

TOWN OF SOUTH BERWICK
POLICY ON TREASURER’S DISBURSEMENT WARRANTS
FOR EMPLOYEE WAGES AND BENEFITS

PURPOSE: This policy allows the Council Chair or the Vice-Chair, acting on behalf of the full Council, to review, approve, and sign municipal treasurer’s disbursement warrants for wages and benefits only. **This policy is additional to, not in lieu of, majority power.** Nothing in this policy is intended to replace the authority of the municipal officers, acting by majority vote, to act on any treasurer’s warrant, including warrants for wages and benefits.

DELEGATION OF AUTHORITY: Pursuant to 30-A, MRSA, Section 5603 (2) (A) (1), the following authority is granted with respect to treasurer’s disbursement warrants for municipal employee wages and benefits only.

CURRENT MUNICIPAL OFFICERS: The Town Council members in office at the time of execution of this policy are: John James, Mallory Cook, Jeffrey Minihan, Jessica Cyr, and Melissa Costella.

Either _____, **the Council Chair**, or _____, **the Vice-Chair**, acting alone may review, approve, and sign such wages and benefits warrants.

EFFECTIVE DATE: This policy becomes effective on the date indicated below.

COPIES: The Council Chair will furnish copies of this policy to the Town Clerk and the Town Treasurer.

LAPSE: This policy lapses one year after its effective date, if not sooner amended or cancelled.

RENEWAL: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

REMINDER: The Town Treasurer shall remind the Council to consider renewing this policy annually before it lapses.

ORIGINAL: The original of this policy is to be on file with the Town Clerk.

Dated: November 14, 2023

Town Council,

**South Berwick
Town Council Meeting
October 24, 2023**

Chair Mallory Cook called the meeting to order at 6:30pm. Councilors present included John James, Jeff Minihan, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

Approval of Minutes

1. Board of Assessors 10-10-23: On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.
2. Town Council 10-10-23: On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to sign the warrant dated October 19, 2023, in the amount of \$27,279.18.

Public Comment

1. Paul Steinhauer, Hill Dr, commented on the Council discussion that took place at the July 25th meeting concerning the downtown revitalization RFP. At that meeting, one Councilor was speaking when another Councilor moved the question. Mr. Steinhauer stated that he found it disturbing that one councilor would try to squelch the discussion. "Do you or do you not want citizen input?" The Board needs to work as a cohesive group.
2. Pat Robinson, SOBO Central, reminded everyone of the Keep South Berwick Warm Soup Supper at Spring Hill on November 1st from 5-7.

Unfinished Business

1. Mrs. Cook explained that the Council held an interview with the prospective planning board member at the last meeting. Mrs. Cook noted that for full disclosure, the applicant is not a South Berwick resident. Mrs. Costella commented that she did not feel she could vote on the appointment because of the lack of discussion. Mrs. Costella recommended that the interview and appointment process be changed to allow for more discussion amongst the Council.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to enter executive session at 6:41pm pursuant to 1MRSA §405.6A to discuss the appointment.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to end the executive session at 6:45pm.

Mrs. Cook made a motion to appoint Lindsay Quinn to the Planning Board to fill the regular seat with a term to expire June 30, 2024. Mr. Minihan seconded the motion. Mr. James abstained from the execution session, discussion, and vote because he was not present for the interview.

Motion to appoint Lindsay Quinn failed with a 0-4 vote.

New Business

1. The Council and Manager discussed the needed repairs on Fire Tank 3. Three quotes were received: Bulldog Fire Apparatus repairs @ \$14,020, Mick Body Works repairs @ \$28,340, & Lakes Region Fire Apparatus refurbishment @ \$173,764.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to authorize the Manager to transfer \$9950 from the Undesignated Fund Balance to the Fire Department toward the repairs of Tank 3, at a total cost of \$14,020.

2. The Council discussed the appointment of committee members for the Downtown Revitalization Plan. The Committee will be advisory only.

On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to authorize the Town Manager to appoint the members of the Downtown Revitalization Plan Committee, with the opportunity for the addition of more members later.

Town Manager's Report

-Highway: Picked up the new F550. All trucks have been serviced and ready for winter. Installed new culverts & milled Boyd's Corner Rd. Mowing is ongoing. New hire Dan Hurley started today.

-Police: 6 arrests, 7 accidents, and 53 traffic stops. Looking into getting a Sweetser liaison for mental health counseling. Working with Eliot on the possibility of sharing an ACO.

-Fire: 11 calls; 412 YTD. Holding an open house on Sunday from 10-2. The recruitment campaign has resulted in several inquiries. The school is now playing an integral role as part of the Town's emergency management plans.

-Code/Planning: Issued 1 building & 3 plumbing permits. Conducted 14 inspections and investigated 5 violations. The 35-lot subdivision has been tabled. 1 Major Home Occupation was approved. Expecting two applications for new businesses.

-Library: The fairy house program went very well. The windows have been washed.

-Recreation: Rec & soccer programs wrap up this weekend. Preparing for Halloween Fun Run & parade. Have secured a Santa for Breakfast with Santa. The Powderhouse lift is ready for inspection. On the 18th, seniors enjoyed a visit with the Lighthouse Whisperer and on the 25th with hold a Halloween celebration.

-Assessing: Working on the map revisions from CAI Technologies. The Municipal Valuation Report is complete. The 3-year revaluation process with KRT Appraisal will start soon.

-Town Clerk: Have issued 3031 transfer station stickers thus far. Working on the November election; have issued 223 absentee ballots and 54 have been returned.

-Transfer Station: Working on maintenance and getting ready for winter.

-Economic Development: MDOT is working on the RFP for the design project on Route 236. Researching funding opportunities for the next phase. Working with several businesses interested in locating here.

-Finance/HR: Sevee & Maher Engineers conducted an air quality test on October 16th. Attended Mike Lassel's retirement party and presented him with a certificate of appreciation on behalf of the Town. Britney has been able to set up a yes/no answer survey on Facebook. Tim, Jen, Linda, and Heather attended an MMA Employment Law training conducted by Bernstein Shur. Town Hall windows have been washed. Working on obtaining a quote for carpet cleaning.

-Admin: Website analytics show 3.7k users; with the Town Hall Project page receiving 88 views with 47 users. A scrolling marquee has been added to the Emergency Management page. Attended the 2-hour management training conducted by the Town's Attorney. The employee photo wall is complete. Attended the Marshwood Youth Baseball Annual Meeting. Met with Berwick Academy. The Town Clerk presented her retirement notice on October 20th. Have been working with Ken Weston and Mike Lassel to review the RFQP for the Town Hall. Ken has been very helpful. Working on solid waste options.

Councilor Comments

1. Ms. Cyr:

-Made note of upcoming events including the Monster Mile Fun Run, the football playoff game at the high school, and the Harvest Fest at Seacoast Christian School.

-Working on increasing public engagement for the Comp Plan Update.

2. Mrs. Costella:

-Reminded everyone that Saturday is hunting opening day. Wear your orange.

-Wished Councilors Cook and James good luck in the upcoming election.

-Have a safe & happy Trick-or-Treat.

3. Mr. James:

- Thanked the Manager, Chief Hamel, and Jay Redimarker for having the new plow truck and Fire Tank 3 available for an "adult touch-a-truck".
- Wished Councilor Cook good luck at the election.

4. Mr. Minihan:

- Expressed his gratitude for the recent training with the attorney.

5. Mrs. Cook:

- Reminded everyone of the workshop with the Planning Board on Wednesday the 25th.
- Wished Mr. James good luck at the election.

Adjournment

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to adjourn the meeting at 7:20pm.

Attest:

Barbara Bennett, CCM

Draft

A / P WarrantSouth Berwick
10:30 AM

Bank: KENNEBUNK - Operating

11/09/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	47366	22,667.27	10/20/23	28	0132 BUREAU OF MOTOR VEHICLES
P	47367	184.84	10/25/23	28	1176 TREASURER STATE OF MAINE
P	47368	25,616.50	10/27/23	28	0568 WASTE ZERO
P	47369	22,662.40	10/27/23	28	0132 BUREAU OF MOTOR VEHICLES
P	47370	184.84	11/01/23	28	1176 TREASURER STATE OF MAINE
P	47371	21,569.36	11/03/23	28	0132 BUREAU OF MOTOR VEHICLES
P	47372	1,560.00	11/06/23	28	0952 LANCASTER, DAN
R	47373	1,119.50	11/09/23	28	0891 2-Way Communications Services, Inc.
R	47374	250.00	11/09/23	28	0980 A HOUSE FOR ME
R	47375	3,719.93	11/09/23	28	0042 ADMIRAL FIRE & SAFETY
R	47376	770.06	11/09/23	28	0787 ADVANTAGE TRUCK GROUP
R	47377	875.00	11/09/23	28	1299 ALADDIN RUG CLEANERS
R	47378	958.19	11/09/23	28	0002 ALLIED EQUIPMENT LLC
R	47379	40,059.59	11/09/23	28	0059 ANTHEM BLUE CROSS BLUE SHIELD
R	47380	93.73	11/09/23	28	0103 ASHLINE, KERA
R	47381	2,297.56	11/09/23	28	0771 ATLANTIC FUELS
R	47382	363.13	11/09/23	28	0060 BENNETT, BARBARA
R	47383	66.86	11/09/23	28	0011 BERGERON PROTECTIVE CLOTHING LLC
R	47384	4,275.71	11/09/23	28	0012 BERNSTEIN, SHUR, SAWYER & NELSON
R	47385	2,123.50	11/09/23	28	1303 BOSTON FIRE GEAR/KENDRICK ACTIVEWEAR
R	47386	389.39	11/09/23	28	0288 BROX INDUSTRIES
R	47387	525.00	11/09/23	28	0018 BURKE'S TREE SERVICE LLC
R	47388	3,500.00	11/09/23	28	1302 CAI TECHNOLOGIES
R	47389	84.11	11/09/23	28	0048 Capital One
R	47390	9,566.67	11/09/23	28	0182 CARD MEMBER SERVICE
R	47391	4,141.31	11/09/23	28	0183 CENTRAL MAINE POWER
R	47392	551.70	11/09/23	28	1158 CINTAS CORP
R	47393	75.00	11/09/23	28	1223 CLAVETTE, DENISE
R	47394	525.80	11/09/23	28	0142 COLONIAL LIFE & ACCIDENT INS.
R	47395	300.00	11/09/23	28	1307 COMEDIAN COMPANY, THE
R	47396	1,333.00	11/09/23	28	0910 COMFORT SYSTEMS USA
R	47397	673.13	11/09/23	28	0638 Edison Press
R	47398	414.31	11/09/23	28	0109 ELECTION SYSTEMS & SOFTWARE
R	47399	318.00	11/09/23	28	0911 FADDEN CUSTOM PEST SERVICES LLC
R	47400	268.00	11/09/23	28	0164 FASTENER WAREHOUSE
R	47401	272.00	11/09/23	28	0036 FIRE TECH & SAFETY OF NE, INC
R	47402	249.83	11/09/23	28	0056 FISHER AUTO PARTS, INC.
R	47403	1,384.00	11/09/23	28	0337 GENEST PRECAST
R	47404	9.72	11/09/23	28	0526 GRAINGER
R	47405	3,412.50	11/09/23	28	1128 GREAT EAST CRUSHING
R	47406	1,686.75	11/09/23	28	1169 GREAT WORKS INTERNET-GWI
R	47407	1,774.45	11/09/23	28	1072 Herc Rentals 187
R	47408	1,311.22	11/09/23	28	0168 HOME DEPOT CREDIT SVCS
R	47409	74,699.66	11/09/23	28	0695 Howard P. Fairfield, LLC
R	47410	4,087.50	11/09/23	28	0077 HUSSEY EXCAVATION INC
R	47411	220.00	11/09/23	28	0209 HUSSEY SEPTIC
R	47412	1,400.00	11/09/23	28	0970 ICONIC ENTERPRISES
R	47413	1,209.09	11/09/23	28	1245 INGRAM LIBRARY SERVICES

A / P WarrantSouth Berwick
10:30 AM

Bank: KENNEBUNK - Operating

11/09/2023
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	47414	7,992.00	11/09/23	28	0837 Innovative Surface Solutions
R	47415	75.00	11/09/23	28	0699 JANELLE , JENNIFER
R	47416	650.00	11/09/23	28	1239 KOLTKO, VICTOR
R	47417	100.00	11/09/23	28	1095 LEXISNEXIS RISK SOLUTIONS
R	47418	151,804.37	11/09/23	28	0080 LIBBY SCOTT INC.
R	47419	1,575.00	11/09/23	28	0092 MAD SCIENCE OF MAINE
R	47420	1,267.50	11/09/23	28	0179 MAINE DEPARTMENT OF INLAND FISHERIES AND WILD LIFE
R	47421	752,849.08	11/09/23	28	0129 MAINE SAD 35
R	47422	45.00	11/09/23	28	1080 MAINE WELFARE DIRECTORS ASSOCIATION
R	47423	75.00	11/09/23	28	1187 MCCABE, JENI
R	47424	960.38	11/09/23	28	0084 MICK BODYWORKS INC
R	47425	154.24	11/09/23	28	1278 MMEHT
R	47426	119.21	11/09/23	28	1119 MOREAU, DAWN
R	47427	2,590.00	11/09/23	28	0410 MUNICIPAL PEST MANAGEMENT SERVICES, INC.
R	47428	398.52	11/09/23	28	0650 NEW ENGLAND BARRICADE CO
R	47429	923.67	11/09/23	28	1300 NEW ENGLAND KENWORTH
R	47430	2,000.00	11/09/23	28	1146 NEW ENGLAND VEHICLE OUTFITTERS
R	47431	15.00	11/09/23	28	0128 NH EZ-PASS CSC
R	47432	150.00	11/09/23	28	0253 NORTHEAST REDI MIX LLC
R	47433	4,563.57	11/09/23	28	0442 NORTHEASTERN FIRE ASSOCIATES, INC.
R	47434	4,026.40	11/09/23	28	0087 OAKWOODS LUMBER INC
R	47435	76.41	11/09/23	28	0044 OFFICE OF INFORMATION TECH A/P
R	47436	39.98	11/09/23	28	0944 O'REILLY FIRST CALL
R	47437	2,878.00	11/09/23	28	0341 OVERHEAD DOOR COMPANY
R	47438	75.00	11/09/23	28	1071 PELLERIN, TIMOTHY
R	47439	315.80	11/09/23	28	0172 PERMA-LINE CORPORATION
R	47440	2,762.84	11/09/23	28	0089 PIKE INDUSTRIES INC
R	47441	241.14	11/09/23	28	0915 PINE STATE ELEVATOR COMPANY
R	47442	17,697.73	11/09/23	28	0572 PINE TREE WASTE, INC
R	47443	143.55	11/09/23	28	0219 PITNEY BOWES GLOBAL FINACIAL SERVICES
R	47444	1,925.00	11/09/23	28	1132 PORTSMOUTH FORD
R	47445	399.40	11/09/23	28	0785 POWER PRODUCTS SYSTEMS, LLC.,DBA'S
R	47446	27.97	11/09/23	28	0232 QUILL CORPORATION
R	47447	81.94	11/09/23	28	0204 READY REFRESH
R	47448	75.00	11/09/23	28	0167 REDIMARKER, JAY
R	47449	845.08	11/09/23	28	0252 REDS SHOE BARN
R	47450	3,411.00	11/09/23	28	1133 REP ENTERPRISES GREENLAND
R	47451	195.11	11/09/23	28	1301 ROY, BRIAN
R	47452	1,066.00	11/09/23	28	0483 SEACOAST PRINTING INC.
R	47453	990.00	11/09/23	28	0240 SIGNS BY MO
R	47454	1,017.00	11/09/23	28	0184 SOUTH BERWICK SEWER DISTRICT
R	47455	208.56	11/09/23	28	0203 SOUTH BERWICK WATER DISTRICT
R	47456	3,827.46	11/09/23	28	0195 SOUTHERN MAINE PLANNING & DEVLOPMENT, INC
R	47457	632.00	11/09/23	28	0397 SULLIVAN TIRE CO.
R	47458	660.00	11/09/23	28	0382 SWAN ISLAND PRESS LLC
R	47459	1,254.00	11/09/23	28	0817 SWANK MOVIE LICENSING
R	47460	275.00	11/09/23	28	0667 Town of Scarborough

South Berwick
10:30 AM

A / P Warrant

Bank: KENNEBUNK - Operating

11/09/2023
Page 3

Type	Check	Amount	Date	Wrnt	Payee
R	47461	25.00	11/09/23	28	0143 TREASURER OF STATE-CONCEALED FIREARMS
R	47462	184.84	11/09/23	28	1176 TREASURER STATE OF MAINE
R	47463	43.00	11/09/23	28	0180 Treasurer, State of Maine
R	47464	50.00	11/09/23	28	0520 TREASURER, STATE OF MAINE
R	47465	699.00	11/09/23	28	1305 TRI-CITY LINE X
R	47466	390.43	11/09/23	28	1304 TRP STORE 005
R	47467	1,283.66	11/09/23	28	1089 VILLAGE MOTORS
R	47468	2,189.58	11/09/23	28	0100 WEX BANK
R	47469	2,247.39	11/09/23	28	0001 WIN WASTE INNOVATIONS
R	47470	683.87	11/09/23	28	1306 WRIGHT-PIERCE
R	47471	8,470.00	11/09/23	28	0102 YORK AMBULANCE ASSN INC
R	47472	76.00	11/09/23	28	0066 YORK COUNTY REGISTRY OF DEEDS

Total 1,255,597.79

Count

Checks	107
Voids	0

Melissa Costella _____ John James _____

:

Jeff Minihan _____ Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: 11/14/2023	Presentation/Reports
Agenda Item: MDOT Project update	
Informational:	
<p>Here is a brief update on the MDOT project:</p> <p>The project is being incorporated into the revised and updated 2024 work schedule, and a project manager will be assigned to our project in January. Stephen Cole, who has been working with us so far, is retiring at the end of 2023, and a new MDOT staff person will be hired to replace him. It is anticipated that the entire state's work schedule will be announced in January, where the South Berwick project will be scheduled in. It is anticipated that the project's RFP will begin sometime in the first quarter of 2024.</p>	
Town Manager's Recommendation:	
Requested Action:	
N/A - Informational only	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 11/14/2023	NB #1
Agenda Item: Air Quality Testing Report for Town Hall	
Informational:	
Sevee & Maher Engineers was hired to do an air quality test on all three floors of the Town Hall. The Report shows that nothing was found to be at an unhealthy level despite the lack of air handling systems. Recommendations were also made in the report.	
Town Manager's Recommendation:	
To make a motion to accept the report from Sevee & Maher Engineers, for the air quality report the Town Hall.	
Requested Action:	
To make a motion to accept the report from Sevee & Maher Engineers, for the air quality report the Town Hall.	
Vote	

- Indoor Environmental Testing and Consulting
- Industrial Hygiene Consulting
- OSHA Compliance
- Expert Witness
- Training

INDOOR AIR QUALITY/MOLD ASSESSMENT SOUTH BERWICK TOWN HALL 180 MAIN STREET, SOUTH BERWICK, MAINE

Prepared for

MR. TIMOTHY PETTERIN
Town Manager
180 Main Street
South Berwick, Maine 03908

October 2023



John M. Boilard, RIHT, CMC
Senior Industrial Hygiene &
Safety Specialist

4 Blanchard Road
P.O. Box 85A
Cumberland, Maine 04021
Phone: 207.854.2711 sme-esh.com

SME 
SEVEE & MAHER
ENGINEERS

ESHA 
ENVIRONMENTAL SAFETY
& HYGIENE ASSOCIATES
A Sevee & Maher Engineers company

ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE

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**INDOOR AIR QUALITY/MOLD ASSESSMENT
SOUTH BERWICK TOWN HALL
180 MAIN STREET, SOUTH BERWICK, MAINE**

1.0 EXECUTIVE SUMMARY

Sevee & Maher Engineers, Inc./Environmental Safety & Hygiene Associates (SME/ESHA) was retained by Mr. Timothy Pellerin, Town Manager, to conduct an Indoor Air Quality Assessment/Mold (IAQ) for the Town Hall situated at 180 Main Street in South Berwick, Maine.

This activity consisted of physically evaluating the interior spaces for current conditions and the collection of data relating to general IAQ parameters (CO/CO₂/Temp/RH), air sampling for mold spore activity, and the collection of surface mold wipes as needed.

This action was not intended to be a comprehensive assessment of the entire structure, either for the interior or exterior areas, and did not include any major intrusive or exploratory-type assessment actions for evaluating such areas as inside fixed wall/ceiling/floor cavity areas.

Physical assessment did not reveal indications of moisture issues for the first-floor former police areas in the form of peeling paints on masonry, or insects.

Several dead rodents were present in the first-floor sprinkler utility room.

The first-floor former police locker room has evidence of elevated moisture issues due to the insect activity and the deteriorated drywall ceiling in the shower unit.

Numerous suspended ceiling tiles have evidence of past water impact for all building levels, but most were simply water-stained with no observable mold growth with the exception of a ceiling tile in the third-floor auditorium area above the stage with visible mold growth of either *Cladosporium* or *Stachybotrys*. Direct sampling was not feasible as the ceiling height was extremely elevated. Significant ceiling tile staining in the former police area hallway appears to be due to the air handling unit above the ceiling which either condensates, or the drain pan line is clogged, resulting in overflow.

All carpeting on the second-floor areas were found to be worn and dirty. Particulate air sampling data indicates that this is resulting in elevated skin cells and miscellaneous fiber activity.

No significant water intrusion issues were observed for the first, second, and third floor areas except for some limited historical indication of water intrusion for some perimeter upper window areas. cursory inspection of the exterior perimeter revealed numerous foundation cracks, some unsealed penetrations, and failing caulking for the window units, especially at the lintel areas.

Direct-read real-time IAQ data indicated interior moisture levels (RH) and temperature (⁰F) levels to be acceptable; carbon dioxide (CO²) levels were found to be static over two (2) rounds of sampling, no carbon monoxide levels were detected nor expected.

Based on this site assessment, the first through third floor areas do not appear to have adequate air scrubbing resulting in the detected elevated skin cells and miscellaneous fiber activity.

Of caution is the presence of four (4) portable air purifier units that have ion generation. Ion generation produces Ozone (O₃), a poisonous gas that is a severe upper respiratory irritant. These units, if used, should only be operated in the HEPA filter mode only.

2.0 GENERAL FINDINGS

The following summary of general findings outlines the conditions observed during the visual and testing event.

2.1 Visual Inspection

First-Floor

The former police areas were vacant at the time of this assessment.

This building level appears to be prone to seasonal summertime moisture influences via the introduction of outdoor humidity into the spaces. This occurs due to the mobility of water vapor from warm to cold, hence when the outdoor air is warmer than the indoor air temperature in the first-floor area, this water vapor is drawn into the space where it can either condense on surfaces when dew point is achieved or be absorbed by porous materials whereby surface mold growth can occur in the presence of organic matter.

Dead rodents are present in the sprinkler utility room and appear to be entering via unsealed perimeter penetration. Additionally, the indications of elevated moisture levels for this building level are also supported by the insect activity observed.

The portable A/C unit in the utility room (phone line servers) is full of *Cladosporium* mold growth (Wipe sample W-2). In fact, the units filter and coils have never been cleaned or serviced as evidenced by the factory shipping tape still securing the front cover at both sides.

The air handler unit in the hallway adjacent to the former dispatch office has some significant ceiling tile staining and appears to be due to the air handling unit above the ceiling either having condensation issues or the drain pan line is clogged resulting in overflow.

The former locker room has visual indications of historical moisture issues in the form of insect activity and the damaged drywall ceiling in the shower area.

Various lower drywall areas at the floor levels were assessed and no mold growth was observed behind the cove base trim, and the drywall overall was not in contact with the cement floors.

Second-Floor

Numerous suspended ceiling tiles have evidence of past water impact for all building levels, but most were simply water-stained with no observable mold growth.

Insect intrusion/infestation was observed at various perimeter areas.

All carpeting on the second-floor areas were found to be worn and dirty. Particulate air sampling data indicates that this is resulting in elevated skin cells and miscellaneous fiber activity.

Third-Floor

Numerous suspended ceiling tiles have evidence of past water impact, but most were simply water-stained with no observable mold growth, except for one ceiling tile near the stage with visible mold growth of either *Cladosporium* or *Stachybotrys*. Direct sampling was not feasible as the ceiling height was extremely elevated.

Insect intrusion/infestation was observed at various perimeter areas.

Some historical water intrusion was observed for some upper window areas with plaster.

Four (4) portable air purifier units were observed in the auditorium space that have ion generation capability. Ion generation produces Ozone (O₃) a poisonous gas that is a severe upper respiratory irritant. These units, if used, should only be operated in the HEPA filter mode only.

Exterior

The exterior shell of the building was observed to have numerous cracks in the lower foundation areas.

Numerous unsealed penetrations were also present at various areas around the perimeter of the structure. Many of these are insect and rodent pathways.

All lintel areas for the window units were observed to have shrunken and/or deteriorating caulking that are not only potential pathways for drain plane water intrusion, but also insect and rodent pathways.

2.2 Airborne Fungal Spore and Particulate Testing

Air samples were collected to determine indoor air quality relating to mold spores utilizing Allergenco-D™ air sampling cassettes collected for a five-minute period at a flow rate of 15 liters per minute for a total volume of 75 liters per sample.

The Allergenco-D™ air sampling-style cassette is a sampling device designed for the rapid collection and analysis of a wide range of airborne aerosols. These include fungal spores, pollen, insect parts, skin cell fragments, fibers, and inorganic particulates.

The Outdoor Control sample (ST-1) had a total mold spore level of 17,000 ct/m³ at the time of sampling and was comprised primarily of the common outdoor ubiquitous species *Ascospores* and *Basidiospores* with some low-level activity for *Aspergillus/Penicillium-like* and *Cladosporium* activity as well.

Indoor collected samples (ST-2 through ST-13) had total mold spore levels ranging from 320 to 4,600 ct/m³ and contained generally the same species *Ascospores*, *Aspergillus/Penicillium-like*, *Basidiospores*, and *Cladosporium* detected in the outdoor sample and at comparable levels. The exception being sample ST-4 collected in the first-floor former police area which had an elevated level of *Aspergillus/Penicillium-like* activity at 2,300 ct/m³ representing half of the total detected activity for the sample. This sample was in the same area that has the heavily damaged ceiling area due to the air handler unit.

Currently, there are no regulatory levels for mold spore activity, but most persons typically do not have any adverse reactions to general environmental mold spore levels <5,000 ct/m³.

This testing event indicates that all indoor mold spore levels are less than 5,000 ct/m³.

No *Chaetomium*, *Fusarium*, *Memnoniella*, *Stachybotrys*, or *Trichoderma* species were detected for any of the first through third floor area air samples. These species are indicator organisms of long-term and ongoing moisture issues, and/or water intrusion problems. **This organism is of concern when large areas of active fungal growth reservoirs exist in wet building materials.** It has the capability, *but do not always*, produce mycotoxins and microbial volatile organic compounds (MVOCs) and their potential effects can seriously compromise a building and/or the health of occupants. These effects for human health can be worse for immune compromised persons (such as those with HIV, the elderly, terminally or seriously ill patients (cancer patients)), persons with pre-existing breathing conditions or asthma and the very young.

Airborne Fungal Spores – Recommended Levels*(Worldwide Exposure Standards for Mold and Bacteria, 10th edition, 2017)*

Airborne fungal spore concentrations between 1,000 and 10,000 counts per cubic meter of air (Ct./m³) may be acceptable to the average healthy person indoors, but extremely sensitive individuals may experience symptoms at concentrations below 4,225 Ct./m³. Spore counts from 4,225-7,779 Ct./m³ are moderate where many individuals sensitive to mold spores will experience symptoms; counts from 7,800-24,999 Ct./m³ are high where most individuals with any sensitivity to mold spores will experience symptoms and concentrations >25,000 Ct./m³ are very high where almost all individuals with any sensitivity will experience symptoms and extremely sensitive people could have severe symptoms.

The particulates detected for the samples collected indoors were primarily comprised of skin cell fragments, black opaque particles, and miscellaneous fibers with some random detection of fiberglass and insect parts.

The types of particulates evaluated by air testing and typical levels are as follows:

<u>Type of Particulate</u>	<u>Typical Range of Activity Indoors</u>
<i>Skin-cell fragments</i>	range from 7,500 - 10,000
<i>Black opaque particles</i>	range from 2,500 - 5,000
<i>Miscellaneous fibers</i>	range from 1,000 - 2,000
<i>Mineral fibers</i>	range from 1,000 - 5,000
<i>Fiberglass fibers</i>	range from 50 - 75
<i>Insect parts</i>	<27
<i>Pollen grains</i>	<27
<i>Starch granules</i>	<27

The type of particulates and concentrations detected in the indoor environment (Samples ST-2 thru ST-13) were comprised of the following:

Particulate	Indoor Sample Concentration	Outdoor Control
Skin Cell Fragments	750 - 16,000 ct/m ³	0 ct/m ³
Black Opaque Particles	270 - 2,600 ct/m ³	530 ct/m ³
Miscellaneous Fibers	320 - 2,700 ct/m ³	110 ct/m ³
Pollen	0 ct/m ³	None Detected
Insect Parts	0 - 110 ct/m ³	None Detected
Fiberglass Fibers	0 - 53 ct/m ³	None Detected

The highest skin cell and miscellaneous fiber levels were detected for samples ST-6 through ST-9 for the second-floor areas with carpeting.

Refer to attached analytical data sheets (Appendix B) for reference as to the type and frequency of mold spore species and particulate types and levels detected during this sampling event.

Airborne fungal spore and particulate activity data can be found in Appendix B.

2.3 Direct-Read IAQ Parameter Measurements

Carbon Dioxide

When carbon dioxide (CO₂) levels increase indoors, people may experience discomfort, headaches, tiredness, and general lethargy. It is generally accepted that it is not a lack of oxygen, nor even the build-up of CO₂ itself causing the problem, but the sum of all indoor air contaminants that are trapped in the indoor environment at the same time due to lack of proper ventilation. Thus, the value of CO₂ as a surrogate indicator of the effectiveness of overall ventilation is recognized.

The ANSI/ASHRAE Standard 62.1-2022 does not set an upper limit for carbon dioxide (CO₂), but recommends that levels be maintained at no more than 700 parts per million (ppm) above outdoor levels. Typically, outdoor ambient air concentrations of CO₂ can range from 350 to 450 ppm depending on such variables as temperature inversions, vehicle traffic, or other combustion sources.

The CO₂ levels measured in the indoor areas ranged from 476 to 821 ppm for initial testing with an outdoor level of 437 ppm.

The CO₂ levels measured in the indoor areas ranged from 449 to 840 ppm for the second round of testing conducted approximately two hours later, with an outdoor level of 437 ppm.

Testing indicates no upward trend in CO₂ levels.

The direct-read real-time measurement table can be found in Appendix D.

Temperature & Relative Humidity

ANSI/ASHRAE Standard 55-2020, *Thermal Environmental Conditions for Human Occupancy*, recommends that temperatures during the winter months be maintained between 68°F to 75°F, and during the summer months between 73°F to 79°F. Relative humidity should range between 30 to 40 percent in winter months and 40 to 50 percent in summer months. On average, humidity levels of 30 to 60 percent are generally acceptable for all seasons, dependent on the actual interior temperature and type of clothing being worn by occupants.

Temperature measurements collected indoors during this assessment ranged from 64.3 to 73.4°F. The measured outdoor level ranged from 52.8 to 56.1°F during the same time periods.

Relative humidity measurements collected indoors during this assessment ranged from 41.5 to 53.7 percent. The measured outdoor level ranged from 59.0 to 76.6 percent during the same time period.

The direct-read real-time measurement table can be found in Appendix D.

Carbon Monoxide

Carbon monoxide (CO) sources are usually traced to the ingress of vehicle exhaust fumes or fumes leaking from poorly ventilated combustion sources, furnaces, boilers, etc. Carbon monoxide is a colorless, odorless gas and because contamination from CO gas is insidious, preventive measures should be taken to ensure that there is no ingress of CO gas into the indoor environment.

Indoor air quality criteria recommend carbon monoxide levels remain below 9.0 ppm throughout the workday. The Occupational Safety and Health Administration (OSHA) has established a Permissible Exposure Limit (PEL) of 50 ppm, the National Institute of Occupational Safety and Health (NIOSH) has a Recommended Exposure Limit (REL) of 35 ppm, and the American Conference of Governmental Industrial Hygienists (ACGIH) recommends a Threshold Limit Value (TLV) of 25 ppm.

Ambient indoor level measurements collected indicated no CO detected at values of greater than 0.0 ppm.

The direct-read real-time measurement table can be found in Appendix D.

3.0 SUMMARY OF FINDINGS

Lack of good air exchange for the spaces can pose a short-term and long-term health risk for occupants.

Dirty/worn carpeting can contribute to occupant upper respiratory responses, particularly when there is a lack of air exchange and/or mechanical ventilation return flow rates.

If rodents are going to be trapped inside the building, then it is important that such traps are frequently monitored and trapped rodents are discarded.

The abundance of observed insect activity within building areas indicates that sufficient ambient moisture levels are present and that pathways for their entering the building exist for the perimeter shell of the structure.

Water-stained ceiling tiles, though mostly an aesthetic issue, can create the conditions whereby occupants can become concerned about the overall air quality.

Four (4) portable air purifier units were observed in the auditorium space that have ion generation capability. Ion generation produces Ozone (O₃) a poisonous gas that is a severe upper respiratory irritant. These units, if used, should only be operated in the HEPA filter mode only.

Where temperature and humidity levels permit, natural ventilation through operable windows can be an effective and an energy-efficient way to provide outside air ventilation for cooling and thermal comfort when conditions allow (e.g., temperature, humidity, outdoor air pollution levels, precipitation). Windows that open and close can enhance occupants' sense of well-being and feeling of control over their environment.

However, uncontrolled ventilation by the introduction of outdoor air via operable windows can also allow outdoor air contaminants (dust, dirt particles, vehicle emissions, etc.) to enter the building and not be adequately filtered and/or permit the introduction of excess moisture into the building which can lead to surface mold growth occurrences.

However, sealed buildings with appropriately designed and operated HVAC and/or air exchange systems with proper filtering can often provide better indoor air quality than a building with operable windows only.

4.0 RECOMMENDATIONS

Management and maintenance of buildings is important to prevent conditions that could possibly compromise the overall indoor air quality and the health of occupants.

Based on the findings of this study and our professional experience, SME/ESHA offers the following measures to assure good indoor air quality:

- Worn/dirty carpeting needs to be removed. Replacement with carpeting is not recommended unless frequent HEPA vacuuming, and periodic shampooing/cleaning is performed. Hard flooring surfaces are much easier to clean and maintain and do not trap settled debris matter that then become re-entrained through foot traffic.

All levels of the building need to have a formal mechanical ventilation system installed that provides adequate fresh air introduction, provides good airborne particle collecting and filtering, and provides moisture control in the summer periods. A qualified heating/cooling/ventilation specialist knowledgeable in the design of ventilation systems should be consulted.

- A properly certified and licensed pest control entity should be contracted with to provide insect and rodent control actions at the site.
- All water-stained ceiling tiles and the mold compromised ceiling tile in the auditorium area need to be removed and replaced. Replacement not only aids in aesthetics for occupants, but helps identify when new leaks or water impact occurs so it can be properly addressed.
- All unsealed perimeter penetrations and foundation cracks need to be properly sealed.
- All shrinking/failing exterior caulking for windows and doors needs to be removed and replaced.

5.0 METHODOLOGY

The sampling conducted was performed in accordance with the *Environmental Criteria and Assessment Guidelines*, recommended by the United States Environmental Protection Agency (U.S.EPA) Environmental Criteria and Assessment Office, Office of Health and Environmental Assessment, U.S.EPA 600/8-91/202 (ECAO-R-0315); American Conference of Governmental Industrial Hygienists (ACGIH); and the National Institute of Occupational Safety and Health (NIOSH).

The testing and analytical protocols for this assessment were also based on information and methodologies prescribed by American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), IICRC's S520 Standard and Reference Guide for Professional Mold Remediation, and the Worldwide Standards for Exposures to Bacteria and Mold, and our professional experience.

6.0 LIMITING CONDITIONS

The observations, conclusions, and recommendations described in this inspection report were made under the conditions stated herein and were arrived at in accordance with generally accepted standards related to indoor air quality inspections and good industrial hygiene practice. The conclusions presented in the report were based solely upon the services described herein, and not on scientific tasks or procedures beyond the scope of described services.

Hidden or changed conditions, activities that may have occurred after the time of the inspection, and possible inaccuracies of information supplied to SME/ESHA by others might have a material bearing on the findings, conclusions, and recommendations. SME/ESHA reserves the right to amend its opinion(s) if additional information becomes available, but SME/ESHA assumes no obligation to do so.

No warranty or guarantee, expressed or implied, is made regarding the findings, conclusions, or recommendations contained in this report. The limitations presented above supersede the requirements or provisions of all other contracts or scopes of work, implied or otherwise, except as expressly stated or acknowledged herein. SME/ESHA is not responsible for the actions of other parties involved in this project.

It is expressly agreed that SME/ESHA will have no liability to any party for reliance upon any of the findings or recommendations contained in this report. To the extent that this provision is found unenforceable by any court, any liability SME/ESHA may have arising out of its agreement with the contracting party is expressly agreed to be limited to the amount paid to SME/ESHA.

APPENDIX A

CERTIFICATIONS AND LICENSES





American Council for Accredited Certification

hereby certifies that

John M. Boilard

has met all the specific standards and qualifications of the re-certification process,
including continued professional development, and is hereby re-certified as a

CMC

**Council-certified
Microbial Consultant**

This certificate expires on May 31, 2024

Charles F. Wiles, Executive Director

1605028

Certificate Number

This certificate remains the property of the American Council for Accredited Certification.

APPENDIX B

AIRBORNE MOLD ANALYTICAL SUMMARY TABLE AND LABORATORY DATA

TABLE 1
AIRBORNE MOLD SPORE ANALYTICAL SUMMARY

CLIENT:

Town of South Berwick
180 Main Street
South Berwick, ME 03908

TESTING LOCATION:

Town of South Berwick
180 Main Street
South Berwick, ME 03908

SAMPLING DATE:

October 16, 2023

PROJECT NUMBER:

231415.00

LAB ID:

102303979-991

SAMPLE ID:	ST-1	ST-2	ST-3	ST-4
SAMPLE LOCATION:	Outdoor (control sample)	First Floor Elevator Lobby	First Floor Meeting Room (Former Public Works)	First Floor Corridor Dispatch/Locker Room
TOTAL MOLD SPORES Count/m3:	17,000	2,100	2,900	4,600
MOLD GENERA IDENTIFIED:	Count/m3	Count/m3	Count/m3	Count/m3
Ascospores	12,000	850	1,400	530
Aspergillus/Penicillium-like	750	210	-	2,300
Basidiospores	3,800	960	1,200	1,300
Cladosporium	160	110	270	320
Epicoccum	-	-	-	-
Myxomycetes/Smuts/Periconia	-	-	-	53
Unknown Spores	-	-	-	-
PARTICULATES IDENTIFIED:	Count/m3	Count/m3	Count/m3	Count/m3
Skin Cell Fragments	-	2,100	1,100	7,600
Black Opaque Particles	530	910	1,200	1,500
Misc. Fibers	110	850	370	1,800
Fiberglass Fibers	-	-	-	-
Insect Parts	-	-	-	-

SAMPLE ID:	ST-5	ST-6	ST-7	ST-8
SAMPLE LOCATION:	First Floor Former Patrol Office	Second Floor Assistant Town Manager / HR/ Finance	Second Floor Town Clerk Offices	Second Floor Code & Assessing Offices
TOTAL MOLD SPORES Count/m3:	3,500	2,000	1,500	1,100
MOLD GENERA IDENTIFIED:	Count/m3	Count/m3	Count/m3	Count/m3
Ascospores	1,100	800	590	530
Aspergillus/Penicillium-like	430	160	53	270
Basidiospores	1,800	1,000	910	110
Cladosporium	210	-	-	-
Epicoccum	-	-	-	53
Myxomycetes/Smuts/Periconia	-	-	-	160
Unknown Spores	-	53	-	-
PARTICULATES IDENTIFIED:	Count/m3	Count/m3	Count/m3	Count/m3
Skin Cell Fragments	3,000	16,000	13,000	12,000
Black Opaque Particles	1,200	2,100	1,400	2,600
Misc. Fibers	480	1,400	1,700	2,500
Fiberglass Fibers	-	-	53	-
Insect Parts	-	-	-	-

SAMPLE ID:	ST-9	ST-10	ST-11	ST-12
SAMPLE LOCATION:	Second Floor Town Manager Office	Third Floor Economic & Community Development Office	Third Floor Meeting Room #2	Third Floor Auditorium
TOTAL MOLD SPORES Count/m3:	690	320	320	1,300
MOLD GENERA IDENTIFIED:	Count/m3	Count/m3	Count/m3	Count/m3
Ascospores	110	270	160	750
Aspergillus/Penicillium-like	-	-	-	53
Basidiospores	270	53	160	320
Cladosporium	-	-	-	110
Epicoccum	-	-	-	-
Myxomycetes/Smuts/Periconia	320	-	-	53
Unknown Spores	-	-	-	-
PARTICULATES IDENTIFIED:	Count/m3	Count/m3	Count/m3	Count/m3
Skin Cell Fragments	11,000	1,300	1,700	750
Black Opaque Particles	6,100	270	270	370
Misc. Fibers	2,700	480	640	320
Fiberglass Fibers	-	-	-	-
Insect Parts	110	-	-	-

SAMPLE ID:	ST-13
SAMPLE LOCATION:	Third Floor Lunchroom / Storage Hallway
TOTAL MOLD SPORES Count/m3:	1,400
MOLD GENERA IDENTIFIED:	Count/m3
Ascospores	640
Aspergillus/Penicillium-like	110
Basidiospores	530
Cladosporium	110
Epicoccum	-
Myxomycetes/Smuts/Periconia	-
PARTICULATES IDENTIFIED:	Count/m3
Skin Cell Fragments	2,700
Black Opaque Particles	690
Misc. Fibers	1,000
Fiberglass Fibers	-
Insect Parts	-

Client: SME/ESH

Address: PO Box 85A
Cumberland, ME 04021

Date Sampled: 10/16/2023
Date Received: 10/16/2023
Date Reported: 10/24/2023

NEL Project ID: 102303979-991
Project Number: 231415
Project Name: Town Hall - So. Berwick

Analysis Report - Spore Trap Direct Exam

Sample Description	ST-1 Outdoor Control		ST-2 1st Flr - Elev. Lobby		ST-3 1st Flr - Meeting Room	
Lab ID Number	102303979		102303980		102303981	
Volume Sampled (Liters)	75		75		75	
Background Debris*	2		2		2	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	318	17,000	40	2,100	54	2,900
Alternaria						
Ascospores	230	12,000	16	850	26	1,400
Aspergillus/Penicillium-like	14	750	4	210		
Basidiospores	71	3,800	18	960	23	1,200
Bipolaris Group						
Chaetomium						
Chlamydospores						
Cladosporium	3	160	2	110	5	270
Curvularia						
Epicoccum						
Fusarium						
Hyphal Fragments						
Myxomycetes/Smuts/Periconia						
Other Spores						
Pithomyces						
Poria/Meruliporia						
Rusts						
Stachybotrys						
Trichoderma						
Ulocladium						
Unknown Spores						
Zygomycetes						
Particulates	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Skin Cell Fragments	-	-	39	2,100	20	1,100
Black Opaque Particles	10	530	17	910	23	1,200
Misc. Fibers	2	110	16	850	7	370
Fiberglass Fibers	-	-	-	-	-	-
Pollen	-	-	-	-	-	-
Insect Parts	-	-	-	-	-	-

* Debris Rating Scale: 0 = no debris visible; 5 = very high debris abundance. Background debris levels of 4 and above indicate poor visibility which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.

The analytical sensitivity is calculated by dividing (Ct./m3) by the (Raw ct.). The limit of detection is calculated by multiplying the analytical sensitivity by the volume of air collected and dividing that number by 1000.

Values may not appear to be additive due to rounding of numbers. Spore/m3 values are rounded to 2 significant figures.

Unless otherwise noted sample results are not corrected based on field or laboratory blank results.

Comments for spore trap results are located on the final page of this report.

Client: SME/ESH

Address: PO Box 85A
Cumberland, ME 04021

Date Sampled: 10/16/2023
Date Received: 10/16/2023
Date Reported: 10/24/2023

NEL Project ID: 102303979-991
Project Number: 231415
Project Name: Town Hall - So. Berwick

Analysis Report - Spore Trap Direct Exam

Sample Description	ST-4 1st Flr - Corridor		ST-5 1st Flr - Former Patrol Ofc		ST-6 2nd Floor - Asst Town-Mgr-HR	
Lab ID Number	102303982		102303983		102303984	
Volume Sampled (Liters)	75		75		75	
Background Debris*	3		3		3	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	86	4,600	66	3,500	38	2,000
Alternaria						
Ascospores	10	530	20	1,100	15	800
Aspergillus/Penicillium-like	44	2,300	8	430	3	160
Basidiospores	25	1,300	34	1,800	19	1,000
Bipolaris Group						
Chaetomium						
Chlamydospores						
Cladosporium	6	320	4	210		
Curvularia						
Epicoccum						
Fusarium						
Hyphal Fragments						
Myxomycetes/Smuts/Periconia	1	53				
Other Spores						
Pithomyces						
Poria/Meruliporia						
Rusts						
Stachybotrys						
Trichoderma						
Ulocladium						
Unknown Spores					1	53
Zygomycetes						
Particulates	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Skin Cell Fragments	142	7,600	57	3,000	303	16,000
Black Opaque Particles	28	1,500	22	1,200	40	2,100
Misc. Fibers	34	1,800	9	480	27	1,400
Fiberglass Fibers	-	-	-	-	-	-
Pollen	-	-	-	-	-	-
Insect Parts	-	-	-	-	-	-

* Debris Rating Scale: 0 = no debris visible; 5 = very high debris abundance. Background debris levels of 4 and above indicate poor visibility which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.

The analytical sensitivity is calculated by dividing (Ct./m3) by the (Raw ct.). The limit of detection is calculated by multiplying the analytical sensitivity by the volume of air collected and dividing that number by 1000.

Values may not appear to be additive due to rounding of numbers. Spore/m3 values are rounded to 2 significant figures.

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Client: SME/ESH

Address: PO Box 85A
Cumberland, ME 04021

Date Sampled: 10/16/2023

Date Received: 10/16/2023

Date Reported: 10/24/2023

NEL Project ID: 102303979-991

Project Number: 231415

Project Name: Town Hall - So. Berwick

Analysis Report - Spore Trap Direct Exam

Sample Description	ST-7 2nd Floor - Town Clerk		ST-8 2nd Floor - Code And Assessing		ST-9 2nd Floor - Town Mgr Ofc	
Lab ID Number	102303985		102303986		102303987	
Volume Sampled (Liters)	75		75		75	
Background Debris*	3		4		4	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	29	1,500	21	1,100	13	690
Alternaria						
Ascospores	11	590	10	530	2	110
Aspergillus/Penicillium-like	1	53	5	270		
Basidiospores	17	910	2	110	5	270
Bipolaris Group						
Chaetomium						
Chlamydospores						
Cladosporium						
Curvularia						
Epicoccum			1	53		
Fusarium						
Hyphal Fragments						
Myxomycetes/Smuts/Periconia			3	160	6	320
Other Spores						
Pithomyces						
Poria/Meruliporia						
Rusts						
Stachybotrys						
Trichoderma						
Ulocladium						
Unknown Spores						
Zygomycetes						
Particulates	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Skin Cell Fragments	237	13,000	227	12,000	198	11,000
Black Opaque Particles	26	1,400	48	2,600	114	6,100
Misc. Fibers	31	1,700	47	2,500	50	2,700
Fiberglass Fibers	1	53	-	-	-	-
Pollen	-	-	-	-	-	-
Insect Parts	-	-	-	-	2	110

* Debris Rating Scale: 0 = no debris visible; 5 = very high debris abundance. Background debris levels of 4 and above indicate poor visibility which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.

The analytical sensitivity is calculated by dividing (Ct./m3) by the (Raw ct.). The limit of detection is calculated by multiplying the analytical sensitivity by the volume of air collected and dividing that number by 1000.

Values may not appear to be additive due to rounding of numbers. Spore/m3 values are rounded to 2 significant figures.

Unless otherwise noted sample results are not corrected based on field or laboratory blank results.

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Client: SME/ESH

Date Sampled: 10/16/2023
Date Received: 10/16/2023
Date Reported: 10/24/2023

NEL Project ID: 102303979-991
Project Number: 231415
Project Name: Town Hall - So. Berwick

Address: PO Box 85A
Cumberland, ME 04021

Analysis Report - Spore Trap Direct Exam

Sample Description	ST-10 3rd Floor - Economic Dev.		ST-11 3rd Floor - Meeting Room 2		ST-12 3rd Floor - Auditorium	
Lab ID Number	102303988		102303989		102303990	
Volume Sampled (Liters)	75		75		75	
Background Debris*	2		2		2	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	6	320	6	320	24	1,300
Alternaria						
Ascospores	5	270	3	160	14	750
Aspergillus/Penicillium-like					1	53
Basidiospores	1	53	3	160	6	320
Bipolaris Group						
Chaetomium						
Chlamydospores						
Cladosporium					2	110
Curvularia						
Epicoccum						
Fusarium						
Hyphal Fragments						
Myxomycetes/Smuts/Periconia					1	53
Other Spores						
Pithomyces						
Poria/Meruliporia						
Rusts						
Stachybotrys						
Trichoderma						
Ulocladium						
Unknown Spores						
Zygomycetes						
Particulates	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Skin Cell Fragments	24	1,300	31	1,700	14	750
Black Opaque Particles	5	270	5	270	7	370
Misc. Fibers	9	480	12	640	6	320
Fiberglass Fibers	-	-	-	-	-	-
Pollen	-	-	-	-	-	-
Insect Parts	-	-	-	-	-	-

* Debris Rating Scale: 0 = no debris visible; 5 = very high debris abundance. Background debris levels of 4 and above indicate poor visibility which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.

The analytical sensitivity is calculated by dividing (Ct./m3) by the (Raw ct.). The limit of detection is calculated by multiplying the analytical sensitivity by the volume of air collected and dividing that number by 1000.

Values may not appear to be additive due to rounding of numbers. Spore/m3 values are rounded to 2 significant figures.

Unless otherwise noted sample results are not corrected based on field or laboratory blank results.

Comments for spore trap results are located on the final page of this report.

Client: SME/ESH
Address: PO Box 85A
Cumberland, ME 04021

Date Sampled: 10/16/2023
Date Received: 10/16/2023
Date Reported: 10/24/2023

NEL Project ID: 102303979-991
Project Number: 231415
Project Name: Town Hall - So. Berwick

Analysis Report - Spore Trap Direct Exam

Sample Description	ST-13 3rd Floor - Corridor	
Lab ID Number	102303991	
Volume Sampled (Liters)	75	
Background Debris*	3	
	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	26	1,400
Alternaria		
Ascospores	12	640
Aspergillus/Penicillium-like	2	110
Basidiospores	10	530
Bipolaris Group		
Chaetomium		
Chlamydospores		
Cladosporium	2	110
Curvularia		
Epicoccum		
Fusarium		
Hyphal Fragments		
Myxomycetes/Smuts/Periconia		
Other Spores		
Pithomyces		
Poria/Meruliporia		
Rusts		
Stachybotrys		
Trichoderma		
Ulocladium		
Unknown Spores		
Zygomycetes		
Particulates	Raw Ct.	Ct./m3
Skin Cell Fragments	50	2,700
Black Opaque Particles	13	690
Misc. Fibers	19	1,000
Fiberglass Fibers	-	-
Pollen	-	-
Insect Parts	-	-

* Debris Rating Scale: 0 = no debris visible; 5 = very high debris abundance. Background debris levels of 4 and above indicate poor visibility which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.

The analytical sensitivity is calculated by dividing (Ct./m3) by the (Raw ct.). The limit of detection is calculated by multiplying the analytical sensitivity by the volume of air collected and dividing that number by 1000.

Values may not appear to be additive due to rounding of numbers. Spore/m3 values are rounded to 2 significant figures. Unless otherwise noted sample results are not corrected based on field or laboratory blank results.

Comments for spore trap results are located on the final page of this report.

Client: SME/ESH

Address: PO Box 85A
Cumberland, ME 04021

Date Sampled: 10/16/2023
Date Received: 10/16/2023
Date Reported: 10/24/2023

NEL Project ID: 102303979-991
Project Number: 231415
Project Name: Town Hall - So. Berwick

Sample & Project Comments

No comments were recorded for this project.

Report Authorized By:




Erin Bouttenot, Technical Manager,
Indoor Air Quality

NEL Method #: 4.3.24 & 4.3.25

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Ship Samples To:
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Westbrook, ME 04092

Phone: 800-244-8378
Email: info@nelabservices.com
Website: www.nelabservices.com

 * 1 0 2 3 0 3 9 7 9 *	
Report ID:	See Below
Page(s):	1 of 1

Contact Information		Sample Type Codes		Turn Around	Requested Analysis*						
Company:	SME/ESH	AC = Air Culture Plate	BM = Bulk Materials		Standard	Non-Culture			Culture		
Address:	PO Box 85A	D = Dust	RCS = RCS Air Strip	<input checked="" type="checkbox"/>	Spore Trap Analysis - Fungi Only	Spore Trap Analysis - Fungi & Particles	Direct Exam - Qualitative Assessment	1 Plate Media Fungi (MEA)	1 Plate Media Bacteria (TSA)	2 Plate Media Fungi & Bacteria (MEA, TSA)	
City, State Zip:	Cumberland, ME 04021	S = Surface Swab	ST = Spore Trap (AOC)	Next Day							<input type="checkbox"/>
Contact:	Mark Coleman <i>JOHN BOWARD</i>	T = Tape Lift	W = Water	RUSH							<input type="checkbox"/>
Phone:	207-854-2711	WP = Wipe	O = Other								
Email:	Refer to account preferences										
Project Information											
Project #:	231415										
Project Name:	TOWN HALL - JO. B. BOWARD										
Sampled By:	<i>JOHN BOWARD</i>										
Lab ID #	Collection Date	Sample Type	Sample Number / Description	Volume / Area							
102303979	10-16-23	ST	ST-1 OUTDOOR CONTROL	75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
980			-2 1ST FLR. ELEV. LAB		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
981			-3 1ST FLR MEETING ROOM		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
982			-4 1ST FLR CORRIDOR		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
983			-5 1ST FLR FORMER PATROL OFF		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
984			-6 2ND FLR. MEETING ROOM		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
985			-7 2ND FLR. TOWN CLERK		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
986			-8 2ND FLR. CAFE & ASSESSING		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
987			-9 2ND FLR. TOWN MGR. SEC		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
988			-10 3RD FLR. ECONOMIC DEV.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
989			-11 3RD FLR. MEETING ROOM #2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
990			-12 3RD FLR. AUDITORIUM		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
991		ST	ST-13 3RD FLR. CORRIDOR	75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
102303992		WP	W-1 1ST FLR. PATROL DISPATCHER	-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
993	10-16-23	WP	W-2 1ST FLR. UTILITY A/C UNIT	-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Non-Culture Method TAT: Rush TAT reported day of receipt, Next Day TAT 1 business day after receipt, Standard TAT 2-3 business days after receipt.

*Culture Method TAT: Only Standard TAT available and is reported 7-10 business days after receipt.

Samples Relinquished:		Samples Accepted:		Acceptance Criteria
Date/Time:	10-16-23 1505	Date/Time:		Samples are deemed acceptable (unbroken and labeled) unless otherwise noted below.
Name:	<i>Mark Coleman</i>	Name:		
Samples Relinquished:		Samples Accepted:		Comments
Date/Time:		Date/Time:	10.16.23 1519	Lab ID: 102303979-991 102303992-993
Name:		Name:	MC	

APPENDIX C

SURFACE MOLD SAMPLING SUMMARY TABLE AND LABORATORY DATA

TABLE 2
MOLD SPORE ACTIVITY ON SURFACES ANALYTICAL SUMMARY

CLIENT:

Town of South Berwick
180 Main Street
South Berwick, ME 03908

TESTING LOCATION:

Town of South Berwick
180 Main Street
South Berwick, ME 03908

SAMPLING DATE:

October 16, 2023

PROJECT NUMBER:

231415.00

LAB ID:

102303992-993

SAMPLE ID:	LOCATION/DESCRIPTION	BACKGROUND DEBRIS *	GENERA IDENTIFIED	MOLD GROWTH **
W-1	First Floor Former Patrol Offices Supply Vent Diffuser	3	None Detected	-
W-2	First Floor Utility Room Window A/C Unit	2	Cladosporium	3

QUALITATIVE SCALE:

1 = Lowest (very low abundance)

5= Highest (very high abundance)

** Mold growing at rating of 4 and above result in poor visibility which can result in under reporting of smaller mold growing under and/or within the heavily growing mold.

* Background debris particles debris include organic and inorganic debris from a variety of sources, and generally, occur as a result of settling from an airborne state.

Client: SME/ESH

Address: PO Box 85A
Cumberland, ME 04021

Date Sampled: 10/16/2023
Date Received: 10/16/2023
Date Reported: 10/24/2023

NEL Project ID: 102303992-993
Project Number: 231415
Project Name: Town Hall - So. Berwick

Analysis Report - Direct Microscopic Exam

Lab ID Number	Sample Type	Description	Background Debris*	Mold Growth **	Comments
102303992	WIPE	W-1 1st Flr - Patrol Diffuser	3	Not Detected	
102303993	WIPE	W-2 1st Flr - Utility AC Unit	2	3 Cladosporium	

Qualitative Scale: 1 = lowest (very low abundance); 5 = highest (very high abundance)

* Background debris particles debris include organic and inorganic debris from a variety of sources, and generally occur as a result of settling from an airborne state.

** Mold growing at rating of 4 and above result in poor visibility which can result in under reporting of smaller mold growing under and/or within the heavily growing mold.

Client: SME/ESH

Address: PO Box 85A
Cumberland, ME 04021

Date Sampled: 10/16/2023
Date Received: 10/16/2023
Date Reported: 10/24/2023

NEL Project ID: 102303992-993
Project Number: 231415
Project Name: Town Hall - So. Berwick

Sample & Project Comments

No comments were recorded for this project.

Report Authorized By:




Erin Bouttenot, Technical Manager,
Indoor Air Quality

NEL Method #: 4.3.24 & 4.3.25

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Chain Of Custody Indoor Air Quality Analysis


★ 1 0 2 3 0 3 9 7 9 ★

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Phone: 800-244-8378

Email: info@nelabservices.com

Website: www.nelabservices.com

Contact Information		Sample Type Codes		Turn Around	Requested Analysis*					
Company:	SME/ESH	AC = Air Culture Plate		Standard	Non-Culture			Culture		
Address:	PO Box 85A	BM = Bulk Materials		<input checked="" type="checkbox"/>	Spore Trap Analysis - Fungi Only	Spore Trap Analysis - Fungi & Particles	Direct Exam - Qualitative Assessment	1 Plate Media Fungi (MEA)	1 Plate Media Bacteria (TSA)	2 Plate Media Fungi & Bacteria (MEA, TSA)
City, State Zip:	Cumberland, ME 04021	D = Dust								
Contact:	Mark Coleman <i>JOHN BOWARD</i>	RCS = RCS Air Strip								
Phone:	207-854-2711	S = Surface Swab								
Email:	Refer to account preferences	ST = Spore Trap (AOC)		Next Day						
Project Information		T = Tape Lift								
Project #:	231415	W = Water		RUSH						
Project Name:	TOWN HALL - SO. BERWICK	WP = Wipe								
Sampled By:	<i>JOHN BOWARD</i>	O = Other								
Lab ID #	Collection Date	Sample Type	Sample Number / Description	Volume / Area						
102303979	10-16-23	ST	ST-1 OUTDOOR CONTROL	75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
980			-2 1ST FLR, ELEV. LOBBY		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
981			-3 1ST FLR MEETING ROOM		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
982			-4 1ST FLR CORRIDOR		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
983			-5 1ST FLR FORMER PATROL OFF		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
984			-6 2ND FLR RECEPTION/MAN/HR		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
985			-7 2ND FLR TOWN CLERK		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
986			-8 2ND FLR CORE & ASSESSING		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
987			-9 2ND FLR TOWN MGR. OFF		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
988			-10 3RD FLR ECONOMIC DEV.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
989			-11 3RD FLR, MEETING ROOM #2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
990			-12 3RD FLR, AUDITORIUM		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
991		ST	ST-13 3RD FLR, CORRIDOR	75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102303992		WP	W-1 1ST FLR, PATROL DIFFUSER	-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
993	10-16-23	WP	W-2 1ST FLR, PLUMBING A/C UNIT	-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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APPENDIX D

DIRECT-READ REAL-TIME MEASUREMENT TABLES

INDOOR AIR QUALITY – DIRECT READ DATA**CLIENT:**

Town of South Berwick
180 Main Street
South Berwick, ME 03908

TESTING LOCATION:

Town of South Berwick
180 Main Street
South Berwick, ME 03908

SAMPLING DATE:

October 16, 2022

PROJECT NUMBER:

231415.00

	LOCATION	Number of Occupants	Time	Temperature (°F)	RH (%)	CO (ppm)	CO ₂ (ppm)
A	Outdoors (First Floor – East Side)	-	08:58	52.8	76.6	0	437
		-	11:05	56.1	59.0	0	437
B	First Floor Lobby Entry / Elevator Hallway	1	09:21	71.7	45.9	0	554
		4	11:04	71.4	44.5	0	554
C	Corridor Rear (North) Former Police Area	2	09:24	69.9	44.5	0	511
		1	11:07	64.3	53.7	0	463
D	First Floor Meeting Room	1	09:26	69.3	48.2	0	492
		1	11:09	67.0	52.9	0	467
E	First Floor Custodial Room	1	09:28	70.0	48.5	0	548
		1	11:12	69.5	48.1	0	474
F	First Floor Custodial Office / Mechanical Room	1	09:29	71.7	47.3	0	540
		1	11:14	73.4	45.0	0	558
G	First Floor Sprinkler / Mechanical Room	1	09:37	68.8	48.1	0	546
		1	11:15	71.8	43.3	0	480
H	First Floor Former Dispatch	1	09:39	68.5	47.5	0	487
		1	11:16	70.9	43.3	0	473
I	First Floor Former Administrative Assistant Office	1	09:40	68.2	47.6	0	480
		1	11:18	70.4	45.1	0	482
J	First Floor Former Police Chief Office	1	09:41	67.9	50.1	0	548
		1	11:19	68.8	46.5	0	490
K	First Floor File Room	1	09:47	67.6	49.2	0	513
		1	11:20	68.4	44.7	0	469
L	First Floor Former Patrol Offices	1	09:58	68.7	48.0	0	540
		1	11:21	68.0	45.5	0	492


= ≥700 ppm above outdoor level



LOCATION		Number of Occupants	Time	Temperature (°F)	RH (%)	CO (ppm)	CO ₂ (ppm)
M	First Floor Former Interview Room	1	10:00	67.6	48.8	0	534
		1	11:22	67.6	46.4	0	455
N	First Floor Former Lt. Sargeant Office	1	10:01	67.5	49.9	0	565
		1	11:23	67.5	47.6	0	474
O	First Floor Sr. Patrol Office	1	10:01	67.4	49.9	0	553
		1	11:24	67.2	48.0	0	449
P	First Floor Former Locker Room	1	10:03	67.9	49.8	0	546
		1	11:25	67.4	48.2	0	460
Q	Stairwell A Between First and Second Floor (Southwest)	1	10:05	69.6	48.3	0	535
		1	11:30	69.6	48.3	0	540
R	Second Floor Elevator Hallway	1	10:09	71.8	46.5	0	549
		1	11:31	70.4	47.5	0	666
S	Second Floor General Assistance Office	1	10:10	72.0	43.5	0	484
		1	11:32	70.5	45.9	0	516
T	Second Floor Town Clerk Offices	1	10:13	73.1	45.1	0	700
		2	11:34	71.7	46.4	0	612
U	Second Floor Vault – Town Clerk Offices	1	10:16	73.3	44.8	0	690
		1	11:34	72.0	46.3	0	610
V	Second Floor Kitchen Area	3	10:17	73.2	43.6	0	633
		3	11:35	72.6	45.1	0	644
W	Second Floor Assessing Office	2	10:19	72.9	43.3	0	600
		3	11:36	72.7	44.8	0	674
X	Second Floor Assistant Town Manager / HR/ Finance Office	4	10:20	73.2	45.0	0	744
		5	11:37	72.8	44.7	0	726
Y	Second Floor Code and Assessing Office Reception Area	1	10:22	72.7	44.9	0	757
		1	11:39	72.6	44.7	0	801
Z	Second Floor Code and Assessing Offices	5	10:23	72.5	45.8	0	821
		4	11:39	72.5	45.6	0	840
AA	Second Floor Main Entry Hallway	1	10:26	71.7	42.1	0	500
		1	11:42	71.7	42.3	0	504
BB	Second Floor Town Manager Reception	2	10:28	71.9	45.3	0	723
		2	11:43	72.1	44.9	0	704
CC	Second Floor Town Manager's Office	3	10:29	72.0	45.0	0	727
		2	11:44	72.2	45.1	0	770

= ≥700 ppm above outdoor level

LOCATION		Number of Occupants	Time	Temperature (°F)	RH (%)	CO (ppm)	CO ₂ (ppm)
DD	Second Floor Hallway – North End	2	10:32	72.5	45.5	0	813
		1	11:44	72.4	44.4	0	660
EE	Second Floor Stairwell - Northwest	1	10:33	71.4	41.5	0	556
		1	11:45	70.3	41.9	0	526
FF	Third Floor Hallway – North End	2	10:38	70.2	44.5	0	590
		1	11:46	69.5	44.5	0	575
GG	Third Floor Economic Community Development Office	2	10:40	70.4	43.8	0	528
		1	11:47	69.8	44.7	0	561
HH	Third Floor Meeting Room #2	1	10:41	70.1	43.3	0	520
		1	11:48	69.7	44.8	0	581
II	Third Floor Auditorium	1	10:45	70.9	44.7	0	500
		1	11:53	69.8	45.9	0	517
JJ	Third Floor Stage	2	10:56	72.3	41.7	0	476
		1	11:54	70.3	45.6	0	512
KK	Third Floor Lunchroom	1	10:57	72.1	41.8	0	481
		1	11:55	70.6	45.3	0	523
LL	Third Floor Election Storage Room	2	10:59	71.9	42.4	0	484
		1	11:57	70.8	44.4	0	507

 = ≥700 ppm above outdoor level

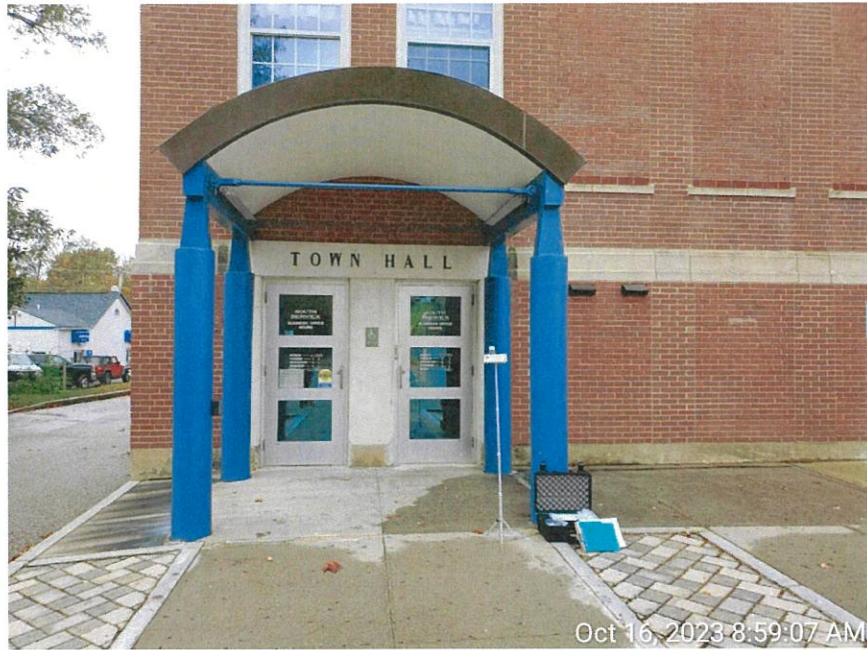
APPENDIX E

PHOTOGRAPH LOG

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Air sample ST-1, outdoor control.



Air sample ST-2 collected in first floor entry/elevator area.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 9:12:47 AM

Air sample SI-3 collected in first floor meeting room (former Public Works).



Oct 16, 2023 9:29:40 AM

Air sample ST-4 collected in first floor hallway near former Police Dispatch/Locker Room area.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Air sample ST-5 collected on first floor in former Police Patrol Office.



Air sample ST-6 collected on second floor in Asst. Town Mgr./HR/Finance Offices.

PHOTOGRAPH LOG

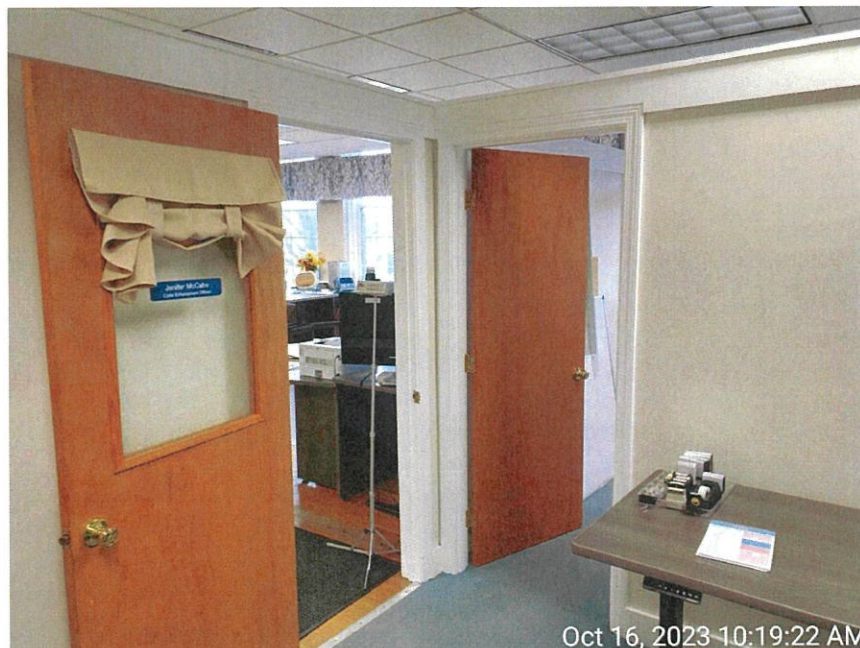
Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 10:11:00 AM

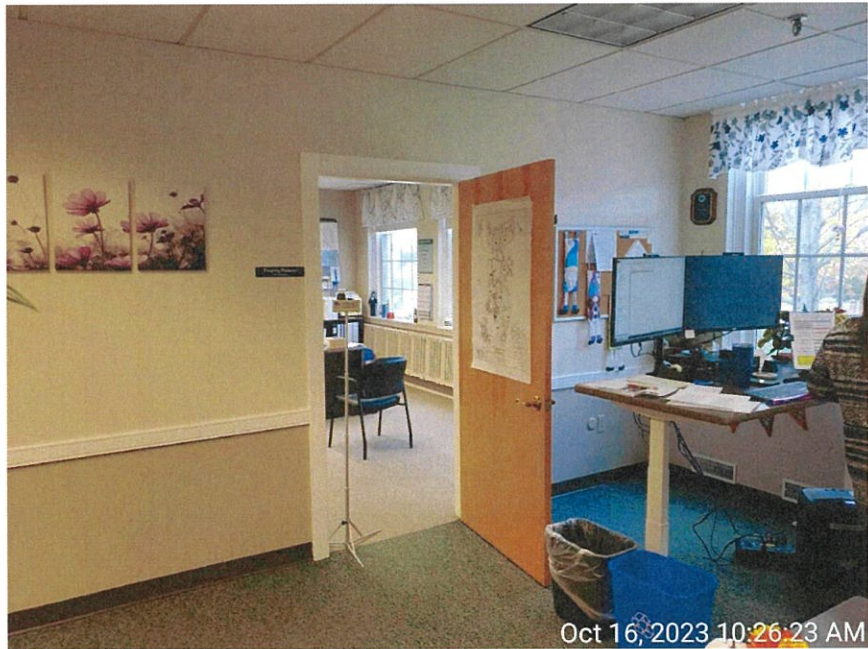
Air sample ST-7 collected on second floor in Assessing Offices.



Oct 16, 2023 10:19:22 AM

Air sample ST-8 collected on second floor in Code & Assessing Offices.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Air sample ST-9 collected on second floor in Town Manager Office area.



Air sample ST-10 collected on third floor in Economic & Community Development Office.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 10:47:39 AM

Air sample ST-11 collected on third floor in Meeting Room #2.



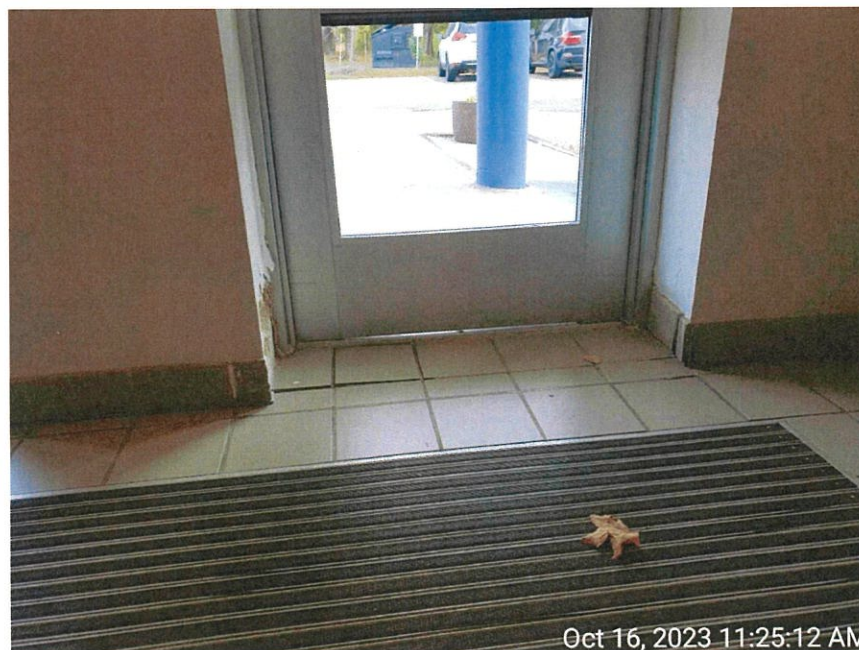
Oct 16, 2023 10:56:05 AM

Air sample ST-12 collected on third floor in Auditorium.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Air sample ST-13 collected on third floor in hallway adjacent to Lunchroom/Election Storage.



Water intrusion point for improperly sealed door threshold at first floor entry to elevator lobby area.

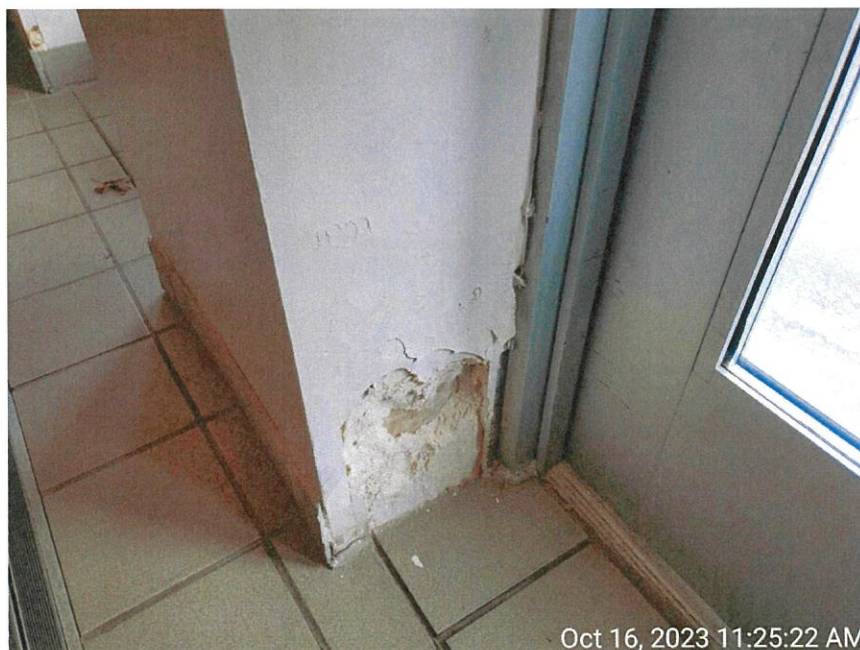
PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Water damaged lower wall plaster due to improperly sealed door threshold at first floor entry to elevator lobby area.

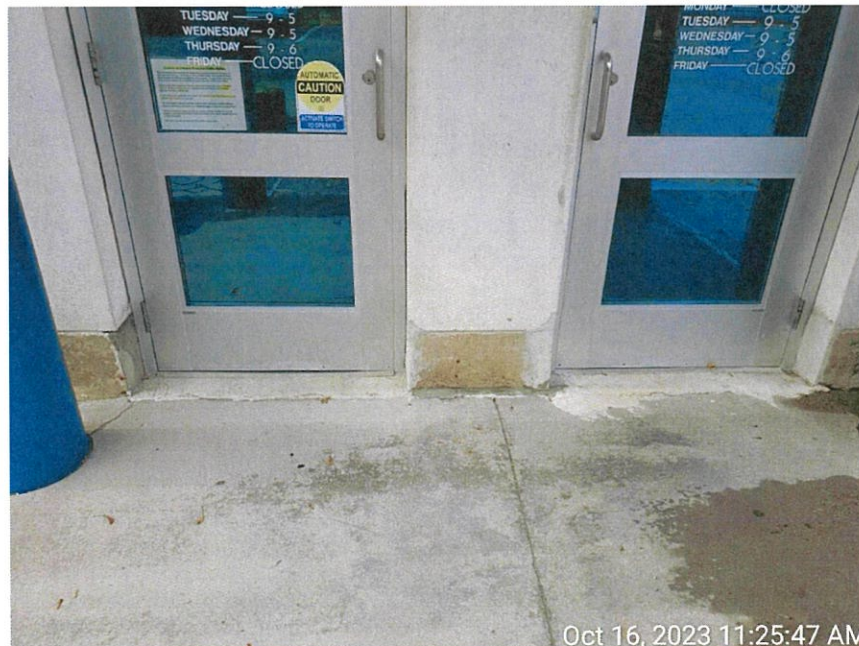


Water damaged lower wall plaster due to improperly sealed door threshold at first floor entry to elevator lobby area.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Water damaged lower wall plaster due to improperly sealed door threshold at first floor entry to elevator lobby area.



Water intrusion point for improperly sealed door threshold at first floor entry to elevator lobby area.

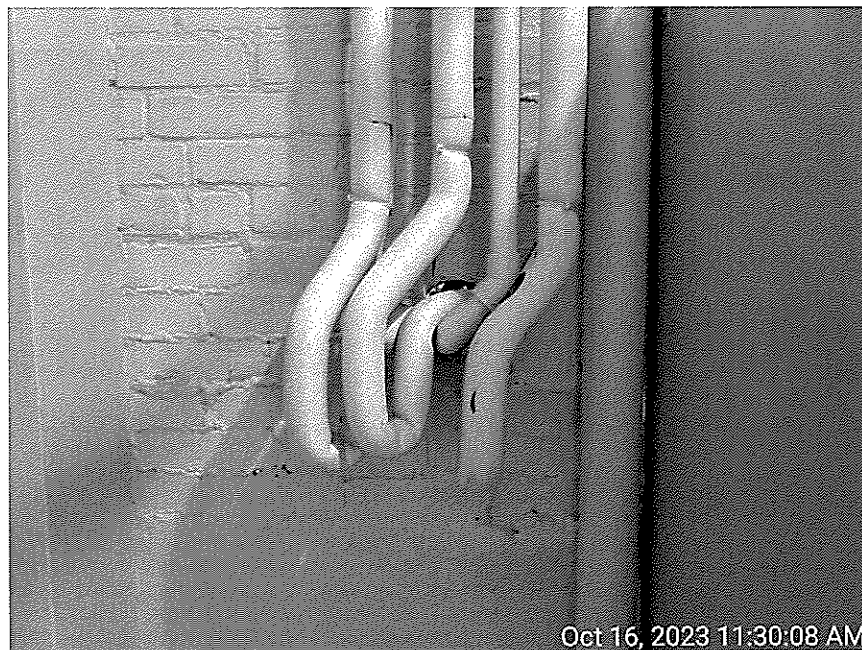
PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Insect infestation in first floor former Police locker room.



Improperly sealed penetrations in first floor former Police locker room.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Water damage ceiling in shower unit in first floor former Police locker room.



No mold growth issues observed for lower drywall on first floor.

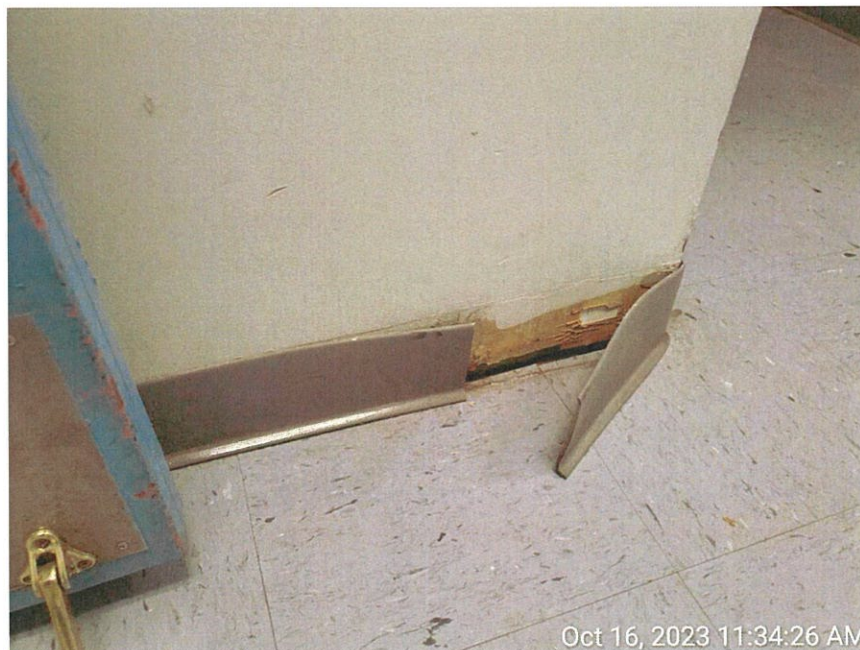
PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



No mold growth issues observed for lower drywall on first floor.



No mold growth issues observed for lower drywall on first floor.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 11:34:37 AM

No mold growth issues observed for lower drywall on first floor.



Oct 16, 2023 11:34:58 AM

Rodent carcass in first floor sprinkler room.

PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Oct 16, 2023 12:11:35 PM

Rodent carcasses in first floor sprinkler room.



Oct 16, 2023 11:37:03 AM

Moisture damaged ceiling tiles due to air handler unit in ceiling on first floor outside former Police Dispatch Office.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Dirty supply diffuser and ductwork on first floor in former Police Patrol Office.



Dirty supply diffuser and ductwork on first floor in Utility Room near former Police Patrol Office.

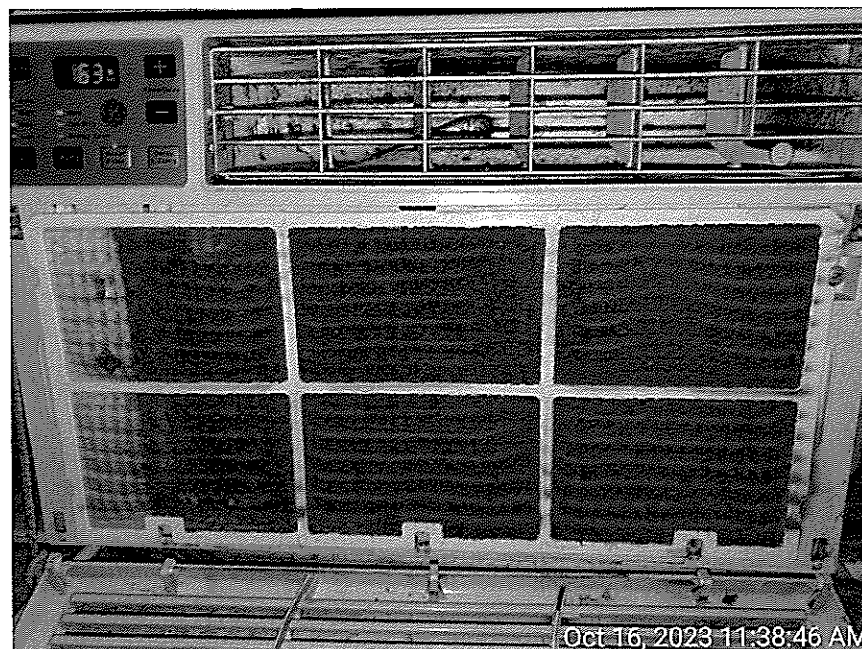
PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Oct 16, 2023 11:38:23 AM

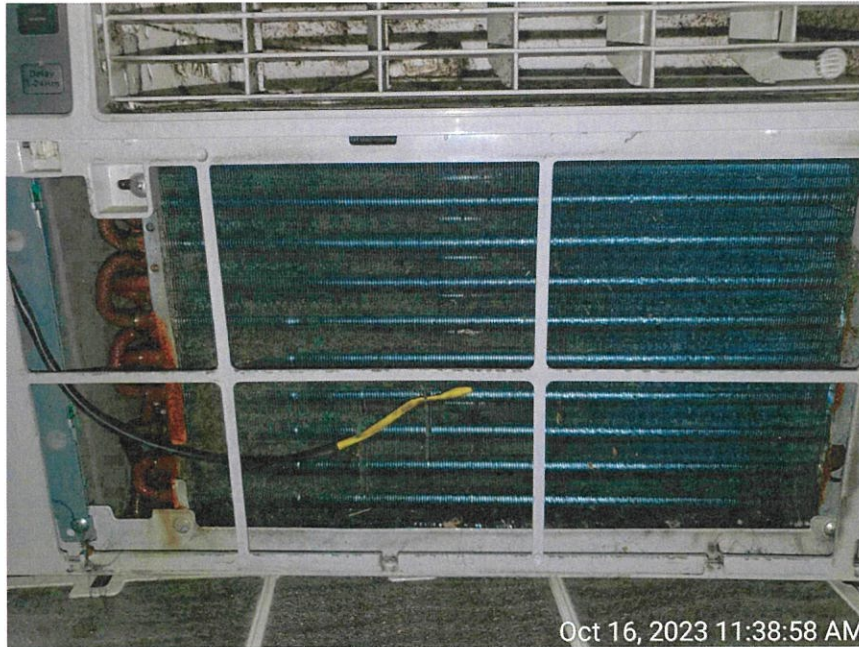
Dirty/mold compromised portable window A/C unit on first floor in Utility Room near former Police Patrol Office.



Oct 16, 2023 11:38:46 AM

Dirty/mold compromised portable window A/C unit on first floor in Utility Room near former Police Patrol Office.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Dirty/mold compromised portable window A/C unit on first floor in Utility Room near former Police Patrol Office.



Dirty supply diffuser and ductwork on first floor in former Police Interview Room.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Dirty supply diffuser and ductwork on first floor in former Police Lieutenant & Sergeant Office.



Dirty supply diffuser and ductwork on first floor in former Police Storage Room.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 11:43:14 AM

Dirty supply diffuser and ductwork on first floor in former Police Locker Room.



Oct 16, 2023 11:44:47 AM

Dirty supply diffuser and ductwork on first floor in former Police Dispatch Office.

PHOTOGRAPH LOG

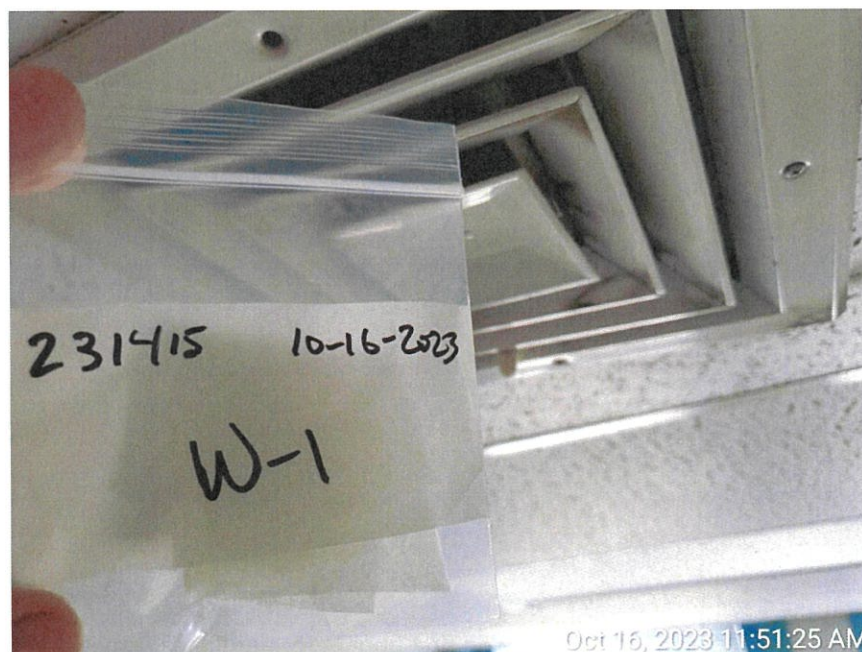
Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 11:45:20 AM

Dirty return diffuser and ductwork on first floor in former Police Dispatch Office.



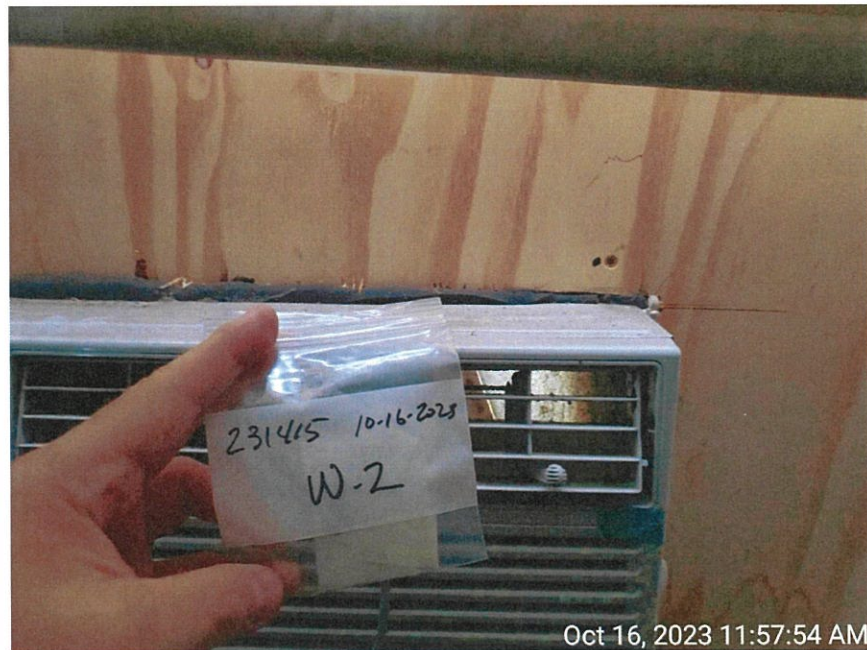
Oct 16, 2023 11:51:25 AM

Wipe sample W-1 collected from supply diffuser on first floor in former Police Patrol Office.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Insect activity on first floor.



Wipe sample W-2 collected from air discharge plenum for portable window A/C unit
on first floor in Utility Room near former Police Patrol Office.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Oct 16, 2023 12:02:01 PM

Moisture influences in first floor area causing peeling paint conditions.



Oct 16, 2023 12:02:41 PM

Moisture influences in first floor area causing peeling paint conditions.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Moisture influences in first floor area causing peeling paint conditions.



Moisture influences in first floor area causing peeling paint conditions.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 12:26:17 PM

Worn/dirty carpeting on second floor in General Assistance Office.



Oct 16, 2023 12:26:28 PM

Water damaged ceiling tile on second floor in General Assistance Office.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Worn/dirty carpeting on second floor in Town Clerk Offices.



Worn/dirty carpeting on second floor in Town Clerk Offices.

PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Oct 16, 2023 12:27:30 PM

Dirty return diffuser and ductwork on second floor in Town Clerk Offices.



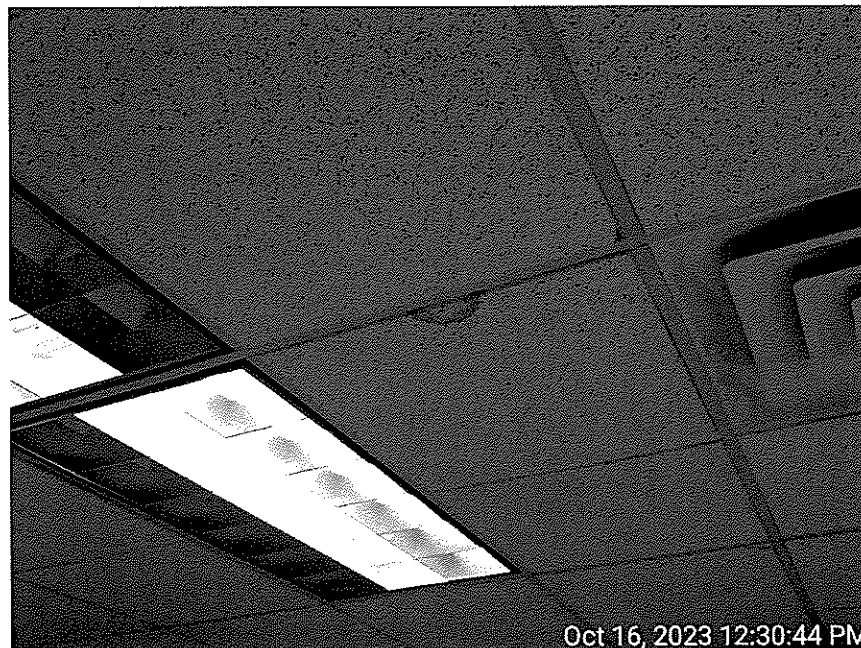
Oct 16, 2023 12:27:34 PM

Water-stained ceiling tiles dirty return diffuser and ductwork on second floor in Town Clerk Offices.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Water-stained ceiling tile on second floor in Town Clerk Offices.



Water-stained ceiling tile on second floor in Assessing Offices.

PHOTOGRAPH LOG

**Town Hall
180 Main Street, South Berwick, Maine**



Dirty return diffuser and ductwork on second floor in Assessing Offices.



Worn/dirty carpeting on second floor in Asst. Town Mgr./HR/Finance Offices.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 12:31:32 PM

Worn/dirty carpeting on second floor in Asst. Town Mgr./HR/Finance Offices.

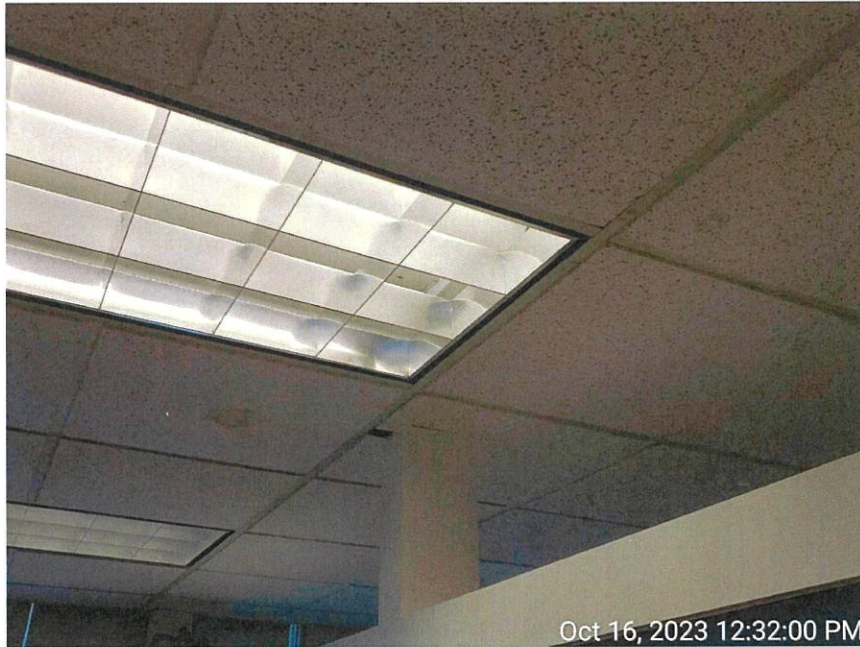


Oct 16, 2023 12:31:46 PM

Water-stained ceiling tile on second floor in Asst. Town Mgr./HR/Finance Offices.

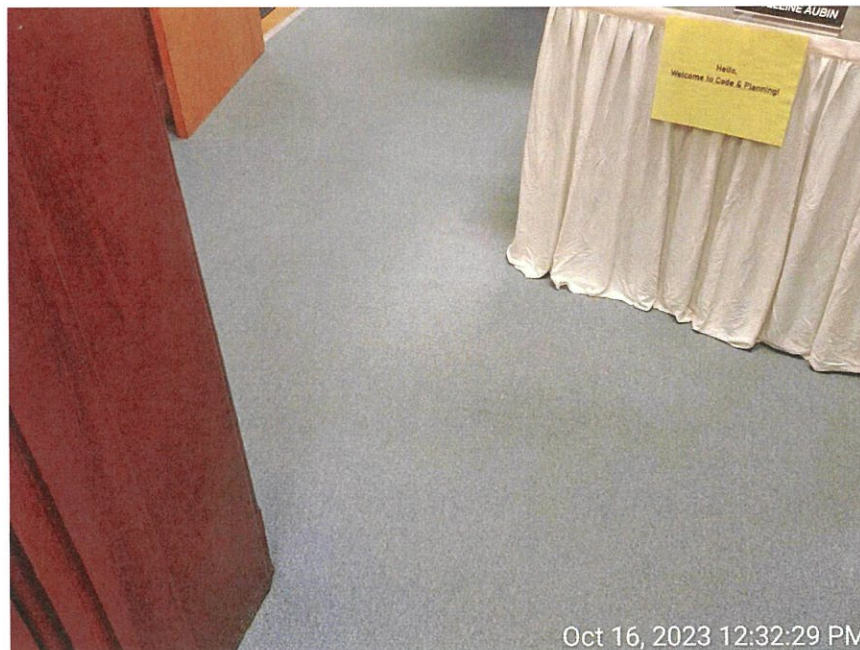
PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Oct 16, 2023 12:32:00 PM

Water-stained ceiling tiles on second floor in Asst. Town Mgr./HR/Finance Offices.



Oct 16, 2023 12:32:29 PM

Worn/dirty carpeting on second floor in Codes/Planner Offices.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Oct 16, 2023 12:32:38 PM

Worn/dirty carpeting on second floor in Codes/Planner Offices.



Oct 16, 2023 12:32:43 PM

Water-stained ceiling tile on second floor in Codes/Planner Offices.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Water-stained ceiling tile on second floor in Codes/Planner Offices.



Water-stained ceiling tile on second floor in Codes/Planner Offices.

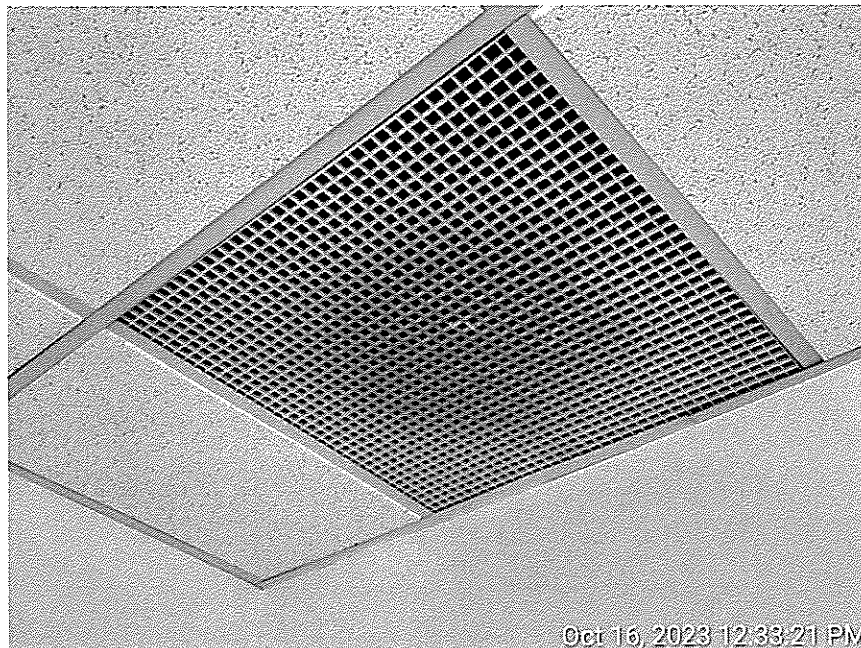
PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Water-stained ceiling tile on second floor in Codes/Planner Offices.



Dirty return diffuser and ductwork on second floor in Codes/Planner Offices.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Water-stained ceiling tile on second floor in Codes/Planner Offices.



Worn/dirty carpeting on second floor in Twon Manager Offices.

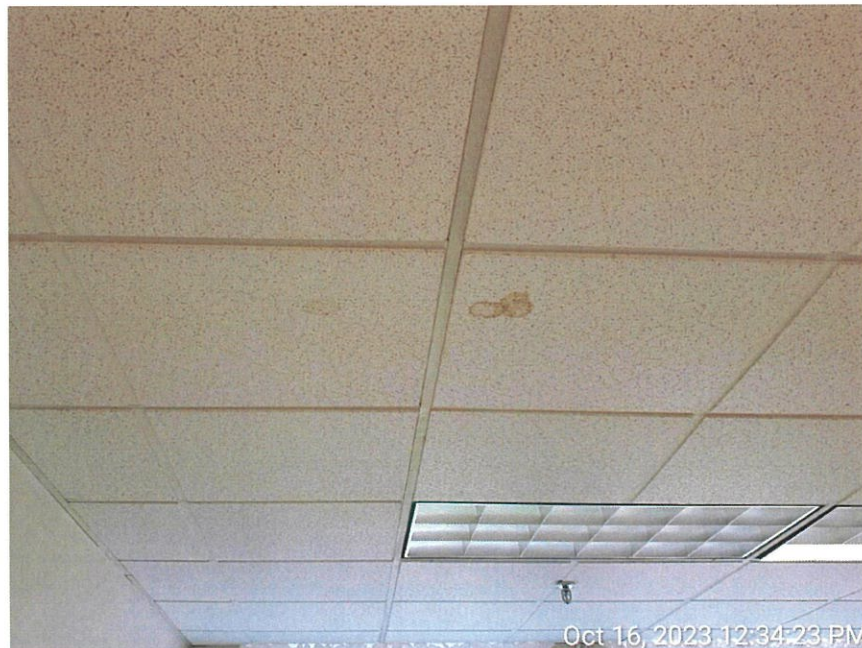
PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Worn/dirty carpeting on second floor in Twon Manager Offices.



Water-stained ceiling tiles on second floor in Twon Manager Offices.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Worn/dirty carpeting on second floor in Town Manager Offices.

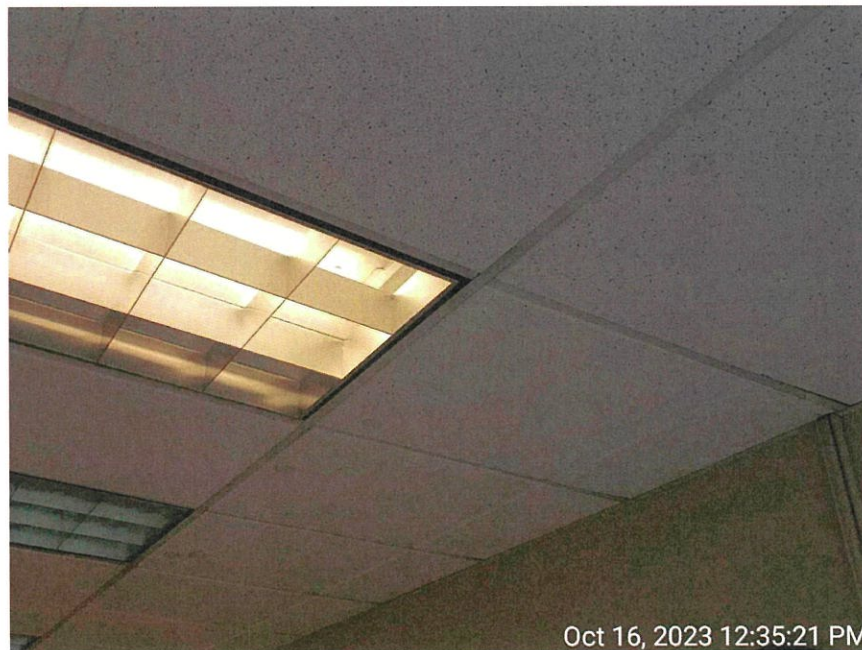


Dirty return diffuser and ductwork on second floor in Town Manager Offices.

PHOTOGRAPH LOG
Town Hall
180 Main Street, South Berwick, Maine



Water-stained ceiling tiles on second floor in Twon Manager Offices.



Water-stained ceiling tiles on second floor in Twon Manager Offices.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Air purifier (black) on third floor with ionizing setting - Ozone producing.



Air purifier (black) on third floor with ionizing setting - Ozone producing.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 12:38:06 PM

Air purifier (black) on third floor with ionizing setting - Ozone producing.



Oct 16, 2023 12:38:18 PM

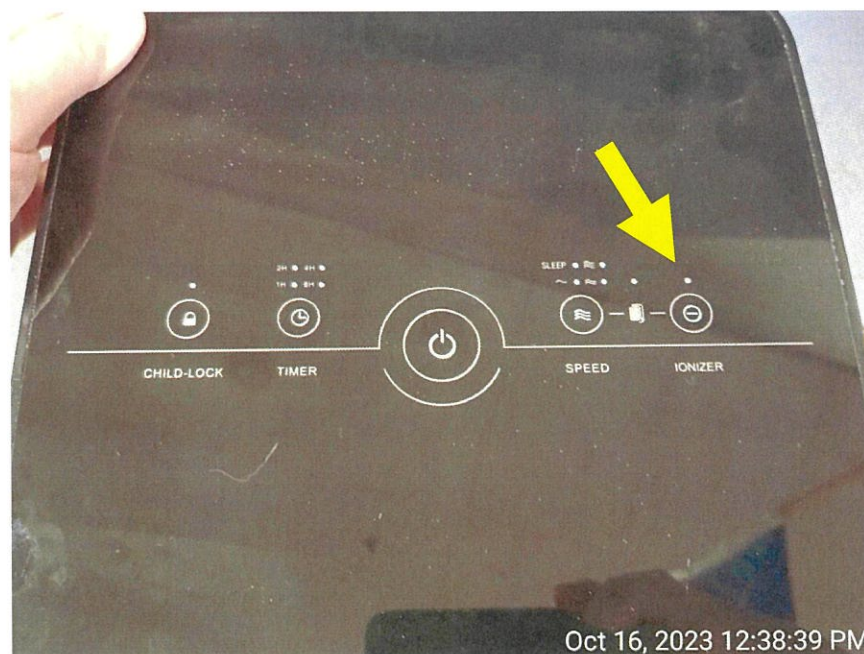
Air purifier (black) on third floor with ionizing setting - Ozone producing.

PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Air purifier on third floor with ionizing setting - Ozone producing.



Air purifier on third floor with ionizing setting - Ozone producing.

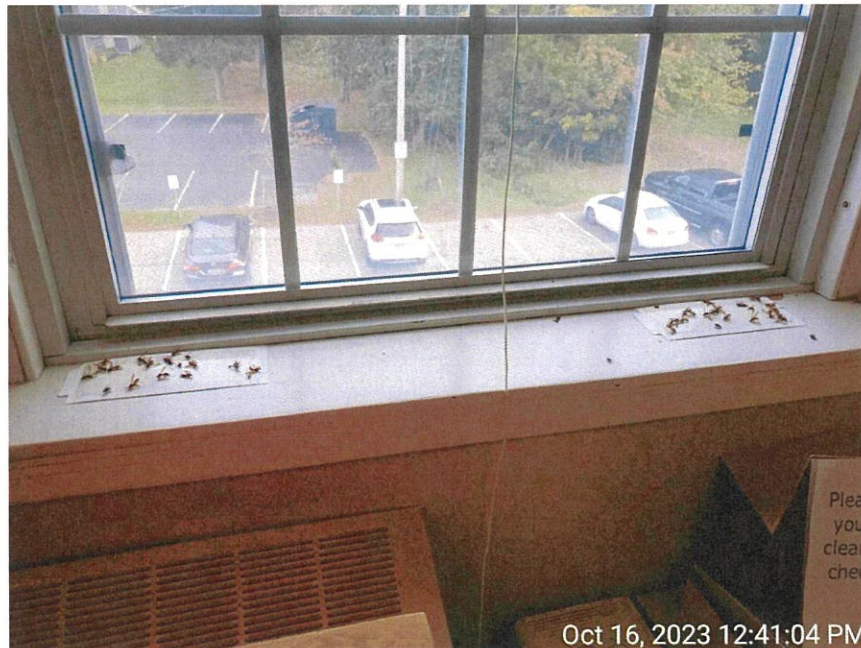
PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Water-stained ceiling tile on third floor in Auditorium/Stage area.
Possible Cladosporium or Stachybotrys mold growth – inaccessible for direct sampling.



Insect infestation on third floor in election storage room.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Water intrusion impact for window header on thirld floor In electlon storage room.



Thermostat on third floor with filter issue message.

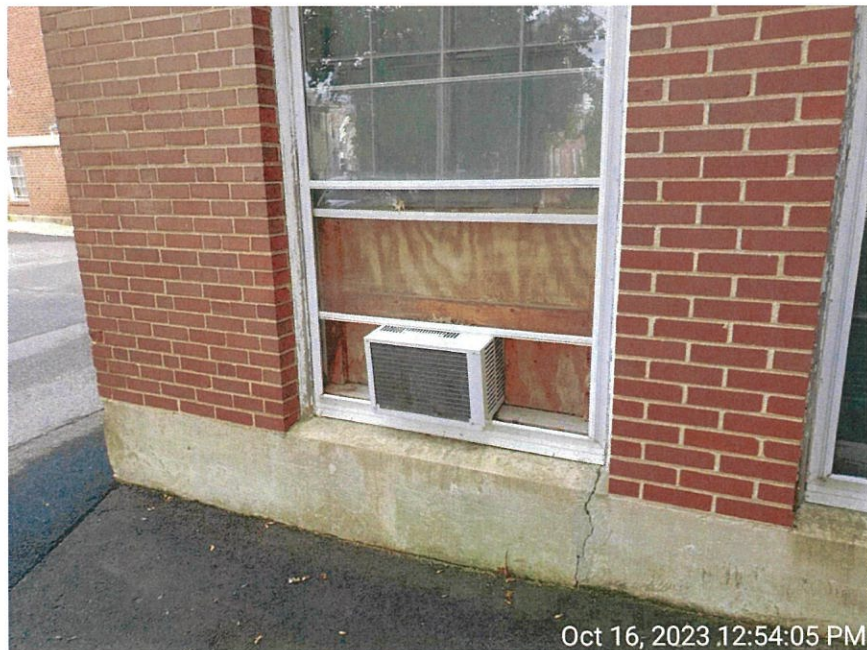
PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



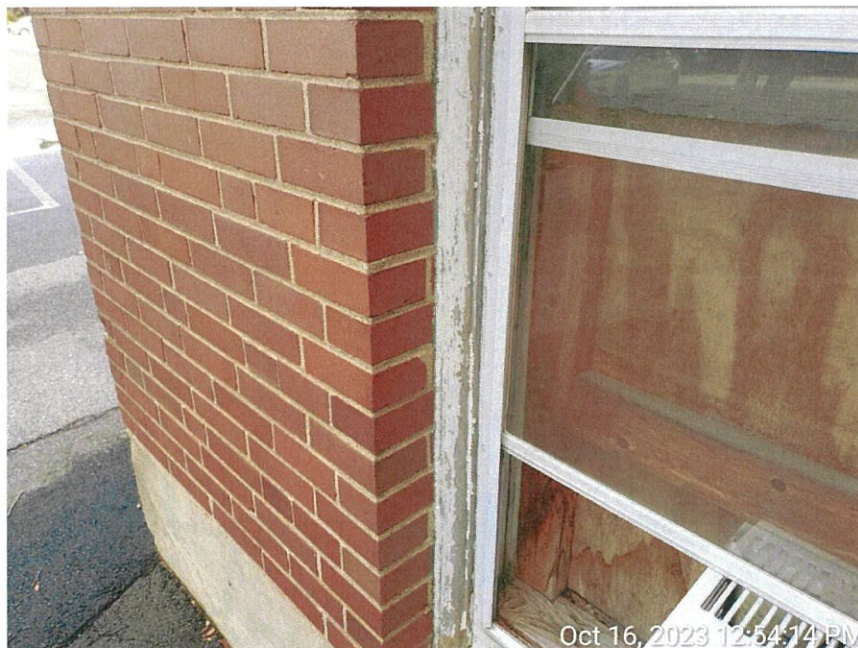
Water damaged ceiling tile on third floor in janitors' storage room.



Water intrusion point for window area.

PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Possible lead-based paint for uncladded window trim.



Possible lead-based paint for uncladded window trim.

PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Shrinking/cracking window caulking for header area is rainwater intrusion point.



Shrinking/cracking window caulking for header area is rainwater intrusion point.

PHOTOGRAPH LOG

**Town Hall
180 Main Street, South Berwick, Maine**



Unsealed perimeter penetrations.



Shrinking/cracking window caulking for header area is rainwater intrusion point.

PHOTOGRAPH LOG

Town Hall

180 Main Street, South Berwick, Maine



Oct 16, 2023 12:56:31 PM

Shrinking/cracking window caulking for header area is rainwater intrusion point.



Oct 16, 2023 12:56:55 PM

Shrinking/cracking window caulking for header area is rainwater intrusion point.

PHOTOGRAPH LOG

Town Hall
180 Main Street, South Berwick, Maine



Possible lead-based paint for uncladded wood trim.

APPENDIX F

DRAWINGS



INDOOR AIR QUALITY/MOLD ASSESSMENT

SOUTH BERWICK TOWN HALL

180 MAIN STREET, SOUTH BERWICK, MAINE

Outdoor
Control
Sample

ST-1



Dead rodent
carcasses.

KEY:

W-# SURFACE WIPE SAMPLE for MOLD GROWTH SPECIES EVALUATION

ST-# AIRBORNE MOLD SPORE SAMPLE LOCATIONS

FIRST FLOOR

SME ESHA
ENVIRONMENTAL SAFETY
SEVEE & MAHER
ENGINEERS
A Service to Maine Engineers company

ESHA JOB # 231415

SAMPLING DATE: 10-16-2023

JMB

DRAWING NOT TO SCALE

INDOOR AIR QUALITY/MOLD ASSESSMENT

SOUTH BERWICK TOWN HALL

180 MAIN STREET, SOUTH BERWICK, MAINE



SECOND FLOOR

KEY:



AIRBORNE MOLD SPORE SAMPLE LOCATIONS

SME **ESHA**
SPEE & MAHER
ENGINEERS
ENVIRONMENTAL SAFETY
& HYGIENE ASSOCIATES
A Sores & Paine Engineers Company

ESHA JOB #

231415

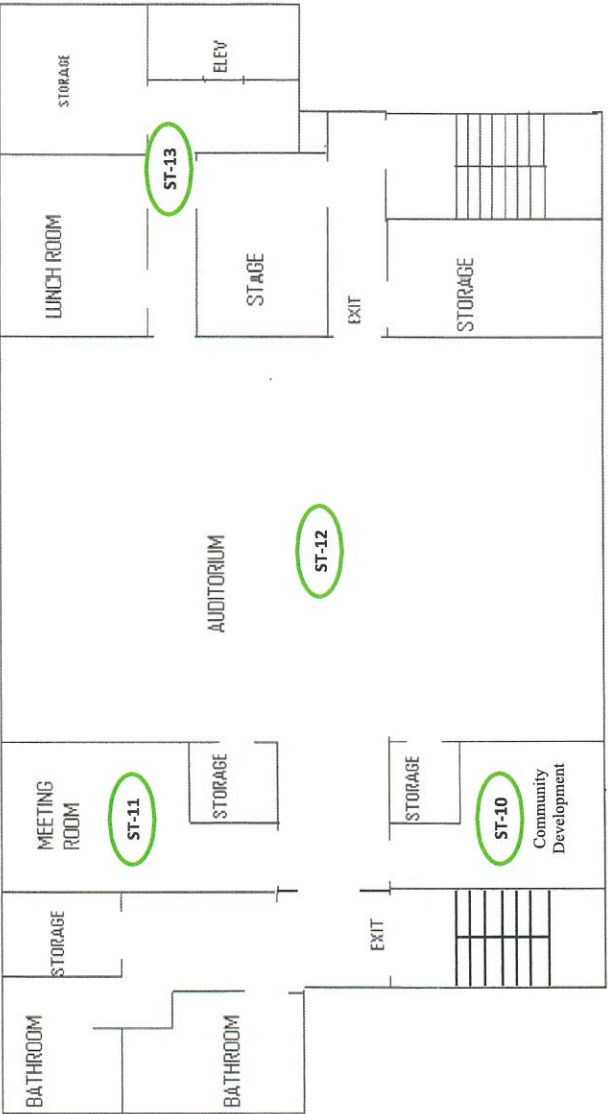
SAMPLING DATE:

10-16-2023

JMB


DRAWING NOT TO SCALE

INDOOR AIR QUALITY/MOLD ASSESSMENT
SOUTH BERWICK TOWN HALL
180 MAIN STREET, SOUTH BERWICK, MAINE



THIRD FLOOR

KEY:

 AIRBORNE MOLD SPORE SAMPLE LOCATIONS



SME ESHA
ENVIRONMENTAL SAFETY
& HYGIENE ASSOCIATES
A MAINE INCORPORATED COMPANY

ESHA JOB # 231415

SAMPLING DATE: 10-16-2023

JMB

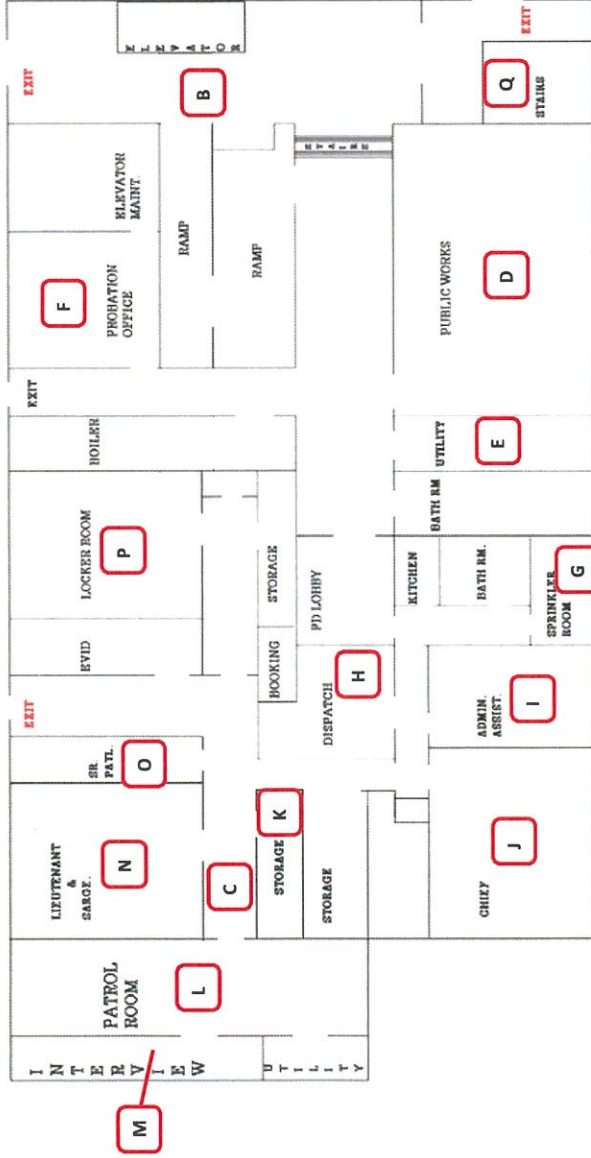
DRAWING NOT TO SCALE

INDOOR AIR QUALITY/DIRECT-READ REAL-TIME MEASUREMENTS

UTH BERWICK TOWN HALL

180 MAIN STREET, SOUTH BERWICK, MAINE

Outdoor
Control
Sample
A



FIRST FLOOR

KEY:

A DIRECT READ DATA SAMPLE LOCATION
(Temp/RH/CO/CO₂)

SME ESHA
SEVEE & MAHER
ENGINEERS
ENVIRONMENTAL SAFETY
& HYGIENE ASSOCIATES
A Sevee & Maher Engineers Company

ESHA JOB # 231415

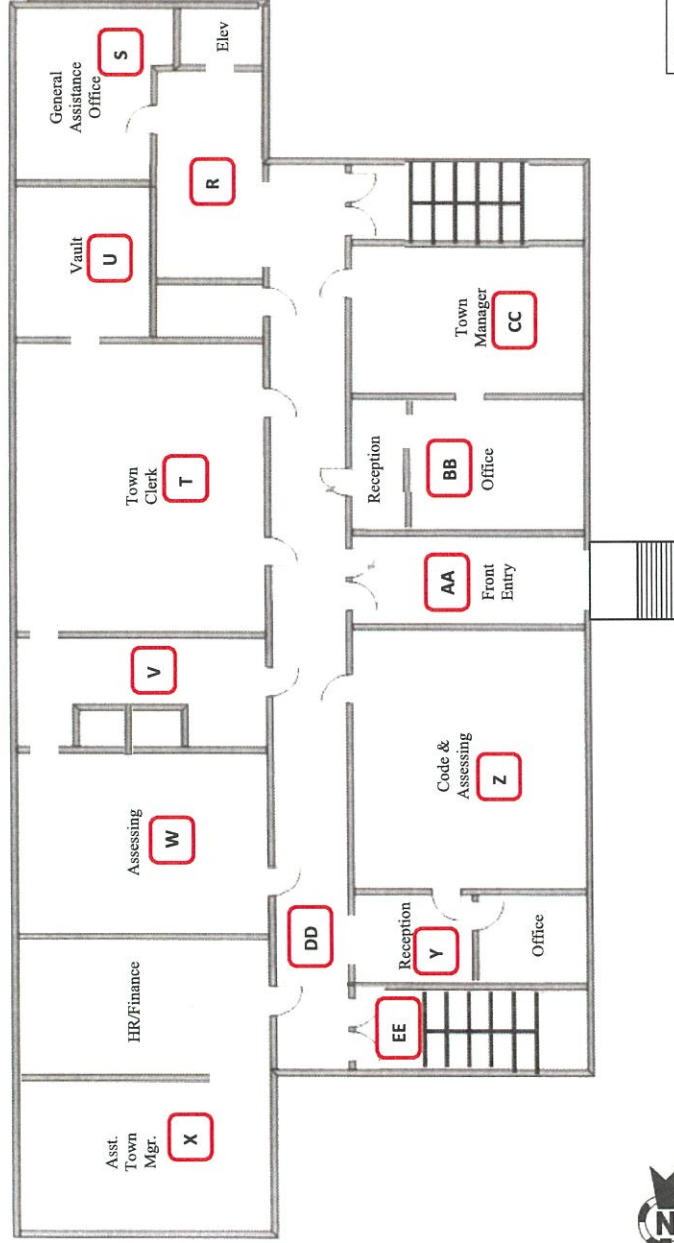
SAMPLING DATE: 10-16-2023
JMB

DRAWING NOT TO SCALE

INDOOR AIR QUALITY/MOLD ASSESSMENT

SOUTH BERWICK TOWN HALL

180 MAIN STREET, SOUTH BERWICK, MAINE



SECOND FLOOR

KEY:

DIRECT READ DATA SAMPLE LOCATION
(Temp/RH/CO/CO₂)

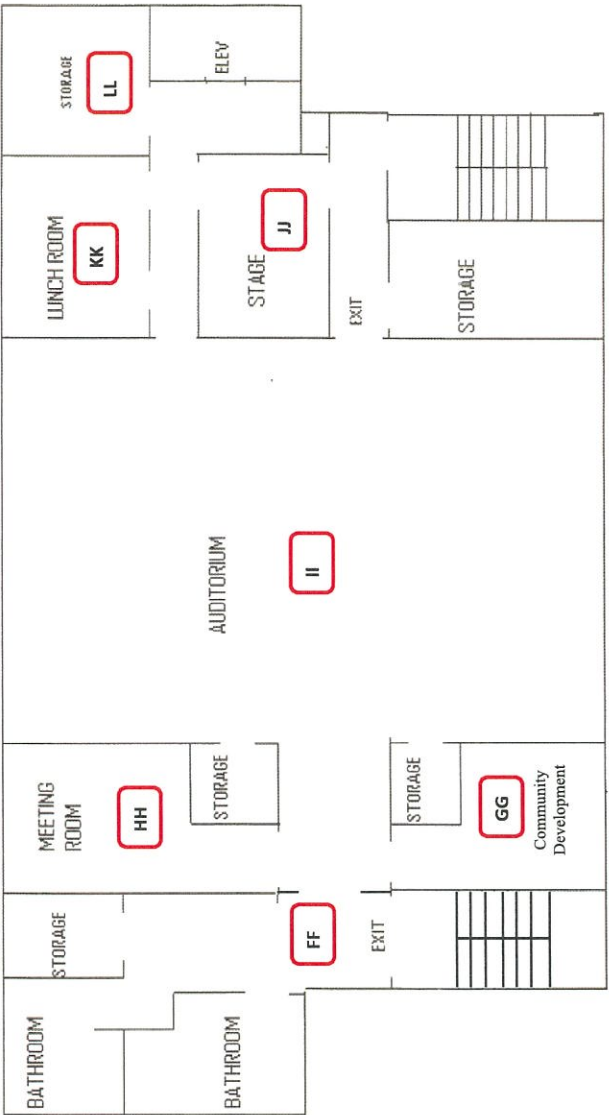


ESHA JOB # 231415

SAMPLING DATE: 10-16-2023
JMB

DRAWING NOT TO SCALE

INDOOR AIR QUALITY/MOLD ASSESSMENT
SOUTH BERWICK TOWN HALL
180 MAIN STREET, SOUTH BERWICK, MAINE



THIRD FLOOR

KEY:

DIRECT READ DATA SAMPLE LOCATION
(Temp/RH/CO/CO₂)



ESHA JOB # 231415

SAMPLING DATE: 10-16-2023

JMB

DRAWING NOT TO SCALE

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 11/14/2023	NB #2
Agenda Item: RFPQ for Town Hall	
Informational:	
Town Manager's Recommendation:	
With the help of Ken Weston and Mike Lassell we have this RFPQ for the Town Hall building.	
Requested Action:	
To Review and ask any questions, we will have this on the next Agenda on 11/28/2023 to approve.	
Vote	

Town of South Berwick

REQUEST FOR QUALIFICATIONS/PROPOSAL

for

Architectural and Engineering Services for the Town Hall Renovation

PART 1 – GENERAL

Project Information

Project: Design Services for Town Hall Renovation
Town of South Berwick
South Berwick, Maine

Project Site: Town Hall
180 Main Street
South Berwick, Maine

Owner: The Town of South Berwick

Owner's Agents: Timothy Pellerin, Jennier Janelle
180 Main Street
South Berwick, Maine

Telephone: (207) 384-3007
Email: jjanelle@sbmaine.us, tpellerin@sbmaine.us

Project Schedule

The work will begin as soon as a firm is selected, and a contract signed. The Town expects the process will engage a steering committee and a public presentation. It is anticipated the process will take approximately 4 months.

Solicitation Intent

The Town of South Berwick is seeking qualified, professional firms to provide design services outlined herein specific to Design Services for the Town Hall Renovation. This solicitation is open to all qualified firms eligible to do business in the State of Maine. Minority and women-owned firms and enterprises are encouraged to participate in this solicitation process.

Existing Facilities and Conditions

The existing town hall was constructed in 1926 as Saint Michael's Parochial School. The facility is an approximately 20,000 square foot, three story, flat roof, load-bearing brick structure. The building is located on Main Street in the central business district with proximity to Central Elementary School, local business, restaurants, services, and the post office.

The building is part of the South Berwick Village District on the National Register of Historic Places and is considered a Contributing Resource to the historic district. In the 1800s, the site was the home of Dr. Charles T. Trafton (1822-1888). St. Michael's School replaced the Trafton residence in 1926 and remained as such until 1968. The town of South Berwick bought the school for its town hall in 1974 for \$85,000.

The building was designed in the classical revival style set back from the street with a broad lawn in front. The façade is composed of thirteen bays, with twenty over twenty windows. The central bay is emphasized with a precast surround at the entry door. In 1980 the town dedicated the front lawn of the town hall to the memory of James Cleary and Raymond Collier, who died in Vietnam. The upstairs auditorium was named in honor of Richard P. Gagnon for his contributions to the community in 1991.

Event Timeline

Town Council review & approval of RFP	11/28/2023
Solicitation release	11/29/2023
Statements of qualifications due	12/20/2023 at 12:00 p.m.
Notification of shortlist	No later than 12/27/2023
(Mandatory) Informational meeting	01/03/2024 at 09:00 a.m.
Deadline for written questions	01/10/2024 at 12:00 p.m.
Response to questions by	01/17/2024
Formal proposals due	01/24/2024 at 12:00 p.m.
Interviews/oral presentations	Week of 02/05/2024
Award announcement	02/13/2024
Holiday closings	12/25/2023; 01/01/2024

PART 2 – PROJECT DESCRIPTION

Project Overview

The Town is seeking design services to better understand the renovation potential for the existing town hall. A prior study provided a square foot renovation cost for ~20,000 gross square feet. Analysis indicates ~11,600 net square feet is required to meet programmatic needs. The project intent is to frame a renovation scope of work that meets the programmatic needs, plans for future expansion, minimizes cost for surplus space, while providing comprehensive code, envelope and system upgrades at a budget that is roughly equivalent to new construction, so the town can evaluate a renovated town hall in its current location vs a new town hall at an alternate site.

Scope of Services Sought

The selected team, under the direction of a designated owner's agent shall:

1. Confirm architectural program developed in a prior study. Full staff interviews have been done and are not required. Confirmation interviews can be facilitated,
2. Provide a concept design that lays out programmatic spaces efficiently, satisfies adjacency requirements and identifies surplus space,
3. Identify architectural features, existing conditions, and design opportunities that will make the renovation unique, relevant to the existing building, the community, and the functional requirements,
4. Identify potential systems to support the concept design including but not limited to mechanical, electrical, plumbing, sprinkler, fire alarm, telecommunications, and security. Develop systems to the level required for accurate cost estimating,
5. Provide an analysis of various HVAC systems to determine the most appropriate for the anticipated load, building type, and space uses,
6. Identify structural components that may require further analysis including roof structure as may be required for additional insulation, walls and foundation for structural integrity and floors for proposed loading conditions. Provide cost allowances where structural improvements are anticipated,
7. Review exterior wall, door, and roof systems. Provide recommendation and associated cost,
8. Review existing report for proposed site improvements. Recommend site improvements and associated costs,
9. Review existing proposals for elevator upgrades and replacement. Provide recommendation and associated cost,
10. Review existing proposals for window replacement. Provide recommendation and associated cost,

11. Provide energy modeling to support window recommendations, insulation strategy, and mechanical system loads,
12. Review existing code analysis. Develop code compliant solutions and associated cost,
13. Provide logistics plan for maintaining operations during construction such as temporary offices and or, phased renovation and associated cost,
14. Review existing cost estimate and provide detailed cost for proposed design broken down by discipline and trade. Include soft costs such as logistics, design fees, insurance, FF&E, AV and IT. Grand totals shall be Total Project Cost and shall include escalation to anticipated midpoint of construction. Evaluate new construction cost from existing reports, adjust and escalate as required so an “apples to apples” comparison can be made.

Deliverables:

1. Concept level floor plans illustrating program layout. Diagrams may be required to communicate scope areas, and level of renovation,
2. Concept level elevations, as required to demonstrate exterior scope of work and to facilitate quantifying scope items for cost estimating purposes,
3. Narrative description of proposed layout, scope items, system descriptions by discipline, and logistics plan,
4. Detailed cost estimate broken out by discipline to a level of detail supported by the design development,
5. Renderings as required to communicate to the public the proposed character of major public spaces,
6. Deliverables shall be assembled into a Final report.

Additional Services:

1. Should the renovation project be deemed viable by the Town Council based on the findings of this study; the Town shall have the option to extend the services of the selected firm to include full design and construction administration.

Existing Documentation

Refer to the Town of South Berwick Website; Town Hall Project Information page for existing documentation.

https://www.southberwickmaine.org/government/town_council/town_hall_project_information.php

Pertinent Information and Special Conditions

Terms: The terms “must”, “shall” and “will” are used interchangeably in this document. All have the same meaning—they are denoting a basic requirement which the A&E firm must provide or perform, or they are denoting an action the owner or designated third party will perform.

Form of Contract

A letter contract Shall be used for the study phase of the project. Should additional services be selected The Town will an AIA contract for review and execution prior to the commencement of the additional work.

Insurance

Awarded firm will be expected to meet the minimum coverage requirements of \$1,000,000 liability insurance. No work will begin until the Owner’s Agent is in receipt of the certificate of insurance.

PART 3 – SELECTION PROCESS

Selection Committee

A committee will evaluate all qualifications submissions. The committee consists of the Town Council including the following:

1. Mallory Cook,
2. John James,
3. Jeffery Minihan,
4. Jessica Cyr,
5. Melissa Costella.

Ex-officio facilitation:

1. Timothy Pellerin, Town Manager,
2. Jennifer Janelle, Assistant Town Manager
3. Kenneth Weston, Volunteer
4. Michael Lassel, Volunteer

Selection Schedule

The selection committee intends to adhere to the Event Timeline in undertaking this solicitation/selection process. Dates and times are subject to change as the process progresses.

Evaluation Process and Criteria

Based upon the information presented in the qualifications submission, the committee will develop a shortlist of the most highly qualified candidates. Short-listed firms will then provide formal proposals and fee submissions and may be invited to individual interviews/oral presentations, following which the committee will identify the successful firm as that which can provide the greatest overall benefit to the owner. However, the Owner reserves the right to make its decision without benefit of oral presentations/interviews. Respondents' submissions will be evaluated based on the following broad criteria:

Qualifications Criteria:

1. Relevant credentials, qualifications and expertise of firm featuring the consultant team being proposed for this project.
2. Relevant and recent past project experience of the design team firm and its consultants. Of particular interest to the selection committee will be experience with renovation projects.
3. Demonstrated ability to complete projects of this nature within tight budget and schedule constraints while meeting high expectations regarding quality and customer service.
4. Ability and experience of the entire design team to provide truly sustainable and integrated design.

Formal Proposal Criteria:

1. Relevant experience of all key personnel proposed for this project, and the time commitment they will make to this project.
2. Experience with design of renovation projects to load bearing brick buildings of this era.
3. Client service in the form of candor, inclusiveness, ability to listen, and spirit of collaboration, and the degree to which all of the above meet or exceed the Town's expectations for functionality, enduring quality, ease of maintenance, and efficiency of operations at a competitive initial cost.
4. Respondent's demonstrated depth of knowledge and understanding of the project objectives and challenges and opportunities including the identification of key design issues and how they will be handled.
5. Respondent's ability to articulate a coherent, plausible approach to this project and its critical elements, using examples from relevant experience.
6. Ability of key personnel to work successfully with the community as perceived by the selection committee.

This is a quality-based selection process. The fee submission will be evaluated after the selection is made. Proposed fee structure may be subject to review and negotiation. Should the selected firm's fee be significantly higher than other qualified firms and negotiations are not successful in reconciling the variance to the satisfaction of the selection committee; the selection committee may choose the next most qualified firm.

Informational Meeting

Finalists will be invited to attend a pre-proposal meeting. See the Event Timeline for date/time and location.

The purpose of this meeting is to provide finalists an opportunity to learn and ask questions about the selection process, clarify and/or receive additional information and details about the intent of this project, its scope, delivery process, and contractual framework, meet key players for the Owner, and visit the site.

Oral Presentations/Interviews

Short-listed firms may be invited to make an oral presentation and to be interviewed by the evaluation committee. However, the owner reserves the right to make its decision without benefit of oral presentations/interviews.

If interviews/presentations are held, each short-listed firm will be forwarded additional information about their oral session following the announcement of the short-list and sufficiently prior to the oral session to permit advance preparation, including time and location information as well as the availability of any audio-visual support. This is the opportunity to demonstrate the depth of knowledge and understanding about this specific design effort and provide compelling evidence of the attributes that set your team apart from the other finalists.

Three areas to be addressed in the presentations:

- It is expected that the primary design architect and the architect's day-to-day point of contact be present and describe their specific experience that is directly relevant to this project. Other key team members may also describe their roles and the specific benefits they bring to this project.
- Describe specific techniques, processes, and/or commitments your design team will apply on this project to create a truly integrated design. Identify what commitment(s) the Owner needs to make to this design effort to achieve a truly integrated design.
- Describe your team's design approach and insights to this specific project using any combination of illustrations of your previous projects, observations about the town's intentions, the site, and the construction budget.

PART 5 – SUBMISSION REQUIREMENTS

General Requirements

All documents will be submitted as a **single attachment in PDF format** to jjanelle@sbmaine.us. Attachments must not exceed 50 MB/each. The submission PDF document should be in the prescribed order in the Format requirements below. The information presented under each heading should confirm strictly to the information and/or issues requested.

Qualifications Submission

Cover Letter – Provide a cover letter indicating the name of the firm(s) making the submission indicating why you're interested in being selected for the project. Include a description of why your firm is well suited for and can meet the needs of this project. Acknowledge receiving any addenda that may have been issued for this RFQ/P. The letter should be signed by the individual(s) authorized to bind the respondent or group to any statements or representations made therein and to represent the information presented as authentic.

Business Information – Provide a brief description of the firm's history, focus and vision.

Relevant and recent experience – Submit at least three, but no more than five, projects completed by the submitting firm(s) within the past seven years. Please emphasize successfully completed projects that are most similar to the proposed project (e.g., successful budget development; renovation of a load bearing brick building and/or having significant sustainable design features). Provide images of interior and exterior for each project submitted.

Respondent's Team - Identify Respondent's key personnel—briefly note relevant experience (e.g., with this facility type and/or municipal projects). It is important to indicate if the experience was with the current firm or a past firm (please identify the past firm as appropriate). Identify all major sub-consultant disciplines proposed for project team. Provide firm names if known.

Finalist Proposal Submission: (Short-listed firms only)

Additional specific information concerning the content and format requirements for the proposal may be forwarded to the finalists selected to submit proposals. At minimum, the formal proposal shall contain the following:

Executive summary - Acknowledge receiving any addenda that may have been issued for this RFQ/P. The executive summary should be signed by the principal responsible of the firm.

Relevant Credentials, Qualifications and Experience - Provide resumes for all employees who will be assigned to this project; expand upon the information submitted with your qualifications package. Describe prior project experience that is most relevant to this specific project. List what projects these employees are currently working on and in what capacity. Note when their current responsibilities end. List any subconsultant firms to be engaged and provide similar information for their key personnel. Note each individual's recent (five years) experience on similar projects.

Approach to this Project – Provide a brief narrative outlining the significant challenges and/or opportunities of this project. Reference your experience on previous projects and how that experience fits this one. Identify the critical elements that need to be skillfully addressed in order to deliver a successful project; include any options worthy of exploration. This section can be seen as an opportunity for the respondent to illustrate that they understand the requirements, scope and intent of the project.

Project Schedule – Outline the key tasks overall. Include recommended durations for each; note approximate start/complete dates for the services requested in Section 2.3. Provide a schedule that will allow for the successful completion of the project that meets the town's programmatic needs and quality expectations.

Deliverables – Stipulate the specific deliverables your firm will provide to meet the needs of this project.

Fees

The proposed fee submission should not be included in the proposal pdf. **The fee proposal is to be a separate PDF document.**

END OF DOCUMENT