

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



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

- 1.0 BUDGET MEETING - 5:00PM**
 - 1.1 Budget Q & A
Public Comments and Questions on the Proposed FY 2017-2018 Budget
 - 1.2 Select Board and Budget Review Committee Meeting for the FY 2017-2018 Operating Budget
Select Board and Budget Review Committee vote on the FY 2017-2018 Operating Budget
- 2.0 CALL TO ORDER - 6:00PM**
 - 2.1 Pledge of Allegiance
 - 2.2 Select Board Minutes - February 21, 2017
- 3.0 TOWN MANAGER'S REPORT**
- 4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**
- 5.0 PUBLIC INPUT**
- 6.0 PUBLIC HEARING - LICENSE APPLICATIONS**
 - 6.1 Anchorage by the Sea- Malt, Spirituous & Vinous Liquor License Renewal Application
 - 6.2 Anchorage by the Sea- Amusement License Renewal Application
 - 6.3 Ogunquit Lobster Pound- Malt, Spirituous & Vinous Liquor License Renewal Application
 - 6.4 The Colonial Inn - Malt, Spirituous & Vinous Liquor License Renewal Application
 - 6.5 The Colonial Inn - Amusement License Renewal Application
- 7.0 PUBLIC HEARINGS & PRESENTATIONS**
- 8.0 ADMINISTRATIVE ITEMS - UNFINISHED BUSINESS**
 - 8.1 Community Housing Committee - Barbara Ferraro
Request to Create a Standing Community Housing Committee
 - 8.2 Town Manager Search Committee - Barbara Dailey, Chair
Update on the Town Manager Search Committee Process
- 9.0 ADMINISTRATIVE ITEMS - NEW BUSINESS**
 - 9.1 Request for a Contract Amendment with Tyler Technologies - John Quartararo, Treasurer

Select Board Review and Action on a Request from Treasurer John Quartararo to Amend the Contract with Tyler Technologies (MUNIS) with a Three (3) Year Contract Amendment through December 31, 2019 and with Automatic One (1) Year Renewals thereafter.

9.2 MPERS Unfunded Pension Obligation - John Quartararo, Treasurer

Select Board Review of a Memo from Treasurer John Quartararo regarding the Unfunded Pension Obligation at Maine Public Employees Retirement System

9.3 Ogunquit Fire Company License to Operate Beano- Mark O'Brien, Acting Town Manager

Select Board Review and Action on a Request from the Ogunquit Fire Company for Approval of a State of Maine License to Operate Beano During July and August

9.4 Award of Bid for the Jacobs Lot Bathroom Project- Mark O'Brien, Acting Town Manager

Select Board Review and Action on the Award of the Bid for the Jacobs Lot Bathroom Project

9.5 Award of Bid for Fire Department Apparatus Door Openers- Mark O'Brien, Acting Town Manager

Select Board Review and Action on the Award of the Bid for Apparatus Door Openers for the Ogunquit Fire Station

9.6 Award of Bid for Fire Department Heat System Installation- Mark O'Brien, Acting Town Manager

Select Board Review and Action on the Award of the Bid for the Installation of Boilers and Water Heaters for the Ogunquit Fire Station

9.7 FOAA (Freedom of Access Act) – Gary Latulippe, Selectman

Select Board Review of Past FOAA Requests and the Fee Charge for those Requests

10.0 OTHER BUSINESS

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

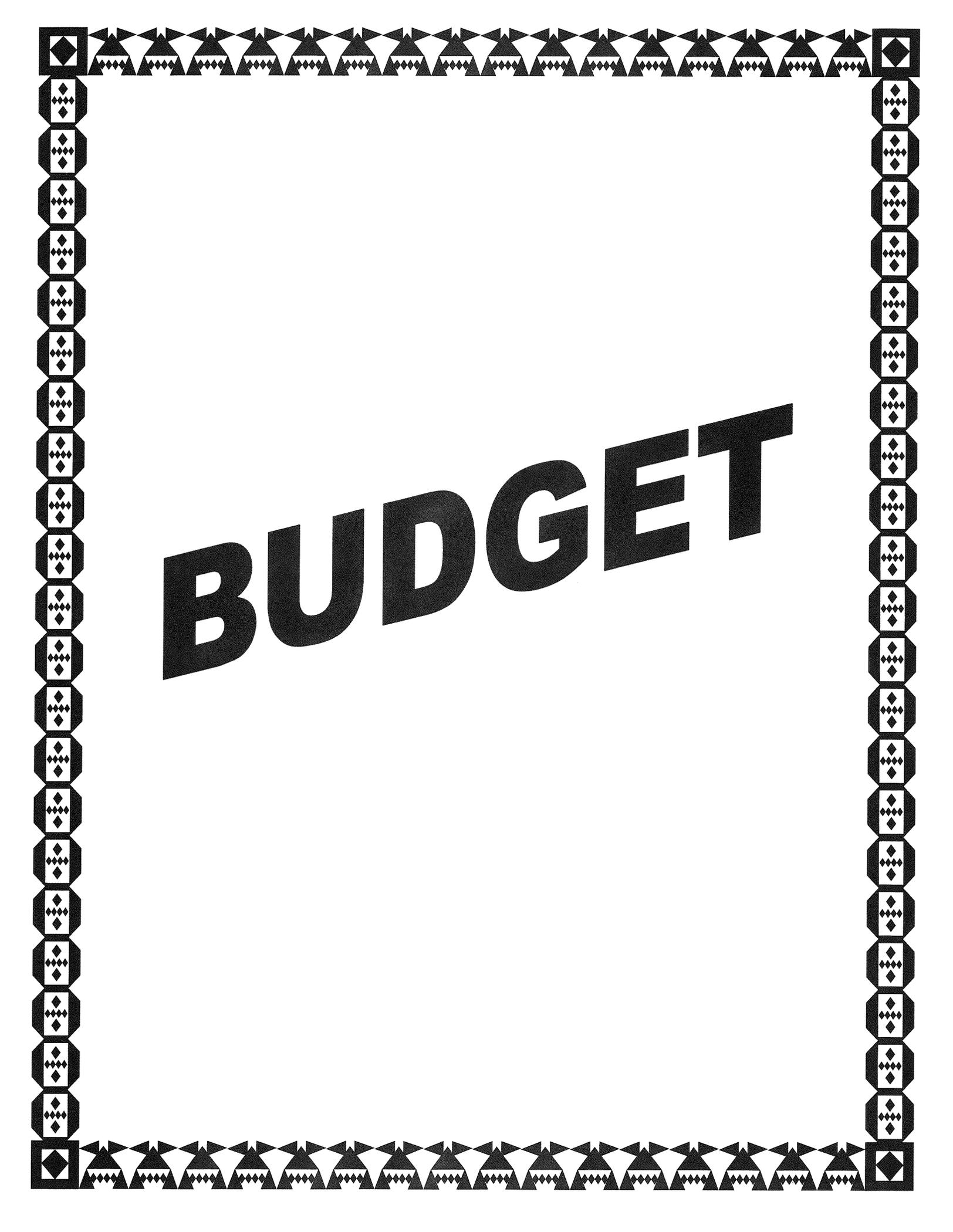
11.1 Public Input

11.2 Select Board

12.0 EXECUTIVE SESSION

12.1 Personnel Matters [pursuant to Title 1, Chapter 13§405 (6) (A)]

13.0 ADJOURNMENT



BUDGET

SELECT BOARD AND BUDGET COMMITTEE VOTING		Current Budget	Requested	Town Manager	Select Board	Budget Committee
		2016-2017	2017-2018			
GENERAL GOVERNMENT						
SELECTMEN		8,612	8,612	8,612		
TOWN MANAGER		187,060	193,728	156,015		
TREASURER		108,718	113,475	113,475		
TOWN CLERK		105,944	110,635	110,635		
CLERICAL		150,351	156,058	156,058		
ELECTION STAFF		1,722	1,722	1,722		
EXPENSES		259,685	270,185	247,685		
TOTAL EXPENSES		822,092	854,415	794,202	0	0
GENERAL GOVERNMENT REVENUES		557,487	557,410	565,410		
HERITAGE MUSEUM						
WAGES		7,331	7,870	7,870		
EXPENSES		5,530	6,140	5,440		
TOTAL EXPENSES		12,861	14,010	13,310	0	0
HERITAGE MUSEUM REVENUES		2,400	1,500	1,500		
RECREATION						
WAGES		0	22,391	12,918		
EXPENSES		8,000	13,500	13,000		
TOTAL EXPENSES		8,000	35,891	25,918	0	0
RECREATION REVENUES		1,000	3,250	3,250		
PERFORMING ARTS						
EXPENSES - TRANSFER OUT		6,500	6,500	6,500		
TOTAL EXPENSES		6,500	6,500	6,500	0	0
CODE ENFORCEMENT						
CODE ENFORCEMENT OFFICER		101,833	116,883	116,883		
ASSISTANT CODE OFFICER		0	0	0		
CLERICAL		157,268	164,153	164,153		
PART TIME STAFF		0	0	0		
EXPENSES		45,056	54,206	54,206		
ZONING BOARD OF APPEALS		150	400	400		
PLANNING BOARD		14,935	12,500	12,500		
BOARD OF ASSESSMENT REVIEW		200	200	200		
HISTORIC PRESERVATION COMMISSION		100	100	100		
COMPREHENSIVE PLAN		26,913	0	0		
TOTAL EXPENSES		346,455	348,442	348,442	0	0

SELECT BOARD AND BUDGET COMMITTEE VOTING		Current Budget	Requested	Town Manager	Select Board	Budget Committee
		2016-2017	2017-2018			
LAND USE REVENUES		128,150	160,800	160,800		
VISITOR SERVICES						
VISITOR SERVICES SUPERVISORS		62,684	62,437	62,437		
VISITOR SERVICES CLERICAL		47,450	61,503	26,345		
VISITOR SERVICES SEASONAL		147,557	138,357	138,357		
EXPENSES		34,100	44,050	43,900		
TOTAL EXPENSES		291,791	306,348	271,040	0	0
VISITOR SERVICES REVENUES		116,200	87,150	87,150		
POLICE DEPARTMENT						
POLICE CHIEF		125,879	130,264	130,264		
POLICE LIEUTENANT		133,256	140,096	140,096		
POLICE FULL TIME		879,354	960,946	960,946		
POLICE CLERICAL		67,726	71,723	71,723		
POLICE PART TIME		110,073	118,684	97,896		
ANIMAL CONTROL PART TIME		0	4,030	4,030		
POLICE EXPENSES		180,488	176,520	172,120		
ACO EXPENSES		0	2,996	2,996		
TOTAL EXPENSES		1,496,776	1,605,260	1,580,072	0	0
POLICE DEPARTMENT REVENUES		60,200	61,200	61,200		
FIRE DEPARTMENT						
FIRE CHIEF		110,582	133,959	133,959		
FIREFIGHTER FULL TIME		861,448	911,602	911,602		
FIREFIGHTER STAFF/OFFICERS		5,383	4,306	4,306		
THIRD MAN CREW		79,203	88,195	88,195		
PART TIME STAFF		16,148	16,148	16,148		
FIRE CAPTAINS		0	8,612	8,612		
FIRE DEPARTMENT EXPENSES		198,157	181,700	179,700		
TOTAL EXPENSES		1,270,921	1,344,522	1,342,522	0	0
FIRE DEPARTMENT REVENUES		90,000	90,000	90,000		
LIFEGUARDS						
LIFEGUARD WAGES		161,475	170,087	165,781		
LIFEGUARD EXPENSES		7,000	13,500	11,000		
TOTAL EXPENSES		168,475	183,587	176,781	0	0
UTILITIES						
SEWER FEES		33,000	33,000	33,000		

SELECT BOARD AND BUDGET COMMITTEE VOTING		Current Budget	Requested	Town Manager	Select Board	Budget Committee
		2016-2017	2017-2018			
WATER HYDRANTS		85,000	85,000	85,000		
STREET LIGHTS		85,000	85,000	85,000		
SEWER FEES - DUNAWAY CENTER		0	0	0		
SEWER FEES - OGUNQUIT VILLAGE SCHOOL		0	0	0		
SEWER FEES - HERITAGE MUSEUM		0	0	0		
SEWER FEES - MAIN BEACH BATHHOUSE		0	0	0		
SEWER FEES - NORTH BEACH BATHHOUSE		0	0	0		
SEWER FEES - FOOTBRIDGE BATHHOUSE		0	0	0		
SEWER FEES - PERKINS COVE BATHHOUSE		0	0	0		
SEWER FEES - JACOBS LOT BATHHOUSE		0	0	0		
ELECTRICITY		0	0	0		
TOTAL EXPENSES		203,000	203,000	203,000	0	0
PUBLIC WORKS						
PUBLIC WORKS DIRECTOR		90,000	102,009	102,009		
PUBLIC WORKS SUPERVISOR		86,198	90,450	90,450		
PUBLIC WORKS FULL TIME		275,514	437,954	280,489		
PUBLIC WORKS SEASONAL/PART TIME		59,208	59,208	32,295		
PUBLIC WORKS EXPENSES		241,700	239,156	234,156		
TOTAL EXPENSES		752,620	928,777	739,399	0	0
PUBLIC WORKS REVENUES		18,000	18,000	18,000		
TRANSFER STATION						
TRANSFER STATION MANAGER		88,334	91,679	91,679		
TRANSFER STATION FULL TIME		55,294	62,263	62,263		
TRANSFER STATION PART TIME		23,860	26,913	23,861		
TRANSFER STATION EXPENSES		148,983	127,090	127,090		
TOTAL EXPENSES		316,471	307,945	304,894	0	0
TRANSFER STATION REVENUES		88,000	88,000	88,000		
HARBORMASTER						
HARBORMASTER		85,494	89,598	89,598		
HARBORMASTER PART TIME		3,810	6,459	6,459		
HARBORMASTER EXPENSES		30,150	34,950	34,950		
TOTAL EXPENSES		119,454	131,007	131,007	0	0
HARBORMASTER REVENUES		63,850	63,850	63,850		
WELFARE						
GENERAL ASSISTANCE		2,000	2,000	2,000	0	0

SELECT BOARD AND BUDGET COMMITTEE VOTING		Current Budget	Requested	Town Manager	Select Board	Budget Committee
		2016-2017	2017-2018			
INSURANCE						
PROPERTY/LIABILITY/WORKERS COMP		149,700	140,600	140,600	0	0
INSURANCE REVENUES		2,000	2,000	2,000		
ADMINISTRATIVE SERVICES						
ADMINISTRATIVE SERVICES DIRECTOR		99,864	104,466	21,530		
ADMINISTRATIVE SERVICES FULL TIME		123,619	130,526	130,526		
ADMINISTRATIVE SERVICES PART TIME		72,933	72,933	72,933		
ADMINISTRATIVE SERVICES EXPENSES		147,257	13,600	13,600		
DUNAWAY COMMUNITY CENTER		0	70,465	62,815		
POLICE FACILITY		0	3,100	2,600		
OGUNQUIT VILLAGE SCHOOL		0	7,875	7,625		
MAIN BEACH BATHHOUSE		0	29,130	26,630		
NORTH BEACH BATHHOUSE		0	5,800	5,800		
FOOTBRIDGE BATHHOUSE		0	5,000	5,000		
PERKINS COVE BATHHOUSE		0	14,100	9,200		
JACOBS LOT BATHHOUSE		0	7,350	6,850		
TOTAL EXPENSES		443,673	464,345	365,109	0	0
ADMINISTRATIVE SERVICES REVENUES		2,500	2,500	2,500		
CONSERVATION						
CONSERVATION EXPENSES		18,174	14,935	14,935	0	0
CONSERVATION REVENUES		0	100	100		
INFORMATION SERVICES						
INFORMATION SERVICES DIRECTOR		33,515	34,521	34,521		
INFORMATION SERVICES PART TIME		3,015	3,230	3,230		
INFORMATION SERVICES EXPENSES		19,600	31,400	26,400		
TOTAL EXPENSES		56,130	69,151	64,151	0	0
INFORMATION SERVICES REVENUES		50,000	52,500	52,500		
SHELLFISH						
SHELLFISH/CLAM WARDEN		5,257	1,650	2,150		
SHELLFISH EXPENSES		3,950	5,250	4,950		
TOTAL EXPENSES		9,207	6,900	7,100	0	0
SHELLFISH REVENUES		5,940	5,090	5,090		
MARGINAL WAY COMMITTEE						
TOTAL EXPENSES		0	31,200	0	0	0

SELECT BOARD AND BUDGET COMMITTEE VOTING		Current Budget	Requested	Town Manager	Select Board	Budget Committee
		2016-2017	2017-2018			
MARGINAL WAY						
MARGINAL WAY EXPENSES		10,230	10,600	10,600	0	0
PIPING PLOVER						
PIPING PLOVER STIPEND		1,077	5,383	5,383		
PIPING PLOVER EXPENSES		140	600	200		
TOTAL EXPENSES		1,217	5,983	5,583	0	0
ORGANIZATIONS						
AMERICAN LEGION		500	500	500		
LOCUST GROVE CEMETERY		500	500	500		
OCEAN VIEW CEMETERY		500	500	500		
OLD BURYING GROUND		300	0	0		
RIVERSIDE CEMETERY		500	500	500		
WELLS-OGT HISTORICAL SOCIETY		5,000	5,000	5,000		
WELLS-OGT SENIOR CENTER		0	0	0		
TOTAL EXPENSES		7,300	7,000	7,000	0	0
DEBT MANAGEMENT						
TRANSFER STATION LAND		15,290	14,960	14,960		
CIP BULKHEAD		21,967	21,681	21,681		
BULKHEAD/TRANSFER STATION DESIGN		33,156	32,109	32,109		
TRANSFER STATION LAND		25,260	24,324	24,324		
TRANSFER STATION BOND		164,151	155,398	155,398		
FIRE DEPARTMENT LADDER TRUCK		201,858	192,340	192,340		
SIDEWALKS		149,555	147,722	147,722		
PWD GARAGE/RESTROOMS		96,589	94,850	94,850		
STREET SWEEPER/BACKHOE/ROOFING		48,379	47,916	47,916		
FIRE DEPARTMENT PUMPER		46,987	46,672	46,672		
FIRE DEPARTMENT AIRPACK LEASE		3,242	0	0		
VEHICLES/EQUIPMENT		0	31,667	31,667		
TOTAL EXPENSES		806,434	809,639	809,639	0	0
OTHER EXPENSES						
UNEMPLOYMENT RESERVE		3,000	3,000	3,000		
ACCRUED LIABILITY RESERVE		40,000	40,000	40,000		
BUILDING MAINTENMANCE		15,000	15,000	15,000		
LAND CONSERVATION RESERVE		0	25,000	25,000		
RESERVE FUND - ECOMAINE		20,000	20,000	20,000		
CONTRACTS & SALARY ADJUSTMENTS		10,000	20,000	20,000		

SELECT BOARD AND BUDGET COMMITTEE VOTING		Current Budget	Requested	Town Manager	Select Board	Budget Committee
		2016-2017	2017-2018			
TOTAL EXPENSES		88,000	123,000	123,000	0	0
CIP EXPENSES						
General Government	Re-codification of Town Ordinances		17,000	17,000		
Park & Recreation	OVS Community Center		1,800,000	-		
Visitor Services	Improvements to Parking Lots		60,000	60,000		
Visitor Services	Installation of Multi Space Parking Meters in all Town Lots		204,000	204,000		
Fire Department	Ambulance Replacement		45,000	45,000		
Fire Department	Fire Station Kitchen Rehab		60,000	60,000		
Public Works	Repair Tennis Courts		25,000	25,000		
Public Works	Rebuild Tennis Courts		150,000	-		
Public Works	Replace Ramp Decking - Main Beach Ramps		17,000	17,000		
Public Works	Build New Storage Building on Existing Pad		20,000	-		
Public Works	JD Tractor w/mower		25,100	25,100		
Public Works	Plow Truck w/Wing & Sander		170,000	170,000		
Public Works	New Attached Wash Bay		115,000	-		
Public Works	Installation of Wash Bay in Existing Town Garage		95,000	-		
Public Works	Agamenticus Road Reclaim and Pave Engineering		90,000	15,000		
Public Works	Cherry Lane - Overlay Pavement		50,000	50,000		
Public Works	Overhead Heaters for Garage		15,000	15,000		
Harbormaster	Footbridge - Electrical Cable & Hookup		9,000	-		
Harbormaster	Boatways - Perkins Cove		50,000	-		
Administrative Services	Trash Compactor		25,000	25,000		
Administrative Services	2017 Ford Transit Van		25,000	25,000		
Administrative Services	Replacement of Flooring - Dunaway Center		32,593	-		
TOTAL CIP		936,650	3,099,693	753,100	-	-
PARKING REVENUES						
			1,585,000	1,585,000		
TOTAL EXPENSES			11,054,749	8,239,902	(0)	-
TOTAL REVENUES			2,778,350	2,786,350	-	-



PUBLIC HEARING

Liquor
& Amusement
Licenses

OGUNQUIT

Beautiful Place by the Sea

PUBLIC HEARING NOTICE

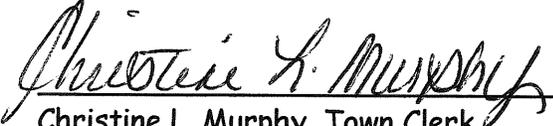
The Ogunquit Board of Selectmen will hold a Public Hearing on Tuesday, March 7, 2017, at 6:00 PM in the Auditorium of the Dunaway Community Center on School Street, Ogunquit, Maine for the following application(s):

MALT, SPIRITUOUS & VINOUS LICENSE (RENEWAL)

Anchorage by the Sea	125 Shore Road
Ogunquit Lobster Pound	504 Main Street
The Colonial Inn	145 Shore Road

AMUSEMENT LICENSE (RENEWAL)

Anchorage by the Sea	125 Shore Road
The Colonial Inn	145 Shore Road


Christine L. Murphy, Town Clerk

Posted by: 
Patricia L. Arnaudin, Police Chief

Posted: February 28, 2017
Dunaway Community Center
Ogunquit Post Office
Ogunquit Transfer Station
WOGT

OGUNQUIT

Beautiful Place by the Sea

2/23/2017
© 1:00pm

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2017
 CURRENT LICENSE EXPIRATION DATE: 5/21/2017

BUSINESS NAME: Anchorage By the Sea
 APPLICANT: Michael Ramsey
 EMAIL: mrc@Anchoragebythesea.com
 BUSINESS REG #: 2017-15 ISSUE DATE: 2/21/17 MAP: 006 LOT: 074
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 190 Inside

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. Rausand</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>02-28-2017</u>
Fire Chief	<u>Michael Brown</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>3-2-17</u>
Code Officer	<u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>3-2-17</u>

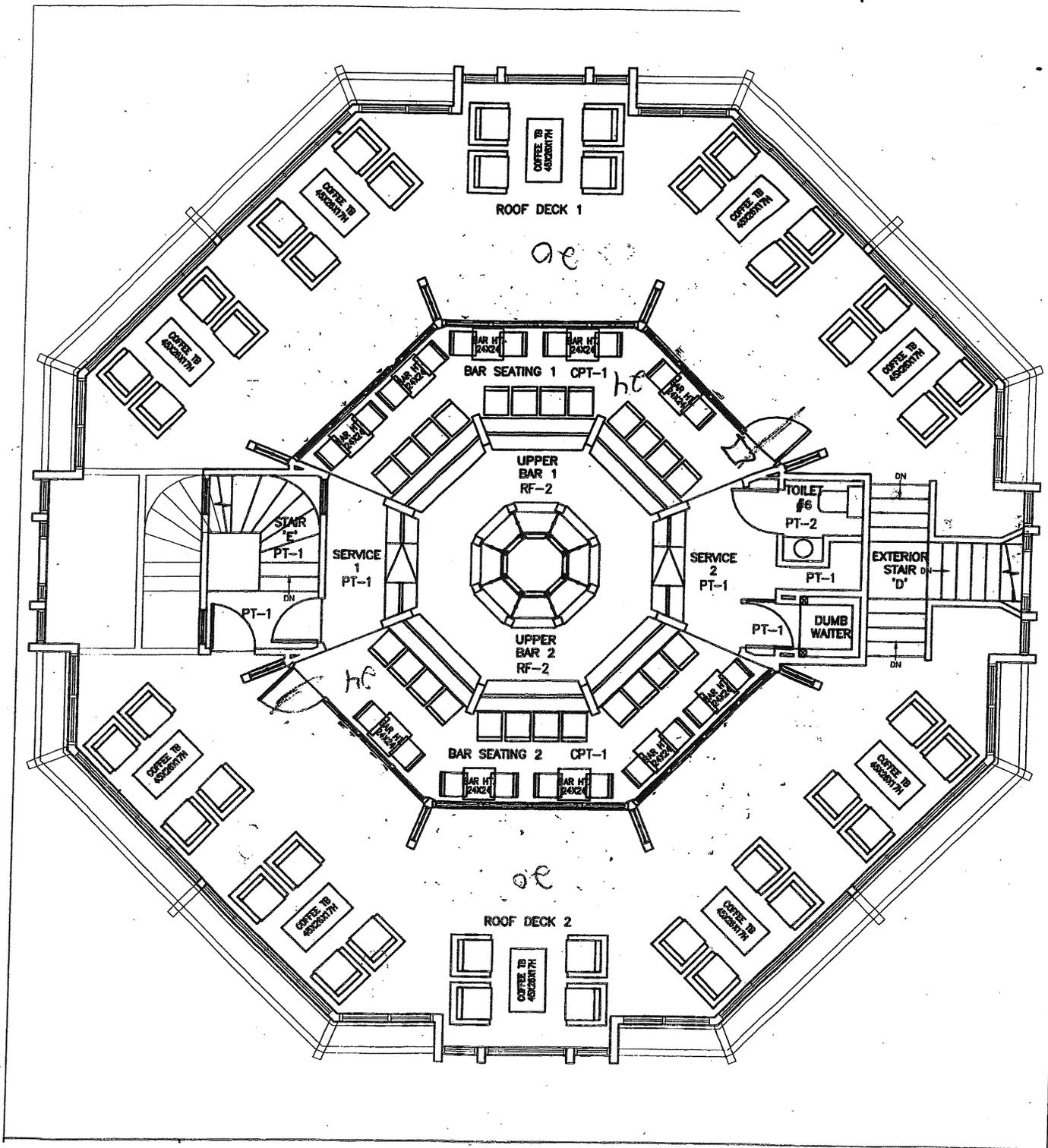
ATTENDANCE AT PUBLIC HEARING IS REQUIRED PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

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: \$200 Date Paid: 2/21/17 Check/Cash: Check #: 34761
 Background Check Fee: \$42 (\$21.00 per person listed on application)
 Business Reg. Fee: \$150.00 Paid prior to Liquor Application? YES NO
 TOTAL PAID WITH APPLICATION: \$ 200 Received by: [Signature]
 (Town Clerk's Office)
 DATE POSTED: 2/28/2017 DATE HEARD: 3/7/2017 APPROVED: _____ DENIED: _____



OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR:

BUSINESS NAME: *Anchorage by the Sea -*

BUSINESS ADDRESS: *125 Shore Road*

BUSINESS PHONE # *207-646-9384* HOME PHONE # *207-337-3877*

BUSINESS REG # *201715* ISSUE DATE: *2/20/17* MAP: *006* LOT: *074*
(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: *190 Inside*

NATURE OF BUSINESS: *Restaurant -*

FORM OF ENTERTAINMENT: (Please be specific)

Piano / light Jazz

APPLICANT: *Michael Ramsey* ADDRESS: *74 Birchmead Lane*

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 *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."

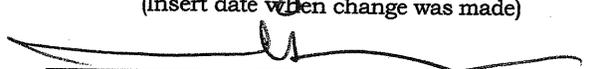
ATTENDANCE AT PUBLIC HEARING IS REQUIRED

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 January 2015 Starbuck -

(Insert date when change was made)

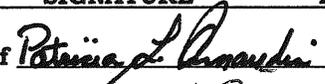
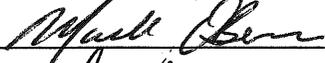

PROPERTY OWNER'S SIGNATURE


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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>02-28-17</u>
Fire Chief		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>3-2-17</u>
Code Officer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>3-2-17</u>

Received by: JN (Town Clerk's Office) Fee \$ 5100 Date Paid 2/21/17

Check / Cash 34701
 Filed with Liquor License Application

Date posted: 2/28/2017 Date Heard: 3/7/2017 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN

OGUNQUIT

Beautiful Place by the Sea

2/23/2017
@ 9:00am

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2017
CURRENT LICENSE EXPIRATION DATE: 4-14-2017

BUSINESS NAME: Ogunquit Lobster Pound
APPLICANT: William P. Hancock
EMAIL: bhancock@name.rr.com
BUSINESS REG #: 2017-247 ISSUE DATE: 02/17/17 MAP: 8 LOT: 7
OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 250

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 L. Almeida</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-28-2017
Fire Chief	<i>Mark Byer</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2-27-17
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2-27-17

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.

William P. Hancock
APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200 Date Paid: 1/17/17 Cash Check # 21524
Background Check Fee: \$ 21.00 (\$21.00 per person listed on application)
Business Reg. Fee: \$ 150.00 Paid prior to Liquor Application? YES NO
TOTAL PAID WITH APPLICATION: \$ 371.00 Received by: *[Signature]*
(Town Clerk's Office)
DATE POSTED: 2/28/2017 DATE HEARD: 3/7/2017 APPROVED: _____ DENIED: _____

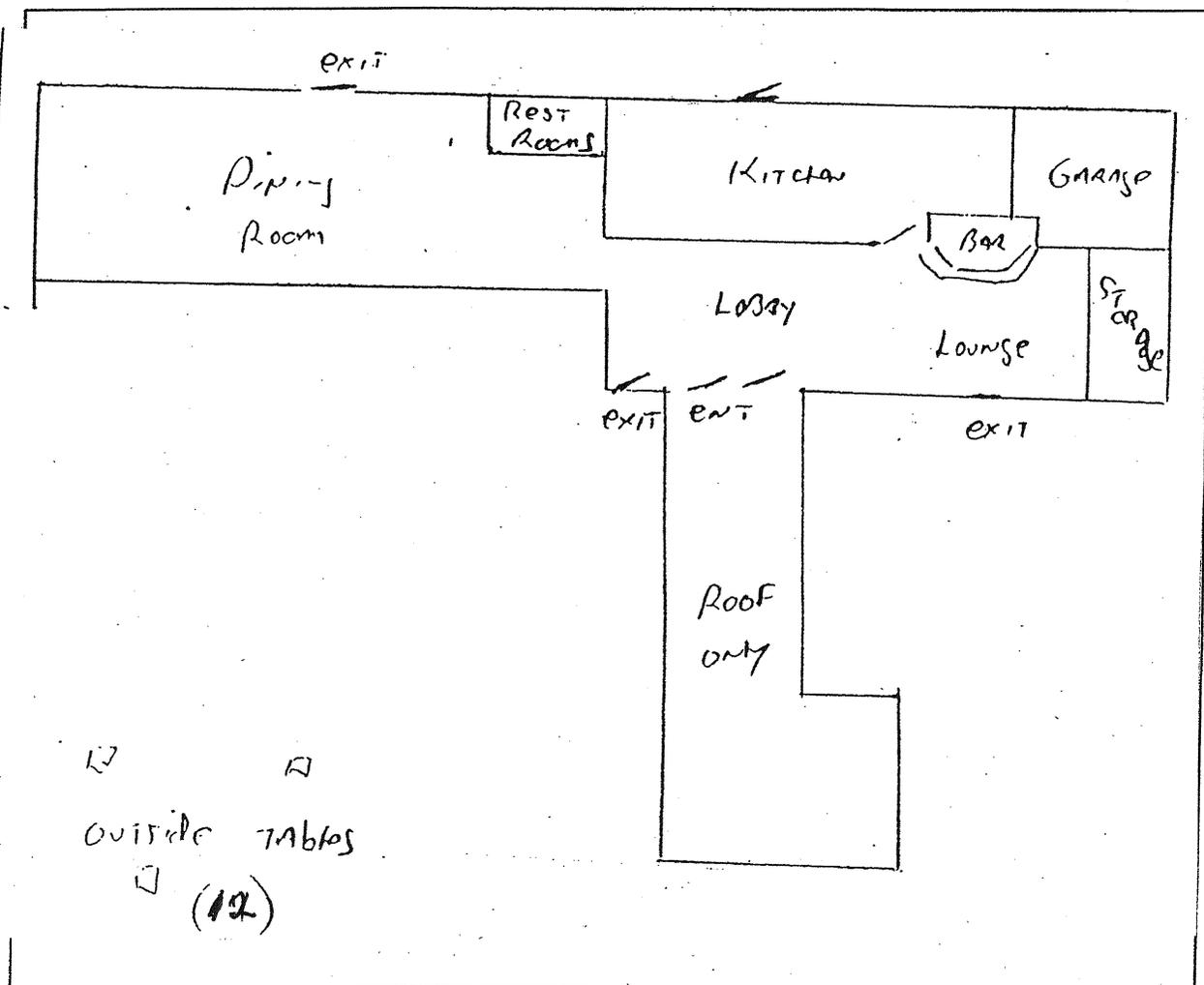
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.



OGUNQUIT

Beautiful Place by the Sea

2/15/2017
@ 1:30pm

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2017
CURRENT LICENSE EXPIRATION DATE: 5-29-2017

BUSINESS NAME: THE COLONIAL INN OPERATIONS LLC
APPLICANT: Joseph Delois
EMAIL: dolephia@thecolonialinn.net
BUSINESS REG #: 2017-148 ISSUE DATE: _____ MAP: 006 LOT: 077
OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 57

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 L. Renaudin</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-16-2017
Fire Chief	<i>Muh Ben</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2-17-17
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2-16-17

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.

[Signature]
APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200 Date Paid: 2/10/17 Check/Cash Check #: OR 29887440
Background Check Fee: \$ 42.00 (\$21.00 per person listed on application)
Business Reg. Fee: \$150.00 Paid prior to Liquor Application? YES NO
TOTAL PAID WITH APPLICATION: \$ 392.00 Received by: [Signature]
(Town Clerk's Office)
DATE POSTED: 2/28/17 DATE HEARD: 3/7/2017 APPROVED: _____ DENIED: _____

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR:

BUSINESS NAME: *Colonial Inn*

BUSINESS ADDRESS: *145 Shore Road, Ogunquit ME 02907*

BUSINESS PHONE # *207-646-5191* HOME PHONE # *207-216-5188*

BUSINESS REG # *2017-148* ISSUE DATE: MAP: *006* LOT: *077*

(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: *57*

NATURE OF BUSINESS: *Lodging*

FORM OF ENTERTAINMENT: (Please be specific) *Weekly manager's cocktail hour from 4p-5pm (piano player).*

APPLICANT: *Joseph Delois* ADDRESS: *145 Shore Rd, Ogunquit, ME 02907*

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 05/2013
(Insert date when change was made)

[Signature]
 PROPERTY OWNER'S SIGNATURE

[Signature]
 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>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>02-16-2017</u>
Fire Chief	<u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>2-17-17</u>
Code Officer	<u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>2-16-17</u>

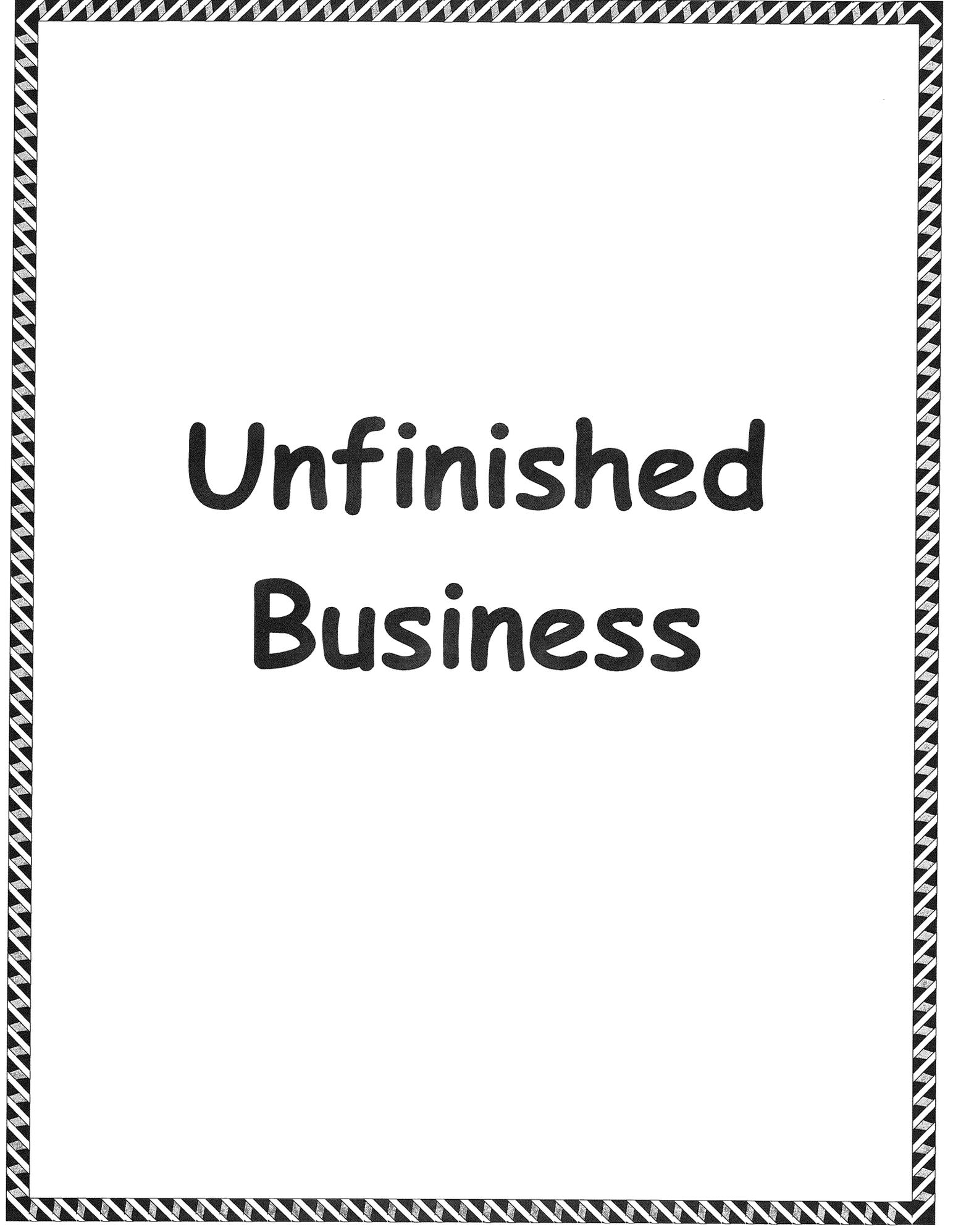
Received by: [Signature] Fee \$ \$100 Date Paid 2/10/17
(Town Clerk's Office)

Check / Cash CC 29887448

Filed with Liquor License Application

Date posted 2/28/2017 Date Heard 3/7/2017 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN



Unfinished Business

**ARTICLE 2
TOWN MEETINGS**

SEC. 201 PURPOSE

The purpose of Town Meetings is to allow voters to exercise their powers under the Town Meeting-Selectmen-Manager form of government and to provide for the election of municipal officials and other elected officials, appropriation of funds, approval of warrants, adoption of ordinances and any other business that may legally come before the meeting.

SEC. 202 QUALIFICATION OF VOTERS AND DEFINITION OF RESIDENT VOTERS

202.1 Eligibility of voters shall be as determined by the Statutes of the State of Maine.

202.2 Resident Voter shall be defined as:

A person who appears on the Town's voter registration rolls maintained by the office of the Town Clerk certifying eligibility to vote in the Town in local, State and national elections, having listed in such rolls the name and place of domicile (home address) located within the border of the Town in which he/she has lived a minimum of six (6) months and one (1) day.

202.3 Domicile shall be defined as:

That place where an individual has his/her true, fixed and permanent home and principal establishment and to which whenever he/she is absent has the intention of returning.

SEC. 203 TOWN ELECTIONS

Provisions of the Laws of the State of Maine relating to the qualifications of voters, registration, the manner of voting, the duties of elected officials and all other particulars respective to preparation for, conduct of and management of elections, as far as they may be applied, shall govern all Town elections except as otherwise provided in this Charter. Title 30-A, MRSA as amended shall govern the manner of voting in Town elections, provided that all voting shall henceforth be conducted by secret ballot pursuant to the provisions of Section 2528 thereof. In addition, voting on budgetary matters shall be conducted in accordance with the provisions of Section 503 of this Charter.

SEC. 204 PROCEDURES

The Annual Town Meeting shall be held on the second Tuesday of June. Notice of a Town Meeting, to include a specimen ballot, shall be conspicuously posted in at least three (3) public places and on the town website (townofogunquit.org), at least thirty (30) calendar days in advance of the voting day. Notice of the meeting shall also be posted on the public access channel (WOGT) at least thirty (30) calendar days in advance of the voting day.

**ARTICLE IV
TOWN MANAGER**

SEC. 401 QUALIFICATIONS

- 401.1** The Select Board shall appoint a Town Manager as the chief operating officer of the Town on the basis of character, executive leadership, administrative qualifications, education, and experience in municipal administration. Experience in project planning and operation is desirable.
- 401.2** The Town Manager need not be a resident of the Town at the time of appointment and may reside outside the Town while in office, provided that the Select Board in office at the time of the appointment approves, by majority vote, said approval not to be rescinded during the Town Manager's term of office.

SEC. 402 SELECTION AND APPOINTMENT PROCESS

The Select Board shall appoint a Town Manager for a specific term, as specified by contract, the first six months of which shall be probationary. The procedure leading to the appointment of a Town Manager shall be as follows:

- 402.1** The Select Board shall consult with the Maine Municipal Association regarding recruiting procedures and may make use of any services the Maine Municipal Association might have available. This information shall be made available to the Search Committee.
- 402.2** A Search Committee of not less than five (5) and not more than seven (7) Town residents shall be appointed by the Select Board within 30 days of the office of Town Manager becoming vacant or within 30 days notice to the Select Board that the office of Town Manager will become vacant. One member of the Select Board shall serve as an ex-officio member of the Search Committee. The Search Committee shall endeavor to complete its tasks within 90 days of its formation.
- 402.3** All meetings of the Search Committee shall be conducted as Executive Sessions and all information and discussions are confidential to the extent allowed by law.
- 402.4** The Search Committee shall choose from its members a chair that is responsible for conducting the meetings and conveying to the Select Board the progress of the search.
- 402.5** The Search Committee shall also choose from its members a vice-chair who shall act in the event the chair is absent or unable to carry out his or her duties.
- 402.6** The Select Board shall present to the Search Committee a job description for the position of Town Manager.
- 402.7** The Search Committee shall receive and review all applications for Town Manager, assuring that the minimum standards set out in state law are met and that the applications meet the

requirements of the job description. A copy of each application for Town Manager shall be given to each member of the Select Board.

- 402.8** The Search Committee shall present to the Select Board a semi-final list of candidates for the position of Town Manager. By a majority vote the Select Board may add to the list of semi-finalists the name of one or more applicants taken from the list of all applicants.
- 402.9** The Search Committee and the Select Board together shall prepare a questionnaire, which all semi-finalists must complete in writing and return to the Search Committee. Responses to the questionnaire shall be kept confidential and distributed to all members of both the Search Committee and the Select Board.
- 402.10** After reviewing the questionnaires, the Search Committee shall present to the Select Board a list of finalists, not to exceed five.
- 402.11** By a simple majority vote, the Select Board may add to the list of finalists additional finalists from the original list of semi-finalists, not to exceed two.
- 402.12** The Select Board shall, as a group, interview in person in executive session, each of the finalists for the position of Town Manager.
- 402.13** Appointment of a Town Manager requires a majority plus one vote of the entire Select Board.
- 402.14** In the event the Select Board is unable to meet the requirements for appointing a Town Manager, the position shall be advertised again and the search re-started.
- 402.15** If the office of Town Manager becomes vacant for any reason within 90 days of the appointment of the Town Manager, the Select Board may choose a new Town Manager from the list of finalists in the previous search.

SEC. 403 COMPENSATION

The Select Board shall, by contract, fix the compensation, benefits, holidays, vacation, and other terms, and provide for the reimbursement of the actual and necessary expenses incurred in the performance of the Town Manager's duties.

- 403.1** The Select Board shall consult with the Maine Municipal Association to determine the usual salary range and benefits provided to Town Managers of towns similar in administrative size and population to Ogunquit.
- 403.2** The Select Board shall consult with the Maine Municipal Association to determine the usual salary range and benefits provided to Town Managers with various levels of experience, education, and training.

SEC. 404 RESTRICTIONS

- 404.1** The Town Manager may not serve as a member of the Select Board, Assessor, member of the School Board, or any other Town board, committee, or commission. (State Law

Reference: Title 30-A, MRSA, Section 2632)

- 404.2 Other than a Select Board member, current or former municipal officers may be appointed Town Manager. When a current municipal officer is appointed Town Manager, he or she must immediately submit in writing to the Select Board his or her resignation from his/her municipal office. (State Law Reference: Title 30-A, MRSA, Section 2606)
- 404.3 Select Board members are ineligible to be appointed Town Manager while serving on the Select Board or within one year after their term on the Select Board expires.

SEC. 405 POWERS AND DUTIES OF THE TOWN MANAGER

The Town Manager shall:

- 405.1 Be the chief operating officer of the Town.
- 405.2 Appoint, subject to the confirmation or veto by the Select Board, all Department Heads except those otherwise provided for under State statute or this Charter. All appointments and promotions of town officials and employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of accomplishment.
- 405.3 Be responsible to the Select Board for administration of all departments and offices over which the Board has control.
- 405.4 Serve in any office as the head of any department under the control of the Select Board when so directed by the Board.
- 405.5 Have exclusive authority to remove for cause, after notice and hearing, any person the Town Manager is authorized to appoint, and to report all such removals to the Select Board, unless otherwise provided for by this Charter or Maine State law.

In order to remove the Town Clerk and Town Treasurer for cause there is an additional requirement that there be an affirmative vote from the Select Board of not less than three of its members.
- 405.6 Unless otherwise provided by municipal ordinance, the Town Manager shall supervise all Town appointees whom the municipal officials are required by statute to appoint, and appoint and supervise all other subordinates and assistants. The Town Manager shall have the authority to delegate supervisory authority to the head of a department. The Town Manager's authority does not extend to supervision of members of boards, commissions, committees and auditors, attorneys and assessors.
 - 405.6.1 The Town Manager shall maintain current job descriptions for all Town Employees.
- 405.7 Appoint, with the approval of the Select Board, an administrative assistant to the Town Manager, whose duties shall include that of a purchasing agent for all Town departments and

agencies, except the School District.

- 405.8** Attend all meetings of the Select Board, unless excused.
- 405.9** Make recommendations to the Select Board regarding the efficient operation of the Town.
- 405.10** Attend all Town meetings and other meetings and hearings as so directed by the Select Board.
- 405.11** Keep the Select Board and the residents of the Town informed with respect to the financial condition of the Town. Twelve (12) times per year, at the opening of the first Select Board Meeting of every month, prior to the discussion of any business or public hearings, the Town Manager, or the Town Manager's appointee, shall address the inhabitants of Ogunquit on the public access channel (WOGT), with the express purpose of updating and informing the residents of Ogunquit as to the present status of approved projects and departmental achievements and/or deficiencies. It shall be at the discretion of the Town Manager to determine the depth of the public updates. The residents shall have the opportunity to submit written questions to the Town Manager on any budget issues or other questions regarding the Town's affairs and the Town Manager shall respond to these questions during the next monthly report.
- 405.12** Collect the necessary data and prepare the budget for the Select Board.
- 405.13** Assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.
- 405.14** Be aware of and make application, as approved by the Select Board, for State, Federal and other grants for the benefit of the Town.
- 405.15** Perform such other duties as may be prescribed by this Charter or required by the Select Board, not inconsistent with this Charter.
- 405.16** Notify the Town Clerk, for inclusion in the Annual Town Report, of the attendance record of the members of the Town boards, committees and commissions, whether elected or appointed, including the number of meetings attended and absent.

SEC. 406 ABSENCE OF THE TOWN MANAGER

The Town Manager may, with the consent of the Select Board, designate by letter filed with the Town Clerk, a qualified person, preferably a resident of the Town, to perform the duties of the Town Manager in the event of an extended absence or disability. In the event of failure of the Town Manager to designate, the Select Board shall appoint a qualified person, preferably a resident of the Town, to perform the duties of the Town Manager until such time as the Town Manager returns.

SEC. 407 REMOVAL OF THE TOWN MANAGER

The Town Manager may be removed or suspended for cause by the Select Board in accordance with the following procedure:

- A. The Select Board shall file with the Town Clerk a written preliminary resolution setting forth the specific reason for the proposed removal, a copy of which shall be delivered to the Town Manager within five (5) days of filing. The Town Manager may, within ten business days of receiving the resolution, reply in writing and may request a hearing. The Town Manager shall specify whether that hearing is to be held in public or executive session.
- B. Upon request for a hearing, the Select Board shall hold a hearing not earlier than five (5) business days after the request is filed and not later than twenty (20) business days.
- C. After the hearing or at the expiration of the time permitted the Town Manager to request the hearing, if no such request is made, the Select Board may adopt or reject the resolution of removal.
- D. Removal of the Town Manager requires a majority plus one of the Select Board, all members being present.
- E. The Select Board may suspend the Manager from duty in the preliminary resolution, but in no event shall the Manager's salary and benefits be affected until the final resolution of removal has been adopted. (State Law Reference: Title 30-A, MRSA, Section 2633)



New Business

MEMO

February 28, 2017

To: Mark O'Brien, Acting Town Manager

From: John Quartararo, Treasurer

Re: **Request for Select Board approval of contract amendment with Tyler Technologies**

The Town's ten year contract with Tyler Technologies, which provides and supports MUNIS, expired on December 31, 2016. MUNI is the Town's internal financial management system. Tyler is requesting a three year contract amendment through December 31, 2019 with automatic one-year renewals thereafter.

The support that we receive includes: off-site hosting of the Town's data, on-going updates to the current version, upgrades to newer versions, as well immediate assistance with any problems or issues. Since Tyler is the provider of MUNIS, there is no other option for hosting, support and upgrades.

I request that the Select Board accept this contract amendment and authorize the Acting Town Manager to sign the contract amendment.

AMENDMENT TO AGREEMENT

This amendment ("Amendment") is made the _____ day of _____, 2016 between Tyler Technologies, Inc. ("Tyler") and the Town of Ogunquit, Maine ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated December 11, 2006 ("Agreement"); and

WHEREAS, the Term of the Agreement expires December 31, 2016 ("Expiration Date");

THEREFORE, in consideration of the mutual covenants contained herein, Tyler and the Client agree as follows.

1. SaaS Term. The term of the Agreement is hereby renewed for a term equal to the number of years indicated on the attached Sales Quotation and commencing on the day following the Expiration Date (for the purposes of this Amendment, the "Renewal Term"). After the completion of the Renewal Term, the Agreement will renew automatically for additional one (1) year terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term. We will provide you notice of any increase in SaaS Fees no less than ninety (90) days prior to the commencement of the renewal term.
2. SaaS Fees. SaaS Fees, as detailed in the attached Sales Quotation, for year one are invoiced annually in advance, beginning on the Term commencement date. Subsequent annual SaaS Fees are invoiced annually in advance, beginning on the anniversary of the initial invoice date.
3. Concurrent Users. The SaaS fees are based on concurrent users indicated in the attached Sales Quotation and the Agreement, with the Sales Quotation controlling in the event of conflict. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.
4. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
5. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, persons having been duly authorized and empowered to enter into this Amendment hereunto executed this Amendment effective as of the date last set forth below.

Tyler _____

Client

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Quoted By: Jennifer Barns
 Date: 1/4/2017
 Quote Expiration: 6/9/2017
 Quote Name: Town of Ogunquit - SaaS Renewal
 Quote Number: 2016-24970
 Quote Description: Town of Ogunquit - SaaS Renewal

Sales Quotation For

Town of Ogunquit
 P. O. Box 875
 Ogunquit, Maine 03907
 Phone (207) 646-5139

SaaS

Description	Annual Fee Net	# Years	Total SaaS Fee	Impl. Days
Financials:				
Accounting/GL/BG/AP	\$6,269.00	3.0	\$18,807.00	0
Revenue:				
Accounts Receivable	\$2,285.00	3.0	\$6,855.00	0
Animal License	\$1,584.00	3.0	\$4,752.00	0
Business License	\$3,510.00	3.0	\$10,530.00	0
CAMA Bridge	\$1,700.00	3.0	\$5,100.00	0
General Billing	\$1,756.00	3.0	\$5,268.00	0
Motor Vehicle Excise Tax	\$6,269.00	3.0	\$18,807.00	0
ME Tax Lien	\$2,617.00	3.0	\$7,851.00	0
Tax Billing	\$7,308.00	3.0	\$21,924.00	0
Productivity:				
Munis Crystal Reports	\$2,060.00	3.0	\$6,180.00	0
Munis Office	\$1,741.00	3.0	\$5,223.00	0
Role Tailored Dashboard	\$3,104.00	3.0	\$9,312.00	0

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

The SaaS fees are based on 6 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

MEMO

Date: March 1, 2017

To: Mark O'Brien, Acting Town Manager
From: John Quartararo, Treasurer

Re: MPERS Unfunded Pension Obligation



At the February 21, 2017 Select Board meeting resident Peter Kahn raised questions concerning the Town's Unfunded Pension Obligation at Maine Public Employees Retirement System (MPERS). The unfunded pension obligation was reported as \$1,548,713 in the audited financial statements in note 6.

First, the calculation of the unfunded pension obligation is calculated by MPERS through an actuarial study. Second, the pension obligation is a forward looking calculation that makes assumptions about the cohort of enrolled employees. The parameters reviewed include the estimated age of retirement, amount of retirement benefits, life expectancy, payment of employer and employee contributions, and the rate of return or discount rate on financial assets. Third, the note shows the sensitivity of the calculation to changes in the discount rate by one percentage point higher and lower than the defined discount rate.

The unfunded pension obligation calculates that the estimated cost of benefits will be \$1.5 million that the total of contributions and interest and other earnings available to pay the benefits. The Town can raise additional funds over the standard MPERS rates each fiscal year and either pay those funds to MPERS which would be added to the accumulated employer contributions, or the Town could retain the additional funds in its fund equity as a reserve fund for a future payment to MPERS. Either way, until the funds are paid over to MPERS, the funds will not be included by MPERS in the calculation of the unfunded pension obligation.

Due to future changes in the assumptions, including any change in the defined benefits, vesting and age of retirement as well as changes in the discount rate will lead to changes in the estimated unfunded pension obligation. Depending upon the nature of the changes in assumptions, the obligation will remain the same, increase or decrease. The sensitivity of the calculations will be illustrated by the change in the discount rate by +/- 1%. While the calculation is not a firm number as is outstanding bond principal it is an indication of future liabilities for the Town. Although there is not firm number, and the calculation is dependent upon the assumptions made for the actuarial study, by raising additional funds each year as the employer's contribution to MPERS, the cost of future retirement benefits for current employees would be more fully paid by the current recipients of the services provided by those current employees.



**STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE STATE POLICE
SPECIAL INVESTIGATIONS UNIT**

164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
(207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

****The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin****

1. For what license are you applying (please check one): **BEANO** **OR** **GAME OF CHANCE**

IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: Opnguit Fire Co

Name of Game: Beano

Organization Number: _____

Number of Games: 20

Federal Tax ID # (EIN): _____

Open to Public? Yes No

Business Address: 15 School St

Mailing Address: P.O. Box 1558 Opnguit, ME Phone: [Redacted]

3. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>Jeff Smith - President</u>	<u>Opnguit</u>	<u>03907</u>	<u>"</u>	<u>1/8/18</u>
<u>Ron Boudes - Vice President</u>	<u>Opnguit</u>	<u>03907</u>	<u>"</u>	<u>1/8/18</u>
<u>Shannon Boudes - Secretary/Treasurer</u>	<u>Opnguit</u>	<u>03907</u>	<u>"</u>	<u>1/8/18</u>

NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

4. Location where Beano/Bingo or Game of Chance is to be conducted:

Opnguit Fire Station 15 School St Opnguit 03907

BUILDING ADDRESS CITY/ZIP

5. Person responsible for operation of Beano or Games of Chance:

Jeff Smith [Redacted]

NAME DAY TIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: Shannon Boudes

E-Mail Address: [Redacted]

6. Circle the days of the week you expect to operate: Mon **Tue** Wed Thu Fri Sat Sun

What are the hours of operation? 18:00hrs - 21:30hrs

7. For Tournaments and Beano Only:

What time do the doors open? 18:00hrs What time does the game start? 19:00hrs

8. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to **6 months of licenses for Beano** and **12 months for Games of Chance**. See back of this form for rates.

July 4th, 11th, 18th, 25th

August 1st, 8th, 15th, 22nd, 29th

FOR OFFICE USE ONLY	
Check # _____	Amount \$ _____

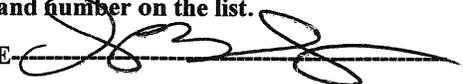
9. Does the organization own all the equipment used in operating this amusement? Yes No

If "NO", please explain the circumstances under which the equipment was acquired:

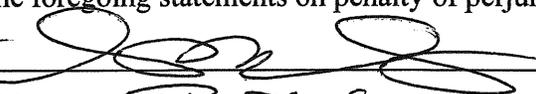
10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

11. If the Applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

Seaside Fire Co APPLICANT SIGNATURE 

12. The applicant agrees to obey the laws of the State of Maine and the United States and the rules and regulations governing Beano or Game of Chance promulgated by the Chief of the State Police. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed:  Age 18 or older: Yes No
Name: Sharon Bridges Title: Secretary/Treasurer Date: 2-22-17
(Please print - must be duly authorized officer of this organization - title is required)

-----BLANKET LETTER-----

13. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo or Game of Chance will take place unless a separate "Blanket Letter of Approval" is filed with the Chief of the State Police.

- Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid
- Check here if you have attached a "Blanket Letter of Approval".

-----CONSENT-----

The undersigned being municipal officers of the City/Town of _____ hereby certify that we consent to this application for a license to operate Beano/Bingo or a Game of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 13-A (Beano) or Chapter 62 (Games of Chance) and in accordance with the Rules and Regulations promulgated by the Chief of the State Police governing the operating of Beano/Bingo or Games of Chance.

Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____

-----FEES-----

Beano/Bingo: \$5.00/Special Per Game License; \$12/Week; \$36/Month; \$400/Year

Game of Chance: \$15/Week; \$60/Month; \$700/Year **Video Poker:** \$15/Week or \$60/Month **Card / Cribbage:** \$30 Per Calendar Year

Tournament Game (up to 100 players): \$75.00/Per Tournament; \$200.00/Month (Two Tournaments per Month); \$1,500/Year (Two Tournaments per Month)

Make check payable to Treasurer, State of Maine

Return the signed and completed application to: Department of Public Safety
Maine State Police
Special Investigations Unit
164 State House Station
Augusta, ME 04333-0164

February 24, 2017
2:00 p.m.
Ogunquit Town Manager's Office

Jacob's Lot Public Bathroom Bids:

- | | | |
|----|-----------------------------------|------------|
| 1. | Streamline Consultants Management | \$159,900. |
| 2. | Doten's Construction Inc. | \$142,506. |
| 3. | Coastal General Construction | \$130,500. |



Mark O'Brien, Acting Town Manager



Scott Heyland, Code Enforcement Officer



Maryann Stacy, Land Use Admin. Asst.

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

The Town of Ogunquit Maine will receive sealed bids for the Jacobs Lot Bathroom Project located at the Jacobs Parking Lot, 180 Main Street, Ogunquit, Maine, 03907.

Contractors are requested to provide a proposal for the Jacobs Lot Bathroom Project. The scope of the work included in the proposal is as follows:

1. Scope of Work

- Interior Demolition of building including walls, toilets, sinks, ceiling and floor
- Upgrade service entrance.
- Building Permit by the Town.
- All painting by Contractor.
- All concrete removal by Contractor.
- Plumbing Permits by the Plumber.
- Electrical Permits by the Electrician.
- Remove and replace shingles & trim on exterior.
- Note: refer to section drawing for additional information for construction.

*Plans prepared by Harvey Wells, dated December 6, 2016.

There will be a mandatory site walk on Wednesday, February 15, 2017 at 11:00am at the current bathroom location, 180 Main Street Ogunquit, Maine 03907. Please contact Mark O'Brien for questions on the project at 207-646-5139.

Sealed bids, in envelopes plainly marked "Jacobs Lot Bathrooms" and addressed to Mark O'Brien, Acting Town Manager, PO Box 875, Ogunquit, Maine 03907 will be received until 2:00pm on Friday, February 24, 2017 in the Town Manager's Office.

The Town of Ogunquit reserves the right to reject any or all bids and to waive any formality or irregularity and to make the award of contract in the best interest of the Town of Ogunquit as the Owner.

Contract documents, Specifications and Instructions to Bidders are on file at the Town Hall at 23 School Street, Ogunquit, Maine 03907.

The Request for Proposal (RFP) can be found on the Town of Ogunquit website www.townofogunquit.org along with Addendums, Bidder List and Requests for Information (RFI).

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

- d. The **Certificate of Insurance** provided to the Owner shall confirm that the Owner has been named as an Additional Insured (except for Worker's Compensation) prior to the commencement of work.

Acceptance and Payment

The Contractor shall furnish a completed W-9 prior to the commencement of work.

Final payment, constituting the entire unpaid balance for the contract sum, shall be paid by the Owner to the Contractor when the services have been completed.

Guarantee

To the extent construction or materials are provided in the provision services, the Contractor and the Subcontractors, if any, shall guarantee their work against any defects in workmanship and materials for a period of one year from the date of the Owners written acceptance of this project, and agree to repair or replace at no cost or expense to the Owner all work, materials and fixtures at any time during said one-year period.

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

- R-10 Continuous on interior walls.
- Interior walls to be framed with 2"x3" studs to accommodate tile backer board.

Plumbing

- Water supply 1 ½".
- Toilets (ZURN) wall hung (or equal).
- Toilets - Auto flush, touch-less.
- Sinks (Mansfield) wall hung (or equal).
- Faucets - Touch-less, metered.
- Urinals (ZURN) wall hung (or equal).
- Sink drain protection covers.
- (1) Exterior frost free water spigot corner of building.
- 1000 B.T.U. on demand water heater to be installed in janitor's room.
- All supply lines to drain back to pit.
- Floor drains as per UPC.
- Mop sink in Janitor's room.

Electrical

- Interior lights (auto) Lith 2 x 2 indirect ceiling fixtures or equal, (4) in Ladies, (4) in Men's
- Janitor's room: (1) 2 x 2 ceiling fixture.
- (1) Outlet next to sink areas, (1) in janitor's room.
- Exterior lights (on timer) quantity (3), one at each door.
- Exit lights quantity (2) interior.
- Hands-free hand dryers; quantity (2) in Ladies Room; (1) in Men's Room
- One (1) exterior outlet between doors under eaves.
- (2) Occupant sensor ventilation fans (5 min) with interior lights (same switch).
- HP Auto door openers.

Tile Work & Description (to be determined)

- Floors - Porcelain 6 x 24 Serro Mahogany.
- Floor tile to be used as base board.
- Walls - Leonia Sand 12 x 24 porcelain tile - top of urinal.
- 4" glass premier decor honey onyx caramel installed 4" high below bull nose.
- 3" bull nose 3 x 12.
- Tile Wall Backer.

Note: tile wall finish height 61".

Note: grout to be epoxy to match tile color.

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

Contract Form

The undersigned, having carefully read the bid specifications, hereby propose and agree to furnish as follows:

Scope of Work:

- Interior Demolition of Building including walls, toilets, sinks, ceiling and floor
- Upgrade service entrance.
- Building Permit by the Town.
- All painting by Contractor.
- All concrete removal by Contractor.
- Plumbing Permits by the Plumber.
- Electrical Permits by the Electrician.
- Remove and replace shingles & trim on exterior.
- Note: refer to section drawing for additional information for construction.
- Plans prepared by Harvey Wells, dated December 6, 2016.
- All construction shall comply with 2009 IBC.

Bid Total: \$ _____

Signed: _____
Printed Name: _____
Title: _____
Firm: _____
Address: _____

Date: _____
Phone # _____ Fax# _____
E-mail _____

Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine

Contract Form

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- All painting by Contractor.
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- Plumbing Permits by the Plumber.
- Electrical Permits by the Electrician.
- Remove and replace shingles & trim on exterior.
- Note: refer to section drawing for additional information for construction.
- Plans prepared by Harvey Wells, dated December 6, 2016.
- All construction shall comply with 2009 IBC.

ADD: Ait #2 - New underground Service #3,845.00

Bid Total: \$ 142,506.00

Signed:	<u>Michael J. Doten Jr.</u>
Printed Name:	<u>Michael J. Doten Jr.</u>
Title:	<u>owner/President</u>
Firm:	<u>Doten's Construction, Inc.</u>
Address:	<u>175 South Freeport Road</u>
	<u>Freeport, Maine 04032</u>
Date:	<u>2/24/2017</u>
Phone #	<u>207-865-4412</u>
Fax#	<u>207-865-6373</u>
E-mail	<u>Doten@dotens.com</u>

Add # 1 2/16/2017
Add # 2 2/20/2017

SCM

Streamline Construction Management Group
416 Littlefield Rd
Wells, ME 04090
207-604-4154
streamlinecmg@gmail.com

February 22nd, 2017

Mr. Mark O'Brien
Acting Town Manager
PO BOX 875
Ogunquit, ME 03907

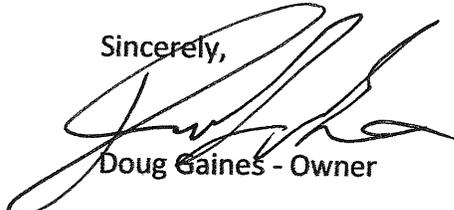
Dear Mr. O'Brien,

Enclosed is our completed bid for the Jacobs Lot Bathroom Project, located at 180 Main Street in Ogunquit. The bid is inclusive of all items in the Request for Proposal and the price includes the Alternative Option #2 for the new 200 AMP underground electrical service. We have provided proof of the required insurances as outlined in the RFP.

We have also enclosed a spreadsheet breaking down the hard cost schedule of values required to complete this project. Any change orders made after the signing of the contract will be charged out on a cost plus basis, otherwise we agree to complete the project for the guaranteed maximum price as listed. We will provide signed lien wavers with each and every progress payment and proof of insurance for all sub-contractors associated with the job.

Thank you for reviewing our bid and we look forward to the opportunity to rebuild the Jacobs Lot Bathrooms for the Town of Ogunquit.

Sincerely,



Doug Gaines - Owner

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

Contract Form

The undersigned, having carefully read the bid specifications, hereby propose and agree to furnish as follows:

Scope of Work:

- Interior Demolition of Building including walls, toilets, sinks, ceiling and floor
- Upgrade service entrance.
- Building Permit by the Town.
- All painting by Contractor.
- All concrete removal by Contractor.
- Plumbing Permits by the Plumber.
- Electrical Permits by the Electrician.
- Remove and replace shingles & trim on exterior.
- Note: refer to section drawing for additional information for construction.
- Plans prepared by Harvey Wells, dated December 6, 2016.
- All construction shall comply with 2009 IBC.

Bid Total: \$ 159,900

Signed:	
Printed Name:	<u>Douglas Gaines</u>
Title:	<u>Owner</u>
Firm:	<u>Streamline Construction Management Group</u>
Address:	<u>416 Littlefield Rd</u>
	<u>Wells, ME 04090</u>
Date:	<u>2-22-17</u>
Phone #	<u>207-604-4154</u>
Fax#	<u>—</u>
E-mail	<u>streamline.cmg@gmail.com</u>

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

**Addendum #1
February 16, 2017**

1. HVAC specifications provided by Atlantic Comfort Systems Biddeford, ME c/o John Grondin.
2. Interior lighting and under front entry to consist of (19) 6" LED 27K (100 watt equivalent) recessed cans.
3. Omit HP auto door openers.
4. Entry to consist of a sealed concrete apron following the footprint of the roof above.
5. Wood shingles on front elevation only, not including gable.
6. Omit interior ventilation fans (function to be covered by HVAC system).
7. Relocate exterior spigot to inside of utility closet.
8. Install new 200AMP Commercial Service. Alternative Option #2 - install new underground 200AMP Commercial Service.
9. Hot water to be provided with a recirculation system with programmable timer.

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

**Addendum #2
February 20, 2017**

1. All Electrical wiring is to be MC type cable or equal.
2. What allowance should I have in for tile? For the floors and walls?

The tile spec should be an average grade commercial porcelain tile, color to be determined.

3. Will there be drywall on the ceiling of the covered porch or something else?

The porch ceiling consists of a standard white vinyl soffit beaded type.

HARDCOST SCHEDULE OF VALUES

Project Name: **Jacobs Lot Bathrooms - Town of Ogunquit**

A	B	C	D	E	F	G
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	THIS PERIOD	Previous Periods	% Complete	BALANCE TO FINISH
SITE & LANDSCAPING		\$20,000	\$0	\$0	0%	\$20,000
1	Site Prep / Excavation	\$2,000	\$0	\$0	0%	\$2,000
2	Demo	\$12,000	\$0	\$0	0%	\$12,000
3	Concrete Slabs	\$6,000	\$0	\$0	0%	\$6,000
EXTERIOR BUILDING		\$12,800	\$0	\$0	0%	\$12,800
4	Doors & Windows	\$3,800	\$0	\$0	0%	\$3,800
5	Roofing	\$4,300	\$0	\$0	0%	\$4,300
6	Trim & Siding	\$4,700	\$0	\$0	0%	\$4,700
INTERIOR BUILDING		\$82,500	\$0	\$0	0%	\$82,500
7	Plumbing & Fixtures	\$33,000	\$0	\$0	0%	\$33,000
8	Electrical	\$16,000	\$0	\$0	0%	\$16,000
9	Tile Work/Flooring	\$6,500	\$0	\$0	0%	\$6,500
10	Bath Partitions/Doors	\$2,500	\$0	\$0	0%	\$2,500
11	Lumber/Hardware/Materials	\$4,500	\$0	\$0	0%	\$4,500
12	Paint (Interior & Exterior)	\$4,000	\$0	\$0	0%	\$4,000
13	HVAC	\$16,000	\$0	\$0	0%	\$16,000
CARPENTRY LABOR		\$26,100	\$0	\$0	0%	\$26,100
14	Exterior	\$11,000	\$0	\$0	0%	\$11,000
15	Interior	\$8,000	\$0	\$0	0%	\$8,000
16	Drywall (Materials & Labor)	\$3,700	\$0	\$0	0%	\$3,700
17	Insulation (Materials & Labor)	\$3,400	\$0	\$0	0%	\$3,400
CM FEE		\$18,500	\$0	\$0	0%	\$18,500
18	CM Fee	\$18,500	\$0	\$0	0%	\$18,500
Project Contract Total		\$159,900	\$0	\$0	0%	\$159,900



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cole Harrison Insurance P O Box 358 Kennebunk, ME 040437086	CONTACT NAME: Donna M Brunelle	
	PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: dbrunelle@coleharrison.com	
INSURED Douglas Gaines 416 Littlefield Rd Wells, ME 04090	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Ohio Security	24082
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKS57491893	08/10/2016	08/10/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Town of Ogunquit
P.o. Box 934
Ogunquit, ME 03907

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**Town of Ogunquit
Request for Proposal
Jacobs Lot Bathroom Project
Ogunquit, Maine**

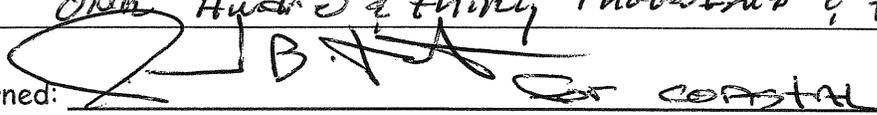
Contract Form

The undersigned, having carefully read the bid specifications, hereby propose and agree to furnish as follows:

Scope of Work:

- Interior Demolition of Building including walls, toilets, sinks, ceiling and floor
- Upgrade service entrance.
- Building Permit by the Town.
- All painting by Contractor.
- All concrete removal by Contractor.
- Plumbing Permits by the Plumber.
- Electrical Permits by the Electrician.
- Remove and replace shingles & trim on exterior.
- Note: refer to section drawing for additional information for construction.
- Plans prepared by Harvey Wells, dated December 6, 2016.
- All construction shall comply with 2009 IBC.

Bid Total: \$ \$ 130,500.00 SEE ATTACHED Addendum
ONE Hundred & thirty Thousand & five Hundred dollars

Signed:  Sarah Choquette

Printed Name: Sarah Choquette

Title: Assistant Project Manager

Firm: Coastal General Construction Inc.

Address: 716 Main Street

Ogunquit, Maine 03907

Date: 2/22/2017

Phone # 207-646-9240 Fax# 207-646-9241

E-mail Sarah@CoastalGeneral.com

COASTAL



General Construction

716 Main Street
Ogunquit, Maine 03907

Addendum #1

1. Coastal General Construction's proposal does not include epoxy grout on side walls. Epoxy grout is included on floors only.
2. Cut concrete price is based on existing slab being 4in thick or less.
3. Optional: 200 AMP Underground service would be an additional \$1,544.03. This price includes electrical and excavation needed to complete underground service.

Town of Ogunquit
180 Main Street
Ogunquit, Maine
03907

COASTAL



General Construction

PROPOSAL FOR CONSTRUCTION JACOB'S LOT BATHROOM

2/22/2017

Coastal General Construction Inc

716 Main St
Ogunquit, Maine
03907

207-646-9240

SCOPE OF WORK

Site Preparation

- Remove and replace with new 4" poured floor with drains.
- Remove pavement where covered porch is located.

Fill

- Sand as needed under slab.
Concrete Slabs
- Slab 4" thick trowel finish.
- 2" XPS with Vapor Barrier under entire slab.
- 6 x 6 wire entire floor.
- Concrete slab entrance.
- Floor drains tied into sewer.

Exterior Doors & Windows

- Two Exterior Thermatru 6 Panel Door Units #S210 with handicap thresholds (in-swing).
- Fiberglass jams.
- Hinges to be spring-loaded closer.
- Door trim inside & out.
- Push plates, kick plates and pull handles on exit doors.
- Dead bolts keyed both sides.
- Two Walcott Double Hung Windows
- Two Walcott Awning Window

Exterior Coverage

- Grace Ice Water Shield (entire roof).
- Roofing - Architectural 30-year with ridge vent (IKO or equal).
- Siding – Cedar clapboards to Repair any damaged or rotted claps on sides and rear.
- Corners – 6" Azek or equal.
- Maibec Shingle – front elevation 5 1/4" exposure.

Exterior Trim

- Remove all existing trim and replace with new Azek or equal.
- White soffit vent.
- Sophit, Facia & Rakes (Azek or equal).
- PVC or equal columns (4).

Insulation

- R-38 Ceiling. R-10 Continuous on interior walls.
- Interior walls to be framed with 2"x3" studs to accommodate tile backer board.
- Exterior Walls to receive 2" Foam Board

Plumbing

- Water supply 1 1/2".
- Toilets (ZURN) wall hung.
- Toilets – Auto flush, touch-less.
- Sinks (Mansfield) wall hung
- Faucets – Touch-less, metered.
- Urinals (ZURN) wall hung
- Sink drain protection covers.
- Exterior frost free water spigot located in Janitors Room.
- 1000 B.T.U. on demand water heater to be installed in janitor's room.
- All supply lines to drain back to pit.
- Floor drains as per UPC.
- Mop sink in Janitor's room.

Electrical

- Interior lights (auto) with recessed can lights, (4) in Ladies, (4) in Men's
- Janitor's room: (1) recessed can light.

- Outlet next to sink areas, (1) in janitor's room.
- Exterior lights (on timer) quantity (3), one at each door.
- Exit lights quantity (2) interior.
- Hands-free hand dryers; quantity (2) in Ladies Room; (1) in Men's Room
- One (1) exterior outlet between doors under eaves.
- Occupant sensor ventilation fans (5 min) with interior lights (same switch).
- HP Auto door openers.

Tile Work & Description (to be determined)

- Floors - Porcelain (TBD) Allowance included in proposal is \$3.25 per sqft.
- Floor tile to be used as base board.
- Walls - 12 x 24 (TBD) porcelain tile - top of urinal. Allowance included in proposal is \$3.25 per sqft.
- Tile Wall Backer Board.
 - Note: tile wall finish height 61".
 - Note: grout to be epoxy to match tile color.

Bath Partitions

- 2"x 10" blocking for bath partitions & fixtures to be installed.
- Powder coat color is stock almond.

Handicap bars to be installed.

Baby changing stations (1 per).

Janitor's room

- (2) Rows of wood shelving.
Miscellaneous
- Mirrors – as shown.
HVAC
- Supply and install in attic space – One Carrier 58STA070-16 LP gas fired furnace. Vent furnace using B-vent chimney system. Gas piping to furnace to be black iron pipe with malleable fittings. Ductwork installed to SMACNA standards and insulated to Maine Energy Codes.
- Supply and install Lossnay Energy Recovery Model # LGHF470RX5-E with 8 kw preheat duct coil on intake duct. Ventilator in attic space. Ductwork installed to SMACNA standards and insulated to Maine Energy Codes.
- Supply and install control system for seven day programmable.
- Electrical wiring to equipment.
- Air balance with balance report.
- Owner training.
- One year warranty on installation plus manufacturers warranties on equipment.

PROJECT BREAKDOWN

PRE-CONSTRUCTION

PERMITS

Electrical Permits

Description: Electrical Permits

PROJECT OVERVIEW

Site Supervision

Description: Site/Client

JOBSITE EQUIPMENT

Set up scaffolding and safety nets

Description: Scaffolding and safety set up and monitoring.

TEMPORARY FACILITIES

Dumpster 30 yard

Description: Dumpster Haul in/ out/ and fill

EXCAVATION

FOUNDATION

Back Fill Sand

DEMOLITION

CONCRETE AND MASONRY DEMOLITION

Concrete Slab

Saw Cut Concrete

Description: This price includes equipment rentals, cut pavement, cut floor, cut openings for new windows, and labor.

Dispose of Concrete

EXTERIOR DEMOLITION

Roofing Material

Description: Remove existing roofing.

Remove Exterior Door

Description: Remove Four Exterior Doors

INTERIOR DEMOLITION

Remove Framing

Description: Remove existing interior walls.

CONCRETE AND MASONRY

CONCRETE

4" Slab, cut and sealed

Description: 4" shed slab cut and seal includes underneath covered entry area.

VAPOR BARRIER AND 6X6 WIRE

Vapor Barrier and 6x6 Wire

Description: Vapor Barrier under entire slab and 6x6 Wire in the entire floor

FOUNDATION INSULATION PER MUBEC CODE

Slab Foundation R10 Interior Insulation

Description: Slab Foundation R10 Interior Insulation as per Mubec Code. Thermax 1 1/2" board, tape, seal, adhesive.

FRAMING

WALL FRAMING

Non-load bearing wall (2x8)

Description: Framing for interior Walls

Non-load bearing wall (2x3)

Description: Framing along interior side of exterior walls for blocking, hardi-backer, and foam board insulation.

ROOF FRAMING

Hip Roof (2x10)

Description: Hip roof framing for covered entry

CEILING FRAMING

Ceiling Joists (2x10)

Description: KD Spruce ceiling joist for covered porch area.

Strapping

Description: Ceiling strapping for covered porch area.

WINDOWS AND DOORS

WINDOWS

Walcott Double Hung Window

Description: Two Walcott New Construction Double Hung Windows. DH3254. White, Insulated, Low-E & Argon/ Obscure, DLO width equal, 6/6 Lite SDL, Single Lock, no window opening control device, and Insert screen applied.

Walcott Awning Window

Description: Two Walcott New Construction Awning Windows. AW3024. White, Insulated, Low-E & Argon/ Obscure, 6 Light SDL, White handle and lock, Screen Applied.

EXTERIOR DOORS

Thermatru 6 Panel Door

Description: Thermatru 6 Panel Door Units #S210, 6-9/16 White Composite Jamb, 5/4x4 PVC SQ Edge casing, Two Spring Loaded s/steel hinges, Public access sill, single bore for deadbolt only.

INTERIOR DOORS

Almond bath partitions with hardware

Thermatru Interior Door

- *Thermatru 4-9/16" Primed Jamb, Flat PVC Casing, Single Bore, s/Steel Hinges, Public Access Sill, With Entry Hardware.*
- *This is Utility Room Door.*

Partition Installation

Description: Installation of Seven Bathroom Partitions

ROOFING

SHINGLES

Architectural 8 pitch 30yr Shingle

Description: Lifetime Architectural (limited warranty)

GRACE ICE AND WATER SHIELD

Full Coverage

SIDING AND TRIM

SIDING

Maibec Cedar Shingles

Description: Maibec Cedar Shingles on front of building under hip roof only.

Repair Siding

Description: Repair existing siding as needed.

TRIM

Kleer PVC Trim Board

PVC Soffit Trim

White Solid Vinyl Soffit Bead board

PLUMBING AND MECHANICAL

PLUMBING

Plumbing Labor

Description: Plumbing Labor

Plumbing Material

Description: Plumbing Misc. Material including Water supply 1 1/2"

Wall Hung Toilet with touch less Valve

Description: Wall Hung Zurn Toilet with touch less Valve including seats. This also includes wall carrier system.

Wall Hung Sink with touch less valves

Description: Wall hung sink with touch-less metered faucets. This includes Sink drains.

Wall Hung Urinals with touch less valve.

Sink Drain Protection Covers

Description: Sink Drain Protection Covers

Exterior frost free water spigot in utility closet.

Description: Exterior frost free water spigot in utility closet.

Tankless Water Heater

Description: With a recirculation system with programmable timer

Floor Drains as per UPC

Mop Sink

Description: Mop Sink in Janitors Room.

HVAC

HVAC

- *Supply and install in attic space, One Carrier 58STA070-16 LP gas fired furnace. Vent furnace using B-vent chimney system. Gas piping to furnace to be*
- *black iron pipe with malleable fittings. Ductwork installed to SMACNA standards and*
- *insulated to Maine Energy Codes.*
- *Supply and install Lossnay Energy Recovery Model # LGHF470RX5-E with 8 kw preheat*
- *duct coil on intake duct. Ventilator in attic space. Ductwork installed to SMACNA*
- *standards and insulated to Maine Energy Codes.*
- *Supply and install control system for seven day programmable.*
- *Electrical wiring to equipment.*
- *Air balance with balance report.*
- *Owner training.*
- *One year warranty on installation plus manufacturers warranties on equipment.*
- *HVAC to be completed by Key Heating & Air Conditioning*

BATH ACCESSORIES

Grab Bars

Description: 24" Grab Bars

Baby Changing Station

Description: Two baby changing stations including installation

ELECTRICAL

OUTLETS AND FIXTURES

Auto Flush Systems (7 Toilets and 2 Urinals)

Description: Including materials and labor.

Equipment circuits and connections

- *Includes:*
- *On demand hot water heater system circuit and connections.*
- *Hot water circulator circuit and connections*
- *HVAC unit breaker and breaker termination*

- *Eco air system breaker and breaker termination.*

Recessed Lights

Description: Juno 6in Recessed LED 27K - 100W EQ Fixtures

Outlets

Description: Two 20 Amp GFI Outlets at sinks, One 20 AMP outlet in Janitors room, and one 20 Amp GFI exterior in service outlet.

Time Clock Controlled Exterior Light

Description: Int. electronic exterior light timer with combination emergency light/exit light units and circuits.

Occupancy Sensor controlled bath fan

Description: Two Hubbel 1/pole Occupancy Detectors

Hand Dryers

Description: Three Xlerator Eco XL-BW-ECO White 240 Hand Dryers. Including circuits, GFI Breakers, and installation.

200 AMP commercial grade overhead service with 200 AMP panel.

Remove Electrical, Temporary Power/Lighting

Description: Includes labor to remove existing electrical, temporary power and lighting, and CMP transfer of services.

INSULATION

FIBERGLASS INSULATION

Insulation

Description: R-11 Insulation for sound barrier in partition walls, Foam sealant for penetrations and draft stop for doors and windows, baffles and vent chute insulation, and R-38 Ceiling insulation.

FOAM BOARD

2" Rigid Foam Insulation

Description: 2-inch ridged board insulation along exterior walls

WALL AND CEILING COVERINGS

CEILING

5/8 Drywall (tape and sand)

Description: Ceiling Covering for both bathrooms and Janitors room.

Moisture Resistant Board

Description: Wall covering from 61" and Up.

TILE

Tile Allowance

Description: Allowance for Wall tile.

Tile Installation

CABINERY AND COUNTERTOPS

CABINERY

Janitor's Room Shelf Cabinetry

Description: Allowance to cover two wood shelves in Janitors Room.

Mirror Allowance

PAINTING

INTERIOR PAINTING

Interior Paint

Description: Spackle Sand and Caulk new trim on doors and windows. Paint new window and door trim with two coats of paint. Paint upper walls above tile with two coats of paint. Paint Ceilings with two coats of paint.

EXTERIOR PAINTING

Exterior Paint

Description: Paint siding with one coat of solid stain. Paint trim with one coat of paint. Paint two new doors with two coats.

FLOOR COVERING

CERAMIC TILE

Ceramic Tile Material Allowance

- *Tile Allowance*
- *This includes using floor tile as baseboards.*

Ceramic Tile floor installation

Description: Based on an 8" tile or larger NOT installed on the diagonal and without borders, includes thinset.

GRAND TOTAL:

\$130,500.00

Ogunquit Fire-Rescue

Internal Correspondence

TO: Mark O'Brien, Fire Chief
FROM: Steve Howe, Assistant Chief
SUBJECT: Apparatus Door Opener Quotes
DATE: February 20, 2017

Attached are three quotes received for the installation of new wireless remote door opener systems for the fire station apparatus doors.

Dock & Door, Saco, Maine.....	\$8,099
Belanger Garage Door, Biddeford, Maine.....	\$11,175.50
Raynor Door Authority, Manchester, NH.....	\$8,425

Note: Dock & Door and Belanger quotes have been recently updated from the August 2016 quotes. The Raynor quote is the original. They did not respond to our request for an updated quote.



29 Spring Hill Road, Saco, ME. 04072

Phone: (207) 283-9992

December 28, 2016

Ogunquit Maine Fire Station
15 School Street
Ogunquit, ME 03907
Attn; Shannon Bridges
Re: New Operators

We are pleased to submit the following quotation

Five (5) LiftMaster Trolley Operators With Remotes

- Sized for an 12' x 12' door opening
- Industrial-Duty Commercial Low Profile Operator and Track
- 1/2HP 115/230v 1P
- (10) 1-Button transmitters (2 per door opener)
- (2) Outside Antenna Mounting Kits (one one each side of bldg)

Dock and Door Handling will remove existing operators and track on five door locations, and install new LiftMaster Trolley Operators and track. We will install two outside antennas on each side of bldg. (location of antenna TBD).

Please note; The operators come with receivers intalled within the operator. However, we have seen in the past on some bldgs, that a added universal receiver mounted to the outside of the operator housing may be needed for proper function of transmitters when distance has been an issue. There may be an added cost for exta cable and fittings for the install of the outside antennas if the techs have to run cable for each operator to antenna.

Parts cost.....\$4,379.00
Labor will be done as Time & Materials, Est cost.....\$3,720.00

\$ 8099

BELANGER GARAGE DOOR CO. LLC.

320 GUINEA RD
 BIDDEFORD, ME 04005
 207-286-9991
 doors4u@maine.rr.com
 Phone# 207-286-9991
 Fax# 207-283-2895

Invoice

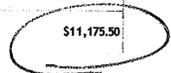
Date	Invoice #
1/31/2017	10515

Bill To

TOWN OF OGUNQUIT
 PO BOX 875
 OGUNQUIT ME 03907
 646-5112
 646-5114 (FAX)

Item	Quantity	Description	P.O. No.	Terms	Due Date
			Due on receipt	1/31/2017	
			Rate	Amount	
T-5011-12	5	HEAVY DUTY COMM OPERATOR-BT501L5-CPS-UH#	1,325.00	6,625.00	
FI1	5	FI-1 FIRE HOUSE KITS	705.00	3,525.00	
86LM	5	86LM REMOTE ANTENNA KIT	105.10	525.50	
MISC	1	MISC ELECTRICAL WIRING, FASTENERS, WIRE NUTS AND BOXES ETC	500.00	500.00	
Total				\$11,175.50	

All Sales are Final. Please make checks payable to Belanger & Sons Garage Door Co.



RAYNOR
door authority
of New England

PROPOSAL

To: Mark O'Brien
firechief@townofogunquit.org

Quote # Q-080316-1MB

From: Michael Babineau

Date: 08/03/16

Customer:
Ogunquit Fire Dept.
15 School St.
Ogunquit, Me 03907

Jobsite:

We are pleased to submit the following for your review and consideration:

Furnish and Install:

- [5] Electric operators Model CST-211: "By Raynor Door"
- Model ControlHoist
 - ½ HP Motor
 - Solid State Motors
 - For 12 x 12 Garage doors
 - UL-235 Compliant Electric Photo-eyes (one at 6" and one at 24"-30")
 - (1) Receiver (1) 3 button control station with each door
 - Removal and Disposal of existing garage door opener

INSTALLED FOR THE SUM OF...\$ 8,425.00 (TAX EXEMPT)

Accepted By: _____ Date: _____

Note:

This Proposal is valid for 30 days.

Delivery: 3 weeks

If accepted, please sign or call Michael J. Babineau cell# 603-493-0301

RAYNOR DOOR AUTHORITY OF NEW ENGLAND, INC.

444 E. Industrial Park Drive, Unit 1 Manchester, NH 03109 Phone: 888-628-DOOR /Fax: 603-628-3663

"Serving New Hampshire, Northeast Massachusetts and Southern Maine"



Propane & Oil Since 1932

PO BOX 1800 - ROCHESTER NH 03866-1800 1-800-523-5237

Proposal

Quote

Estimate

PROPOSAL SUBMITTED TO

Name: OGUNQUIT FIRE DEPT	Job Type: viesman 300
Address: 15 SCHOOL ST	Acct # : 91614690
City, State, Zip: OGUNQUIT , ME 03907	Date: 6/9/2016
Phone: 207 252 2026	eMail: firechief@townofogunquit.org

INSTALL TWO HIGH EFFICIENCY VIESMAN BOILERS BOILERS IN PLACE OF OIL BOILERS TWINNED TOGETHER AND COMPLETE. INSTALL RINNAI CONDENSING WATER HEATER IN PLACE OF INDIRECT. INSTALL NEW TRIM AND OUTDOOR RESET CONTROLS. INSTALL RINNAI HEATER ON WALL BRACKETT IN STAIRCASE FOR EITHER FREZEE CONTROL AT 48 DEGREES OR COMFORT CONTROL AT TEMP SELECTED. THE ON DEMAND CAN BE DELETED AND KEEP THE INDIRECT IF DESIRED.

Sale of:	1	[RC98HIP] HEATER,WATER,TANKLESS,LP,9.8 GPM,INDOOR,CONDENSING,RINNAI	\$1,882.00
	1	[EX22C] RINNA EX22 HEATER	\$1,530.00
	2	VIESMAN VITOCROSSAL 300 BOILERS	\$11,914.00
	1	MATERIALS	\$3,200.00

Subtotal Amount of Equipment & Materials: **\$18,526.00**

Sales Tax: (on equipment & materials of)

Amount of Labor: **\$7,400.00**

Permit Fees:

Amount of Equipment, Materials, Tax, Permit Fees & Labor: **\$25,926.00**

Deposit Amount: Due Upon Proposal Acceptance Paid

Total Amount Less Deposit: **\$25,926.00**

Payment by: Invoice Balance Upon Completion Installment Plan (details below)

Items Not Included Above

Tank Rental Invoice Amount: Annual Monthly

Service Plan: (none)

Gallons of Fuel @ _____ **per gallon** (Purchase price for additional fuel subject to increase or decrease with market conditions and Eastern's posted price.)

Due: **\$0.00** Upon Proposal Acceptance Invoice Paid

Customer Responsibilities: REMOVAL OF UG OIL TANK , FRAME IN WINDOW AND ALL ELECTRICAL . DISPOSAL OR SALE OF OLD EQUIPMENT.

Proposal does not include any necessary permit fees not quoted above. Estimated jobs will be billed according to actual labor hours and actual materials required for the job and according to rates applicable on the date work is performed. Invoiced amounts are payable in full upon receipt of the invoice. A late payment charge of 1.5% per month is applicable for amounts past due. Equipment warranties are provided solely by the manufacturer. Work is warranted to be completed in a workmanlike manner according to standard industry practices. ALL OTHER WARRANTIES AND REPRESENTATIONS OF ANY KIND ARE EXCLUDED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE (specific state limitations on exclusions of warranties may apply). Any changes to the above specifications requiring additional labor or materials are subject to additional charges. Any additional site work or requirements (e.g., plumbing, electrical, trenching, concrete fencing, etc.) not specifically included above are the responsibility of the Customer. Fuel deliveries in accordance with terms and conditions of Eastern's current customer supply agreement. Eastern's performance may be excused for events beyond its control. Customer to carry property, casualty, liability and other necessary insurance. Any changes, additions or deletions by Customer (handwritten or otherwise) to this Proposal shall not bind or be accepted by Eastern.

Eastern Propane Gas, Inc.
Authorized Signature: _____ **Note: This proposal may be withdrawn by us if not accepted within 30 days.**

Proposal Acceptance

The above prices, specifications and conditions are satisfactory and are hereby accepted by Customer. Eastern is authorized to do the work as specified. Payment will be made as set forth above.

Date Accepted: _____ **Customer Signature** _____