

**TOWN OF OLD ORCHARD BEACH
TOWN HALL CHAMBERS
TOWN COUNCILWORKSHOP
Thursday, April 23, 2020**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, April 23, 2020. Chair Thornton opened the meeting at 6:32 p.m.

The following were in attendance:

**Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Finance Director Diana Asanza
Public Works Director Joseph Cooper
Recreation Director Jason Webber**

Absent: Chair Joseph Thornton
Vice Chair Shawn O'Neill

It should be noted that

DUE TO COVID-19, THE PUBLIC WILL NOT BE ABLE TO ATTEND THIS MEETING IN PERSON. THEY COULD WATCH THE MEETING ON SPECTRUM 1301, OR GO ON-LINE TO WWW.OOBMAINE.COM AND CLICK ON "MEETING VIDEOS" AND WATCH THE MEETING LIVE, AND IT WILL BE ARCHIVED TO WATCH AT A FUTURE DATE.

The Budget Workshop this evening will focus on Public Works, Conservation, Memorial Park, CIP, Recreation and CIP, York County Tax Assessment, Contingency Expense, Street Lights Expense, Solid Waste Expense, and CIP.

Councilor Michael Tousignant acted as Acting Chair.

RECREATION

Administration

The administrative division prepares and manages the Department; program and operating budgets; recruits and trains regular, part-time and voluntary personnel; establishes and advises Department special interest associations; and assists quasi-public organizations in the delivery of recreation services. The division is responsible for securing and administering Federal, State and City funds for recreation capital improvements; scholarships; comprehensive department planning; and helps with other town parks and recreation facilities. The Department as a whole works cooperatively with most of the other departments within the town, including the school department, library and private organizations to stretch resources, deliver services, and provide support to achieve the quality services that the citizens of Old Orchard Beach have come to expect.

Recreation Division

We strive to provide programs that will meet the leisure needs of the citizens of Old Orchard Beach. The Department focuses on offering a variety of programs to serve the various individual populations within the community – pre-school, youth, teens, and adults. We strive to provide all programs in a financially sound and responsible manner. The Recreation Department will continue to be guided by a cost-of-service principle with regard to our rates, fees, and charges. We are committed to continuing improvements in all programs, and will provide value to our participants. Through our collaborating efforts with area communities our youth are able to compete in various sports programs: Football, Soccer, Cheering, and Basketball. This division assists many special interest groups with delivery of services. Hundreds of volunteers along with the business community and civic organizations greatly enhance our ability to serve Old Orchard Beach citizens by contributing thousands of dollars and countless volunteer hours in the delivery of recreation programs. We continue to strive for customer service excellence in order to keep pace with the changing needs and interests of our citizens in their leisure pursuits.

Child Care Division

One of the most successful areas in our department is our Gull Care After School Program. Our Vision has been, and always will be, to provide programs that meet and exceed State of Maine Child Care Center Regulations. As a Recreation Department we are not obligated to meet such high regulations but we do so to provide quality care for our students and families. Child care opportunities provide include: School Vacation Camps, Teacher Workshop Days, Early Release Days, Summer Day Camp, and Gull Challenge Day Camp.

Senior Division

The 50 Plus Program will serve the community as a progressive leader in quality recreation, leisure, and learning activities for active adults .In an attempt to better understand what our 50 +/- group needs from our department we have organized an activity group that meets monthly to generate program ideas. The 14 passenger bus is a critical resource to this group, which allows us to expand program offerings.

Community Events Division

Some of the major community events we coordinate, or assist in are: Concerts in the Park, Egg-stravaganza, Christmas by the Sea, Jimmy the Greeks Frozen 4 miler, Christopher Cash Race, High School Basketball Tournament, Frist Night, Winter Carnival, Memorial Day Parade, Ironman Triathlon.

Line Item Justifications for 20171 Recreation Department Expense

<u>20171 50101 - Department Head Salary (1)</u>	<u>\$ 71,621</u>
<u>20171 50106 - Full – Time Employee Wages (2)</u>	<u>\$111,490</u>

The Recreation Director spoke of the valuable staff that serves the community at all times, from home and from the place of business.

20171 50121 – Annual Stipend \$11,000

We follow the State Regulations for Childcare Facilities and childcare services. In doing so, we have to provide a lead teacher which our Assistant Director has the education background to fill this role.

20171 50251 - Conference / Training \$ 3,400

- 1.) MRPA Fall Conference
 - a. 4 Staff members – Total \$300
- 2.) MRPA Annual Conference
 - a. 4 Staff - Total \$600
- 3.) Northern New England Recreation & Parks Conference
 - a. 3 Staff - Total \$1,000
- 4.) National Parks and Recreation Conference –
 - a. 2 Staff – total \$1,500

This is an important area as training keeps the staff current on policies and program.

20171 50252 - Travel / Food / Lodging \$ 3,500

- 1.) Mileage: Total department mileage for the year 4,000 miles at \$ 0.48 per mile
 - a. Total \$2,000
- 2.) Lodging and food for conference and training
 - a. \$1,500

20171 50256 - Dues / Memberships / Licenses \$ 450

- 1.) National Parks and Recreation Association - \$150
- 2.) Maine Parks and Recreation Association Agency - \$175
 - a. (3) at Professional \$45 = \$135
 - b. (1) Associate \$30
 - c. (1) Citizen/Board for the elected chair of the Recreation Board \$10
(becoming a agency member we can add people for only \$15 per person)
- 3.) Southern Maine Association of Recreation Technicians (SMART)
 - a. (4) at \$25 per person = \$100

- Sam Club Membership
- b. \$25

20171 50310 - Service Contracts \$11,990

This accounts funds the following:

- 1.) Water Company – Due to no water fountain in our area
 - a. About \$62.50 per month - \$750
- 2.) Cintas First Aid and Safety - \$1,000

- 3.) Recreation software and on-line module
 - a. Website - \$1000
 - b. Cloud - \$150
 - c. Online registration - \$500
 - d. Management Software \$1,400
 - e. Advanced Activity - \$700

Total \$3,750

- 4.) Commercial Cleaning
 - a. Once a week disinfectant and Cleaning of our Recreation Offices and multi-purpose room
 - i. \$120 Per Cleaning - \$6,240

20171 50312 - Recreation Scholarships \$ 10,000

We have had an unprecedented number of people request assistance. Times are hard for many people in our community and as the demographics show, these are the people that are in need of our services.

20171 50320 - Advertising \$ 2,000

This account includes the cost for printing and advertising in our local papers and brochures

- 1.) Summer/Fall Brochure
- 2.) Winter/Spring
- 3.) Newspapers
 - a. Special events
 - b. Skatepark Bids
 - c. Part-Time advertising

20171 50402 - Phone / Cellular / \$ 4,400

- 1.) Cell Phone total: \$3,000
 - a. Director - \$ 900
 - b. Asst. Director - \$ 900
 - c. (2) programmers - \$ 1,200

3) Phone hardware Repairs/Replacement

20171 50404 - Networking/Internet \$ 900

20171 50453 - Vehicle Repair / Tires / Oil \$ 2,000

This account includes the cost of basic maintenance, Oil Change, Inspection, Registration, tire rotation.

20171 50500 - Admin / Office Supply / Equipment \$ 1,500

This account includes the cost of general office supplies including ink and masters for the duplicating machine, writing implements, staples, paper clips, envelopes, laminating supplies, binders, folders, etc.

20171 50501 - Operation Supplies **\$ 2,000**

This account includes the cost of janitorial supplies such as paper towels, cleaning fluids, toilet paper, etc. for the office.

20171 50502 – Printing & Copying Expense **\$3,000**

20171 50509 - Other Facilities Maintenance **\$ 5,000**

New Flooring

20171 50510 - Vehicle Fuel **\$ 3,000**

The account includes the cost of gas for Recreation two buses.

20171 50520 - Special Events / Community Events **\$10,000**

Although the town is funding only two special events the department is still doing multiple events. 5 Concerts in Memorial Park 3

Concerts at the Ball Park

Concerts in the park	\$9,000
Egg-Stravaganza	\$1,000

It should be noted that the final determination for consideration is that the Recreation Department budget was \$258,031, an increase of \$8,189 or 3.28% increase.

The Wage Line expense increased \$2,474 (1.3%) which reflects a 3% COLA for non-union employees. Conferences and Trailing and Travel/Food/Mileage expense was increased to \$750 or 12.2% which reflects additional training for staff and increase in employee mileage and meal reimbursements. Phone/Cellular expense increased \$1,576 or 50.4% which reflected an increase in employee cell phone reimbursement. It was noted that each staff person uses their personal cell phone on a constant business and since many are involved in Child Care operations there are many calls related to that part of the business. It was described as a “lifeline” to the Recreation Department. The Networking/Internet Expense increased \$780 or 86.67% reflecting an increase in the monthly fee. Again this service is vital to the operation of the Department.

Public Works

50101 Dept. Head Salary **Dept. Recommendation: \$81,947**
 This account funds only the Director of Public Works position.

50106 Full-time Employee Wages **Dept. Recommendation: \$584,666**

This account funds all eleven union employees and the non-union Admin. Ops Mgr. 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.

Public Works is stretched thin, the MS-4 requirements, work in the Goosefare Brook along with regular construction projects is requiring additional positions and personnel. We have fixed positions assigned to the Beach, Vector Truck, and Sweeper. We need the ability to continue with the construction projects while also answer phone calls for residential service.

The total wages also include 3 additional positions as stated below:

Hire new positons

- Operator 1-(2 positions)
- Supervisor Collection Systems

50108 Seasonal Wages

Dept. Recommendation: \$70,000

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 a section of the beach each morning, 7 days a week, in coordination with our two full-time beach maintenance personnel. This operation has been very successful in the past years. DPW will mow and maintain Milliken Street parking lot, traffic islands, Atlantic Courts, and Old Orchard Street Park.

❖ Beach Cleaners

Memorial Day until Labor Day 8 people x 14 weeks x \$168 /Week = \$18,816

Pre-season (2 weeks prior to Memorial Day) 2 people x 2 weeks x \$168/wk. = \$672

❖ Summer/Fall Seasonal (2 Employees 40 hours per week \$15 hourly)

May 1st until October 30th = \$36,000

Winter Seasonal (1 Employee 40 hours per week \$15 hourly)

January 1st until March 31st = \$13,800

50110 Construction Overtime

Dept. Recommendation: \$29,000

During construction season (April through November), 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: \$92,000

Additional tasks and requirements for special events, additional acceptance of roads is going to lengthen plow routes and the time it takes to clear them.

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. *Additional tasks and requirements for special events, additional acceptance of roads is going to lengthen plow routes and the time it takes to clear them.*

**50112 Standby Wages 10 hours on call, 7 hours standby
Dept. 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 week day 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.

50121 Tool Allowance Annual Stipend Expense Dept. Recommendation: \$900

50123 Car Allowance Dept. Recommendation: \$0

If vehicle is approved in FY 21 CIP car allowance will no longer be needed.

50230 Clothing Allowance (Contractual) Dept. Recommendation: \$8,400

\$700 x 14 employees (includes 3 new hires requested) and \$1,000 for Office Staff and Volunteers

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 boots, solid colored sweatshirts, solid color long or short sleeve t-shirts, blue jeans and "dickeys type" jacket. The Town will provide seven hundred dollars (\$700.00) for this fiscal year for the purchase of the above mentioned uniforms. Maintenance and care of the uniforms will be at the expense of the employees. This item also includes shirts for office staff and volunteers.

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

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 administration training. Education among the workforce is encouraged.

50252 Travel/Food/Lodging Dept. Recommendation: \$2,000

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 Administrative Operations 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.

50300 Professional Engineering Services

Dept. Recommendation: \$86,750

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 \$40,000
GIS sewer/drainage \$10,000 + \$5,000 for catch basin mapping = \$15,000
Cumberland County Soil/Cons. (ISWG-MS4 Yearly Fee) \$13,500

50310 Service Contracts

Dept. Recommendation: \$26,200

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.

- ❖ Maine Oxy – tank rentals \$2,000
- ❖ WB Mason – Water \$800
- ❖ Cintas – First Aid Supplies \$1,100
- ❖ Open & Close Restrooms/Shower \$3,000
- ❖ All Data – Fleet Management Software \$1,500
- ❖ Adams & Fogg – Annual Tank Inspection - \$400
- ❖ Action Security \$300
- ❖ I-Worqs Fleet Mgmt System \$1,700
- ❖ I-Worqs Work Order Mgmt System NEW \$5,900

This is new for FY 21 to manage work orders for paving, sewer, stormwater, signs, beach, etc. This system will also integrate with the other IWork application used by Code Enforcement, Fire and Police as well as the Town's GIS system hosted by CAI.

- ❖ Office Cleaning – Spring/Summer – wkly, Fall/Winter – bi-wkly - \$7,000
- ❖ Winter – 3rd party snow plowing contract \$2,500

50318 Seasonal Downtown Maintenance

Dept. Recommendation: \$221,500

- Defining Lines – dba Enviro Solutions

This accounts for the daily removal of trash and cleaning (sweeping and pressure washing) in the downtown area, and emptying of trash barrels at boardwalk entrances. Pizza bins will be emptied when 2/3 full. Once daily removal of waste and litter, including cigarette butts will be picked up at the Memorial Park gazebo area. The bench seats in the gazebo and the chess seats and tables in Memorial Park will be washed once a day. Daily cleaning of public restrooms, including the potable restroom currently located on Union Ave.

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 including Plover information cards for public handout,

advertising of holiday trash pickup schedule, and misc. advertisement costs including special announcements of interest to the entire community. We also use our website to the greatest extent possible.

50336 Equipment Rental **Dept. Recommendation: \$9,300**

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.

❖	Seasonal Equipment Rental	\$ 5,000
❖	Transfer Station – Excavator	\$ 2,000
❖	Blow Brothers – (5) Winter Porta Potties	\$ 2,300

50346 Property Damage **Dept. Recommendation: \$2,000**

This account funds small property damage which includes mailbox replacements, minor fence repairs, retaining walls, and damage done to property by town equipment. *Larger claims are submitted to the Finance Director to be reviewed by our insurance company.*

50400 Electricity **Dept. Recommendation: \$23,500**

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

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

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

50402 Phone/Cellular/Paging **Dept. Recommendation: \$6,100**

The amount for entire years is as follows.

❖	Att First Net 2 phones:	
•	On-Call DPW Cell and DPW Director	\$ 975
❖	Union employees (12 @ \$360/yr.)	\$ 4,320
❖	Fuel System Pager - American Messaging	\$ 305
❖	NTT Phone Repair/Hardware	\$ 500

50404 Networking/Internet/Cable **Dept. Recommendation: \$7,500**

❖	ATT First Net – 2 Ipads	\$ 980
❖	Spectrum Internet	\$ 3,420
	Sign Shop \$85	
	PW Internet & TV \$200	
	○ ATT Fleet Tracking – increased from 5 to 9 GPS devices \$192 monthly \$2,300	
	○ Consolidated Communications – DSL Internet service for PRI	
	○ phone system \$800	

50405 Heating Fuel

Dept. Recommendation: \$15,000

This account funds heating oil and propane for the buildings at DPW, Salt and Sand, and the Transfer Station

50450 Building Repair/Maintenance

Dept. Recommendation: \$10,500

This account funds the costs of all building repairs and maintenance for DPW, Salt/Sand Shed, Transfer Station, and Restrooms.

50452 Operating Equipment/Vehicle Tires & Oil Repair Dept. Recommendation: \$200,000

This account funds repair of all small and large equipment that is used in the shop or in the field. 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. *Aging fleet of Vehicles and the amount of proprietary electronic software is adding to the costs of repairs.* The increase is due to the overhaul of the 2010 John Deere Front End Loader of approximately \$30,000 and truck undercoat application for 5 vehicles \$20,000.

50455 Electrical Repairs

Dept. Recommendation: \$15,000

This account funds maintenance as well as repair/replacement of the decorative town street lights and parking lot lights. DPW, Transfer Station, Salt and Sand Shed, Municipal Bathrooms, and Memorial Park would also have electrical repairs that would be paid out of this account, as needed.

50500 Admin/Office Supplies/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: \$40,000

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: 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.
- ❖ Odorite: Trash Lines, Gloves, Towels, etc...
- ❖ Fastenal: Vending Machine supplies

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. 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: \$49,000

This account funds all materials for small stormwater and sewer projects. 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, Transfer Station and on West Grand, during the off-season.

❖	Technician	\$32,000
❖	Household Hazardous Waste Fees	\$ 6,000
❖	Portable Restrooms-	\$ 2,500
❖	Other Sewer Repairs	\$ 8,500

50510 Vehicle Fuel

Dept. Recommendation: \$45,000

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; the mechanic will measure the fuel in the tanks and the admin. operations mgr. will process the detailed reports on a monthly basis for the Finance Director.

50511 Grounds Improvements

Dept. Recommendation: \$53,000

Additional events on Town property is causing increase wear and tear to facilities. Activities during the year are increasing becoming a more frequent need of DPW assistance. 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.

TREES/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. 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. *Additional events on Town Property is causing increase wear and tear to facilities.*

50515 Road Salt

Dept. Recommendation: \$78,000

This account funds road salt for winter operations. Road salt is the 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).

The budget items that were addressed included Employee wages which increased \$3,623 or (0.6%) which reflected a 3% COLA for non-union employees, members of AFSCME Union remaining at Fy20 wages until the contract that expires in June of 2020 is settled.

The Car Allowance Expense decreased \$3,500 or (-100%) because of the CIP request for a truck for the Public Works Director. The Town Manager noted that most municipalities provide a vehicle for the Pubic Work Director.

Professional Engineering Expense increased \$11,750 or (15.7%) reflecting the increase in MS4 engineering work to update the Stormwater Management Plan and illicit Discharge Detection Plan by October 1, 2020, and additional GIS Stormwater & Sewer updates. Wright Pierce had recommended use of more services this past year.

Service Contract Expense increased \$7,500 or 40.11% reflecting the purchase of a new Work Order Management System through iWorQs, and a 3rd party snow plowing contract. The iWorkQs System will integrate with the current programs the Town utilizes for fleet management and permitting and business license programs, as well as the Town's GIS system hosted by CAI.

Beach Cleaning Expense increased \$6,500 or 3% reflecting the new three year contract approved October 1 2019 with Defining Lines dba/Enviro Solutions Inc for downtown seasonal maintenance.

Operating Equipment Repair Expense increased \$50,000 or 33.33% which was reflective of the overhaul of the 2010 John Deere Front End Loader in the amount of \$30,000 and undercoat application for \$20,000. Rust is the key issue here. The clear coat is a way of extending the use-ability of the equipment.

Operating Supplies/Equipment Expense increased by \$5,000 or 14.29% which reflected the prior year and current year actual expenses including purchasing of manuals and supplies.

Sewer Maintenance/Improvement expense increased \$7,000 or 16.67% reflecting the cost of the increase for the Tri Community Camera shared with Biddeford and Saco.

STORMWATER

Description	Dept. Request	Finance Committee	Town Mgr.
Old Orchard Culvert Replacement:	\$300,000	\$300,000	\$250,000
<u>Outfall Cleaning</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total	\$350,000	\$350,000	\$300,000

It was noted that this is an areas which may need to be readdressed during the budget process. State funding also comes into consideration here. The consideration of additional two positions and a Supervisor positions was also discussed which related back to salary considerations but this was a revisit item.

SIDEWALK IMPROVEMENTS

Description	Dept. Request	Finance Committee	Town Mgr.
Old Orchard Street (Square)	\$200,000		
Wild Dues Way (Dirigo to Ross Road.)	\$430,000		
Portland Avenue	\$105,000		
Staples (Saco to First)	\$140,000		\$140,000
Various		\$400,000	
Total	\$ 875,000	\$400,000	\$140,000

In connection with the Staples (Saco Avenue to First Street) there as a lengthy conversation including pedestrian traffic and activities and the safety issue as well. The Dunegrass residents concerns were also noted and taken into consideration. Discussion also was about completing the project from a financial issue to extending it over a longer period or time. Some consideration as also given to a possible Stimulus package that may be coming out from the State or Federal Government. Consideration was also discussed about our staff doing the work as compared to other contractual arrangements.

ROAD MAINTENANCE

Description	Dept. Request	Finance Committee	Town Mgr.
Seacliff	\$16,500		
Ross Road	\$43,000		
Park Avenue	\$47,000		
Cleaves	\$14,000		
Aldine	\$15,000		
Pantoine	\$38,500		
Cookman (Somerset to End)	\$60,000		
Pavia (West Grand – Beach)	\$12,000		
Atlantic (Washington – 3 rd St.)	\$33,000		

ROAD MAINTENANCE (Continued)

Description	Dept. Request	Finance Committee	Town Mgr.
Fern Park	\$21,000		
Connecticut (W. Grant – Casco)	\$24,500		
Portland (Walnut – Condo)	\$37,000		
Dube (East Grand – Beach)	\$ 7,500		
Reggio Avenue (W. Grand – Beach)	\$16,000		
Rock Crushing	\$30,000		
Washington Avenue CBDG		\$500,000	\$500,000
Various		\$415,000	\$400,000
Connecticut (West Grand/ asco)	\$24,500		
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	\$415,000	\$915,000	\$900,000

The Washington Avenue CBDG will go to the Voters in July for approval or disapproval.

SEWER

Description	Dept. Request	Finance Committee	Town Mgr.
Lawn Avenue (400 ft. new)	\$120,000		\$120,000
Walden	\$ 50,000		\$ 50,000
Shady Lane (Saco/End)	\$ 70,000		\$ 70,000
Miscellaneous – Various		\$240,000	
	<hr/>		
Total	\$240,000	\$240,000	\$240,000

Revisits for the Public Works Department included the following:

Position for two employees plus a supervisor to handle stormwater issues. This would permit leaning of the basins twice a year and cleaning of the ditches more often to eliminate grit, and allow revegetation.

PUBLIC WORKS EQUIPMENT

Description	Dept. Request	Finance Committee	Town Mgr.
½ Ton Truck	\$30,000	\$30,000	\$30,000
Two Hydraulic Sanders for Truck # 12 and #15	\$24,000		\$24,000
Total	\$54,000	\$30,000	\$54,000

Special attention was given to the purchase of the two hydraulic sanders for the trucks.

EQUIPMENT FOR LEASE PURCHASE

Description	Dept. Request ANNUAL PAYMENT	Finance Committee ANNUAL PAYMENT	Town Mgr. ANNUAL PAYMENT
Skid Steer	\$21,600	\$21,600	\$21,600
1 Ton Truck with Plow Package (Truck 9)	\$16,800	\$16,800	\$16,800
Total	\$38,400	\$38,400	\$38,400

Need to replace a 2007 old truck where floor boards have gone and there is enormous rust and rotting out. It is on its final use.

Conservation Commission

20173-50251 Conferences/Training Expense	\$400
Training as available for trail development, marsh preservation and water quality testing	
20173-50256 Dues/Membership/Licenses Expense	\$200
MEACC membership dues	
20173-50300 Professional Engineering Expense	\$7,000
Surface water Testing by others:	\$2,000
Invasive Species Eradication (Phragmites removal)	\$5,000
20173-50511 Grounds Maintenance Improvements Expense	\$5,300
Re-planting in marshes. Cooperative program with OOB Schools	\$5,300

Conservation Commission's budget was \$12,900 with no increase. The Conservation Commission continues the efforts of surface water testing and invasive species eradication

The Commission also continues the cooperative program with the RSU or re-planting marshes.

MEMORIAL PARK:

50108 Seasonal Wages **Dept. Recommendation: \$20,000**

This account funds the wages for any seasonal workers during the summer park months
1 x 40 hours x \$15 x 20weeks
1 x 15 hours x \$15 x 30 weeks

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: \$26,485**

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.

* Defining Lines (Mowing/Aeration/Weed)	\$10,880 (32 mowing's @
\$340.00) + \$3500 Aeration & Weeding	
* Mainly Grass- fertilization	\$ 3,000
* Playground inspection	\$ 385
* Irrigation Doctor – sprinkler system	\$ 3,000
- Turn on system, head replacement and leaks throughout year	
* Playground parts	\$ 2,400
* Defining Lines (edging)	\$ 2,400
* Defining Lines (Weed Control 3 applications @ \$285	\$ 920

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.

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.

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.

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.

Plantings/Trees	
Tree replacement (4 Est)	\$2,100
Annual/Perennial Plants	\$2,900
Maintain Petanque Courts	\$400
Walkways (edging & stone dust)	\$1,600
TOTAL	\$7,000

Total Budget \$ 66,735

Seasonal wages increased \$5,000 (33.33%) reflecting the increase in number of hours for seasonal employees.

It was noted by Mike Dickenson and Mary Beth Robillard that recognizing the enormous budget demands that they would do limited funding requests this year. Recommendations were made and the Council appreciated the understanding of the Committee.

CIP:

For the year FY21 the Public Works Director is asking for the following:

Old Orchard Culvert Replacement	\$300,000
Outfall Cleaning	50,000

For a total of \$350,000. During FY22 and beyond you will see Stormwater projects ongoing for individual streets/roads.

As far as Sidewalks for FY21 there are the following recommendations.

Old Orchard Street (Square)	\$200,000
Wild Dunes Way (Dirgo to Ross Road)	430,000
33 Portland Avenue	105,000
Staples (Saco to First)	140,000

This amounts to \$875,000 with other streets included FY22 and beyond.

Solid Waste Expense

The budget this year is \$785,000, an increase of \$48,000 of a 6.51% increase.

Waste Water Tipping Disposal Expense increased \$5,000 or 1.6% reflective of the two year Contract Amendment dated January 17, 2020 and Waste Collection Expense increased \$48,000 of 10.2% reflecting the two year Contract Amendment dated January 17, 2020.

Street Light Expense

Street Light Expense will not increase and stands at \$240,000 the same as 2020.

York County Tax Assessment

The budget is at \$938,078, an increase of \$27,078 or a 2.97% increase.

Contingency Expense

Contingency expense if at \$150,000 with no increase.

The Workshop ended at 8:13 p.m.

Revisits

The following need to be revisited:

Hi – Here are the revisits for Public Works:

Adding five more fleet trackers

One new position

Sidewalk CIP – Staples Street

Culvert – estimated price to have contractor line it (Ted Berry) instead of replacing it.

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 eighteen (18) pages is a copy of the original Minutes of the Town Council Workshop of April 23, 2020.

V. Louise Reid