



**SELECT BOARD  
MEETING MINUTES  
MARCH 7, 2017**

**1.0 BUDGET MEETING - 5:00PM**

**1.1 Budget Q & A**

Public Comments and Questions on the Proposed FY 2017-2018 Budget

**Marjorie Katz** - read comments from Patience Sundaresan regarding the Trash Compactor at the beach.

**JP Argenti, Head Lifeguard** - comments regarding trash and the Trash Compactor at the beach.

**Marsha Northrop, Fieldstone Lane** - comments regarding the Director for Parks & Rec.

**Bob McIntire, Harbor Committee** (lives in South Berwick) - comments regarding the rails in Perkins Cove and the \$50,000 request for funding.

**1.2 Select Board and Budget Review Committee Meeting for the FY 2017-2018 Operating Budget**

Select Board and Budget Review Committee vote on the FY 2017-2018 Operating Budget

Members present: Barbara Dailey, Chair  
John Daley, Vice Chair  
Richard Dolliver  
Robert Winn, Jr.

Members absent: Gary Latulippe

Budget Review Members Present: William Sawyer, Chair  
Carole Aaron  
Jacqueline Bevins  
Everett Leach  
Michael Lynch  
Mark MacLeod, Alternate  
Lindsey Perry, Alternate

Comments from Bill Sawyer on behalf of the Budget Review Committee:

- Parks & Recreation Director, this could be part of the PWD/Administrative Director position. Will vote on the \$13,000 and eliminate the director position.
- Code Enforcement Department - substantial pay raise for Code Enforcement Officer mid-way through year, it would be helpful if they were notified when these changes occur.
- Chair Dailey commented on funds for Comprehensive Plan; Acting Town Manager stated that these funds could be encumbered into the next fiscal year.
- Commented about the 6% increase in the Police Department Budget.
- Administrative Services - comments regarding the trash collection being done through this department and question if the funding was adequate for both the trash and bathrooms.
- Comments regarding Marginal Way Committee's submission of new budget.
- Commented on the \$300 reduction in cemeteries.
- Commented on Debt Management.

Operation Budget Votes:

		<u>Select Board</u>		<u>Budget Committee</u>	
General Government	Yes 4-0	\$794,275	Yes 5-0	\$794,275	
Heritage Museum	Yes 4-0	\$13,310	Yes 5-0	\$13,310	
Recreation	Yes 1-3	\$25,918	Yes 5-0	\$13,000	
Performing Arts	Yes 4-0	\$6,500	Yes 5-0	\$6,500	
Land Use Department	Yes 4-0	\$348,442	Yes 5-0	\$348,442	
Visitor Services	Yes 4-0	\$271,040	Yes 5-0	\$271,040	
Police Department	Yes 4-0	\$1,572,225	Yes 5-0	\$1,572,225	
Fire-Rescue Department	Yes 4-0	\$1,342,522	Yes 5-0	\$1,342,522	
Lifeguards	Yes 4-0	\$176,781	Yes 5-0	\$176,781	
Utilities	Yes 5-0	\$203,000	Yes 5-0	\$203,000	
Public Works	Yes 4-0	\$739,399	Yes 5-0	\$739,399	
Transfer Station	Yes 4-0	\$304,894	Yes 5-0	\$304,894	
Harbormaster	Yes 4-0	\$131,007	Yes 5-0	\$131,007	
Welfare	Yes 4-0	\$2,000	Yes 5-0	\$2,000	
Insurance	Yes 4-0	\$140,600	Yes 5-0	\$140,600	
Administrative Services	Yes 4-0	\$365,109	Yes 5-0	\$365,109	
Conservation Commission	Yes 4-0	\$14,935	Yes 5-0	\$14,935	
Information Services	Yes 4-0	\$64,151	Yes 5-0	\$64,151	
Shellfish Commission	Yes 4-0	\$7,100	Yes 5-0	\$7,100	
Marginal Way Expenses	Yes 4-0	\$33,000	Yes 5-0	\$33,000	
Piping Plover Expenses	Yes 4-0	\$5,583	Yes 5-0	\$5,583	
Organizations	Yes 4-0	\$7,000	Yes 5-0	\$7,000	

<i>(Cemeteries and Wells Ogunquit Historical Society)</i>				
Debt Management	Yes 4-0	\$809,639	Yes 5-0	\$809,639
Other Expenses	Yes 4-0	\$63,000	Yes 5-0	\$63,000
<i>(Unemployment, Accrued Liability and Contracts &amp; Salary Adjustments)</i>				
Building Maintenance	Yes 4-0	\$15,000	Yes 5-0	\$15,000
Land Conservation Reserve	Yes 4-0	\$25,000	Yes 5-0	\$25,000
ECOMaine Reserve Fund	Yes 4-0	\$20,000	Yes 5-0	\$20,000

Revenues:

Parking Revenues	\$1,585,000
All Other Revenues	<u>\$1,201,350</u>
Total Revenues	\$2,786,350

A brief break was taken between the budget meeting and the regular meeting.

**2.0 CALL TO ORDER**

Meeting called to order at 6:00PM.

Members present: Barbara Dailey, Chair  
 John Daley, Vice Chair  
 Richard Dolliver  
 Gary Latulippe  
 Robert Winn, Jr.

Others present: Mark O'Brien, Acting Town Manager

**2.1 Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

**2.2 Select Board Minutes - February 21, 2017**

The minutes of the February 21, 2017 Select Board meeting were accepted as presented.

**3.0 TOWN MANAGER'S REPORT**

Acting Town Manager O'Brien requested that the two agenda items by John Quartararo, Treasurer, be moved to the beginning of the meeting.

Footbridge construction started, Monday, March 6<sup>th</sup>; the Footbridge is closed to the public. Be cautious in the area of Ocean Street as equipment is being mobilized

for the project. Access to the beach will have to be from North Beach or Main Beach until this project is completed.

Wells-Ogunquit Boys Basketball won Western Maine Class C Division playoffs. The team went to the State Championship in Augusta last Friday, they had not been to States in 33 years. Unfortunately they lost to Mount Desert Island. Congratulations to all the kids and coaches who worked very hard to get there.

The Comprehensive Plan date to complete the survey was extended to March 14<sup>th</sup>.

The KK& W Water District will be starting construction on Shore Road the last week of March; they will be starting at Obeds Lane and working south to Israel Head Road. It is anticipated that this will take 3-4 weeks. Once this is complete the road will be ground and repaved.

Make sure to turn your clocks back for Daylight Saving Time which will occur this weekend.

Engineering for the Perkins Cove Footbridge - hope to get direction in the next couple of weeks as to what direction the repairs might be and what the estimated cost is so that can move forward with this project. Need to get repairs done before summer so that the bridge is functional.

The Harbormaster reports that there are three more bundles of mooring chains to be installed; those will be done next week. Thank you to Fred Mayo and to Todd Hubbard for saving the town money by hiring local and doing it themselves.

CEO Scott Heyland reports that the Town's ISO Rating was due this year, the town's classification was changed to the worse by one number which would have increased the insurance rates by 5%. Mr. Heyland went to bat and proved to ISO that all the building codes were changed last year to meet today's standards. The town was reclassified up which would save the town 5%.

9.1 Request for a Contract Amendment with Tyler Technologies - John Quartararo, Treasurer

Select Board Review and Action on a Request from Treasurer John Quartararo to Amend the Contract with Tyler Technologies (MUNIS) with a Three (3) Year Contract Amendment through December 31, 2019 and with Automatic One (1) Year Renewals thereafter.

Mr. Quartararo was in attendance to explain the request.

**030717-01** Motion made by Robert Winn and second by Gary Latulippe to Amend the Contract with Tyler Technologies (MUNIS) with a Three (3) Year Contract Amendment through December 31, 2019 and with Automatic One (1) Year Renewals thereafter.

9.2 MPERS Unfunded Pension Obligation - John Quartararo, Treasurer  
Select Board Review of a Memo from Treasurer John Quartararo regarding the Unfunded Pension Obligation at Maine Public Employees Retirement System

Mr. Quartararo explained the Unfunded Pension Obligation for MPERS. He explained that the town could raise funds for future obligations as a reserve fund, but MPERS will not accept any funds in excess of the contributions.

Mr. Quartararo stated that he had spent numerous hours with the auditor and that he also travelled to Augusta to meet with a representative of MPERS who reviewed with him the information on the Unfunded Pension Obligation for the Town of Ogunquit.

#### 4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

There were not appointments, resignations, proclamations or resolutions to be acted upon.

#### 5.0 PUBLIC INPUT

**Cindy Douglass, Main Street**

- Comments regarding AARP meeting, thank you to Mark and Scott for attending.
- Commented on the high priority of housing for seniors and a housing committee.

**Marsha Northrop, Fieldstone Lane**

- Asked if the town would be hiring a "head hunter" to assist the Town Manager Search Committee

#### 6.0 PUBLIC HEARING - LICENSE APPLICATIONS

The Public Hearing opened at 6:28pm.

6.1 Anchorage by the Sea- Malt, Spirituous & Vinous Liquor License Renewal Application Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance. Mitch Ramsey was in attendance to represent Anchorage by the Sea.

**030717-02** Motion made by Robert Winn and second by Richard Dolliver to approve the Malt, Spirituous & Vinous Liquor License Renewal Application for Anchorage by the Sea; approved 5-0.

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

**030717-02** Motion made by Robert Winn and second by Richard Dolliver to approve the Amusement License Renewal Application for Anchorage by the Sea; approved 5-0.

6.3 Ogunquit Lobster Pound- Malt, Spirituous & Vinous Liquor License Renewal Application  
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

William Hancock was in attendance to represent the Ogunquit Lobster Pound.

**030717-03** Motion made by Robert Winn and second by Richard Dolliver to approve the Malt, Spirituous & Vinous Liquor License Renewal Application for the Ogunquit Lobster Pound; approved 5-0.

6.4 The Colonial Inn - Malt, Spirituous & Vinous Liquor License Renewal Application  
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

Dole Phin was in attendance to represent The Colonial Inn.

**030717-04** Motion made by Robert Winn and second by Richard Dolliver to approve the Malt, Spirituous & Vinous Liquor License Renewal Application for the Colonial Inn; approved 5-0.

6.5 The Colonial Inn - Amusement License Renewal Application  
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

**030717-04** Motion made by Robert Winn and second by Richard Dolliver to approve the Amusement License Renewal Application for The Colonial Inn; approved 5-0.

Selectman Latulippe brought up the subject of \$food and \$liquor on the application; feels uncomfortable with that information being on the application.

Public Hearing closed at 6:35pm.

## 7.0 PUBLIC HEARINGS & PRESENTATIONS

## 8.0 ADMINISTRATIVE ITEMS - UNFINISHED BUSINESS

### 8.1 Community Housing Committee - Barbara Ferraro Request to Create a Standing Community Housing Committee

#### **George Wilson, Clay Hill Road**

- Spoke on behalf of Barbara Ferraro, wanted to know if anything is going on with the committee appointments.

#### **Selectman Latulippe**

- Like the idea of a Housing Committee versus a Senior Housing Committee
- This has been a really good process.

#### **Selectman Daley**

- Appreciates that the name was changed.
- This is a big endeavor.

#### **Selectman Dolliver**

- In support of a Community Housing Committee.
- Asked that the committee not be self serving.
- Would love to see the Comprehensive Plan results.

#### **Chair Dailey**

- Stated that her only concern regarding this has been about timing in reference to the Comprehensive Plan survey.
- Need to consider if this would be an ADHOC Committee or a Standing Committee.
- Would like to have the committees work on an agenda set by the Select Board and not by the Committee.
- Review the survey results before a mission statement and/or action plan is developed.
- Set up as an ADHOC Committee until the survey results come back.

**030717-05** Motion made by Gary Latulippe and second by Robert Winn that the Select Board create an ADHOC Community Housing Committee for the Town of Ogunquit; approved 5-0.

### 8.2 Town Manager Search Committee - Barbara Dailey, Chair Update on the Town Manager Search Committee Process

By Charter the Select Board needs to establish a committee of 5-7 people by March 9<sup>th</sup>. The Board is moving along consistently with that deadline. Applications

were submitted by 28 candidates. The Board met on Monday, March 6<sup>th</sup> for interviews with 16 applicants and will meet tomorrow, March 8<sup>th</sup> with the remainder of the applicants. At the March 8<sup>th</sup> meeting the Board will appoint the members of the Town Manager Search Committee.

**8.3** Select Board Mid-Year Report for 2016-2017 - Barbara Dailey, Chair  
Select Board Discussion on the 2016-2017 Mid-Year Report

Credit goes to Selectman Latulippe for the report. The document is online for the public to review.

**9.0 ADMINISTRATIVE ITEMS - NEW BUSINESS**

**9.3** Ogunquit Fire Company License to Operate Beano- Mark O'Brien, Acting Town Manager

Select Board Review and Action on a Request from the Ogunquit Fire Company for Approval of a State of Maine License to Operate Beano During July and August

Acting Town Manager stated that they would only be having Beano on Tuesday nights, where in the past it has been held on Tuesday and Saturday as numbers are down for Saturday attendance.

**030717-06** Motion made by Robert Winn, Jr. and second by Richard Dolliver to grant the request from the Ogunquit Fire Company for approval of a State of Maine License to Operate Beano during July and August; approved 5-0.

**9.4** Award of Bid for the Jacobs Lot Bathroom Project- Mark O'Brien, Acting Town Manager

Select Board Review and Action on the Award of the Bid for the Jacobs Lot Bathroom Project

Three bids were received for the project:

Streamline Consultants Management	\$159,900.00
Doten's Construction, Inc.	\$142,506.00
Coastal General Construction	\$130,500.00

**030717-07** Motion made by Richard Dolliver and second by Robert Winn, Jr. to accept the bid from Coastal General Construction for the amount of \$130,500 for the Jacobs Lot Bathroom Project; approved 5-0.

- 9.5 Award of Bid for Fire Department Apparatus Door Openers- *Mark O'Brien, Acting Town Manager*  
Select Board Review and Action on the Award of the Bid for Apparatus Door Openers for the Ogunquit Fire Station

Three bids were received for the Apparatus Door Openers:

Dock & Door, Saco Maine	\$8,099.00
Raynor Door Authority, Manchester, NH	\$8,425.00
Belanger Garage Door, Biddeford, Maine	\$11,175.50

**030717-08** Motion made by Robert Winn, Jr. and second by Gary Latulippe to award the bid for the Apparatus Door Openers for the Ogunquit Fire Station to Dock & Door, Saco, Maine for \$8,099; approved 5-0.

- 9.6 Award of Bid for Fire Department Heat System Installation- *Mark O'Brien, Acting Town Manager*  
Select Board Review and Action on the Award of the Bid for the Installation of Boilers and Water Heaters for the Ogunquit Fire Station

Acting Town Manager Mark O'Brien stated that this has been a very long process. They went out to bid for the project to change from oil to propane and to remove the underground tank. Mr. O'Brien explained that there was only one bid as he was unable to get additional bids because vendors were either nonresponsive or too busy.

One bid received:

Eastern Propane, Inc.	\$25,926.00
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**030717-08** Motion made by Robert Winn, Jr. and second by Richard Dolliver to award the bid to Eastern Propane for the sum of \$25,926; approved 5-0.

- 9.7 FOAA (Freedom of Access Act) – *Gary Latulippe, Selectman*  
Select Board Review of Past FOAA Requests and the Fee Charge for those Requests

Discussion was held regarding a policy/process for FOAA (Freedom of Access Act) requests. It was noted that the town has been inundated with FOAA requests over the last few months. Selectman Latulippe asked that the Town Manager and/or town staff come up with a policy.

Acting Town Manager O'Brien stated that he has received 13 FOAA requests just through his office.

Discussion was held regarding the costs that are allowed to be charged for FOAA requests.

## 10.0 OTHER BUSINESS

A discussion was held regarding a Select Board member and the actions of that member.

## 11.0 MISCELLANEOUS BUSINESS - ORAL & WRITTEN COMMUNICATIONS - FOLLOW-UP

### 11.1 Public Input

#### **Marjorie Katz, Lilywood Lane**

- Comments regarding the \$40,000 drainage study, has heard any news since January. Stated it is unclear what the \$40,000 is for.
- ATM O'Brien stated that the company has been hired; they are in the process of doing a basic layout. Once this has been completed, they will hold a public meeting on the design changes.
- Stated that the Chair had previously mentioned a workshop on trash at the beach, but nothing has happened.
- Chair Dailey stated that the engineers will be addressing the trash issue at the Main Beach.
- Comments on the website, still not into this century yet. Website should be .gov.
- Comments on the rat poison conversation earlier in the meeting.

#### **Lesley Mathews, High Ridge Lane**

- Asked what the time frame is for the Jacobs Lot Bathroom.
- Commented on "Big Belly" trash compactors; would like to the town to investigate the more.

#### **Madeline Brown, 8 Seagrass Lane**

- Asked about pesticide on the beach; commented on a document from the State Pesticide Board which had recommended a consent agreement with the town for \$3,500.
- ATM O'Brien met with the State Attorney General's office this past Friday to review the consent agreement. Some language needed to be addressed before the town would agree to sign. The fine will still stand at \$3,500.

#### **Peter Kahn, 3 Tern Street**

- Thank you to John Quartararo for following up on the Unfunded Liabilities.

- Asked if he could deal directly with John Q with some follow up questions.
- Commented on the Helicopter Repeal & Replace Ordinance, asked what the wording and the process is to review this document.

**11.2 Select Board**

**Selectman Dolliver**

- Comments to the citizens who want upgraded sidewalks, upgraded websites, improvements to the beach to fix trash problem...there is nothing that the citizens can't have but be prepared for more people in the parking lots or higher taxes.
- Commented on the Select Board member issue.

**Chair Dailey**

- Commented on the pesticide on the beach issue and the situations that arose from the issue.

**12.0 EXECUTIVE SESSION**

**12.1 Personnel Matters [pursuant to Title 1, Chapter 13§405 (6) (A)]**

Motion made by Gary Latulippe and second by Richard Dolliver to go into Executive Session at 8:07pm to discuss Personnel Matters pursuant to Title 1, Chapter 13§405 (6) (A); approved 5-0.

Motion made and seconded to come out of Executive Session; approved 5-0.

No action was taken during Executive Session.

**13.0 ADJOURNMENT**

Motion made and seconded to adjourn the meeting; approved 5-0.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager