

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Tuesday, January 19, 2016  
TOWN HALL CHAMBERS  
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, January 19, 2016. Vice Chair Thornton opened the meeting at 6:00 p.m.

The following were in attendance:

Vice Chair Joseph Thornton  
Councilor Kenneth Blow  
Councilor Jay Kelley  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid  
Public Works Director Marc Guimont

Absent: Chair Shawn O'Neill

The purpose the workshop this evening was to discuss the Milliken Street Parking Lot Trash Facility. It should be noted that notices of this meeting and notice of the filing with the Department of Environmental Protection (DEP) was provided to these abutters.

LIST OF ABUTTERS

205-17-13 – 18 Miles Avenue

Owner: Kathleen & Jo Ellen Williamson  
18 Miles Avenue  
Old Orchard Beach, Maine 04064

205-18-16 – 19 Miles Avenue

Owner: Salvatore and Concetta Costa  
19 Miles Avenue  
Old Orchard Beach, Maine 04064  
Mailing Address- 14 Athens Drive, Brockton, MA 02301

205-19-18 (0-32) – 47 Milliken Street (32 units)

Owners: Tidewater Loft Condo Association  
47 Milliken Street  
Old Orchard Beach, Maine 04064  
Alan Baran  
Dirigo Management  
One City Center – 4<sup>th</sup> Floor  
Portland, Maine 04101

**205-5-6 – 76 Milliken Street**

**Owners: Harvey M. & Shirley Korobkin  
Windward Sail Motel  
76 Milliken Street  
Post Office Box 264  
Old Orchard Beach, Maine 04064**

**104-3-1 – 16 Walnut Street**

**Owners: Savely & Vera Kuperman, Trustees  
16 Walnut Street  
Old Orchard Beach, Maine 04064  
Mailing Address – 305 Deering Avenue, Portland, Maine 04106**

**105-3-5 (0-8C) 26 Walnut Street (29 units)**

**Owners: Davenport Condo Association  
26 Walnut Street  
Old Orchard Beach, Maine 04064  
Paula Beyer  
Portland, Maine 04101**

**Provided in the Minutes of the Workshop is a copy of the material sent to the Department of Environmental Protection.**

**The Town Manager provided an excellent timeline as to how we got to this point and the issue of the Milliken Street Trash Facility. He reviewed the several location options that were discussed at various times over the past year as the Town has had to deal with the Department of Environmental requirements to relocate trash handling operations from the West Grand Comfort Station where it had been done for many years. The Town Manager explained why this locality could no longer be used and also explained that there were no complaints this past summer when the truck was parked nearer to abutters than this will be. The other location options included the head of the Square, Staples Street Extension between Palace Playland properties, Memorial Park, Town Hall Parking Lot, and the former Transfer Station. There were significant problems with each of these options which is why the Council directed staff to plan on using Milliken Street. The Workshop is to provide an opportunity for public input and for the Council to provide information to the residents of the Milliken Street area so that they appreciate the work which has already been done on the issue. The Town Manager explained that he had already submitted to the Department of Environmental Protection the permit application for Milliken Street. There is an urgency to move this forward if we are to be ready for May. The Town Manager indicated that if for some reason a decision is made not to use Milliken Street, the application can be withdrawn or amended. He indicated that work is continuing on the planning and design of the Milliken Street facility in order to be ready for the February Design Review Committee Meeting and the Planning Board Meeting. The Town Manager had already met once with the Design Review Committee. After this evening's workshop it was the intent of the Town Manager to issue the Request for Proposal (RFP) for a new contractor for downtown trash and maintenance. Member of the Town Council expressed their**

appreciation for those who attended and understood the positions they were taking but the fact is that the Town has few options.

The Town Manager attempted to address all the concerns that were presented by those in attendance including comments made by Salvatore Costa, Mark Gustin, Dan Costin, Harvey M. & Shirley Korobkin, Jerome Begert, Jack Sarno, Kathy Williams, and John Bird.

Concerns expressed by those in attendance include odor issues, safety issues involving children, the amount of cars parked in their during the summer months and individuals leaving to go to the beach, the visual distraction of a trash truck being in and out of the facility, the fact that this area is a very busy area to begin with, visual attention from those bathing in the pool at a local motel, the amount of trash being brought to the facility including chairs, toys, etc., and the fact that this is impacting too many people. A letter was received from Attorney Corrine Canace of Southington, Connecticut who owns property there for the past fifteen years and is vehemently opposed to the stationing of any trash transport vehicle at the municipal parking lot on Milliken Street. There were those who felt it would devalue their property. It was difficult to convince anyone that there would not be an odor but former owner of BBI, Councilor Blow, assured those in attendance that there would not be an odor as the trash is not left long enough to cause an odor. Another suggested that was made by those in attendance was consideration of using the Ballpark as a place but again if the Ballpark was to be used they might as well just go to BBI (Casella Waste) since the location is near. Those in attendance were also disturbed that the Town had asked for a variance in order to have this site approved. The Town Manager reemphasized many times that this is a “temporary holding facility.” One of those who spoke raised the issue of the animals in the area including raccoons, rats/mice, skunks, foxes, etc. It was also argued that if Police cars and Fire engines can get down Old Orchard Street there should be no reason that a trash truck could not get up and down Old Orchard Street and make its way to BBI. The suggestion was also made that the Town try to manage the amount of trash in a better way. Again the necessity of providing for trash removal during the tourist season makes finding the place timely. The Council indicated that they have heard all that was being said and would take it into consideration but at this point the only alternative would be to have trash trucks make daily trips to BBI and the issues with that are many producing negative results. Councilor Tousignant indicated that in the past the trash had been taken via Milliken Street Parking Lot and there never had been a facility in which to contain it. He had expressed in the past his concern about the expense of a facility. Councilor Kelley indicated he understood the concerns presented this evening and would take that under consideration. Councilor Blow expressed his understanding of the concerns but felt that many of them would not occur. Vice Chair Thornton said he sympathized with those who felt so strongly covering the location but that considering the issues facing the Town that this was the area that he felt must be considered.

The Council expressed their appreciation and met at the conclusion of the Workshop with individuals who approached them. The Council appreciated the manner in which issues were discussed and assured those in attendance that should there be issues that occurred, they expected to be called and they would address those issue.

The Workshop ended at 7:02 p.m.

TOWN OF

*Old Orchard Beach* THE FINEST, CLEANEST BEACH IN THE WORLD 

January 12, 2016

Randy McMullin  
Department of Environmental Protection  
Solid Waste Facilities Licensing and Enforcement  
312 Canco Road  
Portland, Maine 04103

Dear Mr. McMullin:

Attached to this letter is the application by the Town of Old Orchard Beach for a solid waste permit for a seasonal transfer station facility located at municipal property on Milliken Street near the downtown area. The purpose is to provide a building to function from May to October as a temporary holding area for bagged trash collected from municipal waste receptacles located in the downtown beachfront area of Old Orchard Beach.

As the application demonstrates Old Orchard Beach presents a unique situation where large numbers of people are crowded into a compact urban location for extended periods each day, making traditional methods of trash pickup unsafe and unacceptable. The tens of thousands of daily visitors crowding the beachfront and town square pose a particular challenge for safe, timely and environmentally sensitive trash collection. Years of experience by the Town with other methodologies have demonstrated that a low-impact, common sense methodology is the best alternative for the Town, its visitors, businesses and the environment.

The Town has been working with your office since last spring in order to identify a suitable location for the temporary holding of trash collected from municipal waste receptacles in the downtown and beachfront area during the summer season. I appreciate your attention to this application and the Town's need.

Sincerely,



Larry S. Mead  
Town Manager

One Portland Avenue · Old Orchard Beach, ME 04064 · Phone: (207) 934-5714 · Fax: (207) 934-5911

**TOWN OF OLD ORCHARD BEACH  
APPLICATION TO DEP FOR  
SEASONAL TRANSFER STATION FACILITY**

**CONTENTS OF APPLICATION**

- I. Application form and narrative
- II. Request for Variances
- III. Operation and Maintenance Manual
- IV. Attachments
  - A. Topographic area map
  - B. Map and list of abutters
  - C. Site layout
  - D. Service area map
  - E. Deed and Record of Town Council Action to Purchase
  - F. Operator contract
  - G. Waste Handling Agreement with Pine Tree Waste and Casella, Inc.
  - H. Intent to File Notice
  - I. Photograph of collector bin
  - J. 1. Transfer truck photo
  - J. 2. Transfer truck photo
  - K. Operations Area photo rendering
  - L. Storm water review by engineer

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**Solid Waste Program, Attn: Geraldine Travers**  
 17 State House Station  
 Augusta, Maine 04333-0017  
 Telephone: (207) 287-2651

<b>FOR DEP USE ONLY</b>			
ATS ID: _____	Seq: _____	DEP ID: _____	Received by DEP: _____
Bureau: <u>S</u>	Type of Application: <u>WH</u>	Activity: <u>N</u>	Fees Paid: _____
Project Analyst: _____			Check No.: _____

**APPLICATION FOR A SOLID WASTE TRANSFER STATION OR STORAGE SITE**

This form shall be used to request approval for the establishment of a new solid waste transfer station or storage site, pursuant to 38 MRSA, Section 1301 et seq., and Maine's Solid Waste Management Regulations.

**Company and Address Information**

**Company Name:** Town of Old Orchard Beach  
**Applicant's Last Name:** Mead  
**Contact Person:** Larry Mead

**Telephone:** 207-937-5626  
**First Name:** Larry  
**Telephone:** 207-937-5626

**Applicant Name:** Town of Old Orchard Beach  
**Telephone:** 207-937-5628

**Agent/Consultant Name:** N/A  
**Telephone:**

**Mailing Address:** 1 Portland Avenue  
**Street Address:**

**Mailing Address:**  
**Street Address:**

**Town:** Old Orchard Beach **State:** Maine **Zip:** 04064

**Town:**      **State:**      **Zip:**

**Billing Information**

**Name:** Town of Old Orchard Beach

**Mailing Address:** 1 Portland Avenue

**Street Address:**

**Town:** Old Orchard Beach **State:** Maine **Zip:** 04064

**Site/Activity Information**

**Project Description:**  Transfer Station - New or  Storage site - New (check one)

**911 address:**      **GPS Location:**

**Directions:**

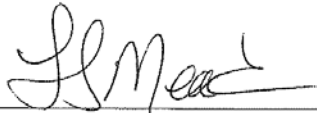
**PLEASE SEE PAGE 2 - SIGNATURE REQUIRED**

## SIGNATURE OF APPLICANT

By signing this application, the applicant certifies that he or she has: (1) published the public notice form once in a newspaper circulated in the area where the project is located, (2) sent a copy of the public notice form to the owners of property abutting the land upon which the project is located, (3) sent a copy of the public notice form to the chief municipal officer and chair of the municipal planning board of the municipality in which the project is located (4) filed a complete copy of this application in the municipal office of the municipality in which the project is located, (5) reviewed the instructions contained in this application form, and (6) reviewed the appropriate state laws that relate to the proposed project.

I certify under penalty of law that I have personally examined the information submitted in this document and all attachments thereto and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate, and complete. I, the property owner or lessee, authorize the Department to enter the property that is the subject of this application, at reasonable hours, including buildings, structures or conveyances on the property, to determine the accuracy of any information provided herein. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

DATE: 1-12-2016

NAME: 

TITLE: Town Manager Old Orchard Beach  
(If other than applicant, attach letter of agent authorization.)

PLEASE CALL GERALDINE TRAVERS AT 287-7865 TO DETERMINE THE FEE FOR A TRANSFER STATION OR STORAGE SITE APPLICATION.

## **APPLICATION NARRATIVE**

### **1. Description**

The Town of Old Orchard Beach is seeking approval for a solid waste facility to serve, seasonally from May to October, as a temporary holding area for bagged trash collected from municipal waste receptacles located in the downtown beachfront area of Old Orchard Beach.

The facility, located on Milliken Street adjacent to a municipal parking lot, may technically be classified as a transfer station under DEP regulations, but in operation its scope of work is extremely limited and any storage of trash is transitory. The facility will be used to transfer trash bags collected multiple times daily from municipal waste receptacles located on downtown sidewalks and at municipal beach entrances to a single stake-body truck (see Attachment J-1, J-2) that is parked at the facility for the purpose of receiving trash bags. The truck is subsequently driven up to four times daily for unloading to the BBI solid waste facility located in Old Orchard Beach. The proposed facility meets a unique need for trash handling in downtown Old Orchard Beach.

The waste handled will be limited to bagged trash collected from municipally owned barrels and bagged returnable bottles and cans collected from municipally owned barrels. The service area is limited to the central downtown and beachfront area of Old Orchard Beach. There will be no use of the facility by the public or any commercial or private entities.

### **Background and Need**

Old Orchard Beach is a resort beach community. The summer resort business is the Town's economic engine and lifeblood. Each summer from May through September it undergoes a tremendous influx of visitors that swells both the daytime and nighttime population. Thousands of people pack the world famous beach during the day. Day and night thousands flock to the downtown center to eat, shop, visit the Palace Playland amusement park, go to the Pier, and gather in the town square to listen to music and people watch. There is no admission fee to Palace Playland or the Pier so people move back and forth among the amusement park, the Pier, the Square, Old Orchard Street, and East and West Grand Avenues. Throngs of visitors make it difficult for motorized vehicles to navigate the busy intersection and Square as people flow from one side of downtown streets to the other.

This large number of visitors is unique in Maine! In many respects the Downtown area resembles a theme park anchored by the Square, the Beach, the Pier and Palace Playland. As with theme parks there is a tremendous volume of trash generated each day. In order to keep summer visitors returning to OOB the Town works very



hard to keep the beach and downtown area clean and attractive. There is a lot of competition in the northeast for tourism and resort business. For this reason it is critical that the Town maintain high standards of cleanliness and presentation in order to remain competitive. Staying on top of trash removal, and doing it safely and seamlessly, is a major part of this effort.

#### **Method Used to Collect Downtown Trash**

In the central downtown and adjacent beach area the Town maintains 100 barrels for use as waste receptacles. During busy mid-summer days about 1/3 can be emptied up to 8 times daily, another 1/3 emptied 3-4 times daily and the remainder emptied 2-3 times daily. On busy beach days that amounts to about 500 bags of trash per day to be collected and removed from the area.

For many years, because of the densely packed crowds, the volume of trash, and the need for frequent emptying of trash barrels, collection of trash bags in the downtown area has relied on rolling bins (wheeled hand carts) pushed by workers to collect bags from barrels. Having workers walk through the crowded sidewalks and streets is far safer, more efficient, less obtrusive, and environmentally "greener" than using motorized vehicles. However the proposed transfer station at Milliken Street is approximately ½ mile from the central downtown area. Given this distance the hand carts may be supplemented or replaced by small "Gator" type utility vehicles or small pick-up trucks.

The Town has tried other methods to collect and remove trash downtown over the years, including using larger capacity trucks that could haul directly to a transfer station. However these methods did not work well because heavy pedestrian traffic did not permit safe, prompt servicing of trash barrels, resulting in stacking of trash bags next to barrels for hours at a time. While using "pushcarts" to collect trash has proved safer and less intrusive to the public, it has been difficult to locate an area in the downtown that can facilitate the acceptance of trash from the "pushcarts".

Past experience has demonstrated that the use of larger vehicles to collect trash in the congested downtown tourist area is not safe, not effective, and not "visitor" friendly. The use of pushcarts or Gator vehicles addresses the shortcomings of larger vehicles, but securing a location within the downtown to temporarily store collected trash bags has been difficult to do. For this reason the proposed location at Milliken Street is the best alternative that is proximate to the downtown. It will allow the Town to continue safe, low-impact, and visitor-friendly collection practices of downtown trash barrels, with as little inconvenience as possible to businesses, visitors, residents and the general public.

The Town employs a contractor to provide this service and act as Operator of the facility. The Town will issue an RFP in early 2016 to solicit proposals from vendors to provide the trash collection service. The Contractor also manages trash removal along the beach areas outside of the central downtown. However the bags collected

in these refuse barrels is collected separately in a tightly tarped stake body truck and delivered directly to the BBI solid waste facility.

## **2. Schedule**

Proposed date of start of construction: March 25, 2016

Proposed date of start of operation: May 28, 2016

Anticipated dates of use: Operates seasonally from early May to mid-October, although the Milliken Street operations are only marginally utilized in May and after Labor Day weekend.

## **3. Topographic Map: See Attachment A**

## **4. Title, Right or Interest**

Recorded deed included as **Attachment E**

## **5. Abutters: See attached map and list Attachment B**

## **6. Notice of Intent to File: Included as Attachment H**

## **7. Financial Ability**

The Town of Old Orchard Beach has the financial capacity to develop the facility. Operating costs for the contracted Operator, and ongoing routine maintenance and upkeep are funded through the Town of Old Orchard Beach operating budget. In FY16 the Town budgeted \$145,000 for the removal of waste and related cleaning and maintenance in the Downtown area.

## **8. Technical Ability**

The Facility is a 20 x 40' enclosed structure. The Town is utilizing Wright-Pierce Engineering to assist with the design and construction of the facility. Its function as very short term storage of trash bags from the Downtown area with no mechanized equipment or related processing activities results in a facility with minimal design requirements.

The Town of Old Orchard Beach is the owner of the Facility. The Town has managed waste and maintenance operations in the downtown area for many years. Responsibility for daily operations and maintenance of the Facility is with the contracted Operator under supervision and oversight of the Town of Old Orchard Beach.

The Town will issue a Request for Proposals in January to select an operator for the facility with the intention of awarding a contract for service by March 29, 2016.

## **9. Disclosure Statement**

The applicant is the Town of Old Orchard Beach. It is governed by a five member elected Council, whose members are the Municipal Officers. The Town Council appoints a Town Manager to serve as chief administrative officer. The Town Manager is responsible for managerial oversight of the facility.

Municipal Officers:

Kenneth Blow  
Shawn O'Neil; Chair  
Michael Tousignant  
Jay Kelley  
Joseph Thornton

Town Manager: Larry S. Mead

The Town has not been cited for violations by the Department of Environmental Protection for the previous five years.

## **10. Other Authorizations**

The Town will require a building permit prior to commencement of construction. The Town will require review by the Design Review Committee, administrative approval from the Planning Director, and approval of a design certificate from the Planning Board.

## **11. Waste Handling Area Setbacks**

There are no abutting properties within 250 feet of the proposed waste handling area.

## **12. Siting and Design Information**

- a. See Attachment C for the location of the proposed facility on the property.
- b. The Town's consulting engineer, Wright Pierce Inc., has reviewed subsurface investigative data compiled on the facility property in 2006 and has determined that the facility design is compatible with the site's soil characteristics.

## **13. Traffic Movement**

The Town has through the years continuously managed trash handling in the downtown and beach area. The proposed location will accommodate a similar volume of vehicular traffic as has occurred in recent years. Hauling is accomplished

by hand-carts, small "Gator" type utility vehicles, or small pick-up trucks. The receiving vehicle at the handling facility is a larger truck with a stake body bed for holding trash bags.

The facility will be accessed using travel lanes shared with the adjacent municipal parking lot. Travel speed will be less than 5 MPH in the parking lot. There is no public use of the transfer facility. Only municipal or contracted vehicles will use the facility.

Bagged municipal trash will be transported to the facility by non-motorized rolling bins, small "Gator-type" utility vehicles, or pick-up trucks. The trash will be transported from the facility approximately four times daily using a stake-body one-ton vehicle. Traffic flow will be directed through the facility with separate entry and exit gates to minimize any backing up by vehicles.

#### **14. Effect on Existing Uses and Scenic Character**

The primary use of the Town's property at Milliken Street is as a public parking lot during the summer season. It is used primarily by people visiting the beach. There is a public restroom facility on site that is operated during the summer season. The facility structure will be designed to be compatible with the public restroom facility. The facility will be screened with arbor vitae plantings along the Milliken Street frontage.

The facility will have minimal noise generation since there is no automated equipment or compactors and vehicles using the facility will not seldom be operated in reverse, mitigating any noise from audible warning signals.

#### **15. Air Quality**

The facility does not generate fugitive dust or odors. The trash collection truck will be enclosed on four sides and will be tightly tarped for transport to the BBI waste handling facility.

#### **16. Other Natural Resources**

There are three residential structures that are less than 500 feet from the waste handling area. The Town will seek a variance from this setback.

There are no public streets within 100 feet of the waste handling area.

There are no abutting property boundaries within 250 feet of the waste handling area.

The waste handling area is not located within 100 feet of a protected natural resource.

**17. Adequate Provisions for Utilities**

The proposed facility is serviced by public water and sewer.

**18. Flooding**

The proposed facility will be located outside of the FEMA 100 year floodplain and will not result in an increase in storm water runoff. Attachment L is a review of the storm water implications prepared by Stephanie Hubbard, PE with Wright Pierce Engineering.

**19. Operations Manual**

Attached.

**20. Provisions for Solid Waste Removal**

Old Orchard Beach contracts with Pine Tree Waste Inc. and Casella Waste Inc. for the disposal of municipal solid waste and Casella operates a transfer station in Old Orchard Beach, operating as BBI Waste Industries. The bagged trash at the Milliken Street facility is transferred to BBI on a daily basis.

**21. Variances**

Request for variance from 500 foot distance between waste handling area and residential structures. See attachment.

**OLD ORCHARD BEACH SEASONAL TRASH HANDLING FACILITY APPLICATION  
REQUEST FOR VARIANCES**

The following variances from Maine Solid Waste Rules, Chapter 402.2.a. (1) (b);  
Setbacks; are requested:

(i) the waste handling area must not lie closer than 500 feet to the nearest residence  
at the time the application is filed.

The Town understands the intent of the rules related to set back from  
residential uses is to minimize annoyance or nuisance conditions to residents  
or any others in proximity to a facility handling municipal solid waste.

There are three residential structures located within 500 feet; one at 351 feet,  
one at 390 feet, and one at 440 feet.

The Facility will not create a nuisance or constitute a hazard to the health or  
welfare of anyone residing or staying at locations within 500 feet. The  
facility's function is to temporarily store bagged waste from nearby  
downtown municipal trash barrels collected in either wheeled hand-carts or  
small utility trucks which are transferred by hand to a stake body truck  
parked inside of a 20 x 40 handling facility. There are no mechanized  
operations to cause noise. No offensive odors are generated from the facility  
because all trash handled is bagged and originated within 24 hours of  
handling and there is no trash left overnight at the facility. The truck is  
enclosed on four sides and will be tightly tarped as the waste is hauled to the  
BBI waste facility in Old Orchard Beach 3-4 times daily. All waste will be  
contained in trash bags and the waste will never hit the road surface. Clean up  
of the site using dry clean up methods will happen as needed during the work  
day hours of 11am to 2am.

Any complaints concerning the facility will be directed to the Director of  
Public Works and will be dealt with promptly to avoid any nuisance condition  
for neighbors. The Operations Manager of the contractor will maintain a log of  
any complaints and how they are dealt with, and will report the complaints to  
the Town's Director of Public Works as needed on a daily basis.

The Facility is located adjacent to a municipal parking lot that is used  
primarily by visitors to the nearby beach. On good beach days during the  
summer the parking lot is heavily used throughout the daylight hours. There  
is also a public restroom at the parking lot that is well used by beach goers.  
The character of the downtown and beach area has been in place for over 100  
years. Those who reside or stay in proximity have chosen to do so either  
because of the busy resort environment or in spite of it.

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## **PART 1 - GENERAL**

### **1) INTRODUCTION**

#### **a) Scope of Manual**

This operation and maintenance manual (Manual) is intended to serve as a guide to supervisors and operators for the proper operation and maintenance for the Old Orchard Beach Downtown Trash Handling Station (the Facility). It is not the intent of this manual to provide detailed specifications for construction or equipment maintenance. Any person assigned to operations or supervision must be familiar with the contents of this manual and be aware of their roles in operating a safe and well-run Facility in accordance with Title 38, MRSA § 1304 and Maine Department of Environmental Protection (DEP) Solid Waste Management Regulations Chapters 400, 402, 405 and 418 as applicable.

#### **b) Summary of the Solid Waste Management Facility**

The Facility serves the Town of Old Orchard Beach. The Facility is located on Town property at the corner of Milliken Street and Walnut Street. Its function is to serve, seasonally from May to October, as a temporary holding area for bagged trash collected from municipal waste receptacles located in the downtown beachfront area of Old Orchard Beach.

### **2) RESPONSIBILITIES**

#### **a) General Information**

The Facility is owned by the Town of Old Orchard Beach and operated by and under the supervision of a private contractor, (Operator). The Operator has the responsibility to ensure that the Facility is properly maintained and operated. As of the writing of this manual the Operator for 2016 had not yet been selected or contracted with.

The Operator and its authorized personnel are responsible for the operation of the Facility in accordance with the guidelines set forth within this Manual, established local rules or ordinances, and according to good judgment. Employees' responsibilities are to read and understand this operations and maintenance manual themselves and to inform their superiors of any required maintenance or safety modification required.

Current key contact details include:

- i) Old Orchard Beach Public Works: 207-934-2250
  - (1) Marc Guimont, Director
  - (2) Melissa Hutchins, Office Administrator
- ii) Town Manager, Larry Mead: 207-937-5628

#### **b) Operator (and/or any other employee) Responsibilities**

- Inspect and oversee handling and unloading of bagged trash, ensuring that only acceptable wastes are placed in the proper containers or temporary holding vehicles
- Supervise and train employees in all areas required
- Manage short term breakdowns/crises



- Ensure that all required safety features have been installed, are maintained, and all personnel are fully instructed in the hazards and safety procedures of their work.
- Maintain cleanliness of the Facility and surroundings including provision of vector and litter control
- Oversee temporary storage operations and ensure that all applicable laws and regulations are met
- Ensure that maintenance of equipment is performed according to schedule
- Maintain necessary records, diaries, and time sheets
- Update and inform The Town of Old Orchard Beach on a timely basis as to the status of operations, problems encountered, complaints received and any hazards or irregularities noticed
- Perform all other duties related to Facility operation and maintenance as assigned by the Town of Old Orchard Beach.

## **PART II - THE FACILITY**

### **1) SITE DESCRIPTION**

#### **a) Site Layout**

The Facility is located at the corner of Milliken Street and Walnut Street. The site is municipally owned and also provides for a seasonal public rest room and parking lot primarily used by beach visitors during the summer weeks. There is also a municipal wastewater pump station on the property. The proposed facility is located just beyond the municipal parking lot. Refer to the site drawing at Attachment C.

#### **b) Access Road and Traffic Pattern**

The facility is accessed from Milliken Street utilizing the entrance to the parking lot. The facility is not open to the public. Access is permitted only to municipal or Operator vehicles. Access to the facility is by way of overhead doors on each end of the building.

**2) FACILITY DESCRIPTION**

a) General

The purpose of the Facility is to serve, seasonally from May to October as a temporary holding area for bagged trash collected from municipal waste receptacles located in the downtown and beachfront area of Old Orchard Beach. The facility consists of a 20 x 40' structure with overhead doors at two ends to allow for drive through traffic and serve to secure the facility when not in use or attended.

The Facility operates on a very small scale as a transfer station. The facility is used to transfer trash bags collected from municipal waste receptacles in the downtown/beachfront area to a stake-body truck located within the structure. Trash bags are handled exclusively by employees of the Operator. Several times daily the truck delivers the load of bagged trash to BBI, a licensed solid waste handling facility located in Old Orchard Beach.

b) Storage Areas/Containers

Temporary storage of bagged trash occurs using a stake body truck that is emptied several times daily at the licensed BBI solid waste facility in Old Orchard Beach.

c) Equipment

Equipment is limited to wheeled collection bins, small "Gator-type" utility vehicles, and small pick-up trucks that bring bagged trash to the facility and stake body trucks used at the facility for temporary storage and for delivery of bagged trash to BBI.

d) Utilities

Utility needs are minimal since the Facility is limited to temporary storage of bagged trash. The facility utilizes public water and sewer. Fire protection is provided by the Old Orchard Beach Fire Department. A Fire extinguisher is located at the facility and on the stake body trucks.

**3) FACILITY OPERATION**

The Facility shall be used by the Operator for the temporary storage of bagged trash collected by the Operator from municipal trash barrels located in the downtown and related beach front area of Old Orchard Beach.

a) Hours of Operation

The Facility will be open seasonally from May to mid-October. The active use of the Facility is between the hours noted below. These hours reflect operation during the busiest weeks of the operational season, generally July and August. Because the volume of waste is dependent on the number of visitors to Downtown Old Orchard Beach operating hours would be reduced after Labor Day and depending on demand and weather.

Day	Hours
Monday	11am-2am
Tuesday	11am-2am
Wednesday	11am-2am
Thursday	11am-2am

Friday	11 am-2am
Saturday	11 am-2am
Sunday	11 am-2am

The hours are not posted because use of the facility is limited to the Operator.

b) Acceptable Material

The Facility accepts only trash generated at municipal waste barrels located on street or at beach entrances in the defined service area (See map of service area at Appendix D) The Facility does not accept any hazardous or special wastes as defined in Title 38, MRSA § section 1301.

- i) Municipal Solid Wastes (MSW) – solid wastes emanating from municipal waste barrels located on street or at beach entrances in the defined service area.

c) Question of Acceptability

The Operator and the employees are responsible for monitoring the incoming materials.

d) Operational Records

All bagged trash is delivered to the BBI/Casella transfer station. The tonnage of bagged trash collected is included in the Town’s annual solid waste reports.

e) Odor, Noise, Litter and Dust Control

The Facility shall provide for suitable measures to control odors, noise, litter and dust control.

Because only bagged trash is brought to the Facility litter issues are minimized. To minimize and control litter at the Facility, all bagged trash is loaded directly into the stake body truck used to transport to BBI. The grounds are inspected and cleaned daily. Odors are minimized because the bagged trash is collected from barrels several times daily and is stored at the Facility for no more than a few hours. Wheeled collection bins and other delivery vehicles are cleaned and sanitized multiple times daily.

f) Haul Schedule

The waste delivery schedule to BBI is done on a daily basis at approximately 3:30 pm, 8:00 pm, 11:00 pm and 2:00 am. The last delivery of the day may occur earlier than 2:00 am depending on the volume of visitors in the downtown area.

g) Health, Safety and Fire Protection

The Operator is responsible for maintaining the site in a safe condition for its employee use. First aid supplies are maintained on the truck for minor injuries. Major injuries may require ambulance and other emergency services and they shall be contacted accordingly:

Police, Fire, Emergency Medical: 911  
 DEP Emergency Response (24 hours) 800-452-4664

Trash handled by Operator employees is limited to trash deposited in municipal waste receptacles lined with plastic bags. For this reason the only hazardous wastes that would enter the Facility would be small quantities of household hazardous waste mixed with general MSW.

Employees will receive training from the Operator to bring only bagged trash from municipal receptacles to the Facility.

A fire extinguisher is located in the facility and on the trucks.

h) Security

The facility is secured by two overhead doors at either end of the building. The doors must be closed and locked whenever there is no authorized staff present in the building. It is the responsibility of each staff person to adhere to this protocol.

**4) FACILITY MAINTENANCE**

a) Facility

Routine maintenance of the Facility is the responsibility of the Operator and includes keeping the grounds cleaned and free of debris or hazards.

b) Equipment

Equipment used for operations is minimal. Regular service and maintenance of wheeled collection bins and transport trucks is the responsibility of the Operator.

**5) CONTRACTS**

The Facility is managed by the Operator under contract to the Town of Old Orchard Beach. The contract is attached at Appendix F.

The Town of Old Orchard Beach has a contract with Pine Tree Waste Systems, Inc and Casella Waste Systems Inc. for receiving all municipal solid waste. That contract is attached at Appendix G.

**ATTACHMENT M**

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TO: Larry Mead, Town Manager      DATE: January 13, 2016  
FROM: Stephanie Hubbard, PE      PROJECT NO.: MCVME  
SUBJECT: Milliken Street Transfer Station – Geotechnical Evaluation

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This memorandum has been prepared to provide additional context related to the geotechnical conditions at the site.

The project includes the construction of a 20-ft by 40-ft transfer station building and small driveway for access to and from the proposed building. This transfer station building is proposed to be located at the back (northwest side) of the existing Milliken Street parking lot, location as noted in the plans accompanying this application.

As part of the original design of the Milliken Street parking lot, comfort station (restroom) on the southwest corner of the parcel and the contemplation of utility lines along Milliken Street, Summit Geoenvironmental Services was retained to prepare a geotechnical report. The geotechnical report dated May 2006 indicated the borings included pavement overlying fill overlying glacial marine deposits and swamp deposits were encountered overlying the glacial marine deposits. The low bearing strength deposits were accommodated for during the design and foundation recommendations for the restroom facility (located on site).

While there are no existing borings located within the limits of the proposed building, based on our understanding and information made available during the construction of the parking lot, including excavation for storm drain lines and light posts, the materials excavated during construction of the parking lot were consistent with information contained in this report. While we cannot guarantee the conditions at the site, anecdotal information suggests consistent conditions. Additional data may be obtained as part of the final building and foundation design by the selected contractor.

Should you have any questions or require additional information, please do not hesitate to contact me.



**ADJOURNMENT:**

**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 twenty-three (23) pages is a copy of the original Minutes of the Town Council Workshop of January 19, 2016.**

**V. Louise Reid**