Saco Coastal Waters Commission
Minutes of the May 2, 2007 Meeting

I. Call Meeting to Order – At 7:05 p.m. a Saco Coastal Waters Commission meeting was held at City Hall.

II. Roll Call of Members – The members present constituted a quorum. The members present: Chairman Joseph Stephenson, Vice-Chairman Robert Morowski Jr., Treasurer Robert Barris, Todd Stewart, and Mike Gray. Also present: Harbormaster Don Abbott (7:25 p.m.), Asst. Harbormaster Daniel Chadbourne, and Deputy Director of Public Works Mark Lorello. Wayne Hutchins (Notified), and Peter Scontras were absent this evening.

III. Approval of Minutes – April 4, 2007

Mike Gray moved, Robert Barris seconded to approve the April 4, 2007 minutes as written. The motion passed with five (5) yea's.

IV. General

A. 5000 Account Review

Treasurer Robert Barris reviewed the April Revenue and Expenditure Activities.

Todd Stewart moved, Robert Morowski seconded to approve the April Revenue and Expenditure Activities with the changes noted. The motion passed with five (5) yeas.

A copy of the April Revenue and Expenditure Activity is on page 3 as Attachment A.

V. Old Business

B. Security Issues at the Pier – Closed Circuit TV System – Update

Camera #3 is out. The conduit & wiring will be replaced, which should be done this week. Mark Lorello will be looking into getting prices for "in conduit". There is an opportunity to get FEMA money to correct some of the camera problems, such as getting "in conduit", so in the future if there are other storms or surges, the equipment would be protected.

A. Hoist & Pylons – Update

Mark Lorello let the Commission know that Physical Engineering LLC was having problems getting a performance bond. Mark Lorello and Rick Michaud met to discuss the problem, and agreed that instead of getting the performance bond, the contractor would instead get paid at the end of the job. Language will be added to the contract to reflect this change. The Commission decided that it wouldn't work for them to have 2 hoists down at the same time. So they discussed this alternative: To give the contractor 60 days to do the 1st hoist, then the contractor would have 30 days to install the 2nd hoist, and the Lobsterman/Fisherman/Charter boats would still be able to conduct their daily business. Mark Lorello will be talking to Physical Eng. to see if this would work for them, and to get a time and material estimate for the 2-3 hoist inspections.

C. New Mooring Applications for Renewal & Initial Mooring Applicants

Robert Barris moved, Robert Morowski seconded to TABLE this to next item until next month. The motion passed with five (5) yeas.

D. Automated Ticket Dispenser System for Parking Lot & Review of Parking Fees

Robert Morowski presented product specifications for a Ticket Issuing Machine TIM-2341 ($3,000), Card Controller MCO-630 ($900), On-Line Access Control System OCC-4344 ($900), and a Universal Gate UG-141 ($2,500). The prices on the spec’s don’t include installation which was estimated to be around $1200 - $1500. Robert Morowski will also be getting a quote on a Cash machine (Cash, Credit Card, Debit Card). Mark Lorello
will be checking to see if new Grant monies would help pay for this type of equipment. There is also the ability to add on to the system down the road. We can start off basic and grow as costs and needs are available.

A copy of all these product specifications is on page 4 as Attachment B.

VI. New Business
   A. Biddeford Harbor Comm. Meeting – Report from Saco C.W.C. Representatives

Joe Stephenson and Bob Barris attended the meeting. They found out that the current members on Biddeford’s Harbor Commission (B.H.C.) haven't seen either the River Committee Inter-local Agreement, or the River Patrol Inter-local Agreement. B.H.C. has invited Saco Coastal Waters Comm. (S.C.W.C.) members to a Workshop on May 9th at 7:00 p.m. at the Bidd. Central Fire Station. The workshop is to discuss: headway speed, signage on the river, and other mutual interest projects. B.H.C.'s regular meeting will be May 17th at 7:00 p.m. at the Central Fire Station. B.H.C. members understood that the S.C.W.C. had to protect its interests (motion for $18,000), and are on the same page as Saco members regarding the Patrol Boat. B.H.C. stated there was no hurry to buy a boat. All the costs associated with the patrol boat such as trailer, light bar, lettering, radar need to be defined. Also, they mentioned that this Patrol Boat Service could actually be contracted out if necessary through the Marine Patrol. Biddeford’s current patrol boat needs some minor fixing, but could be used once fixed. S.C.W.C. members had some concerns over the River Patrol Agreement that was drafted by Chief Beaupre. They wanted to know who the Police Chief's would be accountable too. They felt that the S.C.W.C. and B.H.C. should have input in the agreement. It was also mentioned that it would be less confusing having only one Inter-local Agreement that addresses all concerns, rather than having multiple Inter-local Agreements. Todd Stewart mentioned that if there was a full-time paid Harbormaster, the river patrol could be a part of his/her job, and they wouldn't have to rely on the Police Dept.

After the May 9th Workshop, the S.C.W.C. will have a better idea of how they will want to proceed with these Inter-local Agreements.

Robert Barris moved, Todd Stewart seconded to rescind last month's motion to provide matching funds ($18,000) for the acquisition of a joint harbor boat with the conditions that management be immediately under the direction of the Saco River Committee-Joint Inter-local Agreement, and that funding sources be allocated through mooring fees & boat registration excise taxes and a joint Harbormaster position between the Cities be created before the expiration of the fiscal year ending June 30, 2008. The motion passed with four (4) yeas and one (1) abstention.

Robert Morowski moved, Todd Stewart seconded to adjourn at 9:35 p.m. The motion passed with five (5) yeas.

Attest Michele L. Hughes, Recording Secretary Date Approved June 6, 2007
# Saco Coastal Waters Commission's Revenue and Expenditure Activities

## Detail of Changes Between April 01, 2007 and April 30, 2007

### Revenues

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<tr>
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**Total New Revenues** $1,730.00

### Expenditures

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**Total New Expenditures** $10,285.99

**Net Change for period** -$8,555.99
Ticket Issuing Machine TIM-2341

Ticket Issuing Machine for standard parking applications utilizing non-machine readable tickets. Tickets are issued by a compact mechanism employing a thermal printer so there are never any ribbons to replace. The number of moving parts is reduced and reliability is greatly enhanced. All control circuitry is contained in one self-contained controller. All ticket machines use the same controller, simplifying maintenance and reducing the need to stock parts. An LCD on the face of the machine displays the current time. Programming of the machine is done through a hand held key pad.

A. HOUSING

The base shall be weatherproof and constructed of heavy gauge steel not less than #14 gauge. All seams and joints shall be electric bead welds. No spot welds shall be acceptable for base construction.

The base of the housing shall be provided with risers which shall keep the floor of the base off the mounting surface in order to provide air circulation beneath the housing, thereby drying water or dampness which could cause rust. This feature shall be provided to lengthen the life of the housing. Access to the inside of the base shall be provided by 2 flush, full length key locked doors. One door shall access the ticket magazine, one door shall access the controller.

The finish shall be two coats of baked enamel finish applied over a suitable primer.

The ticket magazine shall be removable in order to speed restocking of tickets. The capacity of the magazine shall be a minimum of 5000 fan-folded tickets. The magazine shall be capable of holding tickets from 2" to 3" in width.
TICKET ISSUING MACHINE TIM-2341

Product Specification

The housing shall contain 2 separately locked compartments; the bottom (base) compartment containing the tickets and ticket issuing machine controller and the top compartment containing the issuing mechanism.

The hood or top section of the housing shall be hinged for easy access to the mechanism and electrical connections.

B. TICKET ISSUING MECHANISM

The mechanism shall be one complete assembly providing all necessary connections to the controller. The printing method shall be thermal.

To prevent rust and corrosion, all mechanism components shall be plated. All mounting bolts, hardware, etc., shall also be plated.

The mechanism shall be capable of issuing a standard 2" X 5" ticket at a rate of 60 per minute. Tickets shall be cut off before being issued. No portion of the ticket shall be in a position permitting handling before it is cut off completely.

A sensor in the throat of the mechanism shall prohibit issuing of any additional tickets as long as a ticket remains in the throat of the machine.

The current time, date and lane number of the ticket machine shall be printed on the ticket in man readable form at the time it is issued. Additional printing (custom messages) shall be available.

C. TICKET ISSUING CONTROLLER

All control logic shall be contained in one easily removable circuit board. All field wiring to the controller shall be made on easily accessible screw terminals. All controllers shall be identical and completely interchangeable with any other controller.

A backlit LCD display on the face of the mechanism shall display the current time and date. When a ticket is issued, the LCD shall display the message: "PLEASE TAKE TICKET". Custom messages shall be available upon request.

Time, date and operating parameters shall be programmed via a hand held key pad. The key pad shall plug directly into the controller board. The controller shall contain a battery backup in case of power failure and maintain all programming for a minimum of 72 hours.
TICKET ISSUING MACHINE TIM-2341

Product Specification

The controller shall contain inputs and outputs for connection and control of peripheral equipment. The following inputs shall be provided:

* Loop occupied (arming)
* Issue ticket
* Low ticket sensor
* Inhibit (stops issuing of tickets in a lot full condition)

The following outputs shall be provided:

* Raise gate
* Out of service (activate full sign or switch red/green light)

D. TECHNICAL DATA

Ticket
Thermal printing, 2" x 5" standard custom sizes available

Printing Method
Thermal

Mechanical
49" H X 14 3/4" W X 27" D
(1245mm X 375mm X 686mm)

Weight
110 lbs. (50 Kg)

Power
110-220VAC, 50/60Hz, 3Amps

Environmental
Operating temperature: -5 deg. F to 160 deg. F (-20 deg. C to 70 deg. C)
Ticket Issuing Machine Housing Dimensions:

Base mounting plan

6" x 12'
152 mm x 305 mm
Opening for conduits

For 5/8" anchor bolt
CARD CONTROLLER MCO-630

Product Specification

Card Controller provides simple low-cost card access for facilities where an electronic or computerized system is not needed. The reader can be pedestal or wall mounted. All cards for a particular location are identically coded so that anyone with a card can utilize the reader. Over 1 million code combinations are possible. The reader requires no power to operate and has a simple normally open contact that can actuate doors, gates, etc. when a card with the proper code is read.

A. CARD READER

The card reader shall be a magnetic device capable of reading areas of discreet magnetic influence electronically coded in a plastic card. The reader shall require no external source of power.

A minimum of 10,000 periods or code changes shall be possible without changing the reader. Code changes shall be accomplished by changing code plates or matrix cards in the reader.

Insertion of a card with the correct code into the reader shall cause a contact closure. Cards without the proper code will have no effect on the reader.

The card reader housing shall be a weather proof enclosure of #14 ga. aluminum with a lockable front plate. The enclosure shall be suitable for wall or pedestal mounting.

B. CONTRACT I. D. CARD

The contract I. D. card shall be a heavy duty plastic card 3 3/8" X 2 1/8" with a barium ferrite core.
CARD CONTROLLER MCO-630

Product Specification

The card shall be capable of being magnetically encoded to operate the series MCO-630 reader. The construction of the card shall permit recoding, thereby eliminating the need for purchasing new sets of cards each time the system code is changed.

It shall be possible to add custom imprinting as well as I.D. pictures to the cards.

C. TECHNICAL DATA

Power magnetic, no power required
Output normally open contact
Dimensions 8 1/2" W X 8" D X 5" H
(215mm x 203mm x 127mm)
Weight 3 lbs. (1.3 Kg)
Environmental Operating temperature: -5 deg. F to 160 deg. F (-20 deg. C to 70 deg. C)
CARD CONTROLLER MCO-630

Product Specification

Card Controller pedestal mounting diagram:
ON-LINE ACCESS CONTROL SYSTEM
OCC-4344
Product Specification

On-line card access control system utilizing a PC as the central computer. Up to 128 card readers can be connected to the system. Total card capacity is 16000 and 32 time zones and 32 access levels can be programmed. Anti-passback is provided for parking applications. A data base is provided so that a record of each card holder can be kept. Information such as names, addresses, phone numbers and license plate numbers can be recorded. The data base can be searched based on a variety of criteria. The card readers can utilize a variety of reading technologies including Wiegand (standard), proximity, mag-stripe and bar-code.

A. SYSTEM OVERVIEW

The OCC-4344 shall be a programmable card access control system based on an IBM compatible PC operating in a real-time multitasking environment. It shall be able of communicating with a total of 256 card readers or other devices (alarms, smoke detectors etc.) via RS-485 communication. It shall have a maximum capacity of 16000 cards. Each card can be assigned to one of 32 Access Levels and one of 32 Time Zones. The OCC-4344 shall be capable of monitoring contact alarms and of providing an audible alarm if an input has been triggered. A customer database shall contain information on all card holders such as name, address, phone number, etc. The OCC-4344 shall store all transactions on its internal hard-disk drive. From the keyboard, the operator shall be able (on-line) to validate or invalidate any card or groups of cards, change and define Time Zones and Access Levels, search the memory and hard-disk files for certain transactions, control anti-passback, and print a variety of reports to a printer.
ON-LINE ACCESS CONTROL SYSTEM
OCC-4344
Product Specification

B. GENERAL REQUIREMENTS

The Central CPU shall have a minimum of 32 MB of RAM memory, 1 floppy disk drive, 1 hard disk, 1 serial port, and 1 parallel port. The software shall be a Microsoft Windows application capable of operating concurrently with other programs.

C. GENERAL OPERATION

The OCC-4344 program shall be executed automatically upon start up of the computer. The operating system as well as the complete program and all data shall be stored on the hard-disk drive. The current time and date shall be retrieved from the systems internal battery-backed clock/calendar.

The OCC-4344 shall communicate with all readers via the RS-485 standard. A maximum of 8 lines with a capacity of 32 readers per line shall be provided. The CPU will poll every reader at least once every 1/2 second. When a card is inserted into a reader, the readers microprocessor will make all required validity checks. If the validity checks are satisfied, the reader will transmit to the CPU the serial number of that card. If an error is detected, the computer will request a retransmission. Once the serial number has been transmitted to the central unit, the CPU will make the following checks:

A. Is the card valid?
B. Does the cards access level permit its use at this reader location?
C. Is this a valid time zone for this card?
D. Is the card being used in the proper sequence?

If any of these criteria are not met, access will be denied to that particular card. Each use of a card will be displayed on the screen accompanied by a message describing the type of transaction taking place. All transaction shall be recorded and stored on hard-disk as they occur.

D. USER INTERFACE

The OCC-4344 shall have a menu driven user interface conforming to the Windows standard. All important system functions shall be password protected in order to prevent unauthorized access.

E. CARD HOLDER DATABASE
ON-LINE ACCESS CONTROL SYSTEM
OCC-4344

Product Specification

The OCC-4344 shall provide a database capable of storing information on all card holders. Each record of the database can be associated with a specific card and contain the address, company, phone number, account number, license plate number and, optionally, the status of the card.

A variety of reports shall be provided to furnish information on all customer records as well as all card transactions. Complete copies of all records can be printed. It shall be possible to search the database for specific information or records based on card status, valid cards, invalid cards, names, license plate numbers, card number or pre-defined keywords.

F. SYSTEM CARD READER

The card readers shall perform all code reading. The reader module shall be housed in a high impact enclosure for complete protection from weather and tampering and will be immune to moisture, temperature and environmental hazards. It shall be possible to place the associated electronics in a protected location in order to avoid tampering, vandalism or abuse.

The reader electronics shall provide an intelligent interface between the reader and the central computer. It shall read a code from a card and check it for proper bit pattern, direction of read and proper system code. If any of the tests are not satisfied, the red light on the reader face plate will light and no further action is taken until the card is re-inserted.

When the card has been correctly read, its number is transmitted to the central computer which checks the cards validity (see paragraph C). If there is no response from the central computer after three seconds, the reader will open the door or gate on its own initiative.

G. ACCESS CARD

The access card shall be laminated vinyl with no visible coding, holes, raised lettering or surface magnetic stripes. It shall be impossible to change or erase the information contained in the card by exposing it to electro-magnetic fields or physically alter the card without destroying the card. It shall be possible to add pictures and other information to a card for company ID systems.
H. TECHNICAL DATA

Central Computer:

CPU: Pentium class PC, 266Mz or higher processor with 32MB of RAM, 1.44MB floppy disk drive, 4GB hard disk drive, color VGA adaptor, parallel printer port and serial port

Printer: ink-jet or laser printer

Monitor: color VGA (650 X 480)

Power Requirements: 115VAC, 60Hz, 1A (220VAC switchable)

Operating Temperature: 50 deg F to 110 deg F
(10 deg C to 40 deg C)

Field Wiring: Termination cabinet with terminals for each communication line and a prefabricated cable for connection to the CPU

Software:
- up to 16000 cards
- 32 time zones
- 32 access levels
- 256 readers
- anti-passback
- customer database

Card Reader:

Reader Electronics: Zilog Z180 8 bit processor

Memory: 256KB RAM, 256KB ROM

Clock: 9.14MHz crystal controlled

Communications: RS-485 asynchronous 8 bit ASCII

Transmission Speed: 9600 baud

Output Contacts: 1 Form C relay for gate or door open
ON-LINE ACCESS CONTROL SYSTEM
OCC-4344
Product Specification

- Contact: 4 alarm or lane counting contacts
- Mounting: Wall or pedestal mount enclosure:
  - 5" H X 8 1/2" W X 8 1/4" D.
  - (Contact factory for other mounting options.)
- Operating Temperature: 14 deg F to 122 deg F
  - (10 deg C to 50 deg C)
  - Humidity: 90% hot condensing at 40 degrees C
- Field Wiring: Factory provided prefabricated connector
- Power Requirements: 12VDC, .2Amps

Access Card:
- Card Material: Highly durable plastic compound
- Coding Method: Wiegand or Proximity technology, no visible coding, non-erasable
- Coding Capacity: 24-36 bits per card
- Dimensions: 2 1/8" X 3 3/8" (credit card size)
- Options: Pictures or custom imprinting on cards
UNIVERSAL GATE UG-141

Product Specification

Barrier gate for standard parking applications. The gate arm is directly connected to the gearmotor by a steel shaft. This eliminates the need for belts and chains. Harmonic crank motion eliminates the need for mechanical brakes. All gate control circuitry is contained in sealed, plug-in controller that can be replaced in seconds. Every gate controller is identical and is completely interchangeable, reducing maintenance requirements and the need to stock parts. The Universal Gate will work in conjunction with any ticket spitters, card readers or loop detectors offering the highest degree of security and flexibility with the lowest maintenance costs.

A. HOUSING

The housing shall be weather proof and constructed of heavy gauge steel not less than #14. All seams, joints and supports shall be electric bead weld. Spot welds are not acceptable for housing construction. Access to the motor compartment shall be provided by a removable top cover secured by latches located inside the housing. Access to the interior of the housing shall be provided by a key locked door. The door and top shall be designed to retard unauthorized entry, tampering and vandalism. An opening of 6" X 12" shall be provided at the bottom of the housing for conduits and field wiring. The finish shall consist of at least two coats of baked enamel applied over a suitable primer.

B. CONTROL CIRCUITRY

All control circuitry, logic, motor starting circuitry, etc., shall be contained in one easily removable sealed housing hereinafter referred to as the gate controller. All electrical connections to the gate controller shall be made with pluggable terminal blocks. One
standard gate controller shall be capable of providing all system logic as well as manual functions. The gate controller shall provide inputs for connection of any peripheral equipment such as loop detectors, ticket machines, card readers, etc. The operating mode of the gate shall be determined by routing the control wires of these devices to their proper inputs. No re-programming of the gate controller shall be necessary. A manual UP/DOWN switch shall be provided.

C. GEAR MOTOR

The gate arm drive assembly shall be directly gear driven by a gear motor. No belt, pulley, or chain drive shall be acceptable. The 1/3 H. P. motor shall conform to NEHA standards. The motor shall be instantly reversible electrically via bi-directional solid state AC switches driven by solid state trigger circuits located inside the gate controller. No mechanical stops, breaks, clutches, etc., shall be acceptable. Vertical and horizontal gate arm stopping positions shall be controlled by independently adjustable micro-switches. The micro-switch assembly shall be located on the gear motor. Provisions shall be made for easy field adjustment.

D. GATE ARM

Gate arm length shall be a maximum of 12 feet. The gate arm shall be clamped to the unit by means of a screw on bracket in order to provide a break-away feature. Remounting of gate arms shall not require the drilling of holes.

E. OPTIONS

1. An articulating gate arm shall be provided for installations with limited overhead clearance. The gate arm shall be two wooden pieces driven and firmly supported by metal side brackets and a single adjustable steel rod. Wood side brackets shall not be acceptable.

2. A gate arm rebound feature shall be provided in-case an object is struck by the gate arm. If the gate arm comes into contact with an object during the closing cycle, sufficient non-destructive pressure shall cause the gate motor to instantly reverse and return the gate arm to the full open position. Pressure applied to the gate arm while in the full closed position shall not activate the motor to raise the arm. The rebound sensor shall be a part of the gate arm drive shaft contained within the locked gate housing. Positive electrical contact of this feature shall be provided to prevent recycling. A timer can be incorporated in the gate circuitry to automatically lower the gate arm after a rebound activation providing the closing loop is not occupied by a vehicle.
3. A heater controlled by a thermostat shall be provided for installations operating in cold climates.

**E. TECHNICAL DATA**

| Housing                        | weather proof #14 Ga steel construction
|                               | flush, tamper proof full length door
|                               | removable hood for easy access
|                               | off the ground rust resistant feet
|                               | two coat baked enamel finish
| Motor drive                    | 1/3 HP heavy duty motor direct drive
| Gate arm                       | wooden arm up to 12ft. (3.5m)
|                               | PVC or aluminum arms optional
| Control circuitry             | sealed, self-contained plug-in controller
| Power                         | 110VAC, 60Hz, 10Amps (220VAC, 50Hz, 6Amps optional)
| Environmental                 | Operating temperature: -5 deg. F to 160 deg. F
|                               | (-20 deg. C to 70 deg. C)
| Mechanical                    | 46" H X 18 1/4" W X 12 1/4" D
|                               | (1170mm X 460mm X 310mm)
| Weight                        | 200 lbs. (91 Kg)
UNIVERSAL GATE UG-141

Product Specification

Universal Gate Housing Dimensions:

Base mounting plan

6" x 12"
152mm x 305mm
Opening for conduits

For 5/8" anchor bolt

1 1/2" 38mm

15" 381mm

9" 228mm