

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



**Ogunquit Select Board
Tuesday, February 4, 2020
Dunaway Community Center
23 School Street**

AGENDA

6:00 p.m. Meeting

1.0 Call to Order

1.1 Roll Call

1.2 Pledge of Allegiance

2.0 Meeting Minutes

2.1 Minutes of January 28 – Special Meeting

3.0 Public Hearings – Liquor & Amusement

3.1 Barnacle Billy's, 70 Perkins Cove Rd – *Malt, Spirituous & Vinous Liquor License*

3.2 Barnacle Billy's Etc., 50 Perkins Cove Rd – *Malt, Spirituous & Vinous Liquor License*

3.3 Barnacle Billy's Etc., 50 Perkins Cover Road – *Amusement License Renewal*

3.4 Food For Thought, 414 Main St – *Malt, Spirituous & Vinous Liquor License*

3.5 The Front Porch, 9 Shore Rd – *Malt, Spirituous & Vinous Liquor License*

3.6 The Molly Trolley Depot, 724 Main St – *Amusement License New*

4.0 Presentations, Proclamations, Resolutions & Communications

4.1 Main Beach Bathhouse & Lifeguard Station Update

4.2 Communication to the Planning Board: Re: Food Trucks

5.0 Appointments & Resignations

6.0 Unfinished Business

7.0 Town Manager's Report

8.0 New Business

8.1 Consideration of a Complete Streets Policy

8.2 Bicycle-Pedestrian Committee: Request to hold the "Walk for Wildlife" (a celebration of Ogunquit's 40th Birthday event)

8.3 Perkins Cove Board replacement project – Bid Award

8.4 Acceptance of State StreamSmart Grant: \$95,000 for the Captain Thomas Rd Project

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 Select Board Reports and Announcements

11.0 Adjournment of Regular Business Meeting

Break

After a brief break, the Select Board will meet with the Town Attorney

Workshop and Executive Session

1. Workshop with Town Attorney Mary Costigan

- A. Purchasing Policies and Laws
- B. Freedom of Access/Right to Know Law
- C. Rules governing the conduct of Select Board Meetings (Charter, Robert's Rules of Order)

2. Executive Session

- A. Pursuant to Title 1 M.R.S. Section 405(6)(E) to discuss the Select Board's legal rights and duties.

The Public Meeting and Workshop will be televised on WOGT and webstreamed.

There will be no public comment taken during the workshop. The Select Board will hear public comment when the issues discussed at the workshop are considered at future Select Board meetings.

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, February 4, 2020 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)

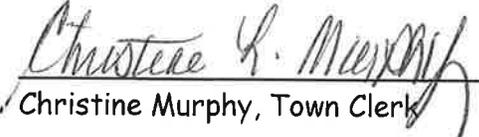
Barnacle Billy's	70 Perkins Cove Road
Barnacle Billy's, Etc	50 Perkins Cove Road
Food for Thought	414 Main Street
Front Porch	9 Shore Road

AMUSEMENT LICENSE (RENEWAL)

Barnacle Billy's, Etc	50 Perkins Cove Road
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AMUSEMENT LICENSE (NEW)

The Molly Trolley Depot	724 Main Street
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Christine Murphy, Town Clerk

Posted by: 
Patricia L. Arnaudin, Police Chief

Posted: January 28, 2020
Dunaway Community Center
Ogunquit Post Office
Ogunquit Transfer Station
WOGT

1-27-2020
@ 8:30am

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2020
 CURRENT LICENSE EXPIRATION DATE: 5-5-2020

BUSINESS NAME: Barnade Billy's Inc
 APPLICANT: Barnade Billy's Inc
 EMAIL: billy@barnbilly.com
 BUSINESS REG #: 20-503 ISSUE DATE: 01/13/2020 MAP: 3 LOT: 87
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 180 in 190 out

NOTE - SPECIAL ATTENTION

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

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia J. Reynolds</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-22-2020
Fire Chief	<i>W. Smith</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-22-2020
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-22-2020

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

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

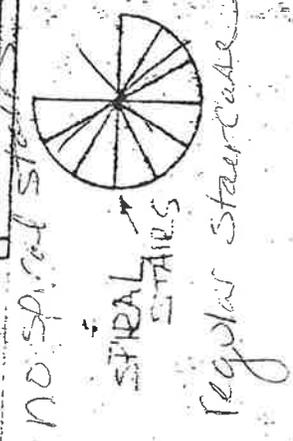
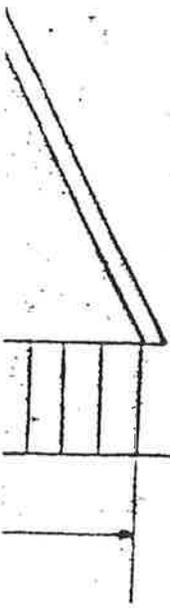
[Signature]

APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200
 Background Check Fee: \$ 63.00
 Business Reg. Fee: \$ 150.00
 Date Paid: 01/13/2020 Check/Cash Check #: 10903
 (\$21.00 per person listed on application)
 Paid prior to Liquor Application? YES NO
 TOTAL PAID WITH APPLICATION: \$ 413.00 Received by: CLM
 (Town Clerk's Office)
 DATE POSTED: 01/28/20 DATE HEARD: 12/04/20 APPROVED: _____ DENIED: _____

Billys Original



NO spiral stairs

SPIRAL STAIRS

Regular staircase

OVERHEAD DECK
24 X 26±

OUTSIDE PATIO AREA
EXTENDS TO HIDDEN LINES
40 X 19±

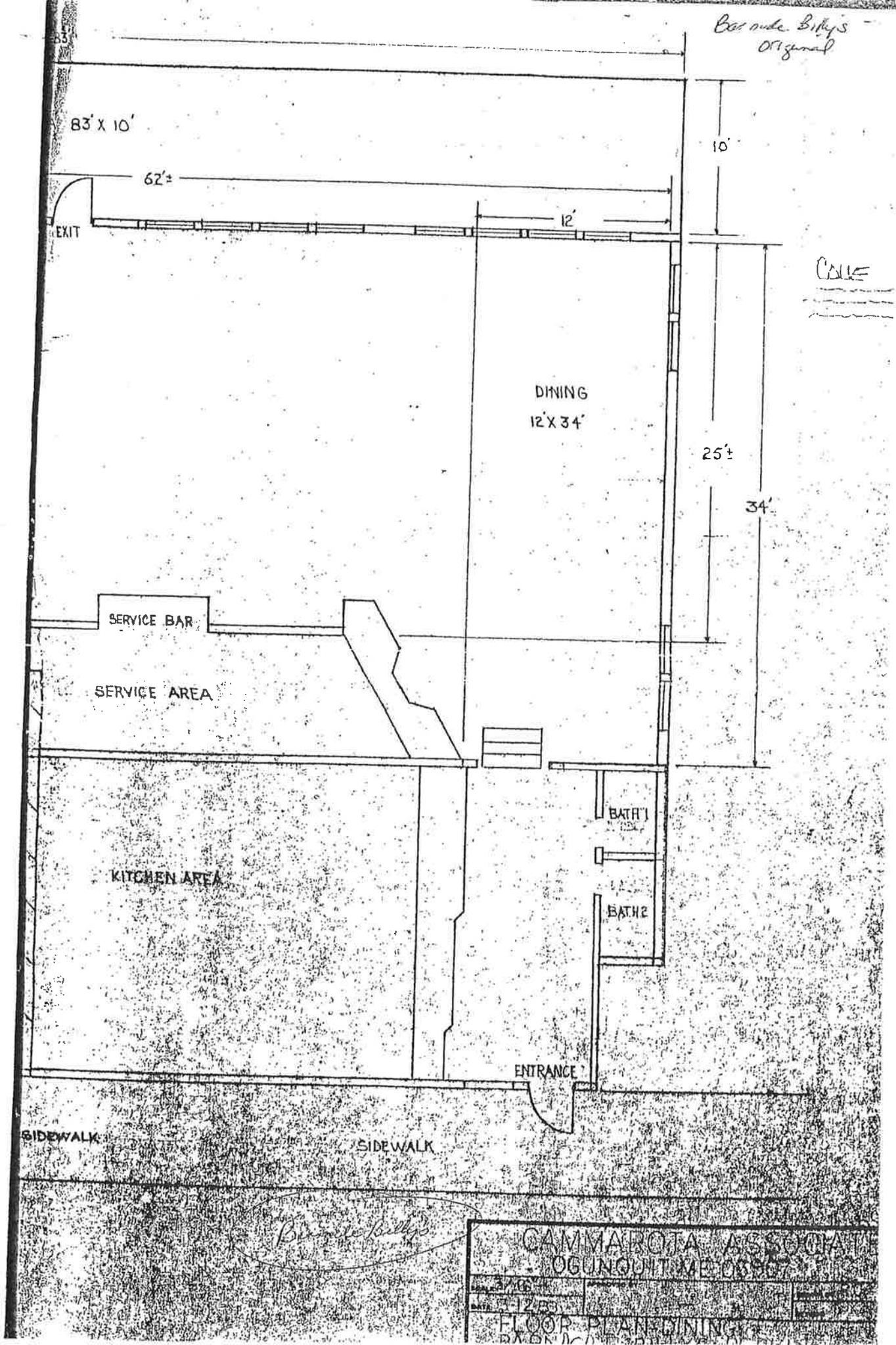
PATIO DECK
26 X 7 ± APPROX

PATIO DECK
36 X 14 ± APPROX

SIDEWALK

Billy's original

Bar area Billy's original



CALL

83' x 10'

62'±

EXIT

12'

10'

DINING
12' x 34'

25'±

34'

SERVICE BAR

SERVICE AREA

KITCHEN AREA

BATH 1

BATH 2

ENTRANCE

SIDEWALK

SIDEWALK

Billy's original

CAMMAROTA ASSOCIATES
OGUNQUIT ME 03507

FLOOR PLAN DINING

1.23.2020
@ 8:30am

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2020
 CURRENT LICENSE EXPIRATION DATE: 5-5-2020

BUSINESS NAME: Barnacle Billy's Inc
 APPLICANT: Barnacle Billy's etc
 EMAIL: billy@barnbilly.com
 BUSINESS REG #: 26-509 ISSUE DATE: 01/13/2020 MAP: 3 LOT: 88
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 373

NOTE - SPECIAL ATTENTION

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

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia P. Rynaudin</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-22-2020
Fire Chief	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-22-2020
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-22-2020

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

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

[Signature]
 APPLICANT'S SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200 Date Paid: 01/13/2020 Check Cash Check #: 10903
 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: \$ 200.00 Received by: CLM
 (Town Clerk's Office)
 DATE POSTED: 01/28/20 DATE HEARD: 02/04/20 APPROVED: _____ DENIED: _____

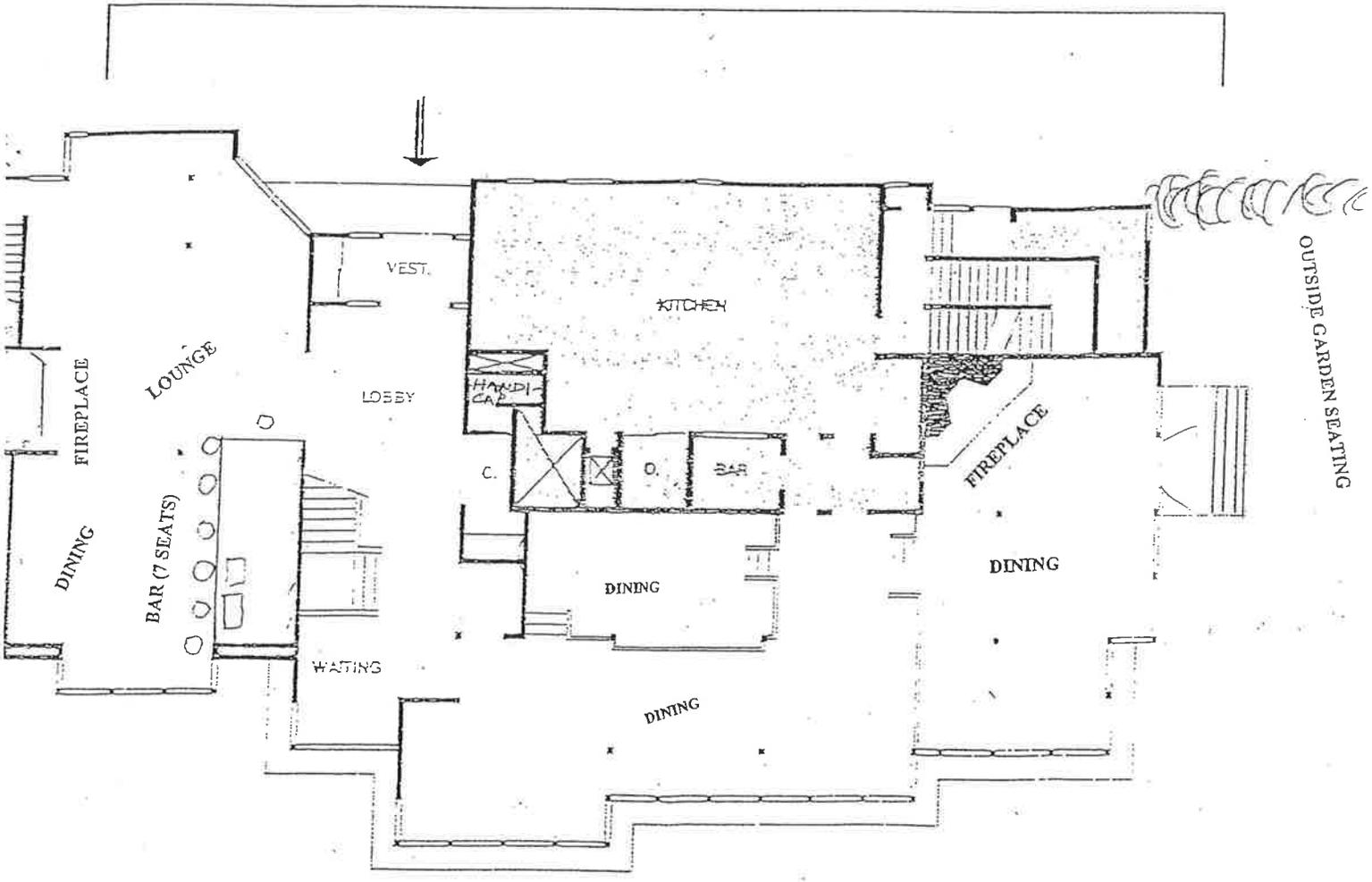
Etc



SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your licensed premise and the areas that consumption and storage of liquor is allowed, The Bureau of Liquor Enforcement is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

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



First Floor Plan
BARNACLE *Billy's etc*
Perkins Cove, Ogunquit, ME



OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2020
BUSINESS NAME: Barnacle Billy's etc
BUSINESS ADDRESS: 50 Perkins Cove Rd
BUSINESS PHONE # 2076464711 HOME PHONE #
BUSINESS REG # 20-584-10 ISSUE DATE: 01/13/2020 MAP: 3 LOT: 88
(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 373

NATURE OF BUSINESS: Restaurant, Seafood, steak, Seasonal

FORM OF ENTERTAINMENT: (Please be specific)

Occasional piano, violin guitar, bag pipe

APPLICANT: Tower Family Partnership ADDRESS: PO Box 837 Ogunquit, Me 03907

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

YES NO

If, YES, please explain:

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

YES NO

If, YES, please explain:

NOTE - SPECIAL ATTENTION

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

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

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

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

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

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

PROPERTY OWNER'S SIGNATURE

APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

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

FOR OFFICE USE ONLY

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		Yes	No	Yes	No	
Police Chief	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-22-2020
Fire Chief	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-22-20
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-22-2020

Received by: CLM Fee\$ 100.- Date Paid 1/13/20
(Town Clerk's Office)

Check / Cash _____
 Filed with Liquor License Application

Date posted: 01/28/20 Date Heard: 02/04/20 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN

1-27-2020
@ 3:00 pm

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [] RENEWAL FOR THE YEAR: 2020
CURRENT LICENSE EXPIRATION DATE: 4/10/20

BUSINESS NAME: Food for Thought LLC DBA Food for Thought
APPLICANT: Jan Grey
EMAIL: foodforthoughtllc@gmail.com
BUSINESS REG #: 30-451 ISSUE DATE: 01/23/2020 MAP: 8 LOT: 26
OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 40

NOTE -- SPECIAL ATTENTION

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TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia Amador</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-31-2020
Fire Chief	<i>Ed Smith</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-31-20
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-31-20

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

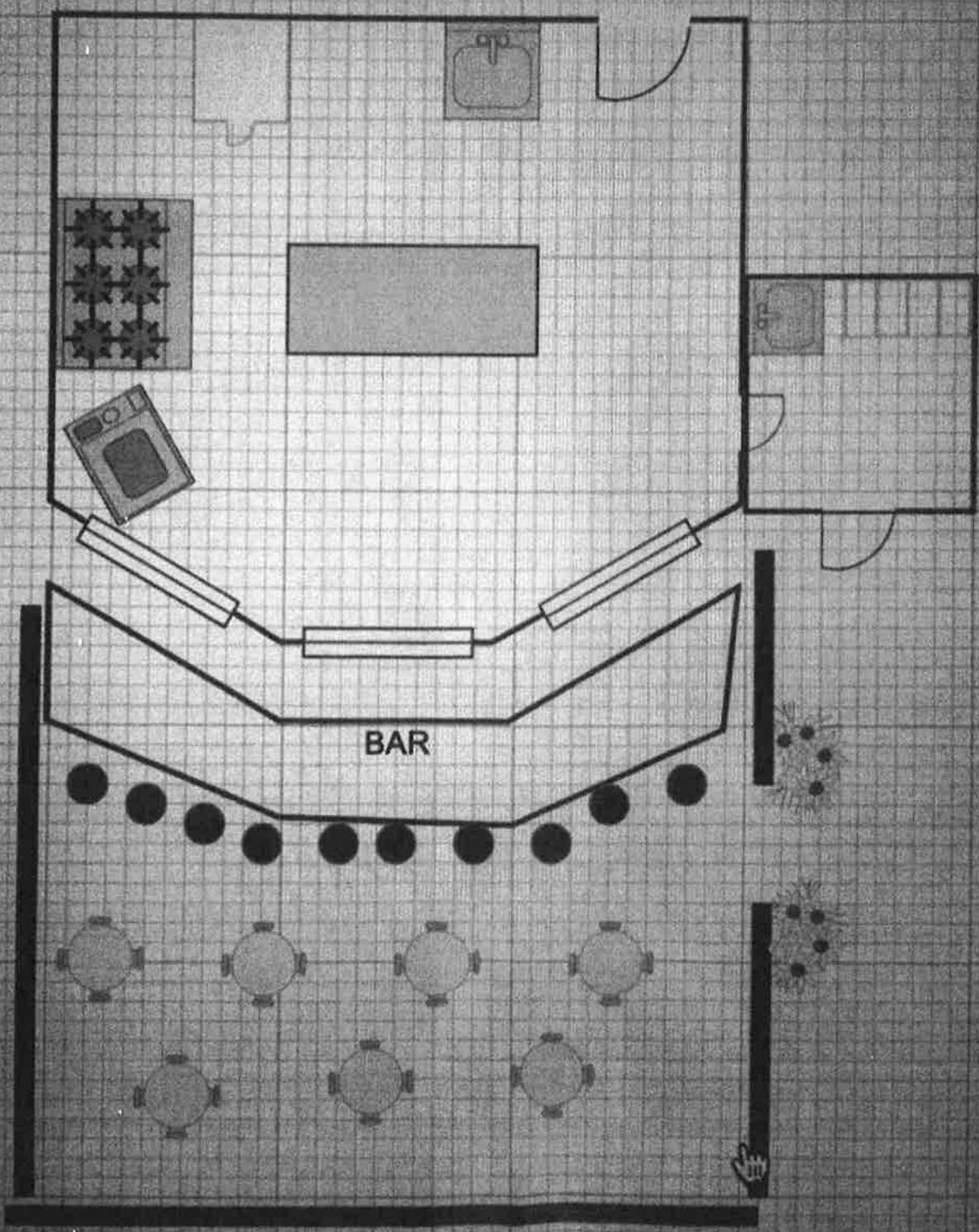
I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense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

[Signature]
APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200 Date Paid: 01/23/2020 Check/Cash Check #: 1506
Background Check Fee: \$ 42.00 (\$21.00 per person listed on application)
Business Reg. Fee: \$150.00 Paid prior to Liquor Application? YES NO
TOTAL PAID WITH APPLICATION: \$ 442.00 Received by: [Signature]
(Town Clerk's Office)
DATE POSTED: 01/28/20 DATE HEARD: 02/04/20 APPROVED: _____ DENIED: _____

12 16 20 24 28



1-21-2020
@ 9:00am

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: _____
 CURRENT LICENSE EXPIRATION DATE: 2/22/20

BUSINESS NAME: The Front Porch Restaurant Inc
 APPLICANT: Scott Vogel
 EMAIL: Scott@TheFrontPorchOgT.com
 BUSINESS REG #: 2018-175 ISSUE DATE: 2/22/19 MAP: 7 LOT: 100
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 250

NOTE - SPECIAL ATTENTION

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

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia A. Naudin</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-31-2020
Fire Chief	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-31-20
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-31-20

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[Signature]
 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200 Date Paid: 01/14/2020 Check/Cash Check #: 890
 Background Check Fee: \$ 42.00 (\$21.00 per person listed on application)
 Business Reg. Fee: \$150.00 Paid prior to Liquor Application? YES NO
 TOTAL PAID WITH APPLICATION: \$ 492.00 Received by: CLM
 (Town Clerk's Office)
 DATE POSTED: 01/28/20 DATE HEARD: 02/04/20 APPROVED: _____ DENIED: _____

1-17-2020
@3:00pm

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL [] FOR THE YEAR: 2020

BUSINESS NAME: The Molly Trolley Depot

BUSINESS ADDRESS: 724 Main Street Ogunquit, ME 03907

BUSINESS PHONE # (207) 646-5908 HOME PHONE #

BUSINESS REG # 2019-420 | ISSUE DATE: 4/25/19 | MAP: 011 | LOT: 06
(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 162

NATURE OF BUSINESS: Service Establishment/ Parking Lot *

FORM OF ENTERTAINMENT: *(Please be specific)* Dancing to recorded or live music

APPLICANT: Abigail Moulton ADDRESS: 60 willie hill rd Wells, ME

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

APPLICATTON MUST BE SUBMITTED NINETY DAYS (90) PRIOR TO THE EXPIRATTON 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:

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contact email: amoulton@mollytrolley.com

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

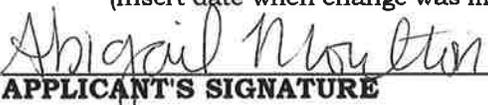
PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

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 2017

(Insert date when change was made)



 PROPERTY OWNER'S SIGNATURE



 APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

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

FOR OFFICE USE ONLY

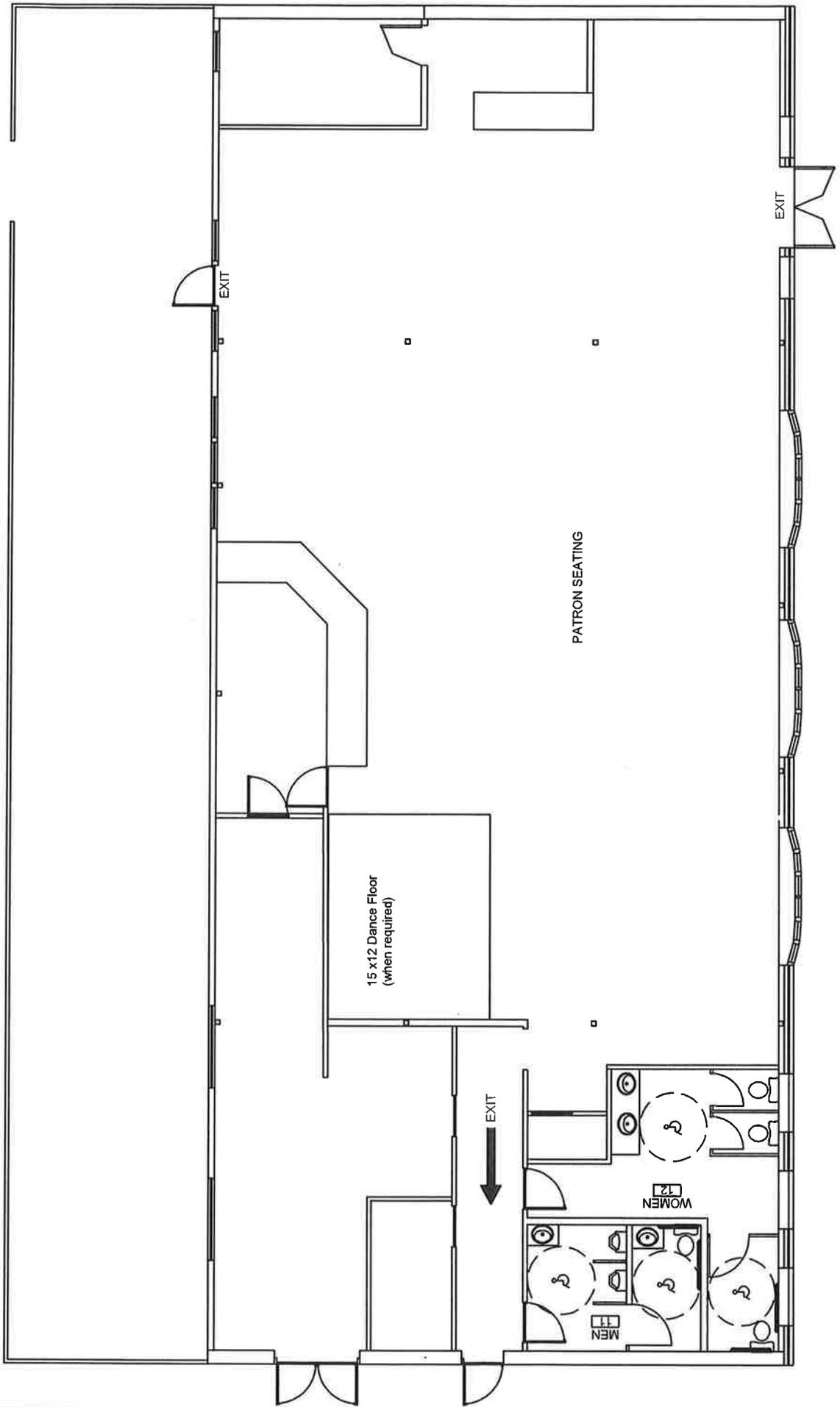
TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		Yes	No	Yes	No	
Police Chief		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>01-24-2020</u>
Fire Chief		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>1-24-2020</u>
Code Officer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>1-24-2020</u>

Received by: CLM Fee\$ 200.00 Date Paid 01/14/2020
 (Town Clerk's Office)

Check / Cash CK
 Filed with Liquor License Application

Date posted: 01/28/20 Date Heard: 01/24/20 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN



**Presentations,
Proclamations,
Resolutions
& Communications**

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



To: Planning Board Chair Steve Wilkos and Members of the Planning Board
From: Madeleine Mooney, Chair and Select Board members
Date: January 31, 2020

RE: Food Trucks

At a recent Select Board workshop while discussing the beach parking lots and amenities the Town offers, it was noted that while Main Beach has several options for people to get food and beverages, neither Footbridge nor North Beach have food vendors or ways to get food and refreshments without people having to leave the area - and risk losing their parking space when they return.

The question of Food Trucks is raised from time to time, and it was at that workshop. There are many things that need to be considered regarding food trucks which need to be carefully thought through. The Select Board would like the Planning Board take up the issue of Food Truck, get input from the public, and give the Select Board any recommendations you may have pertaining to Food Trucks in Ogunquit.

Thank you for your attention to this. Please know that the Select Board is not expecting a particular outcome and we do not have a position on this matter. The topics of Food Trucks is discussed often enough that we thought it would be important for the Planning Board to review the issue and possible provide recommendations based on your review and the public's comments. If you have any questions or if you would like to meet with the Select Board to discuss this, please let us know.

New
Business

Town of Ogunquit

Complete Streets Policy

Recommended by the Town of Ogunquit Bicycle-Pedestrian Committee

Adopted by the Ogunquit Select Board on

1. Vision and Purpose

The vision of the Town of Ogunquit (Town) is of a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel. Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well-being of travelers, supports the goal of compact development, and meets the needs of the diverse populations that comprise our communities.

2. All Users & All Modes

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. The Ogunquit Bicycle-Pedestrian Committee shall be included in discussions and planning from the beginning on all potential future projects that could have an impact on bicyclists and pedestrians. This will allow the Committee to provide its views regarding complete streets policy early in the planning and design process.

3. Project Considerations

Early consideration of all modes for all users will be important to the success of this Policy. Those planning and designing projects that affect public streets will give due consideration to all roadway users from the very start of planning and design work. This will apply to all roadway projects, including those involving new construction, reconstruction, repaving/rehabilitation or roadway retrofit. Roadway retrofits may include changes in the allocation of the right-of-way and pavement space on an existing roadway, such as changes to the number and use of lanes, changes in lane widths, and/or reconfiguration of on-street parking. When applying for and reviewing projects for funding purposes regardless of funding source, Complete Street practices and principles will be included, as appropriate, for all projects that affect the public right-of-way. When a new roadway is proposed within a new or current development, the Bicycle-Pedestrian Committee shall be asked to advise the Select Board if a Complete Streets design should be considered.

4. Exceptions

Facilities for all users will be considered in the construction, reconstruction, retrofit, repaving, and rehabilitation of Town streets, except under one or more of the following conditions:

- a. A project involves only ordinary maintenance activities designed to keep assets in serviceable condition, such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, overlay parking projects, or when interim measures are implemented on temporary detour routes.
- b. The Town Staff (or Project Manager) determines there is insufficient space to safely accommodate new facilities and a parallel or nearby facility provides a reasonable level of similar accessibility to destinations.
- c. The Town Staff (or Project Manager) determines there are relatively high safety risks.
- d. The Town Staff (or Project Manager) or Town Select Board exempts a project due to the excessive and disproportionate cost of establishing a bikeway, walkway, or transit enhancement as part of a project in relation to the anticipated number of users.
- e. As part of its Development Review process the Planning Board may waive sidewalk requirements based upon its former, structured waiver provisions.
- f. The Town Staff (or Project Manager) determines that the construction is not practically feasible or cost-effective because of significant or adverse environmental impacts to historic resources, streams, flood plains, remnants of native vegetation, wetlands, steep slopes, or other critical areas, or due to impacts on neighboring land uses, including impact from right-of-way acquisition.
- g. The project involves a roadway that bicyclists and / or pedestrians are prohibited by law or the roadway falls outside an established existing bus transit route or where it is reasonably determined a future bus transit route will not occur.

Documentation shall be publicly available and exceptions for Town projects shall be reviewed and recommended by the Bicycle-Pedestrian Committee prior to being granted by the Town Manager, Director of Public Works, or Project Manager. For private projects, the owner shall document the exception and shall be reviewed and recommended by the Bicycle-Pedestrian Committee prior to being granted by the Select Board or Planning Board.

5. Network

Complete Streets are planned, designed, maintained, and operated to enable safe, convenient, appealing, and continuous travel networks for all users. The goal is to formalize the planning, design, operating, and maintenance of streets so that pedestrians, bicyclists, motorists, and transit riders of all ages and abilities are able to safely move from destination to destination along and across the street network. Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, through a series of small improvements or maintenance activities.

Transportation improvements will include facilities and amenities, as appropriate, that are recognized as contributing to Complete Streets, which may include pavement markings and signs; street and sidewalk lighting; sidewalks and pedestrian safety improvements such as medians / pedestrian refuges, curb extensions, and crosswalk improvements; improvements that provide Americans with Disabilities Act (ADA) compliant and full accessibility such as curb ramps and accessible pedestrian signals; transit accommodations including shelters and improved pedestrian access to transit stops and centers; bicycle detection at intersections and bicycle accommodations including, shared use lanes, paved shoulders, wide travel lanes or bike lanes as appropriate; bicycle parking; and street trees, landscaping, street furniture, and adequate drainage facilities, including opportunities for "green" stormwater management facilities and practices.

4. All Agencies and All Roads

The design of new, rehabilitated, or reconstructed facilities should anticipate likely future demand for bicycling, walking, transit, and motorist use and should not preclude the provision of future improvements.

The Town will coordinate and collaborate with other transportation agencies, including Maine DOT and the Southern Maine Planning & Development Commission, and other users of the public right-of-way, such as utilities and public transportation providers, to ensure that the principles and practices of Complete Streets are embedded within their planning, design, construction, and maintenance activities.

5. Design Standards and Guidelines

The Bicycle-Pedestrian Committee and the Planning & Codes Office in the Town shall adapt, develop and adopt policies, design guidelines, zoning and performance standards and other guidelines based upon resources identifying best practices in street design, construction, operation and maintenance. These resources include but are not limited to the AASHTO Green Book; AASHTO Policy on Geometric Design of Highways and Streets; AASHTO Guide for Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities; ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; NACTO Urban Bikeway Design Guide; Manual on Uniform Traffic Control Devices; Highway Capacity Manual and Highway Safety Manual; and US Access Board Public Right-of-Way Accessibility Guidelines. While fulfilling this Complete Streets policy, the town will be permitted to consider innovative or non-traditional design options that provide a comparable level of safety and utility for users as those listed above.

6. Community Context

Implementation of this Policy shall take into account the goal of enhancing the context and character of the surrounding built and natural environments. Transportation facilities, including roads, should be adapted to fit and enhance the character of the surrounding neighborhood.

7. Performance Measures

The Town will define performance measures to track the progress of implementation of this Policy and supporting documents, such as the Comprehensive Plan. Such measures shall include, but not be limited to: improvements in safety for all roadway users; increased capacity and connectivity for all modes of transportation; usage (such as mode share) of biking, walking and transit; miles of bicycle and pedestrian facilities; and attainment of ADA compliance. Such measures shall be incorporated into relevant plans, manuals, policies, processes and programs. The Planning & Codes Office shall work with other departments and agencies to track such performance measures, as appropriate.

8. Implementation

The Town will develop implementation strategies that will include, but are not limited to:

a. Restructuring Policies and Procedures:

- Evaluate and revise manuals and practices.
- Develop project checklists for the incorporation of Complete Streets elements into projects, plans and other activities affecting streets and the public-right-of-way.
- Work with governmental agencies such as Maine DOT to encourage incorporation of the Town's Complete Street Policy into transportation projects under their jurisdiction.

b. Develop Design Policies and Guidelines

- Develop and adopt street network plans.
- Develop Level/Quality of Service indicators for motor vehicle, pedestrian, bicycling and transit facilities and services.

c. Develop Design Policies and Guidelines

- Continue education of staff and public officials on the principles and practices of Complete Streets.

d. Improving and Updating Performance Measures

- Identify performance goals and targets.
- Develop tracking measures such as safety, facility use, and modal shifts to gauge success.

Beautiful Place by the Sea

EVENT APPROVAL FORM

NAME OF EVENT: Ogunquit 40th Anniversary: Walk for Wildlife
HOST: Bicycle/Pedestrian Committee
DATE OF EVENT: June 6, 2020
LOCATION OF EVENT: Footbridge to Main beach, down Shore road to Marginal Way, walk to Cove and back up Shore Road to Footbridge

TO BE HELD FROM: 9AM-12PM
CONTACT: Jennifer Walker, Bike/Ped Committee

PARKING: Footbridge Parking lot

Pursuant to Title X, TABLE 702.1 Land Uses Permitted in Zoning Districts, No Outdoor Sales are permitted with this approval.

This request has been reviewed by:

CODE OFFICER <u>[Signature]</u>	Recommend Approval: YES [<input checked="" type="checkbox"/>] NO []	Dated: <u>1-15-2020</u>
FIRE CHIEF <u>[Signature]</u>	Recommend Approval: YES [] NO []	Dated: <u>01-15-20</u>
POLICE CHIEF <u>[Signature]</u>	Recommend Approval: YES [<input checked="" type="checkbox"/>] NO []	Dated: <u>01-15-2020</u>
VISITOR SERVICES <u>[Signature]</u>	Recommend Approval: YES [<input checked="" type="checkbox"/>] NO []	Dated: <u>01-15-2020</u>

DATED APPROVED:

DATE DENIED

OGUNQUIT SELECT BOARD

Madeline Mooney, Chair

Robert Winn, Jr., Vice Chair

John Daley, Member

Lindsey Perry, Member

Heath Ouelette, Member

Celebrate Ogunquit's 40th Anniversary with the Bicycle/Pedestrian Committee's

Walk for Wildlife

On June 6, 2020, the Bicycle/Pedestrian Committee will host a 4 mile walk around Ogunquit, starting at Footbridge Beach, walking over the bridge and along the beach to the main beach, then up Beach Street to Bridge Street, across the wharf lane bridge, then up to Shore road to Marginal Way, then down to Perkin's Cove, then across the Perkin's Cove bridge to Shore Road, then back up Shore Road, all the way back to Main Street, and finishing back at the Footbridge beach parking lot.

This walk will raise awareness and money for local non-profit's in 4 different categories:

Sealife-Marine Mammals of Maine

Birds- Avian Haven

Animals- Center for Wildlife

Insects- Honeybee Conservancy

Office of the Town Manager

To: Select Board
From: Pat Finnigan
Date: January 31, 2020

RE: Perkins Cove Boardwalk and Railing Project

The Harbormaster does an amazing job repairing the boardwalk and railings as well as building and restoring the floats, docks, and deck. However, the boardwalk and railings have been repaired as much as they can be and they need to be replaced.

At the June 2019 Town Meeting, the voters approved \$40,000 to replace the Perkins Cove boardwalk and railings. The vote was 381 to 107.

We issued bids last fall. The bid notice was posted on the Town website, on the Maine Municipal Association website, and we mailed the request for bids directly to 12 local contractors (see attached list).

The Town received one (1) bid. The bid received was from RAM Built Inc. for \$ 35,800. This bid is within budget, from an experienced contractor, who does quality work, and who will complete this project before the end of May.

Staff recommends that the Select Board award the bid for the Perkins Cove Boardwalk and Railing Project to Ram Built, Inc. in the amount of \$35,800.

Please let me know if you have any questions

Town of Ogunquit
Perkins Cove Boardwalk and Railings
Perkins Cove, Ogunquit, Maine
September 2019

RAM Built, Inc.
PO Box 104
West Kennebunk, Maine 04094
802-688-8878

Joe Gorman's Home Improvements
11 Spring Lane
Eliot, Maine 03903
207-439-4715

Coastal General Construction
PO Box 1801
Ogunquit, Maine 03907
646-9420

Hanson Lee R Builder Construction
80 Cranberry Street
Wells, Maine 04090
207-646-6562

Ogunquit River Builders, Inc.
18 Winter Hills Lane
Ogunquit, Maine 03907
641-8676

K & J Construction
21 Glenwood Avenue
Dover, NH 03820
603-750-5050

Percy Steven, Jr., General Contractor
P.O. Box 2414
Ogunquit, ME 03907
337-0422

Norman R. Gagnon Construction, LLC
126 Goodwin Road
Rollinsford, NH 03869
603-742-4317

Stabilt Construction Company
8 Main Street
York Beach, Maine 03910
207-351-2855

Shore Line Construction
1400 U.S. Route 1
Cape Neddick, Maine 03902
207-363-2972

Patco Construction
1293 Main Street
Sanford, Maine 04073
207-324-5574

Douston Construction, Inc.
754 Alfred Road
Arundel, Maine 04046
207-283-0110

Request for Proposals

NOTICE OF INVITATION TO BID PERKINS COVE BOARDWALK AND RAILINGS PERKINS COVE, OGUNQUIT, MAINE

The Town of Ogunquit Maine will receive sealed bids for the removal of the existing Boardwalk and Railings and the installation of new Boardwalk and Railings.

The scope of the work included in the proposal is as follows:

1. Remove all existing pressure-treated lumber from the Boardwalk and Deck and Railings. All debris must be removed daily to keep job site safe and clean.
2. Provide and install new Marine-grade pressure-treated lumber. Materials must be fastened with 3/16" stainless steel screws and hardware. Decking must be 2' x 8' and posts for railings 4" x 4" minimum. Pickets in railings must be installed so they cannot be kicked out by children hanging on the railings.
3. Job site must have a safety fence to prevent falling hazards while railings and decking is being replaced.
4. Project start date: October 2019.
5. Estimated project completion date: _____.

FMI – Contact: Darren Dixon, Facilities Manager, 289-9487 or 646-5139 x 221

There will be a site walk on Monday, October 7, 2019 at 9:00am on site. To schedule an appointment if unable to attend the site walk, please contact Darren Dixon at 207-289-9487.

Sealed bids, in envelopes plainly marked "*Perkins Cove Boardwalk and Railings*" and addressed to Patricia A. Finnigan, Town Manager, PO Box 875, Ogunquit, Maine 03907 will be received in the Town Manager's Office until 3:00pm on October 21, 2019.

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

Agreement

The bid constitutes an offer from a Contractor. The Owner's acceptance of the offer, in whole or part within the time specified, by issuance of a "Contract Form".

Insurances

The Contractor shall furnish, before starting work, the standard *Certificate of Insurance* showing that the Contractor carries, and agrees he/she will continue to carry during the term of this contract, as a minimum, coverage as follows:

- a. **Worker's Compensation Insurance** in amounts required by Maine Law and **Employer's Liability Insurance**, as necessary, as required by Maine Law. In case any class of employees engaged in hazardous work under this agreement is not protected under the Worker's Compensation Act, the Contractor shall, at its own expense, provide for the protection of its employees not otherwise protected. In case work is sublet, the Contractor shall require the Subcontractor similarly to provide coverage for its employees in accordance with Maine State Law.
- b. **General Liability Insurance** with limits of liability for bodily injury in the amount of \$1,000,000 for each occurrence and minimum limits of liability for property damage in the amounts of \$1,000,000 for each occurrence for claims and damages that may arise from the errors, omissions or negligence of the Contractor or its Subcontractors, if any, in the performance of services under this agreement.
- c. **Public Liability Insurance** in the amount of not less than \$400,000 or such amount as is established by the Maine Tort Claims Act (14 M.R.S.A. §8101 et. seq.) as amended from time to time, combined single limit, to protect the Contractor, or any Subcontractor performing work covered by this agreement, and the Owner from claims and damages that may arise from operations under this agreement, whether such operations may be by Contractor or Subcontractor or by anyone directly or indirectly employed by them.
- d. The **Certificate of Insurance** provided to the Owner shall confirm that the Owner has been named as an Additional Insured (except for Worker's Compensation) prior to the commencement of work.

Acceptance and Payment

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

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

Guarantee

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

**TOWN OF OGUNQUIT
CONTRACT FORM**

Perkins Cove Boardwalk and Railings

Bid \$ _____

Estimated project completion date: _____

Signed: _____

Printed Name: _____

Title: _____

Firm: _____

Address: _____

Date: _____

Phone # _____ Fax# _____

E-mail _____ FID _____

Request for Proposals

NOTICE OF INVITATION TO BID PERKINS COVE BOARDWALK AND RAILINGS PERKINS COVE, OGUNQUIT, MAINE

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3. Job site must have a safety fence to prevent falling hazards while railings and decking is being replaced.
4. Project start date: October 2019.
5. Estimated project completion date: 2-18-20

FMI – Contact: Darren Dixon, Facilities Manager, 289-9487 or 646-5139 x 221

There will be a site walk on Monday, October 7, 2019 at 9:00am on site. To schedule an appointment if unable to attend the site walk, please contact Darren Dixon at 207-289-9487.

Sealed bids, in envelopes plainly marked "*Perkins Cove Boardwalk and Railings*" and addressed to Patricia A. Finnigan, Town Manager, PO Box 875, Ogunquit, Maine 03907 will be received in the Town Manager's Office until 3:00pm on October 21, 2019.

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Agreement

The bid constitutes an offer from a Contractor. The Owner's acceptance of the offer, in whole or part within the time specified, by issuance of a "Contract Form".

Insurances

The Contractor shall furnish, before starting work, the standard *Certificate of Insurance* showing that the Contractor carries, and agrees he/she will continue to carry during the term of this contract, as a minimum, coverage as follows:

- a. **Worker's Compensation Insurance** in amounts required by Maine Law and **Employer's Liability Insurance**, as necessary, as required by Maine Law. In case any class of employees engaged in hazardous work under this agreement is not protected under the Worker's Compensation Act, the Contractor shall, at its own expense, provide for the protection of its employees not otherwise protected. In case work is sublet, the Contractor shall require the Subcontractor similarly to provide coverage for its employees in accordance with Maine State Law.
- b. **General Liability Insurance** with limits of liability for bodily injury in the amount of \$1,000,000 for each occurrence and minimum limits of liability for property damage in the amounts of \$1,000,000 for each occurrence for claims and damages that may arise from the errors, omissions or negligence of the Contractor or its Subcontractors, if any, in the performance of services under this agreement.
- c. **Public Liability Insurance** in the amount of not less than \$400,000 or such amount as is established by the Maine Tort Claims Act (14 M.R.S.A. §8101 et.seq.) as amended from time to time, combined single limit, to protect the Contractor, or any Subcontractor performing work covered by this agreement, and the Owner from claims and damages that may arise from operations under this agreement, whether such operations may be by Contractor or Subcontractor or by anyone directly or indirectly employed by them.
- d. The **Certificate of Insurance** provided to the Owner shall confirm that the Owner has been named as an Additional Insured (except for Worker's Compensation) prior to the commencement of work.

Acceptance and Payment

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

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

Guarantee

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

TOWN OF OGUNQUIT
CONTRACT FORM

Perkins Cove Boardwalk and Railings

Bid \$ Thirty Five Thousand Eight Hundred[#] (35,800)

Estimated project completion date: 2-18-20

Signed:			
Printed Name:	<u>Robin A Muir</u>		
Title:	<u>Owner</u>		
Firm:	<u>FAM Built Inc.</u>		
Address:	<u>PO Box 104</u> <u>West Kennebunk ME. 04094</u>		
Date:	<u>10-9-19</u>		
Phone #	<u>802-688-8878</u>	Fax#	<u>N/A</u>
E-mail	<u>rambuit@yaho.com</u>	FID	<u>45-0593956</u>



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

MEMO

TO: Patricia A. Finnigan, Town Manager
FROM: David M. Riccio, Special Projects Manager
DATE: January 29, 2020
RE: StreamSmart Grant

Pat,

In November of 2019, The Town of Ogunquit submitted an application to the Maine Department of Environmental Protection under the ***Grants for Stream Crossing Public Infrastructure Improvements Program (RFP #201903060)***. The purpose of this grant program is to afford communities the opportunity to upgrade and improve vital public infrastructure in order to improve public safety, flooding, water quality, and improve aquatic habitat connectivity. On January 17th, we received notification that the Town of Ogunquit had been selected to receive the maximum allowable grant under the program of \$95,000.00.

This grant funding opportunity was the result of Maine State voter approval in November 2017 of Public Law 2017, Chapter 299, An Act to Authorize A General Bond Issue to Improve Highways, Bridges, Multimodal Facilities and Upgrade Municipal Culverts. In total, \$5,000,000.00 was allocated to municipal culvert projects in 2019, with \$2,500,000.00 awarded in the spring and \$2,500,000.00 awarded in January of 2020. During the fall phase of the program, 49 projects were submitted for consideration and 27 were selected to receive funding. All projects were evaluated on three basic criteria, ***Public Infrastructure Information, Environmental Benefit and Proposed Culvert/Crossing Cost & Budget Information***. The scoring was based on a 100- point scale, with Environmental Benefit representing the largest component at 50%. Ogunquit scored 75 on the 100- point scale, placing us at number 11 of the 49 applications submitted.

Funding from this grant award will assist in the replacement and upgrade of the Captain Thomas Culvert. This culvert location is significantly undersized and has

been identified as a severe physical barrier to aquatic and semi-aquatic species. Flooding on an annual basis in the area has caused the road surface and shoulder to degrade to the point that a failure of the culvert cannot be ruled out. Along with our engineering consultant DuBois & King, town staff has been evaluating drainage and road surface conditions present on Captain Thomas Road since the spring of 2019. This evaluation has produced a plan which resulted in a surface coat of asphalt being applied to the road in order to enhance public safety, while drainage issues could be studied, and the appropriate solution developed (including culvert replacement). Funding for this aspect of the project was allocated from an existing DPW paving account. Lastly, the road surface will be reconstructed providing a long-term solution to public safety. It is currently anticipated that the culvert repair will commence in September of this year.

The success of our submitted application was a team effort. Chief Smith, Chief Arnaudin, Cheryl Emery, Darren Dixon and Tom Torno all provided input essential to the completion of our application. If you have any questions, please let me know.

result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in enhancing the stream crossings in your community.

Sincerely,



John Maclaine
Innovation and Assistance
Department of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017
207-615-3279 (direct)
207-287-2814 (fax)
john.maclaine@maine.gov

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4581

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143