

**TOWN OF OLD ORCHARD BEACH  
TOWN HALL CHAMBERS  
TOWN COUNCIL MEETING**

A Town Council Meeting of the Old Orchard Beach Town Council was held on Tuesday, April 14, 2020. Chair Thornton opened the meeting at 6:32 p.m.

The following were in attendance:

Chair Joseph Thornton  
Vice Chair Shawn O'Neill  
Councilor Kenneth Blow  
Councilor Jay Kelley  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid  
Police Chief Dana Kelley  
Police Captain Elise Chard  
Police Captain David Hemingway

Absent:

**DUE TO COVID-19, THE PUBLIC WILL NOT BE ABLE TO ATTEND THIS MEETING PERSON. PLEASE WATCH THE MEETING ON SPECTRUM 1301, OR GO ON-LINE T [WWW.OOBMAINE.COM](http://WWW.OOBMAINE.COM) AND CLICK ON "MEETING VIDEOS" AND WATCH THE MEETING LIVE, AND IT WILL BE ARCHIVED TO WATCH AT A FUTURE DATE.**

There will be a Town Council Budget Workshop on Tuesday, April 14, 2020 at 6:30 p.m. to discuss the following Department budget:

Police Department; Parking Enforcement; Police Department CIP.

The Police Department is charge with the preservation of life and property, through the enforcement of all Federal and State laws and Municipal Ordinances and Regulations. An intricate part of achieving excellence in law enforcement is adequate training of Police Officers, enhanced neighborhood policing and quality customer service.

The Administration Division of the Police Department consists of the Chief of Police, two Captains, and an Administrative Assistant. The Administration is responsible for the day-to-day operations including staffing, training and the overall financial efficiency of the Department.

The Patrol Division is commanded by a Captain and is made up of three teams, each consisting of Patrol Officers, a Sergeant, and a Corporal. The Division is responsible for the overall protection of lives and property, maintaining law and order, and responding to requests for services (emergency and non-emergency.) The Patrol Division enforces all criminal and civil laws that are mandated by Federal, State, or Municipal Government. Of

the 22 sworn Officers in the Department, three (3) are administrative positions; two (2) are assigned to the Detectives Division; one (1) is assigned as a School Resource Officer; and sixteen (16) are assigned to the Patrol Division.

The Criminal Investigation Unit is comprised of two (2) Detectives. The Detectives are responsible for investigating all felony cases and other cases that are referrals from the Patrol Division and other Agencies.

The Support Services Division is responsible for all functions that support the Patrol and Criminal Investigations Division. This Division includes the Court Officer, Crossing Guard, Reserve Officers, and Parking Enforcement. The Division is overseen by a Captain.

Department Head Salary -	\$ 96,537
Seasonal Reserves	\$300,000
(3) Reserve Officers for 10 weeks – July 1 <sup>st</sup> through Labor Day)	\$200,800
(112 hrs) Mandatory Training for 20 new Reserves	39,000
(32 hrs) Additional firearms for 10 returning Reserve Officers	5,800
(88 hrs.) Cruiser training for 10 returning Reserves	15,900
(8 hrs.) Mandatory Academy training for 10 returning Reserve Officers	1,500
Reserve Schedule – May 1 <sup>st</sup> to Memorial Day – 40 Shifts	5,800
Reserve Schedule – June 1 <sup>st</sup> to the 30 <sup>th</sup> – 345 shirts	50,000
Returning Reserve Bonus (\$500) for 10 Officers	5,000
New Hire – Reserve Bonus (\$300) for 20 Officers	6,000

The increase here reflects a one dollar per hour pay increase for new and returning Reserves. Police Union Contract reflects two years of wage increases (3% increase for FY20 and 3% increase for Fy21.) Based on prior year expenses \$300,000 should be a realistic amount to cover all work and training hours.

Full Time Wages	\$1,591,074
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This covers 20 Officers, an Administrative Assistant, a Court/Records Clerk, and a Clerical Receptionist.

Part Time Employee Wages	\$31,800
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This account funds wages for the following staff: Crossing Guard and a one (1) clerical/receptionist assistant. The Clerical Assistant is a part time 30 hour week position that fills in for and assists our full-time Administrative Assistant when she is out, out sick,

on vacation, or otherwise unavailable. She also processes and file Parking Tickets, assists with the Reserve Officer Program Paper Work, serves as a Receptionists assisting citizens at the service window as well as performing other administrative functions. The increase reflects a three percent pay increase for Clerical/Receptionist Assistant Position and seventeen dollar a week stipend increase for the Crossing Guard.

**Seasonal Overtime** **\$20,000**

Funding needs vary depending on whether we have to require Reserve Officers to work 6-7 days a week because of staff shortages. Also pas for overtime incurred for assisting with special events, car show, parades, road races, Ironman, etc. (Reserve Officers only.) Overtime increases \$20,000 or 13.3% to reflect 7% increase in Reserves ways and current year and prior year actuals, and Police Union Contract increases.

**Overtime Wages** **\$150,000**

This account funds all overtime for Police personnel. Increase is requested based on projected increase in overtime costs because of vacancies, Officers out of work on Worker's Comp, and an increase in replacement costs associated with contracted time off.

**Educational Incentive** **\$23,500**

This account funds a contractual payment to Officers that have a Bachelor's Degree or Associates Degree. We currently have twelve (12) Officers that have a Bachelor's Degree and one (1) Officer that has an Associate's Degree. Officers receive \$1,500 for a Bachelor's Degree and \$1,000 for an Associate Degree. This also includes two (2) new Officers at \$1,500 each.

**Physical Fitness Incentive** **\$10,500**

This account funds a contractual payment to Officers that pass an annual physical assessment test. Currently nineteen (19) Officers are eligible to receive this benefit of \$500. It is no longer mandatory for department personnel to anticipate in the physical fitness testing program. Assuming that everyone elects to participate and passes the Exam, the cost would be \$9,500. Increase is due to the new incentive to allow Officers to perform the physical fitness exam twice per fiscal year. This increased \$2,000 (10.81%) due to the net result of new Officers with degrees and Officers resigning. There are currently 12 Officers with a Bachelor's Degree and one Officer with an Associate's Degree.

**Clothing Allowance Expense** **\$42,800**

The increase is based on the request to hire two additional Patrol positions. This account funds all uniform and equipment items issues to all sworn Police personnel. The increase is based on purchasing equipment for two new Officers, required for attendance at the Maine Criminal Justice Academy. We also would like to continue to replace worn out duty belt equipment currently in use. Decreased based on average amount spent over the last several budgets.

**Conference/Training Expense** **\$27,000**

This account funds the costs associated with seminars and conferences attended by Police personnel. State law requires a minimum of forty hours of law enforcement training

per Officer per year. Each year's Officers must attend mandatory training at the Maine Criminal Justice Academy, and an additional 20 hours in order to maintain their certification. Listed are some of the specialize and mandatory training classes that Officers attended:

Street Survival	Roger Williams – First Line Supervision
Hostage Negotiation Training	FBI Supervisor Development
Interviews and Interrogations	Human Trafficking
Crime Scene Processing	York County District 1 – Training Council
Supervisory Development	Specialized K-9 Training
IMC Training	Drug Interdiction
Firearm Training	Sexual Assault/Domestic Violence/Child Abuse
Defensive Tactics	Management Training
NESPIN	

Travel/Food/Lodging Expense \$5,000

This account pays for travel and lodging for Officers attending training.

Dues Membership/Licenses \$5,215

This account funds membership in professional law enforcement organizations including:

FBI National Academy	\$190	Scarborough Rod & Gun Club Membership	\$230
Maine Chief of Police	400	Maine Animal Control Association	35
International Chief of Police	300	USPCA Canine Association	50
NESPIN	100	National Tactical Association	80
TLO (Investigative Tool)	1,500	New England Chief of Police	80
Animal Shelter License	100	Southern Main Training Council	750
Personal Protection Assn.	100	CPR Certification Card	1,000
		Law Enforcement Dogs of ME	300

The increase is caused by the addition of Law Enforcement Dogs of Maine Membership and an additional \$200 added to TLO Investigative Tool.

Service Contracts Expenses \$446,661

This account funds all service contracts for Police related services, including:

Scarborough Communication	\$370,700 + 16,000
For new Dispatch Coordination Position	
State of Maine Modem Services	1,400
Open Fax/Messenger	343
Action Security – Police Department Fire Alarm	300
Animal Welfare Society	12,048
HVAC Services Inc.	3,500
Scarborough Fish & Game	500
Northeast Cummins (Generator)	1,259
Tri-Tech Systems (IMC)	11,508
Watch Guard Camera/Software Service Agreement	5,150
TMDE –Yearly Calibrations on Radars	1,160

**Wilner-Green – Noise Meter Calibration 450**

<b>Admiral Fire (Fire Extinguisher Inspection</b>	<b>350</b>
<b>Dirigo Safety- Online Training</b>	<b>750</b>
<b>ID Card Printer Service Agreement with Higgins Office Supply</b>	<b>375</b>
<b>JCRB Coordinator Fee</b>	<b>5,000</b>
<b>Gold Nozzle (Car Wash) – 14 cruisers, 3 town hall – 3 fire</b>	<b>4,318</b>
<b>Big Blue Bug</b>	<b>1,500</b>
<b>My PD App</b>	<b>1,270</b>
<b>Cell Brite In. (Digital Intelligence)</b>	<b>3,800</b>
<b>Tru Green Lawn Services</b>	<b>740</b>
<b>Power DMS (Software Program) for managing training</b>	<b>4,200</b>

Increase is created by a contractual increase in our Scarborough Communications Contract; the addition of Cell Brite Agreement App, Car Wash, Big Blue Bug Agreement, Power DMS and Tru Green Lawn Care Services. Service Contracts increased \$27,161 or 6.73% for Dispatch Contract renewal and \$12,535 for new Town Fleet Car Wash Agreement, new software programs for managing training (Power DMS), and digital intelligence analysis software (Cell Brite.)

**Electrical Expenses \$20,000**

The account funds electricity for the Police Department.

**Water Service \$ 800**

Water for Police Complex and the increase is based on the projected rate increase by Maine Water.

**Phones \$11,000**

This account cover funds for phone service.

<b>ATT First Net 13 – Cell</b>	<b>\$6,300</b>
<b>Pervasive Work Group License for Mobile Data Terminals (9)</b>	<b>1,200</b>
<b>Cell Phone Reimbursement for Captains</b>	<b>480</b>
<b>NTT/Phone Repair</b>	<b>1,400</b>
<b>Consolidated Communications – Cooper Lines for K-9 alarm, Fax and Intoxicator line</b>	<b>1,620</b>

**Networking/Internet Expense \$25,000**

This account Number funds Cable Service from:

<b>Spectrum (Internet)</b>	<b>\$ 2,800</b>
<b>ATT First Net – 3 iPads – 1 Modem for Surveillance Camera and 2 Hotspots for Laptops</b>	<b>3,000</b>
<b>Spectrum Dispatch Fiber Optics</b>	<b>10,700</b>
<b>Eight Remote Camera Modem Connections from Spectrum</b>	<b>8,500</b>
<b>27 –Staples - \$100</b>	
<b>217 Saco Avenue 7-11 Camera - \$75</b>	
<b>6 West Grand Avenue Public Bathrooms - \$75</b>	

14 Ocean Park Road - \$75  
71 Ross Road – Ross and Cascade - \$85  
Atlantic Courts - \$85  
Washington Avenue - \$85  
Skate Park - \$85

**Heating Fuel Expense** **\$15,000**

This account funds the heating fuel expense for the Police Department.

**Building Repair/Maintenance** **\$42,500**

This account funds expenses related to maintenance and repair of the Police Facility.

Miscellaneous Repairs	\$10,000
Install Gutters	5,000
Rear Gate Exiting Control System	5,500
Painting	3,000
Siding repair	3,000
Flooring for Training Room	6,000

Building Repair/Maintenance Expense increased \$15,000 (90.91%) reflecting the replacement of the rear automatic gate, repairs to building siding, and interior painting.

**Operating Equipment Repair** **\$5,500**

This account funds the cost of repairs to radar units, mobile cameras, radios, etc.

**Vehicle Repair/Tires/Oil/Parts** **\$40,000**

This account funds repairs for all Police Patrol Vehicles including Patrol Cars, Side by Side Beach Patrol Vehicles, Bicycles, Prisoner Transport Van, Administration Vehicles, Parking Enforcement Vehicles, and Detective Vehicles. Increase is reflective of actual amount spent. Vehicle Repairs Expense increased \$10,000 (33.33%) reflects year to date expenditures for Fy18 - \$44,000, and Fy19 - \$38,000.

**Administrative/Office Support/Equipment** **\$8,000**

This account funds all office supplies used by the Police Department including books and periodicals, computer repairs, printer cartridges, et.

**Operational Supplies/Equipment** **\$60,800**

This account funds the following:

Electric Bicycle Wheels (2) and two Bicycles	\$5,600
SRT Equipment	7,000
Miscellaneous	2,500
Ammunition (increased to provide for night shooting)	16,000

Simunitions	5,000
AED (2)	2,500
State Statute Manuals	2,000
Bike Light Batteries	400
Year three of five year Taser Agreement	7,300
Taser Cartridges/Batteries	2,500
Display Cases	5,000
Thermal Imager	5,000

Increase is due to the four additional days of Academy Mandated Firearm Training for Reserved Officers.

**Printing & Copying Expenses** **\$5,000**

This account funds the cost of printing criminal trespass notices, brochures, recruiting Materials, warning cards, property check cards, and photocopying.

**Investigation Supplies** **\$10,000**

This account includes costs associated with any investigative equipment or supplies needed for the Detective Division. Cameras, DNA Kits, Fingerprint Lifters, Masks, Hazmat Suits, etc. The increase reflects request for two new computers with increase processing capability, one stainless steel table used for processing evidence, and a bar coding scanner that is used for scanning evidence. Current scanner is several years old and is experiencing technical issues.

**Youth Officer Supplies** **\$700**

This account is used by the School Resource Officer to pay for any pamphlets, programs or supplies.

**Vehicle Fuel Expense** **\$44,000**

This account funds gasoline for all Police Vehicles.

**K-9 Program** **\$4,000**

This account funds the cost of food, Veterinarian expenses, equipment and certifications associated with the K-9 Program as well as Health Insurance on the K-9. Increase reflects the cost of dog food and Veterinarian costs.

**Debt Card Fees**

Fee covers costs for CALE Pay and Display Credit Card Usage. Please note that this was transferred to the Parking Enforcement Budget.

**Animal Impound Expense** **\$1,000**

Pays for Veterinarian services for any injured animal that we impound. We recently reached an Agreement with the Scarborough Animal Hospital that significantly reduces the amount we have been paying for this service. This amount should be adequate going forward. Decrease is reflective of actual amount spent over last several budgets.

### **PARKING ENFORCEMENT**

The Parking Enforcement Support Services Division is responsible for all functions that support the Patrol and Criminal Investigation Division of the Police Department. This Department includes the Court Officer, Reserve Officers and Parking Enforcement.

**Part Time Employee Wage Expense** **\$20,350**

This account funds the salary for one Part Time Parking Supervisor.

**Seasonal Employee Wage Expense** **\$68,000**

This account funds wages for twelve (12) seasonal Parking Enforcement Personnel.

**Seasonal Overtime** **\$ 1,000**

Funds any potential overtime for Parking Enforcement Personnel.

Wage Expense of \$17,000 (23.83%) increase reflects a \$2.50 hourly increase for all Parking Enforcement Personnel and \$1.00 increase for Parking Enforcement Supervisor.

**Clothing Allowance Expense** **\$ 750**

This account funds clothing (hats jackets, shirts, etc.) for Parking Personnel.

**Service Contract Expense** **\$ 20,000**

This account funds our CALE Parking Pay and Display Server Fees. New Citation Management System – automated hand held parking ticket system that will look up registrations with the DMV and interface with IMC System. This will be approximately \$16,000 based on average parking revenue.

**Operating Equipment Repair Expense** **\$ 2,500**

This account funds the cost of repairs and parts for parking meters, and CALE Parking Kiosks. The increase requested is to cover the cost of developing a parts inventory for repair of Pay Stations.

**Administrative/Office Equipment – Non Capital** **\$ 0**

**Operational Supplies – Equipment – Non Capital** **\$12,000**

This account funds batteries and other supplies for Parking Meters; Signage needed for Parking Meters or Pay & Display Kiosk Operations The increase is due to four (4) new hand held equipment for Parking Tickets.

**Printing and Copying Expense** **\$ 4,500**

This fund covers the cost printing parking tickets. CALE Pay Station Receipt Paper and Envelopes are needed for sending out ticket notices. There is a \$2,000 minimum purchase requirement for CALE Receipt Paper. We order 10,000 Parking Tickets at a cot of approximately \$2,300.

**Vehicle Fuel Expense** **\$1,000**

This account funds fuel for the Parking Enforcement Vehicle. The increase is to cover the cost of additional Patrols.

**Debit Card Fees** **\$28,000**

This account funs the Bank Fees incurred by the Town when someone uses a debit or credit card to pay for parking at one of the CALE Parking Kiosks. Increase is based on the amount spent last season and anticipated increases this season.

Revisit:

The two items to be revisited were:

**Revisit Scarborough Dispatch Supervisor Position  
Position of addition of Police Department Officer**

CIP:

The Police Department has requested the following CIP requests:

<b>1 Police Cruiser and Equipment</b>	<b>\$65,000</b>
<b>15 Body Cameras</b>	<b>20,000</b>
<b>Internal Camera Replacement</b>	<b>40,000</b>
<b>Four Pay and Display Stations</b>	<b>40,000</b>
<b>Carport</b>	<b>41,500</b>
<b>Parking Enforcement Vehicle</b>	<b>28,000</b>
<b>Riot Gear</b>	<b>10,500</b>

**Total of \$245,000.**

The one item to be revisited:

**Riot Gear.**

**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 Meeting of April 14, 2020.**

**V. Louise Reid**