



Regular Town Council Meeting Minutes
Tuesday, March 2nd, 2021 @ 6:30pm
Town Council Chambers

There was a regular meeting of the Old Orchard Beach Town Council on Tuesday, March 2nd, 2021. After the pledge of allegiance, roll was taken and the following members were present:

Shawn O'Neill, Chair
Michael Tousignant, Vice-Chair
V. Louise Reid, Councilor
Jay Kelley, Councilor
Kenneth Blow, Councilor
Diana Asanza, Treasurer-Finance Director
Jen Hayes, Town Council Secretary
Excused absence: Larry Mead, Town Manager

ACKNOWLEDGEMENTS

Chair O'Neill acknowledged the wants of some of the local business owners for the Town to increase communication as summer '21 approaches.

ACCEPTANCE OF MINUTES

Accept the regular Meeting Minutes from Tuesday, February 16^h, 2021 and the Council Workshop Meeting Minutes from Wednesday, February 17th, 2021.

Motion to Accept 2/16/2021 minutes: Councilor Blow **Seconded by:** Councilor Reid

Vote: 5-0

Motion to Table 2/17/2021 minutes: Councilor Reid **Seconded by:** Councilor Tousignant

Vote: 5-0

PRESENTATION

Old Orchard Beach Police Department – swearing in Patrolman Kyle Sheehan

PUBLIC HEARINGS

PH 1: Addressing & Street Sign Standards: Consider an Amendment to the Town of Old Orchard Beach Code of Ordinances, Ch. 74, Art. IV, Div. 3, Sec. 74-153 and Div. 4, Sec. 74-207 (b); Ch. 74, Art. VI, Sec. 74-313. This amendment proposes changes to subdivision addressing and street sign standards.

Background: *See attached memo & ordinance drafts*

Chair O’Neill Opened Public Hearing @ 6:38pm

Discussion: Town Planner, Jeffrey Hinderliter, stated that this amendment would be of great help to Public Works and Public Safety.

Closed Public Hearing @: 6:41pm

PH 2: Driveway Standards: Consider an Amendment to the Town of Old Orchard Beach Code of Ordinances, Ch. 50, Art. III, Div. 2, Sec. 50-111 and Sec. 50-113; Ch. 50, Art. III, Div. 3, Sec. 50-171 and Sec. 50-172; Ch. 78, Art. VIII, Div. 4, Sec. 78-1467, Sec. 78-1468, Sec. 78-1492, Sec. 78-1495. These amendments propose changes to ordinance standards related to driveways.

Background: *See attached memo & ordinance drafts*

Discussion: Town Planner Jeffrey Hinderliter explained the need for the proposed amendment. He stated that consistency with driveway application process was needed. Currently only the Public Works Director has jurisdiction. The current issue related to the jurisdiction is that the Public Works Director is not part of the design review process

for single dwellings; only the Code Enforcement Officer. The amendment would allow for joint jurisdiction. Moreover, the current standards make extensions difficult due to the dimensional requirements. The amendment increases the width of the driveway within the public right of way and added a length standard in which cars may park safely without interfering with a right of way. The amendment allows for more forward thinking and planning for land lot use with Code Enforcement and Public work discretion.

Chair O'Neill Opened Public Hearing @6:48pm

Discussion: Councilor Tousignant requested clarification re: the proposed amendment in regards for driveways that do not fit the dimensions proposed. In addition, how does this amendment address properties that do not have space (i.e., Ocean Park). Town Planner stated that the amendment allows for more control of width of driveways and without a uniform length the proposed amendment allows the Public Works Director the flexibility to adapt to site specific locales. Councilor Tousignant expressed his concerns that this amendment would be an additional problem for the Town including row paving, increased rental of properties (with increased driveway space) and vehicles not fitting into the standards near public rights of ways.

Chair O'Neill Closed Public Hearing @7:03pm

PUBLIC HEARING – BUSINESS LICENSE & APPROVAL:

Kevin & Marianne Beaulieu d/b/a T&T Leasing, LLC, (208-1-9-15), 16 Hope Terrace, one year round rental and Robyn Jacques, (206-2-4), 4 Laurene Drive, one year round rental.

Chair O'Neill Opened Public Hearing @ 7:04pm

Closed Public Hearing @ 7:04pm

Motioned by: Councilor Tousignant **Seconded by:** Councilor Reid **Vote:** 5-0

**TO: Old Orchard Beach Town Council
Larry Mead, Town Manager
Jennifer Hayes, Executive Assistant**

FROM: Planning Staff

SUBJECT: Proposed Ordinance Amendments: Subdivision Addressing

DATE: 27 January 2021

This item proposes two amendments to the subdivision ordinance: the first is associated with E-911 addressing, the second is associated street signs.

The first amendment will require subdivision applicants to work with the E-911 addressing officer to develop road names and lot numbers that work with the E-911 addressing system. The purpose of this change is to assist the addressing officer assign addresses in a more efficient manner. If this amendment is adopted, subdivision applicants will be required to demonstrate they worked with the assessing department to develop road names and lot numbers when they submit their preliminary subdivision plan.

The second amendment requires: 1. the developer to install street signs when construction of the development begins and 2. the public works director, not the planning board, to approve street sign type, size and location. The purpose of these amendments is to ensure street signs are up early to assist public safety response times and to allow the public works department determine the design and location of street signs.

Planning Board Action:

At the December 2020 meeting, the Planning Board unanimously recommended the Council approve the adoption of the subdivision ordinance addressing amendments

**CHAPTER 74 AMENDMENTS – ADDRESSING
Council Review – February 2021**

Amendments to Chapter 74, Article IV (new language underlined, deleted language ~~struck~~):

DIVISION 3. - MINOR SUBDIVISIONS

Sec. 74-153. - Submissions.

(15) Addressing. After consultation and approval by the Town Assessor, the subdivider shall show proposed road name(s) and lot numbers on the preliminary plan. The road name(s) and lot numbering system shall be used for the purpose of E-911 addressing.

~~(15)~~ 16) Digital submission requirements. All plan sheets must be submitted in digital format:

DIVISION 4. - MAJOR SUBDIVISIONS

Subdivision II. - Preliminary Plan

Sec. 74-207. – Submissions

(b) *Preliminary plan*

(26) Addressing. After consultation and approval by the Town Assessor, the subdivider shall show proposed road name(s) and lot numbers on the preliminary plan. The road name(s) and lot numbering system shall be used for the purpose of E-911 addressing.

Amendments to Chapter 74, Article VI (new language underlined, deleted language ~~struck~~):

Sec. 74-313. - Additional improvements and requirements.

(c) *Street names, street signs, streetlights.* Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate nor bear phonetic resemblance to the names of existing streets within the town and shall be subject to the approval of the planning board. Street name signs shall be furnished and installed by the developer at the onset of the construction phase. The type, size, and location shall be subject to the approval by the ~~planning board~~ public works director. Street lighting shall be installed as required by the planning board.

**TO: Old Orchard Beach Town Council
Larry Mead, Town Manager
Jennifer Hayes, Executive Assistant**

FROM: Planning Staff

SUBJECT: Proposed Ordinance Amendments: Driveways (Draft 2)

DATE: 24 February 2021

This item proposes to amend OOB ordinances Chapter 50 and Chapter 78. Highlights of the ordinance amendments- amend the driveway definition in Chapter 50, add code enforcement jurisdiction to driveway permit review and approval, and change driveway dimensions. The reason for these changes? 1. The current driveway definition in Ch. 50 does not include the area within the Town right-of-way, it only includes the area on private property. 2. Since driveways are often associated with projects requiring building permits (e.g., new home), it makes sense to include the department (codes) which is directly involved in the permit review process. 3. Regarding driveway dimensions, we found applicants have difficulties meeting the width requirements. Also, driveway lengths that are too short cause vehicles to interfere with roads and sidewalks.

1. Regarding the driveway definition amendment in ordinance Ch. 50, the changes seek to make it clear that a driveway includes the land on public and private property. Currently, a driveway is the area “wholly contained within the boundaries of that property.” Basically, this means a driveway is defined as a driveway only when it is located on private property. This definition causes interpretation and consistency problems- especially driveway width and location measurements. Draft 2 remains the same.

2. Currently, driveway permit review and approval fall under the sole jurisdiction of the public works director. The proposed amendments in ordinance Ch. 50 will include the code officer in the review and approval process. Draft 2 remains the same.

3. Regarding the driveway dimensional amendments in ordinance Ch. 78, the changes include:

- Draft 2 includes a new term- “driveway approach” which is defined as the area between the closest edge of the surface of the public or private road and the property boundary line intended to provide access for motor vehicles to the property. What changes is the location where maximum driveway width is required- Draft 1 was the entire driveway, Draft 2 max width only applies to the portions of the driveway within the road right-of-way.
- 1 and 2 family “driveway approach” width increase to a maximum of 24’ (currently 20’).
- For multifamily and commercial parking development, two-way “driveway approach” width increases for multifamily to a maximum of 26’ (currently 22’ and 24’) and increases for commercial parking lots to a maximum of 24’ (currently 22’).
- Driveways must have enough length to prevent vehicles parked in the driveway from blocking or interfering with vehicle and pedestrian passage on public or private roads and sidewalks. Because the depth of the right-of-way can vary, there is no set length- the length will be determined by the code officer and PW director. Currently, there is no length requirement.
- More specific location to assist identifying where width is measured.

Planning Board Action:

At the December 2020 meeting, the Planning Board unanimously recommended the Council approve the adoption of the proposed amendments

CHAPTER 50 and 78 AMENDMENTS – DRIVEWAYS
Public Hearing – March 2021
2nd Draft

Amendments to Chapter 50, Article III (new language underlined, deleted language ~~struck~~):

DIVISION 2. - NAMING AND NUMBERING

Sec. 50-111. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Driveway means any vehicular accessway serving a parcel of land. ~~road to private property that is wholly contained within the boundaries of that property.~~

Sec. 50-113. - Enforcement and penalty.

This division shall be enforced by the ~~public safety director~~ police chief or their designee, who shall give written notice to any owner or person in charge of a dwelling, place of business or building, advising that person of a date by which the person or owner must comply with this division. If the person to whom the notice is addressed does not correct the violation by the compliance date, such person shall commit a civil violation.

(Ord. of 4-1-1997, § 9)

DIVISION 3. – EXCAVATIONS

Subdivision II. - Permit

Sec. 50-171. - Required.

(a) It shall be unlawful for any person to dig up, excavate, tunnel, undermine, or in any manner break up any street or to make or cause to be made any excavation in or under the surface of the street for any purpose or to place, deposit, or leave upon any street any earth or other material obstructing or tending to interfere with the free use of the street, unless such person shall have first obtained an excavation permit from the public works department.

(b) It shall be unlawful for any person to remove, alter or construct any driveway without first obtaining a driveway permit from the code enforcement officer and public works department.

(Ord. of 9-18-1984, § I(a))

Sec. 50-172. - Application.

(a) No excavation permit shall be issued unless a written application for the issuance of the permit is submitted to the director of public works for review and approval.

(b) No driveway permit shall be issued unless a written application for the issuance of the permit is submitted to the code enforcement officer and public works director for review and approval.

(c) The application shall state the following:

- (1) The name, telephone number and address of the applicant;
- (2) The name, telephone number and address of the property owner
- (3) The nature, location and purpose of the excavation;
- (4) The date of commencement of the excavation; and
- (5) The date of completion of the excavation.

(d) The application shall be accompanied by a plan showing the extent of the proposed excavation work, including its location and the dimensions and elevations of the proposed excavated surfaces and such other information as may be reasonably required by the director of public works and code enforcement officer.

(e) The application shall be accompanied by proof of notice to the utilities as provided in 23 M.R.S.A. § 3360-A(3).

(Ord. of 9-18-1984, § II; Ord. of 12-18-1984; Ord. of 6-22-2011(1))

Amendments to Chapter 78, Article VIII (new language underlined, deleted language ~~struck~~):

DIVISION 4. - PARKING, OFF-STREET LOADING AND DRIVE-THROUGH FACILITIES

Subdivision II. - Access Standards for Single- and Two-Family Residences

Sec. 78-1467. - Driveway dimensions.

(a) For single- and two-family residences, driveway approach width shall not exceed 24 feet in width. ~~of driveways at the street as measured 20 feet from the street curbline~~ Minimum driveway width throughout the entire driveway length shall not be less than 12 feet in width, with a minimum right-of-way clearance of 15 feet to accommodate emergency vehicle access. ~~Maximum driveway width at the curbline shall not exceed 20 feet.~~

(b) For the purposes of this Division, driveway approach width is defined as the area between the closest edge of the surface of the public or private road and the property boundary line intended to provide access for motor vehicles to the property.

(c) All driveways shall provide enough length, as determined by the code enforcement officer and public works director, to prevent vehicles parked in the driveway from blocking or interfering in any way with vehicle, bicycle and pedestrian passage on public or private roads and sidewalks and with snow removal.

(Ord. of 9-18-2001, § 5.3.1.2)

Sec. 78-1468. - Driveway design specifications.

(d) Driveway permit. No driveway shall be constructed without first securing a driveway permit from the code enforcement officer and public works director and posting a cash or security bond in the

amount of \$1,000.00 with the public works director. No certificate of occupancy shall be issued until the code enforcement officer and public works director approves the completed driveway construction.

Subdivision III. - Access Standards for Multifamily and Nonresidential Uses

Sec. 78-1492. - Driveway dimensions.

(a) All driveways for multifamily and nonresidential uses shall be designed to accommodate the volume and physical turning characteristics of vehicles anticipated to use the off-street parking and/or loading facilities. ~~Widths of driveways at the street~~ Driveway approach widths should be minimized wherever possible. Minimum and maximum driveway approach widths ~~widths for driveways as be measured 20 feet from the street curbline~~ are established as follows:

Use	One-Way Drives (feet)		Two-Way Drives (feet)		Curbline Radius (feet)	
	Min.	Max.	Min.	Max.	Min.	Max.
Multifamily (3—10 units)	10	12	20	22 <u>26</u>	5	10
Commercial parking lots	10	12	20	22 <u>24</u>	5	10
Multifamily (10 + units)	12	14	22	24 <u>26</u>	5	10
Commercial uses	12	20	24	26	5	15
Industrial uses	15	25	26	30	10	20

(b) For the purposes of this Division, driveway approach width is defined as the area between the closest edge of the surface of the public or private road and the property boundary line intended to provide access for motor vehicles to the property.

(c) All driveways shall provide enough length, as determined by the code enforcement officer and public works director, to prevent vehicles parked in the driveway from blocking or interfering in any way with vehicle, bicycle and pedestrian passage on public or private roads and sidewalks.

(Ord. of 9-18-2001, § 5.3.2.2)

Sec. 78-1495. - Driveway permit.

No driveway shall be constructed without first securing a driveway permit from the code enforcement officer and public works director and posting a cash or security bond in the amount of \$1,000.00 with the public works director. No certificate of occupancy shall be issued until the code enforcement officer and public works director approves the completed driveway construction.

PUBLIC HEARING – SPECIAL AMUSEMENT PERMIT & APPROVAL:

James Albert, d/b/a Dimitri, Inc., d/b/a Jimmy The Greek, (211-9-2), 215 Saco Ave,
inside/outside bands, comedy, and DJ from noon to midnight.

Thomas & Jamie Lacasse d/b/a HFY Enterprises, Inc. d/b/a Sunset Bar & Grill, (307-1-6),
4 Fernald St, outside live music from 2pm-10pm.

Roland Lachance d/b/a JJ's Eatery Too, (306-5-1-f), 12B Old Orchard Street, outside &
inside soloist, musicians, duos & live music from 6pm-8pm. [*Note: this is a change from*
last year's permit of 6:30-9:30pm]

Opened Public Hearing @ 7:05pm

Closed Public Hearing @ 7:05pm

Motioned by: Councilor Blow **Seconded by:** Councilor Kelley **Vote:** 5-0

TOWN MANAGER REPORT – no report given due to the excused absence of the
Town Manager.

NEW BUSINESS:

Agenda Item #7376

Discussion with Action: Approve & certify the information on the Annual Report for
Tax Year April 1, 2020 through March 31, 2021 for the Affordable Housing Tax
Increment Financing District relative to the public purpose of the affordable housing
district, as reported by The Pines at Ocean Park and Milliken Heights TIF Districts.

Background: (*Annual report for Tax year 4/1/20-3/31/21 for Affordable Housing TIF
District for The Pines & Milliken Heights attached.*)

Motioned by: Councilor Blow **Seconded by:** Councilor Reid **Vote:** 5-0

**Annual Report for Tax Year April 1, 2020 – March 31, 2021
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2021**

Municipality: Town of Old Orchard Beach

Municipal official submitting this report:

Diana H. Asanza
Printed name

Signature _____ Date 2/23/2021

Title: Treasurer - Finance Director
Mailing address: 1 Portland Ave., Old Orchard Beach, ME 04064
Phone number: 207.937.5622
Email address: dasanza@oobmaine.com

Name of Affordable Housing Development District:

The Pines at Ocean Park

Date that the municipal legislative body approved this report: *In submitting this report, the legislative body of the municipality or its authorized representative certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.*

_____, 20____

Status of affordable housing within the District: *“Affordable” means for households earning no more than 120% area median income. If affordable housing development is in process or complete, we would very much appreciate a photo of the housing, supplied electronically to mmartin@mainehousing.org.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)				
Rental (senior)	55	5		
Owned home/condo				

Please list property sales within the District. [NOTE: Impact on affordability is not required by the statute for this item and in any event would be captured in the chart above.]

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A

**Annual Report for Tax Year April 1, 2020 – March 31, 2021
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2021**

Municipality: Town of Old Orchard Beach

Municipal official submitting this report:

Diana H. Asanza
Printed name

Signature _____
Date

Title: Treasurer - Finance Director
Mailing address: 1 Portland Ave., Old Orchard Beach, ME 04064
Phone number: 207.937.5622
Email address: dasanza@oobmaine.com

Name of Affordable Housing Development District:

Milliken Heights

Date that the municipal legislative body approved this report: *In submitting this report, the legislative body of the municipality or its authorized representative certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.*

_____, 20____

Status of affordable housing within the District: *“Affordable” means for households earning no more than 120% area median income. If affordable housing development is in process or complete, we would very much appreciate a photo of the housing, supplied electronically to mmartin@mainehousing.org.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	0	0	0	0
Rental (senior)	0	0	42	13
Owned home/condo	0	0	0	0

Please list property sales within the District. [NOTE: Impact on affordability is not required by the statute for this item and in any event would be captured in the chart above.]

The 4.76 acre lot within the TIF District was subdivided, becoming 38 Portland Avenue, and was sold to Szanton Monks Properties, LLC in March 2020

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

There have been no changes to the type, or scope of the development within the District. The project has received preliminary approval by MaineHousing. Construction Loan Closing and start of construction are anticipated to occur in September of 2021. Per Development Program, the TIF will fund the operating costs of the project. No TIF proceeds have been received by the project at the time of completing this form (2.17.2021).

Agenda Item #7377

Discussion with Action: Re-appoint Debbie Anischik to the Community Animal Watch Committee, term to expire 12/31/2022.

Background: *Application on file at Clerk's Office*

Motioned by: Councilor Kelley

Seconded by: Councilor Blow

Vote: 5-0

Agenda Item #7378

Discussion with Action: Approve the Special Event Permit application for the Eastern Trail Alliance's annual Maine Lighthouse Ride on September 11th, 2021, from 7 a.m. to 3 p.m., with a water stop at Memorial Park. The permit is dependent on any COVID-19 restrictions in place at the time of the ride.

Background: *Application attached*

Motioned by: Councilor Kelley

Seconded by: Councilor Blow

Vote: 5-0

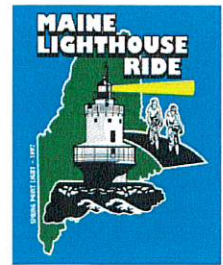
Agenda Item #7379

Discussion with Action: Approve the cancellation of the Town Council Meeting scheduled for Tuesday, July 6th, 2021 in observance of Independence Day.

Motioned by: Councilor Blow

Seconded by: Councilor Tousignant

Vote: 5-0



February 10, 2021

Town Clerk's Office
1 Portland Avenue
Old Orchard Beach, ME 04064

RE: Maine Lighthouse Ride – Application

To Whom It May Concern:

Please accept our Special Event Permit Application for our 18th Annual Maine Lighthouse Ride being held on Saturday, September 11, 2021. Once you receive this application please let me know and I will call with payment information for our credit card.

The Certificate of Insurance will follow in April once the current COI expires.

As we do not know what the CDC Covid guidelines will be at the time of the event things may change as to the number of participant or the logistics of the ride. We will adhere to any CDC guidelines in place at the time of the event,

Please feel free to email or call me with any questions.

Thanks again,

A handwritten signature in cursive script that reads "Patti Poole".

Patti Poole
Eastern Trail Alliance
P O Box 250
Saco, ME 04072
207-332-7575
patti@eastertrail.org



Town of Old Orchard Beach Special Event Permit application

Application for Special Event Permit

Please read the following:

- All applications must be thoroughly completed. Failure to fully complete an application may result in a delay in the processing.
- This application is to be completed by the individual or authorized representative of the organization regulating the event and requesting the permit. Submission of an application does not guarantee the event will be approved. Do not publicize or promote your event until your notification of acceptance has been issued.
- All applications must be received by the Town Clerk's Office not less than thirty (30) calendar days prior to the date on which the person proposes to conduct such special event. If not received by that date, the application may be subject to non-approval for that reason.
- Special Event Permit applications require a \$50 (per day, including dates of set up/take down) **non-refundable fee** to be paid at the time application is received.
- A Special Event Permit Application will be deemed "received" on the date the Town Clerk's Office receives:
 - A completed application
 - Appropriate Insurance, listing the Town of Old Orchard Beach as additionally insured (if event is within 30 days)
 - Application fee
- Once you have completed the application, please return to the Town Clerk's Office:

Town Clerk's Office
1 Portland Avenue
Old Orchard Beach, ME 04064

If you have any questions, please contact the Town Clerk's Office at 207-934-4042 or e-mail the Town Clerk, Kim McLaughlin, at kmclaughlin@oobmaine.com

APPLICATION INFORMATION

PLEASE SUBMIT A COMPLETE APPLICATION A MINIMUM OF 30 CALENDAR DAYS PRIOR TO THE EVENT.

1. Name of applicant Patti Poole - Eastern Trail Alliance

Address of applicant Po Box 250 Saco ME 04072
City State Zip

Phone number of applicant (207) 284-9260 Fax ()

Cell phone (207) 332-7575 E-mail patti@easterntrail.org

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

Eastern Trail Alliance

Website address (if an Organization, Firm or Corporation) www.easterntrail.org

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other - Please specify

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

18th Annual Maine Lighthouse Ride. Fundraiser for the Eastern Trail Alliance. 1000 cyclists - no entertainment

Will you be using tents? _____ YES X NO EZUP pop-ups

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

Will you be using staging? _____ YES NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music Bleacher(s) Dance Floor(s) Live Entertainment
- Loud Speaker(s) Microphone(s) Stadium(s) Stage(s)

Other: _____

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:
(Include information how this person may be contacted at any time during the event).

Name Patti Poole Work Phone (207) 284-9260

Address PO Box 250 Saco ME 04072
City State Zip

Cell phone (207) 332-7575 Fax () _____

E-mail patti@easterntrail.org

4. SET-UP Date for Event 9-11-2021 Day of Week Sat from 1 AM to 3 PM

Date of Event _____ Day of Week _____ from _____ to _____

Date of Event _____ Day of Week _____ from _____ to _____

Date of Event _____ Day of Week _____ from _____ to _____

Date of Event _____ Day of Week _____ from _____ to _____

TAKE-DOWN date _____ Day of Week _____ from _____ to _____

RAIN DATE(s) None Times _____

(if rain date listed, insurance must list rain date)

5. Location of the Event Veterans Memorial Park - First St. & Heath St.
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

_____ 0-150; _____ 150-500; ✓ 500-1000; _____ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

no

8. Will the sale of food and/or beverages occur at the event? no If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee) Pot Luck Items
- Professional Catering Non-Profit Food Vendors Retail Food Vendors

9. Will there be merchandise sold at the event? _____ YES X NO

Description of merchandise _____

10. Is the event a Charitable event? X YES _____ NO

Is this event co-sponsored by the Town of Old Orchard Beach? _____ YES X NO

If this event a Regional School Unit #23 event? _____ Yes X NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

Eastern Trail Alliance

12. List any Event Sponsors:

Will admission be charged for the event? _____ YES _____ NO

Will participants be charged for parking? _____ YES _____ NO

13. Has this event been held previously in Old Orchard Beach?

YES (if yes, please list dates): Since 2003

NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

traffic guards with vests available to control traffic

Additional Uniformed presence provided by: Off-Duty Police Officers; Private Security; Volunteers

Times: 7 AM - 3 PM How many? 2

If you have already made contact with someone about security, provide the contact name and number:

Name: _____ Phone Number: _____

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

none

Will audible devices be used at this event? _____ YES NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

Where will the event attendees/participants park? Attendees will be on bicycles

Volunteers (5 or 6) will park on First St.

Will a shuttle service be provided from parking areas to the event site? _____ YES NO

If yes, please describe shuttle plan, and name of company provided service:

Will you require special parking (RV's, trailers, trucks)? _____ YES NO

If yes, give details: _____

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

Rest stop will provide trash containers & will remove all trash

Is the use of barricades necessary/requested for this event? no

If yes, number needed and location _____

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

_____ YES NO If yes, please describe:

Is any other public works assistance needed? Access to water

Please open restrooms by 7 AM

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? _____.

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 cash deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.

____ YES Y NO

If yes, explain: _____

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

no signs or decorations

Will this event be posting a banner on public property? ____ YES X NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured): ____ YES X NO

Will the alcohol be: _____ Sold; _____ Given away; _____ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? _____ Yes, it's attached _____ No

20. Will the event involve professional fireworks? _____ YES _____ NO
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? _____

(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? _____

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) _____ YES _____ NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1st through August 31st of each year. Will this event occur on the beach? _____ YES _____ NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

Piping Plover Essential Habitat: The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. **However, projects must be reviewed by MDIFW before Town approval.**

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

_____ Yes, it has been provided with the application; _____ No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)? _____ YES _____ **X** NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

SPECIAL EVENT PERMIT AGREEMENT

I, Patti Poole on behalf of Eastern Trail Alliance
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. PP (initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature: Patti Poole Date: 2/5/2021
(authorized representative)

Print name: Patti Poole

Print Organization Name (if applicable): Eastern Trail Alliance

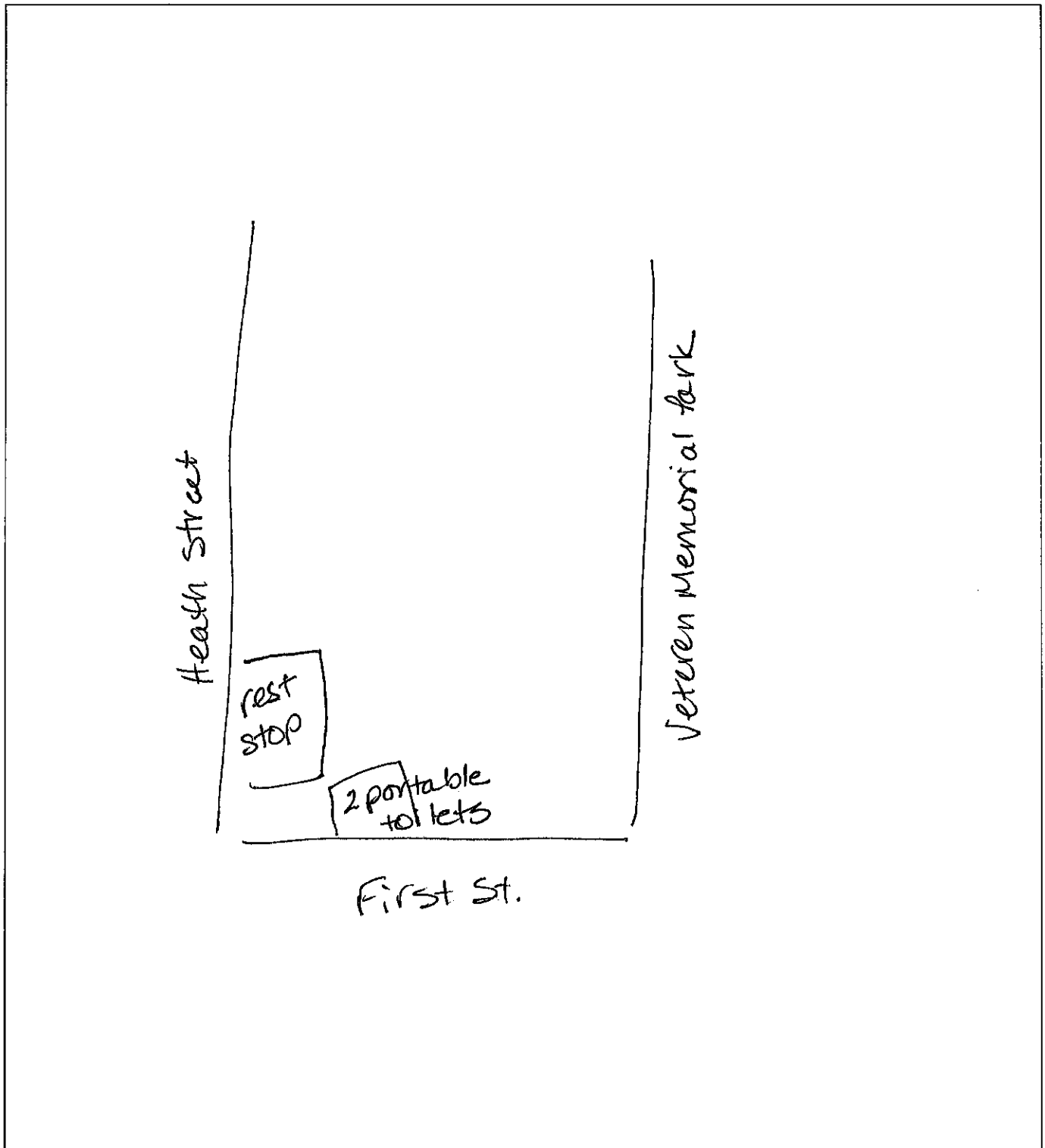
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location
Event Coordinator's Booth
Tents/Stages/Grandstands
Porta Potties/Rest Rooms

Vendor Locations
Garbage Cans
Water Sources

Street Closures/Parking Information
Water/Electricity Sources
Loudspeakers



Agenda Item #7380

Discussion with Action: Authorize the closing of Town Hall on Thursday, December 24, 2021 with Town Hall employees taking either 1/2 vacation day or 1/2 personal day.

Motioned by: Councilor Kelley **Seconded by:** Councilor Blow **Vote:** 5-0

Agenda Item #7381

Discussion with Action: Approve the purchase of the Castus System for the Local Access Channel (Channel 3) at the cost of \$18,466.00 from account number 20118-50350–Contingency Expense, with a balance of \$122,064.48.

Background: The broadcasts of Town Council and other board meetings on local access Channel 3 requires the use of an electronic video scheduling server to manage the various components, including audio, video, graphics, and import of presentation materials and links. The existing equipment is quite dated and does not support effectively the demands of newer technology. It was discontinued five years ago and service is no longer available. The proposed replacement CASTUS server will be a significant improvement and will not be as prone to breakdowns that interfere with broadcasts and playbacks. The cost will be fully covered by funds the Town received through the Charter franchise re-authorization for upgrades to the broadcast infrastructure

Motioned by: Councilor Reid

Seconded by: Councilor Tousignant w/discussion. Councilor Tousignant requested clarification of the Castus system. Treasurer-Finance Director, Diana Asanza spoke to the funding for the system which came from a \$70,000 (seventy thousand dollars) grant from Spectrum (i.e., cable company) in 2017. To date, only \$21,000 (twenty-one thousand dollars) had been spent and was rolled into the general fund. Kim McLaughlin

ACCESS A/V

AUDIO • VIDEO • LIGHTING • MOBILE VANS

SALES & INSTALLATIONS

8 Integra Drive • Concord, NH 03301
 p- 603 224 2300 • f- 603 224 2308
 www.accessavnh.com



Quoted to:	Kim McLoughlin
Phone:	207-934-4042
Customer:	Old Orchard Beach
Address:	1 Portland Ave
City, State:	Old Orchard Beach, ME
Quoted by:	Mike Berardinangelo
Date:	1/28/2021
Quote #:	MB1282021

Preliminary Quote - For Budget Purposes Only

Qty.	Make	Model	Description	Price	Ext. Price
1	CASTUS	QUICKCAST	Single Channel High Definition Video Playback Server 4TB Storage	\$ 11,995.00	\$ 11,995.00
1	Blackmagic	CONVMAAS2	Analogue to SDI Converter	\$ 189.00	\$ 189.00
1	Decimator	Decimator2	SDI to Analogue + HDMI Audio/Video Converter	\$ 344.00	\$ 344.00
1	Acer	SB220Q	21.5" Full HD Monitor	\$ 125.00	\$ 125.00
1	AAV	MK120	Keyboard and Mouse Combo (wired)	\$ 21.00	\$ 21.00
1	AAV	Accessories	Rack Shelves + Strips, Etc	\$ 199.00	\$ 199.00
1	Cables+Connectors	Various	RG6/CAT6/HDMI/Audio	\$ 199.00	\$ 199.00
1	AAV	Travel+Mileage	3 Round Trips to OOB	\$ 399.00	\$ 399.00
1	Installation		See Scope of Work Below	\$ 4,995.00	\$ 4,995.00
SHIPPING CHARGES WILL BE ADDED TO FINAL INVOICE					
All credit card payments will be charge 2.5% processing fee					
Optional - Not Included - Suggested				\$ -	not included
TOTAL COST:				\$	18,466.00

This price quote is valid until **2/28/2021**

Please note payment schedule	
35% due at project signing/PO	\$ 6,463.10 Due at PO/Acceptance
55% due at installation completion	\$ 10,156.30
10% due upon punchlist completion & systems training	\$ 1,846.60
TOTAL PAYMENTS	\$ 18,466.00

The information provided herewith is the exclusive property of Access A/V. Distribution of this material without express written permission is strictly prohibited.

Scope Of Work

Install new playback server. Keep existing unit in place until switch over
Test new playback system with existing equipment.
When customer is ready, switch over to new gear.
Assist customer with transfer of files from old system.
Provide one onsite training and one remote training

Notes:

Customer must provide an IP address for internal and external use
Customer must provide user credentials for Facebook Streaming
Customer must provide software for DVD burning



CASTUS

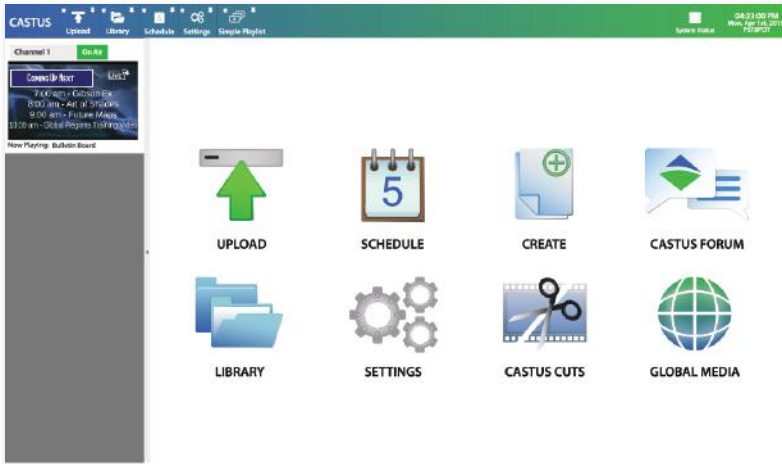
PLAYOUT SERVERS & STREAMING SOLUTIONS

QuickCast

HD/SD-SDI, IP Video & Social Media Streaming Server



'TV Station in a Box' - Capture, Schedule, Payout, & Stream



Web browser based user interface.



OVERVIEW

QuickCast is a powerful, multiprocessing, single channel video scheduling server; it is feature rich, reliable and cost effective. QuickCast inputs & outputs are CONFIGURABLE with one of the following options:

Inputs: One HD/SD-SDI input OR one IP input (MPEG-2TS, H.264, HLS, RTMP).

Outputs: One HD/SD-SDI output & one IP Simulcast output, OR two IP Simulcast outputs (HLS, MPEG-2TS, H.264, MPEG-4).

All outputs share one channel.

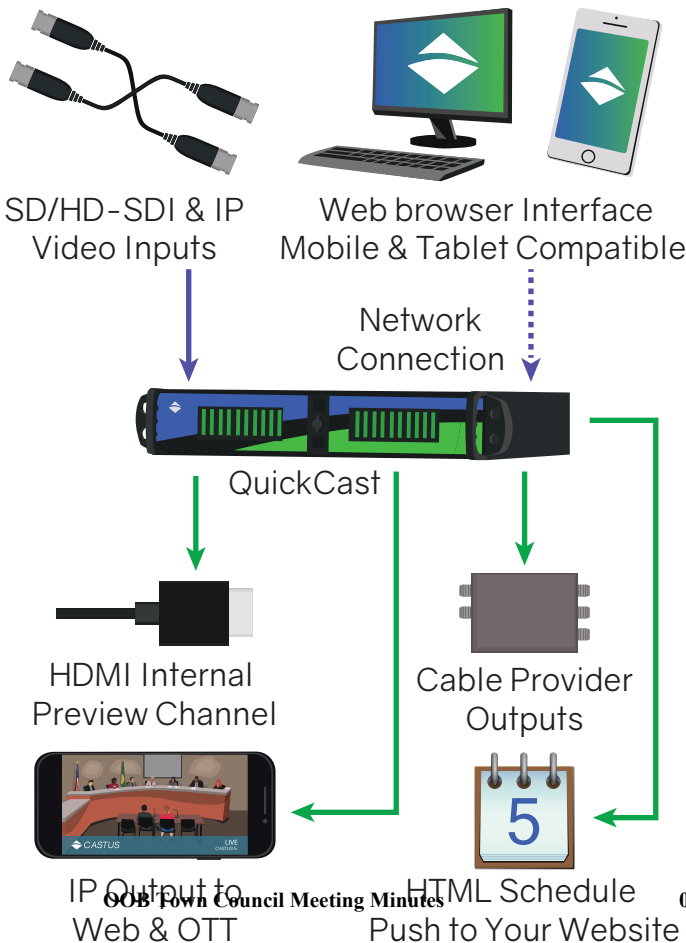
You can easily upload, schedule and play almost any file format, zero transcoding. QuickCast features an easy to use, web browser based interface that is accessible from anywhere, anytime, with a full-time channel monitor built in. The server offers fully supported closed captioning, providing a compliant signal to cable, web, mobile, and social media sites for both live and VOD content for OTT.

FEATURES

- Secure user logins with password permissions restrictions
- Stream to Facebook Live™ or YouTube Live™
- Zero transcoding - HD/SD compatible out of the box
- Easy 'Click & Stick' scheduling
- Easy to create & edit bulletin boards
- Video editing on our web based non-linear timeline editor 'CASTUS Cuts'
- Optional graphic overlays on IP and SDI outputs
- Automatic audio volume normalization
- Confidence monitor built in to interface
- Text & RSS crawls
- Automatic background music detection during slides
- Automatically fills gaps in schedule with 'Default Item'
- HDMI preview channel
- Digital SD/HD-SDI & IP input with router control
- Run reports for channels programs & meta data
- **Reliable support & forum access**

KEY HIGHLIGHTS

- Support for Closed Captions; live, sidecar & embedded
- Stream to multiple destinations simultaneously
- Stream 24/7 365
- User login with permissions
- Linux operating system
- Web browser based user interface



OUTPUTS

Video & Audio Output	Digital SD/HD-SDI uncompressed video with embedded audio
IP Output	NDI, MPEG2 Transport Stream with MPEG2 or H.264 video, HLS, RTMP for social media streaming, and AAC, AC3 or MPEG audio
Preview Output	HDMI Output for internal preview channel

INPUTS

Inputs	(1) HD-SDI, NDI from Tricaster, IP and RTMP over ethernet 3.5mm line-in audio input
Supported Formats	MPEG2, MPEG4, vob, m2ts, mov, avi, mp4, m4a, H.264 video HLS, RTMP, wav, mp3, AAC & AC3

STORAGE

Hard Drive	4TB, 6TB or 8TB - optional RAID
Operating System	120GB internal SSD for CASTUS & Linux OS

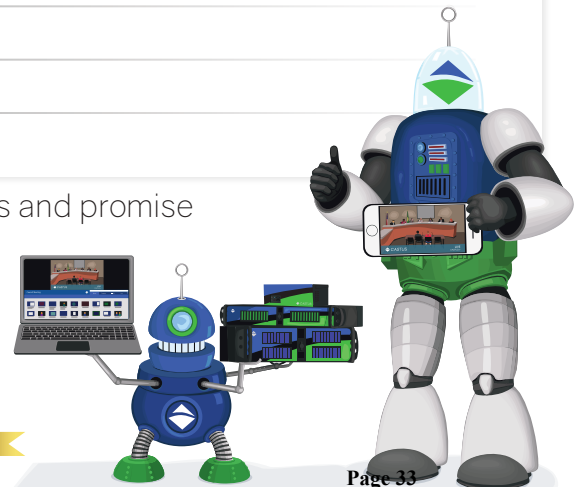
SPECIFICATIONS

Operating System	Linux CASTUS OS
Control Interface	Web Interface (Firefox or Chrome)
Network Connection	(2) 1 gigabit connections, optional 10 GbE card
Data Center Integration	NTP
Controls	BlackMagic IP/SDI, Sierra Video Aspen & Knox routing switchers
Integrates & Supports	QuickStream VOD, Link Electronics ACE captioning products & SCTE-35 pass thru
Content Introduction	HTTP Web interface & FTP, SMB, NAS
Closed Captioning	EIA-608 (Analog Line 21) and CEA-708 (Digital TV)
HD/SD SDI Inputs or IP	(1) included, or additional input upgrade available
HD/SD SDI Outputs or IP	(1) SD/HD-SDI & (1) IP output OR 2 IP simulcast
Total channel overlay regions	4

PHYSICAL

Power	Single 500 Watt power supply
Power Consumption	120 Watts
Dimensions	20"d X 17"w X 3.25"h
Weight	30 lbs

CASTUS is a customer centric organization. We value our customers and promise to provide them with excellent products and support. Our products have evolved over the years directly from customer feedback and experience. We are committed to continuous innovation.



spoke to the benefits of the Castus system as a means to broadcast online in addition to local tv access. The system has more to offer and is not as antiquated. (Information re: the system is attached to meeting minutes). In a written statement from Town Manager Mead, “As Diana stated there was \$70,700 received as a “grant” to be used specifically on broadcast related expenses. There has been over \$21,000 expended previously, not including tonight’s expenditure of \$18,500. With this expenditure approved by Council the balance remaining will be just over \$30,000. If Council wishes to establish a separate fund for this remaining balance, to be labeled “Channel 3 broadcast fund” that can be done during the FY22 budget approval through a separate order on the agenda at that time.”

Vote: 5-0

Agenda Item #7382

Discussion with Action: Approve the liquor license renewals for:

James Albert, d/b/a Dimitri, Inc, d/b/a Jimmy The Greek, (211-9-2), 215 Saco Ave, M-S-V in a Class A restaurant/lounge.

Thomas & Jamie Lacasse d/b/a HFY Enterprises, Inc. d/b/a Sunset Bar & Grill, (307-1-6), 4 Fernald St, M-S-V in a Class A restaurant

Roland Lachance d/b/a JJ’s Eatery Too, (306-5-1-f), 12B Old Orchard Street, M-S-V in a Class A restaurant/lounge.

Motioned by: Councilor Blow **Seconded by:** Councilor Kelley **Vote:** 5-0

ADJOURNMENT

Motioned by: Councilor Blow **Seconded by:** Councilor Kelley **Vote:** 5-0

The regular meeting of the Old Orchard Beach Town Council adjourned @ 7:24pm on Tuesday, March 2nd, 2021.