Charles L. Waite, III, Chair
John M. Daley, Vice Chair
Richard A. Dolliver
Madeline S. Mooney
Robert N. Winn, Jr.

Beautiful Place by the Sea

AGENDA
MEETING OF THE OGUNQUIT SELECT BOARD
TUESDAY, AUGUST 7, 2018

5:15PM - WORKSHOP

- Select Board Goals

1.0 CALL TO ORDER: 6:00PM

1.1 Roll Call of Members
1.2 Pledge of Allegiance
1.3 Select Board Minutes - *June 19, 2018*
1.4 Select Board Minutes - *July 17, 2018*

PG. 5 **2.0 LIQUOR AND AMUSEMENT LICENSE PUBLIC HEARINGS**

2.1 Hartwell House - *Malt, Spirituous & Vinous Liquor License Renewal*

3.0 TOWN MANAGER'S REPORT

PG. 8 **4.0 PUBLIC HEARINGS**

4.1 FY2018 Year-End Interdepartmental Budget Transfers

PG. 11 **5.0 COMMITTEE APPOINTMENTS & RESIGNATIONS**

5.1 Committee & Board Appointments

A. Harbor Committee

- *Josh Audet*
- *Robert McIntire*

B. Historic Preservation Commission

- *Kerry Ellen Enright*

PG. 14 5.2 Committee Resignation

A. Heritage Museum Committee - *Charlotte Tragard*

6.0 PRESENTATIONS, PROCLAMATIONS, RESOLUTIONS & COMMUNICATIONS

PG. 16 6.1 Marginal Way Preservation Fund - Check Presentation
PG. 17 6.2 Communication from the Town Clerk Regarding November Special Town Meeting Timeline

7.0 UNFINISHED BUSINESS

8.0 NEW BUSINESS

PG. 24 8.1 Authorize the Purchase of the Document Management System (General Code)

PG. 45 8.2 Authorize Acceptance of State funds from the Local Roads Assistance Program

PG. 49 8.3 Acceptance of the Structural Engineering Report prepared by Becker Structural Engineers regarding the Ogunquit Village School

9.0 CITIZEN COMMENTS (For town topics not on the agenda)

The Select Board welcomes public comments and questions about Town-related issues that are not on the agenda. We ask that people keep comments on point and within 3 minutes.

10.0 OTHER BUSINESS

10.1 Select Board Reports and Announcements

11.0 ADJOURNMENT

LIQUOR
&
AMUSEMENT
LICENSE
PUBLIC
HEARING

OGUNQUIT

Beautiful Place by the Sea

PUBLIC HEARING NOTICE

The Ogunquit Board of Selectmen will hold a Public Hearing on **Tuesday, August 7, 2018 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)

Hartwell House 312 Shore Road

Christine L. Murphy

Christine Murphy, Town Clerk

Posted by: Patricia L. Arnaudin

Patricia L. Arnaudin, Police Chief

Posted:	July 31, 2018 Dunaway Community Center Ogunquit Transfer Station WOGT

23 School Street, Ogunquit, Maine 03907

7/26/2018
@ 10:00am

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [ ] RENEWAL [X] FOR THE YEAR: 2018

CURRENT LICENSE EXPIRATION DATE: 8/15/18

BUSINESS NAME: HARTWELL HOUSE ONE, LLC

APPLICANT: JAMES & TRISHA HARTWELL

EMAIL:

Y BUSINESS REG #: 2017-183 ISSUE DATE: 8/15/17 MAP: 3 LOT: 6

Y OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 20

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 YES	APPROVAL NO	REPORT ATTACHED YES	REPORT ATTACHED NO	DATE
Police Chief		[ ]	[ ]	[ ]	[ ]	
Fire Chief		[ ]	[ ]	[ ]	[ ]	
Code Officer	[signature]	[✓]	[ ]	[ ]	[✓]	7-26-2018

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 tone one (1) year or by a monetary fine of up to $500 or both.

X [signature]
APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: $200 Date Paid: 07/19/18 Check/Cash Check #: 7852

Background Check Fee: $ 84 ($21.00 per person listed on application)

Business Reg. Fee: ~~$150.00~~ Paid prior to Liquor Application? YES NO

TOTAL PAID WITH APPLICATION: $ 284.00 Received by: CM (Town Clerk's Office)

DATE POSTED: DATE HEARD: APPROVED: DENIED:

PUBLIC HEARINGS

OGUNQUIT
Beautiful Place by the Sea

Notice of Public Hearing

The Ogunquit Select Board will hold a Public Hearing on Tuesday, August 7, 2018 at 6:00 pm in the Auditorium of the Dunaway Community Center for the purpose of FY2018 Year-End Interdepartmental Budget Transfers. This action is taken pursuant to Article V, Section 504, Revenues & Expenditures, of the Ogunquit Town Charter.

Transfers In:

Ogunquit Heritage Museum	$ 709.00
Recreation Department	1,126.00
Visitor Services	12,293.00
Fire Department	8,882.00
Transfer Station	6,424.00
Insurance & Benefits	7,204.00
Facilities & Parks	24,063.00
Information Services	3,833.00
Plover Management	252.00
Total Transfers In:	**$64,786.00**

Transfers Out

General Government	$19,450.00
Land Use Department	2,121.00
Life Guard Service	717.00
Utilities	4,657.00
Public Works Department	17,100.00
Harbormaster	3,299.00
Welfare Department	52.00
Conservation Department	43.00
Clam Warden	469.00
Marginal Way Committee	310.00
Civic Organizations	124.00
Current Year Tax Commitment	16,444.00
Total Transfers Out:	**$64,786.00**

Christine L. Murphy, Town Clerk

Patricia L. Arnaudin, Police Chief

Posted: July 31, 2018
Dunaway Community Center
Ogunquit Transfer Station
WOGT-TV

MEMO

To: Patricia A Finnigan, Town Manager
From: John Quartararo, Treasurer
Re: FY2018 Year-End Interdepartmental Budget Transfers
Date: July 31, 2018

At the next Select Board meeting I am requesting an item on the agenda to approve the following interdepartmental budget transfers.

Transfers in:

Ogunquit Heritage Museum	$ 709.00
Recreation Department	1,126.00
Visitor Services	12,293.00
Fire Department	8,882.00
Transfer Station	6,424.00
Insurance & Benefits	7,204.00
Facilities & Parks	24,063.00
Information Services	3,833.00
Plover Management	252.00
Total Transfers In	$64,786.00

Transfers out:

General Government	$19,450.00
Land Use Department	2,121.00
Life Guard Service	717.00
Utilities	4,657.00
Public Works Department	17,100.00
Harbor Master	3,299.00
Welfare Department	52.00
Conservation Department	43.00
Clam Warden	469.00
Marginal Way Committee	310.00
Civic Organizations	124.00
Current Year Tax Commitment	16,444.00
Total Transfers Out	$64,786.00

TOWN OF OGUNQUIT

2018 SUMMARY YTD EXPENSE BUDGET AND INTERDEPARTMENTAL TRNASFERS - GENERAL FUND

YEAR-END JUNE 30, 2018

JULY 30, 2018

FUND	FUNC	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	TFXR IN	TXFR OUT	FINAL BALANCE
	410	410 GENERAL GOVERNMENT	845,775.00	845,775.00	734,559.06	32,826.00	78,389.94	90.73%		(19,450.00)	58,939.9
	411	411 OGUNQUIT HERITAGE MUSEUM	13,310.00	13,310.00	14,018.90	-	(708.90)	105.33%	709.00	-	0.1
	412	412 RECREATION DEPARTMENT	13,000.00	15,500.00	16,725.43	-	(1,225.43)	107.91%	1,126.00	-	(99.4
	413	413 OGUNQUIT PERFORMING ARTS	6,500.00	6,500.00	6,500.00	-	-	100.00%		-	-
	414	414 LAND USE DEPARTMENT	348,442.00	361,942.00	350,533.56	2,860.56	8,547.88	97.64%		(2,121.00)	6,426.8
	418	418 VISITOR SERVICES	271,040.00	271,040.00	283,332.18	-	(12,292.18)	104.54%	12,293.00	-	0.8
	421	421 POLICE DEPARTMENT	1,572,225.00	1,580,756.89	1,563,025.17	17,731.00	0.72	100.00%		-	0.7
	422	422 FIRE DEPARTMENT	1,342,522.00	1,362,522.00	1,371,403.66	-	(8,881.66)	100.65%	8,882.00	-	0.3
	425	425 LIFEGUARD SERVICE	176,781.00	176,781.00	173,890.73	-	2,890.27	98.37%		(717.00)	2,173.2
	430	430 UTILITIES	203,000.00	203,000.00	184,228.96	-	18,771.04	90.75%		(4,657.00)	14,114.0
	431	431 PUBLIC WORKS DEPARTMENT	739,399.00	739,399.00	670,467.78	-	68,931.22	90.68%		(17,100.00)	51,831.2
	432	432 TRANSFER STATION DEPARTMEN	304,894.00	304,894.00	311,317.55	-	(6,423.55)	102.11%	6,424.00	-	0.4
	433	433 HARBORMASTER'S DEPARTMENT	131,007.00	131,007.00	117,109.50	600.00	13,297.50	89.85%		(3,299.00)	9,998.5
	441	441 WELFARE DEPARTMENT	2,000.00	2,000.00	1,792.00	-	208.00	89.60%		(52.00)	156.0
	442	442 INSURANCE & BENEFITS DEPAR	140,600.00	159,517.60	166,721.34	-	(7,203.74)	104.52%	7,204.00	-	0.2
	450	450 FACILITIES & PARKS	365,109.00	365,109.00	389,171.74	-	(24,062.74)	106.59%	24,063.00	-	0.2
	451	451 CONSERVATION DEPARTMENT	14,935.00	19,463.27	19,291.79	-	171.48	99.12%		(43.00)	128.4
	453	453 INFORMATION SERVICES DEPT	64,151.00	64,151.00	67,983.05	-	(3,832.05)	105.97%	3,833.00	-	0.9
	458	458 CLAM WARDEN	7,100.00	7,100.00	5,208.94	-	1,891.06	73.37%		(469.00)	1,422.0
	462	462 MARGINAL WAY COMMITTEE	33,000.00	33,000.00	26,008.74	5,740.00	1,251.26	96.21%		(310.00)	941.2
	465	465 PLOVER MANAGEMENT	5,583.00	5,583.00	5,834.89	-	(251.89)	104.51%	252.00	-	0.1
	477	477 CIVIC ORGANIZATIONS	7,000.00	7,000.00	6,500.00	-	500.00	92.86%		(124.00)	376.0
	499	499 DEBT MANAGEMENT	809,639.00	826,327.91	826,327.91	-	-	100.00%		-	-
	700	700 CURRENT YEAR MISC ARTICLES	523,000.00	883,733.80	883,733.80	-	-	100.00%		-	-
	800	800 CURRENT YEAR TAX COMMITMEN	6,171,377.39	6,298,301.75	6,232,015.95	-	66,285.80	98.95%		(16,444.00)	49,841.80
										-	-
01		**01 GENERAL FUND**	**14,111,389.39**	**14,683,714.22**	**14,427,702.63**	**59,757.56**	**196,254.03**	**98.66%**	**64,786.00**	**(64,786.00)**	**196,254.03**
		Expense Total	**14,111,389.39**	**14,683,714.22**	**14,427,702.63**	**59,757.56**	**196,254.03**	**98.66%**			

Appointments
&
Resignations

OGUNQUIT
Beautiful Place by the Sea

MUNICIPAL OFFICES
23 SCHOOL STREET • P.O. BOX 875
OGUNQUIT, MAINE 03907-0875
Website: www.townofogunquit.org
E-mail: info@townofogunquit.org

(207) 646-5139 General Offices
(207) 646-9326 Land Use
(207) 646-9546 Town Clerk
(207) 646-5920 Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:

Josh Audet as a Harbor Committee Member-2nd Alternate

Dated: August 7, 2018
Term Expiration: June 30, 2019

OGUNQUIT SELECT BOARD

_____
John M. Daley - Vice Chair

_____
Richard A. Dolliver

_____
Madeline S. Mooney

_____
Charles L. Waite, III - Chair

_____
Robert N. Winn, Jr.

State of Maine
County of York, ss _____, 2018

Personally appeared the above named Josh Audet, who has been duly appointed and confirmed as a Harbor Committee Member-2nd Alternate in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

_____
Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk

OGUNQUIT
Beautiful Place by the Sea

MUNICIPAL OFFICES
23 SCHOOL STREET • P.O. BOX 875
OGUNQUIT, MAINE 03907-0875
Website: www.townofogunquit.org
E-mail: info@townofogunquit.org
(207) 646-5139 General Offices
(207) 646-9326 Land Use
(207) 646-9546 Town Clerk
(207) 646-5920 Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:

Robert McIntire as a Harbor Committee Member

Dated: August 7, 2018
Term Expiration: June 30, 2021

OGUNQUIT SELECT BOARD

_____
John M. Daley - Vice Chair

_____
Richard A. Dolliver

_____
Madeline S. Mooney

_____
Charles L. Waite, III - Chair

_____
Robert N. Winn, Jr.

State of Maine
County of York, ss _____, 2018

Personally appeared the above named Robert McIntire, who has been duly appointed and confirmed as a Harbor Committee Member in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

_____
Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk

OGUNQUIT
Beautiful Place by the Sea

MUNICIPAL OFFICES
23 SCHOOL STREET • P.O. BOX 875
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(207) 646-5139 General Offices
(207) 646-9326 Land Use
(207) 646-9546 Town Clerk
(207) 646-5920 Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:

Kerry Ellen Enright as a Historic Preservation Commission

Dated: August 7, 2018
Term Expiration: June 30, 20

OGUNQUIT SELECT BOARD

_____
John M. Daley - Vice Chair

_____
Richard A. Dolliver

_____
Madeline S. Mooney

_____
Charles L. Waite, III - Chair

_____
Robert N. Winn, Jr.

State of Maine
County of York, ss

_____, 2018

Personally appeared the above named Kerry Ellen Enright, who has been duly appointed and confirmed as a Historic Preservation Commission in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

_____
Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk

TOWN OF OGUNQUIT, MAINE
Received in the
Town Clerk's Office
on July 13, 2018
at 1:30
Rec. by CCM
Town Clerk

July 13, 2018

To Whom It May Concern,

I, Charlotte Tragard, am resigning from The Ogunquit Heritage Museum Committee. I will still attend meetings to update the Committee on monies, attendance, correspondence etc. but not have a vote in matters pertaining to the Committee.

Thank You.

Kind Regards,

Charlotte Tragard

Museum Administrator

Proclamations, Resolutions, Presentations & Communications

Marginal Way Preservation Fund

JUL 2 4 2018

Preserve Ogunquit's Marginal Way

Executive Board
Paul Breen, President
Ben Hershenson, Vice President
John Phinney, Treasurer
Louesa Gillespie
Barbara O'Leary
Nan Ramsey

Executive Director
Jeanne Roche
info@marginalwayfund.org

Marginal Way Preservation Fund
Tax ID No. 01-0957572
PO Box 1455
Ogunquit, ME 03907-1455

Tel: 207.641.2200

The Marginal Way Preservation Fund is an IRS 501(c)3 corporation. Its primary mission is to build a permanent Endowment Fund to aid the Town of Ogunquit with grants to help defray the costs associated with major renovation projects along the Marginal Way.

July 23. 2018

To: Town Manager Patricia Finnegan
Ogunquit Select Board

The Marginal Way Preservation Fund would like the opportunity to present a check to the Town, contributing to the on-going repairs on the Marginal Way from the March Nor'easters.

We are prepared to present this at the August 7, 2018 meeting of the Board of Selectmen if that is approved.

We look forward to seeing you then.

Respectfully,

Jeanne Roche

Jeanne C. Roche, Executive Director
MWPF
PO Box 1455
Ogunquit, ME. 03907
jroche@marginalwayfund.org
(207) 641 -2200

Imagine Ogunquit without the Marginal Way?

TO:	Pat Finnigan, Town Manager Select Board
FROM:	Chris Murphy, Town Clerk
DATE:	August 2, 2018
RE:	November 6, 2018 – Special Town Meeting Timeline

Attached is a calendar with the timeline for the Special Town Meeting in November.

I have set the date of August 17, 2018 at 4:00pm for the deadline to receive petitions and ordinance changes. This would allow for those items to be on the Select Board Agenda on August 21st. At this meeting the Select Board would accept/reject any petitions and could make changes to any ordinance proposals.

The Select Board meeting on September 4th would require the Select Board to finalize the Warrant/Order and to call for the Special Town Meeting-Referendum Election. The Warrant/Order must be to the Town Clerk by Friday, September 7th (60 days before the election).

Below is a list of Select Board meetings and suggested Public Hearings for the Special Town Meeting:

August 7th	-	Select Board Meeting	Review possible warrant articles
August 17th	-	***Petitions/Ordinance Changes must be in the Town Clerk's Office***	
August 21st	-	Select Board Meeting	Public Hearing on articles (changes can be made)
September 4th	-	Select Board Meeting	Call for Special Town Meeting, Sign Warrant/Order (NO changes can be made.) This is the last regular Select Board Meeting before the 60 day requirement to call for a Referendum Election
September 7th	-	***60 days prior to Special Town Meeting – last day to call for a Referendum Election***	
September 18th	-	Select Board Meeting	Public Hearing – Special Town Meeting Warrant Articles (NO Changes can be made.)
October 2nd	-	Select Board Meeting	Public Hearing – Special Town Meeting Warrant Articles (NO Changes can be made.)
October 5th	-	***ABSENTEE BALLOTS AVAILABLE***	
October 16th	-	Select Board Meeting	Public Hearing – Special Town Meeting Warrant Articles (NO Changes can be made.)
November 1st		***LAST DAY TO PICK UP ABSENTEE BALLOT***	
November 6th	-	Special Town Meeting	

JULY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 5:00 Comp Plan Pre-Public Hearing meeting	3 ***Select Board Meeting*** CANCELLED	4 Independence Day	5	6	7
8	9	10	11 6:00 Comp Plan Public Hearing & Informational Info	12	13	14
15	16	17 ***Select Board Meeting***	18	19	20	21
22	23	24	25	26	27	28
29	30	31 ***Select Board Workshop***	1	2	3	4

Notes:

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AUGUST 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7 ***Select Board Meeting***	8	9	10	11
12	13	14	15	16	17 Referendum Ordinance Change must be in Town Clerk's Office	18
19	20	21 ***Select Board Meeting*** Public Hearing on Proposed Referendum (changes can be made)	22	23	24	25
26	27	28	29	30	31	1

Notes:

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SEPTEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3 Labor Day Office Closed	4 ***Select Board Meeting*** Selct Board FINAL Warrant/Order for Special Town Meeting	5	6	7 60 Days prior to Election-Clerk must have order	8
9	10	11	12	13	14	15
16	17	18 ***Select Board Meeting***	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

September 4th - Select Board must call for a Referendum Election for November 6th. The calling of the Referendum Election must happen 60 days prior to the Election

September 7th - 60 days prior to the election - Town Clerk must have order for referendum

OCTOBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2 *Select Board Meeting*	3	4	5 *Absentee Ballots Available*	6
7	8 Columbus Day Office Closed	9	10	11	12	13
14	15	16 *Select Board Meeting*	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Halloween	1	2	3

Notes:

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NOVEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31 Halloween	1 Last day to pick up absentee ballot	2	3
4	5	6 *Special Town Meeting* *State General/Referendum*	7	8	9	10
11 Veterans Day	12 Office Closed	13	14	15	16	17
18	19	20	21	22 Thanksgiving Day	23	24
25	26	27	28	29	30	1

Notes:

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New Business

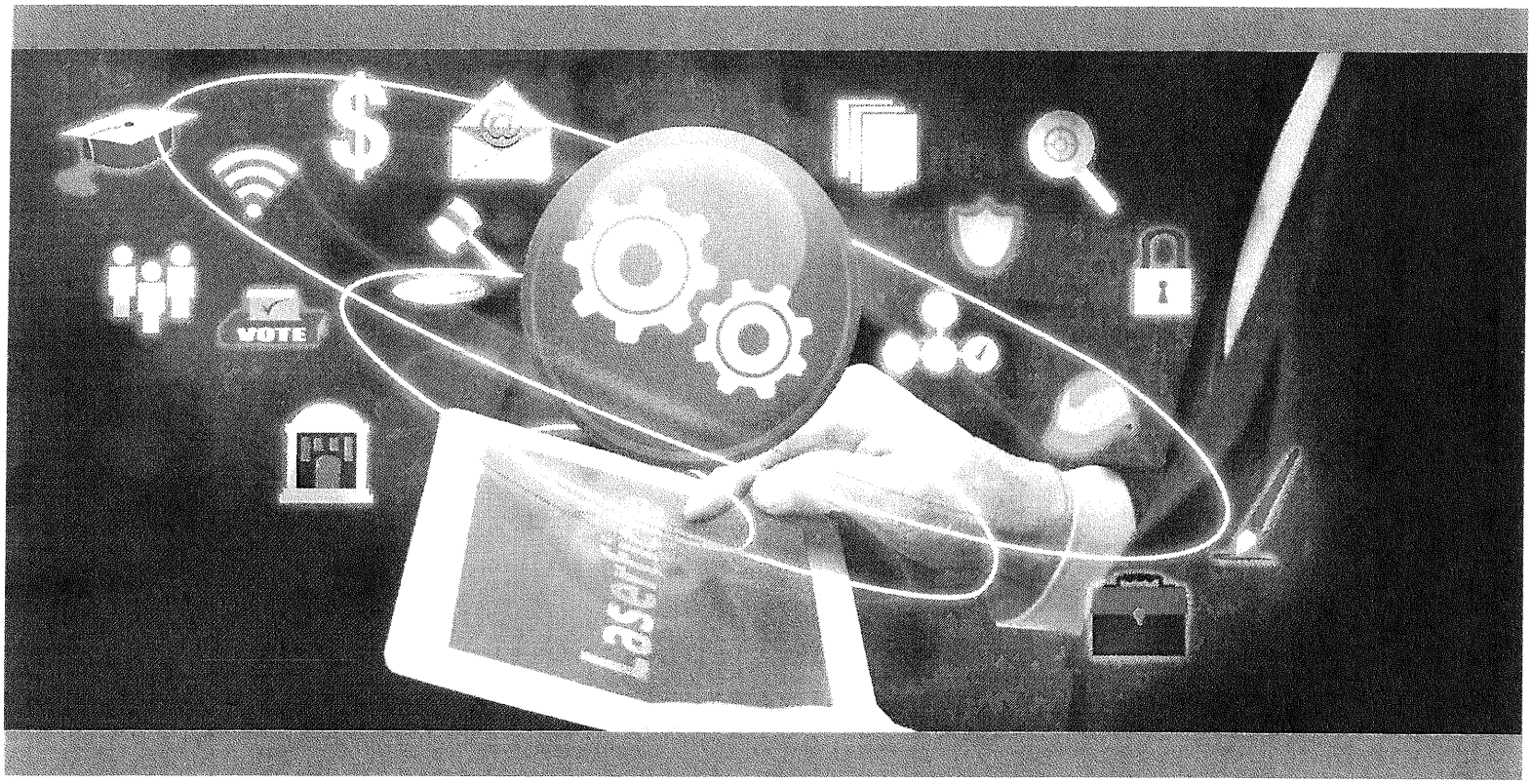
Town of Ogunquit

York County

Enterprise Content Management System

February 1, 2018; *Rev February 14, 2018*

Valid until September 30, 2018



Bruce Cadman
Director of Sales
518-441-6496
BCadman@generalcode.com

GENERAL CODE

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INTRODUCTION

RECOMMENDED SOLUTION

Based on the Town's current needs and looking to theTown's potential future uses of electronic content management, General Code recommends implementation of Laserfiche Avante.

Laserfiche Avante is a robust system that provides the flexibility to configure the system to your specific way of doing business without your having to "shoehorn" your processes to fit the mandates of a software solution. Laserfiche is also easily expanded – to different departments, different types of documents, and many other users in the future as you see other uses.

General Code's experienced staff will help you configure your system to maximize efficiencies now and for decades to come.

ABOUT GENERAL CODE

General Code provides a variety of information management solutions to more than 2,700 local governments, educational and commercial organizations throughout the United Sates. We set the standard for improving document management processes and are on the cutting edge of technology, providing new and reliable tools to our customers to better serve their clients. We pride ourselves in our level of experience, our technical knowledge in the industry and our focus on the customer.

General Code is a top 5 government reseller of Laserfiche in the United States, offering more than 14 years of experience, coupled with an industry-leading service, integration, training and helpdesk team.

With Laserfiche at the center of your Enterprise Content Management Solution, you get what nearly 30,000 other public and private organizations are already getting – the most powerful combination of electronic capture, storage and business process automation tools available today. We selected Laserfiche as our technology platform because of its open architecture, integration capabilities and the capacity to scale up as your demand for information sharing and access grows.

Every system designed and implemented by General Code fits your specific needs and requirements. Configuration of your Enterprise Content Management Solution to your situation reduces the time and additional resources required to "adjust" or "optimize" a one-dimensional system.

As a values-based company we adhere to the principles outlined in our "General Code." These guides for conduct are integral to building a comprehensive content management solution – one that leverages our 50+ years of service to public organizations and governments of all sizes.

Elements of our "code":

Digital information must be designed and implemented in ways that support the success of the entire organization.

Our content management solutions must run on a platform that we believe in.

The quality of our service and support determines the ultimate value of the solution we develop.

Our content management solutions are based on the practical—if there is a better way to do something we will design and implement it.

LASERFICHE AVANTE SYSTEM OVERVIEW

Today, successful organizations need more than document management; they need to optimize the decision-making process by getting the right content – whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail – into the right hands at the right time.

Laserfiche Avante is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information – turning it into an asset that enables efficiency and smart decision making organization-wide. Laserfiche Avante provides all of the elements for today's comprehensive needs:

- **Document Imaging** – Converts paper documents or film into an electronic or digital format.
- **Document Management** – Manages documents (physical or digital) through their lifecycles.
- **Business Process Management** – Applies workflow technology to content-related processes in order to standardize and optimize them.
- **Integrative Middleware** – Provides many ways to interface with other business-specific applications to enable you to have one document repository that can be accessed from other applications and to enable "sharing" of data between other applications and Laserfiche.

The Laserfiche workflow engine gives you a platform to map, model and manage your business processes in order to obtain a better understanding of how to achieve your overall goals by:

- **Increasing productivity** by automating manual, repetitive processes.
- Modeling, executing and managing business processes **without writing code.**
- Triggering workflows based on **actions taken in Laserfiche or in 3rd party applications,** such as CRM, GIS, ERP and more.

Laserfiche Avante readily fits into your existing networked environment, without requiring custom programming or extensive hardware and software updates. Laserfiche is developed to support close integration with industry-standard operating systems and database management systems. See specifications in Appendix A for more detail.

Technology represents one of the most significant investments you make in your organization's success, and General Code and Laserfiche are committed to providing a comprehensive framework for delivering value quickly, easily and without the need to bring in expensive experts at every turn. General Code has seasoned professionals to guide you through the planning and implementation process and will be there to provide on-going support.

PRELIMINARY DOCUMENT MANAGEMENT PROJECT PLAN

I. Upon finalization of the agreement, General Code's Project Manager will call you to review the Project Plan and discuss the following:

- Designate the main contacts for the project from General Code and your organization
- Discuss the proposed schedule and set dates
- Determine any necessary hardware purchases, installation or configuration that must take place prior to the system installation, and set a date for completion of that work
- Confirm availability of required personnel, equipment and facilities
- Address any outstanding questions, concerns or issues

II. The Initial Design and System Implementation Phase will include the following:

- Installation and configuration of the main server components
- Installation and configuration of the named user licenses, including Laserfiche client software, Snapshot Plug-In and E-mail functionality, as well as scanner configuration and testing, if applicable
- Complete system testing of all installed components
- A file structure review and creation of a hierarchical tree structure designed to maximize efficient use of the document management system
- Discussion of file-naming conventions to be used in the document management system
- Establishment of an initial set of templates (electronic index cards)
- Configuration of users, groups and user rights (security)
- Training for users
- Administrator training for up to two (2) people who will be responsible for administration of the system

DESCRIPTION OF RECOMMENDED COMPONENTS

Laserfiche Avante™ Server Software	Laserfiche Avante MS SQL Express server software is a complete electronic content management solution with fully integrated business process management. Laserfiche Avante includes the Laserfiche Automated Workflow Module and other important business-process functionality "baked into" the core software. The Laserfiche Automated Workflow Module is a robust component that facilitates the flow of documents, auto-files and auto-names folders and documents and enforces time schedules, where desired, by providing e-mail reminders or notifications to backups or supervisors or by re-assigning documents to others' folders. By automating processes, you can ensure that proper process is followed, and work can be distributed to users in an orderly and predetermined manner. Laserfiche's robust security enables you to limit both access and functional rights of users. Your IT staff will appreciate the ability to set security by user or group, as well as the option to use Windows Authentication for single log-in. System administrators have access to the Laserfiche Administrator Console either in a client or a web format.
Named Users	Laserfiche named users have the ability to utilize all of the features of the software, including scanning, importing, file and volume management, search and retrieval, annotations, e-mail routing and workflow participation, as applicable and as security rights permit. Additional named user licensees can be added at any time, in any increment. **SnapShot Functionality:** The SnapShot functionality allows designated users the ability to "print" existing electronic files into the Laserfiche system directly and automatically convert them to inalterable Laserfiche images rather than having to print them out and then scan them into the system. **E-Mail Functionality:** The E-Mail Plug-in allows users to send Laserfiche documents as e-mail attachments to anyone using a MAPI-compatible E-mail system. All or part of a document can be e-mailed; multiple files can be "zipped" into one e-mail; and you can choose the format in which the documents will be sent (e.g., PDF, TIFF, JPEG, etc.). **Web Access:** Laserfiche Web Access is a browser-based thin client offering virtually all of the document management capabilities of the thick client interface. Authorized users organization-wide can simultaneously access documents, whether they are accessing Laserfiche from their desks or a remote location. IT can add new users without installing software on individual workstations. Users

	access Laserfiche through a Web browser. Authorized users scan, index and otherwise manage documents with Web Access. Staff can also search, retrieve, create, move, rename and annotate documents from the Web, as well as participate in workflow processes. Web Access has real-time access to the Laserfiche repository, which means that information input into Laserfiche is instantly available to all users, whether connected directly to your server, or using Web Access. Also included with Web Access is the Laserfiche SharePoint integration. Laserfiche was the first electronic records management solution to obtain joint Department of Defense records management certification with SharePoint. Laserfiche Web Access also provides real-time access to your Laserfiche repository through the use of mobile devices. The Laserfiche iPad and iPhone apps provide impressive access, and Web Access Light is very useful for other tablets and mobile phones. Laserfiche mobile and Web Access Light are included with Web Access. **Laserfiche Mobile/App** is an app that lets you capture, upload, and securely access and work with documents in and outside your Laserfiche repository while on the go. You can review and submit forms from the app as well. You can browse for documents in a folder structure; search the entire repository or a specific folder; create, copy, move, rename, sign, download, print, and delete documents; modify document fields; view annotations; submit and approve forms; view and work with offline documents and forms; and start and view business processes. Additionally, you can add documents to your repository from other apps, the mobile device's gallery, or its camera. Gallery and camera images can be processed and enhanced for easier viewing. **Laserfiche Forms Essentials** comes with all Laserfiche Rio and Avante 10.2.1 installations and upgrades. All full named users can sign in to Laserfiche Forms, submit forms, access tasks, and perform any other action in Laserfiche Forms that their Laserfiche Forms security settings allow them (e.g., creating or administering business processes). These users are automatically retrieved from the Laserfiche Server and are managed on the System Security page in Laserfiche Forms. Forms Essentials Full Users have access to the core features necessary to design processes and forms. Essential Users also have access to the Operational Dashboard where they can view statistics on process in progress.
Laserfiche Connector	Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons.

	Laserfiche Connector allows: • Searching the Laserfiche repository based on fields from third-party applications such as CRM and ERP systems. Both basic and advanced searching is supported. If only one result is found, the document will automatically open in the Laserfiche Client, Laserfiche Web Access or Laserfiche WebLink. • Launching Laserfiche Scanning and automatically populating metadata for the scanned documents with information from a third-party application. • Connecting two applications by allowing one of them to start the other (including the ability to pass parameters between them). • Choosing whether any of the above actions are activated from a keyboard shortcut, a button embedded in the application's title bar, or both. • In many cases being able to push data to ODBC compliant applications/databases
Laserfiche Forms Automation* ***limited to installation on one server*** *Optional*	Laserfiche understands that forms are a key component of many organizational business processes. If the base ECM application is considered the "engine," many consider automated forms the "transmission" that drives paperless business processes. Therefore, Laserfiche has designed forms automation solutions to help you integrate this key element into your overall ECM strategy: • **PDF Forms Automation through Laserfiche Workflow.** Built into the core Laserfiche Workflow are activities specifically designed around automating PDF forms. Some of these workflow/process activities include: retrieving values from a PDF form and storing them as tokens; pre-filling portions of a PDF form; verify PDF signatures, and more. • **Laserfiche Forms Professional** is a product that provides a solution for organizations to build web forms and manage their business processes. Laserfiche eForms has a drag and drop graphic user interface which allows business users to easily model their processes and design the forms associated with the process. The web based application provides out-of-the-box integration with the Laserfiche ECM suite, as well as the ability to automate complicated processes and integrate with external systems. You can set security levels to designate administrators or users for each process. Also, you can assign a form to a specific user or group, making team collaboration easy and secure. • **Forms Portal** expands the functionality in Laserfiche Forms to include publicly available forms that users can fill out anonymously. Without Forms Portal, users must sign in before filling out any forms. Forms Portal is licensed per instance, meaning you have a separate Forms Portal activation key in addition to your standard Forms activation key. If you have the Forms Portal, anybody can submit a form. Public users

	do not need to sign in to Forms or have a Laserfiche account.
The Training Center® - On-Line Learning for Laserfiche users *Optional*	The Training Center is a dedicated on-line training website specifically developed for Laserfiche users and available to your entire organization 24/7/365. The Training Center provides supplemental training through a series of more than 50 short, on-line instructional videos. Users can select the topic(s) that they want and view just those videos, or they can do the full training courses. Users can access the same videos as many times as they wish. Examples of topics covered by Training Center Videos: • Introduction to Laserfiche/Overviews • Client functions (searching, scanning, importing/ exporting/ PhotoDocs, etc.) • Laserfiche Administration (metadata management, security, indexing, troubleshooting, auditing, server administration, etc.) • Quick Fields • Workflow • WebLink (Public Portal) • Web Access • Records Management • And more For a sampling of some of the courses on The Training Center, go to www.TrainingCenterforLaserfiche.com and try the "guest" log-in to tour the site.

INVESTMENT DETAIL & OPTIONS

Hardware or any applicable taxes are not included in price, unless otherwise noted.

Line Item Description	Model #	Quantity	Unit Price	Total
Base Software				
Avante Server for SQL Express with Workflow	MSE10	1	$1,500.00	$1,500.00
Avante Named Full User with Snapshot, Web Access & Email	MNF16	8	$600.00	$4,800.00
			Base Software Subtotal	**$6,300.00**
Add-Ons/Plug-Ins				
Avante Laserfiche Connector	MCNC16	8	$25.00	$200.00
			Add-Ons/Plug-Ins Subtotal	**$200.00**
Support				
LSAP Avante Server for SQL Express with Workflow	MSE10B	1	$300.00	$300.00
LSAP Avante Named Full User with Snapshot, Web Access & Email	MNF16B	8	$120.00	$960.00
LSAP Avante Laserfiche Connector	MCNC16B	8	$5.00	$40.00
			Support Subtotal	**$1,300.00**
Professional Services				
Laserfiche Install and Training On-Site Days		2	$1,650.00	$3,300.00
Remote Services / Project Management		1	$500.00	$500.00
			Professional Services Subtotal	**$3,800.00**
			Grand Total	**$11,600.00**

Please note:

- *Anticipated annual LSAP fees after the included 1st year for the above configuration would be $1,300.00**
  **subject to change based upon the then-current support prices for that year*
- *Automated Workflow Module (software) is included with Laserfiche Avante. If/when the Town wishes to implement Automated Workflow for business processes other than Transparent Records Management, there will be additional development and configuration time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired workflows to be implemented.) These additional service fees would not apply until you are ready to implement this component.*
- *Remote Services include but are not necessarily limited to the following services: software order processing; project management; software implementation such as modification of server to reflect new license levels; installation or modification of server; client or scanning software; installation and/or configuration of add-on products, such as WebLink, Quick Fields or Workflow and configuration of hardware, such as scanners.*

OPTIONAL COMPONENTS				
For Each Additional Avante Named Full User ***(per the above configuration)***				
Base Software				
Avante Named Full User with Snapshot, Web Access & Email	MNF16	1	$600.00	$600.00
Avante Laserfiche Connector	MCNC16	1	$25.00	$25.00
Support				
LSAP Avante Named Full User with Snapshot, Web Access & Email	MNF16B	1	$120.00	$120.00
LSAP Avante Laserfiche Connector	MCNC16B	1	$5.00	$5.00
	Each Add'l Avante Named Full User Subtotal			*$750.00*
Avante Forms ***(must equal user count)***				
Avante Forms	MFRM16	8	$50.00	$400.00
LSAP Avante Forms	MFRM16B	8	$10.00	$80.00
Laserfiche Forms Install and Training On-Site Days		2	$1,650.00	$3,300.00
		Avante Forms Subtotal		*$3,780.00*
Avante Forms Portal ***(requires the purchase of Avante Forms)***				
Avante Forms Portal Add-on	MPFRM	1	$7,995.00	$7,995.00
LSAP Avante Forms Portal Add-on	MPFRMB	1	$1,599.00	$1,599.00
		Avante Forms Portal Subtotal		*$9,594.00*
The Training Center eLearning Program				
The Training Center eLearning Program - Up to 9 Laserfiche Users *(annual subscription)*		1	$925.00	$925.00
	The Training Center eLearning Program Subtotal			*$925.00*

Please note:

- *Forms Install and Training does not include Forms Development.*
- *Once the Town's complete requirements are understood, we will conduct an in-depth needs assessment to determine necessary service fees and a formal quote can be provided.*

1. Adjustments to Performance Schedule; Rescheduling.

   Adjustments to Schedule. Upon the mutual consent of the Town and General Code, the "Performance Schedule" may be changed or extended as outlined below.

   Rescheduling. The Town must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables. Such notification must identify the reason for the delay, as well as the anticipated period of delay.

   Travel-related penalties incurred by General Code due to a change in the Installation / Training schedule by the Town may be charged directly to the Town unless the delay is a result of a state of emergency.

2. Contract Cancellation Policy.

   If the Town chooses to cancel this contract, it must do so in writing. The Town will be billed for the following contract-related expenses incurred and services provided up to the receipt of written contract cancellation, including:

   - Any and all travel-related expenses incurred by General Code,
   - Any and all consultation, installation and training services performed by General Code,
   - Any and all software-related expenses incurred by General Code as per the Laserfiche Software Return Policy.

3. Laserfiche Software Return Policy:

   - Unopened and not activated products can be returned within 30 days from the date of purchase at no charge.*
   - Unopened and not activated products returned between 31 days to 120 days from the date of purchase will incur a 15% restocking fee on the original purchase price.*
   - There is no return of products over 120 days from the date of purchase.
   - There is no return of products that have been opened or activated.

   **Return Credit, less applicable charges, will only be given after Laserfiche receives a letter of confirmation that the software was not opened or activated.*

AUTHORIZATION & AGREEMENT

The **Town of Ogunquit, Maine** hereby agrees to the procedures outlined above, to General Code's Content Management Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at http://cms.generalcode.com/terms-conditions, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

Electronic Document Management Project **$11,600.00**

Estimated Annual support fee second year forward (LSAP): $4,300.00

Note: *This estimate is subject to change based upon the then-current support prices for that year.*

Optional Components: ***Please check any optional component to be included:***

- ☐ **For Each Additional Full Users** ***(per base configuration on page 10)*** **$750.00**
  LSAP (Second year forward): $149.00
  _____ *(Quantity) x $750.00 per Full User = $*_____
- ☐ **Laserfiche Avante Forms** **$3,780.00**
  LSAP (Second year forward): $80.00
- ☐ **Laserfiche Avante Forms Portal** **$9,594.00**
  LSAP (Second year forward): $1,599.00
- ☐ **The Training Center On-line Laserfiche Training** **$925.00**
  Annual subscription rate for up to 9 users

Electronic Document Management Solution:		$ 11,600.00
Optional Component(s), if selected:	+	$
Estimated Total Investment:		$

SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE

All software components will be ordered approximately three weeks prior to installation and shipped to customer. The software maintenance (annual support) will start 30 days after software order.

- 50% of the project price shall be invoiced upon authorization of the project – payable within 30 days of authorization.
- 50% of the project price shall be invoiced upon completion of the installation and training.

LASERFICHE PUBLIC PORTAL/WEBLINK PRODUCT

The Muni-Type accepts all responsibility for reviewing documents to ensure confidential and secure information is protected when made available to outside entities using the Laserfiche Public Portal/Weblink product.

(*Client please fill out*) **Invoice for this Project to be sent to:**

Department: _____ **Contact Name:** _____

TOWN OF OGUNQUIT, YORK COUNTY, MAINE

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, CMS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. ***Sign the Proposal***
2. ***Fax or email the Authorization & Agreement Section only to: Sales@generalcode.com • fax (585) 328-8189***
3. ***Mail the signed Proposal to General Code at: 781 Elmgrove Road • Rochester, NY 14624***

General Code will then sign and mail a copy of this agreement back to the Town for its records.

APPENDIX A – RECOMMENDED SERVER/WORKSTATION SPECIFICATIONS

SERVER AND SYSTEM – SQL EXPRESS:

CPU	Xeon 2.93 GHz processor or faster
Memory	16 GB RAM or more (Note that to have 8 GB RAM or above recognized, OS must be 64 bit.)
Operating System	Windows Server 2012 or above
Database Engine	Microsoft SQL Server 2008 or higher (Client must provide MS SQL licensing.) *[Note: A SQL CAL will be needed for each Laserfiche user. This can be achieved through purchasing individual CALs or a processor license. Public Portal and/or Web Access require a MS SQL processor license.]*
Network Protocol	TCP/IP
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on server)
Browser	Internet Explorer 11 or higher
Hard Drives	Assume 20,000 images per 1 GB of hard drive space RAID array recommended Minimum of 5GB of Free Space Required on the C Drive for Laserfiche Installation
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for all Laserfiche users
UPS/Tape Backup	UPS and tape or other backup system to ensure data integrity
Virtual Environment	Laserfiche can be configured to run in a virtual environment. A technical whitepaper is available on request.

CLIENT RESPONSIBILITIES

- The client is responsible for acquiring, installing, and configuring the MS SQL server software.
- The client is responsible for purchasing, installing, and configuring the Server Operating System.
- The client is responsible for installing .Net 4.5 on all servers and workstations.
- The client is responsible for purchasing, configuring, and implementing any SQL maintenance/backup plans.
- The client is responsible for testing the integrity of their backups on a regular basis.

Full User / Scanner Workstation:

CPU	Dual core 2.8 GHz or faster recommended
Minimum memory	4 GB or greater (Windows 7); 8 GB or greater (Windows 8, Windows 10)
Operating System	Supported: Windows 7, Windows 8, Windows 10
Network Protocol	TCP/IP
Browser	Internet Explorer 11 and higher recommended
Hard Drive	Hard drive running at a minimum of 7,200 rpm 3 GB of free disk space for software and temporary files created during scanning
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing
USB Port or SCSI Controller	Available USB 2 port for scanner connection if the scanner will support a USB connection ***or*** Adaptec 2930 or 2940 SCSI Controller and Cable

"Light" User Workstation (e.g., primarily retrieval user):

CPU	Pentium IV 2GHz or better recommended
Memory	Operating System minimum or greater
Operating System	Supported: Windows 7, Windows 8, Windows 10
Network Protocol	TCP/IP
Browser	Internet Explorer 11 and higher recommended
Hard Drive	At least 1 GB of free disk space
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing

Mobile Operating Systems:

Products	iOS 4	iOS 5	iOS 6	iOS 7	iOS 8	Android 2.3+	Windows 8.1	Windows 10
Laserfiche Mobile 8.2 to 8.2.2	Y	Y	Y	N	N	N	N	N
Laserfiche Mobile 8.2.3+		Y	Y			N	N	N
Laserfiche Mobile 9.0		Y	Y	Y (9.0.1)		Y	N	N
Laserfiche Mobile 9.1	N	Y	Y	Y		Y	N	N
Laserfiche Mobile 9.2	N	Y	Y	Y	Y	Y	N	N
Laserfiche Mobile 9.2.1	N	N	N	Y	Y	Y	N	N
Laserfiche Mobile 9.3	N	N	N	N	N	N	Y	Y
Laserfiche Mobile 10	N	N	N	Y	Y	Y	Y	Y
Laserfiche Mobile 10.1	N	N	N	Y	Y	Y	Y	Y
Laserfiche Mobile 10.2	N	N	N	Y	Y	Y	Y	Y

WEB SERVER SPECIFICATIONS FOR LASERFICHE WEB COMPONENTS (PUBLIC PORTAL AND/OR WEB ACCESS)*:

CPU	Xeon 2.93 GHz or faster
Memory	8 GB or greater (Server 2012)
Operating System	Windows Server 2012 or above
Web Server	Microsoft IIS 8.0 (Windows Server 2012)
Network Protocol	TCP/IP
Browser	Internet Explorer 11 and higher recommended
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on server)
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for each Laserfiche user
Back-ups	Installed backup agent for existing back-up system

If you anticipate high usage from the Laserfiche Web components (Web Access or Public Portal), we advise the Web Server be a separate server. If you anticipate a relatively low number of users of the Web components, you could install the Web Server on the same server as the Laserfiche server software. If you have any questions on your specific situation, please contact your General Code representative.

For any of the Laserfiche Web-based components (e.g., Web Access, WebLink/Public Portal, Laserfiche Forms Portal), if the client desires to enable website security via SSL, the client is responsible for acquiring, installing, configuring and maintaining that certificate

LASERFICHE FORMS SERVER SPECIFICATIONS*: *OPTIONAL*

CPU	Xeon 2.93 GHz or faster
Minimum Memory	8 GB or greater
Operating System	Windows Server 2012 or above
Web Server	Microsoft IIS 8.0 (Windows Server 2012)
Network Protocol	TCP/IP
Framework	.NET 4.5 for IIS 8
Browser	Internet Explorer 11 and higher recommended
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for all Laserfiche users
Back-ups	Installed backup agent for existing back-up system

**Laserfiche Forms Notes:*

- ***Microsoft IIS must be installed on the forms server.***
- ***Laserfiche Forms will work with Laserfiche 9.0.1 (and above), and either Laserfiche Rio or Avante are required (Laserfiche Forms will not work with Classic, Executive or Desktop systems).***
- ***One forms server can only access one Laserfiche repository. If you have more than one Laserfiche repository, separate forms servers would be required for each repository.***
- ***Hardware requirements may fluctuate based on the number of users logged into the server. If you expect to have many simultaneous connections to the forms server, you may want to configure it with a faster CPU and/or add more RAM. If you have any questions on your specific situation, please contact your General Code representative.***
- ***If you are using Forms with Direct Email Approval, then you will need an email account with an Inbox that Forms can check.***

APPENDIX B – INSTALLATION, TRAINING AND SUPPORT

Pre-Installation Teleconference and Technical Review

Prior to the on-site installation and training, one of General Code's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda for the on-site days.

Customized, Hands-On Training

General Code provides practical hands-on training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Our training experts will come on-site to your facility and provide thorough training for your staff with manuals customized to your specific system and needs. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

Our standard Laserfiche user training covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

Administrator Training covers the system administrative functions and typically takes place throughout the on-site sessions, as appropriate.

Laserfiche Software Assurance Plan (LSAP)

LSAP is renewable on an annual basis and was created to deliver critical program updates and provide on-going technical support for your Laserfiche document management system. With LSAP you will always be confident that you are receiving the very best performance and quality possible.

TECHNICAL SUPPORT

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at lfsupport@generalcode.com. With Basic LSAP service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. General Code's support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By

providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

SOFTWARE PATCHES AND UPGRADES:

In addition to receiving technical support, customers with a current LSAP contract will receive **critical program updates within the current version of Laserfiche.** This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer after a period of additional General Code in-house testing, as applicable. These patches and software upgrades are available for download at our FTP site. Customers are given the option of applying the patches themselves or having one of our Laserfiche technicians apply the patch remotely.

There is no additional cost for the installation of minor software updates or patches (typically called 'point releases'). Major software updates (typically called 'version releases') may have associated service charges to install, upgrade, or to migrate your Laserfiche software to the new major release level. Related training on new functionality of the upgraded software may also have associated service charges. Any additional charges will be outlined and quoted to you in advance.

LASERFICHE OFF-HOURS SYSTEMS UPGRADES:

At times it is a requirement that Laserfiche systems upgrades are done during off hours or over the weekend to minimize operational interruptions. General Code is happy to work with our customers to accommodate these requirements. With changes in the law regarding payment of overtime for non-exempt helpdesk staff that are involved in doing work after hours or over the weekend, they must be paid overtime. General Code is going to begin charging a nominal fee for the off-hours work to cover this new expense. The charge will not exceed $500.00 for the time involved.

Services covered under LSAP:

- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Provide and remotely apply minor patches/point releases on an as needed basis
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM EST
- Provide access to all major and minor patches provided by Compulink Laserfiche
- Access to TIPS and FAQs on the General Code website
- User group meetings
- Access to Laserfiche's knowledgebase
- Regular newsletters - Laserfiche & The Decoder
- Access to webinars

Services not covered under LSAP:

- Training - New user or refresher training - either on-site or remote

- Repair of damaged databases
- Establishment of SQL maintenance plan
- Addition of custom features or functionality to the software
- Support or troubleshooting of third party software
- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Installation, Migration, Upgrading of software related to major software releases
- Problems or faults caused by use of the product outside its normal operating conditions.
- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

- To maintain appropriate backups of the Laserfiche database and associated files.
- To contact General Code prior to implementing significant network changes that has the potential to impact the Laserfiche system. Some examples are, operating system changes on either the server or PC, replacement of existing PCs or server(s), and changes in network configurations, such as server name, IP address or workgroup on PCs.
- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide General Code's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

APPENDIX C – REFERENCES

The following references are current General Code clients who have completed similar projects. Please feel free to contact anyone on the list.

City of Bangor, ME
Lisa Goodwin, Clerk
207-992-4218

Town of Bar Harbor, ME
Patricia Gray, Clerk
207-288-4098

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

JUN - 8 2018

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

COMMUNITY SERVICES DIVISION

1-800-498-9133

http://www.maine.gov/mdot/csd/lrap/

June 5, 2018

LOCAL ROAD ASSISTANCE PROGRAM (LRAP)

The LRAP allocation for the new Fiscal Year 19 went down slightly after going up slightly last year.

Please remember that:

- LRAP payments are now made ONCE a year....not in quarterly payments. The full year's allocation will be sent to your municipality/county by December 1 of each year, **if we receive an accurate, completed certification form.**
- ALL Maine towns/cities are uniformly receiving the statutory lane-mile rates.

As in previous years, all LRAP recipients must provide information on how LRAP funds were expended from the previous fiscal year. The information collected on the back side of the Certification Form is used to chart the progress of improving public roads by the 500 Maine municipalities, counties, and Indian reservations that receive funding from this program. ***If this information is not provided when we receive the certification form, we will return it to you for completion.***

Please submit the completed Certification Form for Fiscal Year 2019 (July 1, 2018 to June 30, 2019) either by US mail or by scanning and emailing it to us. **We no longer accept faxes**. The law says it must be received by August 1 or earlier.

Once we receive your completed form, your funds will be ready for the November payment.

If your town has not done so already, we are also encouraging municipalities to sign up for electronic transfer (Direct Deposit) of LRAP funds from the State to their financial institution to reduce costs, and provide a speedy and secure service. If you are interested in Electronic Fund Transfer, see this: http://www.maine.gov/osc/accounting/ddeft.shtml . There is no cost for this option.

If you have any questions, please feel free to contact me.

Sincerely,

Peter Coughlan

Peter M. Coughlan, Director
207/ 624-3266 or peter.coughlan@maine.gov

PRINTED ON RECYCLED PAPER

THE MAINE DEPARTMENT OF TRANSPORTATION IS AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER
PHONE: (207) 624-3000 TTY USERS CALL MAINE RELAY 711 FAX: (207) 624-3001

JUN - 8 2018

MAINE DEPARTMENT OF TRANSPORTATION
LOCAL ROAD ASSISTANCE PROGRAM (LRAP)
CERTIFICATION 2018-2019 (FY19)
MUNICIPALITY of 31197 Ogunquit

To be eligible to receive FY-19 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23.** Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, *"funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C."* Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-1 (July 1, 2014 to June 30, 2018) LRAP funds received by the municipality. **Please report this on the reverse side in the box at the bottom of the page.

It is estimated that the municipality of Ogunquit will receive, by December 1, 2018, **one (1) payment of $ 15,520** for the fiscal year beginning July 1, 2018. Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT's portion of the Highway Fund. This means that the annual disbursements to municipalities rise and fall with MaineDOT's budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of Ogunquit do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2018-2019 will be used only for uses as stated above. *We also certify that the previous year's funds were spent on the projects listed on the back of this form.*

Signed _____ Date ___/___/___ Signed _____ Date___/___/___

Signed _____ Date ___/___/___ Signed _____ Date___/___/___

Please print below the name, title, and phone of the person to contact for the information on this form and the email for the town/city official responsible.

Name: PATRICIA A. FINNIGAN Title: TOWN MANAGER Tel: 207-646-5139

Municipality E-mail Address townmanager@townofogunquit.org

If your address has changed in the last year (and you have NOT signed up for electronic fund transfer (EFT), we must have the new address for you to receive your funds.

Address: _____

Town: _____ State: _____ Zip Code: _____

Prior to August 1, 2018, (see cover letter) please return form completed on BOTH SIDES by US mail or scanned PDF/email to: (FAXES ARE NO LONGER ACCEPTED)

Sandra J. Noonan
MaineDOT- Community Services Division
16 State House Station
Augusta, Maine 04333-0016
Tel. (207) 624-3265, or sandra.noonan@maine.gov

NO LRAP payment can be made until a *completed* form (BOTH SIDES) is received by MaineDOT- Community Services Division.

Over please

Ogunquit 31197

Last year's (FY18) LRAP Funds of $ 15,688

As a result of 2007 Legislative inquiries and discussions focused on LRAP, MaineDOT needs to collect additional information on the uses of LRAP funding of all Maine municipalities, counties, and Indian reservations. This form is intended to be simple and provide an easy method to collect information on the use of over $20 million per year by local agencies.

As noted on the front side, LRAP funding can only be spent on capital improvements in rural Maine towns.

A **capital improvement** is defined as "any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity." Examples of eligible "capital" activities are defined as follows:

1. Medium to heavy overlays which improve the strength and ride quality (minimum 1 inch lift on a shimmed surface), pavement and/or base recycling, pavement cold planning and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. * Traffic signal or sign installation and/or replacements
6. * Sidewalk construction or reconstruction
7. * Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. * Wetland mitigation
9. * Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a ten-year life
12. Local share of a Municipal Partnership Initiative (MPI) project on a state road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. "Banking it" to save up for a future project
16. Other (explain)_____

* Some of the categories of work (# 5, 6, 7, 8 & 9) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

****If spent, how did you spend last year's FY-18 LRAP funds? (shown on top of this page). It is not necessary to account for more than this amount. All information must be filled in or the form will be returned.**

1. Road Name: COTTAGE STREET Funds spent on Capital Improvements: $ 65,447.38
   Type of Capital Improvement: see above, list all numbers that apply: 1, 2
   Length of Capital improvement (miles or feet): _____ miles or 1033.6 feet

2. Road Name: _____ Funds spent on Capital Improvements: $_____
   Type of Capital Improvement: see above, list all numbers that apply: _____
   Length of Capital improvement (miles or feet): _____ miles or _____ feet

3. Road Name: _____ Funds spent on Capital Improvements: $_____
   Type of Capital Improvement: see above, list all numbers that apply: _____
   Length of Capital improvement (miles or feet): _____ miles or _____ feet

OPTIONAL: What was your municipality's TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES for FY-18 (including LRAP payments)? $_____

We need the original. Please make a copy for your records.

Libby-Scott Inc.

INVOICE

P.O.Box 817
Wells, Me. 04090
Phone 207-676-4466 Fax 207-676-4469 libbyscott@maine.rr.com

INVOICE # 3300
DATE: November 18, 2017

Bill To:
Town of Ogunquit
Ogunquit, Me.

Comments :

NOV 20 2017

Location	Completion Date	Terms
Cottage Street Project	11 - 17 -17	Upon completion

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
567.27 ton	Machine place new pavement	$ 85.00 ton	$ 48,217.95
15.78 ton	Hand placed	$ 135.00 ton	$ 2,130.03
5,942 sy	Reclaim	$ .95 sy	$ 5,644.90
6,278 sy	Fine grade	$ .95 sy	$ 5,964.10
.64 day	Grading crew based on 10 hr day	$ 2,285.00 day	$ 1,462.40
126.75 ton	Crush gravel in place	$ 16.00 ton	$ 2,028.00
	Vendor 1178		
	SUBTOTAL		
	TOTAL DUE		$ 65,447.38

$25,801.64
05216824 0351
Amount: 01-[redacted]
Amount Approved: $ 65,447.38
Approved by: SL
Paid Information
Check date: DEC 01 2017
Check#: 98355

$39 645.74
05-117-824-0351

05-216-824-0351 $25,801.64
05-117-824-0351 39,645.74

TOTAL 65,447.38

Make all checks payable to **Libby-Scott Inc.**
If you have any questions concerning this invoice, contact Steve Libby

THANK YOU FOR YOUR BUSINESS!

BECKER
STRUCTURAL ENGINEERS

June 13, 2018

Ms. Patricia A. Finnigan
Town Manager
Town of Ogunquit, Maine
23 School Street
Ogunquit, ME 03907

Structural Observations Report
Ogunquit Village School
Ogunquit, Maine

Dear Ms. Finnigan,

Per your authorization we are submitting this letter report in regard to the structural condition of the Village School in Ogunquit, Maine. The intent of this report is to relay structural considerations as well as building code considerations as they relate to a potential repurposing of the building. Our findings are based on a review of several prior reports, our past experience with the building and a recent site visit on May 24, 2018. Within the appendix of this report are photos of conditions as observed on May 24th and past reports that have been shared with our office.

The Village School is a 2 story, wood framed building of approximately 8,000 SF. The current building was constructed circa 1920s in the location of an existing smaller two room schoolhouse. Reportedly, the original school was elevated and incorporated into the new larger school construction. This is readily evident within the attic space as the original roof framing can still be seen encapsulated within the newer, larger roof framing. However, the foundation and second floor framing appear to have been constructed at once, without apparent elements of the original schoolhouse. The building has been vacant since the school's closure in the early 2000s.

History of Past Evaluations

Prior to, and after the school's closure, the building had been evaluated several times (both structurally and otherwise). Our office has been involved in recent years. Prior reports that were supplied to Becker Structural Engineers by the Town of Ogunquit in 2008 are included within the appendix for reference. It is unknown by us if other investigative reports exist beyond those identified. Our understanding of past evaluations is as follows:

- 1999 – Rea Design Associates/Architects and Pinkham & Greer Consulting Engineers review the building to conduct a preliminary evaluation of the school for the long-term suitability as an elementary school, reviewing the functioning of the building as a 6-classroom school, structural and MEP systems and general code compliance.
- 2000 – SMRT evaluation supplements the previous study and incorporates additional reviews of the building systems, incorporates new code provisions and incorporates requirements from the State Fire Marshal as well as providing recommendations for renovations.
- 2004 (January) – Allied Engineering evaluation incorporates a more in-depth focus on the roof framing (concerns with the roof framing were noted in both prior reports), as well as the fire escape and areas of abatement. This report offers options for corrective work at the roof.

- 2004 (June) – James W. Sewall Company & VFA conduct a facility assessment (nonstructural).
- 2005 – H.L. Turner group is retained to conduct an evaluation with respect to building systems, structure, condition, life expectancy, etc., with the goal of providing scope of work and associated costs that would allow the building to be repurposed into town offices.
- 2008 – Port City Architecture is retained in a master planning effort for both the Village School and the neighboring Dunaway Center. Becker Structural Engineers is retained by Port City with a limited scope to visit both buildings, review past reports and offer a summary of the previously identified structural concerns.
- 2009 – Port City Architecture retains Becker Structural Engineers to review a bulge in the exterior wall, second floor of the west wall. We determined the issue was due to a failing wood post supporting a steel beam that was part of the roof framing system. The post is replaced with a steel post at the area of the bulge as well as at an identical condition on the east wall.
- 2010 – Port City Architecture retains Becker Structural Engineers to analyze and design repairs to bring the existing roof up to meet the building code requirements at the time. No scope of work was included for any areas beyond the roof. Construction documents were issued but work was never implemented.

Current Structural Condition

Roof Framing

The roof repair documents issued by Becker Structural Engineers in 2010 included work throughout the majority of the roof framing. In general, specified work included:

- Reinforcing longer span rafters.
- Replacing a series of trusses at the front of the building with new steel beams at the second floor ceiling level supporting new bearing walls above.
- Reinforcing other wood trusses.
- Reinforcing existing steel beams at the second floor ceiling level.
- Replacement of several posts and beams throughout.
- Installing new posts extending through the building to the foundation below.

As the specified work was never undertaken, the condition remains the same as that which all the previous reports expressed concern over. The framing in its current state does not meet the requirements of current building codes and due to the large number of inadequacies cannot be relied upon to safely support snow loads.

Second Floor Framing

The second floor framing over the former classrooms consists of 1 ¾"x7 ½" wood joists spaced at 16" +/- o.c. framing between 15" deep steel beams which are supported by steel columns and brick piers. The span of the joists ranges from 12'-6" +/- to 14'-0" +/-. The span of the steel beams is approximately 25'-6". When walking on the floor or performing a "heel drop" test, floor vibrations are readily felt, and the floor is not as stiff as we would expect it to be. The first floor ceilings over the former classrooms are attached directly to the floor joists and typically comprised of wood boards. These boards would be able to flex with the floor, not show distress and are much more forgiving than a typical plaster ceiling that would tend to show cracking. Our evaluation of the floor capacity shows an allowable live load capacity of approximately 25-35 psf for the joists and approximately 50 psf for the steel beams. Our evaluation is based on assumed material grades and strengths as well as the use of historical published design values. Laboratory testing of material samples would be required to further refine the analysis.

The second floor framing over the corridor and mechanical room utilizes the same joists, but rotated to span the short 8' dimension and is supported by bearing walls. The joists at this location can support a live load in excess of 100 psf. Despite the vibration and light live load capacities, the floors appear relatively level and without noticeable major deficiencies.

Exterior Stair / Fire Escape
The current second means of egress from the second floor relies on a steel and wood fire escape. The structure is severely corroded and cannot be relied upon to safely support occupants.

First Floor / Foundation
The first floor consists of a concrete slab on grade. The perimeter foundation walls are also cast-in-place concrete. No major deficiencies were observed in the slab. Foundation cracks were observed around the perimeter of the building but did not display signs of differential movement or settlement and are most likely attributed to shrinkage cracks, likely enlarged slightly over time by water infiltration and freeze-thaw cycles. Cracks observed were not structurally concerning and the overall the foundation appears to be in good condition.

Exterior Walls
The exterior walls are wood framed and appear generally plumb and square. The bulge in the west wall (where the post was replaced previously) remains as there was never an effort to replumb the siding and sheathing following the post replacement. Furthermore, in viewing the replaced posts, it is evident that additional wall studs were either removed beside the posts, or never originally there. resulting too long of a span for the sheathing. Additionally not all horizontal wall plates that were cut for the post installation were anchored back to the new column and should have been. While minor items, these should be attended to in concert with other work on the building.

What remains unknown is the interface between the original walls of the two-room schoolhouse and the current building. A removal of finishes (should renovations drive that) would likely reveal some unique framing that could very well require attention.

IEBC Commentary

Renovations to an existing building subject the building to the requirements of the International Existing Building Code (IEBC). While the code is complex, offers alternative evaluation methods and covers many areas, we wish to note some of the structural requirements that may be of particular use when considering the potential renovation of this building.

This code is structured around the notion that if an existing building is altered beyond a certain point, weakened, added on to, or changed in a significant way than the building has existed to date, then the building must be brought up to meet current International Building Code (IBC) criteria for gravity and lateral loads (i.e. wind and seismic). Meeting current code criteria for gravity loads tends to be straightforward with a traditional approach of reinforcing select structural members as needed to carry the intended loads, whereas meeting current code criteria for lateral loads tends to be more in-depth and involves systems extending from roof levels through the foundations. Thresholds are identified within the code that allows buildings to be modified to a small amount without triggering full upgrades. With older structures, it is typically advantageous to stay below these thresholds if significant structural upgrades are to be

avoided. That being said, upgrades could also be considered beneficial if the goal is to extend the life of an older structure. Some particular considerations to note:

1. Renovating the space to meet basically any proposed needs will likely result in being considered an "Alteration Level 3" by the IEBC, which is defined as more than 50% of the building area involved in the work. Within this level of alteration, if more than 30% of the total floor and roof area is involved in a structural alteration, than the building's lateral force resisting system must be shown to meet current seismic and wind requirements. It would be very difficult, if not impossible, to show this building can meet current seismic codes and to trigger this would likely result in introducing new lateral force resisting elements within the building. Keeping below the 30% threshold means leaving the bulk of the structure alone. For this particular building, the current lateral force resisting system relies on the rigidity of the interior and exterior walls, acting as shearwalls to resist wracking. For members supporting gravity loads, they must also be shown to meet IBC requirements, unless the stress increase resulting from the alteration is less than 5% over the unaltered condition.

2. Within the "Alteration Level 3" as outlined above, if the amount of structural alteration is kept below the 30% threshold, you are permitted to address lateral force resisting elements on more of a case by case basis. For example, if openings in a wall acting as a shearwall are created and thereby reducing the wall's lateral capacity you may be required to upgrade that particular wall to meet current code, but not be required to show the remainder of the building meets current wind and seismic codes. The amount that a particular lateral force resisting element is allowed to be altered without requiring it to meet current code is 10%.

3. Repurposing the space for new use, other than its original use as a classroom is considered a "change of occupancy" per the IEBC. A change of occupancy could also result in the building being placed in a higher building "risk category", depending on the intended use. The IBC offers four risk categories for buildings, with category 1 being the lowest and 4 being the highest. An example of a category 1 building would be an unoccupied barn or storage facility. An example of a category 4 building would be an essential facility such as emergency rooms or a police station. The higher the category, the more critical the function of the building in the eyes of the IBC. If the building is repurposed in way that results in an equal or lower risk category, requirements to upgrade the building's lateral force resisting system are avoided (or subject to the renovation clauses above). If resulting in a higher risk category, the building will need to meet current IBC level forces. As an elementary school with less than 250 occupants, I would interpret the current building to be a risk category 2 building. An example of staying within the category 2 designation, would be repurposing the building to be municipal offices or a community building (providing that less than 300 people assemble in the building and that it could not be considered a form of an emergency shelter). An example of increasing to a risk category 4 would be if essential facilities, such as police, were to be moved into the building.

4. Constructing an addition to the building also triggers the requirement to show the entire structure meets current code requirements. For this reason, it is very common to see new additions built on to older structures being built as structurally isolated from the existing building, creating two separate structures with expansion joints between them.

5. There is some potential relief to the conditions listed above if the building is a registered historic building. With a registered historic building, the code official has the ability to accept lower floor capacities. However, this route should be carefully vetted with any limitations that may come about by becoming a registered historic building as well as understanding what the requirements of the code official will ultimately be.

Opinions and Recommendations

In fully understanding the amount of work the building must undergo to be repurposed, one must consider the work beyond structural as well as the structural upgrades. Past efforts have identified several areas of work beyond structural. The relevancy of these past recommendations as well as addressing any requirements associated with the newly adopted building code would need to be verified by registered professionals in each of those areas (architect, mechanical engineer and electrical engineer). At a minimum, a renovation / repurposing would need to consider:

- The need for two code-compliant stairwells, potentially upgrading and fire rating the main stair and replacing the fire escape with a new stair. Any solution would not rely on the heavily corroded fire escape.
- ADA accessibility throughout.
- Potential abatement.
- MEP system upgrades (including new bathrooms).
- Insulation / energy upgrades.
- General building upgrades (windows, doors, cladding, roofing).

Roof Framing

The roof framing of this building needs to be addressed before the building is occupied in any use. Every engineer that has looked at the roof framing has expressed concern. The construction documents for the roof repairs issued in 2010 were designed to the 2009 version of the IBC. While I wouldn't expect many changes, the documents would need to be reviewed against the current building code; 2015 IBC. Also note that the design assumes the building will remain a risk category 2 building. The fact that the work was never done does allow for the opportunity to relook at that portion of work with any overall renovation plans (i.e. does it work better for programming to reframe the roof as a whole with custom trusses that allow for an attic mechanical space?).

Floor Framing

Floor capacities identified above range from 25 psf to 50 psf. These capacities are based on current dead loads (weights of materials and finishes). If new floor / ceiling finishes are added as well as new MEP loads, these capacities would drop accordingly. The IBC specifies the

minimum live load for the past use of classrooms to be 40 psf. While the potential future use is unknown, a likely use is offices which require a minimum live load of 65 psf (including required provisions for partitions). Required minimum live load capacity in the upper corridor is 80 psf. The floor as a whole (outside of the corridor area) would need to be reinforced to meet this (and any other practical) use. A likely scenario to reinforce the joists would be to remove the ceiling and "sister" or add new joists alongside of each existing joist. The steel beam capacity would be best addressed by adding posts below the mid-span of the beam. This route, as opposed to reinforcing along its length addresses not only the capacity but would significantly improve the vibrations felt on the second floor. In the scenario of the building being repurposed for offices, it is assumed that the lower level offices could be worked around the new posts. The new posts would require new footings installed through the ground floor slab.

Walls / Building as a Whole

Regardless of how the new stairs / vertical access is addressed, the roof and floor work described above represent structural work in more than 30% of the building area. This means that the alteration cannot be considered a "limited structural alteration" and upgrading the building's lateral force resisting system would be required. This could take many forms. The lateral loads could potentially be resisted by improving the perimeter walls but still relying on them to function as wood shearwalls. In this scenario it is likely that the existing exterior board sheathing would need to be replaced with structural plywood (stripping or temporarily stripping all finishes). The plywood would be installed with specified nailing patterns and new blocking would be installed at every panel joint. Specific connectors would be detailed to connect the shearwalls to the foundation. In the scenario of an exterior stair / elevator addition, a study could be done to assess the potential of using a new structure to partially brace the existing building compared to constructing the addition as structurally independent to try and minimize lateral loads on the existing building. Alternately, if interior stair /elevator cores are cut into the building, the scenario of building them as strong structural cores that serve to laterally support wind and seismic loads could allow the reinforcing of the exterior walls to be lightened. As noted, the solution could take many forms but should be considered as an extensive amount of work and work that should be developed in concert with any architectural approach.

Summary / Path Forward

For the town to arrive at a cost range for the structural work described herein, we would recommend engaging an experienced construction manager who could put approximate costs to each of the areas of work noted. More appropriately, for the town to arrive at a total project cost, they would next need to consult an architect and mechanical/electrical engineer to advise on the nonstructural costs identified above, advise on any new code requirements and offer any other recommendations before a construction manager could consider the total project cost. It is possible that some of this groundwork exists from the 2008-2010 design effort and could be renewed, at least in part.

Closing

We trust that this information addresses your needs at this time and will be helpful in planning for potential options for this building. This report should be understood in the context it is provided. It is based upon our limited site visits and observations. It has been prepared to provide a broad overview of the building's structural systems and to identify the nature of readily apparent structural issues, which may impact future renovation decisions. As there have been some assumptions made regarding the existing framing and proposed scope of future work, it is important to review, whenever possible, the building for conformance with the assumptions made. We would be happy to discuss this report further, so please contact us if you have any questions.

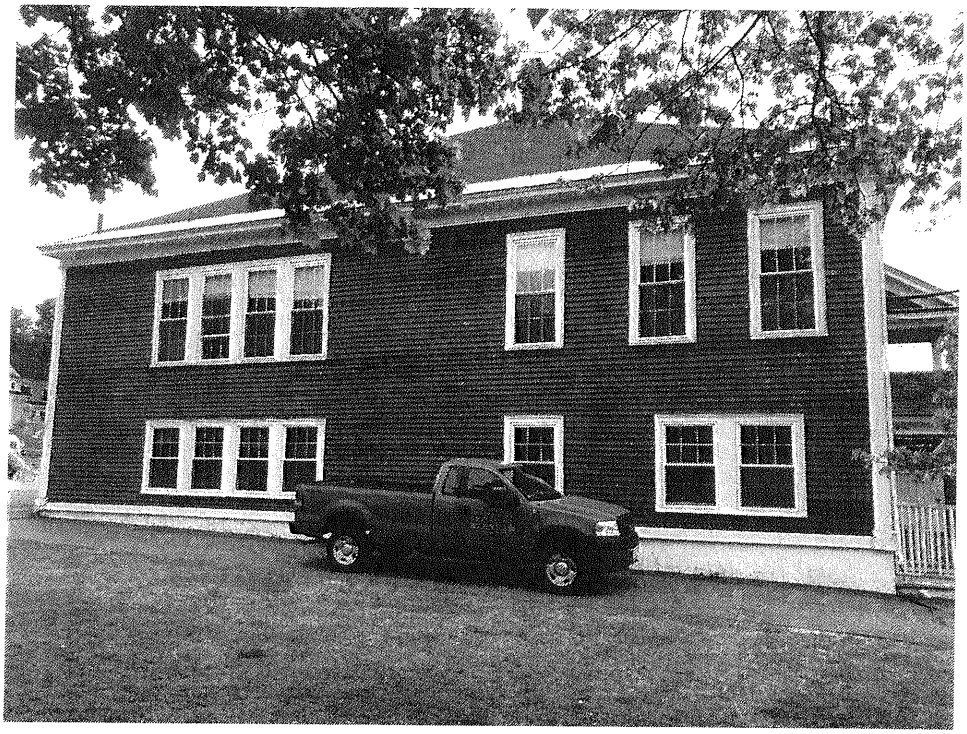
Sincerely,
BECKER STRUCTURAL ENGINEERS, Inc.

Daniel S. Burne, P. E.
Associate

Attachment: Photos, Prior Evaluations

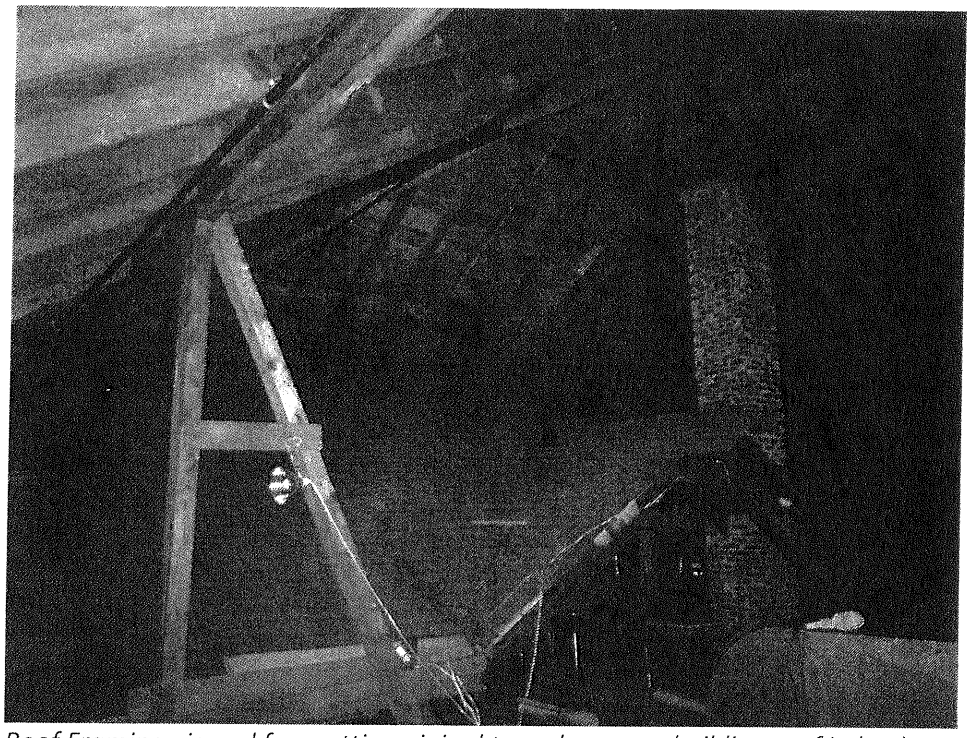
Northwest Corner

East Wall

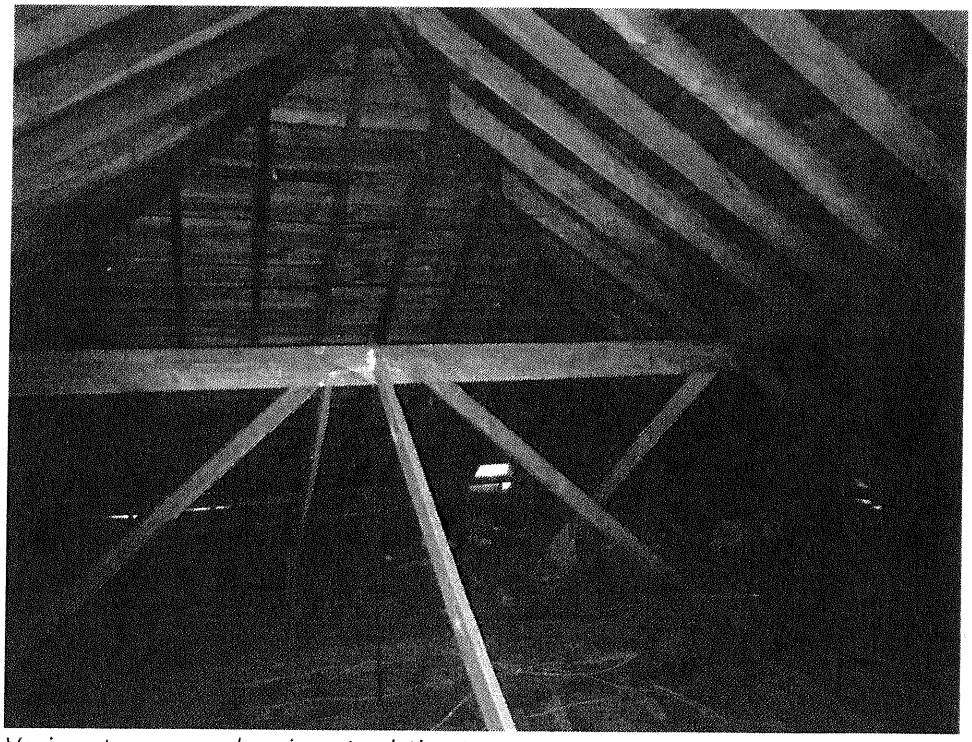


West Wall

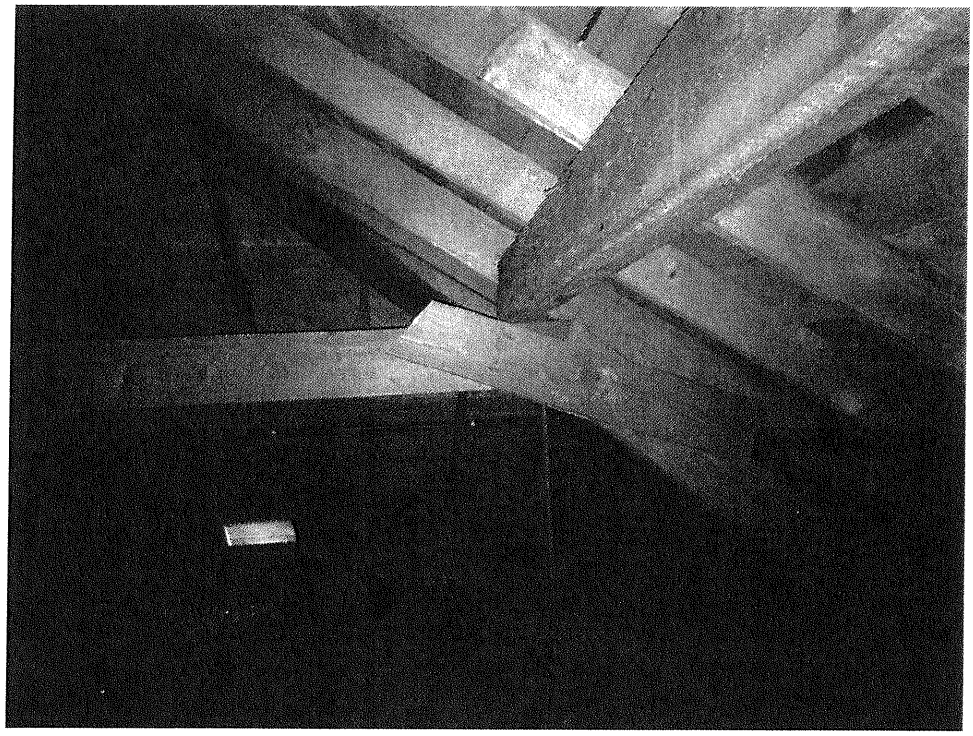
Southwest Corner



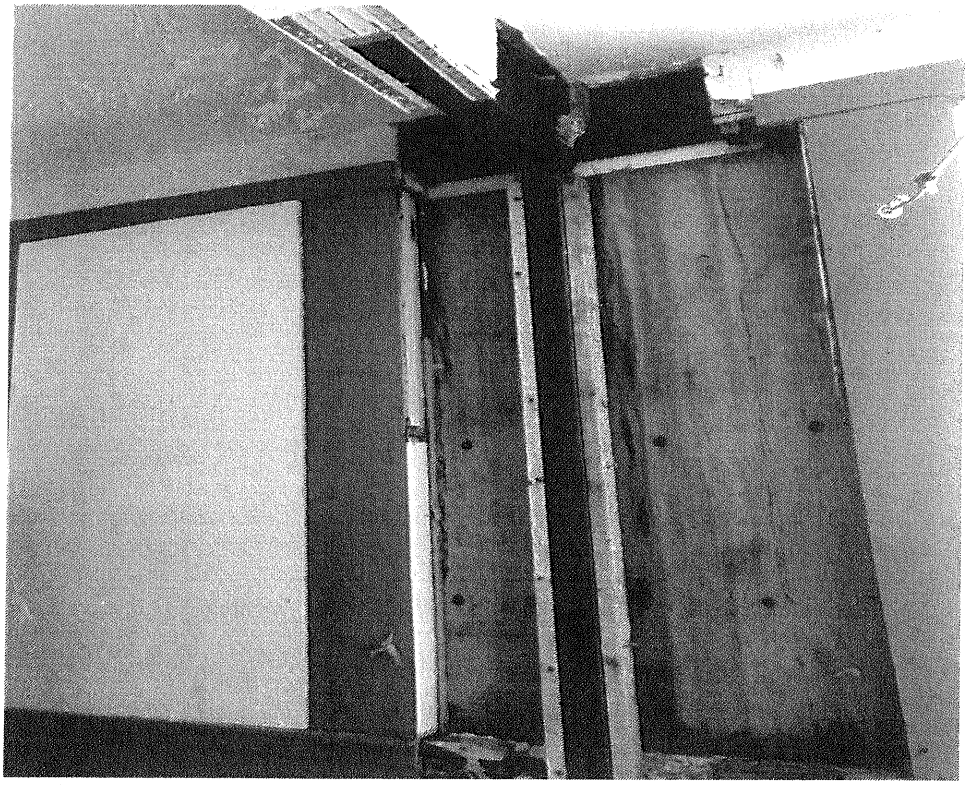
Roof Framing viewed from attic: original two-classroom building roof in background, purlin support post condition in foreground



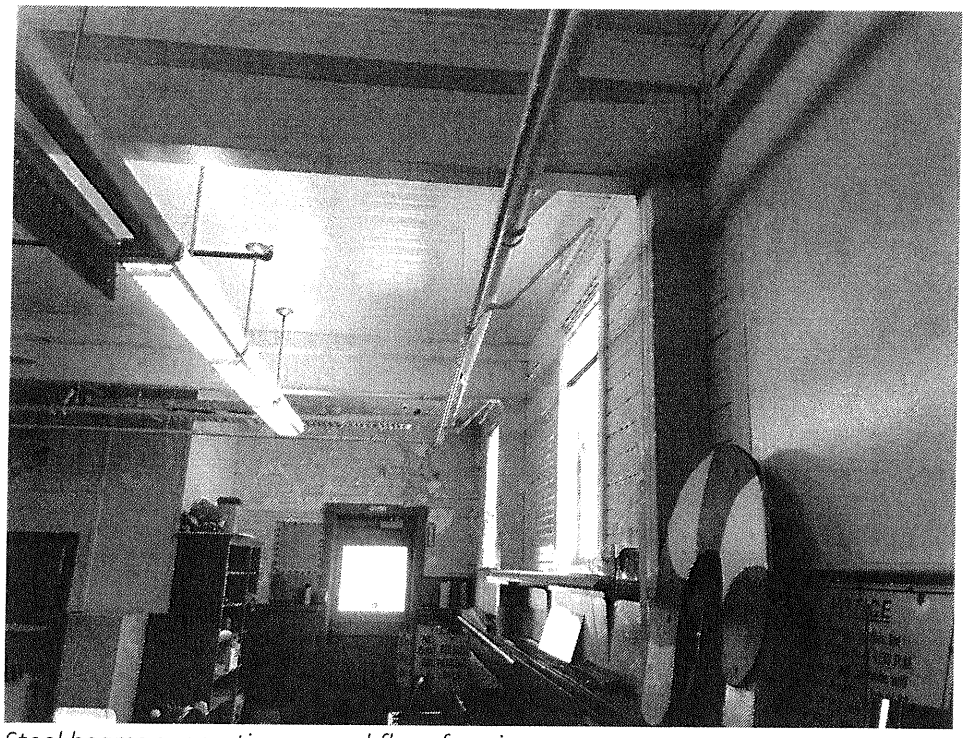
Various temporary bracing at existing truss



Inadequate truss reinforcement



Steel post installed 2009



Steel beams supporting second floor framing