



**SELECT BOARD  
MEETING MINUTES  
MARCH 20, 2012**

**5:00PM - COMMITTEE INTERVIEW**

To interview an applicant for the Bike-Ped Committee

The Selectmen interviewed one applicant for the Bike-Ped Committee.

**5:15PM - BUDGET MEETING**

To finalize the 2012-2013 CIP and to review the 2012-2013 Operating Budget

The Select Board and Budget Review Committee met to review and come to a concurrence regarding the proposed Capital Projects for FY 2012-2013. The following preliminary, informal recommendations were the result of the meeting:

<u>CIP Expenses</u>	<u>Select Board</u>		<u>Budget Review Comm.</u>	
General Government CIP/Signs	no funding		no funding	
Parks & Recreations - Tennis Courts	\$10,000	5y-0n	\$10,000	3y-1n
Police CIP/Equipment	\$10,000	5y-0n	\$10,000	4y-1n
Police CIP/Vehicle	\$30,000	5y-0n	\$30,000	5y-0n
Fire CIP/Equipment	no vote at this time		no vote at this time	
Fire CIP/Pumper Replacement	no vote		no vote	
PWD CIP/Infrastructure/New Town Garage	\$790,000	5y-0n	\$790,000	5y-0n
PWD CIP/Infrastructure/Septic/Roof/Heat Old Garage	no funding	5y-0n	no funding	5y-0n
PWD CIP/Infrastructure/Salt Shed Roof/Doors	no funding	5y-0n	no funding	5y-0n
PWD CIP/Infrastructure/Rip-rap @ Main Beach	\$50,000	5y-0n	\$50,000	5y-0n
PWD CIP/Paving Capital Reserve	\$229,000	5y-0n	\$200,000	5y-0n
PWD CIP/Sweeper	no funding	5y-0n	no funding	4y-1n
PWD CIP/Heavy Duty Plow Truck	no funding	5y-0n	\$40,000	5y-0n
PWD CIP/One-ton Dump Truck w/plow & sander	\$65,000	5y-0n	\$65,000	4y-1n
Harbormaster CIP/Rip-Rap Perkins Cove	no funding	5y-0n	no vote	
Harbormaster CIP/P. Cove Bridge Spans	\$30,000	5y-0n	\$30,000	5y-0n
Admin Serv/CIP/Digital Phone System	\$16,000	5y-0n	\$16,000	5y-0n
Admin Serv/CIP/DCC/Electrical/plumbing/ventilation	\$30,000	5y-0n	\$30,000	5y-0n
Admin Serv/CIP/4WD Pickup	4/10/12		no funding	4y-1n

	meeting			
Admin Serv/CIP/Winn House Roof	\$12,000	5y-0n	\$12,000	4y-1n
Admin Serv/CIP/Replace Roofing at DCC	no funding	5y-0n	no funding	4y-1n
Admin Serv/CIP/Replace Comfort Station/P. Cove	\$100,000	5y-0n	\$100,000	4y-1n
Admin Serv/CIP/Replace Comfort Station Doors	"			
Admin Serv/CIP/Police Dept. Carport	no funding	5y-0n	no funding	
Admin Serv/CIP/Rehab Jacobs Lot Comfort Station	"		"	
Admin Serv/CIP/Rehab Footbridge Lot Comfort Station	"		"	
Admin Serv/CIP/Rehab Moody Beach Comfort Station	"		"	
Conservation Commission -Land Reserve	no funding	3y-2n	no funding	5y-0n
Conservation Commission - Beach Dune Fence	\$ -		\$ -	
Approved Capital Funding				
<b>Total Expenses</b>	<b>\$1,372,000</b>		<b>\$1,383,000</b>	

**1.0 CALL TO ORDER**

Meeting called to order at 7:07pm

Members present: Donato Tramuto, Chairman  
 Christopher Jarochym, Vice Chairman  
 David Barton  
 Barbara Dailey  
 Robert Winn, Jr.

Others present: Thomas A. Fortier, Town Manager

Budget Review Committee: John Daley, Chairman  
 Everett Leach  
 Gordon Lewis  
 Tony Maurno  
 Ken Walsh

**2.0 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Selectwoman Dailey.

**3.0 REQUEST TO APPROVE SELECT BOARD MINUTES**

3.1 March 6, 2012 – The minutes of the March 6, 2012 Select Board meeting were approved as amended.

**4.0 TOWN MANAGER’S REPORT**

The Town Manager’s report was given at the end of the meeting.

**5.0 PUBLIC INPUT**

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

**6.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**

6.1 Election Poll Workers – *Judy Shaw-Kagiliery, Town Clerk*

To appoint Election/Ballot Clerks for the 2012-2014 election years pursuant to MRSA 21-A § 503.1

**032012-01** Motion by Robert Winn and second by Barbara Dailey to appoint the following as Election/Ballot Clerks for the 2012-2014 Election Years:

<u>Democrat</u>	<u>Republican</u>	<u>Unenrolled</u>
Blanche Feinberg	Cynthia Douglass	Tracey-ann Leach
Frederica Hart	Marjorie Esau	
Eva Nudelman	Mary Littlefield	

Approved 5-0

6.2 Committee Appointments

**032012-02** Motion by Chris Jarochym and second by Barbara Dailey to appoint Kristen Rinaldi to the Bicycle-Pedestrian Committee with a term ending June 30, 2014; approved 5-0

**032012-03** Motion made by Robert Winn and second by Chris Jarochym to appoint Jordan Freedman to the Cable TV Regulatory Commission for a one year ending June 30, 2013, approved 5-0.

**7.0 PUBLIC HEARINGS, PRESENTATION**

Motion by Robert Winn and second by Barbara Dailey to open the public hearing at 7:16pm; approved 5-0.

7.1 Anchorage by the Sea – *Malt, Spirituous & Vinous License Renewal*

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

There were no public comments.

**032012-04** Motion Robert Winn and second by David Barton to approve the Malt, Spirituous & Vinous License renewal for Anchorage by the Sea; approved 5-0

7.2 The Front Porch- *Malt, Spirituous & Vinous License Renewal*

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

There were no public comments.

**032012-05** Motion by David Barton and second by Barbara Dailey to approve the Malt, Spirituous & Vinous License renewal for the Front Porch; approved 5-0

- 7.3 Anchorage by the Sea – *Amusement License Renewal*  
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

There were no public comments.

**032012-06** Motion by Barbara Dailey and second by Robert Winn to approve the Amusement License renewal for Anchorage by the Sea; approved 5-0.

- 7.4 The Front Porch – *Amusement License Renewal*  
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

There were no public comments.

**032012-07** Motion by David Barton and second by Barbara Dailey to approve the Amusement License renewal for the Front Porch; approved 5-0.

- 7.5 Paid Time-Off Benefit Changes – *Selectwoman Dailey & Thomas A. Fortier, Town Manager*  
Presentation of proposed changes to Town Salaried Personnel Paid Time-off

A power-point was given by Selectwoman Dailey on behalf of her committee:

**Paid-Time-Off Recommendations**  
**Operational Efficiency Committee**  
*Select Board Meeting, March 20, 2012*

**Agenda**

- ☑ Goal
- ☑ Rationale for Change
- ☑ Proposal
- ☑ Advantages
- ☑ Risks
- ☑ Implementation Plan
- ☑ Support Required

**Goal**

- ☑ Establish a Paid-Time-Off policy for the Town of Ogunquit that is:
  - ☑ Fiscally responsible
  - ☑ Fair to the employees
  - ☑ Consistent with current economic conditions
  - ☑ Competitive with other municipalities

**Rationale for Change**

- ☑ Current policy imposes a severe long term financial burden on The Town
- ☑ PTO is overly generous compared to other towns in York County, especially after 15 years
- ☑ Full utilization of current earned time is unrealistic and can
  - ☑ create unmanageable absences, and/or
  - ☑ Foster excessive overtime
- ☑ Unused time (Accumulated Leave) is allowed to accumulate up to 6 months
- ☑ Buy-outs are generous and inconsistent with current trends

**Proposal**

- ☑ A reduction in Paid-Time-Off, which encompasses vacation and sick time
- ☑ Ranges from 15 days/year for new employees to a max of 25 days after 15 years, *(previously 27- 45 days/yr)*
- ☑ establishes a max of 400 hours/10 wks of Accumulated Leave *(previously 1040 hrs/26wks)*
- ☑ Accumulated Leave at retirement/termination paid at 100% *(previously at 50/75%)*
- ☑ Bereavement leave is separate, with the approval of management
- ☑ Holidays remain the same at 12.5 days/year

- ☑ Short term disability remains as is and applies after 8 days
- ☑ Buy-out arrangements limited

### **Advantages**

- ☑ Less expensive for the town, both long and short term
- ☑ Appropriate given current economic conditions & reality
- ☑ More in line with other local towns
- ☑ Easier to administer

### **Challenges**

- ☑ Communication
- ☑ Perception
- ☑ Dissatisfaction
- ☑ Attrition

### **Implementation Plan**

- ☑ Today –Public discussion and SB votes on policy changes
- ☑ April 1st - Town Manager communicates new policy to affected staff
- ☑ July 1st - Implement changes in earned 1 time and maximum Accumulated Leave
- ☑ July 1st 2013 - Achieve parity among all policies/contracts
- ☑ July 1st 2012 – June 30th 2013 - Buy-out excess time from long term EEs under current rules – *no adverse impact*

### **Support Required**

- ☑ Select Board members
- ☑ Budget Committee members
- ☑ Residents and taxpayers
- ☑ Management employees

*We want to ensure a sound fiscal future for our town, its residents, and its employees!*

7.6 Town Maintenance Plan Roll-out – *Thomas A. Fortier, Town Manager*  
Presentation of new Maintenance Plan for Town Equipment and Buildings

Cliff Marchant, Maintenance Director, was in attendance to give an overview of the new plans that the departments plan to implement. He stated that monthly meetings are held with the PWD staff, bi-monthly during the summer months. Mr. Marchant explained the “Safety Check Plan Program” that has been put into practice (i.e. vehicles, equipment, etc.). He stated that through this program, he is looking for accountability from the staff. He is also looking into a computer based program for the vehicles; equipment and inventory, which once implemented by PWD, then, would integrate Administrative Services. Mr. Marchant stated the PWD has a great crew.

7.7 ECOMaine Awards Presentation – *Thomas A. Fortier, Town Manager*  
Recognition of the Meadowmere and Joan Sakey, Ogunquit Recycling Committee, regarding awards received from ECOMaine

Town Manager Fortier presented a couple of slides with the award winners from the Ogunquit community. Joan Sakey, Recycling Committee Member, was awarded the ECOMaine Community Award for her efforts at the Transfer Station with recycling. Ms. Sakey educates the community when they come into the Transfer Station. She does a very good job with bottles and cans, trying to get them out of the waste stream and recycled.

The Meadowmere received the award in the business category. Allyson Cavaretta, representing the Meadowmere, was in attendance. Ms. Cavaretta explained the “green” aspects at the Meadowmere. She stated that they were awarded the Ogunquit Business award winner at ECOMaine and also the overall Business award winner for the State of Maine.

The efforts that were specifically in the nomination was regarding the “soap program”. All of the bars of soap are collected and are shipped to the *Global Soap Project* where they are melted down and shipped to refugee camps in Africa to be used for sanitation.

Ms. Cavaretta also explained the recycling “property-wide” in all the rooms. There are no trash bins in the office anymore, it is all recycled. Other efforts include donations to a Women’s Shelter (mattresses). All of the lost and found items go to families in need at York County Shelter, or it is sold at a thrift store to go back into the community...nothing is going to waste.

Allyson explained that this all started with the light bulb program, changing over from CFL’s to LED’s. Also mentioned was the solar hot water system that they have at the hotel and the chlorine free pools. The Meadowmere gives “eco” tours to all of their guests.

Motion by Robert Winn and second by Chris Jarochym to close the public hearing at 7:52pm; approved 5-0.

**8.0 ADMINISTRATIVE ITEMS – UNFINISHED BUSINESS**

**8.1 Paid Time-Off Benefit Changes – *Selectman Dailey & Thomas A. Fortier, Town Manager*  
Approval of proposed changes to Town Salaried Personnel Paid Time-off**

**032012-08** Motion made by David Barton to accept the plan, the idea, the format and the concept put forth by the committee headed by Selectwoman Dailey and to be part of that support system that is mentioned as far as making it go forward to get acceptance from the people who also need to accept it, second by Chris Jarochym for point of discussion.

Approved 5-0

**9.0 ADMINISTRATIVE ITEMS – NEW BUSINESS**

There were no items to be discussed under New Business.

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

**10.1 Public**

There were no public comments or questions.

**Town manager**

The great weather has brought a lot of visitors to town, especially on weekends. This past weekend was very busy, which meant trash cans were full and demands for bathrooms. The parking spaces were full in Perkins Cove and Main Beach. Just remember, it is March!

The bathrooms will be opened this week, which is unprecedentedly early.

The site work and resurfacing of Marginal Way is currently underway. Hope to complete this \$25,000 project (paid for by the Beautification and Preservation committees) by end of April.

The final surface for Berwick Road and sidewalks will be happening May 1<sup>st</sup>. The town used the winter to identify trouble spots, will be making final alterations this spring prior to paving. Public Works will also be addressing the landscaping for abutters to the Berwick Road project.

There will be a Stakeholders meeting for Route 1 Project (MDOT) on April 4<sup>th</sup> at 9am. This meeting will review the initial design. There will be a public meeting few weeks after this meeting to get public input.

The Recreational Fire Committee is wrapping up their good work; they will be presenting their findings and recommendations at the April 10<sup>th</sup> meeting.

The Bicycle-Pedestrian Committee has applied to the League of American Bicyclist to have Ogunquit designated as a "bike friendly community". The committee will be rolling out some great initiatives, including new road signage, bikes, bicycle racks. They have also been involved with the reconstruction design of the Route One Project.

Congratulations to Joan Sakey, winner of the 2012 ECOMaine Community Award and the Meadowmere for their contributions.

The Land Use Office will be consolidated to the Dunaway Center soon, in the process of coordinating a plan to convert all their paper records to digital. This will eliminate some file cabinets. Also nearing completion of two new offices downstairs (Administrative Services and the Parks & Rec Department).

The Charter Commission will be forming, please contact the Town Clerk for nomination papers.

The floats will be in place in Perkins Cove and will be open for business on April 5. The Harbormaster, Fred Mayo, has done a great job, he has added five new moorings to Perkins Cove based on additional dock space.

Perkins Cove Bridge Span Lift Repair bids have been received; the low bid was \$28,000 (Atlantic Mechanical). This firm is very competent; they did the Perkins Cove Sheet Pile project previously. Hope to start this project soon; it needs to be completed before the busy season begins.

Wednesday, March 21, 2012 at 6:30pm - Wells-Ogunquit School Budget Committee public hearing at Wells High School.

Thank you to Selectwoman Dailey for the hours of work that she did on this project (PTO).

## 10.2 Select Board

**Selectwoman Dailey** – no comments

**Selectman Winn** – no comments

**Selectman Jarochym**

- Mentioned in the budget workshop earlier in the meeting if there were any outstanding questions or comments; definitely want to get public input on the proposed public works building for this coming warrant. The infrastructure

committee, based on the public input and weighing the pros and cons is currently recommending placing the building on Berwick Road near the Transfer Station. Have had many, many people approach with questions and comments. The committee wants to look into options for the public works building. Don't hesitate to call the members, also meet on Mondays downstairs at 6:00pm. Public is welcome to join.

- Last Wednesday, 3/14, the Ogunquit Select Board and the Wells Select Board and the School Committee met at the Wells High School to discuss the architecture proposal for a new high school. The proposal that was presented was anywhere from \$22.5M for an expansion renovation to \$32.2 M for a new building. There were a lot of comments and questions.

**Chairman Tramuto**

- Presented publication from the Maine Economic Council, recommends that this board reviews the information.
- Commented on having a public hearing on the proposed public works building location.
- Reminded the members of the Board that in April there will be three meetings; April 10 at 5:00pm, April 17 and April 24.

**Selectman Barton** – no comments

**11.0 EXECUTIVE SESSION**

11.1 Personnel (Pursuant to Title 1 MRSA, Chapter 13, Subchapter 1§405.6.A)

Motion made by Barbara Dailey and second by Chris Jaroachim to go into Executive Session at 8:08pm to discuss personnel; approved 5-0.

Motion made by Robert Winn and second by Barbara Dailey to come out of Executive Session at 8:57pm; approved 5-0.

No decisions were made during the Executive Session.

**12.0 ADJOURNMENT**

Motion made by Robert Winn and second by Barbara Dailey to adjourn the meeting at 9:00pm; unanimous vote to adjourn.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager