

Barbara Dailey, Chair
John Daley, Vice Chair
Richard Dolliver
Gary Latulippe
Robert Winn, Jr.



AGENDA
MEETING OF THE OGUNQUIT SELECT BOARD
TUESDAY, FEBRUARY 7, 2017

- 1.0 EXECUTIVE SESSION - 4:30PM**
 - 1.1 Legal Rights and Duties Pursuant to Title 1, Chapter 13§405.6.E]
 - 1.2 Personnel Matter [Pursuant to Title 1, Chapter 13§405.6.A]

- 2.0 CALL TO ORDER - 6:00PM**
 - 2.1 Pledge of Allegiance
 - 2.2 Select Board Minutes - January 24, 2017

- 3.0 TOWN MANAGER'S REPORT**

- 4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**
 - 4.1 Appointment - Wells-Ogunquit Community School District Trustee

- 5.0 PUBLIC INPUT**

- 6.0 PUBLIC HEARING - LICENSE APPLICATIONS**
 - 6.1 Barnacle Billy's - Malt, Vinous & Spirituous Liquor License Renewal Application
 - 6.2 Barnacle Billy's, Etc. - Malt, Vinous & Spirituous Liquor License Renewal Application
 - 6.3 Barnacle Billy's, Etc. - Amusement License Renewal Application
 - 6.4 Perkins Cove Lobster Shack - Malt & Vinous Liquor License Renewal Application

- 7.0 PUBLIC HEARINGS & PRESENTATIONS**
 - 7.1 Senior Community Housing - Barbara Ferraro
Presentation on Senior Community Housing in Ogunquit
 - 7.2 Select Board Mid-Year Report - Barbara Dailey, Chair
Public Questions & Comments regarding the Select Board Mid-Year Report

- 8.0 ADMINISTRATIVE ITEMS - UNFINISHED BUSINESS**
 - 8.1 Senior Community Housing Committee - Barbara Ferraro
Request to Create a Senior Community Housing Committee
 - 8.2 Perkins Cove Bridge Engineering Services - Fred Mayo, Harbormaster
Select Board Review and Action on the Proposal for Engineering Services for the Perkins Cove Bridge Design Repairs

9.0 ADMINISTRATIVE ITEMS - NEW BUSINESS

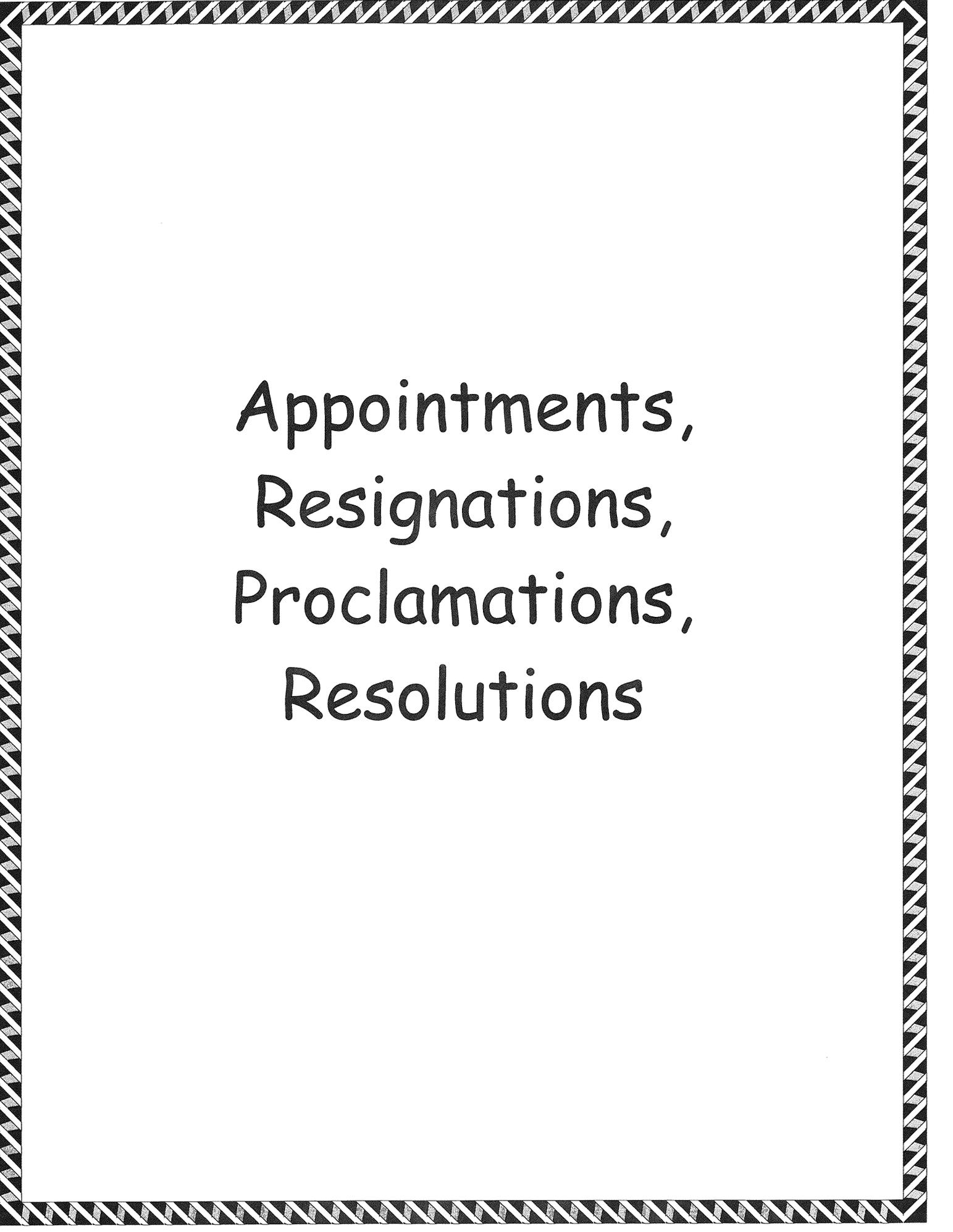
- 9.1 Acceptance of Fiscal Year 2015-2016 Town Audit - *John Quartararo, Treasurer*
Select Board Review and Acceptance of the Audit of the Financial Statements of
the Town of Ogunquit for Fiscal Year ended June 30, 2016

10.0 OTHER BUSINESS

**11.0 MISCELLANEOUS BUSINESS - ORAL & WRITTEN COMMUNICATIONS -
FOLLOW-UP**

- 11.1 Public Input
11.2 Select Board

12.0 ADJOURNMENT



Appointments,
Resignations,
Proclamations,
Resolutions

Received in the

Town Clerk's Office

on 01/26/2017

at 11:30

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

Rec. by CLM

23 School Street, PO Box 2122, Ogunquit, Maine 03907

Town Clerk

Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

Application type: New, Re-Appointment, Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: LESLIE L. LATOND

RESIDENCE:

MAILING (If different):

E-MAIL ADDRESS: Work:

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- Board of Assessment Review, Cable TV Regulatory Commission, Conservation Commission, Harbor Committee, Heritage Museum Committee, Historic Preservation Committee, Marginal Way Committee, Parks & Recreation Committee, Performing Arts Committee, Planning Board, Recycling Committee, Shellfish Conservation Commission, Zoning Board of Appeals, Other School Committee

RELATED EXPERIENCE (Including other Boards/Commissions): Former committee member + vice chair, 38 years in higher education, President MAINE AARP, vice chair Southern Maine Agency on Aging

I am a: (check those that apply)

- Year-round Resident, Summer Resident, Ogunquit Property Owner, Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: Feel that I can fill in short time as I am familiar w. th policies & procedures

Please Circle

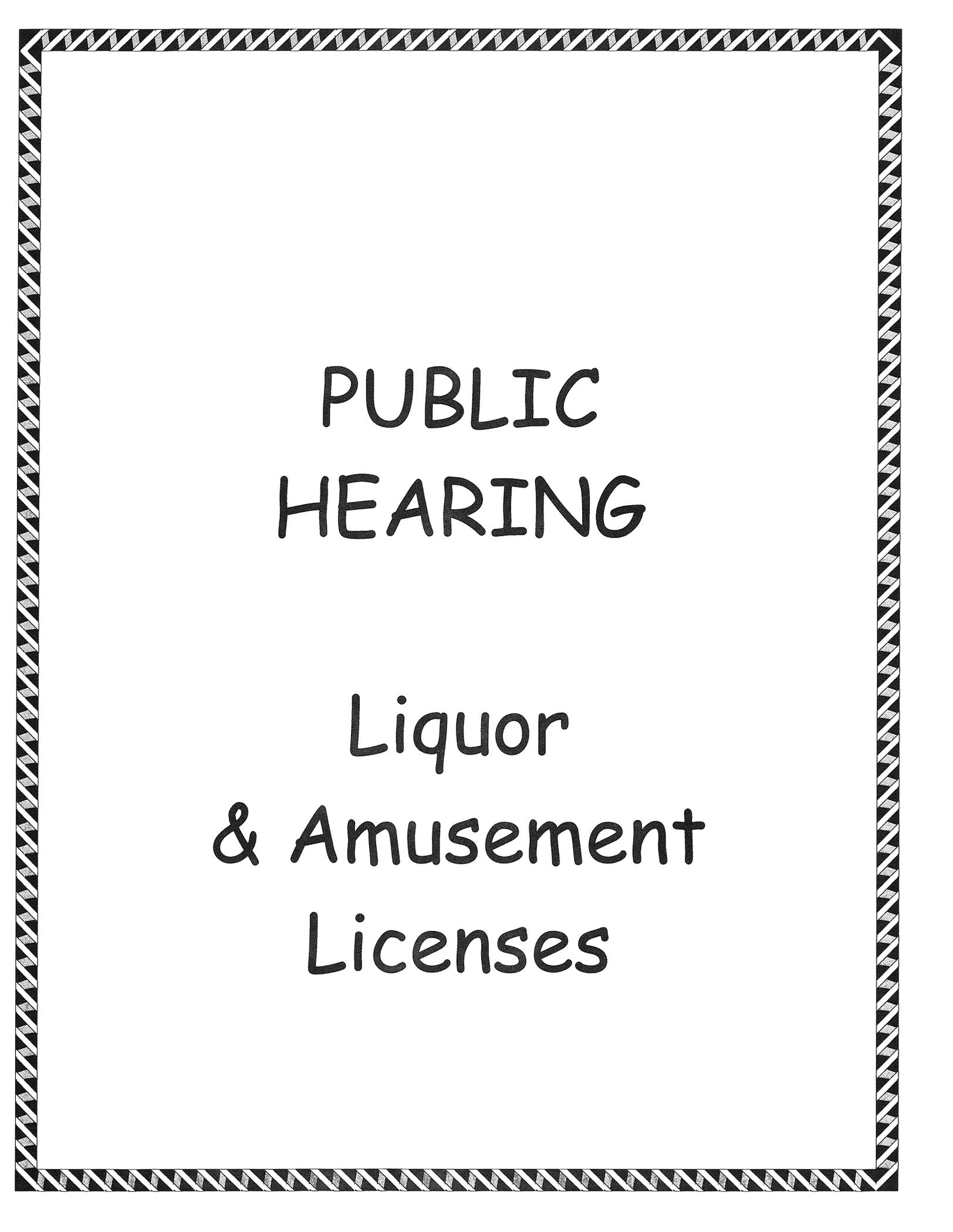
I have/have not attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

Signature of Applicant: Leslie L. Latond

Date: 1-26-17

Boards Committees

WELLS-OGUNQUIT CSD TRUSTEES						
Vacant				2017		Member



PUBLIC HEARING

Liquor
& Amusement
Licenses

OGUNQUIT

Beautiful Place by the Sea

PUBLIC HEARING NOTICE

The Ogunquit Board of Selectmen will hold a Public Hearing on Tuesday, February 7, 2017, at 7:00 PM in the Auditorium of the Dunaway Community Center on School Street, Ogunquit, Maine for the following application(s):

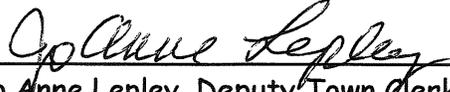
Changed to 6:00 pm

MALT, SPIRITUOUS & VINOUS LICENSE (RENEWAL)

Barnacle Billy's	70 Perkins Cove Road
Barnacle Billy's, Etc.	50 Perkins Cove Road
Oarweed Cove Restaurant	65 Perkins Cove Road
Perkins Cove Lobster Shack	110 Perkins Cove Road

AMUSEMENT LICENSE (RENEWAL)

Barnacle Billy's, Etc.	50 Perkins Cove Road
------------------------	----------------------


Jo Anne Lepley, Deputy Town Clerk

Posted by:



Patricia L. Arnaudin, Police Chief

Posted: January 31, 2017
Dunaway Community Center
Ogunquit Post Office
Ogunquit Transfer Station
WOGT

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2017</u>
CURRENT LICENSE EXPIRATION DATE: <u>5-5-2017</u>		

BUSINESS NAME: Barnacle Billy's Inc
 APPLICANT: Barnacle Billy's Inc.
 EMAIL: billy@barnbilly.com
 BUSINESS REG #: 17-503 ISSUE DATE: 1/9/17 MAP: 3 LOT: 87
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 180 in 180 out

NOTE - SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia J. Rinaudo</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-25-2017
Fire Chief	<i>Mark Bier</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-25-17
Code Officer	<i>St R</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-25-17

ATTENDANCE AT PUBLIC HEARING IS REQUIRED PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

 APPLICANT'S SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200	Date Paid: <u>1-9-17</u>	Check/Cash	Check #: <u>7724</u>
Background Check Fee: \$ 65.00	(\$21.00 per person listed on application)		
Business Reg. Fee: <u>\$150.00</u>	Paid prior to Liquor Application? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
TOTAL PAID WITH APPLICATION: \$ <u>200</u>	Received by: <i>M</i> <u>1-BK, 1 Bekgd, listed on Billy's ETC.</u> (Town Clerk's Office)		
DATE POSTED: <u>1/31/2017</u>	DATE HEARD: <u>2/7/2017</u>	APPROVED: _____	DENIED: _____

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2017</u>
CURRENT LICENSE EXPIRATION DATE: <u>5-5-2017</u>		

BUSINESS NAME: Barnacle Billy's Etc
 APPLICANT: Barnacle Billy's Etc
 EMAIL: billy@barnbilly.com
 BUSINESS REG #: 17-504 ISSUE DATE: 1/9/17 MAP: 3 LOT: 88
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 373

NOTE - SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Denise L. Amador</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-25-2017
Fire Chief	<i>Mark O'Brien</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-25-17
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1-25-17

ATTENDANCE AT PUBLIC HEARING IS REQUIRED PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: <u>\$200</u>	Date Paid: <u>1/9/17</u>	Check/Cash <input checked="" type="checkbox"/>	Check #: <u>774</u>
Background Check Fee: <u>\$63</u>	(\$21.00 per person listed on application)		
Business Reg. Fee: <u>\$150.00</u>	Paid prior to Liquor Application? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
TOTAL PAID WITH APPLICATION: \$ <u>413.00</u>		Received by: <u>JL</u> (Town Clerk's Office)	
DATE POSTED: <u>1/31/2017</u>	DATE HEARD: <u>2/17/2017</u>	APPROVED: _____	DENIED: _____

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2017
BUSINESS NAME: Barnacle Billy's Etc
BUSINESS ADDRESS: 50 Perkins Cove Rd
BUSINESS PHONE # 207 646 4717 HOME PHONE #
BUSINESS REG # 17504 ISSUE DATE: MAP: 3 LOT: 88
(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 373

NATURE OF BUSINESS: Restaurant, seafood seasonal

FORM OF ENTERTAINMENT: (Please be specific) occasional piano, violin, guitar, bag pipe.

APPLICANT: Tower Family Partnership ADDRESS: Ogunquit, Me 03907

HAS YOUR LICENSE TO CONDUCT THIS BUSINESS EVER BEEN DENIED, SUSPENDED OR REVOKED?

YES NO

If, YES, please explain:

HAVE YOU, ANY PARTNERS OR CORPORATE OFFICERS EVER BEEN CONVICTED OF A FELONY?

YES NO

If, YES, please explain:

NOTE - SPECIAL ATTENTION

APPLICATION MUST BE SUBMITTED NINETY DAYS (90) PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

Please consult Title IX, Chapter 3 of the Ogunquit Municipal Code for all provisions applicable to this license. "Entertainment" is defined as follows in said Code:

"Entertainment shall include dancing by and for patrons, any music, videogames, devices, machines and any other amusement, performance, exhibition, diversion or other activity with an entertainment value whether provided for or used by patrons, independent contractors, employees or proprietors.

Entertainment shall not include televisions or radios nor shall it include "background music" meaning music not involving live performers and not used for dancing and which music is only incidental to the primary activity offered."

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been ~~no~~ change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business since _____

(Insert date when change was made)

Carl F. Koppat

PROPERTY OWNER'S SIGNATURE

William R. Tower

APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

1. All applications shall be accompanied by two (2) scale drawings at a scale of one (17") inch to ten (10') feet depicting the floors of the building in which the entertainment is to be located, all entrances and exits and all areas open to patrons indicating in each area the use made by patrons and indicating the floors and areas for which the applicant seeks a license.
2. Applicants for video game entertainment shall present, to scale, floor plans depicting the location and floor area of these devices and the location of the supervisor(s). Machines shall be listed by function and serial number.
3. Applicants for patron dancing entertainment shall present to scale floor plans depicting the location and size of the dance floor(s).
4. Each application shall constitute a new application and all required information must be included. **Licenses expire on May 31st of each year.**

FOR OFFICE USE ONLY

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		Yes	No	Yes	No	
Police Chief	<u>Danica L. Landis</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>01-25-2017</u>
Fire Chief	<u>Mark Brin</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>1-25-17</u>
Code Officer	<u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>1-25-17</u>

Received by: JK (Town Clerk's Office) Fee \$ 100.00 Date Paid 1/9/17

Check / Cash 7724
 Filed with Liquor License Application

Date posted: 1/31/2017 Date Heard: 2/7/2017 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN

Renew

1-10-2017
@ 1:00 pm

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2017</u>
CURRENT LICENSE EXPIRATION DATE: <u>4.11.17</u>		

BUSINESS NAME: Perkins Cove Lobster Shack Inc
 APPLICANT: Jason Evans
 EMAIL: thelobstershack@gmail.com
 BUSINESS REG #: 402 ISSUE DATE: Jan 5, 17 MAP: 3 LOT: 81
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 54

NOTE - SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<u>Patricia L. Amador</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>01-13-2017</u>
Fire Chief	<u>Mark Blinn</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>1-17-2017</u>
Code Officer	<u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

ATTENDANCE AT PUBLIC HEARING IS REQUIRED
PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

[Signature]
 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200	Date Paid: <u>1-5-17</u>	Check/Cash	Check #: <u>1965</u>
Background Check Fee: \$ <u>21.00</u>	(\$21.00 per person listed on application)		
Business Reg. Fee: \$150.00	Paid prior to Liquor Application? YES NO		
TOTAL PAID WITH APPLICATION: \$ <u>371.00</u>	Received by: <u>[Signature]</u> (Town Clerk's Office)		
DATE POSTED: <u>1/31/2017</u>	DATE HEARD: <u>2/2/2017</u>	APPROVED: _____	DENIED: _____



PUBLIC
HEARINGS
&
PRESENTATIONS

Senior Community Housing

Ogunquit, Maine

Mission Statement

SENIOR COMMUNITY MISSION STATEMENT

The Senior Community aims to promote independence and enrich the lives of our 62 and older senior population.

We will do this by exploring housing options that allow seniors to reside in Ogunquit. Our mandate is to insure that our seniors feel empowered, have choices and a sense of security and peace of mind.

Ultimately, we are accountable to the residents of Ogunquit. We welcome participation and input.

Excerpts from 2003 Comprehensive Plan

Create a permanent "Housing Committee" that is charged with exploring ways to expand the amount of affordable housing in Ogunquit and to work to bring this about.

Affordable: For our proposal: Market Rate Rentals For Seniors

This is not to exclude other Affordable Housing options in Ogunquit. In fact we support affordable housing options for all ages. Our emphasis at this point is
For Seniors.

Excerpts from 2003 Comprehensive Plan

I. Housing

1. POLICY: The cost of housing in Ogunquit has increased significantly making it difficult for moderate and lower income households to live in town. In addition, there are limited housing choices available for the Town's older residents who cannot or do not want to continue to live in their single-family home. To address these issues, it is recommended that the Town adopt the following policy with respect to housing:

It is the policy of the Town of Ogunquit to work to assure that opportunities exist for the creation of a range of affordable housing to meet the needs of residents of the community by assuring that fifteen percent of all new housing units are "affordable".

Senior Community Housing Survey

Members of Senior Housing Committee took
A sample survey in the Fall of 2016

Questions that could be checked off in survey:

- Resident/voter of Ogt
- Property owner/non-voter
- Would you support a 62 and up Senior Housing Community
- Would you rent in this Senior Housing Community

Senior Community Housing Survey

Where: Post Office, Transfer Station and Neighborhoods

Number Surveyed: 100

Percentage of people who agreed that a Senior Community
Housing Program needs to exist in Ogunquit: 95%

Number/full time residents: 75%

Number/property owners and 6 month residents: 25%

Number of people who would rent 65%

US CENSUS BUREAU DEMOGRAPHIC DATA
FOR OGUNQUIT RELEASED: 12/2016
From Data as of 12/2015

Ogunquit Full time population: 1337

More recent count of Ogunquit Voters: 1126

Percentage of total population that
are age 60 or older: 46.6%

From 2010-2015 population in Ogunquit
has declined by 445 people. 25 %

What we are/what we are not

This will be fully explained by Patricia Martine, Executive Director of York Housing Authority

We are:

Senior Housing Community

Rental Property for Seniors 62 and older

Independent Living

Rental based on Fair Market Values

Target: Ogunquit Residents

We are not:

Assisted Living

Subsidized Housing

Low Income Housing/Government Controlled

Recreational Center

Model from York Housing



Model from York Housing



Fair Market Price Range for this Model

Deerfield Place

Deerfield Place provides a senior rental opportunity for those not requiring a subsidy.

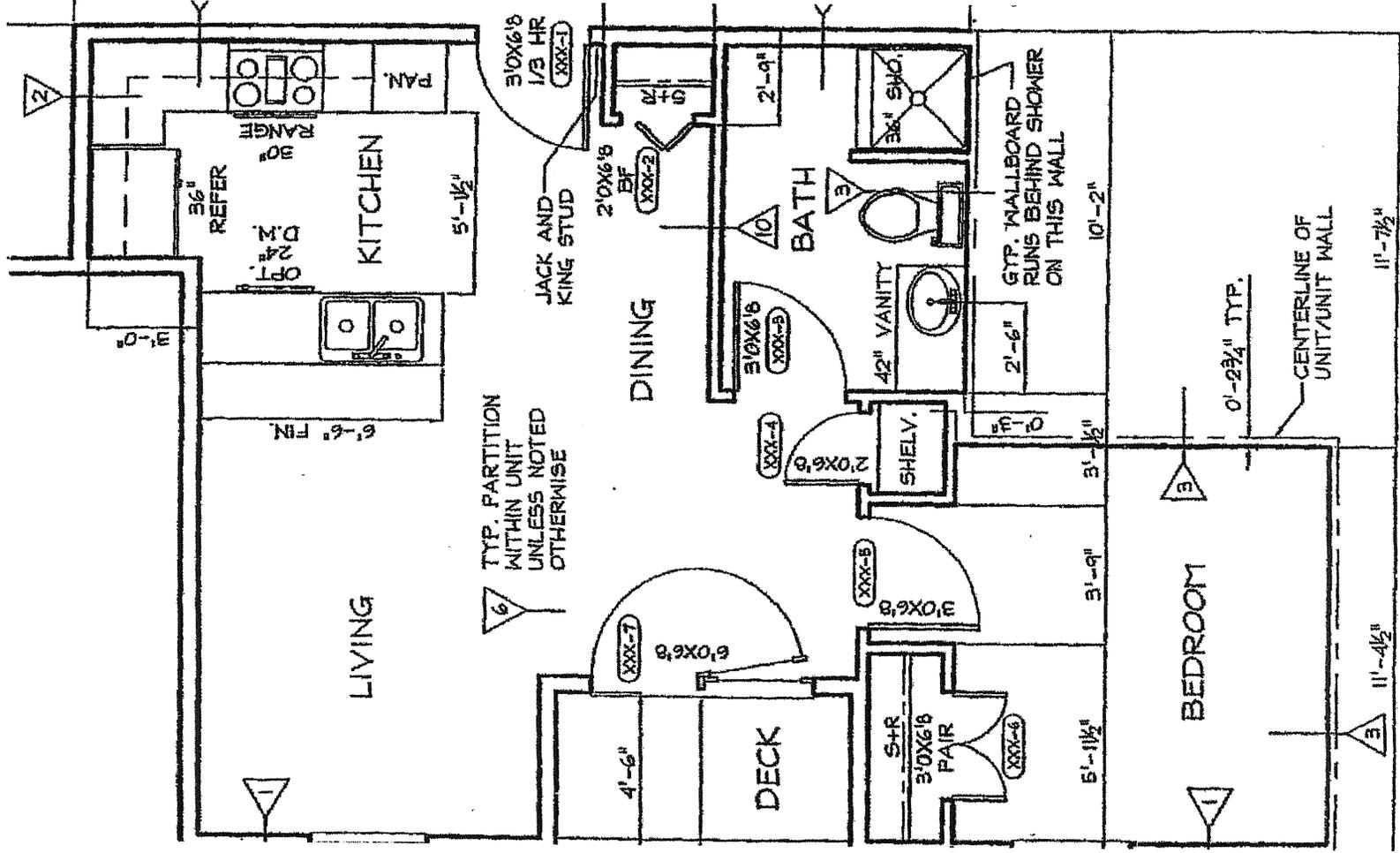
Units are complete with private decks, spacious layouts, appliances including dishwasher, washer/dryer hookup, also laundry facilities within the building provided by management.

There are 28 apartments with square footage ranging from 620 square feet for the one-bedroom apartments and 911 square feet for the large two-bedroom apartments.

There are no income restrictions and rents are market value.

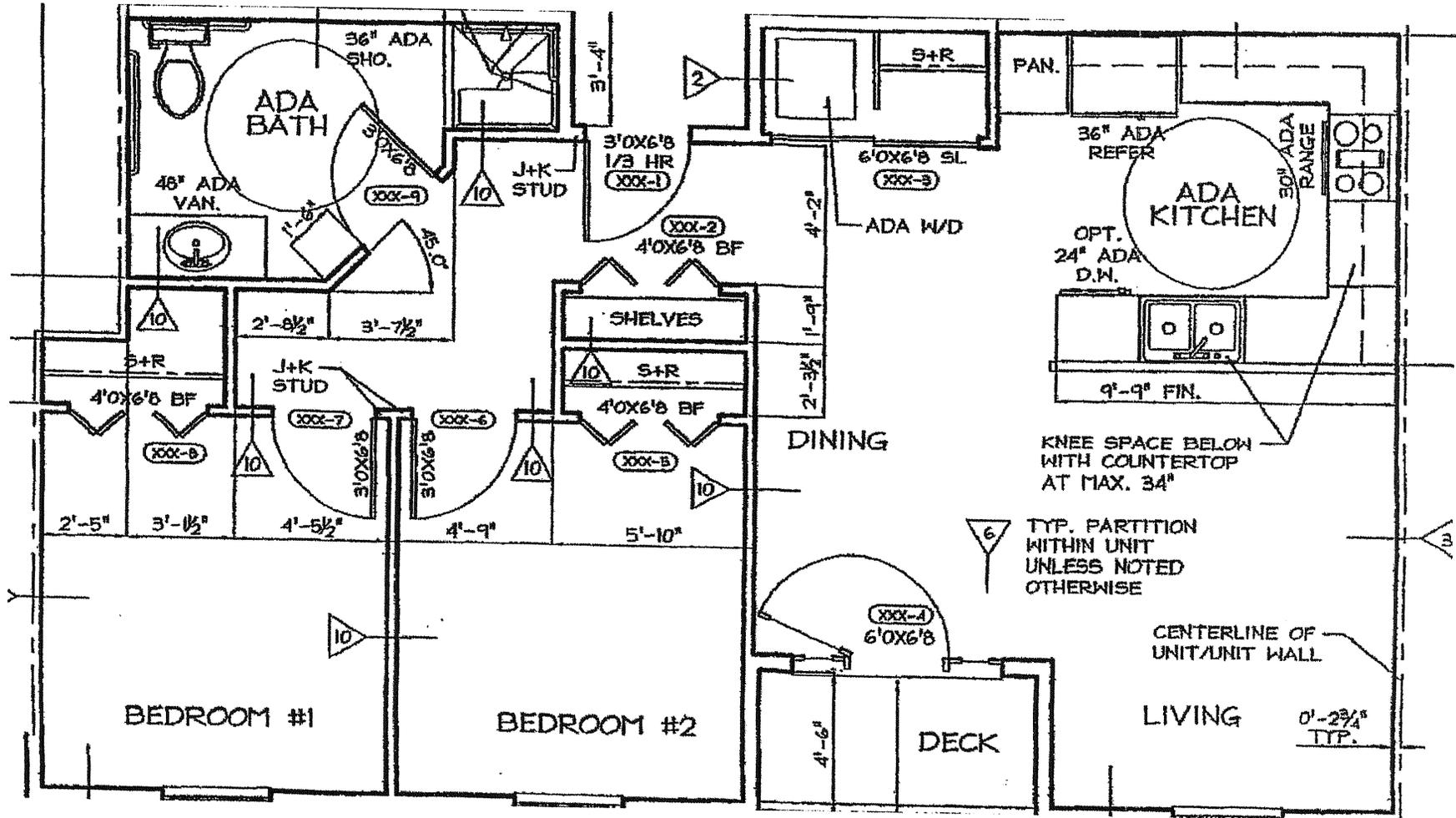
Number of Units	Unit Type	Bedroom(s)	Square Footage	Rent Amount	Utilities Fee
12	A	Medium 2 bedroom	865 SF	\$1,370	\$160
4	B	1 bedroom	620 SF	\$995	\$160
4	C	1 bedroom with Den	766 SF	\$1,195	\$160
2	D	Large 2 Bedroom	911 SF	\$1,395	\$160
6	E	1 bedroom with Den	830 SF	\$1,195	\$160

Interior Layout/Unit B 1 bedroom 620 SF



3 TYPE B UNIT - 620 SF
 A1.3 Scale: 1/4" = 1'

Interior Layout/Unit D Large 2 bedroom 911 SF



OGUNQUIT

Beautiful Place by the Sea

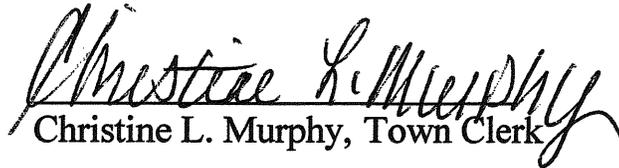
PUBLIC NOTICE

Ogunquit Select Board

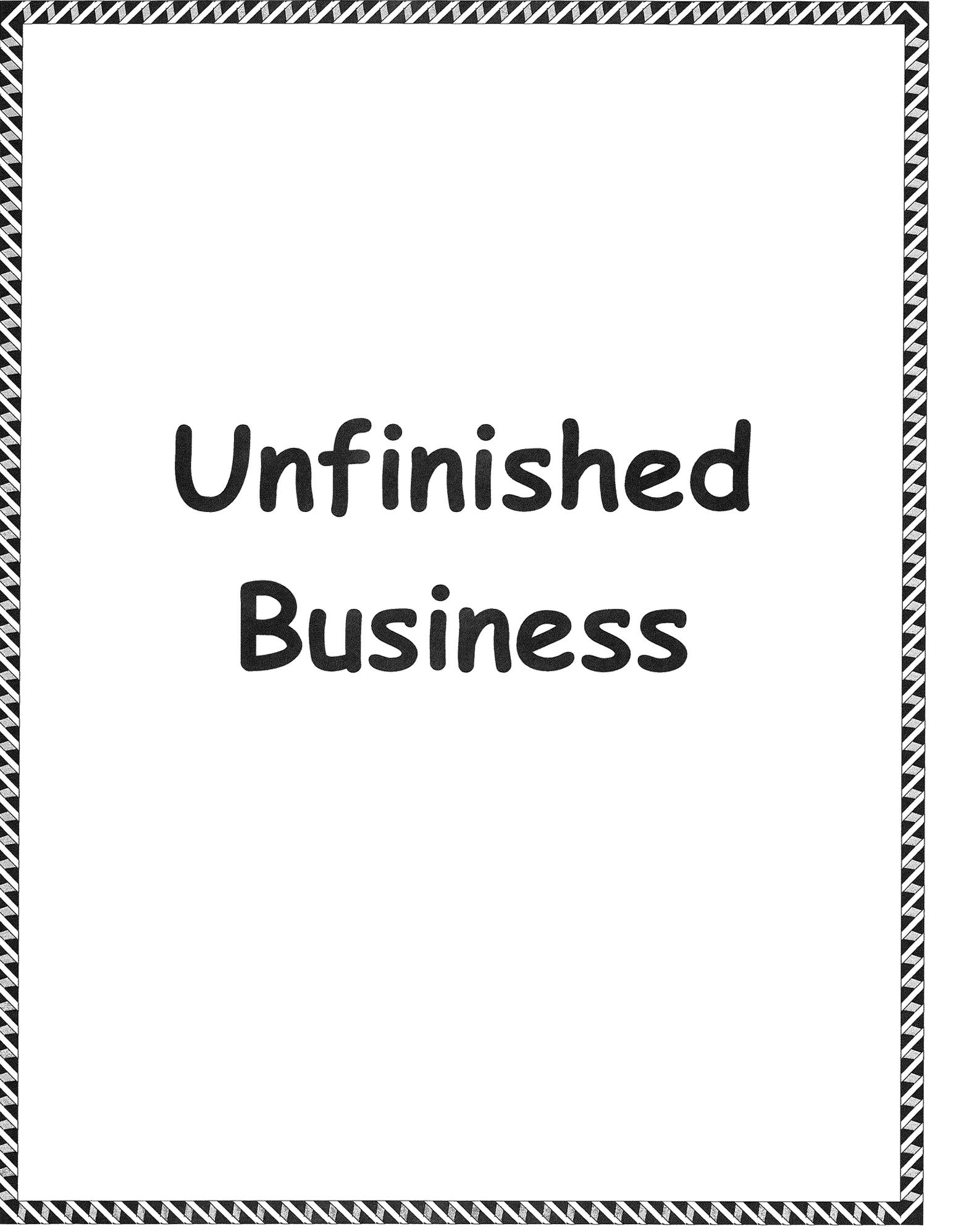
“State of Ogunquit”

Pursuant to Article III, Section 310.16 of the Town Charter, there will be a public forum for questions and comments on the Selectmen’s Annual (Mid-Year) Report during the next meeting of the Select Board, scheduled for Tuesday, February 7, 2017, at 7:00pm in the Auditorium of the Dunaway Community Center.

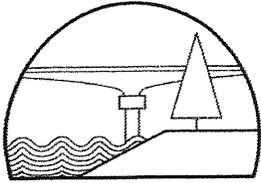
Changed to 6:00pm


Christine L. Murphy, Town Clerk

Posted: January 31, 2017
Dunaway Community Center
Ogunquit Post Office
Ogunquit Transfer Station
WOGT - TV



Unfinished Business



BAKER DESIGN CONSULTANTS
Civil, Marine and Structural Engineering

January 27, 2017

Town of Ogunquit
Attn: Fred Mayo; Harbormaster
PO Box 875
Ogunquit, ME 03907
harbormaster@townofogunquit.org

Subject: Proposal for Engineering Services – Perkins Cove Footbridge Repair; Town of Ogunquit, ME

Dear Fred,

We are pleased to submit the following proposal for engineering services for repairs to the Perkins Cove Footbridge in the Town of Ogunquit. The scope of work and approach presented in this proposal consider my field visit and discussion with you on January 25, 2017 and review of the construction drawings for the existing bridge that you provided during our meeting.

Baker Design Consultants is a Maine-based firm that specializes in Civil, Marine, and Structural Engineering projects in Maine. We are experienced in the design of pedestrian and vehicular bridges, and have recently completed many bridge design, load rating, repair, and replacement projects including:

- Footbridge Repair Design and Swing Span Replacement, Boothbay Harbor, ME – Current
- Ocean Street Footbridge Replacement, Ogunquit, ME – Current
- Stonecroft Estate Bridge Load Rating and Repair Design, Falmouth, ME – 2015
- River Point Bridge Design/Build, Falmouth, ME – 2014 (winner of a 2015 ACEC Engineering Excellence Award)
- The Boathouse Pedestrian Bridge, Kennebunkport, ME – 2014

Our qualifications and experience make us well prepared to serve the Town on this project in an efficient and cost-effective manner. Further, our ongoing work in Ogunquit on the Ocean Street Footbridge project will allow us to make efficient use of resources in completing this project.

This proposal includes the following sections:

A. Background to Project	2
B. Scope of Work	2
C. Project Timeline	3
D. Budget Fee Estimate	4
E. APPENDIX –Qualifications, Resumes, Representative Projects	5

We look forward to the opportunity to work with the Town of Ogunquit on this project. Please call with any questions on the information provided.

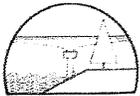
Sincerely,

BAKER DESIGN CONSULTANTS, Inc.

Daniel Bannon, PE – Project Engineer

JN: 17-04

CC: Barney Baker, PE – Principal



A. Background to Project

In January 2017, the Town of Ogunquit contacted Baker Design Consultants to request a proposal for engineering services related to repairs to the Perkins Cove Footbridge.

We understand that the Town is currently working with a mechanical engineer on repairs to the bridge's mechanical systems and that any work related to those systems is outside of BDC's scope of work.

We also understand that a prior inspection of the bridge has identified two existing structural issues that require repair, which are described below:

1. The 12x12 Timber Pile Cap that supports the Pivot Bearing of the East Bascule Span is cracked, and as a result is causing lateral movement of the Pivot Bearing during operation of the lift bridge.
2. The center timber pile on the outer side of the East Bascule Tower has failed, and a vertical split is visible in the intertidal range.

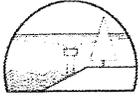
Both of these issues were observed by BDC during the 1/25/17 field visit. No further inspection was completed at this time to identify whether additional structural issues currently exist.

The scope of work presented in the following section is intended to provide an engineered repair approach to address the two items listed above. As part of this work, an overview visual inspection of the bridge will be undertaken in order to identify any other readily apparent issues. While this is not intended to be a comprehensive inspection, it will allow for the identification of other short-term repair needs that may need to be addressed along with the issues previously described. Any additional deficiencies that are identified will be documented and reported to the Town, and dependent on the inspection findings, may be considered for inclusion in the current repair scope.

The result of this project will be a set of repair plans and specifications that may be used by the Town to solicit bids for the work. Additional inspection and/or repair program design beyond the items described in the prior paragraph has not been included in the current scope of work or budget.

B. Scope of Work

1. Background Data Collection
 - a. Review design drawings for the existing bridge to identify member layout and structural loading.
2. Field Investigation
 - a. Complete a site visit to field measure and photograph the existing issues and condition and configuration of surrounding members critical to the repair program.
 - b. Complete an overview visual inspection of the bridge to identify any other readily apparent structural issues. Report any noted issues to the Town for consideration.
3. Repair Design Development
 - a. Calculate applied loading on the pile and pile cap based on weights of existing components and attachments, pedestrian live load, snow load, and other applicable loading conditions.
 - b. Perform an analysis of critical members to determine stresses under the range of required loading conditions.
 - c. Design a system of repairs for the existing pile and pile-cap members to address the current structural issues. It has been suggested that this involve replacement of the existing timber pile cap, and repair of



the failed pile either by jacketing the existing pile in-place, or by driving additional piles adjacent the existing piles with new support beams that will relieve the load from the existing pile. Selection of a repair option is subject to completion of design calculations.

- d. Develop repair plans and specifications detailing the requirements for the structural repairs.

4. Permitting

- a. The work involves repair and replacement of an existing municipally-owned bridge over tidal waters. The key state and federal regulatory agencies for this work are Maine DEP and USCG. Provided that the repairs can be completed without any added impact to the coastal wetland or to the navigation channel beneath the bridge, it is anticipated that the work will be exempt from permitting from both agencies. The budget includes correspondence with regulatory agencies to confirm these exemptions, but does not include preparing and filing of any permit applications should those be required.

5. Bid Documents and Solicitation

- a. Prepare a package of Bid Documents including plans and specifications that the Town may use to solicit bids for the project.
- b. Assist in advertising the project for bids, facilitate a preconstruction meeting with potential bidders, respond to RFI's during bid phase, assist in the review of bids received and development of construction contract.

6. Construction Phase Services

- a. Construction Phase Services are not included in the current project budget. Anticipated services may include: site visits, construction oversight, review of contractor submittals and shop drawings, proposed change orders, review of requisitions, facilitation of progress meetings, etc.

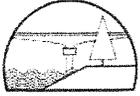
Services not included:

1. Construction phase services are not included in the current scope of work.
2. Although not anticipated, the regulatory agencies may require input that is beyond the expertise of the Baker Design Consultants team that would necessitate the need for a specialized consultant, for example, eelgrass survey to identify current limits of this protected resource). The cost of such specialized services would need to be passed on to the Client.
3. Geotechnical Investigation
 - a. A field geotechnical investigation is not anticipated under the current scope. BDC will review the available legacy geotechnical information to determine whether additional subsurface investigation will be required to support the completion of final design.

C. Project Timeline

An approximate timeframe for the project is laid out below based on the award of an engineering services contract to BDC in the next 7-10 days from the date of this proposal.

February 2017	Field Inspection, Structural Analysis, Design Development
March 1, 2017	Advertise Project for Bids
March 15, 2017	Bids received
April/May 2017	Construction



D. Budget Fee Estimate

TASK DESCRIPTION	HOURLY RATE			HOOR ESTIMATE/CLASSIFICATION		% By Phase
	Senior Engineer	Project Engineer	CAD Technician	TASK HOURS		
	\$145.00	\$95.00	\$65.00			
000 General Project Management	2	2		4		\$480 5% 5%
100 Background Data Collection Review existing plans		4		4		\$380 4% 9%
200 Field Investigation Field Inspection		4		4		\$380 4% 13%
300 Repair Design Development Structural Loading Analysis Repair Design Development Plan Development		8 16 16	4 8 16	12 25 33		\$5,910 64% 78%
400 Permitting Regulatory Correspondence		2		2		\$190 2% 80%
500 Bid Phase Prepare Bid Documents (plans & specifications) Pre-bid meeting Bid assistance	2	8 2 4	4	14 2 4		\$1,880 20% 100%
TOTAL LABOR HOURS PER CLASSIFICATION	6	66	32	104		\$9,220 100%

Direct Costs

Travel Allowance	\$117
Communication Fee (4%) (Telephone/postage/computer)	\$369
Printing and Reproduction	
TOTAL	\$485

Subconsultants/Testing **Primary Work**

None Anticipated

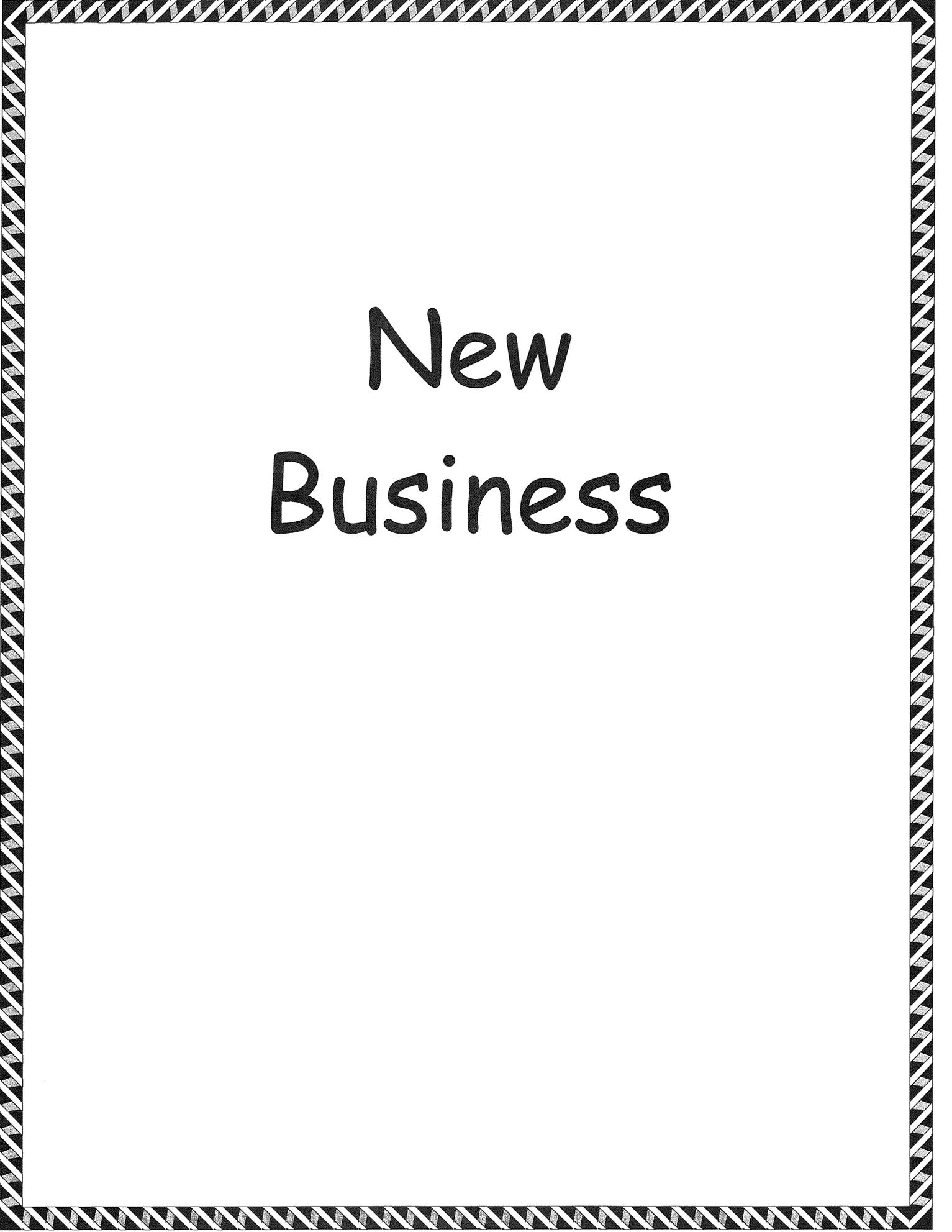
TOTAL

SUMMARY

Classification	Hours	Rate	Cost
Senior Engineer	6	145.00	\$870
Project Engineer	66	95.00	\$6,270
CAD Technician	32	65.00	\$2,080
Total Labor Hours	104		
		Total Direct Labor	\$9,220
		Direct Costs	\$485

Subconsultants + 5%

PROJECT TOTAL (Does not Include Extra Work) \$9,705



New Business

TOWN OF OGUNQUIT

OGUNQUIT, MAINE

FINANCIAL AUDIT REPORT

JUNE 30, 2016