Madeline S. Mooney, Chair
Robert N. Winn, Jr., Vice Chair
John M. Daley
Heath Ouellette
Lindsey M. Perry

OGUNQUIT
Beautiful Place by the Sea

Ogunquit Select Board
Tuesday, November 19, 2019
Dunaway Community Center
23 School Street
6:00 p.m.

AGENDA

1.0 Call to Order
1.1 Roll Call
1.2 Pledge of Allegiance

2.0 Meeting Minutes
2.1 April 2, 2019
2.2 May 7, 2019
2.3 July 2, 2019
2.4 September 17, 2019 (*Tabled at last meeting)*
2.5 October 15, 2019
2.6 November 12, 2019

3.0 Public Hearings – Liquor & Amusement
3.1 Jonathan's – *Malt, Spirituous & Vinous License Renewal Application*
3.2 Jonathan's – *Amusement License Renewal Application*
3.3 The Old Village Inn – *Amusement License Renewal Application*

4.0 Presentations, Proclamations, Resolutions & Communications
4.1 Historical Society of Wells and Ogunquit
4.2 Main Beach Bathhouse & Lifeguard Station Workgroup Report

5.0 Committee Appointments & Resignations
5.1 Charter Commission – *Appointment Process*
5.2 Marginal Way Committee - *Appointment*
5.3 Budget Review Committee – *Seeking applicants*
5.4 Sustainability Committee – *Seeking applicants*
5.5 Select Board Liaisons – *Discussion and appointments*

6.0 Unfinished Business – *None*

7.0 Town Manager's Report

8.0 New Business
8.1 Sustainability Committee Resolution
8.2 Regional Sustainability Initiative
8.3 FB Environmental Phase III Water Quality Contract Award

8.4 Select Board Workshop Report
   a) Communications
   b) Goals and Priorities

9.0 **Citizens 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 Set December Meeting Dates:
   a) Dec. 3
   b) Dec. 17
10.2 Select Board Reports and Announcements

11.0 **Adjournment**

Have a safe and happy Thanksgiving!

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, November 19, 2019 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)

Jonathan's	92 Bourne Lane

AMUSEMENT LICENSE (RENEWAL)

Jonathan's	92 Bourne Lane
The Old Village Inn	250 Main Street

Christine K. Murphy

Christine Murphy, Town Clerk

Posted by: Patricia L. Arnaudin

Patricia L. Arnaudin, Police Chief

Posted:	November 12, 2019 Dunaway Community Center Ogunquit Post Office Ogunquit Transfer Station WOGT

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [ ] RENEWAL [✓] FOR THE YEAR: 2020

CURRENT LICENSE EXPIRATION DATE: 11-15-2019

BUSINESS NAME: Jonathans

APPLICANT: Jonathan West

EMAIL: jwest@jonathansogunquit.com

BUSINESS REG #: 2019/11 ISSUE DATE: 6/28/19 MAP: 5 LOT: 6

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 478

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	Patrick Lynaugh	[✓]	[ ]	[✓]	[ ]	10-28-2019
Fire Chief	[signature]	[✓]	[ ]	[✓]	[ ]	10-28-19
Code Officer	[signature]	[✓]	[ ]	[ ]	[✓]	10-28-19

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.

[signature]

APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: $200 Date Paid: 10/10/19 Check/Cash Check #: 9027

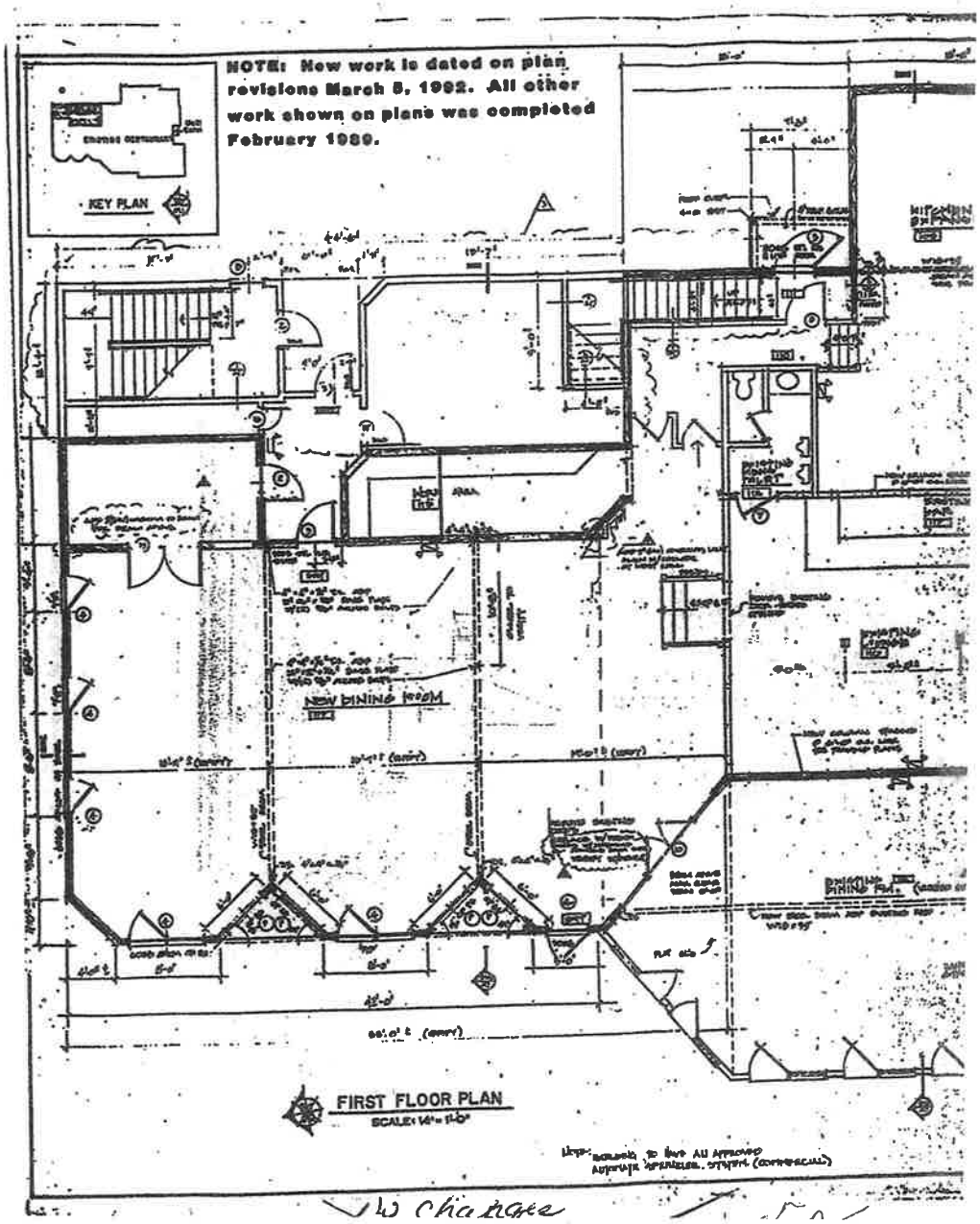
Background Check Fee: $ ____ ($21.00 per person listed on application)

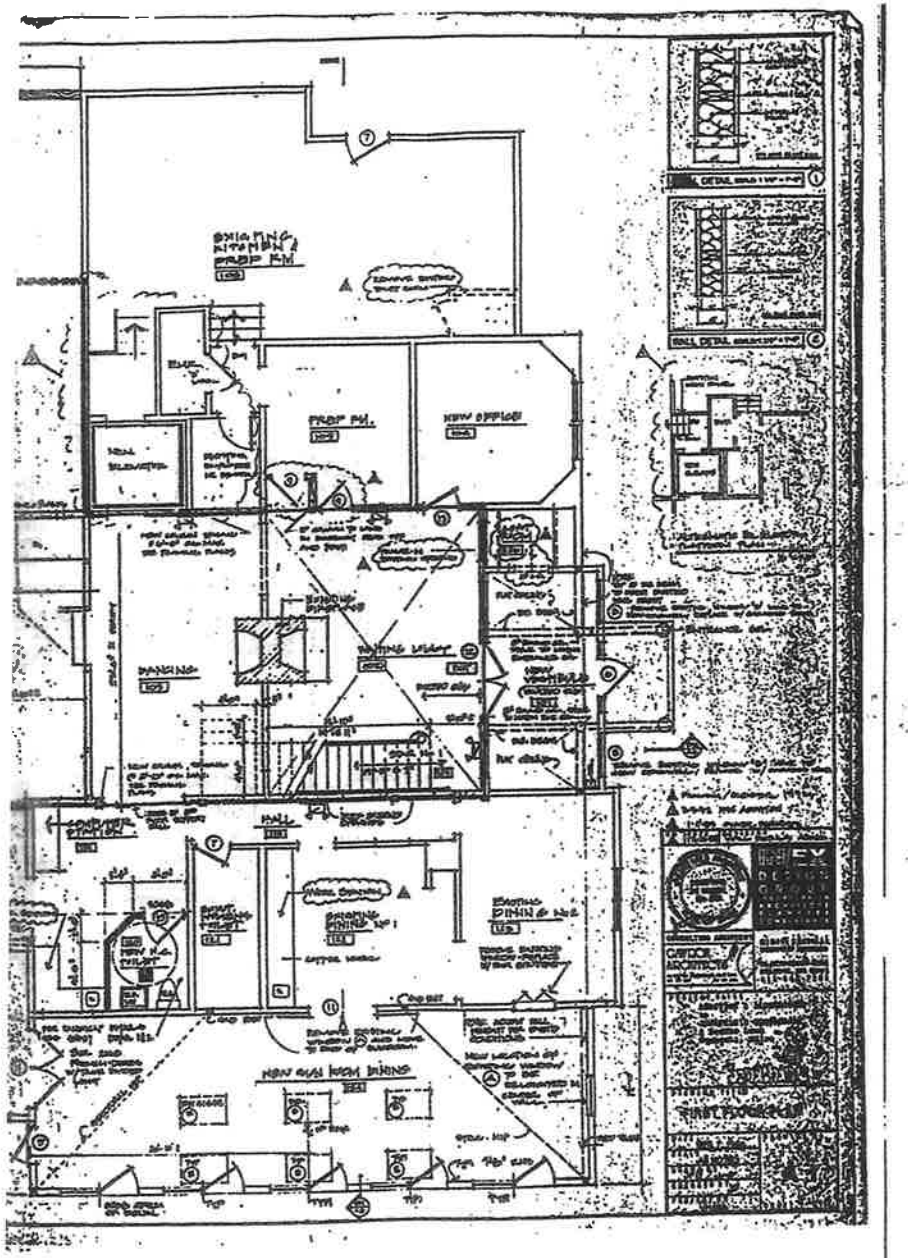
Business Reg. Fee: $150.00 Paid prior to Liquor Application? YES NO

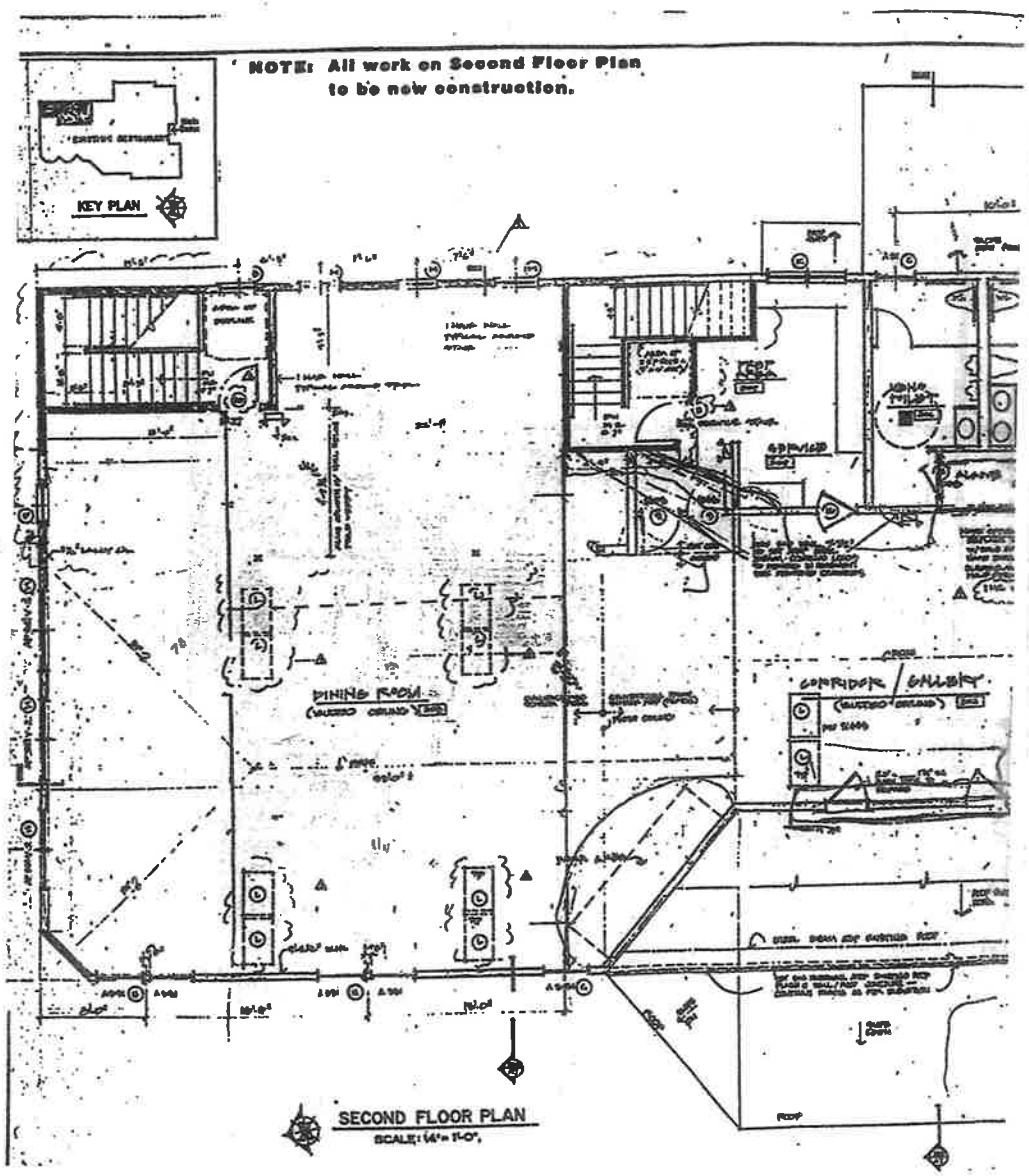
TOTAL PAID WITH APPLICATION: $ 242 Received by: [signature]

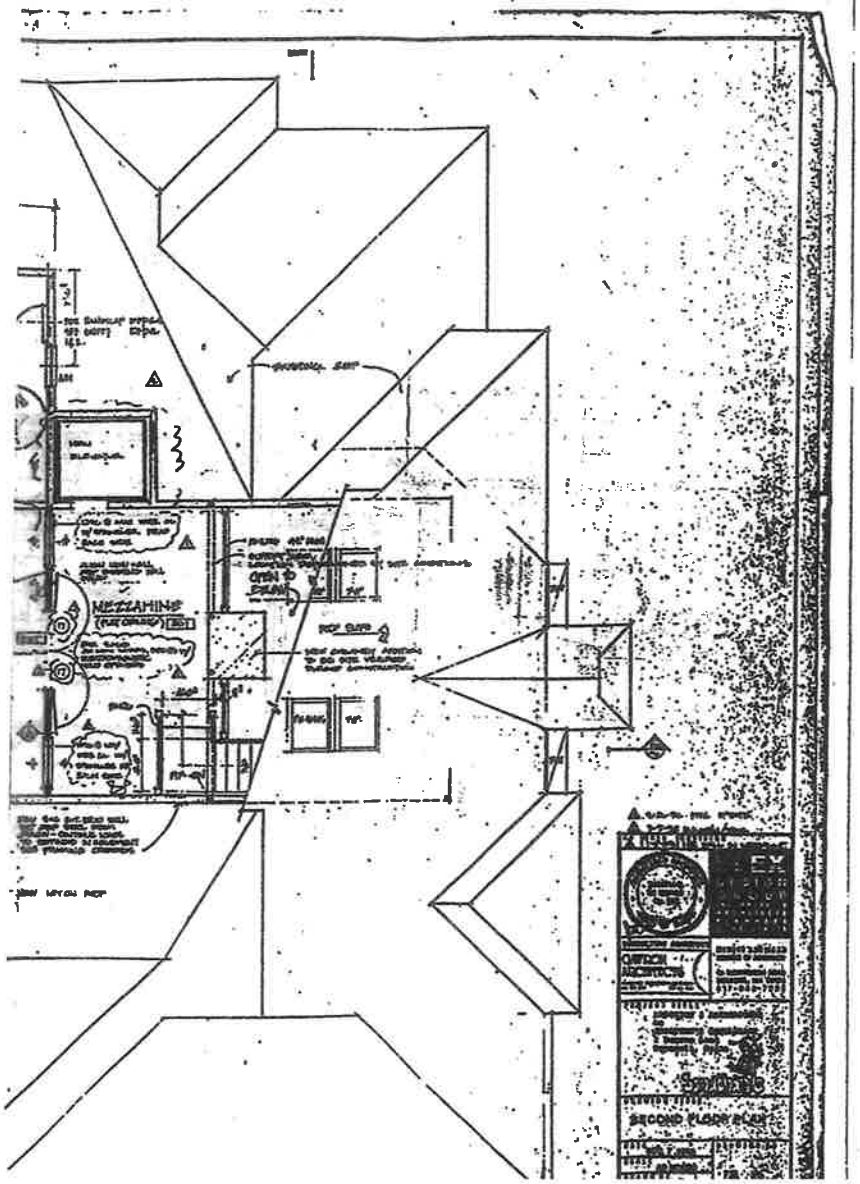
(Town Clerk's Office)

DATE POSTED: 11.12.2019 DATE HEARD: _____ APRROVED: _____ DENIED: _____


NOTE: New work is dated on plan revisions March 5, 1992. All other work shown on plans was completed February 1989.
KEY PLAN
NEW DINING ROOM
FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"


PROF. PKL.
NEW OFFICE
NEW DINING ROOM


NOTE: All work on Second Floor Plan to be new construction.
KEY PLAN
DINING ROOM
CORRIDOR / GALLERY
SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"


MEZZANINE
SECOND FLOOR PLAN

OGUNQUIT

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OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW [ ] RENEWAL [✓] FOR THE YEAR: 2020

BUSINESS NAME: Jonathan's

BUSINESS ADDRESS: 92 Bourne Lane Ogunquit

BUSINESS PHONE # 646-4777 HOME PHONE # XXXXXXXXXXXX

BUSINESS REG # 2019110 ISSUE DATE: 6/25/19 MAP: 5 LOT: 6

(*Business Registration*)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 478

NATURE OF BUSINESS: Restaurant - Entertainment

FORM OF ENTERTAINMENT: (*Please be specific*) Concerts - Bands - DJ. Corporate Events Special events including Weddings - Rehearsal Dinners - Family celebrations

APPLICANT: ADDRESS:

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 N/a
(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 Yes	APPROVAL No	REPORT ATTACHED Yes	REPORT ATTACHED No	DATE
Police Chief		[✓]	[ ]	[ ]	[✓]	10-28-2019
Fire Chief		[✓]	[ ]	[ ]	[ ]	10-28-19
Code Officer		[✓]	[ ]	[ ]	[✓]	10-28-19

Received by: DBB *(Town Clerk's Office)* *Fee$* 100 *Date Paid* 10/9/19

Check / Cash 9027

Filed with Liquor License Application ☐

Date posted: 11-12-2019 *Date Heard:* _____ *Date Approved:* _____ *Date Denied:* _____

OGUNQUIT BOARD OF SELECTMEN

_____

_____

_____

_____

_____

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW [ ] RENEWAL [ ] FOR THE YEAR:

BUSINESS NAME: The old village INN

BUSINESS ADDRESS: 250 MAIN st Ogunquit me 03907

BUSINESS PHONE # 207-646-7088 HOME PHONE #

BUSINESS REG # 277 ISSUE DATE: 3/15/19 MAP: 7 LOT: 69

(*Business Registration*)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF:

NATURE OF BUSINESS: Restaurant / INN

FORM OF ENTERTAINMENT: (*Please be specific*)

Single / Duo guitars

APPLICANT: Dean Goodman ADDRESS: 310 Brixham Rd Eliot 03903

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

YES [ ] NO [X]

If, YES, please explain:

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

YES [ ] NO [X]

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 10/8/05
(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 Yes	APPROVAL No	REPORT ATTACHED Yes	REPORT ATTACHED No	DATE
Police Chief		[✓]	[ ]	[ ]	[✓]	10-10-2019
Fire Chief		[✓]	[ ]	[✓]	[✓]	10-10-19
Code Officer		[✓]	[ ]	[ ]	[✓]	10-10-19

Received by: _____ *Fee$* 100 *Date Paid* 9/27/19
(Town Clerk's Office)

Check / Cash 12404

11/12/2019 *Filed with Liquor License Application* ❑

Date posted: 10/8/2019 *Date Heard:* _____ *Date Approved:* _____ *Date Denied:* _____

OGUNQUIT BOARD OF SELECTMEN

_____

_____

_____

_____

_____

Appointments
&
Resignations

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE
23 School Street, PO Box 2122, Ogunquit, Maine 03907
Telephone: (207) 646-9546 Fax: (207) 646-5920

TOWN OF OGUNQUIT, MAINE
Received in the
Town Clerk's Office
on 06/18/19 at 1:30
Rec. by [signature]
Town Clerk

APPLICATION FOR APPOINTMENT TO TOWN COMMITTEE/BOARDS

☑ New ☑ Re-Appointment ☑ Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Elaine Cooper
RESIDENCE: ~~23 Spring St~~
MAILING (If different) ~~P.O. Box 448~~
E-MAIL ADDRESS ~~elaine.cooper1956@gmail.com~~ PHONE: ~~781-944-0848~~

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

____ Bike-Pedestrian Committee	____ Parks & Recreation Committee
✓ Board of Assessment Review (Reappointment)	____ Performing Arts Committee
____ Comprehensive Plan	(1) Planning Board Full member appointed
3 Conservation Commission	____ Recycling Committee
____ Harbor Committee	____ Shellfish Conservation Commission
____ Heritage Museum Committee	____ Zoning Board of Appeals
4 Historic Preservation Committee	✓ Other Budget Review Committee appointed
2 Marginal Way Committee	____ Other ____ (from alternate to full)

Related experience (Including other Boards/Commissions) Currently serve on Board of Assessment Review and Budget Review Committee - as 1st Alternate on BRC can move to full member with Lindsay moving to Select Board. Applying for the Full Member slot on the Planning Board - up in 2019 - as my priority. In lieu of this appointment would serve on Marginal Way Committee, Conservation Commission and Historic Preservation Committee where @ chair has asked me to join.

I am a: (check those that apply)

✓ Year- Round Resident ____ Summer Resident ✓ Ogunquit Property Owner

✓ Registered Voter in Ogunquit

Why would you like to serve on this committee? I am a very detailed and fact oriented person who will follow the OZO's equally to every resident and be well prepared for every meeting. Board members need to offer a complete understanding of issues, not just look to CEO or planner for answers.

Please check appropriate box

I have ☑ have not ☐ attended at least two (2) meetings of the Board for which application is being made. ☐ If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend. Have attended every PB meeting for 10 months and 3 others a minimum of 2 times.

Elaine L. Cooper
Signature of Applicant

Date 6/18/19

New Business

Town of Ogunquit

Sustainability Committee

Whereas: As a community we are committed to ensuring a high quality of life for residents, businesses and visitors both today and into the future;

Whereas: We are committed to undertaking efforts to protect and preserve our natural resources, improve energy efficiency, use alternative energy sources, reduce our carbon footprint; and

Whereas: We are committed to responsibly adapt to climate change, maintain economic vitality, support smart growth and development, and be stewards of our environmental and economic resources;

Therefore, to accomplish these objectives the Select Board hereby establishes a Sustainability Committee to advise the Select Board on sustainability, climate adaptation and resiliency issues, and work collaboratively Ogunquit residents and surrounding communities.

Membership: The Sustainability Committee will consist of 5 members and 2 alternates. The terms will be for three (3) year terms, however for the initial terms, 2 of the members be appointed for 3 years, 2 members will be appointed for 2 years, and 1 member will be appointed for 1 year. Alternates serve 1-year terms.

Duties: The Sustainability Committees will be responsible to the Select Board and will perform tasks as directed by the Select Board which include:

- Advise the Select Board on energy programs, projects, and policies which will reduce the community's reliance on fossil fuels and reduce the community's carbon footprint
- Research and recommend strategies, policies and projects to the Select Board that will achieve energy conservation and use renewable energy for Town projects.
- Make recommendations for ordinances, policies, projects and objectives to address actions to make Town properties more energy efficient
- Provide community education and outreach and be a community resource to help homeowners and businesses understand sustainability issues and make decisions that can reduce their energy consumption
- Research, evaluate and recommend projects that result in energy cost savings, return on investment, and environmental benefit.
- Promote capital projects that are designed to take into consideration climate change and future environmental challenges in order to minimize destruction from natural disasters and preserve both natural and financial resources.

Dated: November 19, 2019

Madeline S. Mooney, Chair	John M. Daley
Robert N. Winn, Jr., Vice Chair	Heath Ouellette
	Lindsey M. Perry

SMPDC
SOUTHERN MAINE PLANNING & DEVELOPMENT COMMISSION

Serving the Municipalities of Southwestern Maine

October 1, 2019

Dear Pat,

Over the past couple of months, a group of six towns have been meeting to discuss jointly establishing a position at the Southern Maine Planning and Development Commission (SMPDC) to work on issues related to energy planning, sustainability and coastal resiliency due to the impacts from rising sea levels and more frequent storm events.

As a result of these discussions, the six towns (Kittery, York, Ogunquit, Wells, Kennebunk and Kennebunkport) agreed that pursuing such a position, as a two year pilot program, would be the most cost effective and efficient way to address these issues. SMPDC has worked with the communities and plans to establish a dedicated position which can support the efforts of all the communities. The proposal not only establishes a Sustainability/Coastal Resilience position, it provides cash match for ongoing grant efforts. At the end of two years all communities and SMPDC will assess the results. The proposal is as follows:

Outline of Job

- We would advertise for a full time Sustainability/Coastal Resilience Coordinator with an expertise in energy and sustainability.
- The person would work with all six communities and their various committees dealing with energy, sustainability, climate change and sea level rise. The communities currently are in different places with respect to what has been done or is needed. We are ready to take that into account, so the support will be tailored to each community.
- The Coordinator will work with Abbie Sherwin, our Senior/Coastal Planner who has expertise in sea level rise and resiliency. The position will also be supported by other staff at SMPDC as needed.

SMPDC has put together a job description which is available if desired.

Current Efforts

SMPDC is currently working on coastal issues and hopes to be able to leverage additional dollars for this work. It is important to note that dedicated funds from the towns can be used as match for the following projects:

- SMPDC and three of the towns (York, Wells and Kennebunk) recently received a Maine Coastal Program for $75,000 to study seal level rise implications for municipal infrastructure and finances. Additional funds though the communities could leverage more research and data for the entire six town region. A $10,000 match is needed for this project.
- As York County was the only national designated disaster area in Maine for the March 2018 storms, we are eligible and plan to apply for a federal Economic Development Administration

110 Main Street . Suite 1400 . Saco, Maine 04072
207.571.7065 2952 Voice . 207.571.7068 Fax
http://www.SMPDC.org

grant. We are readying an application for approximately $100,000 to study business and local economic impacts and detail what actions the communities might take to lessen those impacts.

Summaries of these grant projects are available if desired. We would also note we hope to leverage additional grants funds as we identify projects and implementation ideas.

Funding

This would be a full time position requiring about $90,000 for salary, benefits and overhead.

- Funding would be 15,000 per year/per town, of which $30,000 will go towards matching grant funds as described above.
- As we will be basically half way through a budget year soon, we are asking each town for $7,500 for this year (FY20) and $15,000 for a full year (FY21) beginning in July.
- We are looking at this as essentially a pilot program but the understanding through our discussions, is that we would need two years to assess results.

With the increased emphasis on energy, sustainability and resiliency at the state level, this seems to be an opportune time to begin this important regional effort.

Please let me know if you have any questions or if you would like me to attend a meeting.

Sincerely,

Paul Schumacher
Executive Director

SMPDC
Regional Sustainability and Coastal Resiliency Program
Sustainability Coordinator
Job Description

OVERALL JOB OBJECTIVE:

Coordinate efforts to research, develop, and implement a Regional Climate Action Plan and Coastal Resiliency Plan with 6 coastal communities in southern Maine. Under general supervision, coordinate programs and reporting in support of Regional Greenhouse Gas (GHG) Emissions reduction initiatives on a town by town basis. Conduct research, analysis and public process to identify, develop, and manage innovative and effective programs to improve municipal energy sustainability. Foster the creation of innovative programs and strategies that promote sustainability and assist communities to reduce environmental impacts from operations and improve environmental performance. The position will coordinate with municipal staff to monitor, measure, and report program performance as requested and needed for each community participating in the program.

The position will prioritize proposed environmental projects and create recommended strategies to move towns toward sustainability in an efficient and effective manner. Important issues to address include energy use, water conservation, recycling, transportation choices, building design, recycling and education, vulnerability assessments of businesses, coastal properties and municipal infrastructure, and methods to address those vulnerabilities. The position will provide the necessary background research on initiatives, assess cost effectiveness, technical feasibility and means of achieving acceptance for the communities involved with this program.

Coastal resiliency planning will take place under the direct supervision of the SMPDC Senior/Coastal Planner. In this role, the Sustainability Coordinator will provide technical support, including research, policy analysis, and engaging diverse stakeholders to promote, support, and implement adaptation and resiliency initiatives.

The Sustainability Coordinator is a two-year position with the potential to be extended or developed into a permanent position based on the success of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Energy and Sustainability Planning

- Provide vision and leadership in the creation of a Climate Action Plan for municipalities.
- Assist with the planning and development of programs, projects and policy identified by each community.
- Work with communities to develop sustainability initiatives and assess their cost effectiveness, technical feasibility and implementation methods.
- Develop project and/or program budgets and work plans and determines areas for program expansion.
- Gather and process data to support municipal vulnerability assessments and planning
- Prepare applications for federal, state and private funding opportunities.
- Provide research, support, and advice to municipal energy committees and municipal staff.
- Attend and participate in professional group meetings; represent SMPDC at various regional and state organizations.
- Engage municipal staff, volunteer board and commission members, local businesses, and the general public to increase education and awareness of climate-related coastal hazards and vulnerabilities.

- Work closely with participating communities to aid them with special projects and assist with implementing sustainability and resiliency initiatives.
- May represent SMPDC before other governmental jurisdictions, boards and commissions, and the public.
- Support the overall success of the sustainability and resiliency efforts by performing all other duties as assigned by SMPDC.

EDUCATION AND EXPERIENCE

Bachelor's degree in Environmental Sciences, Environmental Policy or Management, Master's in Sustainability or equivalent preferred, three to five (3-5) years related professional experience including development and implementation of energy efficiency and renewable energy programs. Knowledge and experience in environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles and sea level rise. Effective verbal and written communication skills, attention to detail, and initiative are required. Demonstrated ability to work independently with minimal supervision, prioritize and resolve problems, work under pressure, and coordinate and manage complex projects. Working knowledge of the ICLEI program(s) and the Global Covenant.

Supervision Received and Exercised:

Works under the general guidance of the SMPDC Planning Division and more specifically with the Senior/Coastal Planner. The position works in conjunction with other staff but does not have any direct supervision of any one position. The job may have an occasional responsibility to direct the work of student interns.

Knowledge, Skills, and Abilities Requirements:

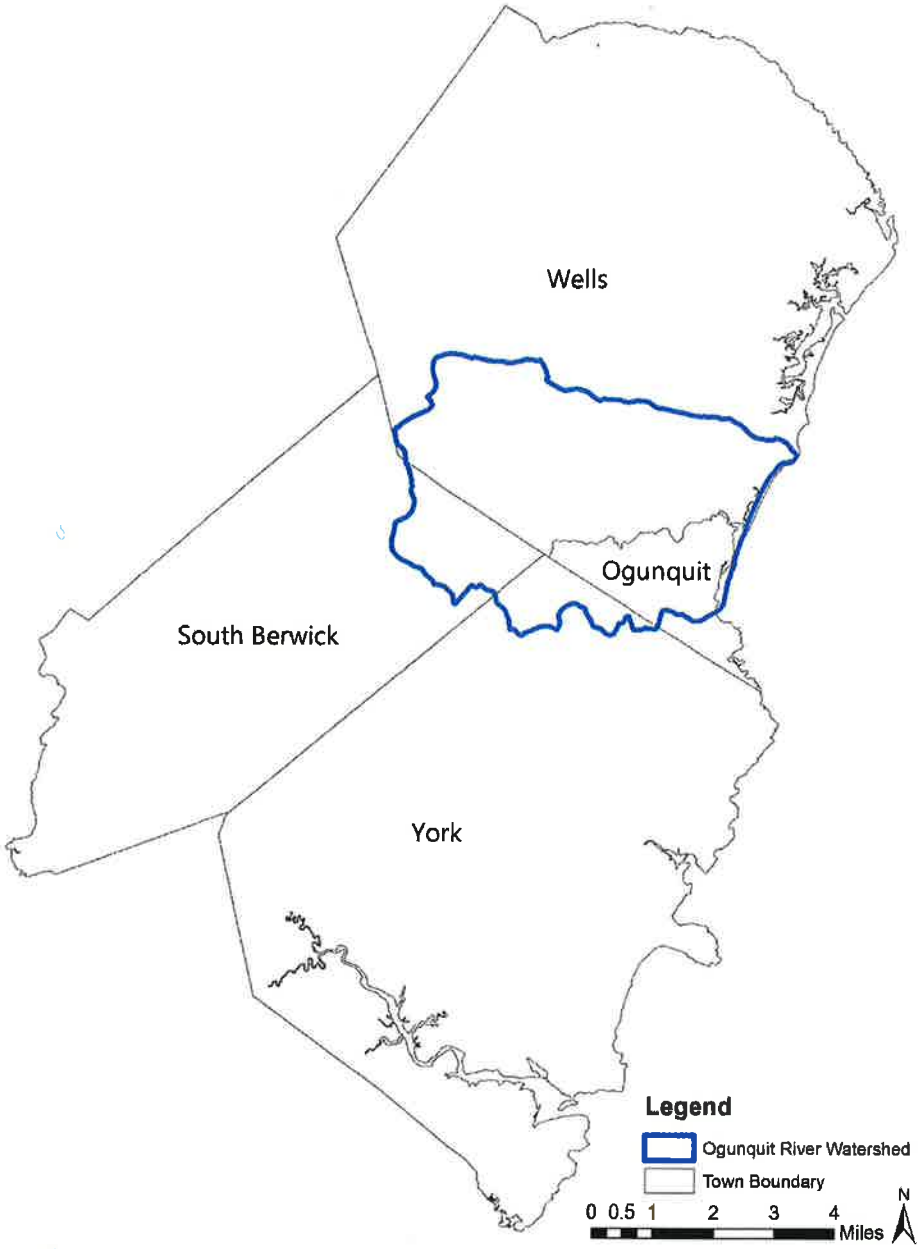
- Most important skills of the position are honesty, integrity, versatility, interpersonal and communication skills;
- Budgeting development procedures and administration;
- Principles of effective time management;
- Applicable federal, state and local laws and regulations and related guidelines governing sustainability practices;
- Understand, interpret and communicate complex state and federal regulations, law, codes, policies and solutions in the area of sustainability;
- Lead and direct processes and procedures and specific requirements of assigned program areas;
- Work with and control sensitive and confidential information;
- Plan, initiate, direct and complete complex and simultaneous work assignments; set priorities and organize work to meet deadlines;
- Organize, implement and direct goals and objectives as identified in community plans;
- Make highly effective presentations before groups and represent SMPDC in public forums.
- Use computer and job-related software in a highly effective manner and have a working knowledge of GIS (ArcView) based software.

Hours of work are as necessary to accomplish the position's responsibilities and may include evenings to attend municipal meetings. Regular attendance within the SMPDC Office is a high pre-requisite to maintaining the position.

RESPONSE TO REQUEST FOR QUOTE

OGUNQUIT RIVER

RESTORATION PROJECT, PHASE III



FB ENVIRONMENTAL ASSOCIATES
97A Exchange St Suite 305
Portland, ME 04101
(207) 221-6699
www.fbenvironmental.com

OCTOBER 21, 2019

FB environmental

97A Exchange St, Ste 305
Portland, ME 04101

(207) 221-6699 (o)
(207) 650-7597 (c)

www.fbenvironmental.com

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

October 21, 2019

Dear Ms. Finnigan,

FB Environmental Associates (FBE) is pleased to submit the attached Response to the request for a quote for the Ogunquit River Restoration Project, Phase III. FBE is widely regarded as a regional leader in water resource monitoring and watershed assessment and planning. Our staff includes several highly qualified water resource scientists who will collaborate closely with the Town of Ogunquit and the Ogunquit Conservation Commission to deliver outstanding watershed management products. Our knowledge of the hydrological and biological processes of both impacted and pristine river and estuary systems, as well as our familiarity with the area's watersheds, make us an exceptional candidate for this work. Our staff has worked throughout Maine and New Hampshire on numerous similar, successful watershed restoration and management projects.

If selected, I will serve as the Principal-in-Charge and will be responsible for ensuring that all project tasks are completed to the satisfaction of the Town of Ogunquit. Richard Brereton, Ph.D. will serve as the Project Manager and will ensure that all work is performed on schedule and within scope. Laura Diemer, FBE Environmental Monitoring Lead, will provide project quality assurance.

We specialize in the area where "science meets civics" and look forward to the opportunity of engaging with project stakeholders and the public to ensure continuing support for Ogunquit's efforts to protect and restore its waters. Our highly qualified team will be flexible and creative in our approach and will work closely with Ogunquit to adapt to new information as it becomes available. If you have any questions, please feel free to call me at (207) 650-7597 or email me at info@fbenvironmental.com.

Sincerely Yours,

Forrest Bell

Forrest Bell
Principal and Senior Scientist, FB Environmental Associates, Portland, ME

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INTRODUCTION

FB Environmental Associates (FBE) was founded by Forrest Bell in 2001 to help provide state environmental agencies and watershed associations with comprehensive assessments of phosphorus-impaired lakes. Since then, FBE has become a regional leader in **conducting water quality analyses for lakes and rivers, modeling watershed pollutant loads, and developing outstanding stakeholder-driven watershed management plans.** Through our extensive and recent work in New Hampshire, we have gained an understanding of the sources of pollutants that are affecting lakes and rivers in the northeastern United States. In the last fifteen years, we have worked on numerous projects for Maine and New Hampshire watersheds, conducting pollutant loading assessments and completing watershed reconnaissance work to identify and implement best management practices (BMPs).

We have conducted detailed assessments for more than 1000 waterbodies in New England, including many affected by fecal contamination. We have worked directly with hundreds of landowners to help identify stormwater and septic issues on their shorefront properties. We specialize in the delivery of thorough scientific assessments of lakes, rivers, and streams to public sector clients, and assisting with comprehensive watershed-wide implementation efforts to restore surface waters. With these experiences in mind, we believe that we are ideally positioned to conduct efficient and quality assessment and watershed planning activities for the Ogunquit River watershed, in collaboration with the Town of Ogunquit and the Ogunquit Conservation Commission.

STATEMENT OF QUALIFICATIONS

FB Environmental Associates (FBE) is a consulting firm that specializes in directing environmental planning, assessment, monitoring, mapping, and restoration projects for a diverse array of clients. The firm's eleven associates have more than 120 years of combined experience working on land and water resource projects in New England, including the development of **more than 30 watershed management plans**. As FBE is a small business with low overhead, we can provide a high-quality professional product at reasonable labor rates. FBE is committed to maintaining close communications with its clients. References have indicated that the firm's greatest asset is the staff's ability to work with great attention to detail to meet the specific needs of project partners and the public. Through an evaluation conducted by an independent research firm for the US Government, we were given an overall performance score of 95 (out of a possible 100) by our current and past clients. Our staff professionalism and expertise ranking scored a perfect 100.

FBE currently works with a wide range of clients including the US Environmental Protection Agency (US EPA), New Hampshire Department of Environmental Services (NHDES), Maine Department of Environmental Protection (Maine DEP), New Hampshire and Maine municipalities, Piscataqua Regional Estuaries Partnership (PREP), regional planning commissions, lake and watershed associations, and non-profit environmental organizations, including regional land trusts. Specific services include water quality monitoring, modeling and assessment, stormwater management, nutrient management, design and oversight of Best Management Practices, riparian habitat assessments, development of Total Maximum Daily Load (TMDL) reports for lakes, rivers, and streams, geographic information system (GIS) mapping and analysis, data compilation and interpretation, wetland delineation, soil characterization, invasive plant management, erosion control, grant writing, and scientific report writing. Our offices are in Portsmouth, NH and Portland, ME and our website www.fbenvrionmental.com describes more about our firm.

PROJECT TEAM PROFILES

FORREST BELL, FBE Owner and Principal Scientist; **10% of Project Hours**

Forrest is a regional leader in managing watershed restoration and assessment projects, having directed more than 450 successful environmental planning, assessment, monitoring, and restoration projects for clients, including federal and state natural resource agencies, municipalities, and non-profit organizations. Forrest founded FBE in 2001 while assisting the Maine DEP with lake water quality assessments and TMDL report preparation for impaired lakes. Since then, Forrest has grown FBE into a successful consulting business with eleven highly-qualified staff people. Forrest received his B.S. in Geography from the University of Southern Maine and completed his Master's coursework at the University of New Hampshire in the Natural Resources Management program. **Forrest will serve as Principal-In-Charge and will ultimately be responsible for ensuring the project is properly staffed and completed.**

RICH BRERETON, Ph.D., FBE Project Manager and Water Resources Scientist

As a water resources scientist and project manager for FBE, Rich has extensive experience leading scientific and environmental inquiry in the field. Since 2018 he has managed the annual Ogunquit River monitoring project for FBE. Rich has published articles in peer-reviewed journals, taught graduate and undergraduate courses, and led research and environmental stewardship projects in a variety of environments, from Puerto Rico to New Hampshire. Prior to FBE, he gained valuable research and writing experience through the University of New Hampshire Water Quality Analysis Laboratory, the Marine Biological Laboratory, the Rocky Mountain Field Institute, the National Science Foundation Critical Zone Observatory Network, and the Puerto Rico Long-Term Ecological Research program. At FBE, his responsibilities involve assisting with fieldwork, technical writing, data organization, data analysis, water quality and land-use modeling, GIS mapping, and scientific reports. **Rich will act as the Project Manager and will be responsible for project oversight and completion.**

LAURA DIEMER, FBE Environmental Monitoring Lead

Laura serves as the Environmental Monitoring Lead for FBE and manages the Portsmouth, NH office. Laura oversees our projects and provides outstanding technical oversight of watershed management planning and restoration projects that require water quality analyses, pollutant load modeling, quality assurance/quality control review, statistical analyses, GIS mapping, and public presentations. She specializes in synthesizing complex water quality information into a form that is clear to a range of clients, including federal and state agencies, lake associations, nonprofit organizations, municipalities, and the public. She received a B.S. in Ecology and Environmental Science from the University of Maine and a M.S. in Soil and Water Resource Management from the University of New Hampshire (UNH). **Laura will provide quality assurance and input on various tasks for this project.**

RELEVANT EXPERIENCE

Experience in watershed plan development, implementation, & modeling

FBE has completed over 250 successful monitoring and watershed planning, assessment, and modeling projects in several hundred watersheds for municipalities and state environmental departments throughout New England. These projects assessed and provided recommendations for restoration of impaired waterbodies, largely through Section 319, 604(b), and TMDL funding. Project components included water quality analyses and monitoring, sampling plan development, pollutant load analyses, GIS mapping, land use mapping, culvert fish passage surveys, hotspot identification & BMP design, coordination with landowners, and public outreach and participation. The watershed plan and TMDL development process includes detailed inventory of pollutant sources and assessment of water quality, which are incorporated to various models to quantify current loads and predict alternate load scenarios (e.g., if land use activities change or new sources of pollutants enter the watershed). FBE staff have extensive experience with a suite of environmental models, including, but not limited to, LLRM, AGVWLF/MapShed, STEPL, Simple Method, Region 5, BASINS, and CommunityViz (build-out analysis). FBE received an Environmental Merit Award from the USEPA for our outstanding efforts providing technical documentation and stakeholder outreach for the Long Creek Watershed Management Plan in greater Portland.

FBE has provided watershed assessment work for hundreds of river and lake watersheds throughout New England (shown in green).

List of watershed management plans (using EPA's nine element (a-i) criteria, including the very first plan in New England to incorporate these elements - Spruce Creek in Kittery, ME - and TMDLs developed by FBE that included in-depth water quality analyses and pollutant load modeling. Following the completion of many of these plans, FBE was hired to assist with follow-up implementation projects with local stakeholders.

- Moultonborough Bay / Winter Harbor Watershed Management Plan (2019-20, ongoing)
- Merrymeeting River & Lake Watershed Management Plan (2018-19, ongoing)
- Gregg Lake Watershed Management Plan (2018-19, ongoing)
- Squam Lakes Watershed Management Plan (2018-19, ongoing)
- Spofford Lake Watershed Management Plan (2017-18)
- Kennedy Brook Watershed Management Plan (2016-18)
- Ossipee Lake Watershed Plan Phase II Ossipee Lake Direct Shoreline & Lovell River (2015-17)
- Moultonborough Bay Inlet Watershed Restoration Plan (2015-16)
- Arctic Brook Watershed Management Plan (2015-16)
- Pleasant Lake Watershed Restoration Plan (2015-16)
- Goosefare Brook Watershed Management Plan (2014-16)
- Lake Warren Watershed Plan (2013-16)
- Penjajawoc Stream Watershed Management Plan (2006-08; 2014-15)
- Birch Stream Watershed Management Plan (2014-15)
- Capehart Brook Watershed Management Plan (2014-15)
- East Pond Watershed Plan Update (2014-15)
- Lake Waukewan & Winona Watershed Plan (2014-15)
- Goodall Brook Watershed Based Plan (2013-14)

- Province Lake Watershed Plan (2013-14)
- Ossipee Lake Watershed Plan Phase I Danforth Ponds & Lower Bays (2013-14)
- Topsham Fair Mall Stream Watershed Plan (2012-14)
- Cape Neddick River Watershed-Based Management Plan Update (2013-14)
- Maine Statewide Nonpoint Source (NPS) TMDL Report (2012-23)
- Ogunquit River Watershed Based Plan (2012-13)
- McQuesten Brook Watershed Plan (2012-13)
- Connecticut Statewide Impervious Cover (IC) TMDL Report (2012)
- Connecticut Statewide Bacteria TMDL Report (2011-12)
- Lake Wentworth Watershed Based Plan (2011-12)
- Rhode Island Statewide TMDL for Bacteria Impaired Waters (2011)
- Vermont Statewide TMDL for Bacteria Impaired Waters (2011)
- Rhode Island Watershed Based Plans (2010-12)
- Whitten Brook Watershed Restoration Plan (2010-11)
- Red Brook Watershed Based Management Plan (Assisted with) (2010-11)
- New Hampshire Statewide TMDL for Bacteria Impaired Waters (2010)
- Pearce Brook Watershed Plan (Assisted with) (2009-10)
- Little River Watershed Based Plan (2008-11; 2017 update)
- Parsons Creek Watershed Based Plan (2008-11)
- Salmon Falls Headwater Lakes Watershed Management Plan (2008-10)
- Furnace Brook Watershed Based Plan (2008-10)
- Long Pond Watershed Based Plan (2008-09)
- USACE St. Croix River Watershed Plan (2008)
- Long Creek Watershed Management Plan (2007-09)
- Prestile Stream & Christina Reservoir Watershed Based Plan (2007-09)
- Spruce Creek Watershed Management Plan (2005; 2014 update)
- Great Works River Watershed Management Plan (2005-07)

Experience completing watershed surveys and BMP designs for waterbody restoration

Much of the planning, design, and feasibility work for river and watershed restoration is a core element of the watershed management plan development process, of which FBE is highly adept at completing for complex hydrological systems. Plans developed by FBE listed previously are examples of work that involve comprehensive field surveys, which document pollutant sources and/or hydrologic issues for development of specific remediation or restoration recommendations. These recommendations are based on feasibility of engineering designs to meet the stated water quality goals of the plan. For example, FBE has worked with the Town of Topsham, ME since 2013 on the restoration of the Topsham Fair Mall Stream, an urban, chloride-impaired stream flowing through commercial developing along Topsham Fair Mall Road. FBE developed the watershed plan under Phase I and continued with implementation under Phase II to mitigate the contribution of pollutants, particularly chloride, to the stream via stormwater runoff. FBE has also helped the town monitor water quality to track the efficacy of BMP implementation in the watershed.

Demonstrated experience in successful community and stakeholder outreach and planning processes; Experience providing effective presentation of complex and controversial issues

FBE's approach to watershed management planning has been (and will always be) that the most effective plans are those that are stakeholder-supported and driven. Stakeholders that contribute to plan development are given a sense of plan ownership, which makes plans far more successful in the long-term. FBE has facilitated dozens of sessions with local stakeholders to address complex and often controversial environmental issues and to solicit input on various components

of watershed management. This outreach process engages stakeholders and allows their valuable voices to be heard. FBE strives to be thoughtful in effectively soliciting, assessing, and using comments and suggestions from stakeholders during plan development. We also understand the importance of simple and effective communication of the watershed plan components to ensure that stakeholders and concerned citizens can participate and fully realize the goals and objectives.

FBE has worked on several projects that involve multiple nations, states, municipalities, and other local groups, such as nonprofits, lake associations, land trusts, universities, etc. One of our most valuable assets is our ability to work with these stakeholders in a public setting to reach a desired outcome. An example of this at the local level is the facilitation of a unique public meeting involving the planning boards of both Acton, ME and Wakefield, NH. The planning board members were asked to share views on the barriers and advantages of stormwater management. We received extensive positive feedback on this meeting, and it has directly led to increased support of new stormwater management measures, which have now been established.

FBE has worked with municipal officials throughout New England on public policy review and recommendations relating to water quality and land management. We are often hired to bridge the gap between local conservation groups and municipal decision-makers. We have conducted municipal ordinance reviews in several Maine and New Hampshire communities. One of the most rewarding aspects of our work is when we see changes in local rules because of our research and recommendations.

FBE works collaboratively with agencies, watershed groups, and landowners to develop effective outreach and education programs. Our experience has shown that working to change the behavior of watershed landowners and land users takes considerable time and effort. We have developed programs for projects (e.g., Spruce Creek in Kittery, ME) where landowners pledge a level of effort to make changes to their land and are then rewarded for their efforts. Our firm focuses on the area where "science meets civics" and we are passionate about educating decision-makers on the scientific research that requires behavior change and regulatory change.

REFERENCES

Jessa Kellogg, Shoreland Resource Officer
Town of Kittery
200 Rogers Rd
Kittery, ME 03904
phone: (207) 475-1321
email: jkellogg@kitteryme.org

Sally Soule, Coastal Watershed Supervisor
New Hampshire Department of Environmental Services
50 International Drive, Suite 200
Portsmouth, NH 03801
phone: (603) 559-0032
email: sally.soule@des.nh.gov

Phyllis Ford, President
Spruce Creek Association
19 Bond Rd
Kittery Point, ME 03905
phone: (207) 438-9633 / (207) 229-6050
email: phyllis@metaphorical.com

REPRESENTATIVE PROJECTS

Ogunquit River Watershed Restoration Project, 319 Grant Phases I-II, Ogunquit, ME

FBE previously helped the Town of Ogunquit, ME and the Ogunquit Conservation Commission track sources of fecal indicator bacteria to the fecal-impaired Ogunquit River. Source tracking has included watershed-wide sampling of the Ogunquit River and its tributaries during both wet and dry weather conditions for Enterococci, as well as canine scent detection to identify sites with human waste present. FBE updated the watershed management plan in 2013 and helped secure funding for two phases of 319 implementation work from 2014 to present. In 2014, under the Ogunquit River Watershed Restoration Project, Phase I grant funded by the Maine DEP and USEPA, Laura Diemer developed a State-approved QAPP for Ogunquit River Watershed-Scale Bacteria Monitoring, dated June 18, 2014. Phase I included installation of BMPs on commercial, residential, and municipal properties, technical assistance visits to residential properties, smoke testing and updating of the septic/sewer database, and targeted public outreach. Phase II included installation of BMPs at the Main Beach parking lot and targeted public outreach that included door-to-door education and flyer distribution, mailings, catch basin stenciling, and pet waste signage installation.

Spruce Creek Watershed Restoration Project, 319 Grant Phases I-V, Kittery, ME

Jessa Kellogg, Shoreland Resource Officer, Town of Kittery

FBE has been assisting the town of Kittery, ME with tracking sources of fecal indicator bacteria in the fecal-impaired Spruce Creek since 2008. Our work with the town has been guided by four successful 319 grant phases through the Maine DEP. These successful grant phases have allowed for implementation of BMPs that reduce the volume of stormwater runoff entering Spruce Creek, promotion of environmental stewardship and awareness of water quality issues, and monitoring of fecal contamination. Monitoring work by FBE has included bracket sampling of tributaries, canine scent tracking along beaches and throughout storm drain networks, outfall sampling, stormwater and sewer smoke testing of priority neighborhoods, and baseline monitoring of the main stem using continuous data sondes. The most recent grant phase (Phase IV) required development of a state-approved QAPP for Spruce Creek Watershed-Wide Bacteria Monitoring, dated September 3, 2015.

Parsons Creek 319 Grant Phases I-II & Little River 319 Grant Phase I, Rye & North Hampton, NH

From 2008-2011, FBE developed two NHDES-approved watershed-based management plans: one for Parsons Creek in Rye, NH and one for the Little River in North Hampton, NH. To develop these plans, FBE worked closely with the NHDES Beach Program to assess fecal sources in the Seacoast NH region through modeling, water quality monitoring at the beaches and throughout the watersheds, GIS analysis, stakeholder involvement, and collaboration with municipal officials. FBE's strong stakeholder engagement throughout these projects has led to significant restoration actions in both watersheds. The watershed-based management plan for Parsons Creek formed the basis for two successful 319 grant applications to NHDES by the Town of Rye, NH (the second phase will be closing in spring 2018). The watershed-based management plan for the Little River was also used to secure Phase I 319 implementation funding. FBE worked (or is currently working) closely with each municipality in completing the 319 grant tasks. FBE continues to conduct monitoring of key hotspot sites in both watersheds. FBE's previous monitoring in North Hampton led to the discovery of three malfunctioning septic systems, including two large commercial systems. Repair of these sources of fecal waste to the Little River began within months and was completed in the summer of 2013.

TECHNICAL PROPOSAL

PROJECT UNDERSTANDING

The Ogunquit River estuary is listed in the Maine Department of Environmental Protection (Maine DEP)'s 2016 Integrated Water Quality Monitoring and Assessment Report (Maine DEP, 2018) as impaired under Category 5-B-1: Estuarine and Marine Waters Impaired for Bacteria Only (fecal pollutants) – TMDL Required. High fecal indicator bacteria during dry weather indicate that fecal contamination is likely derived from groundwater sources (e.g., malfunctioning septic systems or leaky sewer pipes). High fecal indicator bacteria during wet weather indicate that fecal contamination is likely derived from stormwater (e.g., dog or wildlife waste picked up in runoff); however, large storm events can also raise the water table to intercept malfunctioning septic systems and flush out pollutants from leachfields.

The cause of this impairment is largely attributed to sources of nonpoint source pollution (e.g., stormwater runoff, malfunctioning septic systems, leaky sewer lines, etc.) in the watershed. Thus, the Ogunquit River is also listed on the Maine DEP Nonpoint Source Priority Watersheds List of Impaired Marine Waters and Threatened Streams. In recent years FBE has helped the Town of Ogunquit and the Ogunquit Conservation Commission to maintain the annual watershed monitoring program for tracking success of remediation work funded through a Maine DEP/USEPA Section 319 Watershed Assistance Grant for Phase I and II (following the approved QAPP for 2016-17 monitoring work; FBE, 2016). The town was awarded another Section 319 Watershed Assistance Grant for Phase III remediation work in the watershed.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT & MEETINGS

FBE will assist the Town with tracking project costs and match, submitting all deliverables in a timely manner, and completing four semi-annual Progress Reports (PRs) and one Final Project Report (FPR). FBE will assist the Town of Ogunquit with updating the DEP "NPS Site Tracker" Excel spreadsheet tool to record and track NPS sites discovered during this project. (October 2019 to December 2020)

Grant Cost: $6,000 **FBE Amount**: $6,000

TASK 2: STEERING COMMITTEE

FBE will organize, facilitate, and attend three Steering Committee meetings. FBE will be responsible for providing meeting notes for each meeting and ensuring that committee members complete any duties that they volunteer for. The Steering Committee's main functions will be to assist with the public outreach plan and activities, to review compiled monitoring results, to assist with further pinpointing hotspot locations and possible sources, and to provide feedback on key project deliverables. (October 2019 to December 2020)

Grant Cost: $3,680 **FBE Amount:** $3,680

TASK 3: STORMWATER BEST MANAGEMENT PRACTICES INSTALLATION

Subtask 3A. Final Site Selection

FBE will assist the Town and DEP with final site selection, likely to be located at the Town-owned Main Beach parking area as was previously identified in an earlier stage. Final site selection will be determined on the basis of technical feasibility, cost-effectiveness, reduction of bacteria, and feasibility of maintenance. (October-November 2019)

Subtask 3B. Design of Stormwater BMPs / Treatment System

FBE will assist the Town and DEP with coordinating with engineers on a final detailed BMP design for the selected site. FBE will submit preliminary and final site designs to DEP for review and approval. (October 2019 to December 2020)

Subtask 3C. Operation and Maintenance Plan

FBE will review and submit the engineer's operation and maintenance plan for the selected BMP to the DEP for review and approval. This plan will include cost estimates and exhibit the Town of Ogunquit's commitment to perform the required operation and maintenance. (October 2019 to December 2020)

Subtask 3D. Construction of Stormwater BMPs / Treatment System

FBE will assist the Town, DEP, and the engineers with BMP installation oversight to ensure that approved site designs are properly followed. FBE will prepare and submit an NPS Site Report to DEP. (October 2019 to October 2020)

Grant Cost: $40,080 **FBE Amount:** $2,080

TASK 4: TARGETED PUBLIC OUTREACH

Subtask 4A. Review Outreach Plan

FBE with assist the Town and the Steering Committee with refining the outreach and education plan, using available references (including New Hampshire's "Scoop the Poop" outreach planning manual and templates, and the EPA's NPS Outreach Toolbox). The overall goal of the outreach plan is to modify behavior to reduce improper pet waste disposal and poor septic system maintenance and inspection. Subsequent outreach subtasks will be revised accordingly in consultation with DEP. (October-November 2019)

Subtask 4B. Conduct Door-To-Door Outreach

The outreach will consist of discussing proper pet waste disposal and septic system inspection and maintenance, distributing the brochures (developed under Phase II), answering homeowner questions, and surveying homeowners about their septic systems. Notes may be taken on anything learned during the outreach to help inform future work and fill in information gaps (e.g., the septic system database). FBE will provide a brief summary report of the outreach. October 2019 to October 2020)

Subtask 4C. Conduct an Outreach Event with Schoolchildren

FBE will coordinate and participate in one outreach event with local schools. The goal of the outreach event will be to engage 5th grade students in discussion and hands-on activities that illustrate the connection between watershed activities that generate pollution and water quality. (TBD, as soon as December 2019)

Subtask 4D. Present at Two Public Events

FBE will present project material promoting the focused outreach messages regarding the importance of proper pet waste disposal, septic system inspection and maintenance, and stormwater management at 2 public events in Ogunquit (likely presenting to the Board of Select and Ogunquit Residents Alliance). (October 2019 to June 2020)

Grant Cost: $9,250 **FBE Amount:** $9,250

TASK 5: TARGETED WATER QUALITY MONITORING

FBE will submit an updated Quality Assurance Project Plan to DEP for review and approval. FBE will also coordinate with the Town under a separate contract for annual water quality monitoring. The monitoring will build upon current and past water quality monitoring funded by the Town of Ogunquit and Maine Healthy Beaches. Sites will be sampled for Enterococci bacteria under different weather and flow conditions. A brief summary report of the annual water quality data collected will be provided to DEP by FBE each year. (October 2019 to December 2020)

TASK 6: POLLUTANT REDUCTION ESTIMATES

FBE will estimate NPS pollutant load reductions achieved during this project using watershed pollutant loading data from the WMP and removal efficiency results from the manufacturer. Estimates will be submitted on a standard form "Pollutants Controlled Report" (PCR) contained in the DEP's Grant Administrative Guidelines. The PCR will be submitted to DEP for review and approval each year. (December 2019 to December 2020)

Grant Cost: $420 **FBE Amount:** $420

TOTAL PROJECT COST

The estimated cost of FBE's services for this project is $21,990. This is inclusive of all travel costs but does not include sub-contracts for engineering designs and construction materials. The hourly rate for this project is $70/hr. for FBE staff with $5/hr. donated as match for the project, as shown in the "FBE Match" column in the table below.

Task	Grant Cost	FBE Labor	FBE Travel	FBE Total	FBE Match
Task 1: Project Management	$6,000	$6,000	$-	$6,000	$857
Task 2: Steering Committee	$3,680	$3,500	$180	$3,680	$500
Task 3: Stormwater BMPs Installation	$40,080	$2,000	$80	$2,080	$286
Task 4: Targeted Public Outreach	$9,250	$9,000	$250	$9,250	$1,286
Task 5: Targeted Water Quality Monitoring	$560	$560	$-	$560	$80
Task 6: Pollutant Reduction Estimates	$420	$420	$-	$420	$60
Total	**$59,990**	**$21,480**	**$510**	**$21,990**	**$3,069**

PROJECT STAFF RESUMES

FORREST BELL | PRINCIPAL, SENIOR SCIENTIST

Forrest is the founder and owner of FB Environmental Associates, a regional leader in managing environmental assessment and restoration projects. With over 25 years of experience, Forrest has directed more than 450 successful environmental planning, assessment, monitoring, and restoration projects for a diverse array of clients, including federal and state natural resource agencies, municipalities, and non-profit organizations. Forrest is a skilled presenter and facilitator, embracing the challenge of presenting the complexities of land and water resources to New England's communities. Forrest received his BS in Geography from the University of Southern Maine and completed his Master's coursework at the University of New Hampshire in the Natural Resources Management program.

TECHNICAL EXPERTISE

- Watershed Management
- Conservation Planning
- Culvert Assessment
- Lake, River, & Stream Assessment and Restoration
- Section 319 Grant Writing, Management, & Implementation
- Public Presenting & Training
- BMP Design & Implementation

EDUCATION

M.S. Coursework completed, Natural Resource Administration & Management, University of New Hampshire, Durham (1999-2002)

B.S., Geography & Land Use Planning, University of Southern Maine (1991)

PROFESSIONAL HIGHLIGHTS

- Proven record of success working for clients such as US Environmental Protection Agency, US Army Corps of Engineers, Vermont Department of Environmental Conservation, Maine Department of Environmental Protection, New Hampshire Department of Environmental Services, Rhode Island Department of Environmental Management, Piscataqua Regional Estuaries Partnership, Spruce Creek Association, Friends of Casco Bay, the Casco Bay Estuary Partnership, New England land trusts, and dozens of municipalities in Maine and New Hampshire.
- Technical training in geomorphic processes, river and stream restoration, water quality monitoring, BMP design, and pollutant load modeling.
- Worked face-to-face with more than 5,000 landowners to develop conservation strategies for their properties to help improve water quality and to promote land protection.
- Advises nonprofit organizations, government, municipalities, and professional associations regarding compliance with environmental programs and laws.
- Delivered more than 100 formal presentations at numerous national, state, regional, and local water resource, watershed management, and land management conferences.
- Secured over $9.5 million in environmental project funds between 1995 and 2018 for several organizations to help improve and protect water resources.

SELECT PROJECTS

Large-Scale Watershed Assessment

US Environmental Protection Agency Region 1 BPA (2008-2013). Principal scientist and senior project manager for a five-year, 1.6 million-dollar contract focusing on providing detailed assessments of impaired waterbodies in all six New England states. Tasks included directing staff, technical writing, river and stream mapping, impervious cover analysis, pollutant load modeling, and water quality monitoring for multiple parameters. Forrest successfully led eleven projects under this contract.

Maine Department of Environmental Protection (2000-2007). Contractor for a 6-year, $900,000 study of nutrient-impaired Maine lakes for the Total Maximum Daily Load program for 36 Maine lakes. Lead scientist and manager responsible for all aspects of project management and administration, water quality monitoring, land use analysis, and GIS mapping, technical writing, data analysis, developing loading models, drafting nutrient management recommendations, and facilitating a comprehensive public participation process.

Local Watershed Management

Ossipee Lake Watershed Plan, Green Mountain Conservation Group and New Hampshire Department of Environmental Services (2013-2016). Contractor for a multi-year effort in the 379-square mile Ossipee Lake Watershed in eastern New Hampshire. Project tasks included watershed survey, land use modeling, pollutant load modeling, stakeholder participation, community forum facilitation, and technical report writing.

City of South Portland, Maine (2008-2011). Project manager for the development of the US EPA merit award-winning, Long Creek Watershed Management Plan. Project tasks included developing a detailed stormwater retrofit inventory, including detailed cost estimates, developing a long-term monitoring plan, and leading a large technical advisory committee. FB Environmental also developed the QAPP and managed all aspects of the monitoring program in 2010-2011.

Casco Bay Estuary Partnership, Presumpscot River Drainage Basin (2003-2006). Co-managed a regional watershed management planning and assessment project for the Presumpscot River Watershed. Accomplishments included the authoring of an EPA-funded $740,000 Targeted Watershed Initiative grant proposal and designing a comprehensive monitoring plan for the river, including the establishment of quality assurance guidelines and the installation of continuous monitoring devices.

York County Soil and Water Conservation District, Great Works River Watershed North Berwick and Sanford ME (2003-2007). Directed a multi-year project to conduct a high intensity field survey and stream corridor analysis, mapped the municipal stormwater system, conducted a detailed impervious surface analysis using digital orthoquad photos, and authored a comprehensive watershed management plan for project partners.

Land Conservation Planning and Management

Southern Maine Conservation Collaborative and Local Land Trusts (2012-present). Principal-in-Charge for multiple projects for southern Maine land trusts. Efforts include the development of natural resources inventories, conservation planning, easement monitoring, invasive species management, GIS mapping, and wildlife surveys.

Upper Saco Valley Land Trust (2013-2014). Project Manager and Lead Scientist for a regional conservation planning project. Project tasks included interpreting regional co-occurrence modeling, leading presentations to eleven municipalities, modeling future development patterns, hosting a community forum, and engaging communities in land protection efforts.

RECENT PROFESSIONAL PRESENTATIONS

- 2016 New Hampshire Lakes Conference, Meredith, NH: Watershed Plan Development
- 2016 Penobscot River Watershed Conference, Northport, ME: Culvert Assessment for Climate Change Adaptation
- 2015 Maine Lakes Conference, Sebago, ME: Local Climate Change Monitoring and Culvert Assessment
- 2015 International Oyster Symposium, Woods Hole, MA: Using Canine Tracking for Bacteria Impaired Waters
- 2015 New England NPS Conference, Freeport, ME: Restoring Bacteria Impaired Waters in Kittery, Maine and Rye, New Hampshire
- 2015 Maine Beaches Conference, South Portland, ME: Bacteria Source Tracking and Implementation
- 2015 Northern New England Planners Association Annual Meeting, Portland ME: Local Climate Change Monitoring and Adaptation
- 2015 NH Saving Special Places Conference: Climate Change Monitoring and Build-Out Analyses
- 2015 Joint NEAEB/NH Water & Watershed Conference: Innovative Bacteria Source Tracking
- 2015: New England Association of Aquatic Biologists Conference: Restoring New England's Impaired Waters
- 2014 Northeast Region Planners Association Conference, Stowe, VT: Topsham Fair Mall Stream Assessment Project
- 2014 NH Waters Conference: Bacteria Source Tracking in Kittery, ME and Seacoast NH

LAURA DIEMER | PROJECT MANAGER, ENVIRONMENTAL MONITORING LEAD

Laura serves as the Environmental Monitoring Lead for FB Environmental Associates. She manages our water quality monitoring projects and provides technical oversight of watershed management planning projects that require water quality analyses, pollutant load modeling, quality assurance/quality control review, plan development or review, statistical analyses, GIS mapping, and public presentations. She is responsible for both project and staff oversight, including administrative tasks, hiring, training, and supervising staff, and client or public relations. She has experience working with a variety of clients, including federal, state, and municipal governments or agencies, watershed groups, and lake associations. Prior to FBE, she gained valuable research and writing experience through the National Park Service, New England Organics, Wells National Estuarine Research Reserve, and The Nature Conservancy.

TECHNICAL EXPERTISE

- Lake & Stream Biogeochemistry
- Watershed Modeling
- Watershed Hydrology
- Watershed Management Planning
- NPS Pollution Surveys
- Water Quality & Flow Monitoring
- Geomorphic & Stream Habitat Assessment & Restoration
- Statistical Analyses
- GIS Spatial Analyses

EDUCATION

M.S., Soil & Water Resource Management, University of New Hampshire, Durham (2014)

B.S., Ecology & Environmental Science, University of Maine, Orono (2010)

MEMBERSHIPS

Society for Freshwater Science (SFS), Member (2013–2015)

North American Lakes Management Society (NALMS), Member (2015–Present)

PUBLICATIONS

Diemer et al. (2015). Nutrient uptake along a fire gradient in boreal streams of Central Siberia. Freshwater Science 34(4), 1443-56.

PROFESSIONAL EXPERIENCE & SELECT PROJECTS

Water Quality Monitoring, Assessment, & Quality Assurance (2011–Present). Provides oversight of water quality monitoring program, including staff and volunteer training, coordination and execution of annual sampling, and technical report development for lakes, ponds, streams, tidal estuaries, and beaches in Maine and New Hampshire; conducts continuous and grab sample monitoring for physical and chemical parameters and flow monitoring using USGS guidelines; experience with deployment, maintenance, and calibration of data loggers and sondes (e.g., YSI Exo2, YSI 600 XL/XLM,YSI 600 OMS, YSI 6920, DIVERS, Onset HOBO loggers); responsible for data analysis and interpretation, QA/QC & QAPP compliance review, report writing, and presentations to public; certified Maine VLMP volunteer; developed 4 state and EPA-approved quality assurance project plans (QAPPs); developed more than 50 water quality assessment reports that apply applicable state water quality criteria to data to determine impairment status and are prepared in an acceptable format for submittal to state agencies for review and approval; recommends management actions based on complex issues (e.g., fecal indicator bacteria source tracking) surrounding results of water quality analysis and works with communities to implement those actions. Select project examples include:

- Sagamore Creek Water Quality Sampling Program (2017-present)
- Kezar Lake Water Quality & Climate Change Monitoring, Lovell, ME (2011-present)
- Salmon Falls TMDL Compliance Monitoring, ME/NH (2011-present)
- Bangor Streams Monitoring, Bangor, ME (2014-2017)
- Coastal Bacteria Source Tracking, ME/NH (2011-present) – *includes Parsons Creek (Rye, NH), Winnicut & Little Rivers (North Hampton, NH), Ogunquit River (Ogunquit, ME) & Spruce Creek (Kittery, ME)*
- Lake Water Quality Monitoring Buoys, ME (2016-present) – *innovative, cost-effective design of buoy system with DO/temp loggers deployed at two Maine lakes*

Maine NPS TMDL Stream Delisting (2014). Collaborated with the Maine DEP on development of a technical document supporting the delisting of six streams from Maine's 303(d) list of impaired waterbodies. The 2013 NPS TMDL showed these six streams required no nutrient or sediment loading reductions, and thus, exceedance of dissolved oxygen criteria at these streams was likely a result of natural conditions. Carefully documented reasons for delisting for natural conditions based on available reports or studies, land use characteristics, habitat assessments, biomonitoring surveys, and modeling results.

Stormwater Monitoring & IDDE Investigations (2011-Present). Conducts stormwater outfall monitoring and IDDE investigations for municipalities, especially MS4-regulated communities., following federal and state guidelines, such as the 2004 IDDE Guidance Manual published by the Center for Watershed Protection, or permits, such as the 2017 New Hampshire Small MS4 General Permit. Select project examples include: Salem Outfall Monitoring & IDDE (2015-present); Portsmouth Outfall Monitoring & IDDE (2017); Farmington Outfall Monitoring (2015).

LAURA DIEMER | PROJECT MANAGER, ENVIRONMENTAL MONITORING LEAD

Watershed Planning (2011–Present). Provides technical oversight of watershed management planning projects that require water quality & statistical analyses, pollutant load modeling (see Environmental Modeling below), watershed and shoreline surveying, rapid geomorphic and habitat assessments, GIS mapping, and public presentations. Expertise in developing US EPA *a-i* watershed management plans that include technical information on watershed characteristics, water quality impairment status, modeled pollutant load estimates, field-identified NPS sites, measurable milestones and interim benchmarks, community-prioritized action plan & goal(s), and plan implementation costs. Select project examples include:

- Merrymeeting River & Lake Watershed Management Plan (2018-2019, ongoing)
- Spofford Lake Watershed Management Plan (2017-2018)
- Watershed Plan for the Ossipee Lake Shoreline & Lovell River Watersheds (2015-2017)
- Pleasant Lake Watershed Restoration Plan (2015-2016)
- Moultonborough Bay Inlet Watershed Restoration Plan (2015-2016)
- Watershed Plan for Danforth Ponds and the Lower Bays of Ossipee Lake (2014-2015)
- Capehart Brook Watershed Management Plan (2014-2015)

Environmental Modeling (2011–Present). Uses a variety of simple and complex models to simulate or estimate environmental conditions. Model expertise in STEPL, Region 5, SIMPLE method, MapShed, Virtual Beach, BASINS, and Lake Loading Response Model (LLRM). The LLRM is an Excel-based model that uses environmental data to develop a water and phosphorus loading budget for lakes and their tributaries. Water and phosphorus loads (in the form of mass and concentration) are traced from various sources in the watershed through tributary basins and into the lake. The model requires detailed and accurate information about the waterbody, including the extent and number of sub-basins draining to the lake, the type and area of land covers within those sub-basins, water quality data for the deep spot and tributary outlets, lake volume, septic system loading estimates, and more. Implementing this model requires advanced GIS modeling and understanding of complex lake biogeochemical processes. Select project examples include:

- Spofford Lake, Chesterfield, NH (2017-18) - LLRM
- Knickerbocker Lake & Adams Pond, Boothbay, ME (2017-18) - LLRM
- East Pond, Smithfield/Oakland, ME (2017) - LLRM
- Ossipee Lake, Ossipee/Freedom, NH (2017) - LLRM
- Pleasant Lake, Deerfield/Northwood, NH (2016) - LLRM
- Moultonborough Bay Inlet, Moultonborough, NH (2016) – LLRM
- Capehart Brook Watershed Management Plan (2014-2015) – SIMPLE method
- Spruce Creek Watershed Restoration Project (319 Phase IV) (2015-2016)– STEPL
- Ogunquit River Restoration Project (319 Phase I-II) (2014-2017) – Region 5
- Maine Statewide Nonpoint Source (NPS) TMDL Report (2012-2013) – MapShed
- Willard Beach, South Portland, ME (2011) – Virtual Beach

RECENT PRESENTATIONS

- Diemer, L. Successes and challenges using co-indicators along with traditional source tracking methods to better pinpoint human sources of fecal contamination: a case study from North Hampton, NH. New Hampshire Water and Watershed Conference, Plymouth, NH: March 23, 2018.
- Diemer, L. & Riley, J. Assessing surface water chemistry suitability for coldwater fisheries in tributaries of Kezar Lake, Maine. New England Association of Environmental Biologists Conference (NEAEB), Devens, MA: March 14, 2018.
- Guest Lecturer. Watershed Water Quality Management. University of New Hampshire. (2013, 2014, 2015, 2017)
- Diemer, L. Using co-indicators along with traditional source tracking methods to better pinpoint human sources of fecal contamination, a case study from Parsons Creek, Rye, NH. Beaches Conference, Well, ME: July 14, 2017.
- Diemer, L. Alternative and affordable approach to buoy monitoring systems for Maine lakes and insights gained from continuous data collection. First Annual Lake Monitoring Summit, Augusta, ME: March 23, 2017.
- Diemer, L. Creative and effective tools for translating water quality data. 46th Annual Maine Lakes Conference, Unity, ME: June 25, 2016.
- Diemer, L. & Bell, F. Citizen-driven watershed-based plans for lake protection: a how-to. NH Lakes Congress, Meredith, NH: June 3, 2016.
- Diemer, L. & Riley, J. Recent pH trends in the Kezar Lake watershed and potential impacts to coldwater fisheries. New England Association of Environmental Biologists Conference (NEAEB), Rockport, ME: March 25, 2016.

RICHARD BRERETON |
WATER RESOURCES SCIENTIST

Rich completed his Ph.D. in Earth and Environmental Science at the University of New Hampshire (UNH), where he studied nutrient cycling in streams and groundwater in Puerto Rico. As a project scientist at FBE, he assists with fieldwork, technical writing, data organization, data analysis, water quality and land-use modeling, GIS mapping, and scientific reporting. He is also an experienced science communicator, having published articles in peer-reviewed journals, taught graduate and undergraduate courses, and led research and environmental stewardship projects from Puerto Rico to New Hampshire. Prior to joining FBE, he gained valuable research and writing experience through the UNH Water Quality Analysis Laboratory, the Marine Biological Laboratory, the Rocky Mountain Field Institute, the NSF Critical Zone Observatory Network, and the Puerto Rico Long-Term Ecological Research program (Luquillo LTER).

TECHNICAL EXPERTISE

- Groundwater-surface water linkages
- Nitrogen cycling
- Scientific/technical report writing
- Statistical analysis of monitoring and experimental data
- Water quality & flow monitoring
- Watershed water quality assessment, restoration, and management

EDUCATION

Ph.D., Earth & Environmental Science, University of New Hampshire, Durham (2017)

B.A., Colorado College, Colorado Springs, CO (2008)

MEMBERSHIPS

American Geophysical Union (AGU), Member (2010-2015)

Ecological Society of America (ESA), Member (2012-2015)

RELEVANT PROFESSIONAL EXPERIENCE & SELECT PROJECTS

Watershed Water Quality Monitoring, Assessment, and Management

Water Quality Monitor (2017-present). Duties consist of water quality monitoring, including coordination and execution of annual sampling and technical report development for lakes, ponds, streams, tidal estuaries, and beaches in Maine and New Hampshire. Currently conducting continuous and grab sample monitoring for physical and chemical parameters and flow monitoring using USGS guidelines; deployment, maintenance, and calibration of data loggers and sondes; responsible for data analysis and interpretation, QA/QC review, report writing; certified Maine VLMP volunteer.

Corinna Landfill Monitoring (2017-present). Currently assisting a groundwater monitoring project funded by Maine Department of Environmental Protection assessing the extent of aquifer contamination due to a closed landfill. Developed sampling and analysis plan for residential well water samples. Carried out field sample collection. Assisted with scientific technical reporting of water quality data.

Upper Saco Valley Source Water Protection Project (2017-present). Currently operating as task manager for a project funded by a New Hampshire Department of Environmental Services grant, focusing on improving local groundwater protection approaches. Reviewed existing municipal ordinances and other regulations/policies relevant to groundwater protection, including best management practices (BMPs) programs.

Nutrient Cycling Research

Biotic response to stream nutrients in forested streams of Puerto Rico (2012-2017). Lead author of a synthesis of existing scientific literature from five decades of research on stream ecology and water quality in the USDA Forest Service Luquillo Experimental Forest. Chapter in press in a USDA Forest Service General Technical Report on the response of freshwater biota to nitrogen, phosphorus, and other nutrients in streams.

Nitrogen Uptake in Rainforest Headwater Streams, Puerto Rico (2014-present). Coordinated and conducted nutrient pulse uptake experiments in rainforest headwater streams to quantify the effects of ammonium and dissolved organic carbon on stream ecosystems. Utilized Onset® Corporation HOBO® data loggers with conductivity sensors to quantify stream flow and characterize breakthrough curves of nutrient pulses. Analyzed grab samples with automated colorimetry and ion chromatography for nutrient and salt concentrations. Quantified nutrient uptake using tracer addition for spiraling curve characterization (TASCC) method. Found that ammonium uptake varied greatly with the amount of groundwater input and geologic setting including bedrock. Conducted as part of dissertation research; a manuscript resulting from the project is in preparation for submission to a peer reviewed journal.

Nutrient Cycling Research (continued)

Riparian nitrogen biogeochemistry in a rainforest (2012-present). Coordinated and conducted groundwater nutrient enrichments in rainforest riparian zones. Designed and installed a field of research mini piezometers (specially-designed wells) to assess ammonium retention in riparian groundwater. Injected nitrogen-rich solution into aquifer, and after incubation period withdrew samples following the push-pull method. Analyzed grab samples with automated colorimetry and ion chromatography for nutrient and salt concentrations. Quantified nutrient retention in several locations in the riparian zone, hillslope, and floodplain. Conducted as part of dissertation research; a manuscript resulting from the project is in preparation for submission to a peer reviewed journal.

PUBLICATIONS

Brereton, R.L. Burgos-Caraballo, S., Lilyestrom, C., McDowell, W.H. *In press*. Biotic response to stream nutrients in the Luquillo Experimental Forest. US Forest Service Pacific Northwest Research Station General Technical Report.

Wymore, A.S., Brereton, R.L., Ibarra, D.E., Maher, K., McDowell, W.H. 2017. Critical zone structure controls concentration-discharge relationships and solute generation in forested tropical montane watersheds. Water Resources Research, 53, doi:10.1002/2016WR020016.

Morse, N.B., Pelissier, P.A., Cianciola, E.N., Brereton, R.L., Sullivan, M.M., Shonka, N.K., Wheeler, T.B., McDowell, W.H. 2014. Novel ecosystems in the Anthropocene: a revision of the novel ecosystem concept for pragmatic applications. Ecology and Society 19(2).

McDowell, W.H., Brereton, R.L., Scatena, F.N., Shanley, J.B., Brokaw, N.V., Lugo, A.E. 2013. Interactions between lithology and biology drive the long-term response of stream chemistry to major hurricanes in a tropical landscape. Biogeochemistry 116(1-3) 175-186.

Wymore, A.S., Sullivan, P.L., Brereton, R.L, McDowell, W.H. *In review*. Expanding the biosphere: merging ecosystem ecology and critical zone science.

Brereton, R.L., McDowell, W.H. *In prep*. Riparian nitrogen dynamics in a humid tropical watershed: ammonium removal from groundwater at the stream/aquifer interface.

Brereton, R.L., Schwaner, G., McDowell W.H. *In prep*. Stream ammonium uptake across scales in headwater catchments of a tropical rainforest, Luquillo Mountains, Puerto Rico.

SELECT PRESENTATIONS

Brereton, R.L., Schwaner, G., McDowell, W.H. 2015. Stream Ammonium Uptake Across Scales in Headwater Catchments of a Tropical Rainforest, Luquillo Mountains, Puerto Rico. American Geophysical Union Fall Meeting, San Francisco, CA.

Brereton, R.L., Wymore, A., Potter, J.D., McDowell, W.H. 2015. Concentration-discharge relationships for major solutes in streams of the Luquillo Mountains. Critical Zone Observatory SAVI Workshop, University of New Hampshire, Durham, NH.

Brereton, R.L., Bhatt, M.P., McDowell, W.H. 2013. Spatial variation of carbon, nutrients, and weathering products in a rapidly weathering watershed, Luquillo Mountains. Geological Society of America Annual Meeting, Denver, CO.

Brereton, R.L., McDowell, W.H. 2012. Riparian Nitrogen Dynamics in Tropical Forest Groundwaters: A Challenge to our Understanding of Near-Stream Ecosystem Function. American Geophysical Union Fall Meeting, San Francisco, CA

Nov 19, 2019 Town of Ogunquit Select Board Communications Consensus

Consensus on these common topics was reached at a Nov 12, 2019 workshop and are guided by:

- Upmost courtesy to each other and the public. No derogatory remarks or personal charges.
- Act as one body.
- Rules, Code of Ethics, Charter.

Some frequent communications practices:

1) Members must abide by all decisions of the Select Board. Members can present personal or minority opinions if they explicitly state they do not represent the body or the Town.

2) Email among members: Deliberation of business/discussions on email are prohibited if three or more members are involved. When communicating to three or more members, we suggest writing "remember not to hit "reply all". An exception is the discussion of scheduling information. One-way distribution of background information is allowed.

3) All legal advice or opinions needed by the Board regarding Town business is through the Town Manager, except for those circumstances spelled out in the Charter. The Select Board acts as one body and we seek to control costs. This does not preclude that the Board may support a member's minority request for legal information.

4) Social media – We do not engage in any political or personal banter or derogatory remarks to set an example for the community.

5) Replying to email addressed to the Select Board body from members of the public: Chair will reply to all emails within 3 business days and cc the rest of the Board. Others can then add a reply as they see fit. Plan is to test this out, and then others can volunteer.

6) Responding to public comment at Select Board meetings: For questions to the Board, replies will be given at the current meeting or the following regular meeting.

7) We encourage public input. During comment periods and public hearings, each speaker should limit their remarks to three minutes. The Select Board can extend that period once, but we intend to do that only on very rare occasions.

8) Select Board workshops are an opportunity for members to discuss topics among themselves or work with a specific group. (Many Towns have one regular meeting per month and one workshop per month.) Every workshop agenda will indicate whether there will be public comment or not. When there is no public comment, the content of the workshop will be summarized at a future regular Select Board meeting.

Prepared by Select Board Chair Madeline Mooney

Draft Ogunquit Select Board Ideas for Workshop Discussion to Set Priorities

Nov 12, 2019

Letters and numbers for reference only. Does not include recurring responsibilities and actions. Operational or capital budgets will need to be identified for the priorities. Most ideas taken from a 2018 list (minus those completed).

A. Community Vision Statement

B. Infrastructure

1) Municipal Campus: Police, Town Hall, Community Center (Dunaway/OVS)

2) Beach Bathrooms – Footbridge and North Beach completed
   Main Beach and Lifeguard station to be completed 2020

3) Beach Street from to Rte. 1 to the beach
   a. Sidewalk(s)
   b. Access to beach via Norseman
   c. Traffic & pedestrian flow

4) Perkins Cove
   a. Dredging
   b. Seawall
   c. Bridge
   d. Design

5) Roads

6) Conserve Green Space

7) Use of Town land
   a. What do we own
   b. Effective utilization/best use

C. Capital Improvement Projects/Finance

a. Work toward Five year plan, ongoing

D. Parking

a. What is the right capacity for Ogunquit?
b. Private or public lots
c. Satellite sites, garage
d. Fees and Revenue

E. **Comprehensive Plan** – Set goals and direction, and appoint committee

F. Committees

1) Select Board liaisons
2) Review description of Sustainability Committee and Conservation Commission for any overlap, and appoint members
3) Post agendas and minutes online, description for recruiting
4) Committee presentations at Select Board meetings

G. Codification of Ordinances

H. Beautification

I. Communication

1) e-newsletter to the Community

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On-going tasks and areas of focus (discussed on Sept 18, 2019)

Tasks

A. Enforcement
B. Regular updates from the Sewer District
C. Summer Debrief

Ongoing

A. Beautification
B. Select Board Rules
C. Annual standardized training for Select Board
D. Codification of Ordinances - make sure they are clear and understood by SB/staff/committees
E. Committee Focus on Bylaws, Recruitment, Goals, Posting of Agenda and Minutes online, Select Board Liaisons
F. Updating Fees