



**TOWN OF OLD ORCHARD BEACH**  
*Office of the Town Manager*

1 Portland Ave, Old Orchard Beach, Maine  
Phone: 207.937.5626 Web: [www.oobmaine.com](http://www.oobmaine.com)

**Regular Town Council Meeting Minutes**  
*Tuesday, December 15<sup>th</sup>, 2020*

I, Jennifer Hayes, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of thirty-five (35) pages is a copy of the original minutes from the regular meeting of the Old Orchard Beach Town Council held on Tuesday, December 15<sup>th</sup>, 2020.

**Prepared by:** Jennifer Hayes  
**Approved by:** Old Orchard Beach Town Council  
**Approval Date:** 01.05.2021

Respectfully Submitted,

Jennifer Hayes  
*Town Council Secretary*

**Town of Old Orchard Beach**  
**Regular Town Council Meeting Minutes**

**Tuesday, December 15<sup>th</sup> 2020 @ 6:30pm**  
**Town Council Chambers**

There was a regular meeting of the Old Orchard Beach Town Council on Tuesday, December 15<sup>th</sup>. The Town Council Chair opened the meeting at 6:31pm.

Following the pledge of allegiance, roll call was taken with the following individuals present:

Chair Shawn O’Neill

Vice-Chair Michael Tousignant

Councilor Jay Kelley

Councilor V. Louise Reid

Town Manager Larry Mead

Town Council Secretary Jen Hayes

*\* not in attendance Councilor Kenneth Blow – excused absence*

**ACKNOWLEDGEMENTS**

Chair O’Neill acknowledged the passing of Stanley Quinlan - Treasurer and Trustee to the Old Orchard Beach Historical Society and parking enforcement officer.

**GOOD & WELFARE**

Chair O’Neill - On behalf of the entire Town Council Council & Staff “Happy & Safe Holidays” to all residents and business owners, their families and friends.

**ACCEPTANCE OF MINUTES**

Accept the regular Town Council Meeting Minutes from Tuesday, December 1<sup>st</sup>, 2020.

**Motioned by:** Councilor Reid

**Seconded by:** Councilor Kelley

**Vote:** 4-0

## **PRESENTATION**

### **Maine Water**

*Presenter: Richard Knowlton – Maine Water (informational flyer attached)*

Mr. Knowlton, President, Maine Water explained before council the new Saco River Drinking Facility Project that has been under construction since mid-2020 and will continue thru 2021 and into 2022. Since the last improvement to Saco River's water plant has not been done since 1936 and the current facility sits amid the Saco River flood zone, the only engineering option was to construct a new, up-to-date treatment facility. Maine Water is requesting support as it approaches the Maine Public Utilities Commission for an alternative rate increase proposal (which is not a typical approach for a public utility that is often afforded to power companies, etc.) The financial scope of the project falls under a "revenue smoothing mechanism or a prefunding approach" in which customers are asked for dollars up front, which in turn will lower the ramp rate costs over the upcoming years (2021-2023).

Councilor Tousignant questioned where the \$53million was coming from to initiate the project. Mr. Knowlton stated that monies was borrowed from mortgage loans and share holder equity and then will turn to the Public Utilities Commission with the proposed plan.

Town Manager Mead questioned the number of years for financing. Mr. Knowlton responded the project will require financing for 30 years, with interest paid down and as depreciation occurs Maine Water will reinvest and refinance.

As proposed, the new rates in July 2021 will be approximately \$5 on a resident's water bill with an approximate 20% increase each year until project completion.

Additional information regarding this project may be found at

<https://www.mainewater.com/construction/current-projects/saco-river-drinking-water-treatment-facility>.



## FAST FACTS

# 40,000

people served in Biddeford, Saco, Old Orchard Beach and Scarborough

# 250

acres of land conservation including public access and a Red Maple Swamp preserve

# 136

years of service from the existing facility, built in 1884

# \$52 million

to design and construct the new facility and launch the next century of service



# SACO RIVER DRINKING WATER TREATMENT FACILITY

## *BUILDING FOR THE NEXT CENTURY OF SERVICE*



Outstanding reliability and service by local water professionals



Average residential bill expected to be about \$1 per day or a penny per gallon after facility completion



Improved efficiency, lower cost of operation and state of the art automation for treatment process control



Project will protect 190+ acres of public access to conservation area and 65 acres of Red Maple Swamp preserve



The Saco River offers well-protected, high quality source water with almost unlimited capacity



Long-term solutions for 4 service communities consistent w/ regional planning efforts

### Infrastructure Investment to Support and Sustain Our Communities

- This facility replaces one built in 1884 and renovated in 1936. Further renovations of the existing plant, located in the flood plain of the Saco River, are not cost effective
- The new facility is designed to last into the next century: improved energy and process efficiencies, reducing operating costs, improved reliability and flood resilient
- The new technologies and efficiencies gained create a more carbon-friendly footprint benefitting the environment and local community

**PUBLIC HEARING – BUSINESS LICENSES & APPROVAL:**

Roger & Mary Tousignant (205-1-29), 36 Portland Ave, one year round rental.

Jason Field D/B/A J.Field Properties, LLC (303-1-1), 1 Morrison Street, Units A&B, 2 year round rentals.

Globerest Capital Real Estate LLP (318-8-6-29), 146 West Grand Ave, #29, one year round rental.

Allison & Cynthia Cox (207-2-13-115), 161 Saco Avenue, #115, one year round rental.

Semper Pie, LLC D/B/A Dominos (206-27-13A), 8 Heath Street, Unit A, Victualers with prep & no alcohol.

*Chair O’Neill opened the Public Hearing @ 6:36pm*

**Discussion:** Councilor Tousignant requested to abstain from the vote concerning the business license for 205-1-29.

*Chair O’Neill closed the Public Hearing @ 6:37pm*

**Vote without 205-1-29**

**Motioned by:** Councilor Kelley

**Seconded by:** Councilor Reid

**Vote:** 4-0

**Vote regarding 205-1-29**

**Motioned by:** Councilor Kelley

**Seconded by:** Councilor Reid

**Vote:** 3-0, *Councilor Tousignant abstained*

**PUBLIC HEARING:**

Shall the Town Council adopt an ordinance amendment directing horse manure containment devices to be attached to all horses riding along the beach during the permitted time frame of Oct 1<sup>st</sup> thru March 31<sup>st</sup>?

Be it hereby ordained, by the Town Council of the Town of Old Orchard Beach, Maine, in Town Council assembled, that section 42-202, Horses and horse-drawn vehicles, of

the Town of Old Orchard Beach Code of Ordinances, Subsection (f) (Regulation of horses on the beach) is amended by adding the underscored language and deleting the strikethrough language, regulating the use of containment devices:  
Sec. 42-202. - Horses and horse-drawn vehicles.

(f) *Regulation of horses on the beach.*

- (1) Horses are allowed on the beach only from October 1 through March 31.
- (2) Except for gaining access to and egress from the beach, horses are allowed only in the intertidal zone (between the mean high tide line and the mean low water line).
- (3) Parking of horse trailers is limited to the Milliken Street Municipal Parking Lot in the Town of Old Orchard Beach and Hurd Park in the Town of Scarborough.
- (4) ~~Any rider or owner who allows a horse to be present on the beach must remove and dispose of animal waste in the same manner as is required for dog feces under section 14-7 of this Code.~~ The owner, operator or driver of horses, or horse-drawn carriages operating on the beach shall be required to attach a containment device to the rear of each and every horse so operated, to be maintained and emptied so that manure is completely contained therein, cannot and does not fall upon any surface while operating under the Permit provided for herein, and is carried away for proper disposal.

*Chair O'Neill opened the Public Hearing @ 6:37pm*

**Discussion:** Town Manager Mead stated that the reason why this item was coming before Town Council was that the Towns of Scarborough and Old Orchard Beach do not have congruence with respect to the ordinance. Since 2009 both towns worked together to permit horses along the shared beach. In 2017, Scarborough instituted an ordinance for the use of manure containment devices. Since then, there has been a noted issue with increased horse traffic along the Old Orchard side of the beach in which horses are leaving manure behind and have not been equipped with manure containment devices.

Chair O'Neill stated that a citizen came to Council reiterating this very issue. He agreed that there must be consistency between the two Towns.

*Chair O'Neill closed the Public Hearing @ 6:40pm*

**Motioned by:** Councilor Tousignant

**Seconded by:** Councilor Reid

**Vote:** 4-0

### **TOWN MANAGER REPORT**

I want to remind our residents that with the winter season upon us the Town will institute **parking bans** as needed during winter storms. Residents should make a point of looking for announcements of parking bans. Parking bans are publicized on all of the major local television outlets, some radio stations, and on the Town's and Police Department's website. In addition anyone can sign up to receive an email notification from the Town. Simply go to the Town's website home page and click on the "Subscribe to News" button to register for these alerts. Off street parking is available during parking bans at the Memorial Park and Milliken Street parking lots and at the Ocean Park Square.

I would also like to encourage residents to help in keeping our neighborhoods safe this winter by **adopting a fire hydrant** and making a point to clear away snow three feet on all sides of the hydrant after each storm. That is the most efficient way to get hydrants clear as soon as possible following snow storms. On my street there are three hydrants and each of them has been informally adopted by a resident. No forms need be filled out so there is no waiting and no red tape involved to adopt your very own hydrant!

January 12 Council has scheduled a workshop to begin work on an ordinance to regulate the retail sale of adult use marijuana.

I participated last week in the public information meeting regarding the traffic and mobility study underway at the half-way intersection. We had over 30 people participate in the zoom meeting with some outstanding input from neighborhood residents who are most impacted by this inadequate intersection. While we are still in the early stages of the study our consultant, Gorrill-Palmer Engineering, has generated a few options to consider, including a four-way signalized intersection, a three-way signalized intersection, and a round-about intersection. All of the potential options are being considered for how they are able to slow down traffic through the intersection, facilitate

entry and exit by vehicles from Temple, Old Salt Rd and Old Orchard Road, eliminate the high crash designation, and promote safe pedestrian and bicycle use of the intersection. There will be further opportunities for public input between now and next summer when the report is finalized. One point that was discussed is that fixing the problem will be expensive and that the preferred proposal will have to compete with other transportation priorities in Southern Maine. As a result realistically it will be 3 to 5 years before the project is implemented. Questions or comments contact Mike Foster at the Planning office.



## **NEW BUSINESS**

### **Agenda Item# 7336**

**Discussion with Action:** Approve the Transfer of the forfeitable items of the Defendant in Rem, or any portion thereof, pursuant to 15 M.R.S.A. Section 5824(3) and Section 5826(6); and accept the seizure money (\$3,165.00 U.S. Currency) should it be awarded by the Courts, Docket No. CR-20-180.

**Background:** *(see attached Transfer of Forfeiture Assets document)*

**Motioned by:** Councilor Kelley

**Seconded by:** Councilor Reid

**Vote:** 4-0

AARON M. FREY  
ATTORNEY GENERAL



STATE OF MAINE  
OFFICE OF THE ATTORNEY GENERAL  
6 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0006

November 17, 2020

REGIONAL OFFICES  
84 HARLOW ST. 2ND FLOOR  
BANGOR, MAINE 04401  
TEL: (207) 941-3070  
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26  
PORTLAND, MAINE 04103  
TEL: (207) 822-0260  
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1  
CARIBOU, MAINE 04736  
TEL: (207) 496-3792  
FAX: (207) 496-3291

TEL: (207) 626-8800  
TTY USERS CALL MAINE RELAY 711

Old Orchard Beach Police Department  
Chief Dana Kelley  
16 East Emerson Cummings Blvd  
Old Orchard Beach, ME 04064

RE: State of Maine vs. Randy Scott Monroe  
York County Unified Criminal Court Doc. No. CR-20-180 - **Criminal Forfeiture**  
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief Kelley:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**

B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;

C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) *In Rem* will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) *In Rem* are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) *In Rem* to a Department, Agency, County or Municipality based upon the "*substantial contribution*" of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) *In Rem* or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or

property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kyle Myska".

Kyle Myska  
Assistant Attorney General

Enclosure

STATE OF MAINE  
York, ss

UNIFIED CRIMINAL COURT  
Docket No. CR-20-180

State of Maine	}	
	}	
v.	}	Municipality of Old Orchard Beach
	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Randy Scott Monroe,	}	
Defendant;	}	
	}	
And	}	
	}	
\$3,165.00 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the municipality of Old Orchard Beach, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, or any portion thereof, on the grounds that the Old Orchard Beach Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Old Orchard Beach, Maine does hereby approve of the transfer of the Defendant(s) in Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Old Orchard Beach municipal legislative body on or about

\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Municipal Officer  
Old Orchard Beach, Maine  
(Impress municipal legislative body seal here)

AARON M. FREY  
ATTORNEY GENERAL



STATE OF MAINE  
OFFICE OF THE ATTORNEY GENERAL  
6 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0006

November 17, 2020

REGIONAL OFFICES  
84 HARLOW ST. 2ND FLOOR  
BANGOR, MAINE 04401  
TEL: (207) 941-3070  
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26  
PORTLAND, MAINE 04103  
TEL: (207) 822-0260  
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1  
CARIBOU, MAINE 04736  
TEL: (207) 496-3792  
FAX: (207) 496-3291

TEL: (207) 626-8800  
TTY USERS CALL MAINE RELAY 711

Old Orchard Beach Police Department  
Chief Dana Kelley  
16 East Emerson Cummings Blvd  
Old Orchard Beach, ME 04064

RE: State of Maine vs. Randy Scott Monroe  
York County Unified Criminal Court Doc. No. CR-20-180 - **Criminal Forfeiture**  
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief Kelley:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**

B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;

C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) *In Rem* will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) *In Rem* are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) *In Rem* to a Department, Agency, County or Municipality based upon the "*substantial contribution*" of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) *In Rem* or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or

property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Kyle Myska  
Assistant Attorney General

Enclosure

STATE OF MAINE  
York, ss

UNIFIED CRIMINAL COURT  
Docket No. CR-20-180

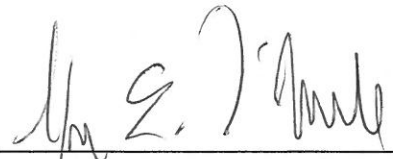
State of Maine	}	
	}	
v.	}	Municipality of Old Orchard Beach
	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Randy Scott Monroe,	}	
Defendant;	}	
	}	
And	}	
	}	
\$3,165.00 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the municipality of Old Orchard Beach, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, or any portion thereof, on the grounds that the Old Orchard Beach Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Old Orchard Beach, Maine does hereby approve of the transfer of the Defendant(s) in Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Old Orchard Beach municipal legislative body on or about

12-15-2020.

Dated: 12/15/2020

  
\_\_\_\_\_  
Municipal Officer  
Old Orchard Beach, Maine  
(Impress municipal legislative body seal here)

## **Agenda Item # 7337**

**Discussion with Action:** Set the Public Hearing date of January 5<sup>th</sup>, 2021 to amend the Old Orchard Beach Code of Ordinance, Section 54-187, by adding a handicap parking space in front of 9 Willow Creek Lane (205-19-41).

**Background:** *(see attached letters of support for parking space)*

**Motioned by:** Councilor Reid

**Seconded by:** Councilor Kelley

**Vote:** 4-0

\



Robert Riley

8 Willow Creek Lane

Old Orchard Beach Maine 04064

(781) 483-3352

Chief of Police Dana Kelley

16 E Emerson Cummings Blvd.

Old Orchard Beach Maine 04064

Chief Kelley

I have a permanent handicap placard. I am requesting a handicap parking space in front of number 9 Willow Creek Lane. Because of the design of the street and parking restrictions, this is the first available spot for one. The neighbor at number 9 Willow Creek Lane has no opposition to this request. The attached letter from him.


A handwritten signature in blue ink, appearing to read "Robert Riley", is written over a solid horizontal line.

John Janeczek  
9 Willow Creek Lane  
Old Orchard Beach Maine 04064

Chief of Police Dana Kelley  
16 E Emerson Cummings Blvd.  
Old Orchard Beach Maine 04064

Chief Kelley

I am the owner of 9 Willow Creek Lane and have no opposition to the handicap parking in front of my home.

  
\_\_\_\_\_

## **Agenda Item # 7338**

**Discussion with Action:** To reappoint the following committee members:

Francis Manduca and Raymond Deleo as regular members of the Design Review Committee, terms to expire 12/31/2022;

Barry Jackman and Cynthia Nye as regular members of the Conservation Commission, terms to expire 12/31/2023;

Reza Namin as a regular member of the Finance Committee, term to expire 12/31/2022;

Marianne Hubert, Linda Mailhot and Winthrop Winch as regular members of the Planning Board, terms to expire 12/31/2022;

Raymond Deleo and Ronald Regis as regular members of the Zoning Board of Appeals, terms to expire 12/31/2023;

Michael Shannon as the citizen member of the Business License Administrative Board, term to expire 12/31/2022;

Melissa Clark as a regular member of the Ballpark Commission, term to expire 12/31/2023;

Anita Anderson as Health Officer, term to expire 12/31/2023.

**Motioned by:** Councilor Kelley

**Seconded by:** Councilor Reid

**Vote:** 4-0

## **Agenda Item # 7339**

**Discussion with Action:** To approve the proposal from Connectivity Point Design and Installation, LLC for new network cabling infrastructure and layout in the Town Hall server room in the amount of \$10,165.22 from account number 51002- 50903 CIP IT Equipment Replacement Account with a balance of \$15,593.28.

**Background:**

The proposed work will improve sound quality within the Council Chambers by hardwiring the projector sound system directly into the server room and Access TV.

**Motioned by:** Councilor Tousignant

**Seconded by:** Councilor Kelley

**Vote:** 4-0



## Town of Old Orchard Beach

---

**Treasurer - Finance Director**  
OOB Town Hall  
1 Portland Avenue  
OOB, ME 04064

**Diana H. Asanza**  
Telephone: (207) 937-5622  
Fax: (207) 937-5722  
Email: [dasanza@oobmaine.com](mailto:dasanza@oobmaine.com)

---

December 8, 2020

TO: Larry S. Mead, Town Manager  
FROM: Diana H. Asanza, Treasurer – Finance Director  
RE: Town Hall Infrastructure Network Cabling - Phase 1

---

Larry,

Attached is the proposal from Connectivity Point Design and Installation, LLC for the complete re-structuring of the network cabling for Town Hall to be completed in six (6) phases. However, at this time I am recommending to complete Phase 1 in FY 21 because there is a funding opportunity and the timing couldn't be better. The cost for **Phase 1 is \$10,165.22** and will be funded through the FY 21 IT Capital Budget. In FY 21 the Police Department body camera server was approved, but since that was replaced under the Town's insurance claim from the lightning strike in July 2020, that left a balance that could be used for this purpose.

Currently there isn't a documented mapping or inventory of the network cables throughout Town Hall for each workstation, copier, printer and phone. This means if network equipment fails it is difficult to figure out which network switch it is connected to or to proactively know what else may be affected without proper mapping. Technical support and troubleshooting is through trial and error, which causes unnecessary down time, delays in service and additional support costs. New structured cabling will allow the Town's IT support team to efficiently troubleshoot, identify and service IT issues. In addition, the current cabling in this building was installed in the 1990's and the MUNIS network cabling was done prior to that in 1988. This is long overdue.

Phase 1 is to completely clean out, and re-design the server room so that the 2<sup>nd</sup> floor location will be the only location in Town Hall for IT equipment. The equipment that is currently in the Code/Planning office will be relocated to the server room. This is a good time to get this done since the new Virtual Server has been received and is being installed.

The remaining Phases 2 – 6 will cost approximately \$25,000 and I would like to recommend this as part of the FY 22 IT Capital Budget.

Respectfully,

*Diana H. Asanza*

## **Agenda Item # 7340**

**Discussion with Action:** To adopt the written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more Town Councilors. This policy allows a designated Town Councilor acting on behalf of the full board of municipal officers to review, approve, and sign Municipal Treasurer's disbursement warrants for payment of State Fees only.

**Background:** *(see attached documentation)*

**Motioned by:** Councilor Tousignant

**Seconded by:** Councilor Reid

**Vote:** 4-0



TOWN OF

Old Orchard Beach

A FOUR SEASON COMMUNITY

MUNICIPALITY OF OLD ORCHARD BEACH  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR STATE FEES

**Purpose.** This policy allows designated municipal officers (selectmen or councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for payment of state fees only.

**This policy is additional to, not in lieu of, majority power.** Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for payment of state fees.

**Delegation of authority.** Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to treasurer's disbursement warrants **for payment of state fees only:**

**Current municipal officers.** The municipal officers in office at the time of execution of this policy are:

*Shawn O'Neill, Chair; Michael Tousignant, Vice-Chair; Kenneth Blow, Jay Kelley, & V. Louise Reid*

**X Any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.**

Either \_\_\_\_\_ or \_\_\_\_\_, acting alone, may review, approve, and sign such warrants.

\_\_\_\_\_, acting alone, may review, approve, and sign such warrants.

**Effective date.** This policy becomes effective on the date indicated below.

**Copies.** The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

**Lapse.** This policy lapses one year after its effective date, if not sooner amended or cancelled.

**Renewal.** This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

**Reminder.** If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

**Original.** The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: \_\_\_\_\_, 20\_\_\_\_

MUNICIPAL OFFICERS:

---

---

---

---

---

---

---



## **Agenda Item # 7341**

**Discussion with Action:** Approve the quote from Nova Electric to provide the emergency transfer of power to the new administrative building in the amount of \$9,871.66 from account #30181-50551 Sewer Reserve Fund Operating Equipment Expense Account with a balance of \$502,274.86.

**Background:** *(see attached documentation)*

The OOB wastewater staff requested the transfer of emergency power at the pre-construction meetings for the new administrative building. This was not provided in the contract documents so the staff have proposed self-performing the task. Options to purchase a standalone generator or a portable generator would be much more expensive.

**Motioned by:** Councilor Kelley

**Seconded by:** Councilor Reid

**Vote:** 4-0

# NOVA ELECTRIC

---

559 Pool St.

Biddeford, Me 04005

Ph 207.284.3108

Fax 207.571.8656

[NOVAELECTRIC@GMAIL.COM](mailto:NOVAELECTRIC@GMAIL.COM)

11.04.20

Chris White

Please accept the following cost to provide a disconnect switch and labor for connection of new office building to existing office building.

Labor \$ 3500.00

200 Amp disconnect switch to fit in MCC \$ 5711.00

**Quotation**

**NORTHEAST ELECTRICAL**  
68 ELM STREET  
BIDDEFORD, ME 04005-2095  
207-282-3301 Fax 207-283-9710

QUOTE DATE	QUOTE NUMBER
12/09/20	S042716879
PAGE NO.	
1 of 1	

herbert.hurd@needco.com

QUOTE TO:  
TOWN OF OLD ORCHARD BCH PUB WORKS  
ONE PORTLAND AVE  
OLD ORCHARD BEACH, ME 04064  
207-934-5714

SHIP TO:  
WASTE WATER TREATMENT PLANT  
24 MANOR ST  
OCEAN PARK, ME 04063  
207-934-4416

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	QUOTED TO		
107407	GENERATOR FEED		TIM		
SALESPERSON	SHIP VIA	FREIGHT ALLOWED	EXPIRATION DATE		
HERBERT HURD	BID	No	11:59pm ET 01/08/21		
ORDER QTY	UPC	DESCRIPTION	UNIT PRICE	U	EXT PRICE
200ft	98012054249	WIA. XHHW 250MCM STR BLK MR	728.199	m	145.64
200ft	98012054249	WIA. XHHW 250MCM STR BLK MR	728.199	m	145.64
200ft	98012054249	WIA. XHHW 250MCM STR BLK MR	728.199	m	145.64
200ft	98012054249	WIA. XHHW 250MCM STR BLK MR	728.199	m	145.64
200ft	98012054229	WIA. XHHW 1/0 STR BLK MR	390.519	m	78.10

**TERMS & CONDITIONS** **TAXES NOT INCLUDED**

OUR PRODUCTS AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT [www.needco.com/terms](http://www.needco.com/terms). ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID, AND OF NO FORCE OR EFFECT.

<b>Subtotal</b>	<b>660.66</b>
<b>S&amp;H CHGS</b>	<b>0.00</b>
<b>Amount Due</b>	<b>660.66</b>

## **Agenda Item # 7342**

**Discussion with Action:** To approve the contract with Stryker Medical Systems, Inc. for the purchase of two (2) Lucas 3 Chest Compression Systems with a 4 year service and maintenance contract in the amount of \$29,289.89 from account number 20138-50560 DHHS Keep Maine Healthy COVID – 19 State Grant with a balance of \$73,472.66.

**Background:** *(see attached documentation)*

**Motioned by:** Councilor Reid

**Seconded by:** Councilor Kelley

**Vote:** 4-0

Chair O’Neill congratulated Chief LaMontagne for acquiring the grant necessary for the purchase of the aforementioned items.

## **ADJOURNMENT**

Chair O’Neill wished everyone a happy and safe holiday season. He reminded residents to continue to be vigilant in wearing masks and maintain social distancing.

**Motioned by:** Councilor Tousignant

**Seconded by:** Councilor Kelley

**Vote:** 4-0



## Old Orchard Beach Fire Department

---

### INTEROFFICE MEMORANDUM

---

**TO:** LARRY MEAD, TOWN MANAGER  
DIANA ASANZA, FINANCE DIRECTOR

**FROM:** FRED LAMONTAGNE, FIRE CHIEF

**SUBJECT:** CPR MACHINE – AWARD OF CONTRACT

**DATE:** 12/09/2020

**CC:** FILE

---

The Cares Act (COVID-19 State Grant) has authorized funding for the purchase of electronic cardio-pulmonary resuscitation (CPR) machines. Continuous chest compressions has shown to improve circulation and improve the chances of recovery from cardiac arrest. These machines are a tremendous tool for field use prior to the COVID-19 pandemic as they free a first responder from the role of CPR and can continue CPR during patient movement. These machines have become even more critical during the COVID-19 pandemic as we can minimize the time that a first responder is directly over the patient.

The Fire Department has completed the evaluation of two CPR Machines. The Maine Department of Emergency Medical Services by medical protocol has approved the use of two devices. The ROSC-U Miniature Chest Compressor System manufactured by Resuscitation International, LLC and the Lucas Chest Compression System manufactured by Stryker Medical Services.

The committee received a presentation from both vendors without the knowledge of price. Both machines performed effectively, were field tested and provided an ease of use in the field. Both machines are in service in York County.

After a thorough review and discussion the committee recommended the Lucas Chest Compression System. One of the key factors in our decision was that our mutual aid companies have this brand and would be familiar when they came to OOB or we went to Scarborough. Furthermore, we already have a relationship with Stryker Medical Systems for our stretchers and LifePak Cardiac Monitors.



## LUCAS X 2

Quote Number: 10200513

Version: 1

Prepared For: OLD ORCHARD BEACH FIRE DEPT AND RESCUE  
Attn:

Remit to:

**Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Matthew Lampen

Email:

matthew.lampen@stryker.com

Phone Number:

Quote Date: 12/08/2020

Expiration Date: 12/18/2020

### Delivery Address

Name: OLD ORCHARD BEACH FIRE DEPT AND RESCUE

Account #: 1068272

Address: 136 SACO AVE

OLD ORCHARD BEACH

Maine 04064-1614

### End User - Shipping - Billing

Name: OLD ORCHARD BEACH FIRE DEPT AND RESCUE

Account #: 1068272

Address: 136 SACO AVE

OLD ORCHARD BEACH

Maine 04064-1614

### Bill To Account

Name: OLD ORCHARD BEACH FIRE DEPT AND RESCUE

Account #: 1068272

Address: 136 SACO AVE

OLD ORCHARD BEACH

Maine 04064-1614

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	2	\$11,333.02	\$22,666.04
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$679.25	\$679.25
3.0	11576-000071	LUCAS External Power Supply	2	\$215.05	\$430.10
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	2	\$415.25	\$830.50
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$81.40	\$81.40
6.0	11576-000089	LUCAS Grip Tape for Slim Back Plate	2	\$16.50	\$33.00
Equipment Total:					\$24,720.29

### Price Totals:

Grand Total: \$24,720.29



**UCAS X 2**

Quote Number: 10200513

Revision: 1

Prepared For: OLD ORCHARD BEACH FIRE DEPT AND RESCUE

Attn:

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Matthew Lampen

Email: matthew.lampen@stryker.com

Phone Number:

Quote Date: 12/08/2020

Expiration Date: 12/18/2020

---

AUTHORIZED CUSTOMER SIGNATURE

**Deal Consummation:** This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

**Confidentiality Notice:** Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

**Terms:** Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

**Cancellation and Return Policy:** In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



Increase your  
**LUCAS 3 chest compression system**  
power for advanced  
resuscitation

Deliver high-performance, continuous chest compressions with less strain, micromanagement, and risk for the caregiver. The LUCAS chest compression system, provides benefits both to the cardiac arrest patient and the resuscitation team.

[LEARN MORE](#)



Scanned To Diana A.

12-9-2020

**Shown to improve CPR quality, on the move and over long durations\***

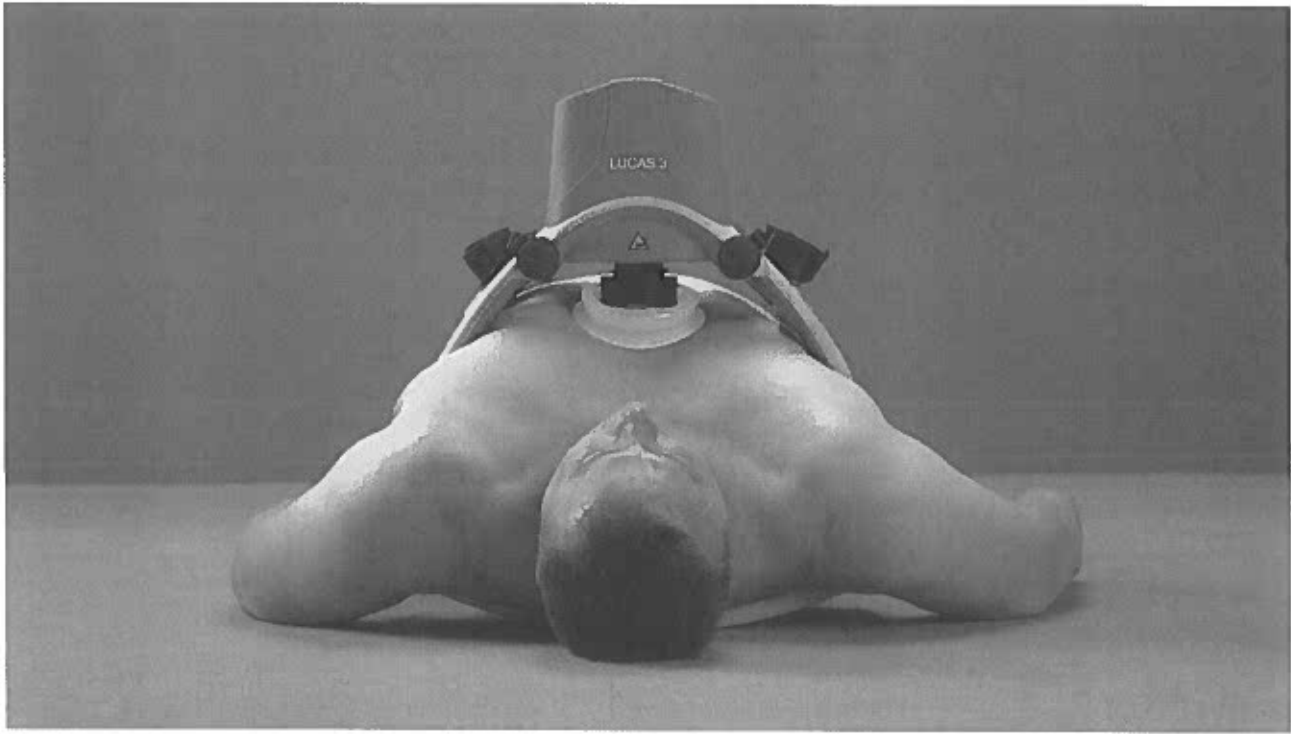
The LUCAS device extends the reach of care by maintaining chest compressions during transport to advanced lifesaving therapies, including ECMO or PCI in the cath lab. It can improve provider safety, avoiding fatigue over long durations and reducing transport risks by allowing caregivers to sit belted. And it can increase the efficiency of caregiving teams, calming the scene and providing an extra pair of hands so you can focus on the patient and underlying conditions.

\*Sources 1-3



# LUCAS 3

How the LUCAS 3 chest compression system enhances your power



## Deploy easily and quickly

- Low-profile back plate for fast, smooth patient application
- Spacious support structure accommodates larger patients
- A median of only 7 seconds of interruption demonstrated when transitioning from manual to mechanical CPR in clinical use<sup>®</sup>
- Straps secure patient arms and device during transport

## Improve CPR quality

Overcome caregiver fatigue, individual variations in CPR quality, and awkward positions while providing chest compressions by using automated, guidelines-consistent CPR. The LUCAS device provides consistent and high-quality chest compressions shown by research to increase the chances of good patient outcomes. The LUCAS device has demonstrated to increase blood flow to the brain<sup>4,5</sup> and achieve higher EtCO<sub>2</sub> values compared to manual compressions.<sup>6,7</sup>



### Extend the reach of care

Deliver consistent chest compressions for the duration needed to give difficult patients access to advanced lifesaving therapies. The LUCAS device helps to bring interventions such as ECMO/ECPR within reach for patients who don't respond to CPR and defibrillation alone. Plus, it can be used during angiography and PCI in the cath lab, allowing for potential lifesaving intervention.



### Keep your team safe

Manual CPR involves risks to caregivers particularly during patient transport and during interventions in the cath lab. The LUCAS reduces these risks by facilitating safer transports, reducing x-ray exposure of the CPR provider during PCI, and lessening body strain and awkward work positions while delivering high-quality chest compressions, regardless of treatment surface or movement requirements.



### Enhance team efficiency

Calm chaotic scenes and enable caregivers to focus their skills and judgment where they matter most. When you rely on LUCAS to handle proper chest compressions, you can focus on other life-saving tasks and speed diagnosis and treatment of underlying conditions.

#### VIDEO

## See LUCAS in action

EMS to cath lab, the LUCAS 3 chest compression system provides high-quality chest compressions for patients in cardiac arrest.

