

**TOWN COUNCIL WORKSHOPS**  
**Tuesday, September 20, 2016**  
**Town Council Chambers**

The Town Council held two Workshops following the Town Council Meeting on Tuesday, September 20, 2016 at 7:25 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**  
**Police Chief Dana Kelley**  
**Waste Water Superintendent Chris White**  
**Finance Director Diana Asanza**  
**Parking Enforcement Officer Joseph Levasseur**

The subjects to be covered were an update on the status of the construction of a new Storage Facility at the Wastewater Department followed by a discussion on a timeline for use of parking meters in Old Orchard Beach.

**WORKSHOP ONE:**

The Town Council approved the appropriation of \$400,000 for the equipment storage building (ESB) at the Wastewater Department. The building structure is now complete but finish work remains to be done. In order to save money the project budget anticipated that Wastewater staff would coordinate the electrical work associated with the building and provide staff support as needed. For this reason detailed electrical drawings, specifications, on site supervision and review of submittals costs were not included in the project budget.

I would like the Council's direction on completing the necessary electrical work. The Department is recommending using Nova Electric to carry out the electrical work. Nova Electric currently services the Wastewater Department's emergency and non-emergency electrical needs. Tim Goulet owns Nova Electric and is a licensed industrial electrician. He currently charges a rate of \$55.00 an hour. Using an electrical schematic submitted by Woodard and Curran Nova Electric recently submitted a not to exceed price of \$50,000 for labor and material to complete the electrical portion of the building. This included \$25,000 for labor and \$25,000 for material. Under this proposal OOBWW staff would assist with labor and would self-purchase all material and equipment. Not included in this price is the need for rental equipment such as lifts and excavation. This same method was used when the town approved the installation of the SCADA system at the Wastewater plant. In that project the price for labor and materials came in under the not to exceed estimate.

**1 Workshop on Waste Water Storage Building and also on Parking Meters**

**Nova's scope of work for the proposed project included:**

**Supervising OOBWW staff**

**Providing information on material orders to OOBWW staff**

**Trenching and running power from an existing power source**

**Installing transformer(s), outlets, overhead fans, lights, welding outlets**

**Running conduit and wire to transformer(s), outlets, overhead fans, lighting, welding outlets, HVAC system, overhead doors**

I recently discussed with Superintendent Chris White the alternative of bidding out the electrical work. In order to produce the proper documents for the bid process it would require the engineering consultant to produce detailed electrical drawings and specifications, provide limited site visits and review submittals. In addition the engineers would need to produce bid documents and process change orders that might occur. Chris has requested Woodard and Curran to prepare an estimate of cost for this work but I don't anticipate having this dollar amount prior to Tuesday's Workshop.

The Council discussed the presentation and concurred that the original proposed plan is the best way to go.

## **WORKSHOP TWO:**

### **TIMELINE FOR USE OF PARKING METERS**

Chief Kelley is bringing before the Council in this workshop the suggestion of evaluating whether or not extending the Town's parking season beyond what it has been traditionally, makes any sense financially. He has observed over many years that, depending on the weather, our municipal parking lots and on-street pay-to-park parking spaces can be heavily used during the post and pre-seasons. He has also noticed that private lots are frequently open before Memorial Day and after Labor Day, and seem to do well. For obvious reasons, off-season, non-beach days or cold rainy weather, is not typically busy parking days of the season. The biggest factor is weather. He proposes that if we extend the parking season and have good weather, we could probably generate enough revenue to justify continuing to operate.

Obviously, we do not have any revenue data for what a pre-or-post season might look like. Comparing revenues for the month of June, which is off-season, would provide the closest estimate as to what we might expect in revenue for a pre-or-post season.

The Finance director has provided June revenues from parking for the last three years. It includes parking lots, meters and pay-stations:

<b>2014</b>	<b>\$57,375</b>
<b>2015</b>	<b>46,512</b>

## **2 Workshop on Waste Water Storage Building and also on Parking Meters**

2016

68,028

The Finance Director presented some interesting numbers related to parking meter collections during the past year – May to September. There were fourteen pay and display meters.

	2016		2015	
Memorial Park	\$25,851.40	6%	\$17,455.40	5%
Milliken Lot 1	49,080.90	12%	33,773.80	10%
Milliken Lot 2	28,868.40	7%	13,926.20	4%
First Street – 1	36,650.45		19,349.10	6%
First Street – 2	25,026.05		15,144.90	5%
First Street – 3	14,999.65		15,132.40	5%
First Street – 4	10,160.63		10,980.10	3%
First Street – 5	24,290.45			
First Street – 6	17,391.09			
First Street – 7	12,088.39	35%		
Old Orchard Street – 1	21,506.36	5%	12,497.80	4%
Old Orchard Street – 2	21,744.30	5%	13,216.40	4%
Old Orchard Street – 3	20,107.17	5%	11,004.80	3%
Old Orchard Street – 4	16,634.30	4%	10,138.50	3%
Red – (Coin) Downtown				
Staples, Seavey, Imperial	32,353.94	8%	101,033.00	30%
White – (Coin) East Grand	12,605.82	3%	28,448.40	9%
Yellow – (Coin) Other	28,500.13	7%	31,742.60	10%
Harrisburg, Brown, Cleaves				
Totals	\$397,859.43	100%	\$333,843.40	100%

#### By Street Name

First Street	\$ 140,606.71	35%
Old Orchard Street	79,992.13	20%
Milliken Lot	77,949.30	20%
Memorial Lot	25,851.40	6%
(Coin) Downtown, Staples, Seavey, Imperial	32,353.94	8%
(Coin) East Grand Avenue	12,605.82	3%
(Coin) Other (Harrisburg, Brown, Cleaves)	28,500.13	7%
Totals	\$ 397,859.43	100%

#### Parking Lot Revenue – 25124-40500

2006           \$ 35,204.00

3 Workshop on Waste Water Storage Building and also on Parking Meters

2007	62,312.00
2008	63,182.00
2009	56,457.00
2010	81,257.00
2011	10,578.00
2012	109,156.00
2013	99,356.00
2014	113,236.00
2015	3,990.00
2016	490.00

**Parking Meter Revenue – 25121-40209**

2006	\$ 164,586.00
2007	170,474.00
2008	175,172.00
2009	153,156.00
2010	189,460.00
2011	232,720.00
2012	217,905.00
2013	202,946.00
2014	240,373.00
2015	314,529.00
2016	359,694.00

**Parking Fine Revenue – 25121-40501**

2006	\$ 160,344.00
2007	151,577.00
2008	120,854.00
2009	154,870.00
2010	127,667.00
2011	94,708.00
2012	92,871.00
2013	91,703.00
2014	99,179.00
2015	119,262.00
2016	135,626.00

**Total Revenue**

2006	\$ 360,134.00
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**4 Workshop on Waste Water Storage Building and also on Parking Meters**

2007	384,363.00	7%
2008	359,208.00	- 7%
2009	365,483.00	1%
2010	398,384.00	9%
2011	338,006.00	-15%
2012	419,932.00	24%
2013	394,005.00	- 6%
2014	452,788.00	15%
2015	437,781.00	- 3%
2016	495,810.00	13%

**Parking Revenue for Parking Season – May to September**

**Parking Lot Revenue – 25124-40500**

**Parking Meter Revenue – 25121-40209**

2014	\$ 18,974.00	2014	\$ 324,502.49
2015	10,005.00	2015	345,899.26
2016	490.00	2016	397,859.00

**Totals**

2014	\$ 343,476.59	no increase
2015	355,904.26	3.62%
2016	398,349.00	11.9%

**Credit Card Fees**

**Total Net of Credit Card Fees**

2014	\$ (6,608.63)	2014	\$336,867.86
2015	(8,817.24)	2015	347,087.02
2016	(15,035.39)	2016	383,313.61

In addition, following the meetings, the Town Clerk informed the Town Manager of the following Parking Permits that have been issued:

2001	7,680
2002	8,680
2003	10,250
2004	9,700
2005	8,575
2006	9,175
2007	10,600

2008	9,500
2009	9,050
2010	10,900
2011	11,800
2012	13,400
2013	14,550

2014	16,500
2015	17,200
2016	19,650

Personnel costs for parking enforcement officers to monitor the parking lots, meters, and pay stations, are estimated at approximately \$7,564. This number is inclusive of May 1<sup>st</sup> to Memorial Day weekend, and from Labor Day through Columbus Day. It assumes enforcement for noon to 7:00 p.m., Monday through Thursday, and from 10 a.m. until 10 p.m., Friday through Sunday. The cost of keeping our pay stations on line with Cale, is \$49 dollars per month, per machine. We have fourteen (14) pay stations. The month of May would be a \$686 dollars and an additional \$686 for September and part of October. The cost may be less because Cale does pro-rates the monthly fee. Total expenses for a pre-and-post season extension (about eight weeks) of the Town’s parking program would be approximately \$8,936, \$7,564 for labor costs and \$1,372 for Cale connection.

These estimates are worse case scenarios based on assuming the season is extended from May 1<sup>st</sup> to Memorial Day and Labor Day to Columbus Day. A shorter extension of the program obviously reduces costs. Another factor to consider is that during bad weather or non-beach days, we would not schedule parking personnel, and would handle any parking issues with on-duty police personnel, reducing labor costs. Discretion would be used to determine the level of enforcement on any given day.

George Kerr and Jerome Begert entered into the conversation with suggestions. George Kerr totally supported the changes to the ordinance as outline below. There were those on the Council who wanted to discuss in the future workshop the suggestion for parking passes for residents of Old Orchard. One of the options suggested for discussion was allowing residents with their permit the opportunity to park for free at the parking meters during that off season time. It was also mentioned about having a residential parking permit to park at all parking meters. It appears that most of the income from the meters if on Old Orchard Street and first Street and if that is the case, the Council could stipulate an option that may be to allow parking with a permit at all meters but the ones located on Old Orchard Street and First Street. George Kerr indicated that “This has been long overdue in our community and it is a good and easy way to generate revenue.” Chair O’Neill indicated that we will receive comments from citizens and business owners alike.

Shall the Town Council amend Policy Number 94-3, Parking Meters Days of Operation, by adding the underscored language and deleting the strikethrough language?

**TOWN OF OLD ORCHARD BEACH, MAINE**  
Town Council Policy  
Parking Meters Days of Operation  
Adopted: June 15, 1994 Policy Number 94-3

The Town Council has established the following policy concerning the placement and removal of all parking meters and pay stations in ~~on~~ the Town of Old Orchard Beach ~~public~~ ways:

- 1- Installation: All parking meters and pay stations shall be installed and operational by May first of each year ~~the Friday before Memorial Day weekend~~. The meters and pay stations may be installed one week prior to the May first date but must not be operational until May first ~~may be put in earlier. However, in no circumstances shall any meter be installed, as to give the appearance of operation, before the Monday occurring two weeks before Memorial Day. The intent of the Town Council is to have the meters put in before Memorial Day weekend but as close as possible during that week.~~
  
- 2- Removal: All parking meters and pay stations shall cease being operational the day after Columbus Day of each year and shall be removed from the streets no later than one week after Columbus Day ~~Shall be removed the Monday after Labor Day. The meters shall be removed as close as possible to the Monday after Labor Day and in no case shall be in operation, or give the appearance of operational, three weeks after Labor Day.~~

**Draft amendments for July 19<sup>th</sup>, 2016 Town Council Meeting.**

## TOWN OF OLD ORCHARD BEACH, MAINE

## Town Council Policy

## Parking Meters Day of Operation

Adopted: June 15, 1994

Policy Number 94-3

The Town Council has established the following policy concerning the placement and removal of the parking meters on the Town of Old Orchard Beach public ways:

1. **Installation:** All parking meters shall be installed and operational before the Friday before Memorial Day weekend. The meters may be put in earlier. However, in no circumstances shall any meter be installed, as to give the appearance of operation, before the Monday occurring two weeks before Memorial Day. The intent of the Town Council is to have the meters put in before Memorial Day weekend but as close as possible during that week.
2. **Removal:** All parking meters shall be removed the Monday after Labor Day. The meters shall be removed as close as possible to the Monday day after Labor Day and in no case shall be in operation, or give the appearance of operational, ~~two~~ three weeks after Labor Day.



**Councilor Tousignant asked for a consensus to move forward with this option from May to Columbus Day and there appeared to be support for that. This would involve probably another workshop and then when on the agenda it would be to set a public hearing for the opportunity for comments from the public and then finally to the agenda under new business and a vote from the Council.**

**The Workshop ended at 8:20 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 nine (9) pages is a copy of the original Minutes of the Special Town Council Workshops of September 20, 2016.**

**V. Louise Reid**