

## **South Berwick Town Council August 28, 2012**

Chairman Gerald W. MacPherson, Sr. called the meeting to order at 6:30pm. Councilors present included, David Burke, Jean Demetracopoulos, David H. Webster, and John C. Kareckas. Town Manager Perry Ellsworth was also in attendance.

### **Approval of Minutes**

1. Board of Assessors 8-14-12: On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to adopt the minutes as written.
2. Council 8-14-12: On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to adopt the minutes as written.

### **Treasurer's Warrant – Aug 28, 2012**

On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to sign the warrant in the amount of \$245,543.76.

### **Public Comment**

No one in the audience wished to speak.

### **Reports & Correspondence**

1. Request from Rudolph Holmander – see New Business.
2. Mr. Ellsworth read an email to Patti Mitchem (Friends of the Library). The email stated that the **Maine's Preservation Executive Board voted to highlight the South Berwick Library project as an excellent model for adaptive reuse of an in-town public facility.**
3. Reminded everyone of the York County Budget Committee Caucus on September 5<sup>th</sup>.

### **Town Manager's Report**

- Attended the annual Manager's Conference last week. It was very informative and an excellent opportunity to network.
- Will be meeting with the school board finance committee.
- Will be meeting with Matt Peters of Avesta to discuss drainage easements.
- Have met again to discuss dispatch collaboration with Kittery.
- Road work is ongoing. Resurfacing, road-side mowing, and downtown sweeping are all in progress.

### **New Business**

1. The Council continued its discussion of Mr. Holmander's request to ask the DOT to put a hold on the reconstruction of Berwick Road. Mr. Holmander stated that his biggest concern was safety because of the curve in the road.

Mr. Ellsworth explained that the Town is contractually obligated to the project. Putting a hold on it now would require South Berwick to pay any and all fees associated with the project to date.

**Mr. Ellsworth recommended that guardrails be used to edge Mr. Holmander's property to mitigate the continued damage.** Mr. Holmander stated that guardrails would not work because of the delivery trucks that use the pull off area to park since there **isn't** room for them to access his driveway.

Mr. Kareckas made a motion to authorize the Town Manager to forward all information received to date to the MDOT Commissioner citing accident history, safety, and access issues for action by the Commissioner. Mrs. Demetracopoulos seconded the motion.

Mrs. Demetracopoulos stated that the project has been in the works for quite some time and she **doesn't want to give the impression that the Town is getting "cold feet"**. She added that the letter to the MDOT should be clear that we are not looking to delay the project.

Mr. MacPherson added that the project also encompasses other areas, such as all of Main Street and Portland Street.

The motion to send the MDOT a letter of concern passed with a unanimous vote.

### **Council Member Comments**

1. Mr. Kareckas:

-Lantern Fest was a wonderful time. "Good job SoBo Central".

-**Made note of the MDOT plan to put off the upgrades to the Shorey's Brook crossing (Route 101) until 2013.**

-Recommended that the Building Committee be given a new charge to assess municipal building needs and assets.

2. Mrs. Demetracopoulos:

-Lantern Fest was a great event.

-**Commented that part of the bridge over Shorey's Brook (Oldfields Rd, Eliot end) is still blocked.**

Mr. Ellsworth stated that Eliot had done some testing and had the bridge closed for a day. He will check to see if the work has been completed.

3. Mr. Webster:

-Commented that he would prefer that someone responsible be running the road-side mower. We need to take care of our equipment.

-Made note that he will not be available for the next meeting.

4. Mr. Burke:

-Thanked Mrs. Demetracopoulos for taking care of the flower beds at the Memorial Island.

-Commented that it was nice to see former Council Chair Sue Roberge in the audience.

### **Adjournment**

On a motion by Mr. Burke, seconded by Mr. Webster, it was unanimously voted to adjourn the meeting at 7:22pm.

Attested:

Barbara Bennett, CCM

TOWN OF SO. BERWICK  
CHECK REGISTER

Check Number	-----Account-----	Date Paid	Amount
00031170	132500 SECRETARY OF STATE M/V	09/11/2012	14,326.05
00031171	010490 ALGONQUIN PRODUCTS CO	09/11/2012	167.89
00031172	010655 AMERICAN SAFETY	09/11/2012	216.00
00031173	011250 TREASURER, STATE OF MAINE	09/11/2012	61.00
00031174	011422 KERA ASHLINE	09/11/2012	41.40
00031175	020225 BAKER & TAYLOR	09/11/2012	186.45
00031176	021576 JANETTE BIRCH	09/11/2012	75.60
00031177	021668 BLOW BROS	09/11/2012	56.15
00031178	022150 BOSTON CO.	09/11/2012	2,430.00
00031179	022503 SHARON BRASSARD	09/11/2012	16.10
00031180	030500 CENTRAL MAINE POWER/CREDIT, COLL	09/11/2012	150.00
00031181	030510 CENTRAL MAINE POWER	09/11/2012	1,705.74
00031182	030725 CITIZENS BANK (CHG)	09/11/2012	384.63
00031183	030920 CLEAN-O-RAMA	09/11/2012	296.30
00031184	031096 COCHECO VALLEY HUMANE SOCIETY	09/11/2012	1,200.00
00031185	031350 COLLINS SHEET METAL INC.	09/11/2012	60.00
00031186	031425 COLONIAL LIFE & ACCIDENT INS.	09/11/2012	1,341.58
00031187	031430 COMCAST	09/11/2012	99.95
00031188	031579 CONSTELLATION NEW ENERGY	09/11/2012	2,071.35
00031189	040105 DAYTON SAND & GRAVEL	09/11/2012	877.68
00031190	040130 BOB DEARBORN	09/11/2012	40.00
00031191	050214 KEVIN EASTMAN	09/11/2012	4,290.00
00031192	050500 KAREN EGER	09/11/2012	61.34
00031193	050802 PERRY ELLSWORTH	09/11/2012	795.23
00031194	050815 EMPLOYEE HEALTH & BENEFITS	09/11/2012	805.45
00031195	060715 FIREPROGRAMS	09/11/2012	640.00
00031196	061203 FOGARTY'S RESTAURANT	09/11/2012	85.00
00031197	070565 GORHAM LEASING GROUP	09/11/2012	96.56
00031198	070600 GEORGE GORMAN	09/11/2012	53.20
00031199	070638 GOV CONNECTION INC	09/11/2012	325.19
00031200	070907 GRANITE STATE RACE SERVICES	09/11/2012	25.65
00031201	071086 GREAT WORKS FAMILY PRACTICE	09/11/2012	150.00
00031202	191330 HANNAFORD'S	09/11/2012	369.20
00031203	080248 HANSCOM'S TRUCK STOP INC	09/11/2012	3,133.27
00031204	080900 HEATHER HOLLAND	09/11/2012	44.89
00031205	080998 HOME DEPOT	09/11/2012	633.73
00031206	081305 HSE	09/11/2012	877.57
00031207	090120 INLAND FISHERIES & WILDLIFE	09/11/2012	2,288.45
00031208	090460 INTERSTATE BATTERY/MAINE	09/11/2012	104.95
00031209	100670 RAZEL KALLBERG	09/11/2012	615.00
00031210	120510 LAWSON PRODUCTS INC.	09/11/2012	377.10
00031211	120970 LIBBY SCOTT INC.	09/11/2012	4,576.00
00031212	121300 LINCOLN PRESS	09/11/2012	38.00
00031213	133375 MAINE ENERGY RECOVERY CO.	09/11/2012	3,679.10
00031214	132400 MAINE SAD #35	09/11/2012	548,800.67
00031215	131670 MAINE ASSN/PAYROLL	09/11/2012	105.00
00031216	127000 CORRINE J MAHONY	09/11/2012	1,580.00
00031217	134754 MORIN STEEL INC	09/11/2012	169.65
00031218	135130 MTCCA/MMA	09/11/2012	50.00
00031219	141060 NEW PIG CORP	09/11/2012	248.33
00031220	141127 NH E-Z PASS	09/11/2012	24.50
00031221	159995 HL PATTEN CONSTRUCTION	09/11/2012	2,615.00
00031222	200700 PIKE INDUSTRIES INC	09/11/2012	909.08
00031223	160900 PORTLAND NORTH TRUCK CENTER	09/11/2012	1,841.05
00031224	170000 QUILL CORPORATION	09/11/2012	246.51
00031225	190094 SANEL AUTO PARTS CO	09/11/2012	1,941.85

Check Number	Account	Date Paid	Amount
00031226	191753 FOREST SMITH	09/11/2012	675.00
00031227	192650 SO BERWICK SEWER DISTRICT	09/11/2012	72.00
00031228	193410 SO MAINE REGIONAL PLANNING CM	09/11/2012	4,574.51
00031229	193640 STAPLES	09/11/2012	90.79
00031230	194100 STRAWBERRY BANKE MUSEUM	09/11/2012	250.00
00031231	194310 SUPERCO SPECIALTY PRODUCTS	09/11/2012	148.66
00031232	133105 TREASURER OF STATE/C.WPNS	09/11/2012	25.00
00031233	133107 TREAS.STATE OF MAINE/DEP	09/11/2012	256.00
00031234	201300 TWO-WAY COMMUNICATION SERV INC	09/11/2012	744.37
00031235	210070 ULTRAMAX	09/11/2012	296.00
00031236	210380 UNITED PARCEL SERVICE	09/11/2012	21.27
00031237	210500 UNITED STATES POST OFFICE	09/11/2012	180.00
00031238	230300 WALMART COMMUNITY BRC	09/11/2012	244.71
00031239	230400 DAVID WALTERS	09/11/2012	350.00
00031240	230555 F.W.WEBB COMPANY	09/11/2012	57.59
00031241	230915 WHITED TRUCK CENTERS	09/11/2012	126.15
00031242	230950 BRUCE WHITNEY	09/11/2012	1,170.00
00031243	240900 YORK COUNTY REGISTRY OF DEEDS	09/11/2012	26.00
Total Not Prepaid			603,382.39
Total Prepaid			14,326.05
Grand Total			617,708.44

WARRANT NUMBER ..... \$ 617,708.44 DATE 09/06/2012

\* \* \* TREASURER'S WARRANT \* \* \*

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM SET AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWN COUNCIL:

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**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: September 11, 2012</b>	<b>Item # NB 1</b>
<b>Agenda Item: Town Hall Streams</b>	
<b>Town Manager's Recommendation</b>	
<p>We have researched alternative methods to stream meetings to our residents. Town Hall Streams is a simplistic, low cost method to achieve this goal. Recommend the Council arrange a trial period to determine if this approach is acceptable.</p> <p>If the Council decides to contract these services a Council Transfer will be required.</p>	
<b>Requested Action</b>	
Motion to setup a 6 month trial period with Town Hall Streams.	
<b>Vote</b>	

TO: Perry  
FROM: Roberta   
DATE: June 29, 2012  
RE: Web Streaming Research

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Several opportunities exist to stream Town Council meetings from the web. I've compared two cloud based storage options, streaming from the Town's website, Town Hall Streams, and Comcast.

The most affordable approach is to continue audio streaming. Audio files are uploaded to the cloud via Box. Although the sales staff at Box did not believe this was an ideal situation or use of their service, they told me it would work. Links to the files would be made from the Town's website.

I believe the best approach would be to contact Town Hall Streams to setup a trial of their service. This would allow for video streaming of Council and Planning Board Meetings. I am told the task to schedule each meeting is simple. Anyone capable of using Outlook can accomplish this task. Many of the surrounding Towns have moved to this solution including the Board of Directors for SAD 35. The major advantage to this service is that it is not tied to Comcast. Costs to video stream with this firm are very low. Anyone with an internet connection is able to view the meetings. Access is also available at the Library for those without internet service.

I have spoken with Dave Emery, the Chairman of Eliot's IT committee and a former IT professional. He completed considerable research on the options available and recommended Town Hall Streams. Following a 6 month trial period, Eliot has signed on long term.

Other local community users include:

Kittery  
Wells  
Ogunquit

York  
Kennebunk  
Kennebunkport

Somersworth, NH  
Exeter, NH

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I've listed a comparison of estimated costs based on my research in the spreadsheet below.

SOLUTION	COMPANY	INITIAL COST (estimates)	ONGOING COST	Mil Rate (ongoing)	Effect on Average Homeowner/Yr.
Audio	Box	\$200 +/-	\$540.00	0.0008	\$0.19
Video	Town Hall Streams	735*	\$3,000	0.004	\$0.96
Video	Comcast	\$55,000	\$5,000	0.008	\$1.92
Audio	Virtual Town Hall	\$1,000	\$10,800	0.016	\$3.84
Audio	ID Solutions	\$9,500	\$10,800	0.016	\$3.84
* Providing the laptop we own will work. This will need to be tested.					



## Town Hall Streams

Designed and developed to fit a need in the market place, Town Hall Streams provides a simple, low cost and effective solution for towns to stream live and archive meetings.

By providing streaming and archived video footage this service makes information more readily available to people who are busy, on vacation, out of town or do not have local cable services.

### How It Works:

Our solution is simple: excellent service with absolutely no costly equipment for a town to buy or maintain. We supply our video streaming encoder and once it is installed with the towns broadcast equipment (both audio and video) all that's required is an internet connection. Really, it's that simple!

No broadcast equipment? No problem! All the town needs is a video camera and laptop. We will supply our video encoding cable that connects the video camera to the laptop and free software on the laptop, which allows it to connect directly to our servers via the internet. We make it simple: you don't have to know anything about fancy video equipment, encoders or servers – we've got you covered.

Once everything is connected, the town simply logs in to the administration page to create an event, (meeting name and start date). It's not much different than putting a meeting into your calendar. Yes, it *really* is that simple! If you have five minutes, you can set up a streaming town meeting with a few keystrokes. Once a meeting is created, the meeting will automatically start streaming live at the scheduled time through the town's web portal on our site. While the meeting is being streamed live, it is also recorded and is available for on demand playback as soon as the meeting has ended.

### Premium Plan:

\$250.00 per month  
Account set up and Installation fee waived  
Unlimited Live event streaming  
Storage and VOD Playback for 1 year

### Features:

- Live Streaming
- On Demand Playback
- Agenda & minute attachments
- Detailed usage reports
- Simple User Interface

### Coming Soon:

- Chapters (Indexing)
- Rewind live meetings
- Advanced API
- Embed Codes

### Contact:

Eric Spenlinhauer  
Founder & CEO  
Mobile: 207-752-3402  
E-mail: [erics@shareinmyday.com](mailto:erics@shareinmyday.com)  
Web: [www.townhallstreams.com](http://www.townhallstreams.com)

## Testimonials:

- "Town Hall Streams' solution has provided both the general public as well as our staff a simple yet robust and reliable product that has saved both IT and administrative staff countless hours of valuable time. That peace of mind, coupled with a cost savings that we can pass on to our taxpayers, is a municipal IT manager's dream come true." –Dana; York, ME
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- "Town Hall Streams has enabled us to offer live streaming and video on demand playback of town meetings to our citizens without a large investment in money or training. It has become an indispensable tool for our employees and a much-appreciated convenience by our citizens. I would highly recommend it for any town that is currently cable casting its town meetings." –Andy; Exeter, NH
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- "We have been a client of Town Hall Streams for the past year and are blown away by its ease of use, the quality of the stream and its reliability. Town Hall Streams is always there to answer a question or help us with innovative ideas. I'm a technical kind of guy with a broadcast TV background and had high expectations when we chose Town Hall Streams. They certainly delivered!" –Andy; Augusta, ME
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# TOWN COUNCIL

## *Agenda Information Sheet*

<b>Meeting Date: September 11, 2012</b>	<b>Item # NB 2</b>
<b>Agenda Item: Award Phone/Network Wiring Bid</b>	
<b>Town Manager's Recommendation</b>	
<p>The Town received 6 responses to the phone/network wiring bid advertised in April. Due to the complexity of the responses 2-way Communication was hired to assist staff in narrowing the choices. It was determined the CTI VOIP system best met our needs. Our current provider requested permission to deliver a second bid to compare NT&amp;T's VOIP offering. A final spreadsheet is provided to compare these systems. Both systems were demonstrated onsite and in the process of checking references and comparing equipment the CTI bid remains the first choice of staff and our network professionals.</p> <p>Staff has negotiated a better price with CTI for the network installation and the annual maintenance.</p> <p>Funding for this upgrade was approved at Town Meeting in 2010 as part of a bond package. Originally \$110,000 was planned and later reduced to \$88,202 due to the constraints of the bond.</p>	
<b>Requested Action</b>	
<p>Motion to award the phone/network bid in the amount of \$ 56,357.16 to Communication Technologies Inc.</p>	
<b>Vote</b>	



# Town of South Berwick

180 MAIN STREET  
SOUTH BERWICK, MAINE 03908-1535  
TEL. 207-384-3300  
FAX: 207-384-3303

April 30, 2012

## **Bid Opening Phone System**

The following bids were received and opened in the Town Council office on April 30, 2012 at 10:01am. Fern Houliars, Roberta Orsini and Adriana Lord were present to open the bids. Also in attendance was Christopher J. Gillespie (CTI), Brian Gee, Seth Meserve (NT & T).

Bids were received from the following firms, please see attached spreadsheet for specifications.

Fairpoint  
Bay Ring  
NT & T  
OTT  
CTI

This Bid Opening closed at 10:15am.  
The bids will be reviewed and awarded at a later date.

Attest:

  
Adriana Lord

Bid Opening: Phone System	Monday April 30th					
	Bay Ring	NT & T	OTT	CTI DIGITAL	CTI VOIP	FAIRPOINT
Purchase Price for Telephone System as Configured	34.95/STATION	18,902.30	9,796	22,736.40	39,219.09	
Installation Price for Telephone System as Configured	0	2,000	2,629.20	5,512.50	5,512.50	
Purchase Price for Voice Mail System as Configured	N/A	1,595.00	INCLUDED	INCLUDED	INCLUDED	
Installation Price for Voice Mail System as Configured	0	500	INCLUDED	INCLUDED	INCLUDED	
Annual maintenance and software upgrade fees	0	0	0	5,004.00	3,446/YEAR	
Cost per hour for non-contract maintenance items	80/HOUR	98/HOUR	0	105.00	105	
Cabling Costs if Required	80/HOUR	65/HOUR	0	8,561.40	9,521.40	
Purchase Price After Rebate			7,296.00			
Leased Solution	FULLY PRSX					
Centrex Services						17.77/ 1 YEAR
						16.77/ 3 YEAR
ISDN PRI Service						380.00/ 1 YEAR
						360.00/2 YEAR
						340.00/3 YEAR
Toll Calling Services						.028/min. 1 YEAR
						.025/min 3 YEAR
Internet Access Pricing						24.99/month
Monthly Cost of Hosted PBX Services			932.59/month			
Bid Opening closed at: 10:15am						

Town of South Berwick  
Phone RFP

The Phone/Network Rewiring RFP was advertised in Foster's on March 29, 2012 and mailed to the firms listed below.						
<b>name</b>	<b>company</b>	<b>address</b>	<b>city</b>	<b>state</b>	<b>zip</b>	<b>phone</b>
Lyle McIntire	2-Way Communications	23 River Road	Newington	NH	03801	800-441-6288
Ed Martinson	CTI Communications	11 Blackstrap Raod	Falmouth	ME	04105	207-797-9123
Julie Albert	OTT Communications	56 Campus Drive	New Gloucester	ME	04260	207 - 699-2295
Donna Durkin	GWI	2 City Center	Portland	ME	04101	207-602-1310
Brian Gee	NT & T	25 Plaza Drive Suite 1	Scarborough	ME	04074	207-885-0000
Dusty Dole	Bay Ring Communications	359 Corporate Drive	Portsmouth	NH	03801	603-766-1481
Kimberly Klumb	Earthlink Business	2150 Holmgren Way	Green Bay	WI	54304	866-307-1226 ext 7111

PHONE RFP  
FINAL COMPARISONS

	NT&T	CTI	CIT ADJUSTED
Purchase	33,144.90	33,706.59	26,204.20
Installation	5,100.00	5,512.50	5,512.50
<b>PHONE SYSTEM COST</b>	<b>38,244.90</b>	<b>39,219.09</b>	<b>31,716.70</b>
Rewiring for Town Network	9,074.80	13,122.60	11,459.06
<b>SUBTOTAL</b>	<b>47,319.70</b>	<b>52,341.69</b>	<b>43,175.76</b>
UPS	included	included	
Non Contract Maintenance Rate	98/hr	105/hr	
Possible extras			
Plantronics Headsets (Dispatch)	305/ea	305/ea	
Warranty	5 years	5 years	
Annual Maintenance	free 5 years	3,446.00	
voicemail to email	yes	yes	
offsite transferring	yes	yes	
hot desking	yes	yes	
call logs	yes	yes	
MAINTENANCE-FIRST FIVE	-	14,646.00	13,181.40
<b>TOTAL COST-FIRST FIVE*</b>	<b>47,319.70</b>	<b>66,987.69</b>	<b>56,357.16</b>
<b>*INCLUDES REWIRING</b>			



**Sales Quotation**

Quote Number: 51035-425445  
 Date: 9/7/2012  
 Proposal Expiration Date: 10/7/2012  
 Currency: US Dollar  
 Payment Terms: 25%-65%-15%

Communication Technologies  
 11 Blackstrap Road  
 Falmouth, ME04105  
 United States  
 Main: (207) 797-9123  
 FAX: (207)-797-9103

Project description: Copy of Copy of TOWN OF SOUTH BERWICK

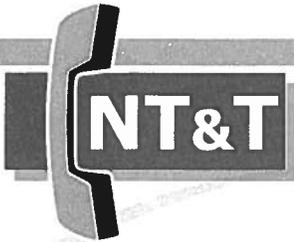
Prepared for: Roberta Orsini  
 TOWN OF SOUTH BERWICK  
 180 MAIN ST  
 SOUTH BERWICK, ME 03908  
 United States

Ship to: Chris Gillespie  
 Communication Technologies  
 11 Blackstrap Road  
 Falmouth, ME 04105  
 United States  
 (207) 797-9123  
[orderstatus@cti-maine.com](mailto:orderstatus@cti-maine.com)

Item Number	Part Number	Description	Quantity	List Price	Discount	Net Price	Extended Price
1	10260	ShoreGear 90 - 1U half width, Max Capacities - 90 IP phones, 4 Analog exts, 8 LS trunks, 0 Universal ports. Not all maximum capacities can be reached at the same time. Requires one Tray (SKU 10223) for every two units.	1	US\$ 2,995.00	US\$ 756.84	US\$ 2,238.16	US\$ 2,238.16
2	10322	ShoreGear T1k - 1U half width, Max Capacities - 1 T1, 0 IP phones, 0 Analog exts, 0 LS only trunks, 0 Universal ports. Digital trunk support only. Requires one Tray (SKU 10223) for every two units. (requires ShoreTel 8 or later)	1	US\$ 3,495.00	US\$ 883.19	US\$ 2,611.81	US\$ 2,611.81
3	10197	ShorePhone IP230 - Silver (6.1 or later)	42	US\$ 259.00	US\$ 65.45	US\$ 193.55	US\$ 8,129.10
4	29139	ShoreTel 12.3 Software (General Release)	1	US\$ .00	US\$ .00	US\$ .00	US\$ .00
5	30035	Extension & Mailbox License	63	US\$ 200.00	US\$ 50.54	US\$ 149.46	US\$ 9,415.98
6	30001	Personal Call Manager (ShoreTel 7.5)	42	US\$ .00	US\$ .00	US\$ .00	US\$ .00
7	94152	ShoreCare Partner Support (5 Year, Full Coverage)	1	US\$ 14,646.00	US\$ 1,464.60	US\$ 13,181.40	US\$ 13,181.40
8		Adtran NetVanta 1335	1.0	US\$ 1,595.00		US\$ 1,595.00	US\$ 1,595.00
9		Adtran-NetVanta 1234	1.0	US\$ 1,095.00		US\$ 1,095.00	US\$ 1,095.00
10		System Installation	1.0	US\$ 5,512.50		US\$ 5,512.50	US\$ 5,512.50
11		APC Smart-UPS 2200VA LCD 120V	1.0	US\$ 950.00		US\$ 950.00	US\$ 950.00
12		Cabling	1.0	US\$ 11,459.06		US\$ 11,459.06	US\$ 11,459.06

Comments: All wiring to workstations must meet CAT5 standards or better to support a VoIP phone system. Customer responsible to provide server to support ShoreWare Director Application, specifications will be provided.

Subtotal: US\$ 56,188.01  
 Shipping: US\$ 169.15  
 Total: US\$ 56,357.16



National Telephone & Technology

**A Full Service Telecommunications Company**

Experience, Integrity & Value Since 1972

**Town of South Berwick**

June 13, 2012

Roberta Orsini, Assistant Town Manager  
180 Main Street  
South Berwick, ME 03908

207-384-3300

**Equipment & Pricing:**

**One Allworx IP based telephone system, with the capacity of up to 500 users, consisting of the following equipment:**

- 1 48X Allworx Phone Server with a Total of: **100 Mailboxes and 200 Extensions**  
\*\*\*SIP trunking, 10 Analog Line Ports and 7 FXS Ports, Voicemail and Nine Auto Attendants, Voicemail to Email For All Users, and Call Assistant Software- (Desktop Integration with your PC) For All Users (\$12,145.00)
- 30 24-Flexible Button Backlit Display VoIP Phone (\$315.00 each)
- 10 12-Flexible Button Display VoIP Phone (\$285.00 each)
- 2 72-Flexible Button Receptionist Console (\$519.00 each)
- 42 10-Ft. Cat 5e Patch Cords (\$4.95 each)
- 1 Conference Center- Four 8-Seat or One 32 Seat Simultaneous Conference Call (\$1250.00)
- 2 24-Port LGE-GI Gigabit Smart Switch (POE), with QOS Capability (\$865.00 each)  
(Lifetime warranty, 5 years on power supply & fans)
- 1 60 Minute 1500W UPS (Uninterrupted Power Supply) (\$295.00)
- 1 5-Year Warranty and Software Assurance on all Phones & System Hardware (No Charge)
- 1 Mobile Link Software App For iphone & Andriod Smartphones, For All Users (No Charge)
- \*\*\* Programming, Installation, Cabling & Training Labor (\$5,100.00)

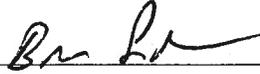
Sub Total: \$38,244.90  
Maine Sales Tax Exempt \$ -  
**Total: \$38,244.90**

**Price Includes:** Equipment, installation and customer training.  
**5 Year Warranty On System Hardware & 5 Years Software Assurance with Free Upgrades**  
**30 Days Free Programming**

**Payment Terms:** 50% Deposit Due at Signing, Remainder Due At Completion of Install

**Options:** Additional years of Software Assurance (beyond the 5 years included) (\$1200.00 per year)  
4-Flexible Button Display VoIP Phone (\$269.00 each)  
Netgear 24-Port 10/100 Managed POE Switch (\$499.00 each)  
Netgear 24-Port Gigabit Managed Switch POE Switch (\$2640.00 each) (1 year warranty)

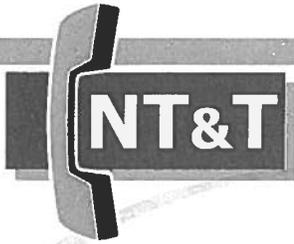
**Acceptance of Proposal:**

National Telephone & Technology Authorized Signature,  This proposal may be withdrawn by NT&T if it is not accepted within 30 days.

Date of Acceptance \_\_\_\_\_ Signature, \_\_\_\_\_ the above prices, specifications and conditions are satisfactory and hereby accepted.

**Serving All of Northern New England**

877-TEAM-NTT (voice) [www.CALLNTT.com](http://www.CALLNTT.com) 877-503-6463 (fax)



National Telephone & Technology

A Full Service Telecommunications Company

Experience, Integrity & Value Since 1972

Town of South Berwick
Roberta Orsini, Assistant Town Manager
180 Main Street
South Berwick, ME 03908

June 13, 2012
207-384-3300

Equipment & Pricing:

- 42 Duplex Category-6 Cable Runs, Terminated to Duplex Wall Jacks and Cat 6 Patch Panels (\$200.00 each)
4 24-Port Cat-6 Patch Panels (\$179.95 each)
1 Removal of existing old cable (no charge)
1 Wall mount rack (for PD server room) (\$165.00)
1 Fax cable to PD office (no charge)

\$9,074.80 Equipment & Installation Estimate
\$0.00 Maine Sales Tax Exempt
\$9,074.80 Total

Payment Terms:

50% Due Upon Signing, Balance Due Upon Completion.

Acceptance of Proposal:

National Telephone & Technology Authorized Signature, [Signature] This proposal may be withdrawn by NT&T if it is not accepted within 30 days.

Date of Acceptance \_\_\_\_\_ Signature, \_\_\_\_\_ the above prices, specifications and conditions are satisfactory and hereby accepted.

Serving All of Northern New England

877-TEAM-NTT (voice) www.CALLNTT.com 877-503-6463 (fax)

**TOWN COUNCIL**  
**Agenda Information Sheet**

<b>Meeting Date: September 11, 2012</b>	<b>Item # NB3</b>
<b>Agenda Item: Award Bids for Fire Equipment</b>	
<b>Department Head: George Gorman</b>	
<p><b>Recommendation:</b></p> <p>Award the bid for thirty (30) air tanks to Industrial Protection Services: \$20,250.  Award the bid for the Compressor/Filling System to Industrial Protection Services: \$35,488. Total for both items: \$55,738.</p>	
<b>Town Manager's Recommendation</b>	
<p>On May 8<sup>th</sup>, the Council accepted the grant for this purchase and made a motion to authorize the Fire Chief proceed with the purchase of the air bottles and air compressor. The Total Grant award is not to exceed \$64,030. The Town's match for this grant is .05%. With the purchase as described, the Town's match will be \$2,786.9; funds are available in the Fire Equipment CIP account (balance \$53,849 as of 8/1/12).</p> <p>After obtaining the bids for the compressor and air bottles, the Fire Chief determined an upgrade to the fill station would not exceed the low bid. I agree this upgrade is worthwhile.</p> <p>Request the Council award both bids to Industrial Protection Services as outlined below.</p>	
<b>Requested Action</b>	
<p>Award bid for a compressor/filling station to Industrial Protection Services in the amount of \$35,488.  Award bid for thirty air tanks to Industrial Protection Services in the amount of \$20,250.</p>	
<b>Vote</b>	



# Town of South Berwick

180 MAIN STREET  
SOUTH BERWICK, MAINE 03908-1535  
TEL. 207-384-3300  
FAX: 207-384-3303

July 23, 2012

## **Bid Opening Breathing Compressor, Storage System & Filling System**

The following bids were received and opened in Council Chambers on July 23, 2012 at 11:01 am. George Gorman, Craig Skelton and Roberta Orsini were present to open the bids. Willie Burke (Harrison Shrader) and John Usher (IPS) were also in attendance.

The following bids were received:

<u>Vendor</u>	<u>Compressor System</u>	<u>Freight</u>
Industry Protection Svs.	\$33,464.00*	
Harrison Shrader Ent.	\$38,118.86**	\$2,000
Fire Tech & Safety	\$37,450.00	

This Bid Opening closed at 11:05 pm.

The bids will be reviewed and awarded at a later date.

Attest:

Roberta L. Orsini

\*Bid package contained optional items

\*\*Bid package contained optional items and exceptions



***SOUTH BERWICK FIRE DEPARTMENT***

***180 Main Street***

***South Berwick, Maine 03908***

***Tel. 207-384-2731***

**Invitation to Bid**

The Town of South Berwick Maine is accepting sealed bids for the South Berwick Fire Department for a high pressure breathing air compressor, bulk air storage system and a filling system for SCBA air tanks.

Bids must be securely sealed in a suitable sized envelope and addressed and marked on the outside as follows:

Breathing Air System Bid

Perry Ellsworth, Town manager  
180 Main Street  
South Berwick, Maine 03908

Bids must be received no later than July 23, 2012 by 11:00 am. Bid opening will start at 11:01 am. July 23, 2012. No late bids, faxed, e-mailed or phoned in will be accepted.

Bids may be obtained by contacting the Fire Chief at the Fire Station, 71 Norton Street, South Berwick, Maine 03908 or by phone at 207-384-9041.



***SOUTH BERWICK FIRE DEPARTMENT***  
***180 Main Street***  
***South Berwick, Maine 03908***  
***Tel. 207-384-2731***

Bid Request Where Sent To The Following Companies

	BID
Industrial Protection Services 185 Spring Street Yarmouth, ME. 04096	\$35,488.00
Harrison Shrader Enterprises 159 Cash Street South Portland, ME. 04106	\$40,118.86
Fire Tec & Safety P.O. Box 435 Winthrop, Me. 04364	\$37,450.00
W.D. Bickford Machinery 16 Mae,s Way Fairfield, Me. 04937	Did not bid



185 Spring Street  
Yarmouth, ME 04096  
PH: 207-847-3313  
Jon Usher-Maine Sales  
jusher@ipp-ips.com

**PRICE QUOTE FOR:**  
South Berwick Fire Department  
Chief George Gorman  
180 Main St  
South Berwick, ME 03908

**DATE:**  
7/18/2012

<b>Product / Description</b>	<b>Price Each</b>
<b>Scott Safety Simple Patriot 10 HP 208V 60A 3 Phase Compressor Fully Enclosed With X4 Controller With CO And Dew Point Monitors p/n AC0403365110</b>	<b>\$21,798.00</b>
<b>Scott Safety Gaurdian Fill Station p/n AF11122210001</b>	<b>\$6,066.00</b>
<b>Cascade Storage Cylinders(4)</b>	<b>\$4,800.00</b>
<b>Lines and Fittings</b>	<b>\$800.00</b>
<b>Total</b>	<b>\$33,464.00</b>
<b>Optional Item</b>	
<b>Hannay Reel And Ball Stop p/n 715-23-24JSR</b>	<b>\$791.00</b>
<b>25FT Of HP Hose Includes Bleeder, Line Valve, And CGA Fitting</b>	<b>\$325.00</b>
<b>Total</b>	<b>\$1,116.00</b>



185 Spring Street  
Yarmouth, ME 04096  
PH: 207-847-3313  
Jon Usher-Maine Sales  
jusher@ipp-ips.com

**PRICE QUOTE FOR:**  
South Berwick Fire Department  
Chief George Gorman  
180 Main St  
South Berwick, ME 03908

**DATE:**  
7/18/2012

**The Scott Simple Patriot 10HP Compressor comes equipped with two(2) aluminum purification chambers.**

**The Scott Simple Patriot 10HP Compressor comes equipped with One(1) mechanical separator.**

**The Unit carries a one(1) year warranty from the date of install. IPS will install and train at no extra charge.**

**An air sample will be taken at time of install.**



# Quotation

## Harrison Shrader Enterprises

159 Cash Street  
 So. Portland, ME 04106  
 207-767-2151 Fax: 207-767-2717  
[www.hsegould.com](http://www.hsegould.com)

Date: 7/20/2012	Submitted By: Willie Burk
--------------------	------------------------------

**Quotation For** South Berwick Fire Department  
 180 Main Street  
 South Berwick, Me 03908

CONTACT:	EST. SHIP DATE	SHIP VIA	TERMS
Chief George Gorman	45 to 60 days FRO	Best Way	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	Stallion Air Centaur 2-4 10hp 230/3/60 Compressor System w/ Centaur CO Monitor w/ 4 Bottle ISO Bulk Storage includes air vent instillation per spec	38,118.86	\$ 38,118.86
	Freight to South Berwick from Cedar Falls, NC	2,000.00	\$ 2,000.00
option	25ft Spring Rewind Hose Reel intregally mounted on the Unit	2,015.00	
option	25ft 6000psi Hose w/fill assembly	346.95	
		<b>TOTAL</b>	<b>\$ 40,118.86</b>
SIGNATURE: W. Burk		ABOVE PRICING WILL BE HONORED FOR: 30 Days	

Exceptions to the bid.

- 1.) The compressor block is a 5 stage with capability of 7500psi. This is exceeding the specification.

List of references:

Sunter Fire Department, Sumter, SC Chief Karl Ford 803-436-2600

Anderson Career and Technology Center, Justin Worley 864-940-2254

Lubbock Fire Dept., Lubbock, Texas Garrett Dobmeier (Daco Fire Equipment) 806-763-0808



**FIRE TECH & SAFETY  
OF NEW ENGLAND INC.**

27 Industrial Ave.  
Chelmsford, Mass 01824

**978-244-0555  
1-800-331-7900 FAX (978) 250-0822**

**QUOTATION**

BD713121

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

**TO SOUTH BERWICK FIRE DEPARTMENT  
180 MAIN ST.  
SOUTH BERWICK, ME 03908**

QUOTATION DATE	SALESPERSON
7/13/2012	B. MULLISON
REQUEST DATE	

**CHIEF GEORGE GORMAN**

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS	
4 - 6WEEKS ARO	TRUCK	S.B.F.D.	30 DAYS NET	
QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
1	<b>EAGLE MODEL BH10F BLACKHAWK INTEGRATED BREATHING AIR COMPRESSOR SYSTEM - 10 HP, 14 CFM, WITH 2 POSITION CONTAINMENT FILL STATION, FOUR (4) ISO AIR STORAGE CYLINDERS DIGITAL CO MONITOR, AND AN INTEGRATED 50' AIR HOSE REEL</b>  <b>SEE ATTACHED TECHNICAL SPECIFICATIONS AND DIMENSIONAL DRAWINGS FOR COMPLETE DETAILS</b>  <b>LESS DISCOUNT</b>		\$46,105.00	\$46,105
				-\$8,655
			<b>TOTAL:</b>	<b>\$37,450.00</b>

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

QUOTED BY: BILL DION ACCEPTED \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE SIGN AND RETURN A COPY WHEN ORDERING.

**THANK YOU!**



# **FIRE TECH & SAFETY OF NEW ENGLAND, INC.**

*Municipal and Industrial Fire and Safety Products*

*www.fts-ne.com*

## Exceptions / Clarifications:

- Four bank cascade control shall be supplied in lieu of a bulk priority fill system. Four bank cascade control will allow the department to fill more SCBA's from the cascade system and prevent the compressor from running so often and short cycling.
- One final separator and one 33" purification chamber shall be supplied. The purification system shall process 35,000 cf of air.
- The fill station door shall open and close pneumatically reducing operator fatigue.
- The regulated auxiliary outlet shall be utilized as the air test port and no digital instructions shall be given. It is our belief that the air sample should be taken by an independent source (i.e. vendor) in order to take all liability away from the fire department. Furthermore, locking yourself into business with one air test laboratory is not a wise decision.
- No oil filter shall be required thus reducing the maintenance cost of the unit.
- Analog gauges and indicator lights shall be utilized in lieu of a display screen. The CO monitor shall be digital with a PPM readout.
- As an option, a 50 ft hose reel shall be offered in lieu of a 25 ft hose reel.

27 Industrial Avenue  
Chelmsford, MA 01824  
800-331-7900 (978) 244-0555

84A Route 133, P.O. Box 435  
Winthrop, ME 04364  
800-331-7900 (207) 377-2800

85 Carando Drive  
Springfield, MA 01104  
800-256-8700 (413) 736-2300



# Town of South Berwick

180 MAIN STREET  
SOUTH BERWICK, MAINE 03908-1535  
TEL. 207-384-3300  
FAX: 207-384-3303

August 14, 2012

## **Bid Opening SCBA Air Tanks**

The following bids were received and opened in Council Chambers on August 14, 2012 at 11:17 am. George Gorman, Joe Rousselle and Roberta Orsini were present to open the bids. John Usher (IPS) was also in attendance.

The following bid was received:

<u>Vendor</u>	<u>Scott Safety 4500 PSI Tanks</u>	<u>Total Bid</u>
Industry Protection Svs.	\$675/ea	\$20,250

This Bid Opening closed at 11:18 am.

The bids will be reviewed and awarded at a later date.

Attest:

  
Roberta L. Orsini



***SOUTH BERWICK FIRE DEPARTMENT***  
***180 Main Street***  
***South Berwick, Maine 03908***  
***Tel. 207-384-2731***

## **Invitation to Bid**

The Town of South Berwick Maine is accepting sealed bids for the South Berwick Fire Department for thirty (30) Scott SCBA air tanks.

Bids must be securely sealed in a suitable sized envelope and addressed and marked on the outside as follows:

### **SCBA AIR BOTTLE BID**

Perry Ellsworth, Town manager  
180 Main Street  
South Berwick, Maine 03908

Bids must be received no later than AUGUST 14, 2012 by 11:00 am. No late bids, faxed, e-mailed or phoned in will be accepted.

Bids may be obtained by contacting the Fire Chief at the Fire Station, 71 Norton Street, South Berwick, Maine 03908 or by phone at 207-384-9041.



***SOUTH BERWICK FIRE DEPARTMENT***

***180 Main Street***

***South Berwick, Maine 03908***

***Tel. 207-384-2731***

Bids were sent to the following Companies

Industrial Protection Services 185 Spring Street Yarmouth, Me. 04069	Bid \$ 20,250.00
Fire Tec & Safety P.O. Box 435 Winthrop, ME. 04364	Did not bid



185 Spring Street  
Yarmouth, ME 04096  
PH: 207-847-3313  
Jon Usher-Maine Sales  
jusher@ipp-ips.com

**PRICE QUOTE FOR:**  
South Berwick Fire Department  
Chief George Gorman  
180 Main St  
South Berwick, ME 03908

**DATE:**  
8/9/2012

Product/Description	Price Ea	Qty	Extension
Scott Safety 4500PSI 30 Minute Duration Carbon Fiber Cylinder With Custom Cylinder I.D. p/n 804721-01	\$675.00	30	\$20,250.00

Submitted By:

---

Jon Usher  
IPS



**SOUTH BERWICK FIRE DEPARTMENT**

**180 Main Street**

**South Berwick, Maine 03908**

**Tel. 207-384-2731**

**AIR BOTTLE BIDS**

TWO BID REQUEST WERE SENT OUT TO THE FOLLOWING COMPANIES.

FIRE TEC & SAFETY  
P.O. BOX 435  
WINTHROP, ME. 04364

INDUSTRIAL PROTECTION SERVICES  
185 SPRING STREET  
YARMOUTH ME. 04096

THESE ARE THE ONLY TWO COMPANIES THAT CAN SELL SCOTT AIR BOTTLES  
AND AIR PACKS IN MAINE.

INDUSTRIAL PROTECTION SERVICES SENT IN A BID, FIRE TEC & SAFETY DID NOT  
BID ON OUR REQUEST.

*George Gorman*

GEORGE GORMAN  
FIRECHIEF



**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: September 11, 2012</b>	<b>Item # NB 4</b>
<b>Agenda Item: Designate Voting Delegate to MMA Annual Business Meeting</b>	
<b>Town Manager's Recommendation</b>	
<p>The delegate for the MMA Annual Business Meeting is an annual appointment designated by the Town Council. The Annual Meeting will be held on October 3rd during the Convention in Augusta. I will be in attendance and request the Council authorize me to vote on the Town's behalf.</p>	
<b>Requested Action</b>	
<p>Motion to appoint Perry Ellsworth as the voting delegate for the Maine Municipal Association Annual Business meeting on October 3<sup>rd</sup>.</p>	
<b>Vote</b>	



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

## MEMORANDUM

**TO:** Key Municipal Officials of MMA Member Cities, Towns and Plantations

**FROM:** Christopher G. Lockwood, Executive Director

**DATE:** August 31, 2012

**SUBJECT:** Voting Credentials for MMA Annual Business Meeting

---

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 3, 2012, at 1:45 p.m. in the Cumberland Room at the Augusta Civic Center.** The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached an Agenda for the MMA Annual Business Meeting for your reference. As you will note, there is no scheduled action by the membership, however the MMA Bylaws allow for action items to be raised during the meeting.

If you would like to complete the Voting Delegates Credential Form, please return to our office by **Monday, October 1, 2012** or bring it with you to the MMA Annual Business Meeting. If you have any questions on this information, please contact Theresa Chavarie at 1-800-452-8786 ext. 2211 or in the Augusta area at 623-8428.

We look forward to seeing you at the MMA Annual Convention.

**MAINE MUNICIPAL ASSOCIATION**  
**VOTING DELEGATE CREDENTIALS**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)  
\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)  
to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,  
Wednesday, October 3, 2012, 1:45 p.m., at the Augusta Civic Center, Augusta, Maine.

*The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Or Signed by a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Monday, October 1, 2012** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

***MMA Annual Business Meeting***  
***Maine Municipal Association***  
***60 Community Drive***  
***Augusta, Maine 04330***  
***FAX: 207-626-3358***



**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: September 11, 2012</b>	<b>Item # NB 5</b>
<b>Agenda Item: Managerial support to the Town of Berwick</b>	
<b>Town Manager's Recommendation</b>	
Request authorization to take calls and offer advice to Berwick Department Heads during the absence of their Interim Town Manager from September 18, 2012 to September 28 <sup>th</sup> .	
<b>Requested Action</b>	
Motion to authorize the Town Manager to offer advice to Berwick Department Heads for a 10 day period beginning on September 18, 2012 and ending on September 28, 2012.	
<b>Vote</b>	



**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: September 11, 2012</b>	<b>Item # NB 6</b>
<b>Agenda Item: Discuss Sign Ordinance</b>	
<b>Town Manager's Recommendation</b>	
Begin discussion on the Business Directional Sign prohibition in the Town's Zoning Ordinance.	
<b>Requested Action</b>	
<b>Vote</b>	

## Perry Ellsworth

---

**From:** Sinclair, Robert <Robert.Sinclair@maine.gov>  
**Sent:** Wednesday, September 05, 2012 10:18 AM  
**To:** Perry Ellsworth  
**Subject:** RE: business signs

Perry,

Thanks for the e-mail you are correct about the conversation that we had last week. A business owner can have 1 to 6 signs for there business, just keep in mind that if the business puts a sign on say Route 9 to turn them on to Route 236 but there business is on Berwick Road then they would need to have a sign on Route 236 to turn them down Berwick road for continuity. Hope this helps !

Bob

---

**From:** Perry Ellsworth [<mailto:pellsworth@sbmaine.us>]  
**Sent:** Wednesday, September 05, 2012 10:02 AM  
**To:** Sinclair, Robert  
**Subject:** business signs

Bob,

Thanks for our conversation last week concerning directional business signs.

The primary point that I need confirmed is that a person can have up to 6 signs within a ten mile radius subject to local ordinances. Further conversation pertained to there being no requirement to have a sign at very option to get to a business . A business for instance could have one sign only on route 4 to a business on a side street even though there are other streets that access that some street.

I would appreciate confirmation if this is correct as past conversations have led to the belief that if a business has directional signs they must be placed at every intersection potentially available to get to the business

Thanks,

Perry Ellsworth



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

Paul R. LePage  
GOVERNOR

David Bernhardt  
COMMISSIONER

Greetings:

We acknowledge receipt of your inquiry regarding Official Business Directional Signs (OBDS). Enclosed please find a copy of D.O.T. regulations pertaining to OBDS along with applications for same and a list of sign fabricators.

The following highlights are an overview of the rules governing participation in the OBDS program.

Location of OBDS are allowed only on approaches to intersections where the traveler must change direction from one public way to another public way in order to reach one's place of business or facility. OBDS are allowed on all public ways except for display to any part of the Interstate Highway System or Fully Controlled Access Highways and where prohibited by local ordinance. Many municipalities have local ordinance restrictions which apply to the OBDS program. The law limits to (6) six the number of OBDS you may apply for and within a 10 mile radius.

Owners may apply for either or a combination of reflectorized or non-reflectorized signs. Non-reflectorized signs are allowed in a 12" x 48" size only, while reflectorized signs are allowed in three different sizes as follows: 12"x 48", 16" x 72" and 20" x 84". The specific size reflectorized sign to be authorized at any given approach to an intersection is determined by the Division Traffic Engineer who will review your application in the field. The nature of the approach to the intersection, i.e., whether it is a built-up area or rural area, availability of Right-of-Way, high speed etc., are all sign considerations in making the determination as to the size to be authorized. **Under no circumstances should any applicant have their signs made until they have been issued a permit.**

The initial permit fees must accompany the municipal approved application. The annual renewal permit fees are \$15.00 for each non-reflectorized sign and \$30.00 for each reflectorized sign and are assessed in December of each year for the following year.

After approval by MDOT, a permit will be issued for each sign location and then it's the owners responsibility to have the sign fabricated to specifications contained within the MDOT regulations. Signs are then delivered to MDOT for installation.

Anyone interested in additional information should write to the above address or call (207)624-3611.

Sincerely,

Robert F. Sinclair  
Supervisor,  
R/W Control

624-3035



PRINTED ON RECYCLED PAPER

WWM:lah

# HIGHLIGHTS OF OBDS REGULATIONS

## NON-REFLECTORIZED



1. \$15.00 ANNUAL FEE
2. SIGN AND POST TO BE ERECTED BY D.O.T
3. SIGNS PERMITTED ON ALL HIGHWAYS EXCEPT INTERSTATE AND FULLY CONTROLLED ACCESS HIGHWAYS.
4. ANY COLORS MAY BE USED
5. LOGO MAY BE OF ANY COLOR AND OCCUPY THE ENTIRE SIGN FACE.
6. LETTERING AND LAYOUT LIMITED TO TWO LINES OF PRINT.

## REFLECTORIZED



1. \$30.00 ANNUAL FEE.
2. SIGN AND POST TO BE ERECTED BY D.O.T.
3. SIGNS PERMITTED ON ALL HIGHWAYS EXCEPT INTERSTATE AND FULLY CONTROLLED ACCESS HIGHWAYS.
4. WHITE LETTERING ON BLUE BACKGROUND; ENGINEERING GRADE REFLECTIVE SHEETING.
5. LOGO MAY BE OF ANY COLOR.
6. HELVETICA MEDIUM LOWER-CASE LETTERING WITH INITIAL UPPER-CASE REQUIRED LAYOUT SPECIFIED.

NOTE: SIGN(S) MUST BE FURNISHED BY THE APPLICANT AND MADE TO STANDARDS PLEASE DO NOT HAVE SIGN(S) MADE UNTIL YOU HAVE RECEIVED A PERMIT.

**CHAPTER - 200 - REGULATIONS FOR THE INSTALLATION OF OFFICIAL BUSINESS DIRECTIONAL SIGNS.**

**SUMMARY.** The purpose of these regulations is to regulate the installation and maintenance of official business directional signs on public ways throughout the State. These regulations set forth comprehensive standards for the location, number, design, size, maintenance and permit procedures for the installation and maintenance of such signs.

These regulations do not cover directional signs distinctive to a municipality in which the Department has an agreement with the municipality pursuant to 23 M.R.S.A. 1906, sub- 2.

**200.01 DEFINITIONS**

- A. **Logo.** A single or multicolored symbolic design of a business, service facility, or point of interest used to identify its product or services.
- B. **Official Business Directional Sign.** An official business directional sign is a sign erected and maintained in accordance with the Maine Traveler Information Services Act and these regulations to indicate to the traveling public the route and distance to public accommodations, facilities, commercial services for the traveling public, and points of scenic, historical, cultural, recreational, educational, and religious interest. The second line of the legend may be used to indicate additional directional information such as next right or left, route number, or the name of the street.
- C. **Public Way.** Public way means any road capable of carrying motor vehicles, including, but not limited to, any State highway, municipal road, county road, unincorporated territory, or other road dedicated to the public.
- D. **Sign Assembly.** A sign assembly is the tiering of more than one official business directional sign on a support assembly.
- E. **Symbol.** A symbol is a design used to identify traveler services approved for use by the National Advisory Council on Uniform Traffic Control Devices or by the Maine Department of Transportation as set forth in Figure 1.
- F. **Traffic Control Sign or Device.** Traffic control sign or device means an official route marker, warning sign, sign directing traffic to or from a community, bridge, ferry, or airport, or sign regulating traffic which has been erected by officials having jurisdiction over the public way.

## 200.02 - LOCATION

### A. General Requirements

Official business directional signs shall be located within the highway right-of-way on approaches to intersections where travelers must change direction from one public way to another to reach a business, service, or point of interest or where appropriate at the end of T intersections. A business, service facility, or point of interest shall not be permitted more than one sign at any one intersection approach. Each place of business, service, or point of interest shall be eligible for a maximum number of six official business directional signs. To qualify for an official business directional sign, the business, service, or point of interest must be within a ten mile radius of the proposed location of the sign.

Official business directional signs shall be located so as to avoid visual conflict with other signs, to have the least impact on the scenic environment and to take advantage of the natural terrain. Official business directional signs shall not be permitted at locations where the directional information contained thereon may be misinterpreted, misleading, or otherwise confusing to the traveling public.

### B. Interstate and Controlled Access Highways

Official business directional signs shall not be permitted within the right-of-way of the interstate highway system and fully controlled access highways

### C. Lateral Clearances

The near edge of official business directional signs shall be located at least ten feet outside the highway shoulder except that in areas where insufficient right-of-way exists to maintain this clearance, or where physical obstructions make such a distance impossible, the near edge shall be located the maximum practical lateral distance from the edge of the traveled way. In urban areas signs shall be at least one foot from the curb face.

### D. Distances

Official business directional signs must be within 2,500 feet of the intersection where a change in direction is required unless otherwise permitted under Section 200.06.

Official business directional signs shall be located so as not to interfere with, obstruct, or divert a drivers attention from a traffic control sign or device. Traffic control signs or devices placed at intersection approaches subsequent to the placement of official business directional signs shall have precedence as to location and may require the relocation of official business directional signs. Unless traffic safety is not adversely affected,

official business directional signs in general shall be at least 200 feet from traffic control signs or devices.

Successive business directional sign assemblies shall be spaced sufficiently apart for drivers to comprehend the messages contained thereon.

#### E. Sign Assemblies

There shall be a maximum of three official business directional signs per assembly and each sign shall be mounted three inches from the next sign below or above it. Reflectorized and non-reflectorized signs shall not be mounted on the same sign assembly.

#### F. Sign Clusters

Notwithstanding 200 02E, sign clusters may be permitted whenever the Department determines that highway safety and visual quality will not be adversely affected.

#### G. Vertical Distances

Sign assemblies shall be erected so as to provide a minimum of five feet vertical clearance between the lower edge of the bottom sign and the surface of the highway. Signboards located near pedestrian and parking areas may be required to have a vertical clearance of seven feet.

### 200.03 MATERIALS

Sign panel material shall be high density overlaid plywood a minimum of one-half inch thick or other material sufficiently stable not to deform under normal conditions of weather and use. All materials furnished under this Section shall be durable and weather resistant.

### 200.04 REFLECTORIZED SIGNS

#### A. General

Reflectorized signs shall be standard in design, color, and reflectorization.

Sign legends shall be specific in identifying the name of the appropriate business or other service. Messages, symbols, and logos which interfere with, imitate, or resemble any official traffic control device or serve to advertise rather than identify a business are prohibited.

#### B. Size

Sign sizes, layout, and letter sizes shall conform to the dimensions and details shown in Figure 2. To protect highway safety and visual quality, the Department may require smaller signs than 12 by 48 inches for certain intersections and areas.

All signs in a sign assembly shall be the same size. Sign sizes at a particular location must be consistent with the visual and aesthetic character of that location and with sign sizes which have been previously approved

#### C. Color

The background color of all signs shall be blue and shall be in accordance with highway blue color tolerance charts PR-Color #3

All legend and border shall be silver. The edges and back of the signboards shall be sealed and painted brown. Specific color requirements shall be in accordance with the latest color tolerance charts published by the Federal Highway Administration and available for view at the Office of the Maine Department of Transportation in Augusta.

#### D. Lettering and Layout

All lettering used in the name of the business or service, including the directional legend, shall be Helvetica medium lower-case lettering with initial upper-case. Letter sizes shall be as shown in Figure 2.

Directional legend shall be located on the left edge or the right edge of the sign depending upon whether a left turn or a right turn is required. The distance in miles from the intersection to the business, service facility, or point of interest shall be shown below the directional arrow.

The logo or symbol, if used, shall be located on the opposite end of the sign from the directional arrow.

Layout of the signboard and legend including the logo or symbol shall conform to good graphic layout practices.

#### E. Symbols and Logos

A symbol or logo may be used at the owner's option which may be of any color or colors. If a symbol is used, it shall be identical to the appropriate design as set forth in Figure 1.

#### F. Reflectorization

The background, sign legend, and border of all signs shall be reflectorized with reflective sheeting to show the same shape and color for both day and night. Reflective sheeting shall consist of a smooth, flat exterior film with spherical glass lens elements embedded beneath the surface and a precoated adhesive backing protected by a removable liner. Reflective sheeting shall meet the requirements of Federal specifications LS-200B available for view at the office of the Department of Transportation (DOT) in Augusta.

Illumination by special interior or exterior supplemental lighting is not permitted.

#### G. Installation and Maintenance

Official business directional signs shall be furnished by the owner or the applicant. The signs shall be installed by DOT at approved locations on sign posts furnished by DOT. DOT shall be responsible for maintenance of the sign supports.

Signboards which become lost, stolen, defaced or otherwise damaged or deteriorated shall be replaced by the owner and reinstalled by DOT.

The owners of official business directional signs which represent businesses, service facilities, or points of interest no longer offering such traveler assistance, or signs which are no longer applicable because of business name changes, business relocations or for any other reason, shall notify DOT to have such signs removed.

Failure to properly maintain the sign panel by the owner or to notify DOT that signs are no longer applicable may result in removal of such signs by DOT.

### 200.05 NON-REFLECTORIZED SIGNS

#### A. General

Sign legends shall be specific in identifying the name of the appropriate business or other service. Messages, symbols, and logos which interfere with, imitate, or resemble any official traffic control device or serve to advertise rather than identify a business are prohibited.

#### B. Size

Each sign shall be 12 inches vertical and 48 inches horizontal. The Department may authorize smaller sized signs which are consistent with an area's visual character.

#### C. Color

Any color or colors may be used provided, however, that the lettering of the legend shall be one color and the background shall be a uniform second color.

The edges and back of the signboards shall be sealed and painted a dark color such as brown.

#### D. Lettering and Layout

Lettering and layout, including logo or symbol, shall conform to good graphic layout practices and contain no more than two lines of print.

Directional legend shall be located on the left edge or the right edge of the sign depending upon whether a left turn or a right turn is required. The distance in miles from the intersection to the business, service facility, or point of interest shall be shown below the directional arrow

Borders shall conform to the layout for the twelve inch by forty-eight inch sign shown in Figure 2.

#### E Symbols and Logos

The logo or symbol, if used, may be located on all or part of the signboard and may be of any color or colors. If a symbol is used, it shall be identical to the appropriate design as set forth in Figure 1.

#### F. Installation and Maintenance

DOT shall be responsible for the erection and maintenance of the sign and sign post.

Signboards which become lost, stolen, defaced or otherwise damaged or deteriorated shall be replaced by the owner and reinstalled by MDOT.

The owners of official business directional signs which represent businesses, service facilities, or points of interest no longer offering such traveler assistance, or signs which are no longer applicable because of business name changes, business relocations, or for any other reason, shall notify DOT to have such signs removed.

Failure to properly maintain the sign panel by the owner or to notify DOT that signs are no longer applicable may result in removal of such signs by DOT.

#### 200.06 WAIVER

Whenever the Commissioner determines that at a particular approach to an intersection the standards for sign assemblies as set forth in Section 200.02 will adversely affect highway safety or the visual quality of the immediate neighborhood, the Commissioner may impose more stringent standards including prohibition.

Whenever the Commissioner determines that a change in the distances, number of signs per assembly, and number of assemblies at an approach to an intersection will not interfere with highway safety nor adversely impact the visual quality of the immediate neighborhood, the Commissioner may waive the requirements contained in Section 200.02D and E.

The Commissioner may waive the specific requirements for location and number if an applicant can show unusual hardship due to conditions of topography, access or other physical characteristics.

In place of official business directional signs, the Commissioner may order the installation of an Official Information Center to be located

within a reasonable distance of the intersection. Once a center is established, no official business directional sign shall be permitted at such intersection.

The Commissioner may designate members of the Department to exercise the responsibilities of this section.

#### 200.07 SEASONAL BASIS

##### A. General

The owner of a business, service, or point of interest which is temporarily or seasonally closed may cover the sign during the off-season. The cover will be held firmly in place so as not to injure or deface the signboard.

#### 200.08 PERMITS

##### A. Review and Approval of Application

Application for an official business directional sign shall be made on forms furnished by DOT. Applications will be processed and permits issued in the order of receipt of applications by DOT.

Any application for an official business directional sign is subject to review by the Department. The Department shall have final responsibility and authority to determine the specific size and location of any sign. Signs not deemed to meet the intent and purpose of the law or the criteria established in these regulations shall not be approved or erected.

##### B. Conformity with Laws

The applicant for an official business directional sign shall provide certification from an appropriate municipal official that the proposed sign is in conformity with all applicable municipal sign ordinances.

##### C. Application Fees

Applications shall be accompanied by an initial permit fee for each type of sign requested. The initial permit fee will apply to installation for the remainder of the calendar year but will not be prorated for any fraction of the year.

##### D. Renewal Fees

Permits for each type of sign are to be renewed annually at a fee determined by the Commissioner.

Failure to pay renewal fees within thirty days will result in removal of signs by the State. Renewal fees are not refundable for installations of less than a full year.

### E. Non-transferability

Permits for the installation of directional signs are not transferable. Except: Business name change, with same ownership, new ownership, but same business name; or change of legend.

### F Variances

The Commissioner or his designee may alter the specific requirements for the number and location of signs as set forth in Section 200.02A if an applicant for a license can show unusual hardship due to conditions of topography, access, or other physical characteristics and may grant variances from the requirements of this regulation for sign clusters as set forth in Section 200.02 F provided such variances are consistent with the policy and purposes of the Maine Traveler Information Services Act.

### 200.09 HEARINGS

In instances where an application is not approved, the Commissioner shall return the application and fee stating the reasons for refusal and giving the applicant an opportunity to correct any defects or to be heard by the Commissioner or his designee within thirty (30) days. Upon written request by the applicant, the Commissioner or his designee shall hear the matter and notify the applicant of his findings and decision. Any person aggrieved by the decision of the Commissioner may, within thirty (30) days of receipt of the notice thereof, appeal to the Superior Court in the county where the sign is proposed to be located.

**BASIS STATEMENT:** The Commissioner of the Department of Transportation, with the advice of the Travel Information Advisory Council, is authorized by 23 M.R.S.A. 1910 to regulate the size, shape, color, lighting, manner of display and lettering of official business directional signs and by 23 M R.S.A. 1906 and 1912 the location of such signs

No representative comments were received.

**AUTHORITY** Maine Traveler Information Services Act, 23 M.R.S.A. 1901-1925 (as amended); Maine Transportation Act, 23 M.R.S.A. 4206.

**EFFECTIVE DATE\*** Adopted by the Commissioner on May 18, 1982, effective May 24, 1982.

**\*HISTORICAL DERIVATION:** This rule was originally adopted on September 5, 1978 and filed on September 18, 1978 and has been repealed and replaced by the above rule.

May 11, 2011

Perry A. Ellsworth  
Town Manager  
180 Main Street  
South Berwick, ME 03908

Dear Mr. Ellsworth,

My name is Margaret Linnell and I own the South Berwick Veterinary Hospital. We would like to be able to have directional signs so that our clients are more easily able to find us as we are rather hidden in a small neighborhood! We also believe this will help our neighbors in this town, and those passing through on Rt. 4 and Rt. 236 know that we exist! These are very difficult times for those of us in small business and we are trying to survive well and provide good service to clients in any way possible.

We respectfully request that the town board please move forward to allow us to have business directional signs of the same type as Mo's Signs, etc. We know that the state will put these up and maintain them at no expense to the town.

Thank you so much for your consideration. Please let me, or my practice manager Tom Vollert-Morrison, know if you need further information.

Sincerely Yours,

A handwritten signature in black ink that reads "Margaret Linnell, DVM". The signature is written in a cursive, flowing style.

Margaret Linnell, DVM



**SFAH**  
**Client Care Series**

25 Goodwin Street  
South Berwick, ME 03908  
207-384-2123

www.salmonfallsvet.com  
clientcare@salmonfallsvet.com

Perry A. Ellsworth  
Town Manager  
180 Main Street  
South Berwick, ME 03908

December 20, 2011

Dear Mr. Ellsworth,

I am writing you this note as per our conversation on Tuesday 12-20-2011.

I spoke with Chip Kelley of the Maine Department of Transportation regarding the installation of Business Directional Signs for Salmon Falls Animal Hospital (SFAH). Mr. Kelly informed me that SFAH is eligible to have a maximum of three signs. One to be placed near the intersection of Portland St. and Goodwin St. One to be placed near the intersection of Main St. and Norton St., and one to be placed near the intersection of Norton St. and Goodwin St. I should mention that there is an existing business directional sign post at the corner of Main St. and Norton St. eliminating the need to install a new sign post in that area.

As per Maine DOT regulations chapter 200 ( Regulations for the Installation of Official Business Directional Signs ) the Maine DOT is responsible for the installation and maintenance of these signs.

SFAH's intention is to have a sign design that matches aesthetically the current sign designs already in use in our area so that there will be a seamless blending in. If there is anything else you may need please do not hesitate to call. I look forward to hearing from you as to the next step in this process.

Cordially,

Tom Vollert-Morrison  
Practice Manager  
Salmon Falls Animal Hospital Hospital