

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL MEETING
Tuesday, April 28, 2015
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Meeting of the Old Orchard Beach Town Council was held on Tuesday, April 28, 2015. Chair O'Neill opened the meeting at 6:33 p.m.

The following were in attendance:

**Chair Shawn O'Neill
Vice Chair Joseph Thornton
Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Finance Director Diana Asanza
Recreation Director Jason Webber
Waste Water Superintendent Chris White**

The Chair indicated that this evening's discussion on budget issues relates to the Recreation Department and the Waste Water Department.

RECREATION DEPARTMENT

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 town parks and recreation facilities. The Department as a whole works cooperatively with most of the other departments within the town, 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. 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

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

Some of the major community events we coordinate, or assist in are: Concerts in the Park, Egg-stravaganza, Christmas By The Sea, Jimmy the Greeks Frozen 4 miler, and Christopher Cash Race, High School Basketball Tournament, Super hero Night.

Line Item Justifications for 20171 Recreation Department Expense

20171 50101 - Department Head Salary (1)	\$ 60,636
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The Town Manager explained that the change in his salary is as a result of a survey that he had done determining that the Recreation Director salary is far below the average and this change is reflected in this item.

20171 50106 - Full – Time Employee Wages (2) \$ 72,442

20171 50107 - Part – Time Employee Wages (1) \$ 29,250

20171 50121 – Annual Stipend \$ 10,000

We follow the State Regulations for Childcare Facilities and childcare services. In doing so, we have to provide a lead teacher which our Assistant Director has the education back ground to fill this role.

20171 50251 - Conference / Training \$ 2,584

MRPA Fall Conference \$ 800

4 Staff members at \$200 total

MMA Workshop - \$ 300

Mostly for department head and Assistant Recreation Director

Samples of some of the course that would be of interest.

- i. Basic Municipal Budgeting
- ii. Cash Handling
- iii. Customer Service Excellence for Public Employees
- iv. Fair Labor Standards Act
- v. Labor & Employment Law
- vi. Personnel Practices
- vii. Grant Seminar

MRPA Annual Conference \$820

4 Staff at \$820 total

Northern New England Recreation & Parks Conference

2 Staff at \$484

Summer Camp Training - \$300

Southern Maine Area Recreation Technician

Monthly Trainings - \$40 x 12 = \$480

20171 50252 - Travel / Food / Lodging \$ 2,500

1.) Mileage: Total department mileage for the year 4,000 miles at \$48 per mile

a. Total \$2,000

2.) Lodging and food for conference and training

a. \$500

20171 50256 - Dues / Memberships / Licenses \$ 425

1.) National Parks and Recreation Association - \$150

2.) Maine Parks and Recreation Association Agency - \$175

a. (3) at Professional \$45 = \$135

b. (1) Associate \$30

c. (1) Citizen/Board for the elected chair of the Recreation Board \$10

(becoming an agency member we can add people for only \$15 per person)

- 3.) Southern Maine Association of Recreation Technicians (SMART)
- a. (4) at \$25 per person = \$100

20171 50310 - Service Contracts \$ 4,765

This accounts funds the following:

- 1.) Water Company – Due to no water fountain in our area
 - a. About \$62.50 per month - \$750
- 2.) Recreation software and on-line module
 - a. Website - \$995
 - b. Cloud - \$150
 - c. Online registration - \$500
 - d. Management Software \$1,395
 - e. Advanced Activity - \$695
- Total \$3,735
- 3) Interware Online Credit Card Software annual maintenance \$280

20171 50312 - Recreation Scholarships \$ 8,000

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 \$ 2,000

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

- 1.) Summer/Fall Brochure
- 2.) Winter/Spring
- 3.) Newspapers
 - a. Special events
 - b. Skatepark Bids
 - c. Part-Time advertising

20171 50402 - Phone / Cellular / \$ 3,600

- 1.) BCN – Office phone service
 - a. \$1,200
- 2.) Cell Phone total: \$2,310
 - a. Director - \$75 per month
 - b. Asst. Director - \$50 per month
 - c. (2) programmers - \$20 per month
 - d. Child Care - \$330

20171 50404 - Networking/Internet \$ 1,320

Time Warner increased service (\$110 monthly = \$1,320 annually)

20171 50453 - Vehicle Repair / Tires / Oil \$ 3,000

This account includes the cost of basic maintenance, Oil Change, Inspection, Registration, tire rotation.

20171 50500 - Admin / Office Supply / Equipment \$ 1,000

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.

20171 50501 - Operation Supplies \$ 2,000

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

Ruth's Reusable - \$500

20171 50502 – Printing & Copying Expense \$2,000

20171 50509 - Other Facilities Maintenance \$ 4,200

- 1.) Standalone proximity card reader and electric lock for front recreation door (See attachment) \$2,987
- 2.) Atlantic Courts General Maintenance - \$600
- 3.) Tennis / Volleyball General Maintenance - \$600

20171 50510 - Vehicle Fuel \$ 3,500

The account includes the cost of gas for Recreation bus.

20171 50520 - Special Events / Community Events \$3,500

Although the town is funding only two special events the department is still doing multiple events.

Concerts in the park	\$2,000
Egg-Stravaganza	\$1,500

The Town Council congratulated the Recreation Director on the programming conducted by he and his staff. When asked about the ability to raise more funds he indicated that his small staff do all they can to present to the communities programming that is of a quality appreciated by those participating and that quality has always been their goal and not how many programs they have. Again, as in other budgets, some combining of totals from one account to a proper account resulted in some of the financial changes to the budget. The Recreation Department had an increase of 2.55% which the Council thought was very acceptable and expressed appreciation to the Director and the Town Manager for watching the bottom line on these issues.

The Council reviewed their revenue sources:

As of: March 31, 2015

Revenues:	FY15 Budget	FY 15 Actual	Proposed FY 16 Budget
Cheerleading Program Revenue	\$ 1,000.00	\$ 240.00	\$ 500.00
Summer Camp Revenue	\$ 57,000.00	\$ 24,030.50	\$ 55,000.00
Soccer Program Revenue	\$ 4,500.00	\$ 4,090.00	\$ 4,000.00
Rec Fund Raising Revenue	\$ 2,000.00	\$ 647.85	\$ -
Adult Program Revenue	\$ 3,000.00	\$ 3,662.00	\$ 4,000.00
Special Events Revenue	\$ 2,000.00	\$ 39.00	\$ -
Basketball Program Revenue	\$ 5,000.00	\$ 5,473.91	\$ 5,000.00
Karate Program Revenue	\$ 7,000.00	\$ 1,665.00	\$ 2,500.00
Football Program Revenue	\$ 2,500.00	\$ 3,910.00	\$ 3,000.00
After School Care Program Revenue	\$ 75,000.00	\$ 83,225.00	\$ 85,000.00
General Programs Revenue	\$ 9,000.00	\$ 12,942.50	\$ 12,000.00
Total Revenues	\$ 168,000.00	\$ 139,925.76	\$ 171,000.00

Expenses:

Rec-Non Program Expense	\$ 6,218.72	\$ 3,425.00	\$ 6,000.00
Debit / Credit Card Fees	\$ 2,250.00	\$ 903.15	\$ -
Skateboarding Park Expense	\$ 5,000.00	\$ 69,942.51	\$ 5,000.00
Cheerleading Expense	\$	\$	\$

	500.00	1,198.64	500.00
Summer Camp Expense - Seasonal	\$	\$	\$
Wages	42,000.00	35,208.45	42,000.00
	0		
Program Expense	\$	\$	\$
	7,500.00	10,114.17	10,000.00
Operating Supplies/Equip Non-Capital	\$	\$	\$
	2,000.00	748.22	1,000.00
Vehicle Expense	\$	\$	\$
	600.00	(58.50)	600.00
Soccer Program Expense	\$	\$	\$
	3,000.00	2,970.18	3,000.00
Adult Program Expense	\$	\$	\$
	2,500.00	2,988.86	3,000.00
Special Events Program Expense	\$	\$	\$
	6,000.00	919.22	6,000.00
Basketball Program Expense	\$	\$	\$
	4,500.00	3,236.42	4,500.00
Karate Program Expense	\$	\$	\$
	5,600.00	1,687.25	3,000.00
Football Program Expense	\$	\$	\$
	2,500.00	3,112.96	4,000.00
After School Program Expense - Part	\$	\$	\$
Time Wages	53,750.00	36,120.00	50,000.00
	0		
Program Expense	\$	\$	\$
	10,000.00	11,974.80	15,000.00
	0		
General Program Expense	\$	\$	\$
	7,000.00	8,653.47	12,000.00
		\$	\$
		-	-
Total Expenses	\$	\$	\$
	160,918.72	193,144.80	165,600.00

Excess of Revenues over (under)

Expenditures

\$ \$
(53,219.04) 5,400.00

Net Change in Fund Balance

(53,219.04)

FUND BALANCE 6/30/14

102,474.75

CIP Discussions:

The Recreation Director has requested the following: Pickleball Courts - \$60,000; Crack Repair and Coating of Loranger Tennis Courts - \$16,000; Reconstruction to High School Tennis Courts - \$105,000; and declined the Rec 14 Passenger Bus Lease which will not be needed to FY2018. This was a total of \$181,000.

A great deal of discussion was about the desire for the Pickleball Courts and the changes that would bring to the tennis courts. The tennis courts at Loranger and the High School were originally built utilizing Land and Water Conservation grant funds awarded to the Town prior to the RSU which means the Town has responsibility for the upkeep.

Some of the Council members asked about Pickle-ball® and it was noted that it was created with one thing in mind: fun. It was designed to be easy to learn and play whether you're five, eighty-five or somewhere in between. Pickle-ball® is traditionally played on a badminton-sized court with special Pickle-ball® paddles, made of wood or high-tech aerospace materials. The ball used is similar to a wiffle ball, but slightly smaller. The lower net and wiffle ball allow the game to be accessible to people of all ages and abilities, while still allowing more competitive players to test their mettle. The proposed several changes to his CIP request. He is proposing to remove from the FY 16 CIP: 1) the reconstruction of the High School courts \$105,000 and 2) the Pickleball courts \$60,000, and 3) combining the Loranger Tennis Court repair \$16,000 plus add the cost of striping the Loranger tennis court for Pickleball \$4,000, for a total of \$20,000. This would change the Recreation CIP request from \$181,000 to \$20,000.

The Recreation Director understood that he needed to set his priorities and this was at the top of the list for consideration which would amount of \$16,000 but an additional \$4,000 to maintain the courts making the request at \$20,000. Again the Council explained that this would be set at another meeting when CIP requests for all departments are considered.

The Town Manager had recommended for Recreation: Pickleball Courts - \$60,000; Crack Repair and Coating of Loranger Tennis Courts - \$16,000; Reconstruction to High School Tennis Courts - \$105,000; and declined the Rec 14 Passenger Bus Lease which will not be needed to FY2018. This was a total of \$181,000.

The Finance Committee recommended only \$30,000 for the Pickleball Courts; \$16,000 for the Repair of the Loranger Courts; and \$50,000 toward the reconstruction to the High School Tennis Courts for an amount of \$96,000.

Wastewater Treatment Department

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 re-circulated as nutrients for the purpose of "breaking down" the organic material. After the aeration process, the waste stream enters the secondary clarifier. Much like primary clarifiers, this process uses the same principals to settle out organic material coming from the aeration tanks. The last process uses hypo-chlorite to kill the pathogens in the waste stream. The solids that settle out are run through a belt press that compresses the solids in order to get as much water out as possible. These

dried solids are then sent out for disposal by New England Organics. The OOB facility typically treats over 400 million gallons of wastewater and processes over 1,200 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 OOBWW facility typically removes better than 95%.

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. The department is in the process of acquiring EM rebates for replacement LED lights for the process building and exterior flood lights.

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 towns 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 in the area to be developed. There does not appear to be any impact fees dedicated to the upgrade of the wastewater treatment system at this time.

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 (USDA) – This agency provides loans at the prime interest rate and is the major source for infrastructure grants.

Requested full time staff (6)

Department Foreman (filled) – Manages and supervises all repairs and installation of equipment. Recommends purchases of new equipment, assists the Superintendent with internal and external projects, orders materials and supplies. The Department Foreman performs basic administrative functions in the temporary absence of the Superintendent.

Chief Operator (filled) – Manages and supervises all biological and chemical operations. Recommends purchases of new equipment, assists the Superintendent with internal projects and orders materials and supplies. Performs in house laboratory testing and schedules contracted laboratory testing. The Chief Operator submits state and federal reporting forms pertaining to the discharge license. Runs the departments' safety program and coordinates training classes.

Senior Operator (open) - Assists the Chief Operator in all aspects of biological and chemical operations. Performs in house laboratory testing, operates the dewatering equipment, schedules contracted laboratory testing and fills out state and federal reporting forms. Manages all biological and chemical operations in the absence of the Chief Operator,

Senior Mechanic (filled) – 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.

Assistant Mechanic (filled) – 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.

Assistant Operator (open) – Assists with all aspects of operations as directed, performs routine checks and maintenance on equipment, operates the dewatering equipment as needed and performs basic process control and lab testing.

Seasonal help – Performs non skilled tasks such as grounds keeping and assisting full time staff.

Line Item Justifications

- 50101 Department Head Salary - \$72,941

The Town Manager explained that the change in his salary is as a result of a survey that he had done determining that the Recreation Director salary is far below the average and this change is reflected in this item.

- **50106 Full-time employee wages - \$281,216**

See requested full time staff for an explanation of the positions.

- **50108 Seasonal wages - \$3,000**

- **50111 Overtime wages - \$25,000**

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 - \$26,000**

Standby wages for two staff members to be on call each week totals \$450 per week.

- **50230-Clothing Allowance – \$3,900**

Each staff member gets a \$650 clothing stipend.

- **50251 Conferences /Training - \$2,500**

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 - \$500**

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 - \$2350**

Employees must earn 18 hours of DEP approved classes every two years in order to maintain their wastewater license. The town reimburses employees for their personal license renewal.

This line also covers misc. state and federal license fees for operating the WWTF in the amount of \$2200.

- **503500 Engineering fees – \$20,000 WWTP O&M manual**

This budget line would set aside \$20,000 for the creation of a comprehensive operation and maintenance manual for the WWTF. DEP inspections have indicated that it is required as part of our discharge license renewal. I have included comments by our DEP inspector as part of his last inspection.

- **50305 Laboratory services, equipment and supplies - \$11,600**

This budget line funds laboratory supplies and contracted testing. This line does not contain sufficient funds for replacing lab equipment.

- ❖ Lab supplies: \$6,000
- ❖ Contracted testing: \$4,500
- ❖ Annual quality control testing: \$1,100

➤ 50310 Service contracts - \$15,650

Below is a list of regular services, vendors and the estimated costs.

- ❖ Weekly bathroom cleaning: \$4,160
- ❖ Emergency Generator maintenance services through Power Products: \$2,959
- ❖ SCADA software updates through Results Engineering: \$2,174
- ❖ Potable and distilled water: \$1,800
- ❖ Crane/hoist inspection through Coastal Equipment: \$1,285
- ❖ Calibration of lab equipment: \$1,000
- ❖ Backflow preventer inspection through Bruce E Clark: \$900
- ❖ Fire alarm system inspection through Simplex Grinnell: \$509
- ❖ Gas meter calibrations through Eastern Fire: \$440
- ❖ Fire extinguisher inspection through Lindsey Fire Services: \$273
- ❖ Log Me In Annual Support Service Fee \$150

➤ 50325 - \$300

This line funds postage and shipping.

➤ 50330 Equipment replacement - \$100,000

- ❖ Unplanned replacement of equipment, repairs and projects that are \$1,000 to \$5,000: \$50,000
- ❖ Total of planned equipment replacement and projects listed below: \$50,000
- ❖ Truck mounted snow blower: \$15,000
- ❖ Various paving projects: \$10,000
- ❖ Various construction projects: \$10,000
 - Shelter over entrance to primary clarifier pump room
 - Shelter over entrance to administrative building
 - Shelter over on site diesel storage tank
- ❖ Attach basin, drain and water supply for Extreme Clean redemption sorting operation: \$10,000
- ❖ Replace heater in process building: \$5,000

➤ 50336 Equipment rental - \$2,000

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.

➤ 50340 Waste tipping/disposal - \$140,000

This budget line funds the pickup, delivery and disposal of the bio solids produced at the WWTF. The current contract is at \$84 per ton plus fuel surcharges.

Comment: The dewatering equipment and associated apparatus was installed in 1996. Newer equipment produces a drier bio-solid, 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. In August of 2016 the bio-solids disposal contract will expire. Unless the process building is expanded, it is expected that the per ton disposal costs will dramatically increase.

➤ **50342 Waste pumping - \$30,000**

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 - \$185,000**

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

➤ **50401 Water - \$3,500**

This account is to fund water usage from Maine Water.

➤ **50402 Phones, cell phones and pagers - \$4,110**

The department has three cell phones, two pagers.

ATT 3 Cell phones Superintendent, Supervisor and Operator \$1970

BCN land lines/fax/alarm lines \$2140

➤ **50404 Networking/Internet- \$1,524**

This line funds cable and internet services.

iPad monthly fee through Verizon \$17 monthly = \$204

Time Warner \$110 monthly = \$1320

The only change to the operating budget was for Recreation:

20171-50404 Networking/Internet Expense from \$3610 to \$1320. A reduction of \$2290

➤ **50405 Heating Fuel - \$10,000**

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 - \$10,000**

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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 equipment 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 - \$40,000**

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 Equipment Replacement fund #20161-50330.

➤ **50453 Vehicle repairs - \$10,000**

The budget line is dedicated for the scheduled maintenance of a 2006 Ford F-250, 2006 Ford F-550 crane truck, 1997 Ford F-350, 1996 front end loader and 1996 Mack pod truck. This account will not be sufficient to fund major repairs.

➤ **50500 Admin/office supplies - \$2,000**

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 - \$50,000**

Approximately half of this account is dedicated to hypochlorite, polymer and bio augmentation. The account is also used for hardware, lubricants, tools, safety supplies, PPE and bathroom supplies.

- ❖ Hypo chlorite (disinfection): \$10,000
- ❖ Polymer (dewatering): \$10,000
- ❖ Bio augmentation: \$4,000

➤ **50510 Equipment fuel - \$9,500**

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.

CIP Discussion:

The Superintendent has asked for the following: Process Building and DeWatering Project - (\$857,000); Replace Sludge Transfer Pumps - \$60,000; Process Building Infrastructure - \$73,000; Replace Lighting in the process building - \$44,000; Modification of bathroom in process building - \$30,000; Delivery Door to Process Building – 25,000; Construct maintenance garage - \$390,000; Generators at Dunegrass - \$50,000; Total of \$672,000.

During the discussion many issues were addressed. The Pump stations gained a lot of attention. Pumping stations are facilities including pumps and equipment for pumping fluids from one place to another. They are used for a variety of infrastructure systems

such as the supply of water to canals, the drainage of low-lying land, and the removal of sewage to processing sites. To overcome this, pumping stations are positioned throughout the length of the pipeline to adjust the pressure, pump the product along the line and monitor flow and other information about the transmittal of the product. There was some discussion by the Council about pipeline systems carrying natural gas called compressor stations. Pipeline pumping stations also increase the through-put of the pipeline. In other words, if a pipeline needs to be able to have a higher through-put capacity, another pipeline pumping station may be added to overcome the challenge.

Pump Stations – one of the concerns related to building the larger pump station was that there was not sufficient flow with the current number of users and that we would likely experience odors as a result. If additional development were to occur, there would need to be the upgrade to the permanent pump station. The major concern is that there currently is limited flow to this station, and any correction in the wet weather inflow would reduce the flows even more. The proposed station is designed to accommodate additional future developments which are not expected to be completed in the near term.

The Superintendent explained the recent roof concerns for the former clarifier building at the treatment plant. It appeared the top plate of the block building had considerable amount of dry rot including the ends of the roof rafters. The roof decking was not inspected but the damage caused by the water was extensive. The roof had partially collapsed and is being held in place by the metal shelving directly below it. The building does have a large steel beaming support arch system holding up the majority of the roof system in place. The system is an EPDM ballasted roof that is leaking in several places allowing water to infiltrate not only the interior of the structure but to run into the hollow laid block walls of the structure. The overhead door was cut into the structure and appears to be correct, however there is a large protrusion above it and it appears to be made of cement or at least covered in a cement based product. The weight of this protrusion appears to be causing the building to fail at several points and the laid up block is crumbling adding to the issues. Several areas show long cracks passing through a large amount of the exterior wall. The Superintendent explained that there is no place to store the equipment or building needs.

The majority of the Waste Water facility used was built in 1988 and received a minor upgrade in 1996. In 2001 the Town added an additional secondary clarifier. Mike Gray of the Finance Committee indicated that some of the electrical and control system installed in 1976 is still be used today. The staff is operating with inefficient equipment and working in buildings that contain multiple code violations. Outdated equipment subjects staff to unnecessary hazards. Instead of demolishing and discontinuing older structures and equipment from past upgrades, the Town has attempted to incorporate them. Because of this the facility contains multiple engineering deficiencies and code violations that cannot be corrected by staff.

The Town Manager has indicated that the \$857,000 would be under a bond proposal; New Maintenance Garage - \$390,000; and replace generators - \$50,000 for a total of \$440,000. Discussion continued on whether other critical needs should be combined in the bond amount. The Finance Committee Chair, Mike Gray, made an excellent point when he said the amounts could be combined for one facility but each referendum issue should be on the ballot separately so they don't fail because there wasn't support for one or the other (fire truck, upgrades to the Waste Water Station, and any other bond issue.)

The Finance Committee has recommended: Dewatering Upgrade \$625,000; Transfer Pumps in Process Building, \$60, 00; Process Building Struct/Saf. Imp - \$73,000; Replace Lighting in Process Bldg. - \$44,000; Modify Bathroom in Process Building - \$30,000; and Add Delivery Door to Process Building - \$25,000 for a total of \$857,000; plus a new Garage - \$390,000 and replace generators at \$50,000 for a total of \$1,297,000.

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 seventeen (17) pages is a copy of the original Minutes of the Town Council Workshop of April 28, 2015.

V. Louise Reid