

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Tuesday, May 3, 2016  
TOWN HALL CHAMBER  
6:00 p.m. and following Council Meeting**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, April 19, 2016. Chair O'Neill opened the meeting at 6:02 p.m.

The following were in attendance:

**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  
John Bird – Conservation Commission  
Tina Kelley – Memorial Park Commission  
Marc Guimont – Public Works Director**

**Absent:** Chair Shawn O'Neill

The Workshop this evening will consider budgets of the following: Conservation Commission, Memorial Park, Public Works Department, and CIP.

Following this workshop this evening there will be a special meeting of the Council:

**Executive Session: Personnel Matters.** (Note: This item discusses privacy issues defined under Title 1 M.R.S.A., Section 405(6)(A), and the Council anticipates the discussion will occur in Executive Session.)

**20173 – CONSERVATION COMMISSION**

**50251 Conferences/Training** Dept. Recommendation: \$1,000

Education, mapping, training, conferences, website improvements. The Manager recommended \$800 and that was accepted by the Council.

**50256 Dues/Membership/Licenses** Dept. Recommendation: \$200

MEACC annual dues

**50300 Professional Engineering Services** Dept. Recommendation: \$13,000

Surface Water and MST Testing (by others – contingency backup)	\$5,000
Invasive Species Eradication (Phragmites – CMP ROW) Off OOB – ET Trail – School Street Extension – by other via RFP	\$5,000
Kayak Set ins	\$3,000

**The Town Manager recommended \$7,000, a reduction of \$6,000.**

<b>50320 Advertising/Mailing</b>	<b>Dept. Recommendation: \$2,440</b>
Legal Advertising expense	
<b>50511 Grounds Improvements</b>	<b>Dept. Recommendation: \$2,800</b>
Est. 2017 – Milliken Mill Woods area Indian Cultural Kiosks/Signage for three (3) locations at \$600 each	\$1,000 \$1,800
<b>Total Conservation Budget</b>	<b>\$19,400</b>
<b>But with the suggested reductions</b>	<b>Council - \$13,240</b>

**Further information:**

**20173-50300 – Professional/Engineering (contracted expenses – studies – contingencies, etc.)**

**Surface Water and MST Testing (by others – contingency backup): \$5,000**

Maine Healthy Beaches has been providing bacteriological monitoring on some of the polluted waters in OOB in an effort to help OOB to find and ultimately eliminate this public safety hazard. They also want to do some minor verification testing to make sure that we are heading in the right direction. However, they seem to have gotten indications from the EPA (their source of funding) that their funding may be curtailed this year and they might not be able to help as much as they need to do.

This item is to provide back-up financing for continuation of this vital clean-up monitoring for OOB, possible extension of it into the “shoulder” seasons, and a more definite, although more delicate, verification and testing for the problem in the event that their usual funding falls through.

Meagan Sims and Keri Kaczor of Maine Healthy Beaches, have previously talked to the Town Manager about this work and explained the need to him and he understands the situation.

Ground maintenance improvements are up \$850 to create a Native American cultural display.

**Kayak Set-ins****\$3,000**

**This initiative is to allow our citizens and visitors to further explore and take advantage of some of OOB's other diverse natural resources by providing access to the inland marsh areas owned by the State Inland Fisheries and Game and the Federal Rachel Carson Natural Wildlife Refuge.**

**To do this we would need to designate some small area where people could more easily launch canoes and kayaks into the streams in the marshes. They would not be regular paved, drive-in, motorized boat launching areas. The area that Mary Ann Conroy was going to provide to access the Milliken Mill Brook off the easterly side of the Ross Road near the Scarborough line on the westerly edge of the Inland Fisheries and Game edge of the Inland Fisheries and Game marsh; the area on the easterly edge of the Inland Fisheries and Game marsh off East Grand Avenue near the Scarborough line accessed by the Little River Road; and the Federal Rachel Carson Natural Wildlife Refuge on the westerly side of West Grand Avenue near the Saco line which would be accessed through the New England Baptist Conference land were suggested places. Of course this is just the conceptual planning stage and would require much discussion with the State and the New England Baptist Conference.**

**Milliken Mill Woods Area Indian Cultural Display****\$1,000**

**While Milliken Mill Natural Areas have been developed, there has been a close engagement with the school system. Richard Greenlee, a Conservation member and a full American Indiana, has been very active with the students and with sharing the American Indiana culture with them. One of the areas of particular interest is how they lived and survived in these places without "modern conveniences." It was felt that a little outdoor display of a small-scale teepee (temporary housing) and longhouse (a more permanent and sturdy housing) would be fascinating and very educational. The placing these small samples on the site of the former dog run by the animal shelter would be good as it is fairly level and up on a slight ridge above the parking lot and general entrance to the children's area and trail head. Richard and Kimbark Smith have also discussed this somewhat with the Town Manager.**

**Have had success in species eradication – eliminated that patch of phragmites. There is a desire to continue to see what can be done with phragmites – they can be very aggressive and can take over and drive out everything else. The question was asked as to what was being taken out of the list that had been provided by the Conservation Department and the Town Manager reported that he did speak with Maine Beaches regarding funding and took out \$5,000 because we will know by June. There was an increase of \$850 in in ground maintenance due to signage and cultural display of Indian culture. Questions were raised also about the use of the animal shelter on Portland Avenue. The Town Manager said he is not interested in using something that will need to provide additional maintenance on another building.**

**MEMORIAL PARK – VETERAN’S MEMORIAL PARK**

**50108 Seasonal Wages**

**Dept. Recommendation: \$14,400**

**This account funds the wages for any seasonal workers during summer park months. One times 40 hours times \$12 per hour X 30 weeks. Manager recommended \$12,800.**

**There was a lot of discussion on the desire to create a veteran’s memorial but the concern was that the overall plan was done conceptually and it was done many years go. In concept a pretty expensive proposal. Next year we may be able to spend money on a conceptual plan. Part of the desire was to use Public Works to do the work but not sure how that will work – not realistic – not a good idea because of existing projects that need to be done with sewer and stormwater, etc. based on time elements Public Works would not be a good source for the work.**

**50300 Professional Engineering Services**

**Dept. Recommendation: \$4,250**

**This account funds professional services for technical support, landscape expertise, and other miscellaneous professional services, as needed. Primary need is for a licensed arborist to prune trees.**

**40 hrs X \$100.00/hr = \$4,000.00  
Tree Inspection = \$ 250.00**

**50310 Service Contracts**

**Dept. Recommendation: \$26,810**

**This account funds the various service contracts such as fertilization and other specific lawn care, as well as the playground equipment located in memorial Park’s annual inspection.**

**Service contract expense decreases \$1,810 (-6.7%) to reflect actual use.**

**Operating supplies expense decreases \$3,000 (-37.5%) to reflect recent budget year expenses.**

**Grounds maintenance improvement expense decreases \$8,000 (-40%)  
Because there was a one-time expense in the FY16 budget.**

**Town Manager recommended \$25,000.**

**Defining Lines (Mowing/Aeration) \$12,960 (32 mowings @ 380.00 + 800 aeration)**

**Too Bid– fertilization \$ 6,950 (Sole Source)**

Playground inspection \$ 300 (Sole Source)

Irrigation Doctor – sprinkler system \$ 1,800  
- turn on system, head replacement and leaks throughout year

Playground parts \$ 2,400

Defining Lines (edging) \$ 2,400

50346 Property Damage Dept. Recommendation: \$1,000

This account funds property damage due to vandalism, wear and tear, or other acts of nature.

Larger vandalism to the public restrooms, light fixtures, or other larger costs will be coordinated with DPW.

50401 Water Dept. Recommendation: \$0

Water utility is included with the water utility for the comfort station billed to Public Works.

50455 Electrical Repairs Dept. Recommendation: \$2,000

This account funds maintenance (light bulb changes) as well as installation of some special lighting at the Memorial Park gazebo, near the public restroom and near the dog park, as needed.

50501 Operating Supplies Dept. Recommendation: \$8,000

This account funds a variety of supplies related to the park, playground, basketball/tennis courts, etc.

Mulch, Wood Chips (Playground), BB Rims & Nets, Tennis Court Nets, Flags and Dog Park Bench's & Shelter.

The Town Manager recommended \$5,000.

50511 Grounds Improvements Dept. Recommendation: \$7,000

This account funds the materials and supplies needed to maintain the parks as well as plants and tree replacement.

The Town Manager recommended \$12,000, an increase of \$5,000.

**PLANTS/PLANTING AREAS:** Memorial Park Committee, in conjunction with DPW, will fund and supervise the purchasing, planting and nurturing of the planting areas at Memorial Park, Town Hall, entrance from the turnpike and the various planting areas at the

end of Old Orchard Street. Small tree, rose bushes, shrubs, flowers and other native plants are kept in these garden areas. A combination of contracted help and volunteers will be utilized for this work.

**TREES:** Memorial Park Committee will also purchase, plant and nurture the tree plantings throughout town, in the parks as well as street trees. DPW will continue to fund the removal of dangerous street trees and will assist with the equipment/labor for installing any new trees. DPW will also continue to do tree trimming as it relates to site distance and snow plow routes.

<b>Plantings/Trees</b>	
<b>Tree replacement (4 est)</b>	<b>\$2,100</b>
<b>Annual/Perrenial Plants</b>	<b>\$2,000</b>
<b>Fertilizer for trees, various other materials ie: Round-up, fertilizers, etc... 95% organic</b>	<b>\$900</b>
<b>Maintain Petanque Courts</b>	<b>\$400</b>
<b>Walkways (edging &amp; stone dust)</b>	<b>\$1,600</b>
<b>TOTAL</b>	<b>\$7,000</b>

<b>Total Budget</b>	<b>\$ 63,460</b>
<b>The Town Manager recommended total</b>	<b>\$62,050.</b>

The Town Council agreed with the operating budget as proposed by the Town Manager.

The Town Manager has met with the Memorial Park Committee Chair, Tina Kelly, and the Department of Public Works Director, Marc Guimont to discuss this budget proposal. The Memorial Park Committee has requested \$60,000 in capital funds in fY17 to develop an initial component of the master plan, a copy of which is at your table this evening. The full master plan was estimated to cost \$1.5 million. The Park Committee wants to do a modified version of the walkway leading to a sitting area. The request for the FY17 assumes that the Public Works Department would do much of the work. I do not support relying on the Public Works Department when there is already numerous existing capital work in sewer and stormwater projects “on the books” that has not yet been done. It is unrealistic. I have recommended a starting appropriation of \$10,000 to fund a re-working of the master plan to identify what can be done in a scaled back approach and develop realistic cost for the re-worked plan. You may want to put this in the revisit category so that you can see what the full budget picture is in relation to other needs.

The Memorial Park Committee also presented to the Council the Veterans Memorial Park Memorial District Proposal done by Richardson & Associates, Landscape Architects of Saco, Maine. The book documents the design development products of a 2006-2007 master planning and design study commissioned by the Town. The major goal of this new memorial district is to create an accessible and inspiring place, integral to the park and the community, where people can come together and honor and commemorate all those who have served our country. To be successful this space must be accessible to all, and allow for both large-scale community events as well as individual reflection. To this end, the proposed memorial district is made up of several elements: a gateway and flag plaza; the memorial walk; a lighted memory wall path; a landform lookout and reflection space; and the values water table.

The Parks Committee has requested \$60,000 for a master plan implementation of Veterans Memorial Park – Memorial Walkway/Memory Walls, Circular Bench and the Finance Committee agreed. The Town Manager recommended \$10,000.

CIP: In the matter of the Veteran’s memorial the question was asked if the over all plan could be part of a bond issue.

**PUBLIC WORKS DEPARTMENT**

50101 Dept. Head Salary Dept. Recommendation: \$79,051  
 This account funds only the Director of Public Works position.

50106 Full-time Employee Wages Dept. Recommendation: \$547,000  
**The Town Manager recommended \$607,721.**

This account funds all eleven union employees and the non-union office manager position. The hourly wages are union negotiated. Union negotiated stipends, in-house upgrades, out of classification upgrades and night differentials are also covered under this line item.

*I would like the following upgrades to be accepted:*

Discussion Purposes

Hire new position – Shop Assistant Carpenter  
 Start wage \$16.22 (union contract for entry.

- Dropping seasonal to one individual if we get the new hire.

Reclassification for the Office Manager.

For

Wages and salary expense increase \$11,486 (2%). Seasonal wages decrease \$8,220 (-14%). Overtime wages increase \$1,750 (1.5%).

Professional and Engineering services increase \$16,100 (33%). This includes \$8,000 to map catch basins in the GIS database for stormwater regulation compliance and \$5,000 for DEP related beach erosion stabilization.

Beach Cleaners expense increases \$23,000 (16.2%) due to the new contract for summer downtown trash and maintenance services.

Water expenses increases \$3,280 (69.5%) to reflect metering of water use for the Vactor.

**50108 Seasonal Wages**

**Dept. Recommendation: \$30,000**

The Town Manager recommended \$51,300.

This account funds the wages for any seasonal workers, primarily during the summer/tourist months. This item also covers the eight individuals who hand pick up a section of the beach each morning, 7 days a week, in coordination with our two full-time beach maintenance personnel. This

- ❖ Beach Cleaners 8 people x 14 weeks x \$125/Week = \$14,000 and pre-season 2 people x 2 weeks x \$125/wk = \$500
- ❖ Seasonal DPW (1) 1 x 30 x \$500 = \$15,000  
\*This dropped to 1 based on a new full time hire.

Seasonal wages decreased by \$8,200 and Overtime increased by 1.5% tied to wages.

**20151-50110 Construction Overtime**

**Dept. Recommendation: \$28,000**

During construction season (April to October), utilize crews for up to 8 hours per week for construction. Not all employees take advantage of it, plus vacation time, and inclement weather, are all factors.

**50111 Overtime Wages**

**Dept. Recommendation: \$86,000**

The Town Manager recommended \$87,750.

This account funds costs incurred performing overtime for all situations: emergencies, planned snow plowing and removal, summer early morning sweeping operations in the downtown area (union negotiated), night calls, and other miscellaneous work. It is difficult to predict the overtime due to storms and other unforeseen events. Some employees choose to utilize



comp time in lieu of overtime pay (union negotiated not to exceed a total of 40 hours at any one time). This budgetary request assumes that this trend will continue. OT/School Dept. Buses – all costs to be reimbursed by School Dept.

**50112 Standby Wages 10 hours on call, 7 hours standby  
Recommendation:\$20,000**

Staff that has qualified to operate the sewer maintenance equipment may carry a beeper for a seven (7) day period beginning at 3:00 p.m. on Friday and shall be reimbursed at the following rates. The primary call person shall receive (1) one hour straight time pay for each weekday they carry the beeper with the exception of holidays. Employee shall receive six (6) hours straight time pay for each Saturday, Sunday and Holiday on which they carry a beeper.

**50123 Car Allowance (Contractual) Dept. Recommendation: \$3,300  
❖ Director - \$275/month  
The Town Manager recommended \$2,000.**

**50230 Clothing Allowance (Contractual) \$800 x 12 employees  
Dept. Recommendation: \$9,600**

The Town Manager recommended \$8,800

Employees are required to wear appropriate uniforms while working for the Town. Employees agree that the uniforms will be kept in a neat, clean and well maintained appearance. Soiled, worn or torn clothing is not acceptable. Such uniforms shall include appropriate OSHA approved footwear, trousers (jeans that present a workman like appearance are acceptable), shirts (with Old Orchard Beach logos) and jackets (with Old Orchard Beach logos). The Town will provide up to six hundred fifty dollars (\$800.00) per year for the purchase of the above mentioned uniforms. Maintenance and care of the uniforms will be at the expense of the employees.

@added another employee for potential new hire

**50251 Conferences/Training Dept. Recommendation: \$2,400**

The Town Manager recommended \$1,500.

This account funds registration fees for seminars and classes including: road maintenance, fleet maintenance, welding, first aid, CPR, paving, construction safety, snow and ice operations and other related courses. The director stays current in the field of public works with involvement at a national level as well as participating in the New England and Maine

chapters of the American Public Works Association. All crew members participate in local training. College level courses, pesticides license and administrating are expected and education among the workforce is encouraged.

**50252 Travel/Food/Lodging**

**Dept. Recommendation: \$2,070**

This account funds the travel, food and lodging cost associated with the training programs detailed earlier. We also provide occasional dinners during long winter storms and team dinners each month. Personal vehicle mileage for Town business is reimbursed for the office manager. Covers team dinners, safety training meals and storm related meals.

**50256 Dues/Membership/Licenses**

**Dept. Recommendation: \$1,300**

This account funds subscriptions, annual professional fees, and dues for professional associations. Memberships include: National/Local American Public Works Association, Maine Municipal Association, Maine Better Transportation Association and various technical periodicals and newsletters. This account also pays for CDL licenses and Mechanic Inspection License renewals. (Director's Bi-yearly PE License)

**50300 Professional Engineering Services**

**Dept. Recommendation: \$73,500**

The Town Manager recommended \$64,000

This account funds professional service for engineering, survey, traffic, landscape, stormwater and other areas of expertise, as needed. The DEP permit for Municipal Stormwater (MS4) requires training, reporting, and oversight to meet the permit requirements. Other specific projects are listed below for preliminary engineering for future project scopes or small projects completed by DPW crews.

- + MS4 Engineering – Permit requirements and documentation \$ 25,000
- + DEP filing for beach restoration: i.e., to restore sloped edge to front of the dunes so that storm water washed up the face instead of causing erosion. \$5,000
- ❖ GIS sewer/drainage \$15,000
- ❖ Cumberland County Soil/Cons. (ISWG-MS4 Yearly Fee) \$10,000
- ❖ Santec-Salt Marsh Evaluation in Ocean Park \$4,000
- ❖ Boyle & Associates-Phragmites Control \$5,0000

Professional Engineering increases by \$8,000 to map catch basins in GIS database and monitor real time basis. \$5,000 for DEP related to beach erosion. Environmentalist to do beach erosion re-stabilization – something that we don't do every year – last time we did this was three years ago. This has improved the beach.

**50310 Service Contracts**

**Dept. Recommendation: \$ 9,600**

Miscellaneous contracts for fire extinguishers, underground gas tanks for welding are minor costs in this budget item. This also covers annual

computer services, i.e., Fuel system software (Adams & Fogg), and fleet management software \$1,500 (ALLDATA).

- ❖ Maine Oxy – tank rentals \$2,500
- ❖ Poland Springs \$1,100
- ❖ Cintas – First Aid Supplies \$1,100
- ❖ Open & Close Restrooms/Shower \$3,400

**50318 Beach Cleaners Expense**

**Dept. Recommendation: \$165,000**

This account funds the Extreme Clean contract for cleaning the three municipal restrooms, power washing the downtown sidewalks/patios, trash pickup downtown, on the beach and in the park. Plus \$10,000 for contract extension from Columbus Day to Halloween to pick-up trash and clean bathrooms, if approved by town council.

**50320 Advertising/Mailing**

**Dept. Recommendation: \$1,500**

This account funds advertising for household hazardous waste (HHW) days in the tri-community area, and mailing costs include postcards and letters sent out to residents for specific project or meeting attendance. Misc. advertisement costs may be for a special meeting notice, job posting or other special announcement, of interest to the entire community. We also use our website to the greatest extent possible.

**50336 Equipment Rental**

**Dept. Recommendation: \$13,000**

The Town Manager recommended \$12,000

This account funds all rental equipment from small pumps to excavators. Small DPW projects sometimes require rental of additional equipment or an excavator/dozer. Rental equipment is also used to cover for broken equipment or equipment under repair.

- ❖ DPW - Winter Operations \$ 5,500
- ❖ DPW – Summer/Fall Projects \$ 5,500
- ❖ Transfer Station pit – dozer \$ 2,000

**50346 Property Damage**

**Dept. Recommendation: \$3,000**

This account funds small property damage such as mailbox replacements. Larger claims are submitted to the Finance Director to be reviewed by our insurance company.

- ❖ Mailboxes (pole and bucket/cement) \$150 x 6 = \$900
- ❖ Chain-link fencing \$400 x 4 = \$1,600
- ❖ Retaining wall \$100 x 2 = \$200
- ❖ Misc. repairs \$300

**50400 Electricity** **Dept. Recommendation: \$28,700**

This account funds the electricity costs at the DPW shop, Transfer Station, and Salt & Sand Facility.

**50401 Water** **Dept. Recommendation: \$8,000**

This account funds the water costs at the DPW shop, Transfer Station, and Salt and Sand Facility.

**50402 Phone/Cellular/Paging** **Dept. Recommendation: \$7,000**

The Town Manager recommended \$6,640.  
The amount for entire years is as follows.

Offices Phones	\$1,200
Cell Phones (beeper)	500
Director's office reimbursement	360
Office Mgr's Phone	360
Union employees (12 @ \$360)	4,320
Adding a new employee	
Fuel System Pager-required by DEP	260

**50404 Networking/Internet/Cable** **Dept. Recommendation: \$2,400**

Time Warner Cable: 200 @ 12 = 2,400

**50405 Heating Fuel** **Dept. Recommendation: \$15,000**

This account funds heating oil and propane for the buildings at DPW Garage (oil) DPW Office (propane), Salt and Sand, and the Transfer Station (propane). This also funds propane for mini tanks in garage for generators.

**50450 Building Repair/Maintenance** **Dept. Recommendation: \$7,500**

This account funds the costs of all building repairs and maintenance for DPW, Salt/Sand Shed, Transfer Station, and Restrooms. This line item has also assisted other departments in minor or emergency projects for the Town Hall, Recreation Dept, Libby Memorial Library, and Historical Museum.

**50452 Operating Equipment/Vehicle Tires & Oil Repair**

**Dept. Recommendation: \$125,000**

This account funds repair of all small and large equipment that is used in the shop or in the field. Our master mechanic also fabricates many pieces and parts to repair some of the equipment and the materials he uses would come out of this line. This line item also pays for all the normal preventative and routine maintenance, such as tires, oil changes, lubrications, plow blades, etc. We also cover emergency repairs for all vehicles and large equipment. Winter operations tend to do the most unexpected damage to our fleet. Included in this line item are plow blades and parts & repairs/replacement of small equipment such as mowers, blowers, chainsaws, etc.

**50455 Electrical Repairs**

**Dept. Recommendation: \$15,000**

This account funds maintenance (light bulb changes) as well as repair/replacement of the decorative town street lights and parking lot lights. DPW, Transfer Station, Salt and Sand Shed, Bathhouses, Memorial Park Gazebo also has electrical repairs that would be paid out of this account, as needed.

**50500 Admin/Office Supp/Equip**

**Dept. Recommendation: \$1,500**

This account funds small office supplies that are used up during the year, such as paper, pens, etc. This account would also cover replacing any damaged scanner, fax, phone, or other small office equipment. Paper is done as a joint effort on a town-wide basis through the town managers office, as well as copier rental.

**50501 Operating Supplies**

**Dept. Recommendation: \$35,000**

This account funds variety supplies related to safety, painting, all signs and sign posts, public restrooms along with other small items, such as: grade stakes, and shop supplies, and supplies for repairs around town that are purchased from Lowes, Home Depot, Hanson Hometown Hardware, etc.

- ❖ Hanson's/Radley's: Paint, Stain, Small Tools, Misc Electrical, Nuts & Bolts, Nails, Tape, Sprayer, Brooms, Tarp, etc...
- ❖ Lowes/Home Depot/Deering Lumber: Lumber Products and Tools.
- ❖ NAPA (non-automotive): Wire, Polish, Batteries, Lamp, etc...
- ❖ Perma-Line: Street Signs, Traffic Cones & Traffic Signs.
- ❖ Bard Industries: Trash Lines, Gloves, Towels, etc...

**50502 Printing & Copying**

**Dept. Recommendation: \$600**

**This account funds the in-house copying.**

**50506 Road Maintenance, Non-capital**

**Dept. Recommendation: \$48,000**

**This account funds small pavement patches, gravel, and crushed stone for projects completed by DPW. Road striping is contracted out through a COG bid and is done once a year (fall). The symbols, parking lines, and stop bars are completed by both contractors and DPW crews. Guardrail repairs and replacements are included as well.**

**50508 Sewer Maintenance, Non-capital**

**Dept. Recommendation: \$40,300**

**This account funds all materials for small stormwater and sewer projects, such as: Central Park Ave sewer and Lawn Ave sewer. The Tri-Community Utility Technician is also paid from this account. OOB pays 1/3 of this employee, who is an official employee of Saco. We share the position, van, and equipment with a three year contract. We have emergency access 24/7 and a schedule of approximately ten weeks a year. Portable restrooms are placed in Memorial Park and on West Grand, during the off-season.**

- ❖ Technician \$24,000
- ❖ Household Hazardous Waste Fees \$ 6,000
- ❖ Portable Restrooms- \$ 2,500

**50510 Vehicle Fuel**

**Dept. Recommendation: \$50,000**

**This account funds the gasoline and diesel fuel for the DPW vehicles and pieces of equipment. All the Town Departments fuel up their vehicles and equipment at DPW; our master mechanic is responsible for tracking each of the ten department's individual costs. Detailed reports are given to the Finance Director each month.**

**50511 Grounds Improvements**

**Dept. Recommendation: \$50,000**

**This account funds the materials and supplies needed to maintain the road shoulders, islands, parking lots, and edges of the sidewalk right-of-ways. Dunegrass management is funded from this account. Typically, spring and fall plantings are coordinated through a subcontractor, recommendations and in accordance with the management plan. Boardwalks, beach signs, fencing, loam, grass seed, hay bales, tree removal/trimming and other small misc. items are funded through this account. As well as brick paver repairs, planters, barrels and other small items needed.**

**PLANTS/PLANTING AREAS:** Also Includes purchasing, planting and nurturing of the planting areas at Town Hall, entrance from the turnpike and the various planting areas at the end of Old Orchard Street. Small tree, rose bushes, shrubs, flowers and other native plants are kept in these garden areas.

- ❖ DPW will mow and maintain Milliken Street parking lot, traffic islands, Atlantic Courts, and Old Orchard Street Park.

**TREES:** We will also purchase, plant and nurture the tree plantings throughout town, in the parks as well as street trees. DPW will hire an arborist to do routine pruning of all of these trees. DPW will continue to fund the removal of dangerous street trees and will assist with the equipment/labor for installing of any new trees. DPW will also continue to do tree trimming as it related to site distance and snow plow routes.

- ❖ Fertilizing \$10,000 (Town Sq, Atlantic Courts, Islands, Tree Lawns, Milliken St Parking Lot)
- ❖ Dunegrass Planting \$10,000
- ❖ Tree removal, misc. \$30,000 (July-November = \$20,688)

**50515 Snow & Ice / Salt & Sand**

**Dept. Recommendation: \$60,000**

This account funds all snow and ice conditions including salt & sand. Road salt is most commonly used chemical for snow melting and de-icing pavement. Greater amounts of salt are used on the main arterials, on hills, and at intersections. During winter operations, DPW crews use straight salt, make a salt/sand mix for residents and a salt brine mix (salt/water).

### CIP

The Public Works Director has requested:

**Stormwater** **\$145,000**

The Finance Committee agreed to the \$145,000; the Town Manager recommended \$135,000

**Sidewalks** **\$75,000**

The Finance Committee agreed to the \$75,000; the Town Manager recommended \$50,000.

**Sewer** **\$152,000**

Both the Finance Committee and the Town Manager agreed on the \$152,000.

**Roads** **\$340,000**

**The Finance Committee and the Town Manager agree on the \$340,000**

<b>Equipment</b>	<b>\$ 133,500</b>
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**The Finance Committee agrees with the \$133,500 but the Town Manager is recommending \$128,500.**

<b>Building</b>	<b>\$75,000</b>
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**The Finance Committee agrees with the \$75,000 but the Town Manager is recommending \$35,000.**

**On the drainage plan this amount would give then an excellent start. Old Orchard Street work has already been approved at a Council meeting and work will probably be next spring or fall. Cascade Road and Ross Road – hopefully would like to do in the fall. There was a consensus that all was acceptable.**

**The Public Works Director presented his comments on a Comprehensive Drainage Study which is to assess and focus on evaluation of major stormwater systems (catch basins, pipes and outfalls) to evaluate drainage analysis of the infrastructure including refinement of drainage areas, watershed delineations and characteristics. The overall intent of a drainage study is to typically assess the serviceability, physical condition and hydraulic capacity of existing infrastructure to provide a baseline for evaluation of upgrades and future development in Town and provide a framework for capital improvement planning along with potential future opportunities for external (grant) funding sources. Our Town has an old drainage system. The bulk of the system is in the lower elevations, i.e., along the beach. That was the area that was developed first. The Town continues to grow with projects including new development and infill of previously developed properties. While the Town ordinance required the control of pre and post development peak flow conditions, there is limited understanding of whether maintaining this flow continues to contribute to an on-going problem downstream and how small changes in the overall system may impact the complex system. For example, if we add drainage to Fern Park Avenue stormwater would flow into the Sao Avenue system. This system is already strained. In addition, the Town is aware that rainfall data recently published by the Northeast Regional Climate Center (NRCC) which has reported increases in rainfall depths and storm intensifies and the impact on the Town's system is critical. We must know the adequacy of the entire drainage system in order to insure it functions adequately. There will be instances where the existing drainage system needs to be upgraded as a consequence of development. A comprehensive drainage system could provide a basis for an impact fee. Management of stormwater is critically important. We are an MS\$ community. We must monitor our thousand cat basins pipes and outfalls. State law will require more and more effort for compliance. We will be spending more crew and equipment time in this effort. The present system does not function as well as it needs to function. Development increases the**



**strain on the system. Adding catch basins to an already developed area also strains the system. We must comply with increasing government regulation.**

**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 Meeting of May 3, 2016.  
V. Louise Reid**