

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Tuesday, April 24, 2019
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, April 24, 2019. Chair Thornton opened the meeting at 6:35 p.m.

The following were in attendance:

**Chair Joseph Thornton
Vice Chair Shawn O'Neill
Councilor Kenneth Blow
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Mary Beth Robillard – Memorial Park
Kimbark Smith – Conservation Commission
Joseph Cooper – Public Works Director
Jason Webber – Recreation Director**

Absent: Councilor Jay Kelley
Councilor Michael Tousignant

The Town Council Workshop this evening will consider the following:

Recreation, Conservation, Memorial Park, Public Works, CIP, York County Tax Assessment, Contingency Expense, Street Lights Expense, Solid Waste Expense and CIP.

RECREATION DEPARTMENT

Full time wages and stipends increased \$12,090 or 6.7%. The increase included a 3% FY20 COLA and previously authorized FY19 wage adjustments. Service Contracts Expense increased \$1,680 or 16.7% due to a per-cleaning increase contractor cost. The Internet Expense decreased (\$500) or (-35%) to reflect the actual cost. Vehicle Repair Expense increased \$400 or 25% to reflect actual expenses. The Special Events Expense increased \$500 or 5.3% to pay for the cost of performers at the Summer Concert series. The Recreation Budget is up \$14,135 or 6%.

The Assistant Town Manager spoke during the discussion regarding a CIP recommendation that there be purchased a new bus for the Recreation Department. She indicated that at a luncheon today with twenty five 50+ Club members they implored her to speak on their behalf and request consideration for a new bus. They get rained on every time they use the bus and in addition it is not safe. The schedule

for the Recreation Department is impressive and there is such support for their programming throughout the entire community that many are asking for serious consideration for this purchase. The current bus is a 2005 with a leaky engine, no air conditioning. The approximate cost for a new 14 passenger bus would be approximately \$65,000. There is the possibility of a trade in amount on the 2005 bus and that is being looked into.

CONSERVATION COMMISSION

The Conservation budget remained the same at \$12,900 with no increase in any line. The major priorities for the FY20 budget are a re-planting program in the marshes (\$5,000) in conjunction with the Old Orchard Beach Schools, continue program to remove invasive species from salt water marshes (\$5,000) and surface water testing to document water quality \$2,000.) The Conservation Budget is down \$300 or (-2.3%). Kimbark Smith, Chair of the Conservation Commission gave an exciting report of projects being done by the Commission and also the working closely with the school children which has been exciting and productive with all. He talked about the Butterfly Garden being planted in May and the replacement of phragmites plants. The total amount of the Conservation Commission budget is \$13,440 which also includes the maintenance of the trail entrances and the kiosks. There is proposed kiosks signage for four new locations. There was little change in the Parks Maintenance budget with an actual decrease of \$300 (-2.3%). Major priorities are a re-planting program in the marshes in conjunction with the schools as noted above in conjunction with the schools, continued program to remove invasive species from salt water marshes, and surface water testing to document water quality.

MEMORIAL PARK – PARK MAINTENANCE

The only change in the overall budget for Park Maintenance is \$600 for seasonal wages. This is an increase of \$600 or a 1% increase. Wage remains at \$15 hourly – seasonal employees. There is a \$1,000 recommendation from the Park Committee for property damage due to vandalism, wear and tear, or other acts of nature. Larger vandalism to the Public Restrooms, light fixtures and other larger costs are coordinated with the Public Works Department. There was \$2,000 appropriated for electrical repairs (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. The Operating Account funds a variety of supplies related to the Park, Playground, Basketball Courts, Tennis Courts Nets, Flags and Dog Park Bench's and Shelter. It should be noted that the Grounds Improvements funds materials and supplies needed to maintain the Parks as well as plants and tree replacement. The Memorial Park Committee, in conjunction with the DPW will fund and supervise the purchasing, planting and nurturing of the planting areas at Memorial Park, Town Hall, entrance from the Turnpike and various planting areas at the end of Old Orchard Street. Small trees, 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. It should be noted that the Memorial Park Committee will also purchase, plant and nurture the tree plantings through the Town, in the parks as well as the

Street Trees. DPW will continue to fund the removal of dangerous street trees and will assist with the equipment/labor for installing the new trees. DPW will also continue to do tree trimming as it relates to site distance and snow plow routes. The \$7,000 was designated to cover tree replacement, annual perennial plants, maintain Petanque Courts and Walkways including edging and stone dust.

It should be noted that the wage line funds all eleven Union employees and the Non-Union Office Manager position. 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.

Mary Beth Robillard, Chair of the Commission, gave an exciting report on the work that is being done at the Park. Again, the Service Contracts in the amount of \$26,485 include Defining Lines, Gras fertilization, playground parts, irrigation and sprinkler system considerations, etc. It is anticipated that the major work on the Park will begin after Labor Day including nice walkways, pathways, steel signage, flowers, and a water table and also with medallions.

PUBLIC WORKS DEPARTMENT:

The Department Head and Full Time Wages increased by \$14,493 or 2.4% to reflect a 3% COLA for non-union employees and previously approved collective bargaining and FY19 wage adjustments. Seasonal employee expense increased by \$1,260 or a 1.9% increase. This increase was due to the minimum wage increase in January to \$12 per hour. Overtime Wage Expense increased \$2,000 or 1.7% due to previously approved collective bargaining. The Professional and Engineering Services decreased \$4,500 or (-5.7%). Service Contract Expense increased \$5,200 in order to contract with a cleaning service for the office and restrooms. Phone Expense decreased (-16.7) or \$1,110 because the DSL land-line is no longer needed and also a decrease of one cell phone reimbursement. The Internet Expense increased \$1,750 due to one internet connection required for telephone service and one internet server needed to use a sign production program at the sign shop. Heating and Fuel Expense increased \$2,000 due to a 30% increase in the cost of heating fuel. Sewer Maintenance Expense increased \$2,000 or 5% due to additional non-capital sewer repairs. The Road Salt Expense increased \$6,000 or 8.3% due to anticipated price increases. It should be noted the Public Works Budget was up \$28,543 or 1.7%. The Clothing Allowance was decreased \$550 or (-6.67%) per contract - \$700 per member. Employees are required to wear appropriate uniforms while working for the Town. Employees agree that the uniforms will be kept in neat, clean and well maintained appearance. Soiled, worn or torn clothing is not acceptable. Such uniforms shall include appropriate OSHA approved footwear, trousers (jeans that present a workman like appearance are acceptable), shirts (with OOB logos) and jackets (with OOB logos). The Town will provide \$700 per year for the purchase of the above mentioned uniforms. Maintenance and care of the uniforms will be at the expense of the employees.

There was discussion regarding the aging fleet of vehicles and the amount of proprietary electronic software is adding to the cost of repairs. The account

(\$150,000) funds repairs of all small and large equipment that is used in the shop and on the field. This line item also pays for all the normal preventative and routine maintenance such as tires, oil changes, lubrications, plow blades, etc. It also covers emergency for all vehicles and large equipment. Winter operations tend to do the most unexpected damage to the fleet. Including in this line item are plow blades and parts and repairs/replacement of small equipment such as mowers, blowers, chain-saws, etc.

Service Contracts expense included a new office/bathroom cleaning service. This account is at \$14,000 due to a one-time expense of 44,000 for an extended warranty. Still need to pen the bathrooms and the cost is usually around \$1,600 if nothing else is needed. It should be noted that the Professional Engineering Services line was reduced (-\$4,500) or (-5.66%) because we no longer are budgeting the salt marsh level through Stantec. The Public Works Director did request \$13,750 for a new software street scan. Service contracts in the amount of \$19,500 including tank rentals, Poland Springs, Cintas for first aid supplies, fleet management software, office cleaning, annual tank inspections, etc. Defining Lines again is a \$215,000 commitment to the budget as well. It should be noted that equipment rentals changes from season to season including small pumps to excavators. Small DPW projects sometimes require rental of additional equipment of an excavator/dozer. Rental equipment is also used to cover for broken equipment or equipment under repair. Building Repair and Maintenance also includes repairs and maintenance to the Department of Public Works, Sand and Salt Shed, Transfer Station and Restrooms. This line item has also assisted other departments in minor or emergency projects for the Town Hall, Recreation Department, Libby Memorial Library and the Historical Museum.

The Public Works Director also introduced a possible new program of a high-tech scanning project that can exam every street and road. The Massachusetts-based StreetScan company spent several days last year crisscrossing a town with vehicles equipped with radar, global positioning systems and optical devices, measuring road deflection and noting the length and width of cracks. Although not in the budget it was a request of the Public Works Director to possibly consider this program. This gives a town the ability pull up color-coded maps of the Town's roads and allows them to amend the data as repairs are made. Usually a town would have to physically go out to a road and conduct an inspection.

PUBLIC WORKS – CIP

A lengthy discussion continued on the CIP requests for the Public Works Department and for the most part was received positively. Consideration is being given to possible Stormwater upgrades including dry basis bay/Roussim/Morrison, in the amount of \$15,000; catch basin repairs at an amount of \$15,000; outfall cleanings at \$50,000; and stormwater considerations at Balsam Lane, Saco – end at \$139,000; for a total of 4219,000. A request for \$175,000 for sidewalk repairs including Portland Avenue and the North side 800 feet of Old Orchard Street (2). Sewer repairs at a cost of 4399,000 which included Westland Avenue and Carlton Avenue – Saco – Westland. Road Maintenance in the amount of \$428,000 included Saco Avenue (Rt. 5), Miles

(Cascade-Portland Avenue); Longwood Avenue; Portland Avenue – Cascade – Walnut, grind base; Seacliff, Ross Road, Park Avenue, Cleaves Street, Altin Road, and Patoine.

A request for additional Public Works Equipment included lease agreements in effect including a 6 wheel plow/dump; a one ton Plow Truck; ¾ ton Ford 250 Plow Truck; Beach Rake; New Holland Tractor; and an Excavator Tractor.

YORK COUNTY TAX ASSESSMENT

There was a 3% change in this account from \$906,100 to \$933,283.

STREET AND TRAFFIC LIGHT EXPENSE

This account remained the same at a cost of \$242,000 with no increase.

SOLID WASTE EXPENSE

A change in the Waste Tipping Disposal Expense saw an increase of 5.53% to \$315,000. A 1.93% increase in the Waste Collection Expense to the amount of \$422,000. Solid Waste Expense went from \$712,500 to \$737,000. The disposal of waste and tipping expense increased due to a new recycling charge of an estimate \$90 per ton. The Waste Collection Expenses increased \$8,000 based on planned contractual increases for waste pickup.

Estimated Recycling Cost – FY20

600 Tons Material at \$95/ton	\$58,000 (not paid in past)
Contaminated loads charge	5,000
Hauling Silver Bullets	<u>35,000</u>
TOTAL	\$ 97,000

	Estimated Cost Per Ton	\$
\$97,000/600 tons	\$161.66/5on	
Cost for trash removal	\$ 78.50/ton	\$47.100

There will be continued discussion on the use of the containers at the Public Works Department and the possibility of moving these to the Transfer Station. The Silver Bullet has raised some concerns and some issues with their use. Cardboard removal is a positive for the residents. The question of the need to hire an additional employee to cover the Transfer Station is another consideration as well. Waste Tipping and Disposal increased \$16,500 (5.3%); however the increase is more accurately around due to a tipping fee now being assessed for recycled materials that is estimated at \$85 to \$105/ton depending on the market conditions. The FY19 budget included an additional \$50,000 for unknown but anticipated fees for contaminated recycling loads. Those contamination fees are more likely to be around \$5,000. Solid waste expense increased \$24,500 or 3.4%.

CONTINGENCY EXPENSE

There was a 29.41% change in this account from \$170,000 to \$220,000. This was not discussed but will be upon the conclusion of budget discussions when the final budget totals are discussed.

The Workshop ended at 9:00 p.m.

Respectfully Submitted,

V. Louise Reid
Town Council Secretary

I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of six (6) pages is a copy of the original Minutes of the Town Council Workshop of April 24, 2019.

V. Louise Reid