



**SELECT BOARD  
MEETING MINUTES  
FEBRUARY 1, 2011**

**6:00PM WORKSHOP/EXECUTIVE SESSION**

Meeting called to order at 6:00pm for purpose of conducting the interviewing workshop.

Motion made and seconded to go into Executive Session at 6:21pm for a Personnel Issue (Pursuant to Title 1, Chapter 13, Subchapter 1, 405.6.A); approved 4-0.

Motion made and seconded to come out of Executive Session at 7:10pm; approved.

No decision was made during Executive Session.

**1.0 CALL TO ORDER**

Meeting called to order at 7:15pm.

Members present: Donato Tramuto, Chairman  
Phil Cavaretta, Vice Chairman  
Jacqueline Bevins  
Graham Simonds

Others present: Thomas A. Fortier, Town Manager

**2.0 PLEDGE OF ALLEGIANCE**

Those in attendance recited the Pledge of Allegiance.

**3.0 REQUEST TO APPROVE SELECT BOARD MINUTES**

There were no minutes available for approval.

**4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**

**4.1 Application for Appointment – Budget Review Committee**

**020111-01** Motion made by Phil Cavaretta and second by Jacqueline Bevins to approve the appointment of Kenneth R. Walsh as 2<sup>nd</sup> Alternate to the Budget Review Committee, term to expire June 30, 2011; approved 4-0.

4.2 Application for Appointment – Parks & Recreation Committee

This agenda item was table until the next meeting of the Select Board.

4.3 Annual Registrar Appointment – Judy Shaw-Kagiliery, Town Clerk

To appoint the Registrar and Deputy Registrar Pursuant to M.R.S.A. Title 21-A § 101

**020111-02** Motion made by Phil Cavaretta and second by Jacqueline Bevins to appoint Judy Shaw-Kagiliery as Registrar and Christine L. Murphy as Deputy Registrar for a two-year period, term ending December 31, 2012; approved 4-0.

**5.0 PUBLIC HEARINGS, PRESENTATION**

Motion made by Phil Cavaretta and second by Jacqueline Bevins to open the Public Hearing at 7:19pm; approved 4-0.

Fire Chief Ed Smith gave a short presentation to the audience regarding the importance of keeping roofs and vents clear of snow build-up.

5.1 Wells-Ogunquit CSD Update - Elaine Tomaszewski, Superintendent of Schools

Elaine Tomaszewski, Superintendent of Schools for the Wells-Ogunquit Community School District was in attendance to review with the Ogunquit Select Board the “Futures Search”, “Mission Statement”, “Vision Statement” and “District Wide Initiatives” of the Wells-Ogunquit CSD.

5.2 Anchorage by the Sea - Malt, Spirituous and Vinous License Renewal

Recommended for approval by the Police Chief, Fire Chief and the Code Enforcement Officer; there were no comments or questions from the Select Board or the public in attendance.

**020111-03** Motion made by Phil Cavaretta and second by Jacqueline Bevins to approve the Malt, Spirituous and Vinous License renewal for Anchorage by the Sea; approved 4-0.

5.3 Bessie’s - Malt, Spirituous and Vinous License Renewal

Recommended for approval by the Police Chief, Fire Chief and the Code Enforcement Officer; there were no comments or questions from the Select Board or the public in attendance.

Selectman Bevins recused herself from action on this agenda item.

**020111-03** Motion made by Phil Cavaretta and second by Graham Simonds to approve the Malt, Spirituous and Vinous License renewal for Bessie’s; approved 3-0, Bevins abstaining from the vote.

5.4 Perkins Cove Lobster Shack - Malt, Spirituous and Vinous License Renewal

Recommended for approval by the Police Chief, Fire Chief and the Code Enforcement Officer; there were no comments or questions from the Select Board or the public in attendance.

**020111-04** Motion made by Phil Cavaretta and second by Graham Simonds to approve the Malt, Spirituous and Vinous License renewal for Perkins Cove Lobster Shack; approved 4-0.

5.5 Anchorage by the Sea – Amusement License Renewal

Recommended for approval by the Police Chief, Fire Chief and the Code Enforcement Officer; there were no comments or questions from the Select Board or the public in attendance.

**020111-05** Motion made by Phil Cavaretta and second by Graham Simonds to approve the Amusement License renewal for Anchorage by the Sea; approved 4-0.

5.6 Perkins Cove Lobster Shack – Amusement License Renewal

Recommended for approval by the Police Chief, Fire Chief and the Code Enforcement Officer; there were no comments or questions from the Select Board or the public in attendance.

**020111-06** Motion made by Phil Cavaretta and second by Graham Simonds to approve the Amusement License renewal for Perkins Cove Lobster Shack; approved 4-0.

5.7 Main Beach Public Attendants Booth - Thomas A. Fortier, Town Manager  
To review possible designs for a new Visitor Services Booth at Main Beach

Town Manager Fortier gave a brief slide show presentation on types of booths that are available to replace the attendants' booth at Main Beach.

Motion made by Phil Cavaretta and second by Jacqueline Bevins to close the Public Hearing at 7:55pm; approved 4-0.

**6.0 ADMINISTRATIVE ITEMS – UNFINISHED BUSINESS**

6.1 Order for the April 5, 2011 Special Town Meeting – Judy Shaw-Kagiliery, Town Clerk

**020111-07** Motion made by Phil Cavaretta and second by Jacqueline Bevins to accept, as written, the order for the April 5, 2011 Special Town Meeting; approved 4-0.

**7.0 ADMINISTRATIVE ITEMS – NEW BUSINESS**

7.1 Special Event Permit Application – Karen Arel, Chamber of Commerce  
To review for approval Special Event Applications for Chamber of Commerce events for 2011, 2012 and 2013

- a. Patriot's Day
- b. Labor Day Weekend Sidewalk Sale
- c. OgunquitFest

d. Christmas by the Sea

**020111-08** Motion made by Phil Cavaretta and second by Jacqueline Bevins to approve the Chamber of Commerce Special Event Applications for Patriot’s Day 2011, OgunquitFest 2011 and Christmas by the Sea 2011; approved 4-0.

**020111-09** Motion made by Phil Cavaretta and second by Graham Simonds to approve the 2011 Labor Day Sidewalk Sale with the following stipulations: To allow the owners of BUSINESSES in Ogunquit to sell in front of their Property their merchandise and food on the sidewalks of Ogunquit from 8:00am to 8:00pm on Saturday, September 3, 2011 [rain date of Sunday, September 4, 2011] with the stipulation that the sidewalk is to remain passable at all times for pedestrian travel. No merchandise from other vendors will be allowed except that of the actual town business. The Town of Ogunquit Business Registration must be paid to participate in the event.

Southern Maine Aids Walk/Run Weekend, May 7<sup>th</sup>, 2011

7.2 Preliminary Capital Improvement Project Requests - *Thomas A. Fortier, Town Manager*  
Recommendation by Town Manager Fortier on the Preliminary CIP requests

Overview of the Capital Improvement Project requests was presented by Town Manager Fortier.

7.3 Preliminary Operating Budget Requests - *Thomas A. Fortier, Town Manager*  
Review of Operating Budget requests as submitted by Department Heads

Overview of the Operating Budget requests was presented by Town Manager Fortier.

7.4 Town Manager Contract Renewal – *Donato Tramuto, Chairman*  
Select Board action to determine Town Manager Contract Renewal

**020111-10** Motion made by Graham Simonds and second by Jacqueline Bevins to increase the Town Managers annual salary from \$89,000 to \$99,000 effective on the renewal date of February 23, 2011 and for the accomplishments of last year’s goals, a performance bonus of \$10,000. The Select Board to define goals and objectives in the new two-year contract which would allow the potential of a \$10,000 performance bonus for next year (2012), subject to evaluation by the Select Board; approved 4-0.

**8.0 MISCELLANEOUS BUSINESS – ORAL & WRITTEN COMMUNICATIONS – FOLLOW-UP**

**8.1 Public**

There were no comments or questions from the public in attendance.

**8.2 Select Board**

The next meetings of the Select Board will be the Budget Meeting on February 19<sup>th</sup> and the Regular Meeting on February 22<sup>nd</sup>.

**Selectman Cavaretta** – commended the Public Works Department for the fine job that they have been doing during the frequent winter storms.

**Selectman Simonds** – “we’ve got a good thing going, let’s keep it going”

**8.3 Town Manager**

Town Manager Fortier notified the Select Board that, due to the forecast of a severe storm, town offices will be closed on Wednesday, February 2, 2011.

**8.4 Executive Session**

Motion made by Jacqueline Bevins and second by Graham Simonds to go into Executive Session at 8:45 pm to discuss Personnel (Pursuant to Title 1, Chapter 13, Subchapter 1, 405.6.A); approved 4-0.

Motion made by Jacqueline Bevins and second by Graham Simonds to come out of Executive Session at 9:20pm; approved 4-0.

**9.0 ADJOURNMENT**

Motion made by Graham Simonds and second by Jacqueline Bevins to adjourn the meeting at 9:25pm; unanimous vote to adjourn.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager