

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL BUDGET WORKSHOP
THURSDAY, April 25, 2013
TOWN HALL COUNCIL CHAMBERS
7:00 P.M.**

Councilors Present:

Councilor Quinn

Council Mailhot

Councilor Furtado

Councilor Dayton

Chair MacDonald

Councilor Coleman and Vice Chair Bolduc were absent

Conservation Commission

John Bird

He said the commission reviewed FY'12 and FY'13 budgets and expenditures and the majority of their appropriated funds for these past two years were committed to a professional consultant contract for the wetlands surveying and mapping update: \$2000 in FY'12 and \$3000 in FY13. They decided that there planned (budgeted) expenditures should be for firm committed needs, projects that they have planned and are committed to complete in the planned FY'14 budget year and on-going expenses, with an allowance to react to unforeseen events.

They feel that they need to promote education of the Town's residents on local environmental and conservation projects, problems and information to fulfill the commission's mission and responsibilities under the Town's MS4 permit. They plan to do so through posting information links on the Town's website under the Conservation Commission page, meetings, handouts etc. At the same time they wanted to provide the opportunity for training, internal and external education and conferences for their members. They agreed for now in a lump sum for education and website improvement.

They discussed the services and information they gained from being a MEACC member. The MECAA sends out email notices of current legislation, activities and projects of other Maine Conservation Commissions, and holds training tours and seminars at low cost for members. They feel this is a valuable information and networking tool.

They want to follow through on their previous commitment to install a kiosk and updated sign at the Blueberry Plains property near the parking area and renew the old weathered existing Great Plain sign. They would also like to budget for two other kiosks/signs on Portland Ave and ET/Pond View Rd.

It was suggested that the Conservation Commission present the need for Town capability for Surface and Sub-surface Pollution Control Water Testing and Analysis due to the Goosefare pollution problem. The anticipated that the actual budget for the cost of the testing might be in another Town department budget like Code Enforcement or Wastewater Treatment since the Conservation Commission does not have staff to administer and manage sampling, testing and reporting but the need should be brought forward.

The amount listed for surface water and dye testing only covers water sample bottles, lab test for coli form, etc and materials for dye testing. The actual supervision and field labor to collect samples, deliver or send them to the lab and the dye testing labor using existing town personnel (Code enforcement/Water Treatment) will be another necessary parallel expense which would need to be part of normal daily operations until the sources are identified and correct/repaired/cleaned up.

The OOB ET Connector Trail preliminary budget is based on they preliminary design which is incomplete, so the quantities will be subject to change as design changes. At the same time they need to identify areas of the trail that need permit and design engineering. The engineering services may be in house or may need to be hired through an RFP by the Conservation Commission.

There is also a need to budget for regular operating expenses. Like legal, advertising, copies, mailings etc

Diana said that her suggestion for advertising would be to keep it with each department so that they could see how much each one uses. The Chair asked if we negotiated contracts with the newspapers. She would like someone to look into that. Councilor Quinn thinks we need a charter change to get us out of the dark ages.

The Chair noted a large increase in the conferences. John noted this was a combination of conferences and education. Mr. Bird said this is a new endeavor for them.

The Chair said she doesn't think the engineering line should be under this committee. She feels Public Works should handle this. John said he thought the scope had not changed but the needs had. The Chair suggested they workshop it. Councilor Dayton wondered why things hadn't happen sooner. Bill Robertson, Public Works Director said CMP had come in to do their work, if we had built a trail they would have wrecked it. Bill said a retaining wall and a bridge need to be erected. Bill Robertson said the manpower to do the work would be about \$8000. Both the Chair and Councilor Mailhot said this should be work shopped. Andrea said they could apply for a grant. It would be a 50% matching grant. We may have missed the deadline for it. If we don't have our Comprehensive plan done yet they may not work with us on it.

The Commission is thinking of hiring a forester to look at some Town property. We have some that could qualify as a woodlot. The Chair asked for what projects they would be doing with part of this line item money. Jerome Begert asked if perhaps some funds could be fundraised.

John ended with a strong plea for the need for testing. The Town manager is going to research the problems and get back with the Council. Bill Robertson will go in with the camera to see what they can see.

Parks Maintenance

Bill Roberston and Andrea Berlin

Bill said last year nothing was done in the parks as there was no money. They kept up with the playgrounds.

50108 Seasonal Wages This account funds the wages for any seasonal workers during the summer park months. 25 hrs X 36 weeks. Councilor Mailhot questioned the per hour rate. Andrea said the education level is higher than other positions. Councilor Dayton said she thinks they received an email from Helene Whitaker that suggested they look at all seasonal employee hourly rates. Councilor Furtado said he is not against costs but when you look at what we are paying Lifeguards who are saving lives: it is a big difference. Councilor Mailhot said she wanted to make sure that the lifeguards and reserves know how much they are appreciated. Councilor Dayton took offense and said she didn't want her words twisted. Councilor Dayton would not yield the floor. Council Mailhot finally said it would be great if we could pay everyone more but we need to work within a certain budget.

50300 Professional Engineering Service This account funds professional services for technical support, landscape expertise, and other miscellaneous professional services, as needed. Primary need is for a licensed arborist to prune trees.

50310 Service Contracts This account funds the various service contracts such as fertilization and Other specific lawn care, as well as the playground equipment located in Memorial Parks

annual inspection.

- * Defining Lines (Mowing/Aeration)
- * Natural Lawns of America – fertilization
- * Playground inspection
- * Irrigation Doctor – sprinkler system
 - turn on system, head replacement and leaks throughout year
- * Playground parts

Some of these items were under different line items last year. Bill will get clarification on what was where and will update the Council.

50346 Property Damage This account funds property damage due to vandalism, wear and tear, or other acts of nature. Larger vandalism to the public restrooms, light fixtures, or other larger costs will be coordinated with DPW.

50401 Water This account funds the sprinkler system and comfort station.

50455 Electrical Repairs This account funds maintenance (light bulb changes) as well as installation of some special lighting at the Memorial Park gazebo, near the public restroom and near the dog park, as needed.

50501 Operating Supplies This account funds a variety of supplies related to the park, playground, basketball/tennis courts, etc. Mulch, Wood Chips (Playground), BB Rims & Nets, Tennis Court Nets and Flags. The VFW is donating flags this year. The tennis court is closed for repairs. Councilor Furtado shared with Bill a product that might be able to be used in house.

50511 Grounds Improvements This account funds the materials and supplies needed to maintain the parks as well as plants and tree replacement:

PLANTS/PLANTING AREAS: Memorial Park Committee, in conjunction with DPW, will fund and supervise the purchasing, planting and nurturing of the planting areas at Memorial Park, Town Hall, 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. A combination of contracted help and volunteers will be utilized for this work.

TREES: Memorial Park Committee will also purchase, plant and nurture the tree plantings throughout town, in the parks as well as street trees. DPW will continue to fund the removal of dangerous street trees and will assist with the equipment/labor for installing any new trees. DPW will also continue to do tree trimming as it relates to site distance and snow plow routes.

They was a question on where we are with efficiency Maine. Bill said we are getting funds paid as they complete projects.

Councilor Quinn said he was not on board with this budget. It is all beautification. He doesn't think it is beneficial for the town. Andrea said it reflects the health of the community. The playgrounds are always busy. The elderly use it. It is a jewel for us.

Public Works

Bill Robertson

50101 Dept. Head Salary This account funds only the Director of Public Works position. Same for last 4 years.

50106 Full-time Employee Wages This account funds all eleven union employees and the non-union office manager position. The hourly wages are union negotiated. Union negotiated stipends, in-house upgrades, out of classification upgrades and night differentials are also covered under this line item.

He would like the following to raise the hourly rates for:

Grade 1 operator to a Grand 2 Operator

Grade 2 operator position to a grade 3 operator

Grade 3 operator position to grade 1 shop foreman

50108 Seasonal Wages 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. (2 x 30 weeks and 1 x 12 weeks, plus a part-time mechanic for 30 weeks).

- ❖ Beach Cleaners 8 people x 14 weeks
- ❖ Pre-season 2 people x 2 weeks
- ❖ Seasonal DPW 2 x 30 weeks
1 x 12 weeks
1 x 30 weeks (mechanic)

The Chair asked about the process for rehire of seasonal folks. Diana said background checks are done if the seasonal folks come back year to year. All other paperwork does not need to be redone if they left with a good record.

20151-50110 Construction Overtime During construction season (April to October); utilize crews for up to 8 hours per week for construction. Not all employees take advantage of it, plus vacation time, and inclement weather are all factors.

This is going down this year

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.

50112 Standby Wages Staff, that has qualified to operate the sewer maintenance equipment may carry a beeper for a seven (7) day period beginning at 3:00 p.m. on Friday and shall be reimbursed at the following rates. The primary call person shall receive (1) one hour straight time pay for each weekday they carry the beeper with the exception of holidays. Employee shall receive six (6) hours straight time pay for each Saturday, Sunday and Holiday on which they carry a beeper.

50123 Car Allowance (Contractual)

50230 Clothing Allowance Employees are required to wear appropriate uniforms while working for the Town. Employees agree that the uniforms will be kept in a neat, clean and well maintained appearance. Soiled, worn or torn clothing is not acceptable. Such uniforms shall include appropriate OSHA approved footwear, trousers (jeans that present a workman like appearance are acceptable), shirts (with Old Orchard Beach logos) And jackets (with Old Orchard Beach logos). The Town will provide up to six hundred fifty dollars (\$650.00) per year for the purchase of the above mentioned uniforms. Maintenance and care of the uniforms will be at the expense of the employees.

This will come down a little... this is a contractual issue

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.

- ❖ MDOT Local Roads
- ❖ Welding Training
- ❖ APWA Summer Workshop
- ❖ College level courses
- ❖ Administration Training

This can be cut a little

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, an average is calculated below.

- ❖ Storm Related Meals
- ❖ Office manager Mileage Reimbursement
- ❖ Team dinners (\$50 @ 12)
- ❖ Director APWA Summer
Workshop Mileage & Tolls

Bill does the cooking for the storm related meals

50256 Dues/Membership/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.

Councilor Quinn asked about the CDL license and Bill said he would get back to Councilor Quinn on that

50300 Professional Engineering Services This account funds professional service for engineering, survey, traffic, landscape, storm water and other areas of expertise, as needed. The DEP permit for Municipal Storm water (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.

MS4 Engineering – Permit requirements and documentation

DEP filing for beach restoration, i.e., to restore sloped edge to the front if the dunes so that storm water washes up the face instead of causing erosion. A lot got washed out this year due to the hard winter we had this winter.

GIS sewer/drainage

DEP Filing seaweed removal (a discussion was held as to what to do with the seaweed)

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 (this is what was done last year). Miscellaneous contracts for fire extinguishers, underground gas tanks for welding are minor costs in this budget item. This also covers annual computer services, i.e., Pinnacle, fuel system software, and fleet management software.

There is a lot in the current line but Extreme Clean will be starting up in a few weeks.

50320 Advertising/Mailing This account funds advertising for household hazardous waste (HHW) days in the tri-community area, and mailing costs include postcards and letters sent 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.

50330 Equipment Replacement

THIS IS NOW LISTED UNDER DEBT SERVICE - 20197

- ❖ Valor truck lease completed 2014
- ❖ Excavator lease completed 2015
- ❖ Truck 12 lease completed 2016
- ❖ Truck 15 lease completed 2017

There was a conversation with Councilor Dayton about the fuel system but it needs more clarification. Diana and Bill will work on that

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.

- ❖ DPW - Winter Operations
- ❖ DPW – Summer/Fall Projects
- ❖ Transfer Station pit – dozer
- ❖ Misc. New Holland

Last year ours broke and while it was being repaired we had to rent one. It is up to the Council to either allow renting one or to purchase one if ours goes out again.

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.

- ❖ Mailboxes (pole and bucket/cement)
- ❖ Chain link fencing
- ❖ Retaining wall
- ❖ Misc repairs

50400 Electricity This account funds the electricity costs at the DPW shop, Transfer Station, and Salt & Sand Facility.

This may go up a bit

50401 Water This account funds the water costs at the DPW shop, Transfer Station, and Salt and Sand Facility.

50402 Phone/Cellular/Paging Office phones Cell phone (beeper)
Director's office reimbursement Union employees

Diana is looking into going out to bid on this across the board. This is a priority for her.

50404 Networking/Internet/Cable Time Warner Cable

50405 Heating Fuel This account funds heating oil and propane for the buildings at DPW, Salt and Sand, and the Transfer Station.

They are looking at going to solar panels on the PW building.

50450 Building Repair/Maintenance This account funds the costs of all building repairs and maintenance for DPW, Salt/Sand Shed, 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/Vehicle Tires & Oil Repair 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. This line item also 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. Included in this line item are plow blades and parts & repairs/replacement of small equipment such as mowers, blowers, chainsaws, etc.

This is now a combined line. They do some police and town repairs also. They are looking at getting one of the employees a bus repair license. Councilor Furtado said any work that could be done for the other departments as well as Public Works would help lower the high oil and repair costs in all departments.

50454 Computer Support/Service The 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.

❖ NEW - MS4 Data logging Software

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, Salt and Sand Shed, Bathhouses, Memorial Park Gazebo also have electrical repairs that would be paid out of this account, as needed.

❖ Repair/replace light poles we own (Old Orchard St., Milliken St. Pkg Lot, Memorial Park, Dune Grass)

❖ Need to replace pole sleeves on W. Grand/E. Grand/Old Orchard Street (fabricate in-house for poles that have rusted)

50456 Train Station Maintenance

- ❖ Lights, paint, welding, winter maintenance; should the train stop in winter, etc.

Councilor Quinn suggested that this line could be incorporated into other lines. Diana thinks we should keep it separate so we can do better tracking. Councilor Mailhot is in agreement with Councilor Quinn. Councilor Dayton said she doesn't want to go backwards. We need to keep track in more detail. Councilor Furtado thinks there is too much allotted for this line. Bill said he could go lower. If they do go lower, Diana said Councilor Quinn's suggestion would be appropriate, It was decided to move this to building maintenance and remove this line item.

50500 Admin/Office Supp/Equip This account funds small office supplies that are used up during the year, such as paper, 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 managers office, as well as copier rental.

50501 Operating Supplies This account funds variety supplies related to safety, painting, all signs and sign posts, public restrooms along with other small items, such as: grade stakes, and shop supplies, and supplies for repairs around town that are purchased from Lowes, Home Depot, Radley's Hometown Hardware Etc.

Councilor Furtado asked if the evacuation sign updates comes out of this. Bill said yes. Bill also thinks he can get the Drug Free signs for the Police Department from here.

50502 Printing & Copying This account funds the in-house copying.

50506 Road Maintenance, Non-capital

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. Guardrail repairs and replacements are included as well. This can go down. Councilor Furtado suggested we look at what Portland did and change the crossing patterns as it would not need to be painted as often. The striping is for once a year.

50508 Sewer Maintenance, Non-capital This account funds all materials for small storm water 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 are placed in Memorial Park and on West Grand, during the off-season

- ❖ Household Hazardous Waste Fees 3 collections
- ❖ Portable Restrooms
- ❖ We also budget money per year for the shared cost of equipment repair for the tri-community camera program. We pay 1/5 of the actual repair costs. We also budget money for capital investment each year for future replacement of the vehicles and equipment, totaling.

50510 Vehicle Fuel This account funds the gasoline and diesel fuel for the DPW vehicles and 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.

50511 Grounds Improvements 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 a subcontractor, recommendations and in accordance with the management plan. Boardwalks, beach signs, fencing, loam, grass seed, hay bales, tree removal/trimming and other small misc. items are funded through this account. As well as brick paver repairs, planters, barrels and other small items needed.

PLANTS/PLANTING AREAS: Also Includes purchasing, planting and nurturing of the planting areas at Town Hall, entrance from the turnpike and the various planting areas at the end of Old Orchard Street. Small trees, rose bushes, shrubs, flowers and other native plants are kept in these garden areas.

- ❖ DPW will mow and maintain Milliken Street parking lot, traffic islands, Atlantic Courts, and Old Orchard Street park.

TREES: We will also purchase, plant and nurture the tree plantings throughout town, in the parks as well as street trees. DPW will hire an arborist to do routine pruning of all of these trees. DPW will continue to fund the removal of dangerous street trees and will assist with the equipment/labor for installing of any new trees. DPW will also continue to do tree trimming as it related to site distance and snow plow routes.

- ❖ Lucas Tree fertilizing \$10,000
- ❖ Tree fertilization around town \$7,000
- ❖ Weed control in gutter lines \$8,000
- ❖ Tree removal, misc. \$10,000

50515 Snow & Ice / Salt & Sand This account funds all snow and ice conditions including salt & sand. Road salt is 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. During winter operations, DPW crews use straight salt, a salt/sand mix and a salt brine mix (salt/water).

Solid Waste

Bill Robertson

There were no questions or concerns on the Solid Waste proposed budget.

Respectfully Submitted,

Sheila M. Flathers
Interim Town Council Secretary

I, Sheila M. Flathers, Interim Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of nine (9) pages is a copy of the original Minutes of the Town Council Budget Workshop of April 25, 2013.

Sheila M. Flathers