

TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL BUDGET WORKSHOP
TUESDAY, April 30, 2013
TOWN HALL COUNCIL CHAMBERS
7:00 P.M.

Councilors Present:

Councilor Coleman

Councilor Quinn

Councilor Furtado

Chair MacDonald

Councilor Dayton, Councilor Mailhot were absent

Vice Chair Bolduc came late

Diana Asanza, Finance was attending a conference and was not present

Wastewater Department #20161

Chris White

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 Department Foreman oversees all maintenance duties and is second in charge during the temporary 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.

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 1,400 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%.

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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 treatment costs. These grants are not available to communities with populations over 10,000.

Efficiency Maine (EM) – These grants are for single projects that show significant savings in energy costs.

Maine DEP (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 using a portion of the property taxes. OOB also lacks the benefit of an industrial sector to help offset costs. Because of the town's funding method; tax-exempt properties do not contribute funds to the operation and maintenance of the wastewater treatment system.

Sewer connection fees – All residents that connect to the sanitary sewer system are charged a connection fee. These fees should be dedicated to CIP projects associated with the wastewater treatment system.

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 wastewater treatment system.

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

External Funding Sources

State Revolving Loan Fund – This program provides loans below the prime interest rate.

General Obligation Bonds – This program provides loans at the prime interest rate.

Maine Rural Development – This program provides loans at the prime interest rate and also provides significant grants.

Projects

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.

Electrical distribution and Aeration Blower Upgrade – This project includes replacing three (3) existing blowers and correcting the National Electrical Code violations associated with the process building.

Tide Gate – The tide gate located in Ocean Park is operated and maintained by the Wastewater department. The tide gate is now has generator back up and can be controlled and monitored by the SCADA node at the WWTF.

Staff

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 and performs basic duties in the temporary 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 and performs basic duties in the absence of the Department Foreman.

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

Budget account description

➤ **50101 Department Head Salary**

➤ **50106 Full-time employee wages – 6 staff members**

➤ **50113 Holiday Wages - This has been transferred somewhere else**

➤ **50108 Seasonal Employee** - The department employs one seasonal employee in the summer months. The department is requesting enough funds for a seasonal employee to work six (6) months for 20 hours per week.

➤ **50111 Overtime wages**

The department has two staff members on call on a rotating basis at all times. Overtime is incurred for weekend duty, equipment break downs, power failures and heavy rain events.

➤ **50112 Standby wages**

The department has two staff members on call at all times on a rotating basis. The primary on call receives seventeen (17) hours of hourly pay per week and the secondary on call person receives twelve (12) hours of hourly pay per week.

➤ **50113 – Holiday wages**

➤ **50124-In lieu of Health Insurance**

➤ **50128-Physical Fitness Incentive**

➤ **50201-FICA & Medicare-ER Share**

➤ **50202-MSR-Employer Share**

➤ **50210-Health Insurance-Employer**

➤ **50211-Dental Insurance-Employer**

➤ **50212-IPP Insurance-Employer**

➤ **50213-Life Insurance-Employer**

➤ **NEW- Workers Compensation**

➤ **50220-Health Club-Employer**

➤ **50230-Clothing Allowance**

As per the union contract each employee receives a certain amount per year as a clothing allowance.

➤ **50251 Conferences /Training**

Employees must earn 18 hours of DEP approved classes every two years in order to maintain their wastewater license. The union contract, as of this year, dictates that at least two (2) employees will have the ability to attend the annual wastewater conference. It is expected that additional safety training will have an impact on this budget line.

➤ **50252 Travel/food/lodging**

Employees must earn 18 hours of DEP approved classes every two years in order to maintain their wastewater license. The union contract, as of this year, dictates that at least two (2) employees will have the ability to attend the annual wastewater conference.

➤ **50256 Dues/memberships/licenses**

Employees must earn 18 hours of DEP approved classes every two years in order to maintain their wastewater license. The increase is due to the request for memberships to industry associated organizations.

➤ **50305 Laboratory services, equipment and supplies**

This budget lines funds laboratory supplies, contracted testing and equipment. The WWTF discharge permit calls for additional testing in the FY14 budget year.

➤ **50310 Service contracts**

Below is a list of regular services, vendors and the estimated costs for the FY14 budget:

- ❖ PLC service maintenance agreement through EII:
- ❖ Bathroom cleaning services through Cintas:
- ❖ Emergency Generator maintenance services through Power Products:
- ❖ State licensing/discharge fees through the State of Maine:
- ❖ SCADA software updates through Results Engineering:
- ❖ Potable water delivery through Poland Spring:
- ❖ Crane/hoist inspection through Coastal Equipment:
- ❖ Cable services through Time Warner:
- ❖ Backflow preventer inspection through Bruce E Clark:
- ❖ Fire alarm system inspection through Simplex Grinnell:
- ❖ Gas meter calibrations through Eastern Fire:
- ❖ Postal services through UPS:
- ❖ Fire extinguisher inspection through Lindsey Fire Services:

➤ **50330 Equipment replacement**

This line funds the purchase of equipment and/or projects that are over \$1,000.

➤ **50336 Equipment rental**

This budget line funds rental equipment as needed. The department is currently renting a portable fence, as per requirement of the Maine Department of Labor, to surround an unused clarifier. The clarifier is not part of the treatment process and should be filled and capped.

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➤ **50340 Waste tipping/disposal**

This budget line funds the pickup, delivery and disposal of the bio solids produced at the WWTF. The current contract is at \$83.10 per ton. Alternate disposal sites were explored earlier this year. Resource Management Incorporated gave a proposal for \$98.10 per ton. Waste Management gave a budgetary price of \$105 per ton.

Comment: The dewatering equipment and apparatus was installed in 1996. Newer equipment produces a drier sludge product, requires less manpower to operate and exposes employees to fewer biological hazards. Engineering shortfalls in the process building also limit the size of the bio solids container; therefore requiring more trips to the disposal site. The dewatering conveyer does not have an automated leveling system. Staff must use the loader to pull out the roll off so as to evenly distribute the bio-solids in the container.

➤ **50342 Waste pumping**

This budget line is dedicated to costs incurred for cleaning/disposal of various tanks, wet wells and channels at the WWTF and pump stations. The department has worked closely with the present company to make this operation as efficient and cooperative as possible. Cleanings are performed twice a year.

➤ **50400 Electricity costs**

This budget line is dedicated to electricity costs incurred from operating the WWTF and pump stations.

➤ **50401 Water**

This account is to fund water usage from Maine Water. This does not include drinking water deliveries.

➤ **50402 Phones, cell phones and pagers**

The department has three (3) cell phones and two (2) pagers.

➤ **50405 Heating Fuel**

This account funds heating oil and propane to the administrative building and storage building. The process building and pump stations are heated with electric heaters.

➤ **50450 Building repairs**

This account is used to fund minor building improvements as they become necessary. The administrative building contains asbestos, code violations and is inadequate for current needs. The storage building is showing advanced signs of decay and is inadequate its current use. The process building is in need of minor improvements which should be addressed before corrosion further damages the structure. These issues cannot be addressed with the current funding level.

➤ **50452 Operating equipment repairs**

The budget line is dedicated to the repair and replacement of WWTF and PS equipment under \$1,000. A comprehensive pump replacement program has held these costs down. Equipment repair and replacement requests that are over \$1,000 will be taken out of the Equipment Replacement fund.

➤ **50453 Vehicle repairs**

The budget line is dedicated for the scheduled maintenance of a 2005 Ford F-250, 2006 Ford F-550 crane truck, 1997 Ford F-350, front end loader, grounds keeping equipment, Rawson dirt screener and a Mack pod truck. It is not expected that this account will be sufficient to fund major repairs. Councilor Furtado mentioned working with Public Works for this

➤ **50500 Admin/office supplies**

This budget line funds purchases for office supplies. The department has not leased a copier as part of the town wide program. Printers and copiers that are in the lower price range are purchased as needed.

➤ **50501 Operating supplies/equipment**

Polymer prices are expected to stay steady for the next year and hypo chlorite is fixed at \$0.66 per gallon through 2013. The account is also used for hardware, lubricants, tools and bathroom supplies.

Below are the estimated chemical costs for the FY13 budget:

- ❖ Hypo chlorite supplied by Harcros Chemical
- ❖ Polymer supplied by Ashland Specialty Chemical

➤ **50510 Equipment fuel**

This fund is used for the fueling of all vehicles, grounds keeping equipment and emergency generators. Emergency generators are tested once a week under load.

➤ **53002-50846 CIP**

These funds have been carried over from past budgets and are used to fund major purchases and projects. This account has not been replenished in the past few budgets.

Councilor Coleman complimented Chris on the reduction in spending

Recreation

Jason Webber

Administration

The administrative division prepares and manages the Department; program and operating budgets; recruits and trains regular, part-time and voluntary personnel; establishes and advises Department special interest associations; and assists quasi-public organizations in the delivery of recreation services. The division is responsible for securing and administering Federal, State and City funds for recreation capital improvements; scholarships; comprehensive department planning; and helps with other city parks and recreation facilities. The Department as a whole works cooperatively with most of the other departments within the City, including the school department, library and private organizations to stretch resources, deliver services, and provide support to achieve the quality services that the citizens of Old Orchard Beach have come to expect.

Recreation Division

We strive to provide programs that will meet the leisure needs of the citizens of Old Orchard Beach. The Department focuses on offering a variety of programs to serve the various individual populations within the community – pre-school, youth, teens, and adults. We strive to provide all programs in a financially sound and responsible manner. The Recreation Department will continue to be guided by a cost-of-service principle with regard to our rates, fees, and charges. We are committed to continuing improvements in all programs, and will provide value to our participants. Through our collaborating efforts with area communities our youth are able to compete in various sports programs: Football, Soccer, Cheering, and Basketball. This division assists many special interest groups with delivery of services. Hundreds of volunteers along with the business community and civic organizations greatly enhance our ability to serve Old Orchard Beach citizens by contributing thousands of dollars and countless volunteer hours in the delivery of recreation programs. We continue to strive for customer service excellence in order to keep pace with the changing needs and interests of our citizens in their leisure pursuits.

Child Care Division

One of the most successful areas in our department is our Gull Care Before & After School Program. A large thanks goes to the Assistant Director, Nikki Duplisea, for her hard work, and commitment to this program. Our Vision has been, and always will be, to provide programs that meet and exceed State of Maine Child Care Center

Regulations. As a Recreation Department we are not obligated to meet such high regulations but we do so to provide quality care for our students and families. Child care opportunities provide include: School Vacation Camps, Teacher Workshop Days, Early Release Days, Summer Day Camp, and Gull Challenge Day Camp.

Senior Division

Our 50 +/- club has exceeded the 100 membership mark. We look to expand these programs with the addition of our 15 passenger bus. The bus gives us the flexibility in giving our active adults the opportunities to see the many attractions this state has to offer. In an attempt to better understand what our 50 +/- group needs from our department we have organized an activity group that meets monthly to generate program ideas.

Community Events Division

This is one of our newer areas we are continually looking to expanded. Some of the major community events we coordinate, or assist in are: Concerts in the Park, Tops in Blue, Egg-stravaganza, Candidates Night, 4th Grade Theme Trees, Seaside Art Festival, Christmas By The Sea, Jimmy the Greeks Frozen 4 miler, and Christopher Cash Race.

20171 50101 - Department Head Salary

This account funds salaries for the Department Head

20171 50106 - Full – Time Employee Wages

This account includes the costs of wages paid for one Full-time employee.

Jason is going to get some clarifications from Diana on Full and Part time and get back with the Council

*A stipend is given to the Assistant Director to be our Gull Care Director. A very large savings especially if we would have to hire a full time person as mandated by our state child care license.

20171 50107 - Part – Time Employee Wages

This account includes the costs of wages paid for temporary sports season coordinator, coverage for our Office, and Special Events.

This budget proposes eliminating full time administrative assistant position and creating 2-20hr per week positions. This configuration of the department allows more flexibility for coverage when most needed.

Insurance and Employer Benefits are now found under the Insurance section of the budget org 20119:

50124 - In Lieu of Health Ins. Exp

50201 – FICA & Medicare – Employer Share

50202 – MSR – Employer Share

50203 - ICMA 457 – Employer Share

50210 – Health Insurance – Employer Share

50211 – Dental Insurance – Employer Share

50212 – IPP Insurance – Employer Share

50213 – Life Ins – Employer Share

50370 – Workers Compensation

20171 50251 - Conference/ Training

This account includes the cost of tuition and fees for professional development and training. Skills development and knowledge attainment will benefit the operation of town administration for citizens. Two staff (Director, Asst. Recreation Director) have certifications that need to be maintained by attending training to earn continuing education units. Training is critical to our operation as safety is our number one concern.

1 st Aid, CPR, Adult, Child, Infant Recertification
MRPA Fall Conference
MRPA Spring Conference
Summer Camp Staff Training
Grant Seminar
Staff 1 st Aid CPR Training
Maine AHPERD
Baby Sitter Recertification

- Each staff member will have at least (5) five hours of training for his or her position such as safety, 1st Aid & CPR and child care,
- Employees with professional certification within their field will be offered 10 hours of training toward their re-certification each year.

20171 50252 - Travel / Food / Lodging

This account includes the cost of reimbursing staff for the use of personal vehicles for conducting Town business. Conference Lodging and food is reimbursed through this account.

20171 50256 - Dues / Memberships / Licenses

This account includes the cost of subscriptions for publications, dues to professional organizations, and State Licensing:

Maine Association for Health, Physical, Education, Recreation and Dance
Maine Recreation & Park Association
National Recreation & Park Association
New England Park Association Membership
Southern Maine Association of Recreation Technicians (SMART)
State of Maine Child Care License

20171 50310 - Service Contracts

This accounts funds the following:

Cleaning Service	
Gym Routine Check-ups and Maintenance	
Teen Center Service Contract	
Water Company	



20171 50312 - Recreation Scholarships

We have had an unprecedented number of people request assistance. Times are hard for many people in our community and as the demographics show, these are the people that are in need of our services.

20171 50320 - Advertising

This account includes the cost for printing and advertising in our local papers.

Summer Brochure
Fall flyer newspaper insert
Winter flyer newspaper insert
Spring flyer newspaper insert
Senior Quarterly Newsletters
Advertisement for part-time job positions
Recreation Website and Management program

20171 50402 - Phone / Cellular / Internet

This account includes the cost of communication services at the Recreation Department Offices. It includes both the Director's and Assistant Director's Cell phone. Mr. Peabody said this would be included in the overall review of cell phones town wide so that everything would be consistent.

20171 50453 - Vehicle Repair / Tires / Oil

This account includes the cost of basic maintenance, Oil Change, Inspection, Registration, tire rotation. They do take their small bus to Public Works for repairs. Public Works doesn't have a big enough lift for the large bus.

20171 50500 - Admin / Office Supply / Uniform Allowance

This account includes the cost of general office supplies including ink and masters for the duplicating machine, writing implements, staples, paper clips, envelopes, laminating supplies, binders, folders, etc. This account also includes the cost of work-related clothing for 3 Staff members at \$250 each member.

20171 50501 - Operation Supplies

This account includes the cost of janitorial supplies such as paper towels, cleaning fluids, toilet paper, etc. for the office.

Examples of items and pricing include:

Trash bags	
Floor cleaner	
Toilet tissue	
Hand soap	
Cleaning Fluids for Bathrooms	
Mops	
Bathroom spray	
Paper towels	
First Aid Kits	
Misc. items	



20171 50509 - Other Facilities Maintenance

This account includes the cost of the replacement of one piece of gym equipment, new floors for office and Paint. Plus adding a new lock for the front.

20171 50510 - Vehicle Fuel

The account includes the cost of gas for Recreation bus. Gasoline usage – 600 gallons

20171 50520 - Special Events / Community Events

This account includes all community events for the citizens of our community

Concerts in the Park
Egg- straviagza
Candidates Nights
Jimmy the Greek Frozen 4 Miler Road Race
Seaside Art Festival
Festival of Trees at Town Hall

Capital – General

Construction of Assistant Director’s office
Skate Park-The planning board wants the drainage plan to have an engineer’s stamp of approval. Mr Peabody is going to look at getting Bill Robertson his Maine papers.

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 ten (10) pages is a copy of the original Minutes of the Town Council Budget Workshop of April 30, 2013.