

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Tuesday, June 19, 2013
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Meeting of the Old Orchard Beach Town Council was held on Tuesday, June 19, 2013. Chair O'Neill opened the meeting at 7:01 p.m.

The following were in attendance:

**Pledge to the Flag
Roll Call**

The following were in attendance:

**Chair Shawn O'Neill
Vice Chair Bob Quinn
Council Kenneth Blow
Councilor Roxanne Frenette
Councilor Jay Kelley
Councilor Malorie Pastor
Councilor Joseph Thornton
Interim Town Manager Robert Peabody, Jr.
Assistant Town Manager V. Louise Reid**

The purpose of the Budget Workshop this evening is to address particularly the Capital Improvement Plan (CIP). Departments particularly involved are Public Works, Police, Fire Department, Harmon Museum, and Waste Water Department. Members of the Finance Committee were also in attendance.

Discussion involved the Comprehensive Plan but no changes were made. The issue of Town Hall Improvements received a long discussion for the condition of the outside of the building and the replacements of windows were needed. The addition of \$10,000 made the total amount in the CIP budget at \$132,780 which the Interim Town Manager felt sufficient and he was encouraged to go out after the approval of the budget for RFP's to get this issue addressed. *(After the meeting it was noted that the \$10,000 for the Town Hall windows should have been marked for the Harmon Museum. The decision of the Council will have to be whether to add to the CIP budget an additional \$10,000 or remove the \$10,000 from the funding for the Town building.)*

The Train Station Boiler had no recommended addition but the Council chose to consider removing the \$20,000 already established and using it toward the need funds for balancing the budget. The \$18,000 for the Museum in the Streets (brass plates) *(actually this was a plan of the Planner with the assistance of the Harmon Museum)* was suggested to be removed and held toward the balancing of the budget. It was determined that the telephone upgrades for town departments was a necessity and the \$8,700 remained in the account.

Discussion around the purchase of two police vehicles revolved around the fact that it used to be the budget consideration that every year a vehicle would be purchased on rotation but that rotation ended when a previous Council would not approve the budget suggestion for the purchase of a vehicle. When asked how it is determined which cars would be replaced, it was noted that life expectancy is based on age and mileage and the cost of maintenance repair. Presented to the Council were three particular vehicles from year 2005, 2006 and 2008 with mileage from 150,000, 138,981 and 119,045. The Council gave approval for one vehicle and suggested that the rotation system be reinstated again after this budget process. The Chief also gave a short presentation on the vehicles that are maintained by the Police Department including the three mentioned above which are used for Administration. There are also five patrol vehicles including a Chevrolet Van which is used to transport prisoners to the jail. There are two vehicles assigned to the Detectives; one Ford Expedition which has four wheel drive. It was felt the Ford Expedition should last for a few more years. There are two seasonal patrol vehicles although one with 100,000 miles on it is non-operational. There is a Ford Van Truck which is also used by the Animal Control officer with 102,763 miles. Parking Enforcement uses a 2002 Chevy Pick up for collection of parking meter monies and other parking issues. One 2003 Chevy Impala with 117,612 miles on it has been assigned to the Citizen Patrol. In discussion with the Police Chief the presentation of the three parking controls machines (kiosks) with the balance of \$36,000 remaining. The need for the requested \$8,390 was approved for the purchase of Tough books. If memory is correct in 2009 the Police Department did not get any vehicles; in 2010 they got two vehicles; in 2011 they got one vehicle; in 2012 they got one vehicle; in 2013 they got one vehicle; and they asked for two this year but were give one. It is hoped that next year they will go back on the rotation system so that the cars are updated for safety reasons.

In discussions with the Fire Chief improvements in the amount of \$10,941 remained in the account. It was noted that there are other improvements that are needed at the Fire Station but the majority of Council felt that it needed to be put on the back burner at this time. There was an extensive discussion for an additional ambulance and equipment in the amount of \$210,000 which included a new cardiac monitor. It was noted that a cardiac monitor costs approximately \$30,000. It was determined that this would be set aside for further consideration before the completion of the budget. The need to know about this purchase was noted since it requires a six month order placement. The Fire Chief described the amount of wear and tear on the ambulance and that he felt for safety reasons relative to the care of citizens of Old Orchard Beach, this is a major purchase and necessary. The Council recognizes the need for maintaining the ambulances but the concern on the balancing of the budget moved them to put this into a holding account. Approval for the \$25,000 fire gear was supported by the Council. It was requested that the Police Chief and the Town Manager investigate options and the availability of funds in the Rescue Billing Account.

There was extensive discussion on the question of the use of funding for road maintenance. The Public Works Director gave an extensive report on the roads that were being fixed and maintained. He had asked for an additional \$148,918 for a total of \$415,918 but it was denied so the total amount in the Road Maintenance Budget is \$267,000. The amount allocated for Sidewalk Maintenance Improvements was \$86,000 with a reduction of \$6,000 for a total of \$80,000. Sewer Maintenance/Improvements was lowered from \$72,758 to \$68,500, and Building Improvements remained the same. The purchase of a hot box P/U and pick up truck was approved. There was no additional funding set for the Town Square Improvement. No comment was made on the funding the Square so \$20,000 is set aside for this.

Discussions with the Waste Water Superintendent relative to his CIP request included a request for an additional \$250,000 to be used toward the Secondary Clarifier #1 (SC#1) Rebuild. The Waste Water Facility has two secondary clarifiers. Both secondary clarifiers are operational in the summer months. Only on secondary clarifier is needed in the off season. SC#1 was commissioned in 1988 and has received only routine maintenance since.

Item #1 – SC#1 drive/gearbox unit: Original drive/gearbox is considered to have a 20-25 year lifespan. Replacement is recommended on basis of life span, not the condition of the unit. An inspection of the drive unit that took place in June of 2011 indicated that the drive unit is in ‘good condition.’ Replacement drive/gearbox unit cost (parts only): \$45,116.

Item #2 – SC#1 access platform. Platform does not exist. Staff must perform routine maintenance w/o the benefit of a platform. Platform only available with replacement drive unit. Platform cost (parts only) - \$16,608.

Item #3 – SC#1 skimmer arm: Current skimmer arm is in need of replacement. Proposal is to replace existing skimmer arm, add an additional skimmer arm and relocate collection trough. Skimmer arms/relocate collection system cost (parts only) - \$25,447.

Item #4 – Sand blast metal, paint metal, skim coat concrete weir, paint concrete weir; inspection report detailed a high degree of corrosion on the metal collection system and a badly pitted concrete weir. Labor and material cost (estimate from 2011) - \$66,000.

Item #5 – General contractor costs: GC costs cover items 1=4 – General contractor cost (estimate from 2011) - \$56,520.

Item #6 – Engineering/contingency costs (estimated) - \$40,000.

Total estimated Project Cost - \$250,000.

The Finance Committee recommended the amount of \$250,000 be allocated for 2014 which would make \$417,689.60 available toward project costs. The Council concurred on this recommendation. The Waste Water Superintendent noted that he requested the \$250,000 to rebuild the clarifier. He has some funds in the existing CIP Account. He also indicated he needed to decide where the \$70,000 Efficiency Maine grant is going. He had counted on this coming back to the CIP Account. In the inspection report, the drive unit was labeled in “good” condition. He recommended the replacement due to age and life cycle. The clarifier is an important piece but unless the Town goes out to bond they will never get caught up on the needs for Waste Water and the pump stations.

The Council spoke about the recognition of the need for a balanced budget with revenues equal to expenditures and that budget deficits in lean times being desirable. Prioritizing is the key goal of the Council and concentrate of the need and ways to raise revenue. The Assessor gave a preliminary account of the raising of taxes indicating that for every \$100,000 of budget increase amounts to about seven cents (\$.07) on the mill rate. Therefore for a \$100,000 increase in the budget on a \$200,000 house would amount to a \$14 increase in taxes. \$500,000 increase in the

budget on a \$200,000 house would amount to \$70 increase in taxes. The Assess also presented to the Council a valuation chart of Cities and Towns in York County and of eighteen cities/towns, Old Orchard is the third lowest equalized tax rate of \$13.44 with only Wells, Maine being lower at \$9.49.

CIP Workshop:

Status of the Rescue Billing Account. Current Balance is \$586,764.
In the early 90's when the OOB Rescue Service and the OOB Fire Department were combined as the OOB Fire/EMS Department, it was declared by Council Policy Order that revenues received from billing patients through insurance companies would be set aside to fund public safety vehicle replacement. The policy at that time was to replace an ambulance every 5 years and to purchase police cars on a 1-per year & 2 per year alternating rotation. Fire apparatus such as pumpers or ladder trucks would be purchased as needed due to their extended life expectancies (20 years).

In the mid to late 2000's a Town Manager decided that a portion of this fund could be used to support the General Fund Balance and I was told a large sum was transferred but the intent was to continue the purchase rotation policy. This may have been done more than once but it is my understanding the practice was discontinued.

When the need for a police facility became a priority in the late 2000's Council Chair MacDonald spearheaded a referendum plan to make the payments for the bond needed for construction from the rescue revenue fund. It was again assured that the vehicle replacement policy would be continued and revenue projections seem to support the plan to date. The replacement of vehicles has always been considered by Council at budget time of the year. The annual revenue deposited by our rescue billing clerk has been greater than \$400,000 each year for the last several years. These funds primarily come from private insurance companies, Medicare and Maine Care.

Ambulances are complex pieces of equipment generally consisting of a treatment "box" and a truck or van chassis. There are different styles such as vans, van cab/box rear, long nosed truck cab/box rear and larger ambulances on chassis such as delivery trucks would have. The style we use has proven successful for our small streets and congested areas but still allowing ample room for EMS technicians to properly treat patients in a comfortable environment. The increase in runs over the past 10 years, changes in federal vehicle standards and changes in weather environments has facilitated our need to replace the vehicles every 4 years to maintain mechanical reliability. The delivery timetable for ambulances is routinely 180 days.

In the most recent (2007) feasibility study of remodeling or replacing the public safety building it was noted that the building does not meet the standards of the 2003 Life Safety Code or the Americans with Disability Act. There may be other building code issues which also need addressing. To comply with these building codes a major remodeling construction project for the entire building would have to be considered. This project would likely affect a large percentage of the overall building square footage and thereby forcing complete ADA mandatory compliance including elevators and handicapped restrooms. Persons with disabilities who come to the facility now are met in areas which serve their needs but any further needs by disabled persons or employees would require more significant changes. Minor renovations allow us some leniency with these requirements.

Ambulance for the Fire Department goes in the "Parking" account to be considered before completion of the Budget.

One Police Car instead of the Two. *The CIP request for 2 vehicles - \$54,862 but was changed to one vehicle at \$27,431.*

Reduction in the Public Works Road Maintenance Improvements- Reduced from \$86,000 to \$80,000.

Reduction in Public Works Sidewalk Maintenance Budget from \$86,000 to \$80,000 with a reduction of \$6,000.

Reduction in Sidewalk Maintenance Improvements from \$72,758 to \$68,500 with a savings of \$4,258.

Look into lease program for Police Cars and Ambulances. Town Manager is to look into this possibility.

Also we are looking to confirm the \$10,000 recommended for Town Hall should have been for the windows at the Harmon Museum. The Minutes showed and the tape confirmed that the Council thought the \$10,000 was to be used for the Town Hall but there had been a request for \$10,000 and recommended by the Finance Committee that was not shown on the CIP list. Council will need to determine whether both are in the budget or one is removed.

ADJOURNMENT:

MOTION: Councilor Frenette motioned and Councilor Kelley seconded to Adjourn the Town Council Meeting at 8:35 p.m.

VOTE: Unanimous.

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 five(5) pages is a copy of the original Minutes of the Town Council Meeting of June 19, 2013.

V. Louise Reid