordination occurs among the Department and the utilities, which may upgrade/adjust their infrastructure before resurfacing. Following the prep work, hot mix asphalt is applied by the contractor. This process is coordinated and supervised by Department personnel.

Street Openings

Any private or utility contractor that needs to cut into our public roadway must acquire a street opening permit from DPW. Over the past two years, DPW has strengthened its program to issue tighter compliance to our current ordinance. Some modification to our ordinances went before council in the second round of ordinance updates to ensure our standards stay current and clarify any problem areas. Permits are only available from April 1st to November 1st unless an emergency dig situation occurs (usually a water line break or sewer problem). The minimal hourly rate of \$20.00 per visit is paid by the contractor/utility company as a deduction from their current deposit amount of \$1,000.00. The permit stays open for at least one winter season to ensure the construction repair and the integrity of the roadway is maintained for a one year time period and the balance of the deposit is then returned.

Traffic Line and Pavement Marking

The Public Works Department marks street center, edge and lane lines twice per year, once in the spring prior to the start of the tourist season, and again in the late fall following the paving program. This is a contracted service and DPW personnel works jointly with contracted personnel for painting crosswalks, stop bars, road symbols/lettering, signal markings and parking stalls throughout town.

Traffic Signs

DPW is responsible for fabricating, ordering and installing traffic signs on a year round basis. Work orders for new or replacement installations originate from both DPW personnel and the Police Department. Signs include: street name signs, regulatory signs, advisory signs, warning signs, construction signs and specialty signs. Various posts and hardware are also stocked and installed, as needed.

Sewers and Storm Drains

The sewers and storm drain program area is dedicated to on-going maintenance and upgrades; strategic and capital planning; and coordination with other entities and projects, as they relate to this infrastructure for the town. Below is a detailed list of each type sewer/storm structure.

Statistics:

36.4 miles Sewer Lines	17.2 miles Storm Drain lines
857 each Manholes	630 Catch Basins
4.2 miles Force Main Lines	10.0 miles Open drainage ditches
63 each Open Drainage Pipes	2000 feet Culverts

Stormwater Maintenance

This task involves cleaning and upgrading outfall lines, storm drain lines and catch basin/drain manhole structures. High priority catch basins, along the main runs and along the beachfront, are cleaned every year at least once with our own vacuum truck. All other catch basins are inspected every year and cleaned, as needed.

Sewer Maintenance

Sewer line cleaning and flushing is essential in the very poor condition lines that are waiting capital funding. Generally, these lines are shallow, sized too small, and are made of material that is deteriorating over time. The seasonal use of some of these lines does add another difficult component, such as the dead-end beach streets. Our routine maintenance plan attempts to be preventative to these obstacles; however, time and manpower are always in competition for other needs around town. DPW does the best we can to complete as much as possible. The department will take an active role in the design, estimate and construction of

sewer projects. In the last frontier: Saco Avenue (Heath St to Union Ave), everything east to First Street, everything west throughout the campground.

Parks, Beaches & Restrooms

The parks, beaches and restrooms program area is dedicated to on-going maintenance and upgrades; strategic and capital planning; and coordination with other entities and projects, as they relate to this infrastructure for the town. Below is a detailed list of each type of parks, beach and restroom infrastructure:

Statistics:

3.17 miles Beach	9.2 acres Parks	200 each Trash Barrels
31 each Boardwalks	3,000 feet Fencing	
82 each Street Trees w/grate	28.6 acres Dunegrass	

Summer Maintenance

Summer maintenance includes a variety of tasks, such as: lawn mowing/care, tree trimming, compost and leaf/brush management, beach cleaning/grooming, trash pick up, painting of benches/light poles, etc. Crews team up in the spring with repair of lawns along the roadside throughout their respective snow plow routes. Traffic islands and common green space also takes a lot of damage during the winter operations. On-going beach cleaning and grooming is done from Memorial Day to Labor Day with two full-time DPW employees, with some overtime on weekends, as needed. They work an early morning shift to accommodate the tourist schedule.

Winter Maintenance

Winter maintenance on the beach and parks is minimal. We keep the trash picked up, doggie litter bags full, and the parking lots plowed; otherwise, the only work we respond to is vandalism repair.

Yard & Leaf and Recycling

Statistic – 2009 80 tons Yard and Leaf Recycling

Transfer Station Operations

The Transfer Station is operated Wednesday and Saturday, from 8:00am – Noon, from April 1st – January 10th. We have adjusted our hours of operation and will continue to do so for savings in our budget.

Fleet & Facility

The fleet and facility program area is dedicated to on-going maintenance and upgrades; strategic and capital planning; and coordination with other entities and projects, as they relate to this program area for the town.

Statistic – 2009 17 Total Vehicles and 18 Total Pieces of Heavy Equipment

Town wide Fuel System

DPW maintains and operates a computerized fuel system for all town vehicles. The lead mechanic is responsible for documenting all fuel usage and reporting to the DPW Director and Finance Director on a monthly basis.

Annual State Mandated Inspection

By State law, all over the road equipment requires an annual inspection to ensure adequate public safety. These inspections are undertaken by our licensed mechanic.

Parts and Supplies Inventory

Our mechanic maintains an inventory of commonly used spare parts and consumables, procures and inventories parts, and ensures adequate supplies.

Recordkeeping and Reporting

The mechanic is responsible for various documentation and reporting duties. Detailed records are kept for the repair and replacement of each vehicle and piece of equipment.

Repairs and Fabrication

Our mechanic is responsible for preventative maintenance, repairs, and upgrades of all DPW equipment and vehicles, as well as the two vehicles in the Planning Department. Often times, pieces and parts need to be created or fabricated to meet the needs of the older equipment.

GRANTS/INTERNAL FUNDING SOURCES

Urban/Rural Roads grant - \$70,000

Road Opening Permits - \$7,000 in deposits and \$1,400 in application fees

Excavator Licenses - \$1,200 in application fees

MMA Safety grant - \$2,000

PROJECTS

Paving Capital 50506

1. **Ross Road Phase II**
 - a. Top course, summer of 2012, from house #118 northerly to Cascade Road. Approximately 4800lf, 24 feet wide. Striping double centerline, edge fog lines
2. **EE Cummings Blvd/Macaran/Smithwheel Road**
 - a. Top course summer 2012, from Ballpark Way to DPW facility. Approximately 5200lf, 26-28 feet wide. Striping double center, crosswalks and stop bars to follow
3. **Puffin Street**
 - a. Aprons for various driveways, spring of 2012
4. **Willow Ave, Grandview Ave, and Birch Lane**
 - a. Paving, shim and overlay (7335 sy)
5. **Randall Ave**
 - a. Spring 2012, from Royal to W. Grand
 - i. Reclaim, binder, top course (2613 sy)
6. **Heath Street**
 - a. Spring 2012
 - b. From Saco Ave to First Street
 - c. Reclaim, binder, top course (3350 sy)
7. **Randall Ave**
 - a. Spring 2012
 - b. From W Grand to Seaside
 - c. Shim & overlay (925 sy)
8. **Winona Ave**
 - a. Spring 2012
 - b. From Free Street to Clover Ave
 - c. Shim & overlay (2613 sy)

9. Seaside Ave
 - a. Spring 2012
 - b. From Temple Ave to Porter Road
 - c. Shim & overlay (4570 sy)
10. Ross Road
 - a. Spring/summer 2012
 - b. From Portland Ave to Jim's Auto (Scarborough town line)
 - c. Shim & overlay (9773 sy)
11. Phase I Saco Ave
 - a. Spring 2012
 - b. Heath Street to old post office
 - c. Reclaim & binder (3500 sy)
12. West Grand (Bond project)
 - a. Fall 2012
 - b. From Temple Ave to Pavia
 - c. Top course
13. West Grand Sewer (Bond project)
 - a. Paving Colby, Oceana, Ancona and Winona, from West Grand Ave to Seaside Ave
 - b. Top course fall of 2012
14. Free Street (Bond project)
 - a. Temple Ave northerly to the end
 - b. Shim & overlay
 - c. Spring/fall 2012
15. School Street (Bond project)
 - a. From Fayette St to Saco Ave
 - b. Reclaim & binder
 - c. Spring 2012
16. Summit Street, School Street, Fayette Street (Bond project)
 - a. Overlay all three entire roads
 - b. Fall 2012

Paving Capital Projects 2012/2013/2014

1. Saco Ave from Heath Street to Old Orchard St
 - a. Reclaim, binder and top course
2. Milliken Mills Road
 - a. Shim & overlay
3. Hobson, Center, Harmon, Maple, Murphy & Michaud
 - a. Shim & overlay
4. Phase II, III, IV Saco Ave (Heath Street to EE Cummings Blvd)
 - a. Reclaim, binder & top course

5. **Streets throughout the last sewer frontier, within the area bounded by Heath St/School St to the north, Union Ave/EE Cummings Blvd, to the south, First St to the east, and Dirigo Dr to the west. This area will also be having extensive sewer reconstruction, drainage reconstruction, sidewalk restoration and curbing**

Sidewalk Capital 50507

1. **Washington Ave, northern portion from Saco Ave to Atlantic Ave, fall 2012**
2. **First Street from Heath Street to Atlantic Ave, spring 2012**
3. **Saco Ave Phase I (Heath St to the old post office), fall 2012**
4. **Saco Ave Phase II and Phase III (Old post office to Pine St)**
5. **Macaran Ave/Smithwheel Rd, from end of EE Cummings Blvd,
 - a. **Phase II project to meet sidewalk just passed Vallee Road****
6. **Saco Ave Phase IV (Pine St to Fire Station), including all sidewalks within the last frontier bounded by Heath St/School St on the north, Union Ave/EE Cummings Blvd to the south, First Street to the east and Dirigo Dr to the west**

Sewer Capital 50508

1. **Phase I Saco Ave (Heath St to old post office)
 - a. **Spring 2012****
2. **Fern Park Ave, westerly
 - a. **Summer 2012****
3. **Washington Ave (Southerly to Atlantic Ave)
 - a. **Summer 2012****
4. **Cedar Ave
 - a. **Summer 2013/2014****
5. **Fern Ave (Third St to W. Old Orchard St)
 - a. **Summer 2013/2014****
6. **Saco Ave Phase II (Old post office to Bower Lane)
 - a. **Fall 2012****
7. **Saco Ave Phase III (Bower Lane to Pine Ave)
 - a. **Spring 2013****
8. **Saco Ave Phase IV (Pine Ave to Union Ave)
 - a. **Fall 2013****
9. **All sewer construction within the last frontier bounded by Heath St/School St to the north, Union Ave/EE Cummings Blvd to the south, First St to the east and Dirigo Dr to the west, ongoing**

Stormwater Capital 50831

1. **First Street (Heath St to Atlantic Ave)
 - a. **Spring 2012****
2. **Phase I Saco Ave (Heath St to old post office)
 - a. **Spring 2012****
3. **Phase II Saco Ave (From old post office to Bower Lane)**

- a. Fall 2012
- 4. Phase III Saco Ave (Bower Lane to Pine Ave)
 - a. Spring 2013
- 5. Various miscellaneous projects – Dirigo at EE Cummings, Milliken Mills Rd., Walnut at Portland Ave, Forest at lake, Benoit at Temple, Laurene at Fern Park, Third St at Atlantic, Maine Ave, Massachusetts at Manor, and beach roads off East Grand.
 - a. Summer/fall 2012 and spring 2013
- 6. Phase IV Saco Ave (Pine Ave to Union Ave)
 - a. Fall 2013
- 7. All drainage construction within the last frontier bounded by Heath St/School St on the north, Union Ave/EE Cummings Blvd to the south, First Street to the east and Dirigo Dr to the west

DPW Building Improvements 50826

Spring 2012

- New lighting DPW bays 1 & 2
- Roofs rear of building (shed type) to keep equipment out of the elements
- Sand & Salt Facility stairway to OSHA standards
- Pipe racks for storage of sewer and drainage pipe

Summer/fall 2012 & Spring 2013

- Tire changing facility at DPW
- New lighting DPW bays 3,4,5,& 6
- Pipe racks Sand & Salt Facility
- Vehicle lift in bay #1 at DPW
- Side areas of Sand & Salt Facility

BUDGET ACCOUNT DESCRIPTION

50108 Seasonal Employees

This account funds the wages for any seasonal workers, primarily during the summer/tourist months. This item also covers the ten individuals who hand pick up a section of the beach each morning, 7 days a week, in coordination with our two full-time beach maintenance personnel. This operation has been very successful in the past years. This account will also fund four (4) seasonal workers to maintain & mow extended areas done by public works, as flagmen on construction projects, an assistant to the mechanic, and other important tasks.

50111 Overtime Wages

This account funds costs incurred performing overtime for all situations: emergencies, planned snow plowing and removal, summer early morning sweeping operations in the downtown area (union negotiated), night calls, and other miscellaneous work. It is difficult to predict the overtime due to storms and other unforeseen events. Some

employees choose to utilize comp time in lieu of overtime pay (union negotiated not to exceed a total of 40 hours at any one time). This budgetary request assumes that this trend will continue.

50251 Conferences/Training

This account funds registration fees for seminars and classes including: road maintenance, fleet maintenance, welding, first aid, CPR, paving, construction safety, snow and ice operations and other related courses. The director stays current in the field of public works with involvement at a national level as well as participating in the New England and Maine chapters of the American Public Works Association. All crew members participate in local training. Education among the workforce is encouraged.

50252 Travel/Food/Lodging

This account funds the travel, food and lodging cost associated with the training programs detailed earlier. We also provide occasional dinners during long winter storms and team dinners each month. Personal vehicle mileage for Town business is reimbursed for the office manager.

50256 Dues/Memberships/Licenses

This account funds subscriptions, annual professional fees, and dues for professional associations. Memberships include: National/Local American Public Works Association, Maine Municipal Association, Maine Better Transportation Association and various technical periodicals and newsletters. This account also pays for CDL licenses and Mechanic Inspection License renewals.

50258 Employment Testing

This account funds random drug testing required by the Maine Department of Motor Vehicles for all CDL license holders. All union employees are required to maintain a valid CDL license. Random testing occurs through the town hall selection on a monthly basis.

50300 Professional/Engineering

This account funds professional service for engineering, survey, traffic, landscape, stormwater and other areas of expertise, as needed. The DEP permit for Municipal Stormwater (MS4) requires training, reporting, and oversight to meet the permit requirements. Other specific projects are listed below for preliminary engineering for future project scopes or small projects completed by DPW crews. MDOT is also encouraging more municipalities to manage their own grant projects through a Locally Administered Project (LAP). The goal with a LAP is to get the projects out the door and built quicker and/or in a coordinated effort with other municipal projects.

50310 Service Contracts

This account funds the Extreme Clean contract for cleaning the three municipal restrooms, power washing the downtown sidewalks/patios, trash pick up downtown, on the beach and in the park. There has been a request to expand their services for longer into both ends of the season. Miscellaneous contracts for fire extinguishers, underground gas tanks for welding are minor costs in this budget item.

50320 Advertising

This account funds advertising for three household hazardous waste (HHW) days in the tri-community area. Because we do not host any of these days, OOB pays 100% of the advertising fee. The advertising fees have been grossly underestimated in the past

year (by the shared recycling employee for Scarborough/Saco), and we have taken over management of the advertisement schedule/size to control costs for the upcoming year. Our goal is for good attendance, but not at an outrageous advertising cost of full page, color ads. OOB residents are also charged for the HHW disposal fees per actual household attending (this fee is paid out of account #50508 Sewer Maintenance). Other mailing costs include postcards and letters out to residents for specific project or meeting attendance. Misc. advertisement costs may be for a special meeting notice, job posting or other special announcement, of interest to the entire community. We also use our website to the greatest extent possible.

50336 Equipment Rental

This account funds all rental equipment from small pumps to excavators. Small DPW projects sometimes require rental of additional equipment or an excavator/dozer. Rental equipment is also used to cover for broken equipment or equipment under repair.

50346 Property Damage

This account funds small property damage such as mailbox replacements. Larger claims are submitted to the Finance Director to be reviewed by our insurance company.

50400 Electricity Costs

This account funds the electricity costs at the DPW shop, Transfer Station, Salt & Sand Facility and Memorial Park Parking Lot/Dog Park. The Finance Director estimated these amounts using historical data.

50401 Water

This account funds the water costs at the DPW shop, Transfer Station, Memorial Park and Salt & Sand Facility. The Finance Director estimated these amounts using historical data.

50402 Phones, Cell Phones and Pagers

This account funds the monthly phone charges for the DPW. Cell phone reimbursement costs as well as the charges for the on-call beeper are included. Group plans are organized throughout the town family for maximum cost efficiency.

50405 Heating Fuel

This account funds heating oil and propane for the buildings at DPW, Salt & Sand, and the Transfer Station. This line item is budgeted through the Finance Director and her coordination with a tri-community bid procedure. Due to lack of used oil, problems occurred with our used oil furnace, which supplements the heat in the open shop area.

50450 Building Repairs

This account funds the costs of all building repairs and maintenance for DPW, Salt & Sand, Transfer Station, and Restrooms. This line item has also assisted other departments in minor or emergency projects for the Town Hall, Recreation Dept, Libby Memorial Library, and Historical Museum.

50452 Operating Equipment Repairs

This account funds repair of all small and large equipment that is used in the shop or in the field. Our master mechanic also fabricates many pieces and parts to repair some

of the equipment and the materials he uses would come out of this line. Oxy and acetylene are also included.

50453 Vehicle Repairs/Tires/Oil

This line item pays for all the normal preventative and routine maintenance, such as tires, oil changes, lubrications, plow blades, etc. We also cover emergency repairs for all vehicles and large equipment. Winter operations tend to do the most unexpected damage to our fleet. In the parts economy, the prices are skyrocketing as well – new regulations for emissions and fuel surcharges on parts being ordered add to the already high cost.

We also budget \$5000 a year for the shared cost of equipment repair for the Tri-Community Camera Program. I pay 1/5th of the actual repairs incurred. (We also budget \$5000 for capital investment each year for future replacement of the vehicle and equipment).

50454 Computer Support/Service

This account funds software licensing and technical support for various products used in our department, as detailed below. GIS software is needed throughout the town departments and is now organized and managed by Tom Burns, our GIS consultant. All GIS licensed are to be paid from the GIS Capital account. Bill Botting, loads and stores all the documentation, etc., as part of our IT budget. The new MS4 data logging software helps reduce the cost of consultants inputting this data into a state logging system – the software is being closely developed with DEP. The development is still underway for this software to provide the mandatory reporting for DEP.

50455 Electrical Repairs

This account funds maintenance (light bulb changes) as well as repair/replacement of the decorative town street lights and parking lot lights. DPW, Transfer Station, and Salt & Sand, also have electrical repairs that would be paid out of this account, as needed.

50500 Admin/Office Supplies

This account funds small office supplies that are used up during the year, such as note pads, pens, etc. This account would also cover replacing any damaged scanner, fax, phone, or other small office equipment. Paper is done as a joint effort on a town-wide basis through the town manager's office, as well as copier rental. We have also coordinated other office purchasing through the guidance of the Finance Director.

50501 Operating Supplies/Equipment

This account funds variety supplies related to safety, painting, signs, public restrooms along with other small items, such as: grade stakes, and shop supplies.

50502 Printing & Copying

This account funds copying and printing done out of house. The in-house copying is paid out of the town manager's budget.

50506 Road Maintenance/Improvements

This account funds small pavement patches, gravel, and crushed stone for projects completed by DPW. Road striping is contracted out through a COG bid and is done twice a year (spring/fall, when possible). The symbols, parking lines, and stop bars are completed by both contractors and DPW crews. DPW had made a concerted effort to actually dig up trouble areas to rebuild the larger patch, than just fill a pothole. This practice has helped immensely with less potholes over the winter). Guardrail repairs and replacements are included as well. Added road supplies from operating supplies.

50508 Sewer Maintenance/Improvements

This account funds all materials for small stormwater and sewer projects, such as: Central Park Ave sewer and Lawn Ave sewer. The Tri-Community Utility Technician is also paid from this account. OOB pays 1/5 of this employee, who is an official employee of Saco. We share the position, van, and equipment with a three year contract. We have emergency access 24/7 and a schedule of approximately ten weeks a year. Portable restrooms that are placed in Memorial Park and on West Grand, beside the summer restrooms, during the off-season are paid out of this account.

50510 Vehicle/Equipment Fuel

This account funds the gasoline and diesel fuel for the (17) DPW vehicles and (18) pieces of equipment. All the Town Departments fuel up their vehicles and equipment at DPW; our master mechanic is responsible for tracking each of the ten department's individual costs. Detailed reports are given to the Finance Director each month. Each piece of equipment has a separate fuel key/code as well as each individual vehicle. No personal vehicles are allowed to utilize our public fuel pumps. Fuel is purchased through a tri-community competitive bid process organized through the Finance Director for all departments on an annual basis.

50511 Grounds Maintenance

This account funds the materials and supplies needed to maintain the road shoulders, islands, parking lots, and edges of the sidewalk right-of-ways. Dunegrass management is funded from this account. Typically, spring and fall plantings are coordinated through the biologist, recommendations and in accordance with the management plan that was created on our behalf. Boardwalks, beach signs, fencing, loam, grass seed, hay bales, tree removal/trimming and other small misc. items are funded through this account. Bench repairs and replacements, brick paver repairs, planters, barrels and other small items are also part of this account.

Plant/Planting Areas: Also Includes purchasing, planting and nurturing of the planting areas at the entrance from the turnpike and the various planting areas at the end of Old Orchard Street. Small tree, rose bushes, shrubs, flowers and other native plants are kept in these garden areas.

50515 Road Salt

This account funds all snow and ice conditions including salt & sand, and plow and sander repairs. Road salt is the most commonly used chemical for snow melting and de-icing pavement. Greater amounts of salt are used on the main arterials, on hills, and at intersections in an effort to remove snow and ice and increase traffic safety. During winter operations, DPW crews use straight salt, a salt/sand mix and a salt brine mix (salt/water). The pre-treatment option depends on the temperature, timing and type of "wintery mix". Decisions are made with the environment, economics and results expected in mind. Once the ice has already set in, we do try to apply salt/sand mix to more of the side road areas. More salt is being used as we lessen the amount of sand use, due to the DEP requirements for pollution control to waters of the state (through the catch basin storm water systems).

We cannot predict the type of winter we will actually receive – thus this account, as well as overtime, equipment repairs, fuel are all adversely affected with a above average storm season.

Changes that were made to the Public Works Department budget included a revision estimate to wages which also affected the FICA, MSR and ICMA rates as well as Worker's Compensation. There was a lengthy discussion on the employment of the Office Manager's

position. The Public Works Director indicated that the position is a 40 hour position. Discussion on the reduction of the accounts payable work which had been arranged by the former Town Manager was questioned and whether the reduction of those hours negated the 40 hour work week. The Public Works Director indicated that the hours at Public Works has always been 7:00 a.m. to 3:00 p.m. He explained that in July of 2011 the Office Manager was given a raise with the responsibility for four hours a week of accounts payable material. He indicated that in September when the Accounts Payable/Finance Assistant left the Office Manager was responsible for all payroll for a four to five week period. In October when the Finance Director left she continued to be responsible for all purchase orders as well. In late October when the Public Works Operations Manager decided he did not want those duties any more and wanted to be just a Foreman, the Office Manager took on some of his duties; street opening permits, billing Biddeford/Saco Water Company for water openings; on call sewer reports; excavators licensing; work orders and tracking; project summary sheets; ordering safety equipment developing daily work assignments with the Director, etc. As the new Finance Director came on board the Office Manager's role again was expanded to including reviewing 9000 vendors and to list only active ones; create files for each; send W-9's to each; and 1099's to each but first verify phone numbers and addresses. At this point four hours became twelve to sixteen hours and more including nights and weekends. The Office Manager felt this was more than she could handle along with her 40 hours at Public Works and with little mentoring.

It was noted that Park and Maintenance had an additional consideration of \$4,250 bringing the total from \$15,136 to \$19,386. It was also suggested by the Chair that perhaps Public Works could do the mowing at the Waste Water facility instead of Waste Water purchasing a mower.

It was noted that Equipment and vehicle leases were given their own accounting line. There were reduction in equipment rental, service contracts, heating fuel, building repairs, standby wages and Engineering Services. More realistic numbers in overtime ways, equipment repairs and phones. Discussion was given on an item to be revisited which is the question of spraying which was stopped because of the concern that it was harmful to children, dogs, cats, etc. The Public Works Director said that it was cancelled for budget considerations, not danger to people or animals. The Council asked for an understanding of the Agent Orange or other harmful issues effecting spraying.

REVISIT: Understanding and decision of desire to continue spraying program.

It should be noted that this issue was addressed the next day and information has been provided to the Town Council. It was noted by Michael Morrison, Entomologist – Municipal Pest Management Services, Inc. – “We pray and hand pick weeds whenever possible. It is an integrated program. When we spray we use Roundup Herbicide. It is perfect for pavements. We spray the plants directly (about an inch over the target plant). There is no herbicide in the air. The spray is water based and dries in minutes rendering it safe for pets, people, etc. Also, we are careful to use the minimum rates based on weed surveys (species and maturity). What little herbicide hits the pavement is bound permanently to soil particles (positive to negative) Sunlight (ultraviolet light) also breaks down the roundup quickly. In other words, there is little or no exposure to humans resulting from applications. The herbicide is not residual and will not accumulate in the environment. It does its job and then it is gone. I have

used Roundup in Portsmouth, New Hampshire since 1980. The Towns we do sidewalk weed control programs include Portsmouth, Biddeford, Saco, South Portland, Lewiston. Portland is budgeting for sidewalk weed control in July.”

Below are the revisited items relative to this Workshop:

REVISIT: WASTE WATER:

Why is there a \$6,000 extra amount allocated for the FY13 budget? This was for the replacement of the tractor and the suggestion was made that perhaps Public Works could do that work at Waste Water. It was to be discussed between Public Works Director and Superintendent of Waste Water although the Superintendent prefers they have the ability to do their own.

Review of fuel charges once the fuel RFP is issued and the bid selected.

The Town is currently under contract with New England Organics until August of 2013. Council would like to assure that exploration option once this contract comes up for renewal and encourages that exploration be several months before the ending date of the contract.

REVISIT: PUBLIC WORKS:

Understanding and decision of desire to continue spraying program.

It should be noted that this issue was addressed the next day and information has been provided to the Town Council. It was noted by Michael Morrison, Entomologist – Municipal Pest Management Services, Inc. – “We pray and hand pick weeds whenever possible. It is an integrated program. When we spray we use Roundup Herbicide. It is perfect for pavements. We spray the plants directly (about an inch over the target plant). There is no herbicide in the air. The spray is water based and dries in minutes rendering it safe for pets, people, etc. Also, we are careful to use the minimum rates based on weed surveys (species and maturity). What little herbicide hits the pavement is bound permanently to soil particles (positive to negative) Sunlight (ultraviolet light) also breaks down the roundup quickly. In other words, there is little or no exposure to humans resulting from applications. The herbicide is not residual and will not accumulate in the environment. It does its job and then it is gone. I have used Roundup in Portsmouth, New Hampshire since 1980. The Towns we do sidewalk weed control programs include Portsmouth, Biddeford, Saco, South Portland, Lewiston. Portland is budgeting for sidewalk weed control in July.”

REVISIT: Request for consideration for Public Works to do the mowing at Waste Water instead of Waste Water buying a new mower.

The Chair thanked everyone for the efforts put in to the discussions of the evening, recognizing there is a great deal of information to be analyzed and future decisions to be made.

The meeting was closed at 10:00 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 twenty-five (25) pages is a true copy of the original Minutes of the Town Council Workshop of April 27, 2011.

Louise Reid