

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Monday, June 16, 2014
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Monday, June 16, 2014. Chair O'Neill opened the meeting at 6:40 p.m.

The following were in attendance:

Chair Shawn O'Neill
Vice Chair Bob Quinn
Councilor Jay Kelley
Councilor Kenneth Blow
Councilor Joseph Thornton
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Finance Director Diana Asanza

ABSENT: Councilor Malorie Pastor

The Finance Director provided to the Council a list of budget changes as a result of past discussions before and as a result of the June 11th Workshop. They included:

<u>Account Name</u>	<u>Account #</u>	<u>New Amt.</u>	<u>Difference</u>
WWTF Wages	20161-50106	\$279,989.00	\$ 20,284.00
WWTF Seasonal	20161-50108	3,000.00	3,000.00
WWTF Overtime Wages	20161-50111	25,000.00	(3,000.00)
WWTF Stand-by Wages	20161-50112	26,000.00	(10,000.00)
Fire Hydrant Expense	20138-50335	138,500.00	(11,360.00)
TM Computer System/Council	20120-50856	42,600.00	4,100.00
Insurance – Health Insurance	20119-50210	975,000.00	(25,000.00)
Insurance/Gen. Veh./Flood	20119-50371	224,000.00	9,000.00
Insurance – Public Official Bond	20119-50372	1,400.00	(6,000.00)
Bank Fees	20102-50530	3,500.00	2,500.00
Contingency	20118-50350	175,000.00	(100,000.00)
Elections	20108-50107	14,445.00	1,445.00
Police Service Contracts	20131-50310	429,013.00	62,263.00
Debt Service	20197-50395	372,900.00	(24,900.00)
Police Full Time Wages	20131-50106	1,251,563.00	25,500.00
FICA – ER Share	20119-50201	404,550.00	2,200.00
	Grand Total		\$ (47,268.00)

The Town Manager gave an update on the Police Union contract which is on the agenda tomorrow evening for approval by the Council. With those changes the amount of \$26,000 was added to Account Number 20131-50106 – Full-Time Wages; and \$2,750 to Account Number 20131-50111 – Overtime Wages. It was noted that the retirement account would stay the same. For 2014 the Police retro pay will be taken from Contingency for FY14 in the amount of \$25,500 and \$2,700. Discussion continued on non-Union wages. It was suggested that contingency in the amount of \$175,000 for FY15 and that \$50,000 would be used for non-union cost of living in the amount of two percent (approximately \$32,600); which leaves a balance for salary adjustments and merit increases which would go back to the Council for approval. The Finance Director was asked to add 2% increase to each department for the FY15 budget.

In discussion of the \$10,000 recommended for Code and Planning to assist in staffing in that office and to avoid burnout, the adjustment would be made on the clerical side. One staff member is responsible for minutes and the time it takes to get this done based on all the meetings means that individual is absent daily from the office making them short staffed. It was suggested that this would free up approximately nine to ten hours per week on average. The Planner addressed the Council and expressed his appreciation to the Town Manager and the Assistant Town Manager for their assistance and encouragement to staff. It was suggested that with the additional time not delegated to minutes, that individual would be able to assist in grant writing which is a real need in the department and for the progression of marketing strategies. The amount of \$10,000 was added to Account Number 20113-50106 – Code Enforcement Part Time Employee Wage.

Discussion continued on the \$450,000 requested for the building of a Public Works Building. During the discussion comments were made about why this project was being brought forward as there was not consensus at the last workshop. The project suggestion of building a new garage for the storage of trucks, equipment, etc. is something in the five year plan the Public Works Director is promoting. Particularly with the assuming of work on fire trucks and school busses, this type of facility is needed; ability to wash vehicles and other equipment to maintain the operational responsibilities of Public Works. The suggestion for bonding for this project was also recommended. In thinking about \$450,000 for the renovation of the building and if we were to bond for ten years, the approximate debt for the first year would be about \$15,000. There was concern about whether the building should be attached or separate. Although some Councilors indicated that something needs to be done there was a question about whether this plan as the way to go. Should we relocate the building for more room? There was an understanding of the need for it by some members of the Council but in general it was felt this was not the year to do this.

Discussion continued on the possible needs at the square and although the Council agreed that the area including Old Orchard Street needed some attention. It was also noted that the extent of the project was not necessary this year. Councilor Blow did ask that the bricks on the walkway down at the Square need to be fixed to avoid any safety issues. It was understood that this project encompasses improvements to our Town

Square and included purchasing and installing awnings, umbrellas, and other fixtures to make the area more attractive and provide some needed protection from the elements. The Public Works Director had submitted the following information but the decision of the Council was not to proceed with this. Aluminum umbrellas are designed to deflect the heat, creating an inviting cool canopy underneath. Panels overlap as a protection from rain, while their channel-rib construction keeps them flexible in high winds. The anodized aluminum pole is constructed with T-casting support arms and a radius tube. This configuration provides an excellent stabilizer in windy conditions. It is possible to choose from alternating colors. Four umbrellas would cost \$754.20 a piece or \$3,016.80 total. He also spoke about the portable tables all pre-drilled for surface mounting options. The cost per table is \$1,255 each for a total of \$3,766 for three. The ADA Table is \$1,295 for the one that would be requested. There are three seater benches at a cost of \$1,275 each for a total of \$3,825 for three. The Sun Shelter with bench is \$1,750 for one for a total of \$3,500. Miscellaneous concrete, hardware, etc. would be approximately \$500. The Electrical work would cost approximately \$3,000. The entire project would be \$18,901.80 not including the freight/shipping of purchases. Again, the Council did not have consensus to move forward with this.

In discussion relative to the OOB Eastern Trail Connector FY2015 budget. This was based on a preliminary design which is still in progress. The Conservation Commission and the Public Works Director have identified the following areas as requiring design and subsequent trail improvements in FY15 in the fall of 2014 to complete the trail and make it safe for all to use. (1) Wild Dunes Way retaining wall and trail section near the 15th hole to Ross Road (\$31,300); (2) Ross Road crosswalk and trail section on northwest side of road from Wild Dunes Way to Pond View Avenue (\$21,400); (3) Crosswalks, striping, pedestrian and bicycle pavement symbols from Memorial Park to School Street Extension and Pond View Road (\$1,600); (4) Complete purchase of signage, sign posts and installation of all signage to officially open the trail to the public by August 15, 2014 (\$2,020); and Additional survey work (\$825); for a total of \$57,145. It was decided by consensus that they would reduce this account to \$27,500 which means no retaining wall. In addition, using the \$24,000 of the \$27,500 cut from Eastern Trail Connector project would be used for additional funded needed for the Saco/E. Emerson Cummins Intersection Project. If we appropriate for FY15 the State claims they will do it next Spring.

In addition the \$10,000 for fireworks (amount has remained the same over the past thirteen years) was approved. Vice Chair Quinn did not support this because he felt that documentation for the fireworks and what we get for that cost of money was not sufficient to explain the cost. It was decided to add \$10,000 to the Town Manager's budget and add Account Number 20102-50722 – an account which the Finance Director is establishing for Fireworks. The Council asked the Town Manager to follow up for more information on the actual costs of the fireworks. Previously this money had been under the Service Agencies which was inappropriate for accounting purposes.

In discussion of the request by the Fire Department for \$15,000 for some upgrades to the building the suggestion was to remove this until more definitive descriptions of what needs to be done could be received but the consensus was that the Council would leave

the \$15,000 in the account to be used for safety upgrades. It was the consideration of the Town Manager that this \$15,000 would be used to help in making the building more efficient.

In the discussion relative to Legal costs, the Town Manager explained that very often this is the line where emergency items appear and that he felt comfortable that Account Number 20102-50301 – Legal, was a safe number. Vice Chair Quinn had suggested that it be cut by \$25,000 but the Town Manager expressed his opinion that one legal claim could cost \$20,000 and that a reduction in the account was not his recommendation. Councilor Tousignant proposed reducing Legal to \$90,000 and using the \$10,000 reduction to finance the July 4th fireworks but there was no consensus for this.

Veteran's Memorial Park in the services of Defining Lines brought the suggestion by Vice Chair Quinn that the budget be cut \$640 as a result of the decrease in the cost of mowing the lawn but the Council had consensus to leave it as it was.

There was some discussion about the information, unconfirmed, that that Library was approving sizable raises because of the projected balance they have. Jerome Begart spoke about this and gave figures that he believes to be accurate balance in their account. The Council has concerns over this type of balance in the account and the Vice Chair recommended as he has before that a Memorandum of Understanding be developed again between the Town and the Library so that there are more definitive direction on financial issues. Since the facts of the increase in salary had not been substantiated it was decided to leave the issue at this point and the request of the Town Manager to follow up and receive accurate information for the Council.

In 2009 Voters approved a bond for a new Police Station which was completed in 2011. The plan would be to use the \$233,400 left over from the bond to provide a storage area which was not added at the time of the original building of the Station. The Old Orchard Beach Police Department has had an ongoing issue with the ability to store vehicles, bikes, and other police equipment and have been for the past few years putting them in the Ballpark building. With the ongoing activities of the Ballpark and the additional expense involved in removing the doors to accommodate the Ballpark activities, it is even more evident that the Police Department needs to have its own area of storage. It has been discussed previously that with the remaining bond money which can be used for just such a project that we move forward with the RFP process to complete a storage building that will meet the needs of the Police Department. Again this evening, as in the Workshop of April 1, 2013 and the Council meeting of June 18, 2013, questions were raised on the ability to use this money as noted in the bond referendum question itself. Originally the storage area was not added to the Station as it would have increased the square footage to a point where a sprinkler system would have needed to be installed. The storage unit would only be used to store vehicles not used in the winter, along with signs and other items. They would also like to use part of the proposed building as a temporary animal holding facility. This would save \$6,000 a year in costs of running the current one on Portland Road which needs improvements such as a septic system and would keep the animals close to the Police Station in

preparation for taking them to the Animal Welfare Shelter. The proposal would use property land abutting the station and there would need to be a deed change and survey and he had already started the process of acquiring Department of Environmental Protection permits. Chief Kelley indicated that they had already gone out twice for an RFP and that the bids came in much higher than expected. He indicated that the goal this time would be to build one within the amount left over from the bond. Going to a design-build project would permit it to stay within the budget. He said he wanted assurance from the Town so he could move forward before going out to bid. Vice Chair Quinn indicated he was going to vote against it because the subject needed to be discussed further. He said he recognized that other departments had storage issues as well and the Council needed to look at alternatives. It was noted again that legal counsel stated: "The Town has two options to use the unexpended bond proceeds. First, the bond proceeds can be used to finance the specifically approved projects. If any of the specifically approved projects has not been completed, then the remaining bond proceeds can be used to pay any remaining costs. Second, the bond proceeds can be set aside in an account and used to pay down the bond." Again this evening Chief Kelley indicated that at that meeting confirmation was given to move forward with the project. There was consensus by the Council to movement forward quickly on the project. The Chief again indicated at that particular Council workshop and meeting in March June of 2013, there was consensus by the Council at that time to move forward with the project with Councilor Frenette motioning and Councilor Blow seconded to Approve the Building of a detached Police Garage and Storage Building depending on acceptance of an RFP and encumbered funds to be in compliance with use of unexpended bond proceeds with an unaudited balance of \$233,402.17. In addition Councilors Pastor, Kelley, Thornton and Chair O'Neill approved; Vice Chair Quinn voted in the negative.

Vice Chair Quinn also asked questions regarding the Service Contract with Pitney Bowes. The Finance Director indicated that she has done some research on this and has found there are cost savings particularly with Budget Document Technology but that we have a contract with Pitney Bowes through December of 2016. She is presently working with them to set up a meeting to discuss if there is a possibility of getting out of the lease. He also raised concerns relative to the cost of the work being done in the Town Hall and suggested that perhaps it be prioritized but the majority of Council agreed to leave the funding as designated. In discussion of the Advertising Budget for the Conservation Commission it was indicated that as far as advertising sub-committees, the Charter does require that and further workshop discussion was suggested in the coming months.

The Chair expressed appreciation for the working of the Council in these very difficult economic times and tomorrow evening we will move forward to the approval of the budget. Jerome Begart congratulated the Council for their willingness to work together and bring forward this budget.

ADJOURNMENT:

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 six (6) pages is a copy of the original Minutes of the Town Council Workshop of June 11, 2014.

V. Louise Reid