

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Tuesday, APRIL 4, 2017
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, April 4, 2017 following the Town Council Meeting. Chair Thornton opened the Workshop at 7:15 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
Fire Chief Edward Dube
Captain John Gilboy
Finance Director Diana Asanza**

Absent: Councilor Jay Kelley

This is the first of a series of budget workshop in consideration of the FY18 budget. The presentations to the Town Council will permit the department heads to explain their plans, the tracking and control of spending as well as supporting their funding requests.

Fire/Rescue Department

The Old Orchard Beach Fire Department provides public fire/rescue protection through fire prevention, emergency operations and support services.

Administration

The Administrative Division consists of the Fire Chief, Deputy Chief and the Administrative/Rescue Billing Clerk. The staff is responsible for the management of all call force, fire police, rescue and career personnel and routine operations, the maintenance of safety programs, the maintenance of the public safety complex, ambulances and fire apparatus, ambulance billing, federal and state directives compliance, inspections, equipment, records management, payroll and training. The lifeguard division of public safety also falls under the supervision and direction of the Administrative staff during the summer season.

Fire Suppression/Hazardous Materials

This organization consists of 1 Fire Chief 1 Deputy Fire Chief 1 Administrative Clerk 16 career Fire/Paramedic personnel, 12 call force personnel 8 Fire/Police and 30 Per Diem responding to an average of 2200 EMS/Fire calls per year. The objectives are to protect lives and property from fire/rescue emergencies including but not limited to structure fires, hazardous materials releases, water rescues, explosions, medical emergencies, motor vehicle accidents, water removal, and electrical problems, open burning permits, etc. The personnel also are assigned non-emergency functions such as maintenance of the complex, grounds, vehicles, tools and equipment. They conduct fire prevention and safety inspections, fire education programs, and train on a regular schedule in order to maintain skills, duties, responsibilities and mandated compliances of the job.

Emergency Medical Services

Emergency medical treatment is provided by cross trained career personnel and per diem rescue personnel utilizing fire apparatus, two primary ambulance one back up ambulance The career staff consists of 16 Fire/Paramedics, The per diem (part-time) staff currently consists of 4 EMT-Paramedics, 6 EMT-Intermediates and 20 EMT-Basics which work either 12 hour or 24 hour rotational shifts on our ambulance with a career Paramedic. The ambulance transports primarily pre-hospital emergency care patients and/or mentally distressed patients with only an occasional non-emergency transport. EMS related calls account for approximately 3/4 of the total call volume of the department. The per diem staffs is also used for fire suppression duties and provide EMS services on the fire ground. Ambulance staff members also have to comply with federal regulations such as HIPPA privacy requirements, infection control and respiratory protection requirements.

Federal and State Compliances

The fire/rescue department is mandated to be compliant with unfunded Federal and State directives such as those listed below.

- **Annual fit-test and physical evaluations for employees who wear respirators in atmospheres which are an immediate danger to health and safety.**
- **Annual fit-test and physical evaluations for employees who wear respirators in atmospheres where infectious disease may be present.**
- **Federal OSHA/National Fire Protection Assn. requirements for annual testing of ladders, apparatus pumps and self contained breathing apparatus.**
- **State Bureau of Labor Standards mandates for annual fire training, facility safety measures and air compressor certifications.**

Goals

1. **Hirer fulltime Deputy Chief.**
2. **Secure the Building.**
3. **Finish the 2nd floor renovation.**
4. **Promote four Lieutenant.**
5. **Place new ambulance into service.**
6. **Increase Training and Inspection.**
7. **Increase IMC Data.**

Line Item Justifications

20138-50101 – Department Head Salary

This account funds the salary for the Fire Chief

20138-50101 – Department Head Salary

This account funds the salary for the Deputy Fire Chief

20138-50106 – Full Time Employee Wage \$886,382

This account funds salaries for the following staff:

**Four Captains
Four Lieutenants
Eight Firefighter Paramedic
One Administrative Clerk**

Wages set by Union Contract.

20138-50107 – Part Time Employee Wages

This account funds wages for the part-time EMS staff.

20138-50111 – Overtime Wages

This account funds overtime wages for staff. The contract requires minimum manning on all shifts, sick or on vacation, it also cover for Fire & EMS Emergency’s Calls and all Training. Last year actual was \$189,497 plus this year overtime for training estimated at \$37,000 for a total of \$226,500.

20138-50120 – Call Force Wage \$26,000

This line is for payments to 20 call force members for their service through the year based upon a graduated stipend depending upon rank and participation

20138--50128 – Physical Fitness Incentive

This line is to compensate career personnel for passing an annual physical fitness test based on \$250 per member per Union contract.

20138-50220 – Health Club – Employer Share

This account funds a contractual payment to health club memberships for Union members.

20138-50230 – Clothing Allowance

This is for daily uniforms for 18 career personnel the Fire & Deputy Chiefs and 30 per-diem It includes sets of t-shirts, shirts, pants, boots, belts, winter coats

20138-50251 – Conferences/Training for EMS & Firefighters

This line is used to pay for recertification of career EMS and Firefighters personnel, career & call force personnel to attend outside training and instructor costs of visiting instructors. Advanced life support classes, pediatric advanced life support, paramedic and intermediate recertification, firefighter 1 classes, advanced firefighting classes, water rescue classes.

RIT Training	\$1,150
IMC Training	\$5,100
Tactical Recertification	\$1,395
EMS Training	\$5,000
Live Fire Burn Hollis	\$500
Firefighter-One School	\$700

20138-50252 – Travel/Food/Lodging

This line is for tolls, or other incidental costs associated with traveling to fire or EMS trainings.

20138-50256 – Dues/Memberships/Licenses

This line funds the annual Maine EMS ambulance licensing fees, Maine and International Fire Chief’s annual dues, industry magazine subscriptions, York County Firefighters Assn dues.

Ambulance Licensing Fees X 3 (State of Maine and Southern ME Emergency)	\$260
Maine Fire Chief’s	\$90
York County FFA	\$25
Dept. of Health – Lab Certification fee	\$150
Image Trend (software used for annual reporting)	\$175
IAFC-International Chiefs	\$200
Atlantic Partners EMS (Southern Maine)	\$2,700

20138-50310 – Service Contracts Expense

This line is for contractual agreements:

Air Cleaning Specialists	\$652
Advanced Collection Agency	\$2,600
Aladtech EMS Manager	\$2,315
Rennie Security	\$312
HVAC Service Maintenance	\$840
I Am Responding Soft Ware	\$735
Maine Radio	\$250
Medtronic Cardiac Monitors Mntce	\$4,855
Medical Control Physician	\$5,000
NFPA Data	\$1,400
Pest Control Service	\$969
Pine Tree Waste	\$950
Power Products- Generator	\$550
Tri Tech IMC	\$3,024
Tri Tech Rescue Billing	\$3,403
Transfer Switch	\$745

20138-50313 – Equipment Testing \$5,700

The funds in this line are used for:

Annual Mandated testing of the Tower Aerial all ground ladders	\$1,350
Annual Mandated SCBA compressor testing	\$,1,000
Annual Mandated testing Cylinder and Pak	\$1,855
Annual mandated Apparatus Pump Testing	\$400
Extinguisher Maintenance	\$400
Portacount	\$695

20138-50335 Hydrant Rental

This includes the anticipated rate increase from Maine Water at

20138-50400 Electricity Expense

20138-50401 Water Expense

20138-50402 Phone/Cellular/Paging

Fire Chief cell phone \$840

Life Guard Captains \$305

Department phone line/fax lines/ alarm GWI & BCN \$1,000

20138-50404 Networking/Internet Expense

20138-50405 Heating Fuel Expense \$15,000

20138-50450– Building Repair/Maintenance \$15,000

Routine repairs to the building such as plumbing, electrical, painting, HVAC systems, bay doors, alarm & camera systems, windows & doors, roof, security door locking system Plyomvent system, cleaning supplies ect.

20138-50452 – Operating Equipment Repair

This line is used for repairs and replacement parts for 14 mobile radios, 30 portable radios, 8 alert radio pagers, hand lights, ambulance stretchers, fire fighting equipment such as saws, nozzles, ladders, gear repairs, thermal imaging cameras, self contained breathing apparatus repairs, power tools, ambulance equipment such as cardiac monitor wires, suction devices, patient oxygen measuring devices , refrigerator, stove etc.

20138-50453– Vehicle Repair/Tires/Oil

This line is used for all vehicle preventative maintenance, annual pump servicing, oil changes, tires, inspections, batteries and repairs to 3 fire apparatus, 2 service trucks, 3 ambulances, 1 chief car 3 ATV and 1 jet ski 2 trailers to be done at Scarborough Public Works Garage.

20138-50500 – Admin/Office Supplies and Computers

General office supplies for administration, fire prevention/investigation, computer and computer component replacements, copier and fax cartridges, file cabinets, record keeping supplies repairs and replacement parts for 10-computers, 6--pads, 7-lap-tops 1-big copier/fax machine and 4-printers, etc.

20138-50501 – Operating Supplies/Equipment

This budget line is used to purchase all other necessary items not designated to perform the daily mission of the Department. Quantities and needs change with the nature of the job. Some examples are as noted.

Fire

Firefighting turnout gear, gloves, helmets, goggles, boots, hoods, flash lights, radios, Pages, cameras, axes, nozzles, hose, accountability tags, scba packs, scba masks, hand tools, power tools, generators, smoke ejectors, ladders, ropes, extrication tools, saws, pry bars, gas meters, hose wrenches, adapters, pike poles, batteries, fire extinguishers, water rescue equipment, salvage covers, salvage tools, rescue belts, water cans, fire line tape, foam, etc.

20138-50502 – Printing & Copying

Printed training materials, maps, standard operating guides, letterhead, envelopes for rescue billing, printer supplies, rescue billing forms, etc.

20138-50510– Vehicle Fuel

Fuel for 1 chief car, 3 fire apparatus, 2 service trucks, 3 ambulances, 3 ATV, 1 Jet Ski. One house generator 3 small generators 4 chains saws

20138-50517 – Fire Prevention

This line is used for materials used in presenting fire prevention and education programs for school students and elderly residents.

20138-50536- EMS Supplies Equipment \$38,000

Rescue (ambulance)

Medical supplies such as gloves, bandages, oxygen, medications (hospital provides most), cardiac monitor pads, patient stabilization kits, suction kits, suction pumps, IV kits, IO gun, emesis pails, bag/valve/mask, intubation tubes, thermometers, band aids, oxygen cannulas, trauma bags, respirators, blood pressure cuffs, stethoscopes, diabetic monitoring equipment & supplies, patient restraints, portable oxygen cylinders, IV pumps, IV warmers, tough books, drugs, etc.

20138 FIRE/RESCUE DEPARTMENT**Up \$247,422****13.9%**

- 50102: Employee salary expense increases by \$70,000 to fund the new position of Deputy Fire Chief. Given the size and complexity of the Fire Department one administrator is not sufficient. There is, simply put, too much that needs to be done for one person. This position is essential to the success of the department.
- 50106: Full-time wages are up \$20,214 (2.2%).
- 50107: Part-time wages are up \$24,000 (8.9%). The hourly rate for per-diems (staffing the ambulance) is increased by one dollar. Currently Old Orchard Beach pays the lowest hourly rate for per-diem employees among area fire departments, and these employees are in high demand.
- 50111: Overtime Wages increase \$50,000 (33.3%). The actual cost of overtime over the past several years has consistently been much greater than the budgeted amount (FY14, \$229,000; FY15, \$247,000; FY16, \$189,000) and the cost in the current fiscal year is already at \$187,000 through mid-March. It is evident that the budgeted amount, while hopeful, is not realistic to reality.
- 50251: Training expense increases \$10,345 (295%). Required training has not been funded or accomplished in recent years. The Town was cited by the Department of Labor this year for this shortcoming and is obligated to complete the required training in FY18.
- 50310: Service contracts expense is decreased \$32,750 due to an accounting transfer of \$40,000 to vehicle repair (related to the service contract for vehicle repair).
- 50335: Hydrant rental expense increases \$21,000 (13.6%) due to rate increases by Maine Water.
- 50450: Building repair expenses increases by \$7,000 (87/5%) to reflect actual expense experience.
- 50453: Vehicle repair expense increases by \$40,000 due to an accounting transfer of the expense from line 50310. This is not an increase in the budget cost.
- 50501: Operating supplies and equipment expense is reduced by \$6,000 (-11.8%).
- 50536: EMS Supply Expense is an increased expense of \$38,000 that reflects a change in policy by hospitals to no longer supply drugs and medical supplies at no charge to municipal medical rescue services. The revenue budget includes a recommended increase in fees to cover this new expense.

Per-Diem Pay Rate

EMS Firefighter

	Basic	Advanced	Paramedic
Arundel	\$13.40	\$14.21	\$17.89
Buxton	\$12.60	\$14.99	\$18.58
Kennebunk	\$11.50	\$14.70	\$18.20
Kennebunkport			\$18.50
Hollis	\$14.25	\$15.25	\$17.75
Scarborough	\$15.15	\$15.40	\$15.65
Old Orchard Beach	\$12.00	\$13.00	\$14.00
York	\$11.79	\$13.20	\$18.25
Average	\$12.95	\$14.39	\$17.35

As discussed throughout the evening, Chief Dube and the Town Manager explained the goals and mission of the Fire Department. With the change in leadership this year, the Chief has projected and planned for changes that needed to be made in the Fire Department over the coming months and years.

A major priority is the hiring full time of a Deputy Chief. As explained, the purpose of this position is to perform executive level duties for the department; assisting the Fire Chief in planning, organizing, directing the operation of the Old Orchard Beach Fire Department. This position is a critical assistant and advisor to the Fire Chief. Some of the duties as described included supervising, training, evaluating and disciplining staff with the approval of the Chief; serves in the absence of the Chief, plans, organizes and directs programs assigned by the Chief and active involvement in emergency management. Reviews reports submitted by other officers for completeness and accuracy; involved in inventory and maintenance of fire apparatus and equipment; and responsible in large part for recordkeeping. There appeared to be consensus from the Council that this position should be approved although some discussion involved the hiring of officers last year to lighten the load of the Chief. With the new appointment of the Chief and a reevaluation of responsibilities, the approval of this position appears a direct need for further advancement of the goals of the Fire Department.

The Chief indicated that his concern is not only to establish appropriate firefighting techniques but also to ensure the firefighting policies and procedures are clearly adhere to and make recommendations to changes in policies and procedures.

When discussion came to the CIP requests, the Fire Chief had indicated his request for the following:

Cardiac Monitor – Life Pak 15	\$ 31,500
Turnout Gear	25,000
Fire Station Rehab and Repairs	100,000
Ambulance Stretcher	16,970
4x4 Pick up Truck to replace	40,000

The Town Manager’s recommendation included:

Cardiac Monitor – Life Pak 15	\$ 31,500
Turnout Gear	25,000
Fire Station Rehab and Repairs	75,000
Ambulance Stretcher	17,000

In discussion of the Lifeguard request it was determined that during the budget process the Council would see what suggestions could be incorporated into the FY18 budget.

**TOWN OF OLD ORCHARD BEACH
SUMMARY OF CAPITAL PROJECTS
DEPARTMENT NAME: Fire Department**

Original Year	Dept. Priority				
Requested	Request #	Project/Equipment Title	FY 18	Other Budget Years	Total
2015		30 AIR PACKS (SCBA)		0	\$0
2015	1	CARDIAC MONITOR LIFE PACK-15	\$31,500	0	\$31,500
2017	2	FIREFIGHTER GEAR	\$25,000	\$215,000	\$240,000
2017	3	FIRE STATION REHAB	\$100,000	\$180,000	\$280,000
2017	4	AMBULANCE STRETCHER	\$16,970	\$51,000	\$67,970
2017	5	4X4 PICK-UP	\$40,000	0	\$40,000
2017		REPLACE SCBA AIR COMPRESSOR		0	
2017		REPLACE EXTRICATION TOOL		0	
2017		2010 AMBULANCE		\$240,000	\$240,000
2017		REMOUNT 2014 AMBULANCE		\$142,287	\$142,287
2017		REMOUNT 2017 AMBULANCE		0	
2017		REPLACE 2015 4X4 PICK-UP TRUCK		0	
2017		2015 REPLACE CARDIAC MONITOR LIFE PACK-15		\$34,000	\$34,000
2017		2017 REPLACE CARDIAC MONITOR LIFE PACK-15		0	
2017		NEW FIRE TRUCK PUMPER		\$500,000	\$500,000
2017		REPLACE STATION APPARATUS FLOOR (DRAINS)		\$100,000	\$100,000
2016		THERMAL IMAGING CAMERA		\$24,000	\$24,000
2017		STATION HEATING SYSTEM		0	\$0
2017		ATV		0	
2017		JET SKI		\$15,000	\$15,000
		Total All Projects & Equipment	\$213,470		\$1,714,757

LIFEGUARD

20137-50108	–	Seasonal	Employee	Wage
\$133,000				
20137-50111	–	Overtime	Wage	Expense
\$4,000				
20137-50230 – Clothing Allowance Expense				
20137-50251-Conferences/Training				
\$1,000				
20137-50452-		Operating		equipment
\$4,000				
20137-50501		Operating		Supplies/Equipment
\$4,000				

OLD ORCHARD BEACH **SURF RESCUE**

FY:17-18 LIFEGUARD BUDGET PROPOSAL

- Increase Seasonal Employee Wages: Dept. 20137 Line 50108, to \$140,500.00.
- Increase Overtime: Dept. 20137 Line 50111, to \$6,500.00.
- Leave Clothing Allowance: Dept. 20137 Line 50230, at \$4,000.00.
- Increase Conferences/Training: Dept. 20137 Line 50251, at \$1,500.00.
- Leave Operating Equipment Repair: Dept. 20137 Line 50452, at \$4,000.00.
- Leave Operating Supplies/Equipment: Dept. 20137 Line 50501, to \$4,000.00.

Line Items

Increase Seasonal Employee Wages: Dept. 20137 Line 50108, to \$140,500.00.

Reasons:

- 1) This 6% will bring each employees pay rate up \$.50 per hour, raising starting pay to \$11.50 an hour.
- 2) This will help in the recruitment of new lifeguards, by making the starting pay higher.
- 3) This raise will also give current lifeguards with experience and knowledge of the beach, an incentive to return year after year.
- 4) Returning guards efforts need to be rewarded, so they don't choose to go to other places to make more money while doing less work.

Notes:

Increase Overtime: Dept. 20137 Line 50111, to \$6,500.00.

Reasons:

- 1) This was a new line that was created in 2014 since it was put in place we have gone over by roughly \$2,000.00 each year.
 - a. By raising it to \$6,500.00 we will then have a more solid number in place for the budgeting process.
- 2) The overtime is normally a result of a few things
 - a. Lack of staffing at the end of the summer, when students and teachers go back to school.
 - b. Large storms that come up the coast, causing very unstable conditions on the beach which require higher staffing.
 - c. Also late calls where we are looking for a lost child or possible dealing with another emergency situation.
 - d. Low staffing for the summer season, which forces the hiring of overtime to fill the open posts as a result of not having enough guards.

Leave Clothing Allowance: Dept. 20137 Line 50230, at \$4,000.00.

Reasons:

- 1) I think we can get by this year without increasing this line, clothing is in good shape going into the 2017 season.

Leave Conferences/Training: Dept. 20137 Line 50251, at \$1,500.00.

Reasons:

- 1) At this time this line is looking good and should help out with training to start up the season

Notes:

Leave Operating Equipment Repair: Dept. 20137 Line 50452, at \$4,000.00

Reasons:

- 1) This line currently looks good as we head into the 2016 summer. We will be replacing 2 of the towers that need to be replaced, in doing so all of the towers will be of the newer style.

Notes:

- 1) Towers were very crucial last year with the increased number of people we are seeing on the beach. Due to the large number of umbrellas and beach patrons on the beach it is almost impossible to see up and down the beach at high tide without towers.

Increase Operating Supplies/Equipment: Dept. 20137 Line 50501, to \$4,000.00.

Reasons:

- 1) We currently need to replace a couple of rescue boards that are old and starting to see wear and tear.
- 2) There is a large number of portable radios that need to be updated and/or replaced.
- 3) On top of all of this we still need to purchase the yearly items that are needed to get through the summer.

Notes:

Leave Conferences/Training: Dept. 20137 Line 50251, at \$1,500.00.

Reasons:

- 1) At this time this line is looking good and should help out with training to start up the season

Notes:

Leave Operating Equipment Repair: Dept. 20137 Line 50452, at \$4,000.00

Reasons:

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Reasons:

- 1) We currently need to replace a couple of rescue boards that are old and starting to see wear and tear.
- 2) There is a large number of portable radios that need to be updated and or replaced.
- 3) On top of all of this we still need to purchase the yearly items that are needed to get through the summer.

Notes:

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Chief,

The following is how I calculated the lines that were increased:

- 1) Increase Seasonal Employee Wages – I took all the pay rates and then figured out what percentage was needed to get the rates up \$.50. It came out to be roughly 6% to bring those rates up \$.50. I then took the overall line and just multiplied it by the 6%. At this time starting pay is \$10.50 and much lower than beaches that we compete with, when hiring.
- 2) Increase Overtime – On this increase I looked at last year's expenditures for the line and where we are for this year and then estimated what may work for next year.
- 3) Increase Operating Supplies/Equipment - For this line I based the calculation off of the items that will be needed and those items that need to be replaced. This year hopefully we can buy some new radios to start phasing out the old cp150's. If this line is increased we can hopefully start buying binoculars for each stand on the beach.

OLD ORCHARD BEACH SURFRESCUE

FY: 17-18
LIFEGUARD
BUDGET PROPOSAL

- Increase Seasonal Employee Wages: Dept. 20137 Line 50108, to \$140,500.00.
- Increase Overtime: Dept. 20137 Line 50111, to \$6,500.00.
- Leave Clothing Allowance: Dept. 20137 Line 50230, at \$4,000.00.
- Increase Conferences/Training: Dept. 20137 Line 50251, to \$2,000.00.
- Leave Operating Equipment Repair: Dept. 20137 Line 50452, at \$4,000.00.
- Leave Operating Supplies/Equipment: Dept. 20137 Line 50501, at \$4,000.00.

Line Items

Increase Seasonal Employee Wages: Dept. 20137 Line 50108, to \$140,500.00.

- 1) This will help in the recruitment of new lifeguards, by making the starting pay higher.
 - a. Now at \$11.00 per hour, will go up to \$11.50 per hour
 - b. There are less and less people becoming lifeguards, causing the number of guards available for hire to decrease. It is more important than ever to make sure that Old Orchard Beach stay on top of the pay scale.
- 2) This raise would amount to a 6% raise for all of the lifeguard staff \$.50 per hour.
 - a. 1st yr \$11.50
 - b. 2nd yr \$12.00
 - c. 3rd yr \$12.50
- 3) This will also give current lifeguards with experience and knowledge of the beach, an incentive to return year after year.
 - a. Returning guards efforts need to be rewarded, so they don't choose to go to other places for more money.
 - b. Busiest beach in Maine and we pay less than a lot of beaches down in southern Maine and coastal New Hampshire.
 - c. A large number of guards are teachers and if the pay is not there for the summer they have no problem doing something less demanding for more pay.
- 4) Last year guards were awarded a raise per the town manager however the line was not raised.
 - a. Not sure what the end result will be on the wages line come July.
 - b. The last couple of years the town was short guards, if we end up being at full staff can the line stay on budget.
- 5) With the new minimum wage law going to into effect, this will keep things on track to meet the amount decided upon by the state.

Notes:

5 Year Capital Outlook

2018-2019

- 1) Purchase and outfit a new Surf Rescue, estimated cost at this time \$32,500.00 to \$35,000.00.

2020-2021

- 1) Purchase and outfit a new ATV, rough estimate \$10,000.00.

ADJOURNMENT:

The Chair thanked the Chief and Captain for their presentation and acknowledged the excellent work that has been done by the staff at the Fire Department and encouraged continued moving forward on the development of procedures

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 twenty-one (21) pages is a copy of the original Minutes of the Town Council Workshop of April 4, 2017.

V. Louise Reid