

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Wednesday, June 26, 2013
TOWN HALL CHAMBERS
6:00 p.m.**

A Town Council Meeting of the Old Orchard Beach Town Council was held on Wednesday, June 26, 2013. Chair O'Neill opened the meeting at 6:05 p.m. 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 Workshop this evening will encompass Police, Fire/Emergency/Lifeguards, Planning, Recreation, Ballpark, Staffing, Service Agencies, Finance/Tax and Insurance.

Parks and Maintenance

There was a long discussion on the Veteran's Memorial Park and the request by the Committee that emphasis be placed on this budget for the upkeep of this Town's treasure. The amount that was budgeted was left in the budget for Service Contracts at a budgeted amount of \$30,050. The total amount of the budget was \$44,300. Discussion around the Defining Lines Contract. It was noted that the duration of services from June 5th through June 30th for general maintenance – two five hour days of maintenance which includes mulching, plant replacement (labor only), plant care, tree-pruning, tree fertilizing (labor only) and other general maintenance tasks requested by the Public Works Department. The cost is \$380 per week and moving at \$380 a mow. The duration of services from July 1st through October 31, 2013 includes the same provision. The Veteran's Memorial Park Committee emphasized the need for work to be done in the park and the need for the Council to view the importance of this park to the citizens and to the visitors as well. The Council agreed that the value of this treasure needs to be maintained.

Recreation Department

The Recreation Department provides programs meeting the leisure needs of the young and old of Old Orchard Beach, Maine. In the presentation of the budget there were no cuts because the Recreation Director had already agreed to reductions in some areas of his budget before it was presented to the Town Council. He presented an impressive chart that provided the total participants comparing 2012 and 2013 which showed that they serviced almost 3,600 in 2013 compared to 2012. The first time participants included 161 in 2012 and 181 in 2013. Activities offered in 2013 were at the 350 range compared to 250 range in 2012.

The question was raised why there was a 16.9% increase in the salary line – Account Number 20171-50106. It was noted that it was an error and that the \$78,764 should have been \$68,764. It was also noted that Account 50509 – Other Facilities Maintenance – shows that \$600 had been removed since the Recreation Director indicated the Skateboard Park probably would not need it in the coming fiscal year. A lengthy discussion occurred on Account 50501 – Operating Supplies – where it was noted that a previous notation of \$500 for trash bags was stated incorrectly and that it was for other supplies such as towels, paper plates, plastic silverware, and other cleaning supplies required for the programs conducted by the Recreation Department.

Planning Department

The Planner's responsibilities include coordinating all growth and development in the Town through the administration of local, state, and federal laws, regulations, and ordinances. Land use development issues, comprehensive plan, economic development, staff advisor for the Planning Board, Design Review Committee and Comprehensive Plan Committee are additional responsibilities. He also participates in the Sea Level Action Work Group, Eastern Trail Management District, and the Portland Area Comprehensive Transportation System. The Planner presented his budget but there were no suggested changes and the Town Council accepted it as presented.

Police Department

There was a very extensive discussion of the Police Department budget but no changes were to the budgeted amounts. There was, however discussion on the request for a Workshop in which several issues of the Police Department could be discussed including the difficulty in hiring the adequate number of Recruits during the summer months and the limited staffing in the winter months. An explanation was provided on the scheduling of staff which is always a question raised by past Councils. With the assumption of a 30 person schedule, bare minimum disbursement of officers over a 24 hour period encompassing five shifts. It should be noted that employment this year was far less than the 20. In order to maintain a minimal staffing of 30 person schedule, a roster of 35 to 40 officers must be maintained. Some of the qualified and experienced officers can only work part-time yet are a valuable asset to the department. This requires the same training as the full-time staff. Recruiting full-time staff for the summer months only can be a challenge. A large percentage of our officers are students who are actively looking for career jobs. Often we lost officers to full-time jobs and always loose officers/students returning to school in the fall semester. This has a significant impact on the Police Department roster and can create challenges in filling shifts. Maine State law requires (4 to 5) required classes per year including new law and case law updates, firearms and additional classes on a variety of specific topics. In house training – all new officers are required to attend an 80 hours (two week course) of training specific to our community. It was also noted that the recruits have to pay for their equipment and in some degree part of their training at the Academy. The Workshop would be an opportunity to discuss these important issues of hiring and the employment needs of the department. The Police Department training budget is \$45,120. A recommendation was made for a future study of the salary of recruits and also the Finance Director was requested to create two new accounts in the general ledger – Seasonal Reserves and Seasonal Parking Enforcement and Human Resources will create additional pay codes to match the general ledger to set up and make the changes with the individual employee. This will be looked at in next year's budget.

Fire Department/Lifeguards and Public Safety

A review of the Emergency Management Expenses and the Public Safety Complex were discussed but no changes to the projected budget figures. Account 50103-50108 – Salaries - In the near future study the Lifeguard salaries in light of the fact that other towns have higher salaries and we lost lifeguards to them. Discussion on Account Number 50220 – Health Club resulted in the amount being lowered to \$1,200 rather than funding for twelve at \$300 for a total of \$3,600. An extensive discussion on what involves in the funding of Rescue Billing. 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. In line Account Number 50510 – Vehicle Fuel Expense – the suggestion was made to increase it by \$3,000 to \$21,000 based on current costs and figures. There was discussion on the use of the Fire Department building itself and the suggestion was made that a Workshop would be appropriate in the days or weeks ahead. Discussion should include not only the use of the Fire Department building but the staff needs of the fire department as well. It was noted that \$250,000 a year is appropriated and that currently the balance is \$586,000. A Workshop was also suggested on the subject of Dispatch Operations. Discussion on the Fire Inspector

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position that has requested a \$5,000 stipend through the Code Enforcement Office, noted that this became a Union consideration and payment of that position. The lack of continuity was questioned with the various changes in staffing and shift but there were some Council members who felt this could have been dealt with. It was decided to leave the stipend in the Code Enforcement Department in the amount of \$5,000.

Ballpark

The Ballpark is an Enterprise Account. A presentation by the Chair of the Ballpark Commission gave an update on what was being done at the Ballpark. As an agency of the Town we are responsible for the improvement, maintenance and operation of the Ballpark. The Ballpark Commission seeks and obtains the assistance of Town employees – from such departments as Public Works, Police Department, Fire Department and Finance – to keep our costs down. We raise funds (an extensive list of new and revised sources is under study) exclusively for the Ballpark through the sale of advertising and other promotional activities and solicitations. All such funds are remitted to the Town Treasurer to be deposited in a dedicated revenue account – denominated – “The Ballpark Fund.” Efforts of volunteers are a high priority. We value their service and expertise. In fact, we are in a recruiting mode at the present. Some of their work follows: (1) Due to poor design there were several water pipe ruptures that had to be repaired. These were found in both the Clubhouse and in the Concession Stand in use. Design changes were made to prevent these problems from occurring; (2) Several of the gates used for entrance and egress were damaged. These gates were reassembled and all joints were welded and repaired; (3) Field maintenance equipment was found to be non-operational due to the wear and tear and because of being stored out in the elements. At present the Ballpark storage facility is being utilized by the Police Department. Two tractors were repaired and now are operational, two lawn mowers are in the process of being repaired or will require replacement; (4) Because the power cables for right field lighting had been placed above ground last year we were required to excavate and install new underground feeder cables. This was required to bring the installation up to NEC code compliance. All work and material was done at no cost to the Town by Guy Fontaine and Kevin Lessard and Sons Electric; (5) Several sprinkler heads have been replaced to insure proper irrigation of the field turf; and (6) Both pass gates were repaired adding latches for safety. The following upgrades have been made to the Ballpark: Up to 2013 only 60% of the plumbing in the Club House had been repaired and made operational. The remaining 40% has now been repaired, toilets and sinks installed and now all plumbing fixtures in the Clubhouse are operational; and 2) Installation of emergency lighting and exit signs are now in the process of being installed in the Concession Stand to bring it up to the NEC compliance. The following upgrades and repairs are in process: (1) New awnings will be installed over the Concession Stand windows for protection and installation should be complete within three weeks; (2) Left field lighting pole at present has only five of eighteen lamps operational. Ballpark Commission is attempting to raise \$5,000 to purchase new fixtures to bring lighting on this pole to 100%. We have raised \$2,500 to date with an additional commitment of \$1,000 pledged. We have commitment of a crane for replacement and are hoping to raise the remaining \$1,500 soon and purchase and install the new lights to bring the field lighting to the required level; and (3) We also have recently discovered a problem with the 440V feeder cables for left field lighting and will excavate and install new direct burial cables from the Club House power panels to the left field lighting pole. Over the past three months the Ballpark has made several improvements to the Park. We have cleaned out the Souvenir Stand and put a new floor in the front half where the Raging Tide sells their merchandise. Volunteers have boarded up the Skyboxes that are not in use for safety reasons. They have also done some touch-up painting. Other volunteers have installed two new batting cages under the Stadium. We had two volunteers that were

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carpenters from Cape Elizabeth install two new floors in the Skyboxes. We are continuing to increase volunteerism again at the Ballpark. About a month ago the infield surface was redone. As far as the turf, it continues to improve and should be back to healthy condition by Fall. We have had the field aerofied, fertilized, limed, slice and seeded and treated for Crabgrass and weeds. Over the next month we will be finishing the seven Skybox floors, installed new backstop net as well as putting up a protective barrier in front of the dugouts. In addition we have just had about ten thousand square feet of artificial turf donated by Yarmouth High School. We will be using this to make our batting cages, bullpens, and coach boxes maintenance free. With that report in mind the Ballpark Commission requested the release of the monthly payment from Central Maine Power Company in the amount of approximately \$309 a month for use of one of the poles at the Ballpark. The amount would have increased to approximately \$7,416 (24 months at \$309 = \$7,416.) In addition the Council talked about giving \$5,000 to the Ballpark and this was placed in the "Parking Lot Account" for future consideration.

Staffing

Discussion of staffing needs has also been covered in particular line items budgets of the various departments.

Service Agencies

There was extensive discussion on the requested amount of funding. Some of the agencies followed the directions of submitting a survey of their programs to the community; some did not. The following were determined to be recipients of funding. It should be noted that the money to the other two food pantries, The Salvation Army and the Community Food Pantry, who did not submit the required survey were given \$2,000 at the request of Pastor Michael Gray who had requested \$6,000 for the Methodist Church Food Pantry. He offered to split the \$6,000 he requested and give \$2,000 to each of the other two food pantries. The Council appreciated his offer and awarded \$3,000 to each of the three food pantries. The following agencies were funded:

Methodist Church Food Pantry	\$3,000
Southern Maine Agency on Aging	2,500
Salvation Army	3,000
OOB Community Food Pantry	3,000
Fourth of July Fireworks	10,000
Community Watch Council	1,000
Total Contributions	\$22,500

ADJOURNMENT:

The Workshop ended at approximately 10:20 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 five (5) pages is a copy of the original Minutes of the Town Council Meeting of June 26, 2013.

V. Louise Reid