

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL MEETING
Tuesday, November 20, 2018
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Meeting of the Old Orchard Beach Town Council was held on Tuesday, November 20, 2018. Chair Thornton opened the meeting at 6:30 p.m.

The following were in attendance:

**Chair Joseph Thornton
Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid**

Absent: Vice Chair Shawn O'Neill

ACKNOWLEDGEMENTS:

We thank OOB365 for the Haunted Walk, the Savor the Flavor and the Community Dinner events which always draw a large crowd and are great events for the community. We now want to remind everyone, young and old alike, to put on their calendar – CHRISTMAS AT THE BEACH sponsored by OOB365. This event will be held on Sunday, December 9th from 11:00 a.m. to 3:30 p.m. at the American Legion – 14 Imperial Street. Pictures will be taken with Santa Clause – Kid can shop with the elves where all items are 25 cents to \$1 – and paint your own ornament. Take a ride also on the OOB365 Express Train. It's happening in OOB. For more information or to be a crafter call Charlie Taylor at 205-7333. We also welcome you to the Celebration by the Sea sponsored by the Chamber of Commerce on Saturday, December 8, from 2:30 to 4:30 at the Chamber – 11 First Street and in the Square. There will be a Tree Lighting in the Square and Santa has agreed to spend some time with us. There will be Music, Dancing, Arts and Crafts, Face Painting, Popcorn, Hot Chocolate and Cooking. This is a Free Family Fun Event.

SPECIAL RECOGNITION:

**Firefighter/Paramedic Josh Gryzb
and Firefighter/AEMT Charity Bush
Work in a Remote Medical Clinic in Haiti**

Deputy Chief Rich Kindelan congratulated and praise Firefighter/Paramedic Josh Gryzb and Firefighter/AEMT Charity Bush for their thoughtful, charitable and committed service they provided when they were in Haiti.

Thank you Council Chair Thornton, and members of the council for this time to recognized 2 of our Fire Department employees FF/Paramedic Josh Gryzb, and FF/AEMT Charity Bush for what Chief Dube and I consider a wonderful act of selflessness, compassion and caring.

I'm sure it's not news to anyone in this room that our town staff is made up of dedicated individuals that go out of their way to accomplish the missions of our community. Inherent in a Firefighters make-up, is a deep desire to help the people they serve. Tonight we recognize FF Gryzb and Bush for taking this to a whole new level.

On September 30, 2018 thru October 9th 2018, Josh and Charity embarked on what was described by them as "a life changing trip". For months prior, they saved money for travel and expenses and coordinated a campaign to gather medical supplies. Both scheduled their time off that most of us set aside for vacation, instead choosing to help our fellow global citizens. This trip was coordinated as part of a volunteer non-profit group Tallahassee Haiti Medical Mission Team and The Bethel Foundation, however, much of the work preparing was done by Josh and Charity.

Traveling to a rural province of Croix-des-Bouquets that required a 45 minute flat-bed ride outside of Port au Prince their team of 9 resided in a secure complex that included an "archaic" Medical clinic. This facility was set up similar to what we know as a doctor's office and contained its own pharmacy and minimal emergency capabilities. While they were relatively close to the capital of Haiti, the decrepit infrastructure and road access did not lend well to traveling for health care. It was noted that this team set up in this area because of the remote location and this location may be the only access to any healthcare and during their stay, the clinic saw and treated approximately 500 Haitians.

I have no doubt that Josh and Charity fulfill their required mission everyday they work for Old Orchard Beach Fire Department. It is now my privilege to offer them our recognition and thanks for making Old Orchard Beach proud to have them as part of our team!

Rich Kindelan
Deputy Fire Chief

SPECIAL RECOGNITION:

Town Clerk will recognize and thank
Election Day Staff

This past election was much busier than anticipated. Voters usually have a few targeted things on their minds—Will I find parking? How long will the line be? Who should I vote for and what issues should I vote yes or no on? For Election Staff, they have a lot more on their minds, so I want to say thank you to all that participated in our election process . Many voters, for their own personal reasons, choose absentee voting. We have 7,843 registered voters. Out of that, 4,758 voted in the November 6th election, with 1,808 voting absentee and 12 overseas voters. We had a 61% voter turnout, with approximately 38% casting absentee ballots (one out of every three voters). In reviewing the statistics, our absentee voting has increased 8% since the last Gubernatorial in 2014, and increased about 700 voters. Preparing for an election takes months. Sometimes we haven't finished one before we are already planning for the next election. I want to thank my staff that helps me prepare—Jeffrey Thompson and Charlene LoPresti. I am very lucky to have both of them. They are both hard workers with pleasant personalities that think very highly of this community and the people in it. I also work closely with David Huntington, our election warden. I e-mail with him year round, and we meet by phone, and in person. He is a very knowledgeable warden, and, again, we are lucky to have him as warden. He is pleasant to work with, but wants to make sure every piece of the election is done accurately, which is what we need in a warden. For the month preceding a November

election, we have three people who conduct absentee voting in Council Chambers. David is also part of that function. This year, we had Martha Conlan and Kathy Larkin working with us. I know I keep saying it, but they worked so hard, wanting to make sure everything is accurate knowing how important voting is to people, and helping them through the process, all while keeping their great personalities. On Election Day, along with David Huntington as Warden, we have two deputy wardens—Todd Bassett and Martha Conlan. They work together as a great team to make sure Election Day goes smoothly. They all have great personalities and it is a joy to work with them. Then we have the ballot clerks that work on Election Day. Every worker has to receive a training I class I put together each October. They work very hard to make sure every vote counts, and the election process is followed to a “T”, from being at the door to guide voters to where they need to be to vote, being at the table to sign voters in and give them their ballots, being at the machines to accept the ballots, and to help voters navigate the hallway to go to the voter registration room to register to vote, change their name, address or party. Speaking of registering to vote, we had four people as Deputy Registrars. They also received training. They were very busy Election Day. Not counting the people who registered to vote with us up until the day before the election, this staff had 40 voters move within the town, 5 people changed their names, 12 voters changed their parties and we had 77 voters that never voted before in Maine, register to vote, and 165 Maine voters move to Old Orchard Beach. Thank you so much for all of the hard work Cheryl Poulopoulos, Rebecca Larose, Paula Pouravelis and Andrea Dresser did that day. Again, a great group of people. I also want to thank OOB Public Works for helping set up the booths on Monday, and placing the signs outside. They help us with this each election, and I want to thank Mike Casasanto, our facilities manager at Town Hall for all the assistance he gives us in setting up Council Chambers, moving boxes all around, helping us bring all a lot of our equipment up to the high school the day before, and then at 6 a.m. on Election Day. The day after the election, he’s right back up at the high school loading our equipment to bring back to Town Hall. He’s a great asset to the Town Hall. Another thank you goes out to Cheryl Poulopoulos and the Salvation Army for letting us borrow equipment on Election Day, so the Town did not have to purchase extra guardrail enclosures. The walkie talkies worked great for communication. I also need to thank the police department for arranging for a police officer to be present while the polls are open (just in case). As for the high school, I have been asking for years that school be closed on Election Day for the safety of the students and for the ease of movement for the voters. Thank you to the RSU #23 Board of Directors and Superintendent, John Suttie, for not holding school during November elections, and for working with us to make sure the school is set-up for election day (tables, chairs, handicap entrances, cafeteria for lunches, etc), and to Vice-Principal, Eric Hanson, for checking in on us during the day to see if we need anything. So, I can’t thank everyone enough for all they did for this election, and all they’ve done in the past and the future elections to come. Next year may be slow with just a local election and maybe a state referendum (so far), but we are already gearing up for what I believe will be a very record-breaking Presidential Election year.

ASSISTANT TOWN MANAGER:

SPECIAL RECOGNITION:

**County of York – Presentation –
2018 Spirit of America Award to
Pat Brown & Helene Whittaker**

It was my pleasure to be present when the County of York Commissioners honored two individuals from Old Orchard Beach - Pat Brown and Helene Whittaker. It was noted that they have taught so many of us that the best way to find yourself is to lose yourself in the service of others. The hours of service to OOB; the institution of new programs for our community providing lifesaving attention to the needs of seniors; calls to mind that if you want to touch the past – touch a rock – if you want to touch the present – touch a flower – if you want to touch the future – touch a life – and that is what they have done day after day after day. What is inspiring to me is that in so many instances their work is done behind the scenes. Remember– the work that an unknown good person has done is like a vein of water flowing hidden underground, secretly making the ground green. They are the originators of two magnificent programs – The Community Watch Program working directly with the Old Orchard Beach Police Department and the Community Neighborhood Watch, promoting the age-friendly concept – all ages – birth to death. Our world cries out today for human kindness, sensitivity, caring – the love for the individual no matter the color, the ethnicity, man or woman, boy or girl. Pat and Helene have taught us that “Unless someone like you cares a whole lot, nothing is going to get better. It’s not.” We all have so many possible occasions for loving and yet there are so little demonstrated in the world. Pat and Helene have reminded us in all their service that people are dying alone, crying alone. Children are being abused and elderly people are spending their final days without tenderness and love. In a world where there is such an obvious need for demonstrated love, they have taught us to realize the enormous power we do have to help and heal people with nothing more complicated than an outstretched hand or a warm hug. When it comes to giving love, they have proven that the opportunities are unlimited and we are all gifted. Thank you, Pat and Helene. These awards are well deserved but more important – there are those in our community who look up to you for the ray of hope you provide; and I believe from above the God of brilliant lights is shining down on you; breaking through the darkness and pain of so many – your service is like an ocean forever flowing with love and as a result the God of brilliant lights is shining over us in Old Orchard Beach.

ACCEPTANCE OF MINUTES:

Town Council Minutes of October 16, 2018.

MOTION: Councilor Blow motioned and Councilor Tousignant seconded to Accept the Minutes as read.

VOTE: Unanimous.

GOOD AND WELFARE

CHAIR: We are pleased to have Rod and Perian Carpenter with us this evening. Rod is the Deputy Director and Perian the Mobility Manager for the Biddeford Saco Old Orchard Beach Transit - known as Shuttlebus. We welcome you both and thank you for the good work that is ongoing at Shuttlebus. We are pleased to have three members on your Board including Councilor Blow, Kim Verreault of the Chamber of Commerce and Assistant Town Manager Louise Reid.

PRESENTATION:

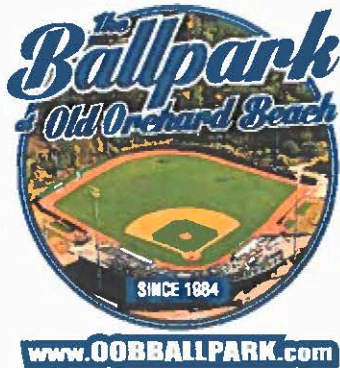
**BIDDEFORD SACO OLD ORCHARD TRANSIT
Perian Carpenter – Mobility Manager
“TRANSIT ANGEL PROJECT”**

We are pleased to welcome Perian Carpenter – Mobility Manager for what we know as “Shuttlebus.” Perian Carpenter has been with the Biddeford-Saco-Old Orchard Beach Transit, known as Sh-Zoom, for 10 years, becoming its first Mobility Manager in 2016. Her responsibilities include identifying the transportation needs of groups and individuals in Sh-Zoom’s service area who would benefit from using public transit, such as elderly, disabled and lower income citizens. She also works with local business whose employees require transportation in order to work. Other areas of assistance include helping customers with transport for medical and other appointments and for shopping trips.

In April of 2018, Sh-Zoom launched its Transit Angel Project, under Mrs. Carpenter’s leadership. This program solicits tax-deductible donations from businesses and other organizations, to subsidize the purchase of bus passes, which then are donated to organizations serving those in financial need, who might not otherwise be able to afford bus transportation.

Mrs. Carpenter noted that transportation is critical in the community but some residents, such as the homeless individual, seniors, new immigrants or those displaced by tragic circumstances, are unable to simply go from one place to another because they lack the financial resources to even afford a bus trip across town. She said that they encourage people to ride the bus and it’s easy to use, but many lack the financial ability to take a bus trip across town. This program addresses that and these passes will be a big help to many people. Even though communities such as Biddeford and Saco have great downtown areas for pedestrians, the cities also have large outlying areas and many places, including medical facilities are out of walking distance and many residents are not able to reach those locations without bus transportation. Using the bus passes will offset some of the expense to get there for those who require basic affordable transportation services the most. Under the Transit Angel Program, area charities such as Seeds of Hope will work with Shuttlebus Zoom to identify those in need and will now have bus passes available to assist them. A typical one-way fare on Shuttlebus Zoom is \$1.50 and bus fare for a one-way trip to Portland is \$5. Saco Biddeford Savings Institution is a marvelous supporter of this program, as they are of so many community programs. Thank you for the opportunity to present this item this evening.

**QUARTERLY REPORT
OF BALLPARK COMMISSION
John Gallo, Commission Chair**



Ballpark Quarterly Report

November 20, 2018

Report spokesperson: Chairman John Gallo

Thank you, Council, for this opportunity to present our quarterly Ballpark Commission report to you in accordance with the Ballpark Ordinance sec. 2-403. Much of this work is organized and coordinated through the Ballpark Manager, Guy Fontaine. This report covers FY19 1st Quarter, July 1 through September 30, 2018.

During this timeframe The Ballpark was open to the public for the 2018 season. A majority of the events for the 2018 season were held during this timeframe.

Improvements:

- I'm sure you understand that during this period our focus is on the daily events and our customers. This leaves less time and availability by our staff for improvement projects. However we did manage to accomplish a few important projects.
- Water was extended from the stadium to the 1st base bullpen and the Maintenance and Storage Garage.
- Power was extended from the Maintenance and Storage Garage to the 1st base bullpen to support concerts and other events in the recreation area between the stadium and the Maintenance and Storage Garage.
- Thanks to a donation from the New England Parkinson's ride ten more picnic tables were repaired and added to our inventory. The Parkinson's Ride also provided funding and labor to restore three non-operational showers in the clubhouse to operational condition. The Parkinson's Ride purchased a new grill for the ballpark and also split the cost of a used freezer for the concession stand.

Maintenance:

- Lightning destroyed much of the internet infrastructure and a new Spectrum cable modem, cabling, and three routers had to be replaced.

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- Within two weeks, additional lightning storms necessitated the need to again replace the Spectrum cable modem and our security camera system.
 - On August 25th a truck delivering staging for the Blues Festival backed into the network cabling from the clubhouse to the stadium necessitating replacement of another network infrastructure cable. All of the repairs to the network infrastructure had an up-side; we now have a well-documented network infrastructure map to facilitate future maintenance. Work has already started to relocate cables underground to minimize the possibility of future problems.
 - The ballpark was treated to reduce mosquitoes twice during the summer months.
 - Thanks to Jim Doran and our field crew, fertilization, weed control, mowing, and other maintenance of the field occurred according to schedule.

Operations:

- The Ballpark Operations Manager maintained contact with current and potential customers and updated The Ballpark calendar, website and Facebook accounts regularly. Thanks to the popularity of our venue, customers recognize the importance of getting their requests in early. The Ballpark Manager is already receiving many requests the 2019 season.
- The Surge Team ended their season in early August.
- The GNCBL (a collegiate summer baseball league) completed their second season during this quarter.
- An extensive list of events was created last May. A list of all the events held at the ballpark during the 2018 season is provided as Attachment -1 to this report.
- This year the Ballpark Commission started keeping a comprehensive Action Item Log to keep track of tasks and work assignments. A copy of that log is provided as Attachment -2 to this report.
- This season we have begun the process of establishing a Ballpark Branding Policy. As you can see in this report we have begun the process of including the ballpark logo and standardizing the heading on all of our reports, correspondence, brochures and other documents as well as our web page and Facebook page. This branding is to establish a unique and clearly recognizable image to anyone viewing our printed or

As time goes on, all documents will contain this branding and be standardized in format.

Other Activities:

- Blues Festival – Our fifth year anniversary event provided the most revenue of any event in the 2018 season.
- Parkinson’s Ride had its most successful event ever; raising over a million dollars in donations to The Michael J. Fox Foundation.
- Three “Concerts in the Park” were held at The Ballpark this summer.

Special Acknowledgements:

One of our long time Commissioners, Bob Rings resigned from the Ballpark Commission. We wish him well in his new home in Arizona and will miss his talents. This leaves an opening on the Ballpark Commission and we are trying to find a replacement.

We wish to thank the Town Manager, Larry Mead, and the Town Council for their continued support of The Ballpark. As always, we also wish to acknowledge the support provided by the Public Works and Recreation Departments throughout the year.

Respectfully Submitted,

John Gallo

Chair Ballpark Commission

PUBLIC HEARING: BUSINESS LICENSES AND APPROVAL:

CHAIR: I open this Public Hearing at 7:04 p.m.

Clare G. Ellis (103-1-2-16), 82 Cascade Road, #16, one seasonal rental; **Michael & Alison Daley** (206-24-12), 40 Grove Avenue, one year round rental; **Merideth & Brandon Albert** (206-27-7), 4 Sunset Drive, one year round rental; **Walgreen Eastern Co., Inc. dba/Rite Aid #04112** (206-27-9), 15 Saco Avenue, Retail – Victualers without Preparation with Beer, Wine and/or Liquor – Off Premises; **Christopher L. Meier** (207-2-7), 12 Forest Avenue, one year round rental; **Robert Johnson dba/Good & Evil Tattoo & Piercing** (210-11-4-A), 1 Ocean Park Road, Tattoo Establishment – Body Piercing Establishment – Body Piercer; Retail; **Gary A. Snyder** (301-1-4-2) 177 East Grand Avenue, #2, one seasonal rental; **Christina & Luis Fernandes** (305-4-1-605), 1 Cleaves Street, #605, one year round rental; **Luke Buotte** (309-3-2), 16 Westland Avenue, one seasonal rental; **Mac & D Realty LLC** (313-3-1), 1 Camp Comfort Avenue, five year round rentals; and **Douglas & Thomas Burns** (320-7-8), 36 Winona Avenue, one seasonal rental.

CHAIR: I close this Public Hearing at 7:06 p.m.

MOTION: Councilor Tousignant motioned and Councilor Blow seconded to approve the business licenses as read.

VOTE: Unanimous.

PUBLIC HEARING AMUSEMENT PERMITS AND APPROVAL:

CHAIR: I open this Public Hearing at 7:06 p.m.

Dominator Golf LLC dba/Dunegrass Golf Club (105A-1-200), 65 Wild Dunes Way, Banquets, Weddings, Tournaments, Functions, Dinner Music – Inside and Outside – 2:00 p.m. to 11:00 p.m.; **TPR Inc. dba/Bull & Brew Winhouse** (306-5-2), 6 East Grand Avenue, DJ's, Bands, Solo, Duets, Outside and Inside, 12:00 p.m. – 1:00 a.m.; **TPR Inc. dba/Tequila Frogs Local Cantina** (306-5-3), 8 East Grand Avenue, Solo, Duets, DJ, Outside and Inside, 12:00 p.m. – 1:00 a.m.; **Patio Pub Inc. dba/Hooligan's Landing** (306-6-1-DD), 2 Old Orchard Street, Solo, Duets, DJ, Comedy, Inside – 11:00 a.m. – 1:00 a.m.; **Patio Pub Inc. dba/Pier Patio Pub** (306-6-1-J), 2 Old Orchard Street, Bands, Amp, DJ, Solo, Comedy – Outside and Inside – 11:00 a.m. – 1:00 a.m.; and **HFY Enterprises Inc. dba/Oceanside Grille at the Brunswick** (310-6-1), 39 West Grand Avenue, Music, Inside – 11:00 a.m. – 1:00 a.m.; and Outside – 11:00 a.m. – 12:30 a.m.

MOTION: Councilor Tousignant and Councilor Blow seconded to approve all Amusement Permits as read.

VOTE: Unanimous.

CHAIR: I close this Public Hearing at 7:07 p.m.

MOTION: Councilor Kelley motioned and Councilor Blow seconded to approve the Amusement Permits as read.

VOTE: Unanimous.

TOWN MANAGER'S REPORT:

Notices were mailed on November 16th to all property tax accounts that are pending foreclosure. This notice applies only to property tax accounts that are greater than two years past due. Under State law these properties will automatically be foreclosed unless settled no later than December 20th. The Town Manager has instructed Town staff to review these accounts in order to ensure that if at all possible these properties do not go into foreclosure and to ensure that the Town does not become responsible for a property that would be a liability to taxpayers. Along with staff from Wastewater the Town Manager met with Department of Environmental Protection staff to discuss the Town's progress in implementing the recommendations of the 2009 Facilities Study. They reviewed the Town's recent and planned expenditures both on operations and maintenance annually and on capital investments. The Town has made progress over the past few years in addressing needed upgrades, including a new maintenance storage building, dewatering improvements in the process building, and upgrades to the secondary clarifiers. Voters last week approved a new administration building and the Council intends this year to authorize an odor control system for the primary sludge holding tank. Despite these steps about 2/3 of the Phase I and Phase 2 recommendations have not been implemented. DEP communicated clearly its expectation that the Town will take action in 2019 to update the facilities plan and appropriate funding to initiate the substantial capital facility. The Council has before it on the agenda an item for Wright-Pierce to update the 2009 facilities plan so that the Council will be able to make informed decisions during the FY20 budget process on putting a bond issue for Wastewater Facility upgrades before voters in November of 2019. The Town Manager just reminded the citizens that parking bans will be instituted as needed. Residents should take the opportunity to read local announcements which will also be on the local radio and television stations. In addition anyone can sign up to receive these notifications by clicking on "Subscribe to News" button on the Town's web site. Off street parking is available during parking bans at the Memorial Park and Milliken Street Parking Lot and at the Ocean Park Square. The Town Council has planned a workshop on Tuesday, November 27th to consider possible acceptance of streets in four different areas; the Castle Estates subdivision off of Cascade Road, portions of three streets in Homewood Park, Homewood Boulevard, Kapock and Jupiter, Birkdale Circle and Orchard Hills Road, and the portion of Fern Park Avenue beyond Echo Avenue. The meeting will begin at 6:30 in the Town Council Chamber. The Memorial Park Committee has extended an invitation to invite Old Orchard Beach Veterans of the US Armed Forces to attend a presentation about the new Veteran's monument feature to be constructed in 2019 in Veterans Memorial Park. We would like to get input from our veterans regarding the beautiful new feature to honor the service of veterans. The meeting is being held at the Libby Library at 3:30 p.m. on December 5th and coffee and cookies will be served. The Town Manager spent time at the polls reminding residents who have lived here ten years in their permanent residence and have not signed up for the Homestead Exemption to do so. The exemption reduces your assessed value by \$20,000. We also welcomed a new employee – Lisa Scruton-Wilson to the Department of Public Works. She comes to us with an excellent work history including fifteen years as DPW Office Manager in Concord, Massachusetts.

7267 Discussion with Action: Authorize the Town Manager to enter into an Agreement with Vision Government Solutions to install the Vision 8 upgrade software for the Town's Assessing Department in FY20 at a cost of \$22,500.

BACKGROUND:

The Town utilizes Vision software for the Assessing Department record keeping. All of the properties in Town are catalogued and tracked through Vision software. This product is the backbone of the Town's property tax assessment system. The Town's current version of Vision software will no longer be supported by Microsoft as of 2020. In order to have the software upgrade in place for use in the FY20 fiscal year the Town needs to place an order now so that Old Orchard Beach can reserve a date with Vision for the upgrade installation and related training early in the new fiscal year. This order would commit the Town to acquiring the upgrade. The Town will not be billed by Vision until July, 2019.

MOTION: Councilor Blow motioned and Councilor Kelley seconded to Authorize the Town Manager to enter into an Agreement with Vision Government Solutions to install the Vision 8 upgrades software for the Town's Assessing Department in FY20 at a cost of \$22,500.

VOTE: Unanimous.

BACKGROUND:

November 15, 2018
Vision Government Solutions, Inc.
1 Cabot Road, Suite 100
Hudson, MA 01749
RE: Version 8 Upgrade

Thank you for the interest in upgrading to Vision 8. We look forward to welcoming Old Orchard Beach and Sanford to the Vision 8 community. As promised, we wanted to follow up with some additional documentation:

1. More than 200 Communities are Upgrading to Version 8: More than 150 communities have committed to upgrading to Version 8 within 2018 and early 2019. Within Maine, those communities include Eliot, York, Brewer, Rockport, Camden, Bar Harbor, Saco, Kittery, Standish, and dozens of others.

2. Preventing Risk to Real Estate Data: The current Vision 6.5 software is written on an Oracle database, which is being actively sunsetted by Oracle. This means that if a third party were to create malicious viruses / software attacking the Oracle database, then Oracle will no longer release patches to fix it. Vision will continue supporting its own software, but we cannot control the stability of the Oracle platform itself. To solve for that, Vision has developed Vision 8 on a SQL database, specifically designed to move away from Oracle and provide a much more secure, stable, and fully-supported environment for communities' critical real estate data.

3. Significant Increase in Functionality and Performance: In addition to mitigating the risk from Oracle, Vision 8 also brings a number of dramatic new improvements in functionality and performance designed to improve valuation accuracy and ensure that communities provide only the most accurate values to their taxpayers. Specifically, there are dozens of new improvements designed to improve land valuation and building valuation as well as significant additions to the Income Valuation Approach. Version 8 also introduces more than 50% performance improvements, which enables the office to achieve substantially more leverage from our CAMA system and generate more output, faster. Finally, we expect that improvements in Version 8's

flexibility and ease-of-use will reduce the risk of data entry mistakes and achieve higher levels of scale more quickly.

4. Minimal Impact to the Old Orchard Beach and Sanford Teams: Vision's most recent conversions have taken as few as 5 days. Because we are converting from Vision to Vision, the total impact on communities is very low and limited to just a few hours of time for transferring the database files and installing the software. The remainder of the conversion is done in-house at Vision. In order to ensure 100% accuracy, we spend the majority of our conversion time on testing and "value matching" in order to ensure that Version 8 functions exactly as the community expects and that all values match completely from Version 6.5 to Version 8. This rigorous Quality Assurance process ensures consistently smooth and successful Version 8 deliveries.

Please don't hesitate to reach out with any questions. We look forward to continuing our relationship with Old Orchard Beach and Sanford in the coming months.

Best,

The Vision Government Solutions Team.

Subject: Vision 8 Council Memo for November 20th, 2018 meeting
Date: Thursday, November 15, 2018 at 9:20:12 AM Eastern Standard Time
From: George Greene
To: Larry Mead
CC: Louise Reid

Larry,

The assessing office wishes to upgrade its appraisal software, Vision 6.5 to Vision 8 in the late fall of 2019 during the FY'20 budget cycle.

The primary reason is that the current version we have, Vision 6.5, will no longer be supported by Microsoft and Oracle in 2020, thus ending its relevant life-cycle. There are also many enhancements in the V8 software which will provide better tools and greater efficiencies in managing Old Orchard

Beach's real estate and personal property databases.

Vision Government Solutions has been actively implementing this new Vision 8 software with all its enhancements for many months now. Currently, they are booking Vision 8 implementations in September/October of 2019.

I have tentatively reserved time in November of 2019 for the OOB implementation and have requested of Vision Government Solutions to delay the 50% upfront contract fee until the next budget cycle begins in July 2019. They have agreed to that. I am requesting the Council's approval for the

Town Manager to sign the contract and move forward with this critical implementation.

We have approximately 6830 real estate parcels and 1700 personal property accounts that are maintained with this important software. The Vision Software provides the basis for valuation and taxation.

I've attached more V8 information for your review.

Respectfully,

George Greene, CMA
OOB Assessor



7268 Discussion with Action: Approve the purchase of bulk road salt from Eastern Salt Company, Inc., in the amount of \$54.53 per ton, from Account Number 20151-50515 – Public Works Road Salt Winter Account, with a balance of \$72,000

BACKGROUND:

The Town tracks the regional salt bid managed by the regional Council of Governments and then seeks to meet or do better than the regional low bid. Eastern Salt will deliver salt to Old Orchard Beach for the price of \$54.53/ton that is lower than the regional bid of \$54.85 per ton.

MOTION: Councilor Blow motioned and Councilor Kelley seconded to Approve the purchase of bulk road salt from Eastern Salt Company, Inc., in the amount of \$54.53 per ton, from Account Number 20151-50515 – Public Works Road Salt Winter Account, with a balance of \$72,000.

VOTE: Unanimous.

OFFICE:
134 Middle Street, Suite 210
Lowell, MA 01852
Phone: 978 ■ 251-8553
Fax: 978 ■ 251-8244



PLANT:
99 Marginal Street
Chelsea, MA 02150
Phone: 617 ■ 884-5201
800 ■ 799-7258

Eastern Salt Company, Inc.

September 26, 2018

Town of Old Orchard Beach
Attn: Melissa Hutchins
1 Portland Avenue
Old Orchard Beach, ME 04064

Dear Ms. Hutchins:

The following quote on **Bulk Road Salt** is offered for your consideration.

Bulk Salt delivered to your location in Old Orchard Beach, ME at **\$54.53 per ton.**

Bulk Salt will be treated with an anti-caking product called "YPS".

Payment terms are Net 30 days.

Prices quoted will remain firm until June 30, 2019, if accepted and acknowledged within 30 days. We would also ask you to provide an estimate of the tonnage you may order to help us plan our inventory accordingly. Please sign and fax a copy back to 978-251-8244.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JP Archambault', written in a cursive style.

Jason P. Archambault
Sales Representative

Estimated Tonnage: _____ Date: _____

SIGNATURE: _____

2018 - 2019 Road Salt Bid Results

	Morton Salt (855) 665-4540	Eastern Salt Co (978) 251-8553	Safe Road Services, Inc. (508) 364-1739 or (508) 541-3121	American Rock Salt (585)243-9510	Cargill Deicing (800) 600-7258
Sodium Chloride					
Inside Storage - Delivered	No Bid	No Bid	No Bid		
Outside Storage - Delivered (Per Ton)	\$54.85	\$69.90	No Bid		
Treated salt w/Ice B'Gone (Per Ton)	\$71.85	No Bid	No Bid		
Calcium Chloride					
Liquid - Delivered (Per Gallon)	No Bid	No Bid	No Bid		
Magnesium Chloride/Organic Additive/Corrosion Inhibitor					
Liquid - Bulk Delivery (Min 4,500 gallons)	No Bid	No Bid	No Bid	NO BID	NO BID
Pellet - Bulk Delivery	No Bid	No Bid	No Bid		
ProMelt Ultra 2000					
Liquid - Bulk Delivery (Min 4,500 gallons)	No Bid	No Bid	No Bid		
Brine (Gallon)	No Bid	No Bid	No Bid		
Treated Salt w/Ice B'Gone II (Liquid)		No Bid	No Bid		
Safe Melt 40/60 Liquid (Gallon)	No Bid	No Bid	\$1.27		
Minimum order of 4500 Gallons					

7269 Discussion with Action: Consider abatement of taxes as requested by the Assessor for the tax years 2012 through 2016, in the amount of \$18,976.87, plus any accruing interest due on the effected date of abatement, for property identified 7 Summit Street, Parcel Number 00206-00028-0002A.

BACKGROUND:

This structure was constructed in 2004 as a two-unit residential property. In 2005 the owner created separate ownership for each unit. Beginning with the 2006 tax year the Town treated the property as two separate properties and issued two tax bills. The mortgage holder continued to make tax payments on one of the tax bills. However there were no tax payments made on the second tax bill. Tax liens were filed according to usual protocol and in 2008 the property was automatically foreclosed. The Town did not take possession of the property. Effective with the 2012 tax year the condominium structure was dissolved by the owner and the building once again became a two-unit property. This action was recorded with the Registry of Deeds, but the Assessor's office was not made aware of it. So at this point the Town is the legal owner of the property that was "dissolved" and the property is again being utilized as a 2-unit building. The Assessor's office continues to treat it as a separate property and separate tax bills are issued until 2016, when the mortgage holder contacts the Town to ask why the property has been foreclosed. The Assessor recommends that the taxes due for the period from 2012 through 2016 be abated because the condominium property had been dissolved. The taxes and interest due on the property for the period from 2006 through 2011 remain unpaid and the property owner has committed to paying those in full. The amount the Town will receive in back taxes will exceed the amount that the Town would have collected had the property been taxed as a two-unit building and therefore the Town will be made whole.

MOTION: Councilor Tousignant motioned and Councilor Blow seconded to abate taxes as requested by the Assessor for the tax years 2012 through 2016, in the amount of \$18,976.87, plus any accruing interest due on the effected date of abatement, for property identified 7 Summit Street, Parcel Number 00206-00028-0002A.

VOTE: Unanimous.

7270 Discussion with Action: Convey foreclosed property identified as 7 Summit Street, Parcel Number 00206-00028-0002A to owners of record (LANE, CARI LYNN) for the amount of \$36,018.93 in outstanding taxes and accumulated interest including tax years 2006 through 2011, due on the effective date of conveyance, plus any legal cost incurred by the Town of Old Orchard Beach.

MOTION: Councilor Blow motioned and Councilor Kelley seconded to Convey foreclosed property identified as 7 Summit Street, Parcel Number 00206-00028-0002A to owners of record (LANE, CARI LYNN) for the amount of \$36,018.93 in outstanding taxes and accumulated interest including tax years 2006 through 2011, due on the effective date of conveyance, plus any legal cost incurred by the Town of Old Orchard Beach.

VOTE: Unanimous.

7271 Discussion with Action: Convey foreclosed property identified as 36 Portland Avenue, Parcel Number 00205-00001-00029, to owners of record (TOUSIGNANT ROGER A. & MARY) for the total amount of \$68,429.65 in outstanding taxes and accumulated interest including tax years 2010 through 2019, due on the effective date of conveyance plus any legal cost incurred by the Town of Old Orchard Beach.

MOTION: Councilor Blow motioned and Councilor Kelley seconded to Convey foreclosed property identified as 36 Portland Avenue, Parcel Number 00205-00001-00029, to owners of record (TOUSIGNANT ROGER A. & MARY) for the total amount of \$68,429.65 in outstanding taxes and accumulated interest including tax years 2010 through 2019, due on the effective date of conveyance plus any legal cost incurred by the Town of Old Orchard Beach.

VOTE: Unanimous.

7272 Discussion with Action: Accept the bid from Girard Plumbing and Heating in the amount of \$12,000 for the remodeling of two bathrooms at the Fire Department, from Account Number 52002-50813 – Fire Department CIP Facility Improvements, with a balance of \$52,063.10.

BACKGROUND:

The Fire Department is looking to remodel two bathrooms on the second floor of their building. The remodel will consist of two (2) new showers; relocating two (2) toilets; adding a slop sink; new ceilings, floors, lights; and replacing the old cast-iron piping with PVC. This will complete all the major remodeling projects on the living quarter's side of the building.

MOTION: Councilor Blow motioned and Councilor Tousignant seconded to Accept the bid from Girard Plumbing and Heating in the amount of \$12,000 for the remodeling of two bathrooms at the Fire Department, from Account Number 52002-50813 – Fire Department CIP Facility Improvements, with a balance of \$52,063.10.

VOTE: Unanimous.

GIRARD PLUMBING & HEATING, INC.
4 Girard Avenue
Old Orchard Beach, ME 04064
Tel: 207-934-5838
Fax: 207-934-4529
Email: girardplumbingheating@yahoo.com

ESTIMATE #2018-009 – Revision 1
November 14, 2018

Town of Old Orchard Beach
Fire Department
136 Saco Avenue
Old Orchard Beach, ME 04064
Phone: 934-7790 Fax: 934-1750
Email: edube@oobmaine.com

Job: Renovate second floor bathrooms

DESCRIPTION:

- A. Provide and install new rough-in plumbing water/waste/vent and fixture trim out for two lavatories, two toilets, showers, mop sink and stackable washer/dryer area.

- B. Provide and install new 48" long multi-piece shower for men's and women's restrooms with shower valves and brass body drains.
- C. Men's restroom shower to be located in current location of shower and Lav #2.
- D. Women's restroom shower to be located along in existing bedroom interior masonry wall and abutting men's restroom shower wall.
- E. Lav #2 to be removed in men's room. Lav #1 to remain.
- F. Modify men's restroom toilet rough-in, to suit the toilet location in rear left hand side of restroom. Toilet to be re-used.
- G. Urinal wall area to be upgraded with Fiber-Reinforced Plastic material (by others).
- H. Provide and install new terrazzo mop sink with Fiat brand wall mounted faucet.
- I. Provide and install floor drain with trap primer for each bathroom.
- J. Excludes Carpentry, Sheet rock, Insulation, Framing and Electrical. These items to be completed by others.

Materials:	\$3,500.00
Labor:	\$8,500.00
Estimated Cost:	\$12,000.00

NOTES:

1. This is an ESTIMATE only, not a fixed price. The actual job could be higher or lower depending on job conditions and time involved. Not included in this estimate are any unforeseen variables that can significantly affect the job cost.
2. All work will be performed by licensed mechanics in a neat and workmanlike manner according to the Maine State Plumbing Code, Maine Fuel Board standards, and accepted engineering standards and practices.

Schedule of payments:

1. **1/3 deposit (\$4,000.00)** due upon acceptance of estimate.
2. Balance due upon job completion.

Payment terms: Due upon receipt of invoice. Unpaid balances will be subject to 1 ½% interest charge per month. Any default in payment and the customer is responsible for collection costs. This estimate is valid for 30 days.

Acceptance of Estimate: The above prices, specifications and conditions are satisfactory and are hereby accepted. Work is authorized as specified above. Payment will be made as outlined above.

Town of Old Orchard Beach

Request for Proposal – Fire Station Bathroom Remodel

PROPOSAL BID RESPONSE FORM

Exhibit A

Total Price for all services listed below: \$61,900.00

The project would include to install rough and finish plumbing for the following:

- Relocate and install two toilets
- Install two 48" showers
- Relocate and install one sink
- Provide plumbing for Washer
- Install Mop Sink
- Repair one Urinal
- Install floor drain in each bathroom
- Remove all old cast iron piping and replace with new PVC
- Remove one heating unit from the second floor
- All penetrations shall be fire caulked per code
- Work to conform to all state and local codes

- a) Please provide a minimum of three (3) references: Name, address, and telephone number of representatives of current or recent clients familiar with work performed by your firm for similar projects.

Attach additional documentation to this Bid Response Form if you need more space.

Reference #1

MDOT Plumbing Upgrades Yarmouth Visitors Center
Travis Moore 207-215-3529
Scarborough, Me 04070

Reference #2

Baldwin Community Center Bathroom Renovation
Danielle Taylor 207-625-9107
Baldwin. ME 04091

7273 Discussion with Action: Set the Public Hearing date of December 4, 2018 to Amend the Town of Old Orchard Beach Code of Ordinances, Section 54-114, Milliken Street Parking Lot; Section 54-115, Memorial Park Parking Lot; and Section 54-142, Parking at expired meters and overtime parking, by authorizing Veterans and Gold Star Family members of Veterans to park free on legal Federal Holidays.

BACKGROUND:

The proposed ordinance changes will provide free municipal parking on Memorial Day, July 4th, and Labor Day to veterans of the US Armed Forces whose motor vehicles display a registration license plate signifying that the owner of the vehicle is a veteran. This provision for free parking will also apply to vehicles that display Gold Star family license plates. This program will apply to all municipal metered and pay display parking, both on street and in municipal parking lots.

MOTION: Councilor Kelley motioned and Councilor Tousignant seconded to Set the Public Hearing date of December 4, 2018 to Amend the Town of Old Orchard Beach Code of Ordinances, Section 54-114, Milliken Street Parking Lot; Section 54-115, Memorial Park Parking Lot; and Section 54-142, Parking at expired meters and overtime parking, by authorizing Veterans and Gold Star Family members of Veterans to park free on legal Federal Holidays.

VOTE: Unanimous.

**NOTICE OF PUBLIC HEARING
MUNICIPAL OFFICERS OF THE TOWN OF
OLD ORCHARD BEACH**

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on December 4th, 2018 at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, amending Section 54-114, Milliken Street parking lot; amend 54-115, Memorial Park parking lot; and 54-142, Parking at expired Meters and overtime parking, by adopting the underscored language as follows:

Sec. 54-114. – Milliken Street parking lot.

(f) The provisions of subsection (a) in this section shall not apply on legal federal holidays to any motor vehicle that has a valid license plate signifying that the vehicle is registered to a veteran of the United States Armed Forces or registered to a Gold Star family member of a veteran.

Sec. 54-115. – Memorial Park parking lot.

(l) The provisions of subsection (a) in this section shall not apply on legal federal holidays to any motor vehicle that has a valid license plate signifying that the vehicle is registered to a veteran of the United States Armed Forces or registered to a Gold Star family member of a veteran.

Sec. 54-142. – Parking at expired meters and overtime parking.

In the event of a violation of the provisions of subsections (c)(1)–(7) above, the fact that a vehicle is unlawfully parked shall be prima facie evidence of the unlawful parking of such vehicle by the person in whose name such vehicle is registered, and the fact that a vehicle is in a metered parking space when the time signal on the parking meter for such space indicates no parking permitted without the deposit of a coin or coins, or when the receipt from a multi-space meter has expired or no receipt is properly displayed, shall also be prima facie evidence that the vehicle has been parked in the parking space longer than the lawfully permitted period.

The provisions of subsection (a) and (c) (1)–(5) in this section shall not apply on legal federal holidays to any motor vehicle that has a valid license plate signifying that the vehicle is registered to a veteran of the United States Armed Forces or registered to a Gold Star family member of a veteran.

Per Order of the Municipal Officers this _____ day of _____, 2018.

A True Copy

Attest:

Kim M. McLaughlin, Town Clerk

7274 Discussion with Action: Appoint Michael Menario as Deputy Code Enforcement Officer, Deputy Local Plumbing Inspector, and Deputy Electrical Inspector, term to expire 07/01/2019

MOTION: Councilor Tousignant motioned and Councilor Kelley seconded to Appoint Michael Menario as Deputy Code Enforcement Officer, Deputy Local Plumbing Inspector, and Deputy Electrical Inspector, term to expire 07/01/2019

VOTE: Unanimous.

7275 Discussion with Action: Approve the sale and transfer of ownership of the Police Department's service dog, "Dozer," to the City of Portland Police Department, for the sum of \$7,500, and approve the purchase of a new service dog from North Edge K-9 for the same amount, using the funds received.

BACKGROUND:

In October, K-9 Officer Christopher St Pierre resigned to accept a patrol position with the Falmouth Police Department. Falmouth PD currently has a K-9 and was not interested in purchasing the Department's service dog "Dozer". The Portland Police Department subsequently expressed an interest. After testing Dozer was found to be satisfactory to Portland's needs and agreed to purchase him for \$7,500, the amount that was paid by our Police Department. Dozer was acquired in June of 2018 using grant funding from the Maine Department of Economic and Community Development (DECD). The DECD grant administrator advised that in order to complete the transfer of Dozer to Portland, and not have to return the grant funds, Old Orchard Beach would have to commit to purchasing another K-9. There are two officers who are interested in becoming a K-9 handler, however, both officers are currently attending the Police Academy and will not be ready to take on the responsibility of a K-9 until next fall. The CDBG administrator advised that as long as the Town has a sales agreement with a K-9 provider, it may retain the funding provided for the original K-9 purchase. The Department has made arrangements with North Edge K-9, located in Windham, to purchase a new K-9 in 2019. The funds received from Portland will be used for the future purchase of a Police K-9. As soon as this purchase is approved, a sales agreement will be completed for delivery of a new K-9 in 2019.

MOTION: Councilor Blow motioned and Councilor Kelley seconded to Approve the sale and transfer of ownership of the Police Department's service dog, "Dozer," to the City of Portland Police Department, for the sum of \$7,500, and approve the purchase of a new service dog from North Edge K-9 for the same amount, using the funds received.

VOTE: Unanimous.

7276 Discussion with Action: Approve the line item transfer in the amount of \$260,000 from Public Works Stormwater CIP, Account Number 50002-50831, with a balance of \$751,789.75 to Account Number 50002-50508 – Public Works Sewer CIP, with a balance of \$553,606.46.

BACKGROUND:

Wright Pierce has completed design and engineering for replacement of sewer infrastructure for Evergreen Ave and portions of 11th Street, as well as Fort Hill Ave. The projected estimate of cost is \$700,000. Because of the age and condition of the existing

sewer pipe documented by camera inspection these locations were identified through the budget process as priorities for replacement. As part of the request for proposals pricing will also be requested for sewer replacement on 8th and 9th Streets as a bid alternate. Staff is requesting that Council authorize the transfer of \$260,000 from the Storm Water capital account to the Sewer capital account. The current balance within the Storm Water account is \$751,790. This work would be done in 2019.

MOTION: Councilor Tousignant motioned and Councilor Kelley seconded to Approve the line item transfer in the amount of \$260,000 from Public Works Stormwater CIP, Account Number 50002-50831, with a balance of \$751,789.75 to Account Number 50002-50508 – Public Works Sewer CIP, with a balance of \$553,606.46.

VOTE: Unanimous.

7277 Discussion with Action: Approve a service agreement with Wright Pierce Engineering for an update to the 2009 Waste Water Facilities Plan, in the amount not to exceed \$30,575, from Account Number 30181-50300, Sewer Reserve Fund, with a balance of \$1,056,269.

BACKGROUND:

During the upcoming budget process the Council will consider the extent and timing of needed upgrades to the Waste Water Facility Treatment Plant. The existing Facilities master plan was completed ten years ago. In order to make decisions with current information it is necessary to update the plan with existing conditions both for the physical plant and wastewater flows and loads, and updated cost estimates and priorities for improvements. Wright-Pierce has submitted a proposal for a Facilities Plan Update, including scope of work for a total cost not to exceed \$30,575. Work would begin immediately in order to provide a finished product prior to the Council's budget workshop schedule in March and April.

MOTION: Councilor Blow motioned and Councilor Kelley seconded to Approve a service agreement with Wright Pierce Engineering for an update to the 2009 Waste Water Facilities Plan, in the amount not to exceed \$30,575, from Account Number 30181-50300, Sewer Reserve Fund, with a balance of \$1,056,269.

VOTE: Unanimous.

EXHIBIT A
PROPOSAL TO
TOWN OF OLD ORCHARD BEACH, MAINE
FROM
WRIGHT-PIERCE
FOR
WASTEWATER TREATMENT FACILITY ENGINEERING SERVICES
FACILITIES PLAN UPDATE – STUDY PHASE

THIS IS A PROPOSAL to the TOWN OF OLD ORCHARD BEACH, MAINE ("CLIENT") from WRIGHT-PIERCE ("ENGINEER") for FACILITIES PLAN UPDATE – STUDY PHASE project at the Wastewater Treatment Facility (the "Project") to develop a focused Facilities Plan update to outline a scope of work for a comprehensive Wastewater Treatment Facility Upgrade. The effort will be limited to the Wastewater Treatment Facility. CLIENT will fund the project using local funds.

CLIENT and ENGINEER in consideration of their mutual covenants herein agree in respect to the performance or furnishing of professional engineering services by ENGINEER with respect to the **SCOPE OF SERVICES**, as set forth in Section 1 below, and the payment for those services by CLIENT as set forth in Section 2 below.

SECTION 1 - SCOPE OF SERVICES

I. Study Phase

This scope of work has been prepared for assisting the CLIENT in its efforts to address current and future capital planning needs at the Wastewater Treatment Facility (WWTF). The ENGINEER will revise the Wastewater Treatment Facilities Plan (July 2009) to identify and prioritize essential upgrades to the system. The Facilities Plan will be amended to address upgrades completed since 2009 and to recommend a scope of work for a comprehensive WWTF Upgrade to be initiated in 2020.

- A. Preliminary Planning
 - a. Meet with CLIENT staff to review and confirm overall scope and approach of project.
 - b. Review all available data needed for the project, including: WWTF Monthly Operating Reports and other operational data.
- B. Revise Wastewater Flows and Loads
 - a. Analyze influent wastewater flows and loads data for a three-year period, 2015 through 2018.
 - i. Trend minimum, average, and peak flow and loading data.
 - ii. Estimate baseline infiltration/inflow (I/I) flows based on WWTF flow records.
 - iii. Compare estimated I/I flows to industry standards and to I/I estimated in 2009 Facilities Plan.

- iv. Make recommendations for any future I/I related investments.
 - b. Prepare a technical memorandum that summarizes the information, above.
- C. Revise Wastewater Treatment Facilities Evaluations
 - a. Review Section 3 of the Facilities Plan and identify the upgrades that have been completed since 2009. This effort will be limited to upgrades completed at the WWTF. Prepare a technical memorandum that summarizes the upgrades.
- D. Review Climate Change Impacts
 - a. Identify assets at the WWTF that are vulnerable to climate change/ sea level rise. Develop climate adaptation practice/ upgrade/ modification to address vulnerabilities. Sources/ methods to determine if an asset is vulnerable or not:
 - i. Review of historic anecdotal information on past events.
 - ii. Readily available floodplain mapping and elevations, and the addition of 2-feet of elevation for non-critical assets and 3-feet of elevation for critical assets (TR-16 guidance), as well as ability to access infrastructure if flooded.
 - b. Prepare a technical memorandum that summarizes the information, above.
- E. Revise Recommended Plan
 - a. Develop a scope of work for a comprehensive Wastewater Treatment Facility Upgrade to be initiated in 2020.
 - b. Develop project costs.
 - c. Review with CLIENT (one meeting assumed).
 - d. Update the scope of work and project costs to address CLIENT feedback.
 - e. Prepare a technical memorandum that summarizes the information, above.
- F. Wastewater Facilities Plan
 - a. Prepare an Executive Summary that summarizes the information provided in each of the technical memorandums. Compile the Executive Summary and technical memorandums into an addendum to the 2009 Facilities Plan.
 - b. Submit draft addendum, to CLIENT. Provide one electronic copy (in PDF) and two paper copies.
 - c. Review with CLIENT (up to two meetings assumed).
 - d. Revise and submit draft addendum to CLIENT for review and approval. Provide one electronic copy (in PDF) and two paper copies.
 - e. Revise and submit final addendum to CLIENT. Provide one electronic copy (in PDF) and two paper copies.
 - f. Prepare for and attend one public meeting.

II. Design Phase (not included)

III. Bidding Phase (not included)

IV. Construction Phase (not included)

V. Operational Phase (not included)

During ENGINEER's work on the project it may become apparent to either CLIENT or ENGINEER that Additional Services not included in the basic Scope of Services are desired. ENGINEER will undertake to provide such Additional Services upon CLIENT's written authorization.

SECTION 2 - COMPENSATION

I. Payments to ENGINEER

ENGINEER's fee for the services outlined in the **SCOPE OF SERVICES** section will be performed on a time charge basis at our current standard billing rates plus reimbursable expenses. Total estimated compensation and estimated breakdown by task is shown in the table below. This budget will not be exceeded without prior written approval.

Task	Description	Estimated Hours	Estimated Compensation
I	Study	253	\$30,575
	TOTAL	253	\$30,575

If it becomes apparent to ENGINEER at any time before the budgeted compensation has been about eighty percent expended that the total amount of compensation to be paid to ENGINEER for these services will exceed the estimate, ENGINEER will so notify CLIENT in writing. CLIENT and ENGINEER will then promptly meet to review the status of the Project, and CLIENT will either agree to an increase in the estimated total compensation or CLIENT and ENGINEER will agree on a reduced Scope of Services so that the total compensation remains within the original estimate. Unless CLIENT informs ENGINEER promptly upon notification of a possible fee overrun to suspend work on the Project, CLIENT will pay ENGINEER for all services rendered prior to reaching agreement on a revised Scope or compensation estimate.

7278 Discussion with Action: Approve the Liquor License Renewals for Dominator Golf LLC dba/Dunegrass Golf Club (105A-1-200), 65 Wild Dunes Way, m-s-v in a Restaurant & Golf Club & Mobile Beverage Cart; TPR Inc. dba/Bull & Brew Winghouse (306-5-2), 6 East Grand Avenue, m-s-v in a Class A Lounge; TPR Inc. dba/Tequilla Frogs Local Cantina (306-5-3), m-s-v in a Restaurant/Lounge; Patio Pub Inc. dba/Hooligan's Landing (306-6-1-DD), 2 Old Orchard Street, m-s-v in a Restaurant; Patio Pub Inc. dba/Pier Patio Pub (306-6-1-J), 2 Old Orchard Street, m-s-v in a Restaurant/Lounge; Patio Pub Inc. dba/Nat's Pizza (306-6-1-I), 2 Old Orchard Street, m-v in a Restaurant; and HFY Enterprises Inc. dba/Oceanside Grille at the Brunswick (310-6-1), 39 West Grand Avenue, m-s-v in a Restaurant/Lounge.

MOTION: Councilor Tousignant motioned and Councilor Kelley seconded to address separately - Patio Pub Inc. dba//Pier Patio Pub (306-6-1-J), 2 Old Orchard Street, m-s-v in a Restaurant/Lounge.

VOTE: Unanimous.

MOTION: Councilor Tousignant motioned and Councilor Kelley second to remove without prejudice Patio Pub Inc. dba/Pier Patio Pub (306-6-1-J), 2 Old Orchard Street, m-s-v in a Restaurant/Lounge until such time as the renovations are completed.

VOTE: Unanimous.

MOTION: Councilor Tousignant motioned and Councilor Blow seconded to Approve the Liquor License Renewals as read with the exception Patio Pub Inc. dba/Pier Patio Pub (306-6-1-J), 2 Old Orchard Street, m-s-v in a Restaurant/Lounge.

VOTE: Unanimous

7279 Discussion with Action: Accept, with regret, the resignation of Craig A. Pendleton from the Biddeford Saco Old Orchard Beach Transit Committee; Appoint V. Louise Reid to the Biddeford Saco Old Orchard Beach Transit Committee.

BACKGROUND:

In 2004 the Assistant Town Manager was appointed to the Biddeford Saco Old Orchard Beach Transit Committee and last year stepped down and Craig Pendleton was appointed. The change was necessary because Craig lived in Old Orchard Beach and having served before on the Board representing Saco he was no longer representing Saco. At that point the Council appointed Craig to represent Old Orchard Beach so that he could still be part of the Committee. Just recently Craig was hired as a full time employee of the Biddeford Saco Old Orchard Beach Transit Committee and therefore his resignation from the Board. The Council is being asked to appoint the Assistant Town Manager to that position on the Board.

September 7, 2018

Larry S. Mead, Town Manager
1 Portland Avenue
Old Orchard Beach, Maine 04064

Dear Larry and Town Council Members:

Effective September 10, 2018, please accept this letter of resignation from my seat on the Biddeford Saco Old Orchard Beach Transit Committee.

On September 11, 2018, I will start as an employee at Shuttlebus-Zoom in the position of Fleet Manager.

I have enjoyed serving on the committee and I thank you for appointing me to serve as a representative of the Town of Old Orchard Beach.

I look forward to our continued success as an employee.

Respectfully submitted,

Craig A. Pendleton
Craig A. Pendleton

MOTION: Councilor Kelley motioned and Councilor Tousignant seconded to Accept, with regret, the resignation of Craig A. Pendleton from the Biddeford Saco Old Orchard Beach Transit Committee; Appoint V. Louise Reid to the Biddeford Saco Old Orchard Beach Transit Committee.

VOTE: Unanimous.

7280 Discussion with Action: Approve the Special Event Permit for the Chamber of Commerce to hold their annual Season by the Sea Celebration on Saturday, December 8th, 2018; Saturday, December 7th, 2019 and Saturday, December 5th, 2020. Set-up from 10 a.m. to 2 p.m. Event from 2 p.m. to 4:30 p.m., to include musical groups, trolley rides, Santa and Mrs. Claus, face painting, arts & crafts, games, tree lighting in the Square, and dance groups. Some events are in Memorial Park. Request to close First Street from Staples to Heath Street. Request for a banner in the Square up to two weeks prior to each event.

MOTION: Councilor Blow motioned and Councilor Kelley second to Approve the Special Event Permit as read.

VOTE: Unanimous.

7281 Discussion with Action: Set a Public Hearing of December 4, 2018 to Amend the Town of Old Orchard Beach Code of Ordinances, Section 54-187, Restrictions and Prohibitions, amending parking on West Grand Avenue removing the parking on the ocean side from Staples Street to Fourth Street from September 15th to May 1st each year.

BACKGROUND:

In 1996 the Town Council authorized parking on the ocean side of West Grand Avenue from Fourth Street to lower Staples Street. Parking is currently allowed there from Labor Day until April 1st. For several years, and because the season had expanded, that particular area has become increasingly congested, especially on weekends as well as during the week, particularly if it is good weather. The Motels adjacent to this location stay open longer and their parking lots, which run adjacent to West Grand Avenue, create a situation where their guest's vehicles are parked very close to the edge of the roadway as it is; and in some cases actually encroach out into the roadway. With vehicles parked on West Grand Avenue it creates a very narrow path for two lanes of traffic to safely navigate their way through. There have been several minor accidents over the years involving car mirrors being hit because it is so narrow. During the winter months there have been issues with congestion because of the snow banks. Typically this problem only exists on weekend nights or holidays when the Brunswick is open. On several occasions we were not able to allow participants of the Lobster Dip to park because of the snow. They typically were aware of this and made arrangements in nearby lots to park. The Chief has spoken with the Public Works Director who's preference for plowing purposes would be that vehicles not be allowed to part in that area. It is felt that the Brunswick is the only year-round business that would be affected by this proposed change and the Brunswick personnel are aware of the proposal.

MOTION: Councilor Blow motioned and Chair Thornton seconded to Set a Public Hearing of December 4, 2018 to Amend the Town of Old Orchard Beach Code of Ordinances, Section 54-187, Restrictions and Prohibitions, amending parking on West Grand Avenue removing the parking on the ocean side from Staples Street to Fourth Street from September 15th to May 1st each year.

VOTE: Unanimous.

**NOTICE OF PUBLIC HEARING
MUNICIPAL OFFICERS OF THE TOWN OF
OLD ORCHARD BEACH**

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on December 4th, 2018 at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, amending Section 54-187, Restrictions and Prohibitions, amending West Grand Avenue, by adopting the underscored language and deleting the strikethrough as follows:

West Grand Avenue. No vehicle shall be parked on either side of West Grand Avenue from Old Orchard Street to the Saco Line, except that parking shall be allowed on the ocean side of West Grand Avenue from Ocean Avenue to Pavia Avenue. Also, thirty-minute parking shall be allowed on the ocean side from Union Avenue to Ocean Avenue Loading and unloading only may be permitted within 50 feet of commercial establishments if not in conflict with other provisions of this chapter. Signs shall be erected and will define such areas at the designation of the chief of police. ~~Parking shall be allowed on the ocean side of West Grand Avenue from Staples Street to Fourth Street commencing on September 15 and ending on May 1 of each year.~~

7282 Discussion with Action: Approve the Special Event Permit for OOB365 to hold Winter Carnival 2019, 2020 and 2021 (last Friday and Saturday of school vacation each year), to include a snow hill, grill for hot cocoa, pony rides, and music. For 2019, the dates are Friday and Saturday, February 22nd and 23rd; OOB365 members working with Public Works to build the snow hill. Old Orchard Street closed Friday and Saturday, all day, and close Veteran's Square (behind Town Hall) on Saturday for set-up and access; Insurance, listing the Town Old Orchard Beach as additionally insured, to be provided to the Town Clerk's Office at least one month prior to each year's event (2019 insurance already provided).

MOTION: Councilor Kelley motioned and Councilor Blow seconded to approve the Special Event Permit as read.

VOTE: Unanimous.

7283 Executive Session: Old Orchard Beach Waste Water Employee's Association Contract pursuant to 1 M.R.S.A., Section 405(6)(D). (Note: This item discusses labor negotiations, and the Council anticipates that the discussion portion will occur in Executive Session.)

MOTION Councilor Tousignant motioned and Councilor Kelley second to enter into Executive Session: Old Orchard Beach Waste Water Employee's Association Contract pursuant to 1 M.R.S.A., Section 405(6)(D). (Note: This item discusses labor negotiations, and the Council anticipates that the discussion portion will occur in Executive Session.)

VOTE: Unanimous.

MOTION: Councilor Kelley motioned and Councilor Blow seconded to exit the Executive Session.

VOTE: Unanimous.

7284 Executive Session: Performance Evaluation of Town Manager (discussion will occur in Executive Session) pursuant to 1 M.R.S.A. Section 405(6)A).

MOTION: Councilor Kelley motioned and Councilor Blow seconded to enter into Executive Session.

VOTE: Unanimous.

MOTION: Councilor Kelley motioned and Councilor Blow seconded to Exit the Executive Session.

VOTE: Unanimous.

ADJOURNMENT:

MOTION: Councilor Blow motioned and Councilor Kelley seconded to Adjourn the Town Council Meeting.

VOTE: Unanimous.

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 thirty-two (32) pages is a copy of the original Minutes of the Town Council Meeting of November 20, 2018.

V. Louise Reid