



## Town Council - Meeting Agenda

**March 18<sup>th</sup>, 2025 @ 6:30pm**  
**Council Chambers - 1 Portland Avenue**

*[www.oobmaine.com/town-council](http://www.oobmaine.com/town-council)*

*\*Members of the public wishing to view the meeting from home may tune into Local Access TV  
(Channel 3 or 1301 - check with your provider) or by clicking the Meeting Videos link on [oobmaine.com](http://oobmaine.com).)*

### **PLEDGE OF ALLEGIANCE:**

### **ROLL CALL:**

### **ACKNOWLEDGEMENTS:**

### **GOOD & WELFARE:**

### **PRESENTATION:**

Fiscal year 2024 Audit Presentation – RHR & Company

Fiscal year 2026 Municipal Budget Presentation – Town Manager Diana Asanza

Recreation Department Update – Jason Webber, Recreation Director

**ACCEPTANCE OF MINUTES:**

Accept the minutes from the 3.4.2025 Regular Town Council Meeting.

Chair: Shawn O'Neill

## **PUBLIC HEARING – ORDINANCE AMENDMENTS:**

**Public Hearing:** Shall the Town Council amend the Code of Ordinances, Chapter 34, Housing, Section 34-91 Occupancy Requirements to amend the ordinance to allow greater density for temporary seasonal housing in a cabin or similar facility, and Chapter 34, Housing, Section 34-26 to add definitions for floor area, habitable space, dwelling, and complete bathroom.

Chair: Shawn O'Neill

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## **Sec. 34-91. Occupancy requirements.**

- (a) *Generally.* No person shall occupy as owner-occupant or shall let to another for occupancy any dwelling, dwelling unit, or rooming unit which does not comply with the minimum standards for space and occupancy in this section. Any motel, hotel, guest cottage, cabin, sporting camp or similar facility must comply with these space and occupancy standards when an occupant stays in one or more units for a continuous period in excess of 30 days.
- (b) *Dwelling and rooming units.* Every dwelling, dwelling unit and rooming unit shall contain at least 200 square feet of floor area of habitable space for the first occupant and at least 150 square feet of additional area of habitable space for each additional occupant. A child under the age of one shall not be counted as an occupant for the purposes of this section.
- (c) *Temporary seasonal housing.* Where sleeping quarters are furnished within existing structures between April 1 and October 31 for temporary seasonal workers, for every 5 occupants there shall be at least (1) shower unit, (1) sink and (1) toilet. A room occupied for sleeping purposes may include a kitchenette and a bathroom. Every room occupied for sleeping purposes shall contain at least 70 gross square feet of floor space per person. The calculation of gross square footage shall be limited to spaces used for living, sleeping, eating or cooking, including bathrooms, toilet rooms, foyers, closets and hallways within controlled space. The auxiliary spaces used to determine gross square footage, such as bathrooms, toilet rooms, foyers, closets, hallways and kitchens, shall not be used for sleeping quarters. If it is unfeasible to meet the kitchen, kitchenette or bathroom requirements in the space then access to communal kitchen or bathroom may be approved by the authority having jurisdiction, provided that such space is in an attached structure, provides 24/7 access and is under the control of the temporary seasonal workers.
- (d) No outbuilding, basement, garage, attic or other space shall be used as space for sleeping quarters unless the space complies with the ordinances as written for the Town of Old Orchard Beach Maine.
- (e) *Posting of notice of permitted occupancy.* Notice shall be posted in each unit offered for rent stating the maximum number of occupants allowed under this article.
- (f) *Notice of permitted occupancy required.* When a person lets to another for occupancy any dwelling, dwelling unit, or rooming unit, he shall notify the occupant in writing of the maximum number of persons permitted to occupy the premises by this section.

(Ord. of 4-2-1991, § 4; Ord. of 4-7-2009(1); Ord. of 3-15-2016; Ord. of 10-15-2019)



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## Sec. 34-91. Occupancy requirements.

a) ~~(a)~~ — *Generally.*

- (1) No person shall occupy as owner-occupant or ~~shall let~~ cause to be occupied by rental or any other agreement by another for occupancy any dwelling, dwelling unit, or rooming unit which does not comply with the minimum standards for space and occupancy in this section.
- (2) Any motel, hotel, guest cottage, cabin, sporting camp or similar facility must comply with these space and occupancy standards when an occupant stays in one or more units for a continuous period in excess of 30 days.

b) ~~(b)~~ — *Dwelling and rooming units.*

- (1) Every dwelling, dwelling unit and rooming unit shall contain at least 200 square feet of floor area of habitable space for the first occupant and at least 150 square feet of additional area of habitable space for each additional occupant. A child under the age of one shall not be counted as an occupant for the purposes of this section.

~~(c) — Temporary seasonal housing. Where sleeping quarters are furnished within existing structures between April 1 and October 31 for temporary seasonal workers, for every 5 occupants there shall be at least (1) shower unit, (1) sink and (1) toilet. A room occupied for sleeping purposes may include a kitchenette and a bathroom. Every room occupied for sleeping purposes shall contain at least 70 gross square feet of floor space per person. The calculation of gross square footage shall be limited to spaces used for living, sleeping, eating or cooking, including bathrooms, toilet rooms, foyers, closets and hallways within controlled space. The auxiliary spaces used to determine gross square footage, such as bathrooms, toilet rooms, foyers, closets, hallways and kitchens, shall not be used for sleeping quarters. If it is unfeasible to meet the kitchen, kitchenette or bathroom requirements in the space then access to communal kitchen or bathroom may be approved by the authority having jurisdiction, provided that such space is in an attached structure, provides 24/7 access and is under the control of the temporary seasonal workers.~~

- (2) ~~(d)~~ — No outbuilding, basement, garage, attic or other space shall be used as space for sleeping quarters unless the space complies with the ordinances as written for the Town of Old Orchard Beach Maine.

c) ~~(e)~~ — ~~Posting~~ *Temporary seasonal housing.*

(1) Housing is furnished within an existing single family, two family, or multi family dwelling.

(a) Sleeping areas shall contain a minimum of ~~not less~~ 70 sq ft of floor space per occupant.

(b) Sleeping areas are to be separated from living areas.

(c) There shall be the equivalent of one (1) complete bathroom per five (5) occupants.

(2) Housing is furnished in hotel or motel rooms

(a) To have the same occupancy allowed for guests.

(b) Sleeping area may contain cooking area

(3) Housing is furnished in cabins or other similar facility.

(a) Sleeping areas shall contain a minimum of 70 sq ft of floor space per occupant

(b) Minimum floor space may be reduced if separate living and cooking spaces are available on the same property accessible 24 hours a day.

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(c) Reduction of space to be approved by the authority having jurisdiction.

(d) Sleeping area may contain cooking area

(e) Bathroom areas to be approved by the authority having jurisdiction.

d) Notice of permitted occupancy.

(1) Notice shall be posted in each unit offered for rent stating the maximum number of occupants allowed under this article.

(2) ~~(f) *Notice of permitted occupancy required.*~~ When a person lets to another for occupancy any dwelling, dwelling unit, or rooming unit, he shall notify the occupant in writing of the maximum number of persons permitted to occupy the premises by this section.

(Ord. of 4-2-1991, § 4; Ord. of 4-7-2009(1); Ord. of 3-15-2016; Ord. of 10-15-2019)

**Public Hearing:** Shall the Town Council amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, Section 54-37, Penalty, changing the fine amount for expired parking; and Section 54-187, Town Hall parking and Veteran's Square parking.

Chair: Shawn O'Neill

NOTICE OF PUBLIC HEARING  
MUNICIPAL OFFICERS OF THE TOWN OF  
OLD ORCHARD BEACH

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on February 18<sup>th</sup>, 2025 at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, Section 54-37, Penalty, changing the fine amount for expired parking, Section 54-187; Town Hall parking and Veteran's Square parking, by adopting the underscored language and deleting the strikethrough language below:

**Sec. 54-37. Penalty.**

- (a) Any person who violates any section of this chapter shall be guilty of a traffic infraction and shall, upon adjudication, be subject to a fine of not more than \$100.00, or as stated below. All fines shall be recovered, upon complaint, to the use of the town.
- (b) Persons charged with a violation of this chapter may waive all court action by payment, to the town within 14 days of the issuance of a notice of violation, a fee in accordance with the following schedule:
  - (1) No parking in center\$ 30.00
  - (2) Parked in square35.00
  - (3) Parked facing traffic30.00
  - (4) Parking within fire hydrant limits50.00
  - (5) Parked on crosswalk50.00
  - (6) Parked too near corner30.00
  - (7) Double parked35.00
  - (8) No parking in driveway30.00
  - (9) No all-night parking30.00
  - (10) Recreational vehicles, vans, trailers, mobile homes, etc.:
    - a. No all-night parking:
      - 1. First offense50.00
      - 2. Subsequent offenses100.00
    - b. No use of public services while parked50.00
  - (11) Tow away zone50.00
  - (12) No parking30.00
  - (13) Other30.00
  - (14) Expired meter or receipt/no receipt/receipt face down~~30.00~~ \$50
  - (15) Parked overtime30.00
  - (16) No parking, yellow curb or yellow line30.00

- (17) Parked in handicap space 250.00
  - (18) Parked in loading zone 35.00
  - (19) Parked on sidewalk 30.00
  - (20) Fire lane 50.00
  - (21) Hindering snow removal 30.00
  - (22) Parked in bus stop 30.00
  - (23) Expired parking slip/no permit or slip Milliken Street Lot 30.00
  - (24) Expired parking slip/no permit or slip Memorial Park Parking Lot 30.00
  - (25) Prolonged parking—Feeding meters 30.00
  - (26) No parking that takes more than one space 30.00
  - (27) Fine for parking in Employee Parking Lot behind Town Hall during Town Hall hours 100.**
- (c) Any person asked to move, after first being advised by a Police Officer, and who refuses to move is subject to a fine.
  - (d) Waiver fees after 14 days following issuance of a notice of violation and prior to a court appearance shall be twice the amounts set forth in the fee schedule in this section.
  - (e) Any vehicle having three or more outstanding notices of violation may be towed and impounded until all fees and towing charges have been paid in full.
  - (f) The fact that a vehicle is found in violation of this chapter shall be prima facie evidence of the violation by the person in whose name such vehicle is registered.

#### **Sec. 54-187. - Restrictions and prohibitions.**

*Town Hall.* Upper lot ~~and Veteran's Square and lower lot parking areas~~ shall be limited to Town Hall business, and the lower lot parking area (19 Imperial Street MBL: 205-3-3) and the lot immediately adjacent to the Town Hall shall be parking for employees only, Monday, Wednesday, Thursday and Friday from 8:00 a.m. to 4:00 p.m. and Tuesdays until 6:00 p.m. After Town Hall business hours, the lower lot parking area, the adjacent town-owned parking lot located at Veteran's Square (19 Imperial St. MBL: 205-3-3) and the upper lot parking area shall be limited to Town Hall business only, paid parking or by town-issued permit. The lower lot parking area, and the adjacent town-owned parking lot located at Veteran's Square (19 Imperial St. MBL: 205-3-3) will also be for paid parking after hours. The police chief or his designee has the right to reserve spaces for meetings being held at Town Hall. Parking restrictions during Town Hall business hours are in effect year round. Parking restrictions after Town Hall business hours are in effect the Friday before Memorial Day through Labor Day. For paid parking, the parking fee shall be an hourly rate as per the schedule of license, permit and application fees.

*Veteran's Square.* This refers to the area which runs from Old Orchard Street to Imperial Street. There shall be no entrance onto Veteran's Square from Old Orchard Street, and a right-hand turn only shall be permitted from Veteran's Square onto Old Orchard Street. Parking

shall be limited to Town Hall business only, Monday, Wednesday, Thursday and Friday from 8:00 a.m. to 4:00 p.m. and Tuesdays until 6:00 p.m. All other times shall be limited to Town Hall business, paid parking or by town-issued permit. The police chief or his designee has the right to reserve spaces for meetings being held at Town Hall. Parking restrictions during Town Hall business hours are in effect year round. Parking restrictions after Town Hall business hours are in effect ~~May 1 the Friday before Memorial Day~~ through ~~September 30 Labor Day~~. For paid parking, the parking fee shall be an hourly rate as per the schedule of license, permit and application fees.

Per Order of the Municipal Officers this 4<sup>th</sup> day of March, 2025.

A True Copy

Attest:

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Kim M. McLaughlin, Town Clerk

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL POLICY 23-1  
PARKING PERMITS**

The Town Council has established the following Policy for the issuance of and charges for Municipal Parking Permits.

Parking Permit types:

1. \$50 Residential Permit
2. \$75 Residential Permit
3. \$150 Non-Resident Permit
4. \$300 Non-Resident Permit
5. ~~\$50~~ \$100 Temporary Permit
6. Staff Parking Permit
7. \$1,000 Non-Resident Permit

**1) \$50 Residential Permit**

**Resident Eligibility:**

- 1) Individuals who register their car in Old Orchard Beach, who presently live in town;
- 2) Individuals who register their car in Old Orchard Beach who pay real estate taxes;
- 3) Individuals who pay real estate taxes, and who live in their homes for the summer season.

Applicants must provide a driver's license, as well as a vehicle registration for each vehicle.

**Parking:**

Includes Milliken Street Municipal Parking lot; Memorial Park Municipal Parking Lot; front parking lot and back parking lot of Town Hall, including Veteran's Square. Parking at Town Hall and Veteran's Square is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m

Limit of two permits purchased per household, with two license plate numbers authorized per permit (total of four vehicles). If the resident did not add a second license plate number allowed per permit, at the time of purchase, they can go online to create a user name/password, and make the addition, or come into the Town Clerk's Office. Once the two license plate numbers are entered, it is non-transferable. Both vehicles on a permit may be parked in the municipal lots at the same time.

## **2) \$75 Residential Permit**

### **Resident Eligibility:**

- 1) Individuals who register their car in Old Orchard Beach, who presently live in town;
- 2) Individuals who register their car in Old Orchard Beach who pay real estate taxes;
- 3) Individuals who pay real estate taxes, and who live in their homes yearround.

### **Parking:**

Includes Milliken Street Parking lot; Memorial Park Parking Lot; on-street parking meters six -hours, the front and back parking lots of Town Hall, including Veteran's Square.

Parking at the Town Hall **and Veteran's Square** is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m.

Limit of two permits purchased per household, with two license plate numbers authorized per permit (total of four vehicles). If the resident did not add a second license plate number allowed per permit, at the time of purchase, they can go online to create a user name/password, and make the addition, or come into the Town Clerk's Office. These Parking Permits are interchangeable. Both vehicles on a permit may be parked in the municipal lots and parking meters at the same time.

## **3) \$150 Non-Resident Permit**

No residency restrictions.

### **Parking:**

Milliken Street Municipal Parking Lot.

Each permit allows for one license plate number, but is interchangeable. Applicants must provide a vehicle registration to purchase.

## **4) \$300 Non-Resident Permit**

No residency restrictions.

### **Parking:**

Milliken Street Municipal Parking Lot, and includes overnight parking.

Each permit allows for one license plate number, but is interchangeable. Applicants must provide a vehicle registration to purchase.



## **5) ~~\$50~~ \$100 Temporary Permit**

No residency restrictions.

### **Parking:**

Milliken Street Municipal Parking Lot, and includes overnight parking. Each permit is purchased for seven consecutive days, and allows for one license plate number, but is interchangeable. Applicants must provide a vehicle registration to purchase.

## **6) \$1,000 Non-Resident Permit**

No residency restrictions.

### **Parking:**

Includes Milliken Street Parking lot, allowing overnight parking; Memorial Park Parking Lot; on-street parking meters six -hours, the front and back parking lots of Town Hall, including Veteran's Square. Parking at the Town Hall and Veteran's Square is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m.

Each permit covers two license plate numbers. If the purchaser did not add a second license plate number allowed per permit, at the time of purchase, they can go online to create a user name/password, and make the addition, or come into the Town Clerk's Office. These Parking Permits are interchangeable. Both vehicles on a permit may be parked in the municipal lots and parking meters at the same time.

## **7) Staff Permits:**

### **Parking:**

Front and back of Town Hall, including Veteran's Square. Permit is valid during work hours only.

Each employee operating a motor vehicle or motorcycle to work shall give the Human Resource Director or Town Manager's Office their vehicle registration for the digital permit system.

Staff Permits are valid only while the individual is employed.

## GENERAL INFORMATION:

- Permits shall be digital. All permits for which a fee is charged shall be issued by the Town Clerk's Office. Permits are valid from ~~May 1<sup>st</sup>~~ the Friday before Memorial Day through Labor Day of each year, except the \$300 permit, which expires on October 31<sup>st</sup>.
- Only the \$300 Non-Resident Parking Permit, the \$1,000 Non-Resident, and the \$50 \$100 Temporary permit authorize overnight parking, and that is the Milliken Street Municipal Parking Lot only.
- All permits are non-refundable.
- All permits are subject to availability in the parking lots.
- The Town reserves the right to restrict parking for events approved by the Town Council, or meetings at Town Hall.
- Permits issued under this policy are personal and not transferable. If the Town Clerk determines that a permit has been sold or otherwise transferred, the Clerk shall immediately void the permit and the permit fee shall be forfeited to the Town.
- Parking Meters and Pay Stations shall be considered the same for the purposes of this policy.
- Permit holders are required to follow all traffic regulations.

Adopted 02/07/2023

Amended 12/05/23--changing end date to after Labor Day and changing the \$75 permit to eliminate the two hours on Old Orchard Street and changing the four-hours at all other meters to six hours.

Amend Appendix A-Schedule of License, Permit and Application Fees by deleting the strikethrough language and adding the underscored language.

Resident and non-resident Parking Permits: Payment of parking permits does not guarantee a parking space is available.	\$50.00 per residential parking permit for Milliken Street/Memorial Park municipal parking lots, and Town Hall after hours and on weekends. (Amended 3/1/22)
	\$75.00 per residential parking permit for Milliken Street/Memorial Park municipal parking lots, Town Hall parking lots after hours and on weekends and all parking meters and pay stations and pay by app (per permit) (Amended by adding 3/7/17; Amended 3/1/22)
	Residential parking permits are limited two per household
	\$150.00 per nonresidential parking permit for Milliken Street municipal parking lot. Does not include overnight parking. (Amended 2/7/12; Amended 3/1/22)
	\$300.00 per nonresidential permit, for overnight parking in the Milliken Street municipal lot only, (Amended by adding 10/21/14; Amended 3/1/22)
	<del>\$50.00</del> <u>\$100</u> nonresidential parking permit, seven consecutive days, parking in Milliken Street parking lot only, allows overnight parking. (Amended by adding 3/1/22)
	<u>\$1,000 nonresidential parking permit includes Milliken Street Parking lot, allowing overnight parking; Memorial Park Parking Lot; on-street parking meters six -hours, the front and back parking lots of Town Hall, including Veteran's Square. Parking at the Town Hall and Veteran's Square is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m.</u>
Parking at all pay stations, meters and pay by parking app	<del>\$3.00</del> <u>\$4.00</u> per hour <del>(Amended by adding 3/13/22)</del>

## **PUBLIC HEARING – BUSINESS LICENSE & APPROVALS:**

Daniel Debiasi and Taylor Ann Hamilton, (311-24-2), 16 Thirteenth Street, one (1) year-round short-term rental.

West Grand Properties LLC, Jason and Jennifer Meade, (316-13-7), 103 West Grand Avenue, one (1) year-round short-term rental.

Sarah Antonis, (211-1-14-6), 57 Old Salt Road Unit #6, one (1) year-round rental.

Jean and Kathleen Sarkissian, (301-3-1-304), 189 East Grand Avenue Unit 304, one (1) year-round short-term rental.

Chair: Shawn O'Neill

## **TOWN MANAGER REPORT**

**NEW BUSINESS:**

**AGENDA ITEM #8726**

**Discussion with Action:** Accept the donation in the amount of \$15,000 from George Kerr for the installation of new light fixtures in the Veteran's Memorial Park.

Chair: Shawn O'Neill

MISCELLANEOUS PAYMENT RECPT#: 653208  
TOWN OF OLD ORCHARD BEACH  
1 PORTLAND AVE.

OLD ORCHARD BEACH, ME 04064

DATE: 03/10/25                    TIME: 14:15:07  
CLERK: ldupra                    DEPT:  
CUSTOMER#:

COMMENT: LIGHT POLE DONATION

CHG: MISC       MISCELLANEOUS R                    5000.00

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REVENUE:  
1 50002       50812                    5000.00  
     Memorial Park Improvements  
     REF1:                    REF2:

CASH:  
     10011       10125                    5000.00  
     AndroGener  
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AMOUNT PAID:                    5000.00

PAID BY:                    DK-OOB LLC  
PAYMENT METH: CHECK  
                             1071

REFERENCE:                    DK-OOB LLC

AMT TENDERED:                    5000.00  
AMT APPLIED:                    5000.00  
CHANGE:                               .00

MISCELLANEOUS PAYMENT RECPT#: 653207  
TOWN OF OLD ORCHARD BEACH  
1 PORTLAND AVE.

OLD ORCHARD BEACH, ME 04064

DATE: 03/10/25                    TIME: 14:14:27  
CLERK: ldupra                    DEPT:  
CUSTOMER#:

COMMENT: LIGHT POLE DONATION

CHG: MISC       MISCELLANEOUS R                    5000.00

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REVENUE:  
1 50002       50812                    5000.00  
     Memorial Park Improvements  
     REF1:                    REF2:

CASH:  
     10011       10125                    5000.00  
     AndroGener  
-----

AMOUNT PAID:                    5000.00

PAID BY:                    MIDTOWN PARKING  
PAYMENT METH: CHECK  
                             2046

REFERENCE:                    MIDTOWN PARK

AMT TENDERED:                    5000.00  
AMT APPLIED:                    5000.00  
CHANGE:                               .00



MISCELLANEOUS PAYMENT RECPT#: 653206  
TOWN OF OLD ORCHARD BEACH  
1 PORTLAND AVE.

OLD ORCHARD BEACH, ME 04064

DATE: 03/10/25                    TIME: 14:13:29  
CLERK: ldupra                    DEPT:  
CUSTOMER#:

COMMENT: LIGHT POLE DONATION

CHG: MISC       MISCELLANEOUS R                    5000.00

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REVENUE:  
1 50002       50812                    5000.00  
    Memorial Park Improvements  
    REF1:                    REF2:

CASH:  
    10011       10125                    5000.00  
    AndroGener  
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AMOUNT PAID:                    5000.00

PAID BY:                    OLD ORCHARD BEACH AS  
PAYMENT METH: CHECK  
                             3295

REFERENCE:                    OLD ORCHARD

AMT TENDERED:                    5000.00  
AMT APPLIED:                    5000.00  
CHANGE:                               .00

## **AGENDA ITEM #8727**

**Discussion with Action:** Shall the Town grant an access easement for the purposes of pedestrian and vehicle access, and the installation of utilities, running from Ross Road over Town of Old Orchard Beach property identified as Map 105, Block 2, Lot 736 to a property identified as Map 107, Block 2, Lot 30 owned by Joseph D. Emmons, which is shown on the plan entitled “Plot Plan Land of Joseph D Emmons” dated February 2025 and described in the Access Easement Deed from the Town of Old Orchard Beach, Maine to Joseph D. Emmons, dated, \_\_\_\_\_

Chair: Shawn O’Neill

**TO:** Old Orchard Beach Town Council  
Diana Asanza, Town Manager  
Tim Fleury, Executive Assistant  
**FROM:** Planning Department  
**SUBJECT:** Access Easement Proposal, Ross Rd  
**ACTION:** Discussion with Action  
**DATE:** 18 March 2025

At the 18 March meeting, the Council will consider a proposed 50' wide easement providing access across town owned land (see aerial below, area with yellow boarder) to a privately owned lot (lot with number 30). The purpose of this easement is to provide safe access to Ross Rd for the private lot as well as a location to install utilities.

The privately owned lot is undeveloped land owned by Joseph D Emmons. Kevin Beaulieu has the lot under contract and is the applicant for this proposal. Kevin intends to build a single-family home on this lot. The lot has Ross Rd frontage but no location for a safe exit.

The town owned land is a 26-acre undeveloped lot acquired by the town as a gift during 2020. It's located adjacent to the Blueberry Fields property. Review of the deed (Bk 18489/PG 305) shows no restrictions attached to the lot that would prohibit the granting of an easement for ingress, egress and utility installation.

The town attorney reviewed the proposal and drafted the easement deed. BH2M prepared the metes and bounds description (Exhibit A). The code office checked site distance at the proposed easement's intersection with Ross Rd and found the it was visually clear in both directions.

Two thoughts for Council consideration:

1. Electric should be underground so that lines and poles do not interfere with town use. Utility as-builts should be provided upon completion.
2. There should be no physical obstructions such as fences within the easement.

Included in your packet is draft easement language, easement description, and a plan showing the easement location. Council can act on this proposal at the 18 March meeting.



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(space above is reserved for recording information)

**ACCESS EASEMENT**

KNOW ALL PERSONS BY THESE PRESENTS that the **TOWN OF OLD ORCHARD BEACH**, a body corporate and politic and Maine municipal corporation, with an address of 1 Portland, Avenue, Old Orchard Beach, Maine, 04064, for consideration paid, the receipt of which is hereby acknowledged ("Grantor"), does hereby RELEASE to **JOSEPH D. EMMONS** with a mailing address of 23 Sokokis Road, Biddeford, Maine, 04005 ("Grantee"), a right of way for the purposes of pedestrian and vehicular access, and the installation of utilities, running from Ross Road over Grantor's property, which is more particularly shown in the location and configuration depicted on the attached **Exhibit A** (the "Easement Area"). The Easement Area shall not be relocated, enlarged, reconfigured or modified in any manner (other than routine paving and resurfacing) by Grantee without the Grantor's prior written consent.

This Easement Area is approximately 6,754 square feet and includes the right to construct, maintain, repair, and keep up the driveway and utilities located within the Easement Area. This right of way shall be appurtenant to, benefit, and provide access to land now owned by Grantee, as described in a deed to Grantee recorded in the York County Registry of Deeds in Book 3722, Page 293 being generally known as Tax Map 107, Block 2, Lot 30. This right of way shall burden the land of Grantor described in a deed to Grantor recorded in said Registry in Book 18489, Page 305. Grantor, and its successors and assigns shall have the right, in common with Grantee to cross and access the right of way granted herein from time to time, provided however that such use shall not unreasonably interfere with Grantee's rights. Grantee shall keep and maintain the driveway and Easement Area in good order and repair, such maintenance being the sole responsibility of Grantee.

Grantee and their successors and assigns, agree to indemnify and hold harmless Grantor and its successors and assigns, from and against any and all damages, liabilities, losses, expenses, claims and suits (including the cost of defending the same or enforcing this indemnity or Easement, including reasonable attorneys' fees) incurred, threatened or suffered by Grantor, its successors and assigns in consequence of either bodily injury to any person (including death) or damage to any property arising out of, or in connection with, the use of the Easement granted to Grantee their successors and assigns, and/or the exercise by Grantee, their successors and assigns, of the rights granted by this Easement or the breach or violation of the terms hereof. Grantee, its successors and assigns shall be exclusively responsible for all acts or costs required to maintain the Easement Area.

TO HAVE AND TO HOLD the same, together with all the privileges and appurtenances thereunto belonging, to the parties, their successors and assigns forever.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed as of the day and year first written above.

TOWN OF OLD ORCHARD BEACH

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Diana Asanza, its Town Manager, duly  
authorized by the Town Council

STATE OF MAINE  
York, ss

\_\_\_\_\_, 2025

Personally appeared the above named Diana Asanza, Town Manager for the Town of Old Orchard Beach, and acknowledged the foregoing instrument to be her free act and deed in her said capacity and the free act and deed of said Town.

Before me, \_\_\_\_\_  
Notary Public/Maine Attorney-At-Law  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
My Commission Expires

**EXHIBIT A**  
**ACCESS EASEMENT DESCRIPTION**  
**50-FOOT ACCESS EASEMENT**  
**ROSS ROAD**  
**OLD ORCHARD ROAD, MAINE**

**March 12, 2025**

A certain 50-foot Access Easement across the land of the Inhabitants of Old Orchard Beach for ingress and egress and the installation of utilities located on the southeasterly sideline of Ross Road, so-called, in the Town of Old Orchard Beach, County of York and State of Maine; said Access Easement being more particularly described as follows:

Beginning at a point on the southeasterly sideline of said Ross Road and the northwesterly sideline of land of the Inhabitants of Old Orchard Beach; said point of beginning being N 29°-04'-43" E a distance of 159.94 feet from a capped iron rod to be set (PLS #2190) on the southeasterly sideline of said Ross Road at the northwesterly corner of land of the Inhabitants of Old Orchard Beach and the northeasterly corner of land now or formerly of Joseph D. Emmons;

thence from said point of beginning N 29°-04'-43" E along the southeasterly sideline of said Ross Road a distance of 50.00 feet to a point;

thence S 59°-53'-36" E across the land of the Inhabitants of Old Orchard Beach a distance of 60.05 feet to a point;

thence S 14°-02'-39" E across the land of the Inhabitants of Old Orchard Beach a distance of 94.33 feet to a point and land of said Emmons;

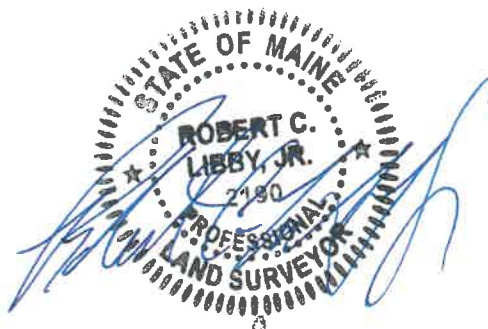
thence S 70°-43'-35" W along the land of said Emmons a distance of 50.21 feet to a point;

thence N 14°-02'-39" W across the land of the Inhabitants of Old Orchard Beach a distance of 77.76 feet to a point;

thence N 59°-53'-36" W across the land of the Inhabitants of Old Orchard Beach a distance of 38.01 feet to the point of beginning.

The above described Access Easement encompasses 6,754 s.f.. All bearings refer to grid north.

saedRossRdEasement





**Inhabitants of  
Old Orchard Beach**  
Book 18489, Page 305  
Tax Map 105, Block 2, Lot 736  
See Plan Reference #1

**Joseph D. Emmons**  
Book 3722, Page 293  
Tax Map 107, Block 2, Lot 30  
Area 118,800± s.f.

**Proposed 50' Access Easement  
Across Land of Inhabitants of  
Old Orchard Beach for Benefit  
of Emmons Lot. Area 6,754 s.f.**

**Land of  
Joseph D. Emmons**

Property Line is 560'±  
Along the Centerline  
of Brook. (Held Deed)

4"x6" SMF  
0.6' A.G. (HELD)

S35°18'00"W 298.31'  
(PLAN 18 RODS (2877))

4" x 6" SMF  
0.4' A.G. (Held)

3/4" IRF (BENT)  
1.6' A.G. (HELD)

86.68'

159.94'

(Held Deed Distance)  
300'±

N29°04'43"E

Ross Road

681.93'

137.17'

N70°43'35"E

300'±

85.31'

1-1/2" IPF (HELD)  
0.5' A.G.

(Deed 665.3)

663.70'

N54°14'22"W

# PLOT PLAN

## PLAN REFERENCE:

STANDARD BOUNDARY SURVEY, LAND OF FORD FAMILY TRUST,  
ROSS ROAD, OLD ORCHARD BEACH, MAINE, FOR MEZOIAN  
DEVELOPMENT, LLC, DATED DEC. 2019, BY BH2M, INC., JOB  
NUMBER 19144.

## LEGEND

SYMBOL	DESCRIPTION
□ SMF	STONE MONUMENT FOUND
○ CRF	CAPPED IRON ROD FOUND
○ IPF / RF	IRON PIPE/IRON ROD FOUND
⊙ RS	5/8" IRON ROD W/ CAP TO BE SET
⊙	EXISTING UTILITY POLE
---	PROPOSED EASEMENT
---	EDGE OF BROOK
---	SETBACK LINE
---	EDGE OF PAVEMENT
---	PROPERTY LINE
---	ABOVE GROUND
A.G.	NOW OR FORMERLY
N/F	



SCALE 1" = 100'  
FEBRUARY 2025  
JOB NO. 25022



**Berry, Huff, McDonald, Miffigan Inc.**  
Engineers, Surveyors  
380B Main Street  
Gorham, Maine 04038  
Tel. (207) 839-2771  
www.bh2m.com

LAND OF  
**JOSEPH D. EMMONS**  
ROSS ROAD  
OLD ORCHARD BEACH, MAINE

## **AGENDA ITEM #8728**

**Discussion with Action:** Award the bid from Municipal Resources Inc. for the Fire Department Services Study and Assessment in the amount of \$32,295 from account #20118-50350 Contingency Expense with a balance of \$130,000.

Chair: Shawn O'Neill



**RESPONSE TO REQUEST FOR PROPOSAL  
FIRE DEPARTMENT SERVICES STUDY AND ASSESSMENT**

**OLD ORCHARD BEACH, MAINE**

**FEBRUARY 2025**

**Prepared by:  
Municipal Resources, Inc.  
66 Main Street, Suite B  
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## OLD ORCHARD BEACH, MAINE

### FIRE DEPARTMENT SERVICES STUDY AND ASSESSMENT

FEBRUARY 2025

Municipal Resources, Inc. ("MRI") is pleased to submit this response to your Request for Proposals for services to assist the Town of Old Orchard Beach, Maine in developing a Fire Department Services Study and Assessment.

MRI was established 30 years ago and is very well known for its expertise in public safety including police, fire, and EMS operations. MRI has completed hundreds of projects from Rincon, Georgia to Presque Isle, Maine. The best way to verify our proven track record is to contact the references listed under **Appendix A**. Our reputation for client satisfaction and developing attainable and fiscally realistic recommendations will speak for itself.

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement. Brian Duggan, Director of Fire Services will be a member of the project team and interface directly with the client coordinating activities, and participating throughout the engagement as required. David Houghton will serve as Project Manager.

<p><b><u>MUNICIPAL RESOURCES, INC.</u></b> 66 Main Street, Suite B Plymouth, NH 03264 (603) 279-0352 (866) 501-0352 TOLL FREE <a href="http://www.mrigov.com">www.mrigov.com</a></p>	<p><b><u>DIRECTOR OF FIRE SERVICES</u></b> Brian Duggan, Director Fire Services Municipal Resources, Inc. 66 Main Street, Suite B Plymouth, NH 03264 (413) 563-7610 <a href="mailto:bduggan@mrigov.com">bduggan@mrigov.com</a></p>
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Respectfully submitted by,

Municipal Resources, Inc.,

By: Alan S. Gould

Alan S. Gould, President

(603) 279-0352, x-320

(603) 765-5998 Cell

[agould@mrigov.com](mailto:agould@mrigov.com)

## **BACKGROUND**

The Old Orchard Beach Fire Department provides emergency medical and fire service. Fire and EMS are stationed at the Firehouse located at 136 Saco Ave. Old Orchard Beach. The Old Orchard Beach Fire Department is a combination department led by one (1) full-time Fire Chief, one (1) Deputy Chief, and twenty (20) full-time firefighters/EMT's. They also employ twenty (20) per diem EMT's to supplement the full-time staff, one (1) part-time call force firefighter, eight (8) fire police members, one (1) part-time fire inspector and one (1) full-time administrative assistant.

The Town would like the study to assess the effectiveness and efficiency of its current model. The study should also provide other models with costs, challenges, and benefits of different organizational models.

The primary intent and goal of this project is to conduct a comprehensive assessment of the department to evaluate whether existing deployment patterns, facilities, and equipment are adequate to provide a level of service within the Town that is in line with generally accepted standards and benchmarks for safety used by comparable fire departments in comparable communities and based on standards and best practices for modern day fire services currently in practice in Maine and the United States. This assessment should include service methodology, deployment analysis, analysis of fire and emergency medical services delivery system, and the adequacy of training and support services.

## **ABOUT MRI**

MRI was founded in 1989 by six former municipal and state government managers, with both public and private professional experience. MRI is dedicated to providing professional, technical, and management support services to municipalities, schools, and non-profit organizations throughout the Northeast. We are registered to do business in Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New Jersey, New York, and Pennsylvania.

MRI provides quality service at an affordable price. We have the technical knowledge and practical experience that others cannot offer because we hire the best in the municipal consulting industry. This is evidenced by a high level of implementation of MRI's recommendations by its clients. MRI is capable of performing multiple projects at the same time because of the depth that we have acquired through the number of employees and affiliates we maintain. We also have the ability to draw upon a wide array of talent because of our unique business approach. Our clients have come to expect MRI to provide whatever they need, and we fulfill their expectations.

Our dynamic management staff can tailor services to specific client needs. Our clients realize that we have been in their shoes; we have the experience, sensitivity, and desire that it takes to

develop and deliver services that specifically meet their needs. Combined staff experience in the operations of local government, coupled with the realities of today's economic, regulatory, and political environments gives Municipal Resources a unique capability that can be brought to bear for local government officials, many of whom are volunteers seeking to do what is right for their communities.

The depth of Municipal Resources' experience is reflected not only in the experiences of its associates but in the scope of services it provides its clients, from professional recruitment to organizational and operational assessments of individual municipal departments and school districts or ongoing contracted services for various town government and school business support activities.

Among the areas of expertise available are department assessments, personnel recruitment, personnel administration, collective bargaining, public safety, and general management. Municipal Resources has a particularly strong public safety group with nationally recognized expertise in police, fire, and emergency services.

We want to help solve problems and provide solutions for future success. We do not assess blame; rather, we simply work to gain an understanding of past events in order to build a framework for future success. We do not put forth idealistic, unachievable, or narrowly focused solutions.

Our objectives are:

- To help agencies obtain maximum value for limited tax dollars.
- To identify and help communities manage the risks associated with public safety functions.
- To raise public awareness of the value and professionalism of their public resources.
- To help local leaders develop and execute plans that best meet their community's needs, given the resources available.

Municipal Resources is uniquely qualified to undertake this study by virtue of our extensive experience and special knowledge in the area of municipal operations and public safety service delivery systems. We have assisted numerous communities in assessing the organizational and operational efficiency of municipal departments and operations, including evaluating how services might be improved and costs reduced through consolidation and interdepartmental coordination. In the past 30 years, we have completed fire and emergency services studies covering all facets of fire, rescue, and EMS operations. This includes a number of which involved combination, volunteer, or paid on-call fire departments and operations.

## **PHILOSOPHY STATEMENT**

Municipal Resources is committed to providing innovative and creative solutions to the problems and issues facing local governments and the agencies that serve them.

The purpose of Municipal Resources approach is to supplement the efforts of municipal employees and other personnel and enable them to do their jobs well. Municipal Resources is committed to supporting and enhancing positive, sustainable communities through better organization, operations, and communication. We achieve this by:

- Supporting towns/townships, cities, counties, school districts, and other community service agencies with management and technical services to replicate or supplement their in-house resources;
- Contracting with clients to provide administrative, management, and technical services;
- Facilitating constructive change within client organizations;
- Conducting studies and analyses designed to assist clients in achieving organizational improvement;
- Advocating and advancing cooperation, coordination, and collaboration between government organizations and related community support agencies;
- Maintaining a staff of highly qualified professional, experienced, and open-minded life-long learners to serve as consultants and advisors to our clients;
- Maintaining an awareness and understanding of advances in “best practices” for delivery of all levels of core community services and related professional management; and
- Developing and refining techniques for effective community engagement, information dissemination, and constructive change.

## **THE PROJECT TEAM**

All Principal Consultants affiliated with the firm have substantial experience in government service, a background which proves beneficial to our clients, as we are able to fully understand and address the issues and concerns of the officials and decision-makers with whom we do business. In keeping with Municipal Resources' hallmark multi-disciplinary approach to problem solving, we plan to use the following fire service-based team:

### **Principal-In-Charge**

**Alan S. Gould, President and Chief Operating Officer**, is a graduate of Saint Anselm College with a BS degree in Criminal Justice. He is certified as a Public Manager by the American Academy of Certified Public Managers and has completed numerous management and leadership programs including the Babson Command Training Institute and the FBI's LEEDS program. He is recognized for his creativity in community policing and his leadership in promoting ethics in the law enforcement community. Mr. Gould began his public-sector career with the Salem, NH, Police Department where, over 21 years, he served at all ranks of the Department. He served as Chief of Police in Rye, NH, where, upon retirement from law enforcement, he was appointed and served as Town Administrator until joining MRI in 2008. Mr. Gould served as the Ethics Instructor at the New Hampshire Police Academy for 15 years and has been an instructor of college courses in Criminal Code, Criminal Investigation, Report Writing, Constitutional Law, and Juvenile Delinquency. Among his many community involvements, Alan served as an initial incorporator of two non-profit organizations; one addressing family violence and visitation issues, and the other established to help seniors remain in their homes as they age. He continues to serve as Deputy Emergency Management Director in the coastal community of Rye, NH, located within the Seabrook Nuclear Power Plant's Emergency Planning Zone. In addition to his responsibilities as MRI's Chief Operating Officer, Mr. Gould manages most of the company's public safety projects including operational studies and "internal" investigations. Mr. Gould also specializes in recruitment/selection processes for executive-level municipal positions and has completed dozens of processes for top management positions throughout New England.

### **Director of Fire Services:**

Brian P. Duggan retired from the Fire Department in Northampton, Massachusetts, where he instituted substantial changes to modernize and restructure the entire department including equipment, facilities, personnel, and training. In conjunction with his staff, Brian integrated Emergency Medical Services (EMS) into the organization and created a regional Advanced Life Support (ALS) Program that currently serves 18 communities within the Northampton Area. He formerly commanded the Northborough, Massachusetts, Fire Department, and has significant experience with the Massachusetts Department of Fire Services where over three decades, he held several key positions. Following his retirement, Brian has continued his active fire service involvement by serving as both a volunteer chief fire officer and through continuing to develop



training and certification programs as a program Coordinator for the Massachusetts Department of Fire Services.

Mr. Duggan developed and directed the Graduate and Undergraduate Fire Science Programs at Anna Maria College in Paxton Massachusetts from 1995 - 2003. Mr. Duggan has a Business Management/Fire Science degree from Providence College and a Master's Degree of Business Administration (MBA) from Nichols College in Dudley, Massachusetts. He is also a graduate of the National Fire Academy Executive Fire Officer Program and the Senior Executive Program for State and Local Leaders at Harvard University. In December 2012, Mr. Duggan received a Master's Degree in Homeland Security through the Naval Post Graduate School based in Monterey, California, where his thesis entitled "*Enhancing Decision-making during the First Operational Period of Surge Events*" was selected as an outstanding thesis. He was one of the first fire service professionals to be designated as a Chief Fire Officer by the Commission on Fire Accreditation International.

Brian led the Massachusetts fire service through his affiliation as Chairman of the Fire Chief Association of Massachusetts Technology Committee and as a Regional Director on the Massachusetts State Fire Mobilization Committee. Mr. Duggan has authored several publications, inclusive of writing Section 7, Chapter 3, Fire Department Information Systems, in the Nineteenth and Twentieth Editions of the National Fire Protection Association's Fire Protection Handbook. Chief Duggan has been affiliated with MRI as a subject matter advisor since 2002 and he has served as Director of Fire Services since 2015. Currently, Mr. Duggan is regarded as an expert specific to fire service response to photovoltaic and battery energy storage system (BESS) emergencies. He has developed several nationwide training programs providing first responders with new insight on these emerging challenges.

#### Project Manager/Team Leader:

**David Houghton** is a devoted fire and emergency management professional who has recently retired from the Wayland Massachusetts Fire Department after a distinctive 38-year career from being a call firefighter and rising through the ranks to Fire Chief. Along with dedicating his service to the Town of Wayland, he continues to work for the Massachusetts Department of Fire Services as both an instructor and in the Special Operations Division doing special projects. In 1999 he was given the challenge by the State Fire Marshal to develop and implement what today is known as Special Operations. This development included designing, building and implementing specialized equipment and staffing to respond to Emergency and planned incidents throughout the Commonwealth. This program was a shared vision between David and the Fire Marshal and today has been shared in whole or in part in other areas of the country.

David has a B.S. degree in Fire Science, an A.S. Degree in Fire Science and Technology, and has completed a Local Government and Management program with Suffolk University and the Massachusetts Municipal Association. David has a diverse background Firefighting, EMS (ALS and



BLS), Dispatch, Fire Prevention, Emergency Management and operations. He is a nationally certified Firefighter, Fire instructor, Fire Inspector, Fire Officer. He is a certified Emergency Medical Technician both at the National Level and in the Commonwealth of Massachusetts. David has most recently continued his fire service career by being appointed as a call firefighter with the Town of Moultonborough Fire Rescue, and is a certified New Hampshire Emergency Medical Technician.

He continues to be active with the Commonwealth of Massachusetts Fire and Ambulance Mobilization team in the continuous updating and redevelopment of the program. Prior to his retirement as Fire Chief, David was an active member in the Massachusetts Fire District 14 where he was a driving force behind the creation of the District Operational budget, an operations manual and the formalizing of the various specialized teams within the district. David was also selected as the Chief overseeing the Fire District communications team and equipment as well as serving on several other progressive programs within the district. He is a member of the Fire Chiefs Association of Massachusetts, and the International Association of Fire Chiefs.

#### Team Members:

**David W. O'Brien** retired from the Kittery, Maine Fire Department where he served as the Fire Chief for twenty-five years. During his tenure he was responsible for completely restructuring the department using continuous improvement techniques and metrics to grow the department into an efficient and productive fire and rescue service. Chief O'Brien assumed command of an "on-call" department housed in two stations with separate budgets and operating procedures and under the direction of two separate leadership styles. He quickly brought the two houses under one budget, developed clear and concise operating procedures and appointed one set of officers to lead the unified department. Accomplishments include building two new stations; designing and implementing a town wide Capital Investment Program (CIP); bringing the department into full compliance with CFR1910.134, Respiratory Protection Program and BL-5, Maine Bureau of Labor Fire Department Rules; and lowering the Insurance Service Office (ISO) Public Protection Classification from a 6/9 to a 3 where 3 falls within the upper 6% of fire departments in Maine.

Mr. O'Brien is a 1974 graduate of Lowell Technological Institute with a Bachelor of Science Degree in Industrial Management/Engineering. He was employed as an engineer at the Portsmouth Naval Shipyard where he held several engineering and management positions. Mr. O'Brien is a fully certified Level 3 Maine Fire Chief and holds a position on the Executive Board of Directors of Seacoast Chief Fire Officers Mutual Aid District (SCFOMAD). SCFOMAD is an organization encompassing fifty- three communities in the Southern Maine, Seacoast New Hampshire and Northern Massachusetts areas. He has also been involved as a program reviewer and lecturer for the Fire Science Program at Southern Maine Community College.

Chief O'Brien was Kittery's first career fire chief. His most significant accomplishment was justifying through the use of metrics the need to staff the department with full-time career

firefighters. Chief O'Brien now resides on the shores of Panther Pond in the Town of Raymond, Maine with his partner Nancy.

**Mark Cotreau** is currently the Fire Chief in Rye NH. Working with department staff and town leaders, Mark has significantly improved the departments capital plan, upgraded key equipment and purchased several critical pieces of fire apparatus. Mark instituted Rye's coastal ocean rescue program. He is also leading the department through a multi-year staffing improvement plan. Formerly, Mark was a long-time member of the Concord, MA Fire Department serving 34 years; 16 as Shift Commander and 9 as Fire Chief/Emergency Management Director. He is a 19-year member of the Massachusetts Regional Hazmat Response Team, serving in several key roles. During his tenure as fire chief, Mark steered the department through the organizational recovery due to a major fire loss in a fire station. This included a relocation of services, major renovation of the fire station and replacement of several pieces of fire apparatus and an ambulance. Mark also led the expansion of the EMS service to add a second staffed ambulance to bridge a critical service gap. Mark has extensive experience as an emergency manager and LEPC Coordinator.

Mark has a bachelor's degree in Fire Science Administration from Salem State College. He is a graduate of the National Fire Academy Executive Fire Officer (EFO) program. He is also a credentialed Chief Fire Officer by the Commission on Professional Credentialing. Mark has taught at the National Fire Academy in the managing Officer program and New Fire Chief series. He is also a guest lecturer in the Chief Fire Officer program at the Massachusetts Fire Academy. Mark served on the Executive board of the CMERA Regional ALS service for 8 years, the last 5 as Board Chairman. Mark currently serves on the Seacoast START Hazmat team executive board and is the NH Coordinator for the Transcaer hazmat training group.

### **QUALIFICATIONS**

- 1. Experience and expertise in regard to the operations, structure, staffing, and other issues critical to the effective operation of a modern fire department with a focus on combination fire service organizations.**

Municipal Resources, Inc. (MRI) has completed more than 195 Fire and Emergency Medical Services studies over the last quarter of a century. Please refer to our list of references (**Appendix A**) for specifics on recent projects. Our experience is bolstered by the expertise of our fire/EMS staff. During this engagement, Brian Duggan, Director of Fire Services and Dave Houghton, Project Manager, will direct all of our efforts on this project. Relevant qualifications of the Director of Fire Services include:

- 36 years working within five New England fire service organizations;
- 28 years serving as the Chief of two Departments;

- Several advanced degrees in Fire Science, Business Administration, and Homeland Security
- 35 years as a nationally certified Emergency Medical Technician (EMT)
- Current service as a volunteer Chief Fire Officer and EMT in his home community
- Supervised the development of a regional Advanced Life Support initiative for a population of 123,000
- Developed and led three EMS services
- Managed the Massachusetts Fire Mobilization plan for 25 years in the capacity of a regional coordinator

In addition, all members of the project team are current or previous practitioners and have been involved in the provision of fire services within New England for more than 30 years.

**2. Experience in the administration or operation of a fire department.**

As noted previously, all members of the project team are current or previous practitioners and have been involved in the provision of fire and emergency medical services as Chief Fire Officers within New England for more than 30 years.

Our market, focus, and expertise, is New England based. We are intimately familiar with New England local government forms, culture, and issues, and pride ourselves on our ability to place our recommendations for change in a context appropriate to New England local government.

**3. Proven track record of reviewing fire department management and operations and making “attainable” recommendations that are legal, ethical, take into consideration existing agreements and budgets, and that can actually result in improving operations.**

As stated above, MRI has completed more than 195 fire service assessments like the one requested through the RFP. Although adoption of recommendations varies by community, we are proud to note that over time, a number of communities have adopted in excess of 80% of the recommendations put forth through an organizational assessment.

**4. Knowledge of federal and state laws and regulations and generally accepted standards for similarly sized communities and fire departments.**

All Principal Consultants affiliated with the firm have substantial experience in government service, a background which proves beneficial to our clients, as we are able

to fully understand and address the issues and concerns of the officials and decision makers with whom we do business.

Generally, our affiliates are current or recently retired practitioners in their field. They have held or hold positions at or near the top in their respective fields. All are previous veterans of consulting assignments. They have Regional, and in some cases, National reputations. We believe this team has the ability to provide your organization with a full range of services necessary to successfully address your current needs. While our technical evaluation is done by in-service experts, all of our recommendations are carefully considered by our own managers before being put forward for your consideration.

### **SCOPE OF SERVICES**

The project requires an assessment to determine a baseline of current operations. Projected growth in area services due to increases in population and increased service levels will be needed to provide recommendations on the Department's long-range plans. A thorough review of existing staffing, funding, management practices, and regulatory environment will indicate whether the Department is able to provide a level of service that is in line with generally accepted standards and benchmarks for a community of like character. We will take the following information and topics under consideration (and include these topics in the final narrative) when conducting the review:

The study will focus on the following areas:

- Review of fire service data and operational information as provided by the Town;
- Review of incident volume and trends;
- Identify the level of service provided to and expected by the Town;
- Evaluate the provision and use of fiscal resources including the amount of overtime and on-call pay rates;
- Conduct a review of response times, scheduling and staffing
- Review fire service internal and external communication;
- Assess and evaluate the department's current staffing, organization and delivery of services, with the primary focus being emergency medical response;

- Identify existing strengths, weaknesses, and costs in these areas;
- Tour the community and review of community demographics and target hazards;
- Review of fire service facilities and equipment;
- Development of an ideal apparatus set appropriate to the Town of Old Orchard Beach;
- Review the current fire service capital plan and harness ICMA guidelines to develop a proposed capital plan
- Provide a listing of a typical apparatus set using the NFPA Fire Department Profile as a source document
- Review current on-call recruitment and retention efforts;
- Review the location and effectiveness of fire facilities;
- Based on identified needs recommend the development and or renovation of facilities;
- Develop a report that will address operations, staffing, organizational structure, service demand trends, apparatus set configuration, capital and facility needs over the next decade.

The study's methodology will include:

- Review of existing department policies, procedures, practices and records associated with the subject areas;
- Interviewing Fire Chief, Deputy Fire Chief Town Manager and other Old Orchard Beach Fire Department Staff, and any designated Town staff having direct knowledge and understanding of the subject areas. May include interviewing staff in other Town departments and/or in other local fire and rescue departments.
- Comparative subject area staffing analysis to similar type and size communities.

The consultant/firm will produce a draft and final written report that will include:

- A detailed and well-organized narrative describing the study's scope, methodology, findings, options and recommendations;
- Listing of industry "Best Practices" and benchmarks for the subject areas;

- Any necessary supporting data and information.

The review should include the potential for proposed changes to address current and future needs that may arise due to possible senior employee retirements or separations; to address necessary backup and succession planning needs; and/or to increase operational efficiencies. This view should cover a minimum of a ten-year look ahead and identify opportunities for phasing in any changes.

The consultant shall furnish the necessary qualified personnel, materials and services and work closely with the Town Manager and Fire Chief as required to accomplish the work.

### **REQUIRED METHODS**

This project will include the following actions and methodologies:

1. Data analysis based on data sources or data provided by the Town Manager and Fire Chief.
2. Meet with the Town to determine parameters that they feel are appropriate for this process.
3. Develop a service vision and goals which place patient care surety of response as the primary objective.
4. Direct interview of key officials as listed in the scope of services, including those selected by the Fire Chief, and the Town Manager.
5. Interview of Chiefs/Directors of surrounding fire and ambulance services, review of mutual aid operations and mutual aid backup agreements, as well as resource capabilities.
6. Benchmarking pertinent data points with five other comparable communities selected by the Town. This will be accomplished with the assistance of the Town.
7. Projection of the impact of insurance reimbursement, shift in reimbursements, and trend analysis.
8. Evaluation of work force availability and stability.
9. Development of staffing model.



10. Development of proposed operational bridge to enhance the advanced level of life support within the community inclusive of the development of an implementation timeline.
11. Development of a Capital Plan.

#### **PROPOSED TIMELINE (85 DAYS)**

February 2025	Anticipated contract award
March 2025	Delivery of Data developed by the Town of Old Orchard Beach

#### **Project timeline initiated once data is received**

March 2025	Initial field visit by 2 members of the study team
April 2025	Draft report due client
April 2025	Comments due from client on draft report
May 2025	Final Report due client

**NOTE: TO MAINTAIN THIS TIMELINE AND PROVIDE THE REPORT TO THE TOWN IN MAY 2025 THE FOLLOWING CRITICAL SUCCESS FACTORS APPLY**

1. IMMEDIATE AWARD OF THE PROJECT AND EXECUTION OF A CONTRACT DURING THE WEEK OF FEBRUARY 17, 2025.
2. ALL REQUESTED DATA IS DEVELOPED AND PROVIDED DURING THE FIRST WEEK OF MARCH 2025.
3. THE TOWN WILL REVIEW THE DRAFT REPORT AND RETURN IT UTILIZING A SINGLE MARKEDUP PDF DURING THE LAST WEEK OF APRIL 2025.

## **PROJECT APPROACH**

The approach, which will be utilized in carrying out the above tasks, will involve the following methodology:

### **Organizational Analysis**

MRI will review the manner in which fire services are provided within the Town. Using this review as a basis, MRI will make recommendations for improvements that are to take into consideration the current and future financial ability of the Town and appropriate modifications to the delivery systems to provide optimum response time and service to the Town. Emphasis will be placed on the following:

- I. Administration: Day-to-day management of the Fire and Rescue departments by volunteers and paid personnel, as well as the management structure of the organization. Areas to be evaluated include:
  - a. critical issues;
  - b. challenges of the future;
  - c. internal and external communications;
  - d. budgetary decision-making process;
  - e. resource allocation; and
  - f. incident reporting and records management.
- II. Identification of service level
  - a. Current service level
  - b. Average response time
  - c. Incident cluster locations
  - d. Expected service level
  - e. Review of elongated response times.
- III. Review of growth, demographics and projected Development
  - a. Target hazard analysis
  - b. best practice strategies; and
  - c. Review of planned development
- IV. NFPA 1710 Staffing: Review operational staffing levels. Areas to be considered include:
  - a. Shift staffing



- b. Recall of personnel (time and number)
  - c. Automatic and mutual aid practices
  - c. responsibilities and activity levels of personnel; and
  - d. Provision of services during a major incident
- V. Recommendations: The evaluations should provide a range of options, identification of implications of options, and recommendations that include, but are not limited to:
  - a. Develop short- and long-range recommendations/business plan for an administrative structure that can provide a high level of service today and five years into the future constrained by anticipated fiscal and economic projections; expand and contract with future needs; anticipated aging population and fiscal constraints of reimbursements from public and private sources;
  - b. Develop strategies to improve efficiency of administration of services; and
  - c. Identify the costs to implement and maintain future improvements, impact on services, and political and other ramifications.
- VI. Plan of Implementation: A Plan of Implementation shall be developed as a product of the evaluation. This plan shall include:
  - a. major projects;
  - b. responsible parties;
  - c. schedule for completion; and
  - d. method of evaluating results.

MRI will provide the following services to the Town of Old Orchard Beach in a timely and professional manner, and in conformity with all applicable laws, rules, regulations and professional best-practice standards, hereinafter referred to as the Project.

**PHASE 1:      ORIENTATION, DATA GATHERING AND IDENTIFICATION OF SIGNIFICANT ISSUES FACING THE TOWN**

MRI will interview the following officials, employees and individuals of the Town to gain an understanding of the issues facing the department and the municipality, and to better understand the practices and procedures of the Fire Department used to provide services to the community:

- Town Manager
- Fire Chief
- Fire Department staff
- Elected/appointed officials
- Police Chief
- Members of the public safety command staff
- Officers and members of the Old Orchard Beach Fire Department
- Other local officials, employees, representatives of the Town and members of the public, as necessary

During this Phase, MRI, in partnership with the Town, will also assemble and review the following documents and data:

- Fire related municipal bylaws, policies, documents and plans.
- Fire and EMS related portions of the Municipal budget, audit, and financial reports and documents.
- Fire and EMS service policies, plans, response strategies, training programs and requirements, and standard operating guidelines.
- Fire service-related logs, and reports excluding patient confidential information as protected by current law. Requests for information from the communication center shall be directed through a single person to be identified by the Town.

**PHASE 2: INVENTORY AND ASSESSMENT OF THE EMERGENCY RISKS OF THE TOWN AND RESPONSE EFFECTIVENESS OF EMERGENCY MEDICAL SERVICES**

In order to assess the demands on the current Fire service delivery systems and the effective utilization of Departmental resources, MRI will identify the volume and magnitude of responses managed and inventory levels of services provided, including:

- Targeted response time for fire response based on the relevant

NFPA standards and the guidelines of the Commission for the Accreditation of Ambulance Services Recommendations.

- Staffing patterns and standard incident response policies and guidelines by type of call.
- The levels of training to support the effective response to various emergency incidents.
- Proactive efforts to educate the community and implement community based automated defibrillation.

**PHASE 3: DEVELOP A COMPREHENSIVE AND DETAILED INVENTORY OF CURRENT FIRE SERVICE OPERATIONS**

After completing the inventory and assessment tasks outlined above, we will develop a detailed inventory of current fire service operations, management structure, and response data. This inventory shall include, at a minimum, the following elements:

- Document the overall plan of organization and staffing.
- Document the management structure and leadership within the Department.
- Document personnel management and supervisory systems and related practices within the Department.
- Document and evaluate the working relationship with other fire service agencies.
- Document current Old Orchard Beach Fire Department response performance.
- Document Departmental training needs.
- Document Department call and response volume over the past five years.

Utilizing the above information, MRI will develop a profile of the Old Orchard Beach Fire Department that will be provided as a portion of our report.

**PHASE 4: EVALUATE THE COST EFFECTIVENESS AND QUALITY OF SERVICES WITHIN THE TOWN**

MRI will next use the information and data developed under the above-outlined tasks to assess and evaluate emergency medical services in the following areas in comparison to industry standards and practices, peer community, and statewide standards:

- Fire services personnel and equipment utilization.
- Fire officer training and professional development focused on supervisory capacity.
- Fire service delivery systems.
- Fire service cost per-unit-of-service, financial management and planning, budget control, and capital improvement planning.

MRI will develop a detailed element of the Final Project Report that will fully describe the evaluation methodology, standards and indices used and the documented conditions, trends, and data.

**PHASE 5: PREPARATION OF A FINAL PROJECT REPORT AND ACTION PLAN RECOMMENDATIONS**

Upon the completion of all the tasks outlined above, MRI will prepare a draft final report summarizing:

- Evaluation of the Town's fire and emergency medical services, emergency response capabilities, and planning;
- Evaluation of operational models;
- Alternate emergency medical delivery systems considered;
- All other relevant data and trend observations; and
- Prioritized recommendations and related implementation schedule.

The final report and associated action plan shall consist of the following elements:

- MRI will summarize all tasks undertaken, existing conditions, and

operations of the Fire and Emergency Services, as well as all evaluations and comparisons of the services provided.

- MRI will develop a detailed set of recommendations on the management and organizational structure of the proposed Fire Services delivery system within the Town, including staffing levels, operations and procedures, and alternate service delivery systems and programs to meet the projected needs of the Town.
- MRI will develop recommendations for revenue enhancement and cost savings.
- MRI will develop a detailed action plan consisting of tasks and action items necessary to implement the recommendations of the study with related implementation schedules.
- MRI will develop a tangible vision that will guide the service into the future.
- MRI will develop a list of options for service configuration.
- MRI will develop recommendations of the best options and a ranking of the alternative options.
- MRI will evaluate the comparability of the options with the configuration of other services.
- MRI will develop a proposed ten-year capital plan within the fiscal ability of the Town.
- MRI will evaluate the proposed program's strengths, weaknesses, opportunities, and threats.
- MRI will prepare a listing of critical success factors.
- MRI will develop a PowerPoint presentation and handouts to be presented at a single public meeting as outlined by the Town.

MRI will develop a draft final report. Two copies of the draft report shall be provided. The purpose of this draft is to allow key personnel the opportunity to review the document for accuracy, clarity, and to facilitate a brief comment period. After receiving the comments and advice of the appropriate local officials, MRI will prepare and deliver copies of the final report, including an Executive

Summary, and shall be required to make a presentation to key personnel identified by the Town, emergency service personnel and the public.

**PHASE 6: PRESENTATION OF A FINAL PROJECT REPORT AND ACTION PLAN RECOMMENDATIONS**

- The final report, and recommendations will be delivered at the presentation outlined above at the direction of the Town.
- On a time and expense basis, and at the request of the Town, attend and participate in additional meetings of the Town. Attendance at more than one meeting will not be a part of the basic services to be provided under the base fee proposal.

**INFORMATION TO BE PROVIDED BY THE TOWN OF OLD ORCHARD BEACH**

MRI structures our proposals as a partnership with a community. Although we could develop the data listed below, it would take an excessive amount of time and detract from the overall value of our analysis. As such, we ask the Fire Chief's or Town Manager's office assign personnel to gather this information as necessary, at the request of the MRI team. We are looking for a summary overview, not reams of data pertaining to each point listed below. It is our goal that each of our team members becomes familiar with the organization and the area so that we can arrive in your community and "hit the ground running", thus asking more informed questions and providing the community with a better value in terms of product depth and quality.

Prior to the field visit in Town, we request that the following documents and information from the community and its emergency service providers be developed and delivered to the project manager.

1. A summary of demographic information regarding the population, employment and tax base for the Town, and contracted service areas.
2. A map of the community and fire service areas (including automatic aid response districts with square mileage calculations for each.
3. The current Insurance Service Office (ISO) Public Protection Classification for the Town and the date that it was completed.
4. An organizational chart and mission statement for the Old Orchard Beach Fire Department.

5. A fire service budget for the current fiscal year.
6. A listing of fire and EMS service demand (call volume) by type of event and the number of EMS calls in each outlying contract area.
7. A description of the fire departments level of first responder services and involvement in EMS delivery within the Town.
8. A copy of fire service-related operational policies.
9. A narrative that describes the staffing pattern (number of personnel on shift), the recall methodology, and the number of on-call/volunteer personnel that are active in the organization.
10. A listing of any fire calls where a response could not be generated in the Town and a mutual aid unit had to be requested as the first due unit.
11. A breakdown of calls (number of incidents) by weekday daytime, weekday nighttime, weekend daytime, and weekend nighttime.
12. Two weeks of data from the dispatch system showing EMS calls for service and other activities twenty-four hours a day for a seven-day period.
13. One year of data that provides a monthly total of fire and first response average response times.
14. A description of mutual and automatic aid practices that are currently in place.
15. A roster of active personnel and their rank and certification level.
16. A copy of the Department's annual report, if any.

#### **DELIVERABLES**

1. One electronic copy in pdf file on a flash drive.
2. One virtual or in person presentation providing an overview of the report.

## **SPECIFIC REFERENCES FOR THIS PROJECT**

### **Saco, Maine – Fire and EMS Study (2018)**

MRI was engaged to perform a detailed analysis of fire and EMS operations and staffing that focused on the department command and supervisory structure, recommending a staffing and forward-looking facility plan, and an assessment of performance, morale and attitudes in the fire department.

Contact: Chief John Duross

E-mail: [JDuross@sacomaine.org](mailto:JDuross@sacomaine.org)

### **Gray, Maine – Fire Mentoring and Fire Service Technical Assistance (2020)**

MRI was engaged to evaluate the organization, providing mentoring and provide fire service technical assistance in support of the Chief. The goal of this project was to assist the Chief in strengthening operations and developing a loyal chain of command. In addition, our team made several policy recommendations and evaluated facilities and deployment.

Contact: Chief Kurt Elkanich

E-mail: [kellanich@graymaine.org](mailto:kellanich@graymaine.org)

Phone: (207) 657-3339

### **Wells, Maine – Fire Safer Grant (2022), Fire Service Technical Assistance (2021-2022), Fire/EMS Study (2021)**

MRI was engaged to evaluate the organization and evaluate resource needs and operations of fire and EMS resources. Our team work to evaluate the current issues, long term stability and staffing in each agency. Ultimately, we recommended that the Town become more engaged in EMS and develop a fire-based EMS resource.

Contact: Chief Mark Dupuis

Phone: 207-646-7912

Please see **Appendix A** for a complete reference/client list.



## FEES

Our services for this study will be provided on a lump sum fee basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee of \$32,295; payments to be made as follows:

	Estimated Hours	Estimated Travel	Total
Phase 1	20	12	\$ 5,580.00
Phase 2	36	16	\$ 6,820.00
Phase 3	28	0	\$ 4,340.00
Phase 4	28	8	\$ 4,960.00
Phase 5	34	0	\$ 5,270.00
Final Presentation	16	6	\$ 2,945.00
Anticipated Expenses (hotel and meals)			\$2,110.00
Total	162	42	\$32,295.00

### Progress Invoicing Schedule:

1. **\$10,765.00** to be invoiced upon execution of a contract;
2. **\$10,765.00** to be invoiced upon completion of the field visit;
3. **\$10,765.00** to be invoiced upon submission of the draft report to the client; and

For additional services that are not covered in the Scope of Work, the scope of services, will be billed on a time and expense basis at the rate of \$155.00 per consulting hour, \$77.50 per travel hour, Mileage at IRS Rate, Expenses at actual cost plus 10%. Services outside of the Scope of Work will require a supplemental agreement, executed by both parties, prior to commencement of any additional work.

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

## APPENDICES

### **APPENDIX A:       MRI Client Reference list**

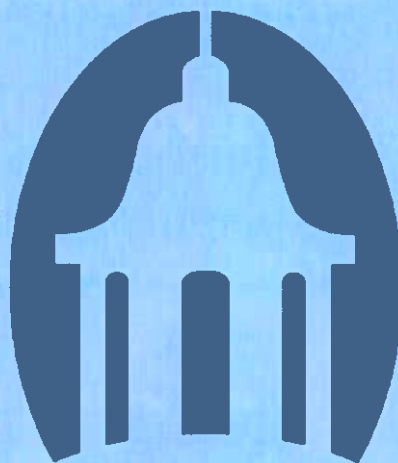
Respectfully submitted by,

Municipal Resources, Inc.,

By: Alan S. Gould

Alan S. Gould, President

# APPENDIX A



**Municipal  
Resources, Inc.**

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>CONNECTICUT</b>		
<b>Milford, CT</b>	Fire Lieutenant Assessment 2019, 2022	(203) 783-3200
<b>Naugatuck, CT</b>	Deputy Fire Marshall Promo Process 2022, 2023 2 <sup>nd</sup> Assistant Chief Promotional Exam 2019 Assistant Fire Mechanic Promotional Exam 2019 Fire Captain Promotional Exam 2018, 2019, 2021 Fire Lieutenant Promotional Exams 2018, 2021, 2022 Fire Mechanic Assessment 2019	(203) 720-5265  Chief Paul Russell John Lawlor, Human Resources Director
<b>Preston, CT</b>	Organizational Assessment 2004	(860) 887-5581
<b>Salem, CT</b>	Needs Study 2013	(860) 859-3873
<b>Southington, CT</b>	Fire Department Promo Exams 2019, 2021 Fire Chief Assessment Center 2017 Fire Chief Recruitment 2018, 2021 Firefighter Entrance Exam 2017, 2020, 2021 Fire Inspector Exam 2015 Lt. and Captain Promotional Process 2015 Firefighter Entrance Exam 2007, 2009, 2011 Lt. Assessment Center 2007, 2011 Captain Assessment Center 2007, 2011	(860) 621-3202  Fire Chief James Paul Maureen Frazier, Office Manager
<b>University of Connecticut</b>	Fire Lt & Captain Promotional Process 2018	(860) 486-4925
<b>Westport, CT</b>	Fire Inspector Exam 2022 Fire Inspector Assessment 2019 Assistant Fire Chief Assessment 2017, 2021 Fire Lieutenant Exams 2017, 2019 Fire Inspector Assessment Center 2016 Assistant Chief and Lieutenant Promotional Process 2015	(203) 341-5000  Fire Chief Rob Yost Asst. Chief Brett Kirby
<b>GEORGIA</b>		
<b>Rincon, GA</b>	Fire/EMS Technical Assistance 2020-2021 Technical Assistance 2020-2022 Fire Study 2020	John Klimm, City Manager
<b>MAINE</b>		
<b>Berwick, ME</b>	Fire Study 2012	(207) 698-1101
<b>Dexter, ME</b>	Capital Planning and Fire Study 2009	(207) 924-7351
<b>Gray, ME</b>	Fire Mentoring 2020 Fire Service Technical Assistance 2020	(207) 657-3339
<b>Harrison, ME</b>	Fire/EMS Transition Study 2024	(207) 583-2241
<b>Houlton, ME</b>	EMS Study 2016	(207) 532-7111
<b>Kennebunk, ME</b>	Organizational Assessment 2007	(207) 985-2102
<b>Knox County, ME</b>	Organizational Assessment 2013	(207) 594-0420

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>New Gloucester, ME</b>	Fire, DPW Risk Assessment 2020	(207) 926-4126
<b>Old Town, ME</b>	Organizational Assessment 2011	(207) 827-3962
<b>Presque Isle, ME</b>	Fire Study 2011	(207) 760-2785
<b>Saco, ME</b>	Fire Study 2017	(207) 282-3244
<b>Wells, ME</b>	Fire Safer Grant 2022 Fire Service Technical Assistance 2021, 2022 Fire EMS Study 2021	(207) 646-5113
<b>Westbrook, ME</b>	Interim Deputy Fire Chief 2009	(207) 591-8126
<b>MASSACHUSETTES</b>		
<b>Acton, MA</b>	Fire Study 2016 Fire Chief Recruitment 2011 Fire Captain Exam 2011 Fire Lieutenant Exam 2011 Fire Services Review 2008	(978) 929-6611
<b>Amesbury, MA</b>	Fire Lt Assessment Center 2020 Fire Dept Admin & Staffing Study 2019	(978) 388-8165
<b>Andover, MA</b>	Fire Chief Assessment Center 2006 Fire Study 2006	(978) 623-8225
<b>Auburn, MA</b>	Fire Services Assessment 2022 Fire Captain Assessment Ctr 2015	(508) 832-7800
<b>Avon, MA</b>	Fire Study 2021 Organizational Assessment 2003 Fire Chief Recruitment 2004, 2006	(508) 588-0414
<b>Barnstable, MA</b>	Fire Department Staffing Study 2020 Firefighter Background Check 2016, 2018, 2019, 2024 Deputy Fire Chief Recruitment 2009, 2012 Fire Lt. Assessment Center 2011 Fire Captain Assessment Center 2011	(508) 862-4000
<b>Barre, MA</b>	Fire Chief Recruitment 2025	(978) 355-2024
<b>Belmont, MA</b>	Fire Chief Recruitment, 2020	(617) 993-2610
<b>Berlin, MA</b>	ALS Study 2022 Fire Chief Recruitment 2022 Fire Chief Recruitment 2019 Organizational Assessment 2014	(978) 838-2442
<b>Beverly, MA</b>	Console Meeting Facilitation 2018 Public Safety Dispatch Study 2017	(978) 922-2424
<b>Blackstone, MA</b>	Fire Chief Recruitment 2021	(508) 883-1500
<b>Brewster, MA</b>	Fire/EMS Staffing Study 2023	(508) 896-7018
<b>Brookline, MA</b>	Fire Chief Recruitment 2004, 2011	(617) 730-2210
<b>Carlisle, MA</b>	Fire Chief Recruitment 2018 Fire Leadership Staffing Study 2015	(978) 371-6688
<b>Chatham, MA</b>	Organizational Assessment 2010 (including dispatch consolidation)	(508) 945-2324
<b>Cheshire, MA</b>	SAFER Grant Needs Assessment 2007	(413) 743-5953

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>Chicopee, MA</b>	Fire and Police Job Descriptions 2017 Fire Chief Assessment Center 2016	(413) 594-1619
<b>C-O-MM Fire District</b>	Fire Captain Promotional Process 2021, 2023 Fire Lieutenant Exam 2016, 2019, 2022 Fire Captain Assessment 2015, 2018 Fire Chief Recruitment 2013	(508) 790-2375
<b>Concord, MA</b>	Assistant Fire Chief Assessment Center 2018	(978) 318-3451
<b>Cotuit, MA</b>	Fire Chief Recruitment 2017 Fire Lt. Assessment Center 2008	(508) 428-2210
<b>Danvers, MA</b>	Dispatch Study 2017 (Danvers, Hamilton & Manchester)	(978) 777-0001
<b>Dedham, MA</b>	Fire Dept. Risk Management Assessment 2016	(978) 452- 1227
<b>Dunstable, MA</b>	Interim Fire Manager 2019	
<b>Easthampton, MA</b>	Deputy Fire Chief Assessment Center 2006	(413) 527-4200
<b>East Longmeadow, MA</b>	Fire Chief Assessment Center 2007	(413) 525-5400
<b>Essex County Regional Emergency Communication Ctr</b>	Operations, Management and Finance Audit 2017-2018	
<b>Everett, MA</b>	EMS Development Assistance 2023 Ambulance Billing Tech Assistance 2022 Fire Management Letter 2021 Fire Study 2020 Strategic Analysis 2020	(617) 944-0247 (617) 394-2349
<b>Foxborough, MA</b>	Public Safety Study 2019	
<b>Franklin, MA</b>	Deputy Fire Chief Assessment 2018 Fire Captain Promotional Process 2018	(508) 528-2323
<b>Georgetown, MA</b>	Fire Chief Recruitment 2021 Fire Study 2018	(978) 352-5755
<b>Gloucester, MA</b>	Interim Fire Chief 2012 Fire Chief Recruitment & Assessment Ctr. 2012 Public Safety Study 2008	(978) 281-9700
<b>Grafton, MA</b>	Fire Service Technical Assistance 2019 Fire Study 2018	
<b>Granby, MA</b>	Fire Chief Assessment Center 2005	(413) 467-3101
<b>Greenfield, MA</b>	Deputy Fire Chief Assess. Ctr. 2006	(413) 774-4323
<b>Groton, MA</b>	Fire Department Strategic Plan 2016	(978) 448-6333
<b>Groveland, MA</b>	Fire Department Staffing Study 2018	(978) 556-7204
<b>Hatfield, MA</b>	Fire Technical Assistance 2023	(413) 247-9200
<b>Hadley, MA</b>	Fire Study 2011	(413) 586-0221
<b>Hamilton, MA</b>	Dispatch Study 2017 (Hamilton, Ipswich, and Manchester-by-the-Sea)	(978) 468-5572



**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>Holliston, MA</b>	EMS Transition 2024 Fire Service Assessment 2022	(508) 474-3335 (508) 429-4631
<b>Hopkinton, MA</b>	Fire Technical Services 2022 Fire Lieutenant Exam 2017, 2018, 2021 Fire Chief Recruitment 2016, 2021 Deputy Fire Chief Assessment Ctr 2016 Firefighter Entrance Exam 2014	(508) 497-2323
<b>Hyannis, MA</b>	Fire Lt & Captain Assessment 2018, 2022 Deputy Chief Exam & Assessment Ctr. 2020 Fire Chief Recruitment & Assess Ctr. 2017 Fire Study 2008	(508) 775-1300
<b>Ipswich, MA</b>	Dispatch Study 2016 Organizational Assessment 2002	(978) 356-6609
<b>Lexington, MA</b>	Fire Captain & Lieutenant Promo Process 2014, 2016 Fire Chief Recruitment 2012 Fire Staffing Study 2012 Fire Lieutenant Assessment Ctr. 2009 Fire Captain Assessment Ctr. 2009	(781) 862-0272
<b>Littleton, MA</b>	Fire Chief Recruitment 2022	(978) 540-2460
<b>Longmeadow, MA</b>	Fire Captain Assessment Ctr. 2015 Fire Chief Recruitment and Assessment Center 2015	(413) 565-4100
<b>Manchester-by-the-Sea, MA</b>	Fire Lt Written Exam 2018 Fire Services 2018 Police Chief Recruitment & Assessment Ctr. 2016 Fire Chief Recruitment & Assessment Ctr. 2016 Police/Fire/EMS Studies 2015 Dispatch Study 2014 Fire Study 2008	(978) 526-2000
<b>Marlborough, MA</b>	Fire Chief Recruitment and Assessment Center 2015	(508) 460-3703
<b>Mashpee, MA</b>	Fire Study 2011	(508) 539-1401
<b>MassDevelopment – Devens</b>	Fire Lt. Assessment Center 2005, 2021 Fire Study 2015 Assistance w/ Police Services RFP 2012 Police Services Analysis 2010 Dispatch Study Update 2009 Emergency Planning Exercise 2005 Dispatch Study 2005 Emergency Operations Center 2005	(978) 772-4600

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>Mendon, MA</b>	Fire Chief Recruitment 2018 Interim Fire Chief Recruitment 2017 Interim Fire Technical Assistance 2016 Fire Chief Recruitment 2017 Fire Management Letter 2016	(508) 473-2312
<b>Metropolitan Area Planning Comm (MAPC)</b>	Ashland/Hopkinton, MA Combined Fire Services Study 2015	(508) 881-0100 x-612
<b>Nahant, MA</b>	Interim Fire Chief 2016	(781) 228-7254
<b>Nashoba Valley Regional Dispatch District, MA</b>	Executive Director Recruitment 2021	(978) 365-3326
<b>Natick, MA</b>	Fire Chief Recruitment 2022 Deputy Fire Chief Assessment 2019 Fire Chief Assessment Center 2014, 2018 Fire Lt & Captain Assessment 2019	(508) 647-6400
<b>New Bedford, MA</b>	Fire Strategic Plan 2022 Fire Professional Developmental & Training 2022	(508) 991-6105
<b>Newbury, MA</b>	Service Study 2016	(978) 465-0862 x-301
<b>Northbridge, MA</b>	Deputy Fire Chief Assessment 2022	(508) 234-8448
<b>North Andover, MA</b>	Fire Chief Assessment Center 2016, 2021	(978) 688-9500
<b>North Reading, MA</b>	Organizational Assessment 2005	(978) 664-6010
<b>Norton, MA</b>	Fire Lt. Assessment Center 2016	(508) 285-0248
<b>Norwood, MA</b>	Substitution Pay and Staffing Practices 2010	(781) 762-0080
<b>Orange, MA</b>	Firefighter Assessment Center 2007	(978) 544-3145
<b>Oxford, MA</b>	Fire Management Letter 2017 Deputy Fire Chief Assessment Center 2017	(508) 987-6030
<b>Plympton, MA</b>	Interim Fire Chief Assistance 2018 Fire Study 2017	(781) 585-3220
<b>Pioneer Valley Planning Commission</b>	Regional Emergency Services Study 2021	Eric Weiss Manager of Reg & Municipal Programs
<b>Rutland, MA</b>	Fire Chief Assessment Ctr. 2017	(508) 886-4131
<b>Salem, MA</b>	Deputy Fire Chief Assessment Ctr. 2018	(978) 619-5633
<b>Saugus, MA</b>	Deployment & Organization Analysis 2021	(781) 231-4111
<b>Scituate, MA</b>	Fire Study 2011	(781) 545-8741
<b>Shrewsbury, MA</b>	Deputy Fire Chief Assessment 2019	(508) 841-8522



**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>South Hadley, MA</b>	Fire Entrance Exam 2016 District Clerk/Treasurer Recruitment – District Two 2014 Strategic Planning 2010 EMS Assessment 2007 Fire Chief Recruitment- District One 2002 Firefighter Assessment Center- District One 2006 Fire Lt. Assessment - District Two 2006 Firefighter Assessment Center-District Two 2006	Robert Authier, Fire Chief – District One (413) 532-5343 Scott Bradley, Fire Chief – District Two (413) 534-5803
<b>Southampton, MA</b>	Fire Chief Assessment Center 2006	(413) 529-0106
<b>Southborough, MA</b>	Fire Chief Recruitment 2018	(508) 485-0710
<b>Sudbury, MA</b>	Fire Chief Assessment Center 2004	(978) 443-8891
<b>Taunton, MA</b>	911 Assessment 2022	(508) 821-1452
<b>Topsfield, MA</b>	Fire Chief Recruitment 2017 Interim Fire Chief 2016	(978) 887-1599
<b>Truro, MA</b>	Fire Chief Assessment Ctr. 2014 Fire Study 2013	(508) 349-7004 x-10
<b>Turner Falls, MA</b>	Deputy Fire Chief Assessment 2021, 2022 Fire Chief Assessment 2022 Fire Chief Oral Board 2022 Firefighter Backgrounds 2022	(413) 863-9023
<b>Uxbridge, MA</b>	Fire Chief Recruitment 2019	(508) 278-8600
<b>Wayland, MA</b>	Fiscal Benefit and Service Demand Analysis 2007	(617) 357-9300
<b>Wellesley, MA</b>	Fire EMS Technical Assistance 2023 Deputy FC & Lt Assessment Center 2020 Fire Chief Recruitment 2008	(781) 431-1019
<b>West Barnstable, MA</b>	Deputy Fire Chief Recruitment and Assessment Center 2023 Fire Fighter Paramedic 2024	Joseph Maruce – Fire Chief (508) 362-3241
<b>Wenham, MA</b>	Dispatch Study 2018 Fire Chief Assessment 2018, 2019	Peter Lombardi, Town Administrator (978) 468-5520
<b>West Stockbridge, MA</b>	Fire Study 2016 Internal Investigation 2016	(413) 232-0300
<b>West Suburban Managers Group (WSMG)</b>	Regional Dispatch Study (20 Communities) 2008	(781) 455-7580
<b>Westborough, MA</b>	Fire Study 2018	(508) 366-3030
<b>Westford, MA</b>	Organizational Assessment 2007 (including dispatch consolidation)	(978) 692-5501
<b>Weston, MA</b>	Fire Chief Recruitment 2007	(781) 893-7320

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>Westwood, MA</b>	Deputy Fire Chief Assessment Center 2018 Fire Captain Assessment Center 2018	(781) 320-1028
<b>Wilbraham, MA</b>	Fire Captain Assessment 2015, 2019 Shift Commander Assessment 2015 Fire Chief Recruitment 2009	(413) 596-3122
<b>Williamstown, MA</b>	Fire Study 2019	
<b>Winchester, MA</b>	Fire Chief Assessment Center 2019	(718) 721-7157
<b>Woburn, MA</b>	Public Safety Study 2012	(781) 897-5800
<b>Yarmouth, MA</b>	Fire Chief Recruitment 2022, 2023 Fire Captain Promotional Exam 2016, 2020, 2022 Fire Captain Assessment Ctr. 2010, 2012, 2014, 2020 Fire EMS Exam 2011 Fire Lieutenant Promo Exam 2010, 2012, 2014 Deputy Chief Assessment Ctr. 2007, 2015 Fire Lt. Assessment Ctr. 2010	Philip Simonian, Fire Chief (508) 398-2212
<b>NEW HAMPSHIRE</b>		
<b>Allenstown, NH</b>	Interim Fire Manager 2017 Fire Dept. Mgt. Assessment 2016	(603) 485-4276
<b>Amherst, NH</b>	Fire Chief Recruitment and Assessment Center 2015 Fire/EMS Study 2015	(603) 673-6041
<b>Atkinson, NH</b>	Fire Study 2020	David G. Cressman, Town Administrator
<b>Auburn, NH</b>	Fire Study 2016	(603) 483-5052
<b>Bedford, NH</b>	Organizational Assessment 2006	(603) 890-2000
<b>Boscawen, NH</b>	Fire EMS Technical Assistance 2021	(603) 796-2414
<b>Bradford, NH</b>	Interim Fire Manager 2020 PT Fire Chief Recruitment 2019	Karen Hambleton, Town Administrator
<b>Brookline, NH</b>	Ambulance Chief Recruitment 2020 Fire Chief Recruitment 2025	Tad Putney, Town Administrator
<b>Cheshire County, NH</b>	County Ambulance Services Implementation 2022	Jack Wozmak, Chairman jwozmak@gmail.com
<b>Chester, NH</b>	Review of Fire/Rescue Response 2015	(603) 887-4979
<b>Deering, NH</b>	Fire Chief Recruitment 2016 Fire Study 2016	(603) 464-3248
<b>Effingham, NH</b>	Fire Chief Recruitment 2022	(603) 539-7770
<b>Enfield, NH</b>	Fire EMS Integration Planning 2019	(603) 632-5026
<b>Fremont, NH</b>	Fire Chief Mentoring 2018-2019 Fire Study 2017-2018	(603) 895-2226
<b>Goffstown, NH</b>	Fire Chief Recruitment 2022 Interim Fire Manager 2022	(603) 497-8990 x 101
<b>Gorham, NH</b>	Fire Chief Recruitment 2016	(603) 466-3322

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>Grantham, NH</b>	Fire Service Technical Assistance 2021	(603) 863-5710
<b>Greenland, NH</b>	Fire Study 2017	(603) 431-7111
<b>Hebron, NH</b>	EMS Sustainability 2024 Fire EMS Technical Assistance 2021 Fire Assessment Study 2015	(603) 744-2631
<b>Hooksett, NH</b>	Fire Location Study 2010	(603) 485-8471
<b>Jaffrey, NH</b>	Fire Dept Staffing Analysis 2021	(603) 532-7880
<b>Keene, NH</b>	Fire Chief Mentoring 2013	(603) 357-9858
<b>Kingston, NH</b>	Organizational Assessment 2006	(603) 642-3626
<b>Laconia, NH</b>	Overtime Staffing & Scheduling 2013	(603) 527-1270
<b>Littleton, NH</b>	Fire Chief Recruitment 2020 Fire Mentoring 2020 Interim Fire Manager 2020 EMS Services Study 2019	(603) 444-3996
<b>Londonderry, NH</b>	Fire Chief Recruitment 2007	(603) 432-1100
<b>Loudon, NH</b>	Fire Study 2011	(603) 798-4541
<b>Lyndeborough, NH</b>	Firefighter Review 2020	
<b>McGregor Memorial EMS</b>	Executive Director Recruitment 2012, 2018	(603) 312-2052
<b>Merrimack, NH</b>	Fire Chief Recruitment 2021	(603) 424-2331
<b>Middleton, NH</b>	Organization Assessment 2006	(603) 473-5202
<b>Milford, NH</b>	Dispatch Study 2018	(603) 249-0600
<b>Newbury, NH</b>	Organizational Assessment 2006	(603) 763-4940
<b>Newington, NH</b>	Fire Study 2020 Fire Contract Analysis 2020 Fire Services Consulting 2020	(603) 382-4405
<b>Newton, NH</b>	Fire Chief Recruitment 2014	(603) 382-4405
<b>New London, NH</b>	EMS Study 2010	(603) 763-2212
<b>North Hampton, NH</b>	Organizational Assessment 2007	(603) 964-8087
<b>Ossipee, NH</b>	Organizational Assessment 2009	(603) 539-4181
<b>Peterborough, NH</b>	Fire Chief Recruitment 2005	(603) 924-3201
<b>Plaistow, NH</b>	Fire Chief Recruitment 2019	
<b>Rochester, NH</b>	Interim Fire Manager 2021 Fire Chief Recruitment 2017, 2021 Fire Services 2021	Blaine Cox, City Manager (603) 332-1167
<b>Rumney, NH</b>	Fire Strategic Planning 2022	(603) 786-9924
<b>Rye, NH</b>	Fire Lieutenant Recruitment 2024 Firefighter Backgrounds 2020, 2024 Fire Chief Recruitment 2017	(603) 964-5523
<b>Seabrook, NH</b>	Seabrook Fire Department Communications Center Study 2015	(603) 474-3252
<b>Somersworth, NH</b>	Fire Chief Recruitment 2011, 2020 Fire Station Review 2018 Interim Fire Chief 2011	(603) 692-4262
<b>Sunapee, NH</b>	Fire EMS Strategic Planning 2022	(603) 763-2212
<b>Tilton, NH</b>	Organizational Assessment 2007	(603) 286-4521

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>Wolfeboro, NH</b>	<b>Fire Chief Recruitment 2016</b>	<b>(603) 569-8161</b>
<b>MARYLAND</b>		
<b>Hagerstown, MD</b>	<b>Community Rescue Services Optimization Study 2014 Organizational Assessment 2013</b>	<b>(301) 733-8042</b>
<b>NEW JERSEY</b>		
<b>Brigantine, NJ</b>	<b>Fire Apparatus Spec. Development 2014</b>	<b>(609) 266-7600</b>
<b>Cranford, NJ</b>	<b>Fire Lt. Promotional Exam and Assessment Ctr. 2013</b>	<b>(908) 276-6203</b>
<b>Hillside, NJ</b>	<b>Organizational Assessment 2011</b>	<b>(908) 352-1700</b>
<b>Longhill, NJ</b>	<b>Fire Study 2018</b>	<b>(908) 647-8000</b>
<b>Princeton, NJ</b>	<b>Fire Study Phases I and II 2016 Fire Study 2014</b>	<b>(609) 497-7632</b>
<b>NEW YORK</b>		
<b>East Marlon Fire District</b>	<b>Fire Needs Assessment 2010</b>	<b>(631) 477-0163</b>
<b>Genesee County</b>	<b>Fire EMS Service Model and Strategic Plan 2021</b>	<b>(603) 344.0078 Timothy Yaeger Coordinator Genesee County Emergency Management Services <a href="mailto:tim.yaeger@co.genesee.ny.us">tim.yaeger@co.genesee.ny.us</a></b>
<b>New Rochelle</b>	<b>Fire Fleet Maintenance Study 2017 Fire Staffing Study 2017</b>	<b>(914) 654-2063</b>
<b>OHIO</b>		
<b>LION First Responder PPE</b>	<b>Fire Service Cancer Reduction Research 2017</b>	<b>Mark T. Smith Senior Vice President (937) 415-2843</b>
<b>Lion Group, Inc.</b>	<b>Incident Command Research 2017</b>	<b>Steve Schwartz Chief Executive Officer (800) 548-6614</b>
<b>PENNSYLVANIA</b>		
<b>Centre Region Council of Governments (COGS) Centre County, PA</b>	<b>Fire Director Assessment 2023</b>	<b>Eric Norenberg Executive Director (814) 231-3077</b>
<b>Chambersburg, PA</b>	<b>Fire Chief Recruitment 2006</b>	<b>100 S. 2<sup>nd</sup> Street Chambersburg PA 17201</b>
<b>Chester County, PA</b>	<b>Fire EMS Study 2019</b>	<b>Chester County Government Services Center Attn: Veronica Protesto</b>
<b>Keystone Valley Regional Fire District</b>	<b>Fire Study 2016</b>	<b>(484) 571-9686</b>
<b>Mt. Lebanon, PA</b>	<b>Fire Chief Recruitment 2025</b>	<b>(412) 343-3402</b>

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

Oxford, PA	Union Fire Company No. 1 Facility, Location, & Long Range Planning 2017	(610) 932-2411 Gregory T. Paxson, President
State College, PA	Fire Director Recruitment 2006	
Upper Merion Township, PA	Fire Study 2015	(610) 205-8554
<b>RHODE ISLAND</b>		
East Greenwich, RI	Fire Chief Recruitment 2018 Interim Fire Chief Recruitment 2017	(401) 886-8600
Jamestown, RI	EMS Services Review 2010	(401) 423-7200
Middletown, RI	Fire Chief Recruitment 2020, 2025 SAFER Grant 2020 Interest Arbitration Services 2019	Shawn Brown, Town Administrator
Portsmouth, RI	Organizational Assessment 2013 Fire Department Staffing Study 2012 Fire Chief Recruitment and Assessment Ctr 2012	(401) 683-3255
Warwick, RI	Interest Arbitration Services 2019	
<b>SOUTH CAROLINA</b>		
Aiken, SC	Public Safety Study 2016 Grant Assistance 2016	John C. Klimm, City Manager (803) 642-7654
<b>VERMONT</b>		
Arlington, VT	Fire Study 2020	(802) 375-6680
Ludlow, VT	EMS Study 2019	(802) 228-2841 Scott Murphy, Municipal Manager
Dorset, VT	Public Safety Consolidation Study 2014	John P. O'Keefe, Town Manager (802) 362-1313 Rob Gaiotti, Town Manager (802) 362-4571, x-3
Manchester, VT	EMS Technical Assistance 2021-2022	John P. O'Keefe, Town Manager (802) 362-1313
Northeast Kingdom Consortium, VT	Regional Fire Services Feasibility Study 2021	Irene Nagle NVDA (802) 424-1423
St. Albans, VT	Fire Department Study 2008	Dominic Cloud, City Manager (802) 524-1500
St. Johnsbury, VT	Fire Chief Recruitment 2021 Fire Mentoring 2020-2021 Fire Study 2020 Interim Fire Manager 2021	802-748-3926 Chad Whitehead, Town Manager

**MUNICIPAL RESOURCES, INC**  
**FIRE AND EMS REFERENCES | CLIENT LIST**

<b>Stowe, VT</b>	Fire/EMS Study 2016	(802) 253-7350 Charles Safford, Town Manager
<b>Windsor, VT</b>	Organizational Assessment 2007	(802) 674-6786

## **AGENDA ITEM #8729**

**Discussion with Action:** Award the bid from Shaw Brother's Construction for the Harmon Ave., Murphy Ave, and Michaud Ave. Drainage, and Road Improvements Project, in the amount of \$1,352,115.00 from the following accounts: \$435,903.00 from the General Fund Unassigned Fund Balance with a balance of \$15,757,494 and \$916,212.00 from CIP Stormwater Expense account #50002-50831, with a balance of \$980,834.67.

Chair: Shawn O'Neill

March 11, 2025

Ms. Diana Asanza, Town Manager  
Town of Old Orchard Beach  
1 Portland Avenue  
Old Orchard Beach, ME 04064

SUBJECT: Harmon, Murphy, and Michaud Avenue Sewer and Drainage Improvements  
Evaluation of Bids

Dear Diana,

We have completed our review of the bid from Shaw Brothers that was received on March 3, 2025, for the Harmon Avenue, Murphy Avenue, and Michaud Avenue Sewer and Drainage Improvements Project. This letter represents a summary of our findings.

The project includes installation of new storm drain infrastructure on Harmon, Murphy, and Michaud Avenue, replacement of existing storm drain infrastructure on portions of Hobson Avenue and Saco Avenue, and replacement of existing sewer on a portion of Michaud Avenue. Shaw Brothers of Gorham, Maine submitted the low and only bid of \$1,352,115.00. A tabulation of the bid is attached.

The received bid was reviewed to confirm the minimum bid information required was included and was determined to have a complete bid package, meeting the requirements stated in the bid documents. Based on the current resume of work and past experience, Shaw Brothers appears to be capable of performing a project of this nature.

Based on the above, we are not aware of any reason why this contract should not be awarded to Shaw Brothers as the low responsive and responsible bidder. It is important to understand that Wright-Pierce makes no guarantee that the contractor will perform the work within the bid amount and in accordance with the contract, specifications, and drawings. As with any contract of this nature, the Town should anticipate the possibility of minor changes in the cost of the work associated with change orders and variation in estimated quantities as the project progresses. We would recommend the Town carry a 10% contingency for potential change orders and project unknowns.

Upon concurrence and approval of the award by the Town Council, the next step would be to issue the Notice of Award to Shaw Brothers.



Sincerely,  
WRIGHT-PIERCE



Jaime C. Wallace, PE  
Project Manager  
[jaime.wallace@wright-pierce.com](mailto:jaime.wallace@wright-pierce.com)

**Enclosures:**  
Bid Tabulation

Cc: David Pinkham, Old Orchard Beach Public Works Director  
Tim Fleury, Old Orchard Beach Executive Assistant to the Town Manager

Project Name/No.: **Harmon, Murphy and Michaud Ave Sewer and Drainage Improvements/21756**  
 Bid Opening: **2/27/2025 2:00 PM**  
 Location: **Old Orchard Beach, Maine**  
 ENG/PM: **Jaime Wallace, PE**  
 Engineer's Estimate: **\$1,371,740.00**

Issuing Office: **Topsham Office**  
**11 Bowdoin Mill Island, Ste 140**  
**Topsham, ME 04086**

BID QUANTITIES				BIDDER'S NAME			
				Shaw Brothers Construction, Inc.		Engineers Estimate	
Item	Qty.	UNIT	UNIT AMT	BID	UNIT AMT	BID	
<b>BASE BID</b>							
1 Mobilization/Demobilization (10% Max of Total Amount of Bid)	1	LS	\$ 135,000.00	\$ 135,000.00	\$160,000.00	\$ 160,000.00	
2 Traffic Control	1	LS	\$ 130,000.00	\$ 130,000.00	\$ 75,225.00	\$ 75,225.00	
3 Erosion and Sedimentation Control	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 20,225.00	\$ 20,225.00	
4 Test Pit Excavation and Backfill	9	EA	\$ 1,300.00	\$ 11,700.00	\$ 1,450.00	\$ 13,050.00	
5 Replacement of Unsuitable Material	150	CY	\$ 30.00	\$ 4,500.00	\$ 55.00	\$ 8,250.00	
6 Removal of Existing Pavement	5,325	SY	\$ 22.00	\$ 117,150.00	\$ 15.00	\$ 79,875.00	
7 Abandoned Storm Drain Pipe with Flowable Fill	1	LS	\$ 5,500.00	\$ 5,500.00	\$ 2,800.00	\$ 2,800.00	
8 Supply & Installation of 4' Catch Basins	160	VF	\$ 1,050.00	\$ 168,000.00	\$ 750.00	\$ 120,000.00	
9 Supply & Installation of Type F Catch Basin	5	VF	\$ 825.00	\$ 4,125.00	\$ 750.00	\$ 3,750.00	
10 Supply & Installation of 12" Storm Drain	1,860	LF	\$ 121.50	\$ 225,990.00	\$ 150.00	\$ 279,000.00	
11 Supply & Installation of 15" Storm Drain	220	LF	\$ 123.00	\$ 27,060.00	\$ 160.00	\$ 35,200.00	
12 Removal & Disposal of Asbestos Cement Pipe	240	LF	\$ 33.00	\$ 7,920.00	\$ 50.00	\$ 12,000.00	
13 Supply & Installation of 4' Sewer Manholes	20	VF	\$ 1,050.00	\$ 21,000.00	\$ 1,400.00	\$ 28,000.00	
14 Supply & Installation of 8" PVC Sewer	240	LF	\$ 209.00	\$ 50,160.00	\$ 200.00	\$ 48,000.00	
15 Supply & Installation of Sewer Services	35	LF	\$ 161.00	\$ 5,635.00	\$ 185.00	\$ 6,475.00	
16 Aggregate Base (Type A)	1,060	CY	\$ 58.00	\$ 61,480.00	\$ 80.00	\$ 84,800.00	
17 Aggregate Subbase (Type D)	1,830	CY	\$ 48.00	\$ 87,840.00	\$ 70.00	\$ 128,100.00	
18 Binder Pavement (19.0 mm HMA)	540	TON	\$ 140.00	\$ 75,600.00	\$ 120.00	\$ 64,800.00	
19 Surface Pavement (12.5 mm HMA)	360	TON	\$ 155.00	\$ 55,800.00	\$ 140.00	\$ 50,400.00	
20 Driveway Pavement (9.5 mm HMA)	100	TON	\$ 455.00	\$ 45,500.00	\$ 310.00	\$ 31,000.00	
21 Sidewalk Pavement (9.5 mm HMA)	5	TON	\$ 411.00	\$ 2,055.00	\$ 250.00	\$ 1,250.00	
22 Detectable Warning Devices	4	EA	\$ 2,000.00	\$ 8,000.00	\$ 1,250.00	\$ 5,000.00	
23 Binder Trench Pavement (19.0 mm HMA)	45	TON	\$ 275.00	\$ 12,375.00	\$ 260.00	\$ 11,700.00	
24 Surface Trench Pavement (12.5 mm HMA)	35	TON	\$ 275.00	\$ 9,625.00	\$ 260.00	\$ 9,100.00	
25 Supply & Installation of Bituminous Curbing	8	LF	\$ 100.00	\$ 800.00	\$ 30.00	\$ 240.00	
26 Loam and Seed	1	LS	\$ 35,000.00	\$ 35,000.00	\$ 46,500.00	\$ 46,500.00	
27 2" Water Main Relocation	150	LF	\$ 150.00	\$ 22,500.00	\$ 300.00	\$ 45,000.00	
28 Vertical Insulation	40	LF	\$ 45.00	\$ 1,800.00	\$ 50.00	\$ 2,000.00	
<b>TOTAL BASE BID AMOUNT ITEMS (1 THROUGH 28)</b>					<b>\$ 1,352,115.00</b>		<b>\$ 1,371,740.00</b>

## **AGENDA ITEM #8730**

**Discussion with Action:** Approve the Special Event Permit application for the Old Orchard Beach Recreation Department to hold Round Robin Basketball Games at the Memorial Park Basketball Courts on Saturday, July 26th, 2025, from 8 a.m. to 7 p.m., including set-up and takedown. Rain date July 27th, 2025, same times.

Chair: Shawn O'Neill

## APPLICATION INFORMATION

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

1. Name of applicant Jason Webber

Address of applicant 1 Portland Ave OOB ME 04064  
City State Zip

Phone number of applicant ( ) Fax ( )

Cell phone ( ) 207-423-2044 E-mail jwebber@oobmaine.com

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

OOB Recreation, RUS 23

Website address (if an Organization, Firm or Corporation)

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)

This is the round robin basketball games that is sponsored by OOB Recreation department.

Teams from all over the state come to this event.

Will you be using tents? ☒ YES ☐ NO

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.

This are two pop up tent held down by sand bag, No stakes

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 \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Cell phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

4. SET-UP Date for Event July 26, 2025 Day of Week Sat from 8am to 9am

Date of Event July 26, 2025 Day of Week Sat from 9:00am to 6:00pm

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 July 26, 2025 Day of Week Sat from 6:00pm to 7:00pm

RAIN DATE(s) July 27, 2025 Times Same time as above  
(if rain date listed, insurance must list rain date)

5. Location of the Event Veterans Memorial Park  
(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.

N/A

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 No 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? X YES \_\_\_\_\_ NO

If this event a Regional School Unit #23 event? X Yes \_\_\_\_\_ 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:

OOB Recreation / OOB Lady Gulls basketball team

12. List any Event Sponsors:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will admission be charged for the event? \_\_\_\_\_ YES X NO

Will participants be charged for parking? \_\_\_\_\_ YES X NO

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

☒ YES (if yes, please list dates): 11

☐ 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) :

We will have a trainer on site

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

Times: \_\_\_\_\_ How many? \_\_\_\_\_

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)

N/A

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).

Small speaker for announcements

Where will the event attendees/participants park? Local parking lots

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:

We will be parking cars at the Loranger school and transporting them down with our Recreation Bus

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.

We will be using the trash can around memorial park

Is the use of barricades necessary/requested for this event? \_\_\_\_\_

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? No

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? N/A

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   X   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.

N/A

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:

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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 1<sup>st</sup> through August 31<sup>st</sup> 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 ☒ NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## ***SPECIAL EVENT PERMIT AGREEMENT***


I, Jason Webber on behalf of Old Orchard Beach Recreation  
(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. JW (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:  Date: 3/10/2025  
(authorized representative)

Print name: Jason Webber

Print Organization Name (if applicable): OOB Recreation

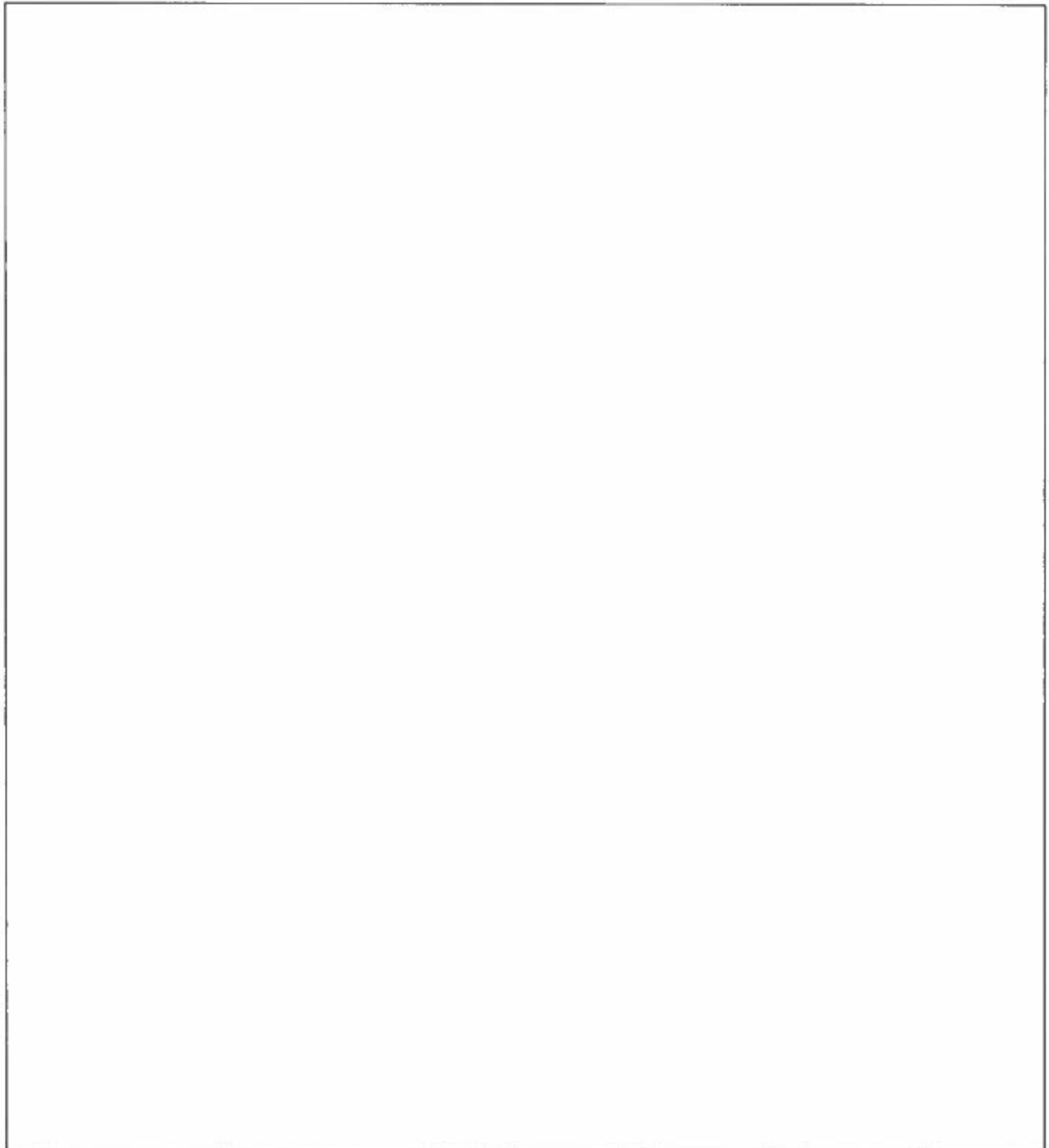
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

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 #8731**

**Discussion with Action:** Approve the Special Event Permit Application for Palace Playland and the Pier to hold Fireworks displays every Thursday at 9:45 p.m. on the beach in front of Palace Playland, June 26th through August 21st, 2025, to also include Fireworks on July 4<sup>th</sup> at 9:45 p.m. Approval by the State Fire Marshall's Office to be provided to the Fire Department at least one week prior to the first display. No fee as this event is co-sponsored by the Town. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided at least two weeks prior to the events.

Chair: Shawn O'Neill



## APPLICATION INFORMATION

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

1. Name of applicant DEL HOLDER PAUL GOLZBEIN  
PALACE DAYLAND THE PIER

Address of applicant 1 Old Orchard St 003  
City State Zip

Phone number of applicant (501) - 702-9001 Fax ( )

Cell phone ( ) E-mail meagan@palacedayland.com

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

\_\_\_\_\_

Website address (if an Organization, Firm or Corporation) \_\_\_\_\_

Type of Event:

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

Fireworks

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

weekly community event

Will you be using tents? \_\_\_\_\_ YES ☒ NO

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):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Amplified Music | <input type="checkbox"/> Bleacher(s)   | <input type="checkbox"/> Dance Floor(s) | <input type="checkbox"/> Live Entertainment |
| <input type="checkbox"/> Loud Speaker(s) | <input type="checkbox"/> Microphone(s) | <input type="checkbox"/> Stadium(s)     | <input type="checkbox"/> 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 SEE INFO #1 Work Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Cell phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

4. SET-UP Date for Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event 6/26, 7/3 Day of Week THURSDAY from 9:45 to \_\_\_\_\_

Date of Event 7/4 Day of Week FRIDAY from 9:45 to \_\_\_\_\_

Date of Event 7/10, 7/17 Day of Week THURSDAY from 9:45 to \_\_\_\_\_

Date of Event 7/24, 7/31  
8/7, 8/14  
8/21 Day of Week THURSDAY from 9:45 to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event ON BEACH, IN FRONT OF PALM BEACH PLAYLAND  
(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.

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8. Will the sale of food and/or beverages occur at the event? \_\_\_\_\_ 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

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9. Will there be merchandise sold at the event? \_\_\_\_\_ YES ☒ NO

Description of merchandise \_\_\_\_\_

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10. Is the event a Charitable event? \_\_\_\_\_ YES ☒ NO

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

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes \_\_\_\_\_ 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:

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12. List any Event Sponsors:

PAVAGE PLAYLAND

OTHER SMALL OOB BUSINESS'

THE PIER

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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): Annual

☐ 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) :

Company providing fireworks  
State qualified, local police, fire protection

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

Times: \_\_\_\_\_ How many? \_\_\_\_\_

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)

\_\_\_\_\_  
\_\_\_\_\_



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? Summer parking  
as available

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.

Company hired to perform fireworks is responsible to clean up product waste

Is the use of barricades necessary/requested for this event? yes

If yes, number needed and location Fireworks company brings needed material

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:

Staples St East monitored by Police & Fire



Is any other public works assistance needed? \_\_\_\_\_

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 ☐ NO

If yes, explain: all required forms necessary secured  
by legal vendor - Fireworks company

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.

advertising on pier or public playground  
private property

Will this event be posting a banner on public property? ☐ YES ☒ 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 ☒ 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:

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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? CENTRAL MAINE PYROTECHNICS  
(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? SEE PAGE 3

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 1<sup>st</sup> through August 31<sup>st</sup> 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 \_\_\_\_\_ ☒ NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

\_\_\_\_\_  
\_\_\_\_\_



## ***SPECIAL EVENT PERMIT AGREEMENT***

I, JOEL GOLDER  
DAVE GOLZBEIN on behalf of PAVAGE PLAZA LAND & THE PIER  
(Print Applicant Contact Name) (Print Organization/Group Name)

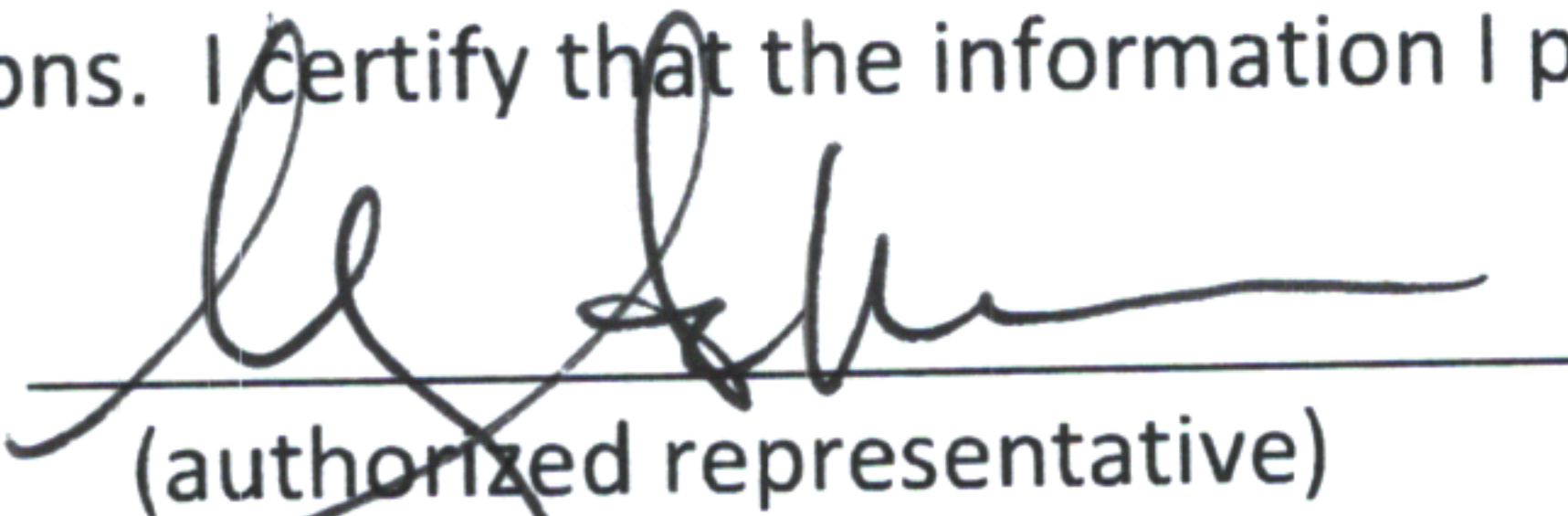
Agree to abide by the following Special Event requirements:

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. WAIVE FEE / COMMUNITY EVENT
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. \_\_\_\_\_ (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:   
(authorized representative)

Date: 2/12/2025

Print name: Megan Achenbach

Print Organization Name (if applicable): Palace Playland



## **AGENDA ITEM #8732**

**Discussion with Action:** Approve the Special Event Permit application for OOB365 to hold Last Blast on December 31st, 2027 from 3:00 p.m. to 9 p.m. in the Square and on the beach, including vendors, amplified music, a bonfire and fireworks on the beach. Approval by the State Fire Marshall's Office to be provided to the Fire Department at least one week prior to the first display; bonfire permit will be obtained on the day of the fire after inspection of materials to be burned are inspected by Fire Department Officer in charge; fire is completely extinguished prior to leaving the bonfire site; a safety barricade must be placed around the fire to keep people 15 feet away. Also, provide volunteers to assist with clearing the beach and securing the area with scene tape prior to the fireworks company loading the shells. Volunteers will also be needed to prevent entry into the secured area for the duration of the display. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided to the Town Clerk's Office at least one month prior to the event.

Chair: Shawn O'Neill

## APPLICATION INFORMATION

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

1. Name of applicant Sharri MacDonald

Address of applicant 23 Ross Road Old Orchard Beach, Maine 04064

City

State

Zip

Phone number of applicant (207) 590-4201

Fax ( )

Cell phone ( )

E-mail smacdonald@maine.rr.com

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

Website address (if an Organization, Firm or Corporation) OOB365.com

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)

LAST BLAST NEW YEARS Beach party with bonfire

2025 2026 2027  
December 31st - 2024, 2025, 2026

Will you be using tents? X YES        NO

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.

EZ UPS

Will you be using staging? \_\_\_\_\_ YES <sup>x</sup> \_\_\_\_\_ 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 Sharri MacDonald Work Phone (207)5904201

Address 23 Ross Road Old Orchard Beach, Maine 04064  
City State Zip

Cell phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail smacdonald@maine.rr.com

4. SET-UP Date for Event dec 31 Day of Week \_\_\_\_\_ from 3 pm to 9pm

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) \_\_\_\_\_ Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event On the beach in front of the carousel  
(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; <sup>x</sup> \_\_\_\_\_ 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.

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8. Will the sale of food and/or beverages occur at the event? \_\_\_\_\_ 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

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9. Will there be merchandise sold at the event? \_\_\_\_\_ YES ☒ \_\_\_\_\_ NO

Description of merchandise \_\_\_\_\_

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10. Is the event a Charitable event? ☒ YES \_\_\_\_\_ NO

Is this event co-sponsored by the Town of Old Orchard Beach? ☒ YES \_\_\_\_\_ NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes \_\_\_\_\_ 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:

the townspeople \_\_\_\_\_

12. List any Event Sponsors:

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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): Same day past 11 years or so

☐ 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) :

N/A

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

Times:                      How many?                     

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)

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).

speaker for music

Where will the event attendees/participants park? on the streets

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.

We are requesting a couple of town trash barrels at the event.

Is the use of barricades necessary/requested for this event?

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? Pick up the bonfire debris the next day.

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 ☐ NO

If yes, explain: We will be having a bonfire on the beach and burning christmas trees

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.

Will this event be posting a banner on public property? ☐ YES ☐ 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 ☐ 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:

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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? \_\_\_\_X\_\_\_\_ YES \_\_\_\_\_ NO

Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_ Central Maine Pyrotechnics \_\_\_\_\_

(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? \_\_\_\_\_ New Years Eve around 7:30 to 7:45pm\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_\_ YES\_x \_\_\_\_ 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 1<sup>st</sup> through August 31<sup>st</sup> 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 ☐ NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## ***SPECIAL EVENT PERMIT AGREEMENT***

I, Sharri MacDonald on behalf of OOB365  
(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. SMD (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: Sharri MacDonald  
(authorized representative)

Date: 11/10/24

Print name: Sharri MacDonald

Print Organization Name (if applicable): OOB365

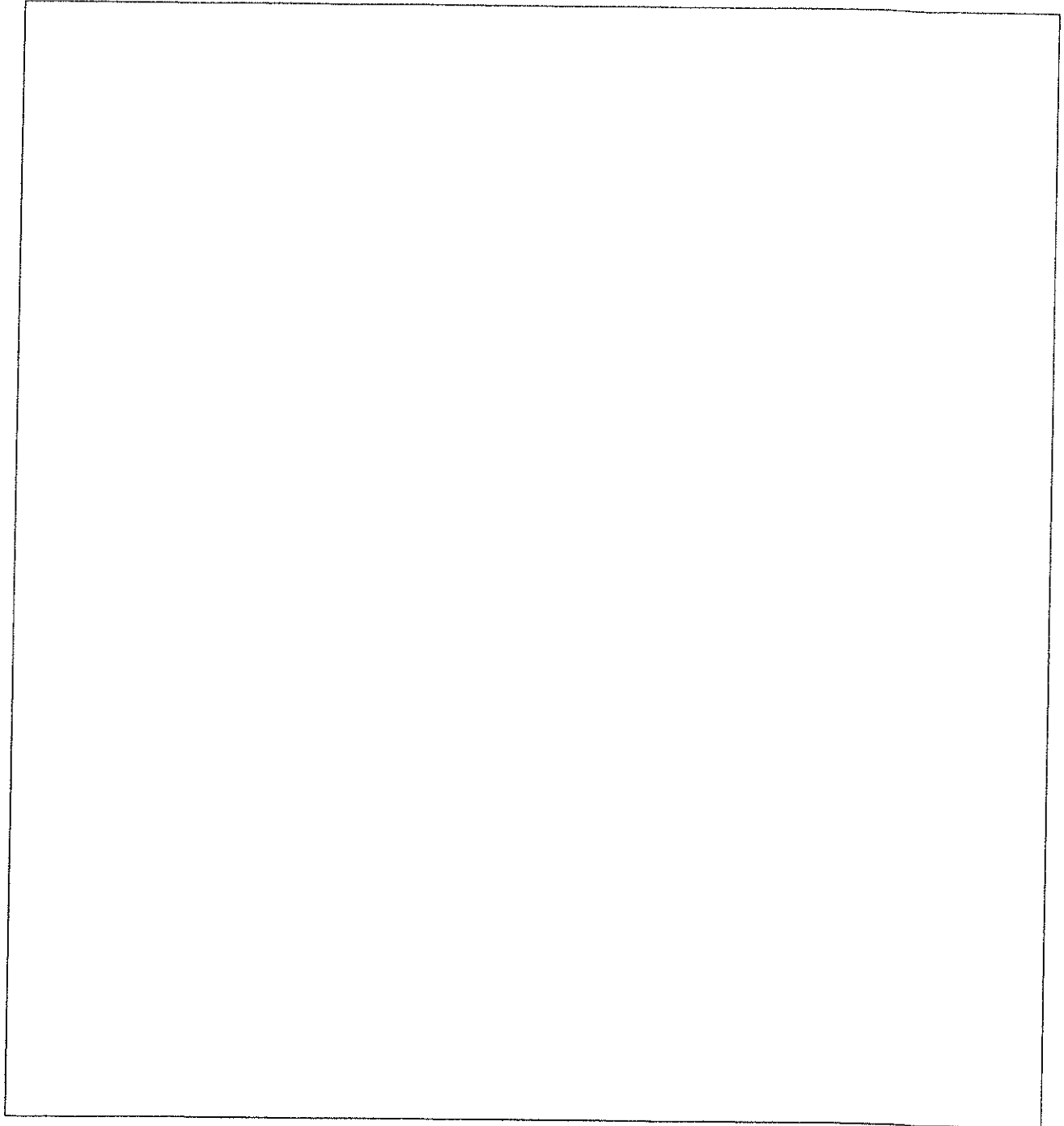
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

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



# CERTIFICATE OF LIABILITY INSURANCE

OOB3650-01

JBENNETT

DATE (MM/DD/YYYY)

6/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Maury, Donnelly & Parr, Inc. 24 Commerce St. Baltimore, MD 21202	CONTACT NAME: PHONE (A/C, No, Ext): (410) 685-4625 E-MAIL ADDRESS: FAX (A/C, No): (410) 685-3071
	INSURER(S) AFFORDING COVERAGE INSURER A : Continental Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED  OOB365 P.O. Box 1124 Old Orchard Beach, ME 04064	NAIC # 20443

## COVERAGES

**CERTIFICATE NUMBER:**

## REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY		X		4025932652	7/1/2024	7/1/2025	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>						OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/>								MED EXP (Any one person)	\$ 10,000	
	<input type="checkbox"/>								PERSONAL & ADV INJURY	\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER									GENERAL AGGREGATE	\$ 2,000,000
<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/>	PRO-JECT	<input type="checkbox"/>	LOC			PRODUCTS - COMP/OP AGG	\$ 2,000,000		
		OTHER:									
		AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/>	ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/>	SCHEDULED AUTOS					BODILY INJURY (Per person)	\$	
	<input type="checkbox"/>	HIRED AUTOS ONLY	<input type="checkbox"/>	NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/>								PROPERTY DAMAGE (Per accident)	\$	
		UMBRELLA LIAB								\$	
		EXCESS LIAB							EACH OCCURRENCE	\$	
									AGGREGATE	\$	
		DED	RETENTION \$							\$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE	OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$	
		If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$	
									E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is listed as an additional insured

**CERTIFICATE HOLDER**

## CANCELLATION

<p>The Town of Old Orchard Beach 1 Portland Ave Old Orchard Beach, ME 04064</p>	<p><b>CANCELLATION</b></p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>AUTHORIZED REPRESENTATIVE</p> <p></p>

### **AGENDA ITEM #8733**

**Discussion with Action:** Approve the Special Event Permit application for the Chamber of Commerce to hold Lobster Rock (lobster bake) event in Veteran's Memorial Park with live music, food trucks and a beer tent, on Saturday, June 14th, 2025. Set-up is the same day at 9 a.m. Event is from Noon to 8:30 p.m. The beer tent must be on the Libby Library property, with permission from the Library—Liquor Liability insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided by the liquor provider, as well as the liquor provider proving private door security. Liquor Provider to meet with Police Department at least two weeks prior to the event to discuss stipulations for the beer tent.

Chair: Shawn O'Neill

### **ADJOURNMENT**

Chair: Shawn O'Neill

## APPLICATION INFORMATION

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

1. Name of applicant Old Orchard Beach Chamber of Commerce

Address of applicant 11 First St Old Orchard Beach, ME 04064  
City State Zip

Phone number of applicant (207) 934-2500 Fax (207) 934-4994

Cell phone (207) 743-3605 E-mail kimh@oldorchardbeachmaine.com

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

Website address (if an Organization, Firm or Corporation) www.oldorchardbeachmaine.com

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)

All-day event with a craft fair, live music & lobster bake event in Veteran's Memorial Park.

Will you be using tents? ☒ YES ☐ NO

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.

We would like to place a beer tent in Veteran's Memorial park; we would like to discuss w/ Town Council.



Will you be using staging? \_\_\_\_\_ YES ☒ NO (Use gazebo)

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 Kim Howard Work Phone (207) 934-2500

Address 11 First St, Old Orchard Beach, ME 04064  
City State Zip

Cell phone (347) 743-3805 Fax (207) 934-4994

E-mail kimh@oldorchardbeachmaine.com

4. SET-UP Date for Event 6/14/2025 Day of Week Sat from 9:00am to 9:00pm  
Date of Event 6/14/2025 Day of Week Saturday from 12pm to 8:30pm

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) 6/15/2025 Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event Veterans Memorial Park  
(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.

Will use most of Veteran's Memorial Park & possibly outside of Libby Memorial Library.

8. Will the sale of food and/or beverages occur at the event? YES 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

Will have food vendors & food trucks

9. Will there be merchandise sold at the event? \_\_\_\_\_ YES ☒ NO

Description of merchandise \_\_\_\_\_

10. Is the event a Charitable event? \_\_\_\_\_ YES ☒ NO

Is this event co-sponsored by the Town of Old Orchard Beach? \_\_\_\_\_ YES ☒ NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes ☒ 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:

\_\_\_\_\_

12. List any Event Sponsors: TBA

\_\_\_\_\_

\_\_\_\_\_

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): June 8, 2024  
☐ 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):

Will work w/ P.D. & Police Dept on how to create some  
entrances/exit to park; ticketed event w/ volunteers  
at entrances-

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

Times: \_\_\_\_\_ How many? \_\_\_\_\_

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)

N/A  
\_\_\_\_\_  
\_\_\_\_\_

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).

Live music & DJ @ gazebo

Where will the event attendees/participants park? Around Memorial Park  
& private lots

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

Just for load-in/load-out  
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.

Additional trash cans around park from PW

Is the use of barricades necessary/requested for this event? YES

If yes, number needed and location Near park's entrance @ Staples & First

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? \_\_\_\_\_

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

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 ☐ NO

If yes, explain: Grills to cook food items.

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.

Banner near gazebo on event day.

Will this event be posting a banner on public property? ☒ YES ☐ 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 ☐ 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:

Beer & possibly wine will be for sale;  
we will hire extra security to check IDs;  
will work w/ Town Council & PD on this.

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 1<sup>st</sup> through August 31<sup>st</sup> 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.**

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\_\_\_\_\_ 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 ☒ NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

\_\_\_\_\_  
\_\_\_\_\_

## **SPECIAL EVENT PERMIT AGREEMENT**

I, Kim Howard on behalf of Old Orchard Beach Chamber of Commerce  
(Print Applicant Contact Name) (Print Organization/Group Name)

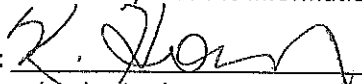
Agree to abide by the following Special Event requirements:

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. KH (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 with 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:   
(authorized representative)

Date: 2/11/2025

Print name: Kim Howard

Print Organization Name (if applicable): Old Orchard Beach  
Chamber of Commerce

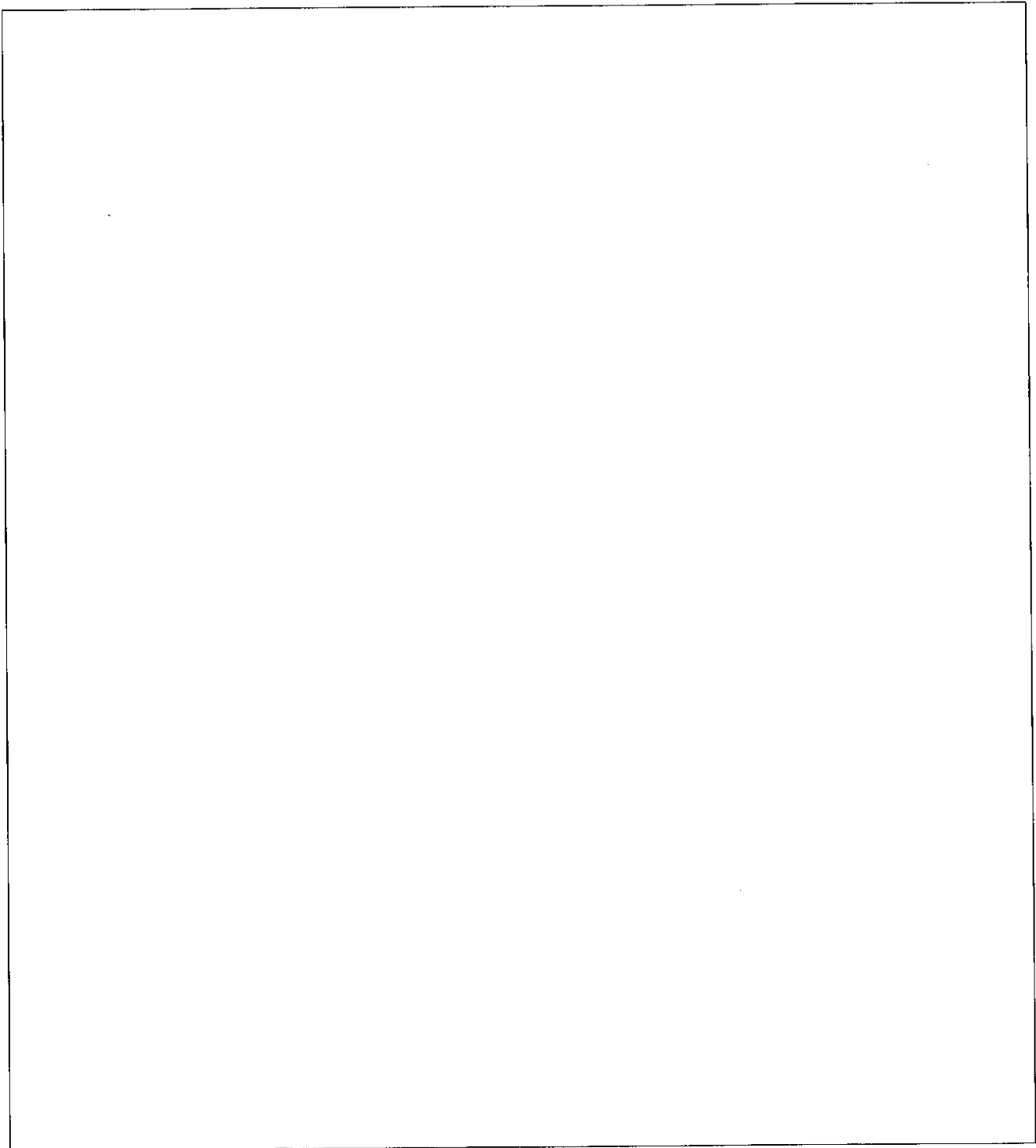
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

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

A large, empty rectangular box with a thin black border, intended for the site plan sketch. It occupies the majority of the page below the header information.