TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Wednesday, April 5, 2017
TOWN HALL CHAMBERS

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 5, 2017. Chair Thornton opened the Workshop at 6:30 p.m.

The following were in attendance:

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

Absent: **Councilor Jay Kelley**

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 recirculated as nutrients for the purpose of "breaking down" the organic material. After the aeration process, the waste stream enters the secondary clarifier's. 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%. The WWTF's discharge license was recently approved for 2015 through 2020. The new license dictates that the town starts background testing for nutrient limits. Nutrient limits are expected are expected to be part of the 2020-2025 discharge license which may increase the cost of operating the WWTF.

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. The FY16 CIP submission to replace lighting in the process building may be affected by cuts to EM rebates.**

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 treat 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. Projects that use SRF loans as a form of funding require strict oversight by the DEP.**

General Obligation Bonds – **This program provides loans at the prime interest rate. These loans are not subject to DEP over sight and are commonly used for design build projects.**

Maine Rural Development **(USDA) – This agency provides loans at the prime interest rate and is the major source for infrastructure grants. Projects that use USDA loans as a form of funding require strict oversight by the DEP.**

Full time staff (6)

Department Foreman – **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 **– 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 **- 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 – **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.**

Operator **- 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. Performs maintenance duties as assigned.**

Mechanic **- Assists the Department Foreman with repairs to existing equipment, performs routine checks and maintenance to equipment. Performs operational duties as assigned.**

Assistant Mechanic **– 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 **– 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.**

Equipment Operator **– Assists with all aspects of operations and maintenance as assigned.**

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

Line Item Justifications

- 50101 Department Head Salary - $75,826

- 50106 Full-time employee wages - $302,910
  See requested full time staff for an explanation of the positions.

- 50108 Seasonal wages - $4,800
  Six (6) months x four (4) weeks x twenty (20) hours x $10.00 per hour = $4800

- 50111 Overtime wages - $28,000
  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.

- 50220 Health Club - $600

- 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 - $3,093
  This line covers misc. state and federal fees for operating the WWTF and wastewater license renewals for staff. Fees associated with the WWTF totaled $2,643 and there is also $450 for individual license renewals.

- 50300 Engineering fees – Depends on what is approved in CIP

- 50305 Laboratory services, equipment and supplies - $14,100

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

- **Lab supplies (majority of lab supplies are purchased through USA Bluebook): $6,000**
- **Contracted testing through Maine Environmental laboratory: $4,500**
- **Disposable BOD bottles: $2,000**
- **Annual quality control testing Environmental Resource Association : $1,100**
- **Background nutrient testing required by EPA for 2020 license: $500**

- 50310 Service contracts - $16,895

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

- **Weekly bathroom cleaning Cintas: $5,356 (two bathrooms)**
- **Emergency Generator maintenance services through Power Products: $3,355**
- **SCADA software updates through Results Engineering: $2,385**
- **Crane/hoist inspection through Coastal Equipment: $1,370**
- **Calibration of lab equipment through QC Services: $1,000**
- **Backflow preventer inspection through Bruce E Clark: $900**
- **Annual service contract for DR3900: $800**
- **Fire alarm system inspection through Simplex Grinnell: $509**
- **Gas meter calibrations through Eastern Fire: $690**
- **Fire extinguisher inspection through Lindsey Fire Services: $530**

- 50325 - $500

  This line funds postage and shipping.

- 50330 Equipment replacement - $87,600

  Below is a list of requests for replacement and repair of equipment. Any individual unscheduled repairs or replacements with a cost of over $1,000 will need to be funded from the connection fee account.

- **Replace hoist in the sludge bay: $15,000**
- **Replace heaters at West Grand pump station: $10,000**
- **Review of PLC/SCADA programs: $10,000**
- **Replace hoist at West Grand pump station: $7,200**
- **Purchase MIG welder for aluminum fabrication: $7,000**
- **Rebuild four (4) slide gate actuator motors at $1,600 each: $6,400**
- **Repair rust, paint, replace bed, replace interior on 2006 F-550 crane truck: $6,000**
- **Replace actuators on aeration tank valves: $5,000**
- **Replace snow blower attachment on John Deere 855 tractor: $5,000 (if mini loader is not approved)**
- **Replace chlorine pump: $4,000**
- **Repair rust and paint on 2006 F-250 truck: $4,000**
- **Add flow meter to yard drain system: $4,000**
- **Replace VFD on yard drain pump: $2,000**

- **Replace VFD on WAS pump: $2,000**

- 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 - $110,000 (Reduction based on expected savings from new dewatering equipment)
  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. The amount of bio solids produced is dependent on many variables. The recent reduction in bio solids produced is indicative of a well operated WWTF.

- 50342 Waste pumping - $40,000
  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. The increase is due to have Ted Berry run the permitted confined space entry program and perform all the below ground entry. This absolves the town of any liability associated with either.

- 50400 Electricity costs – $210,000
  This budget line is dedicated to electricity costs incurred from operating the WWTF and pump stations.

- 50401 Water - $2,500
  This account is to fund water usage from Maine Water and bottled water from Poland Spring Bottling Company.

- 50402 Phones, cell phones and pagers - $4,500
  The department has three cell phones, two pagers and one tablet.

- 50404 Internet and cable services - $3,100 (Originally requested $2,000)
  This line funds cable and internet services.
  Verizon Wireless Data Plan for iPad = 37 monthly X 12 = 444.00
  Time Warner Cable 220 monthly = 2640.00

- 50405 Heating Fuel – $13,000

  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 - $12,000

  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. This year's request is for the project listed below.

  - **Build shelter over primary pump room entrance and replace entry door - $12,000**

- 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 - $5,000

  The budget line is dedicated for the scheduled maintenance of a 2006 Ford F-250, 2006 Ford F-550 crane truck, 2016 F-250, 2016 F-550 hook/lift truck and 1996 Case loader. The request is for annual maintenance and will not be sufficient for unscheduled repairs.

- 50500 Admin/office supplies - $2,000

  This budget line funds purchases for office supplies. This year the department is requesting to be part of the town's contracted copier service.

- 50501 Operating supplies/equipment - $55,000

  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. The reductions in polymer and hypo chlorite used are indicative of a well operated WWTF.

  - **Hypo chlorite through the Southern Maine Regional Water Council bidding process (disinfection): $10,000**
  - **Polymer through (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.

Priorities for FY18 CIP budget requests

Priority #1 – Purchase of compact wheel loader - $120,000

This request is to replace the 1996 Case front end loader and 1986 John Deere tractor. The Case loader has over 20000 hours. The 1986 John Deere tractor is in fair shape. If this purchase is not approved it will be necessary to replace the snow blower attachment on the John Deere tractor.

Priority #2 – Demolish the old equipment storage building and backfill the old clarifier - $320,000

The roof on the old equipment storage building has collapsed. The old clarifier is no longer used. Both are safety hazards.

Priority #3 – Replace plant water system in the process building and fine bubble diffusers in the aeration tanks - $265,000

As with other projects proposed by this department the focus was on we can gain efficiency, reduce maintenance and reduce electrical costs. The current plant water system is inefficient and maintenance intensive. The fine bubble diffusers are well past their recommended useful life.

Priority #4 – Mezzanine for the equipment storage building - $35,000

The mezzanine was included in the original proposal but was eliminated when the planning board required when a storm water disposal system be part of the project. The mezzanine will provide valuable second story storage.

Priority #5 – Pave paths at the WWTF - $30,000

The facility has seen multiple upgrades at different times. As part of their daily routine, staff must access different parts of the process for different reasons. Some of these access points are not paved and can be a hazard in the winter when ice forms. This request is to pave areas routinely accessed by staff.

Priority #6– Provide potable water to the equipment storage building and future administrative building - $25,000

Potable water was not included in the original proposal of the equipment storage building. This request is to trench, install a water line, remove trees and connect to the main water supply. This would also be the main supply for the future administrative building.

The Superintendent made an excellent presentation to the Council as included in his justifications.

Some of the input given to the Council included the fact that Results Engineering currently does all control work. As discussed in the FY17 budget, the Superintendent would like to get Wright Pierce involved as an alternate source. Wright Pierce is estimating $40,000 worth of control work in this project. The options presented included sole source it to one or the either; or bid it to both as a lump sum. He indicated that an agreement for engineering services for the bidding and construction portion of the project is needed. The Superintendent is suggesting an agreement based on one day per week of construction supervision and services would include on site services, reviewing RFI's, reviewing pay requirements, change orders, advertising services, answering bidding questions creating any addendums, bid evaluation, recommendation of award and attending bid openings as well as any pre bid meetings. He indicated that the automated strainer will be bid alternate C so there is no need to pre-order it and they are expecting to bid in mid-May and award in June.

On the issue of odor mitigation, steps have been added in the Process Building and Dewatering project. At this point there are two bid alternates included to help mitigate odors. One bid alternate eliminates the use of the blend tank. This is one of three sludge holding tanks and at times the most offensive odor wise. Another bid alternate is to install a system that injects potassium permanganate (PP) in the sludge that is fed to the dewatering equipment. PP is commonly used to mitigate odors in wastewater applications. There is no way to estimate the odor reduction if these bid alternates are approved, but expect that there would be an improvement in the situation. The engineers estimate for these two bid options is around $400,000 which is above the scope and approval or the original project. Both bid alternates will need Town Council approval if they are to be included in the project. Once the lowest qualifier bidder is chosen, the Town Council will vote on the bid alternate. It is possible that approval will take place in June.

The presentation of the CIP requests included several:

Construct New Administration Building	**$ 1,350,000**
Compact Wheel Loader which is being moved to Lease purchase.	
Demolish Old ESB and Backfill Clarifier	**320,000**
Replace Plant Water System	**265,000**
Process Building Odor Replacement	**245,000 +**
Mezzanine for ESB	**35,000**
Pave Paths at WWTF	**30,000**
Run Potable Water to ESB & Future Adm. Bldg.	**25,000**

It should be noted that the Process Building Odor Replacement has been recommended by the Town Manager and the others in order of how placed on the list above. The total CIP budget request is $2,270,000.

ADJOURNMENT:

The Chair thanked the Superintendent for his input and also to his staff for their hard work. Obviously the needs are great and something that will entail great study by the Town Council as the budget progresses.

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 ten (10) pages is a copy of the original Minutes of the Town Council Workshop of April 5, 2017.
V. Louise Reid