



**SELECT BOARD  
MEETING MINUTES  
AUGUST 15, 2017**

**1.0 CALL TO ORDER: 6:00PM**

Meeting called to order at 6:03pm.

Chair Waite, prior to the start of the meeting, stated that he was sad to inform all that John Miller, a long time resident and public figure, died unexpectedly on Saturday, August 12<sup>th</sup> at the age of 92. Mr. Waite expressed sympathy for the family and a moment of silence was observed by all in attendance.

Members present: Charles L. Waite, III, Chair  
Robert N. Winn, Jr., Vice Chair  
Richard A. Dolliver  
Madeline S. Mooney

Members absent: John M. Daley

Motion made by Richard Dolliver and second by Robert Winn, Jr. to excuse the absence of John Daley from the Select Board meeting; approved 4-0.

Others present: Patricia Finnigan, Town Manager

**1.1 Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

**1.2 Select Board Minutes - July 26, 2017**

The minutes of the July 26, 2017 Select Board meeting were approved as presented, motion made by Robert Winn, Jr. and second by Richard Dolliver; approved 4-0, Daley absent.

**1.3 Select Board Minutes - August 1, 2017**

The minutes of the August 1, 2017 Select Board meeting were approved as amended, motion made by Robert Winn, Jr. and second by Richard Dolliver; approved 4-0, Daley absent.

1.4 Select Board Minutes - August 7, 2017

The minutes of the August 7, 2017 Select Board meeting were approved as presented, motion made by Madeline Mooney and second by Richard Dolliver; approved 4-0, Daley absent.

**2.0 TOWN MANAGER'S REPORT**

Chair Waite introduced Pat Finnigan, Ogunquit's new Town Manager.

Town Manager Finnigan stated that the Select Board, in the weeks ahead, has some very ambitious things that they want to accomplish: goal setting, Capital Improvement Plans, getting the Select Board Rules in place & updating the Committee compositions.

**Revaluation**

Ms. Finnigan stated that the revaluation figures were finalized today. Letters will be going out to all property owners with the new values.

**Annual Audit**

The annual audit of the town will be getting underway. The town went out to RFP for Auditing Services and a new auditor was chosen for the town, RHR Smith & Company.

**Parking Meters**

Ms. Finnigan stated that there will be a test pilot project for the Parking Meters in Perkins Cove and the Lower Lot. Before we go live, want to make sure that they work.

**Update to Town Ordinances**

The Town Clerk is awaiting bids for Codification Services of the Town's Municipal Codes/Ordinances.

## Public Works

Public Works has been busy putting gravel on Marginal Way, site walk of the Tennis Courts and building the pads for the new parking meters.

## Beach Street Engineering

CES, Inc. will be reporting tomorrow night (8/16) on the project with preliminary plans. These will be concept plans to get public comments and feedback.

## Piping Plovers

Ogunquit has the highest count of Plovers in the state; many thanks to Bobby Morse and his volunteers.

### 3.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

#### 3.1 Historic Preservation Commission - Appointment

**081517-01** Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the appointment of David Barton as a Full Member of the Historic Preservation Commission, term to expire June 30, 2020; Mooney and Winn in favor, Dolliver and Waite in opposition, motion fails.

Chair Waite asked that a letter be sent thanking Mr. Barton for his interest.

#### 3.2 Board of Assessment Review - Resignation

**081517-02** Motion made by Richard Dolliver and second by Madeline Mooney to accept, with regrets, the resignation of Weston Elliott as a member of the Board of Assessment Review; approved 4-0, Daley absent.

Chair Waite asked that a letter be sent thanking Mr. Elliott for his service to the town.

#### 3.3 Zoning Board of Appeals - Reappointment

**081517-03** Motion made by Madeline Mooney and second by Robert Winn, Jr. to approve the appointment of Glenn Deletetsky as 2<sup>nd</sup> Alternate to the Zoning Board of Appeals, term to expire June 30, 2018; approved 4-0, Daley absent.

**4.0 PUBLIC INPUT**

**John Mixon, Vinton Road**

- Asked about services for John Miller.

**Neal DeLuca, 288 Berwick Road**

- Welcome to the new Town Manager.
- Questions regarding the Parking Meters.

**Mary Buck, Pine Hill Road**

- Welcome the new Town Manager.
- Comments on the cost of residential parking fees for residents.

**Barbara Ferraro**

- Comments about setting precedence with vote on the committee appointment.

**Jim Hartwell, Berwick Road**

- Comments regarding drop off of materials and lack of recycling by residents at the Transfer Station.

**5.0 PUBLIC HEARING - LICENSE APPLICATIONS**

Public Hearing opened at 6:36PM.

5.1 Hartwell House - 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.

**081517-04** Motion made by Robert Winn, Jr. and second by Richard Dolliver to approve the Malt, Spirituous & Vinous Liquor License Renewal Application for Hartwell House; approved 4-0, Daley absent.

**6.0 PUBLIC HEARINGS & PRESENTATIONS**

6.1 Year-End Interdepartmental Transfers - John Quartararo, Treasurer

Treasurer John Quartararo was in attendance to explain the need for transfers.

**Transfers Out**

430	Utilities	\$23,165.00
458	Clam Warden	\$750.00

477	Civic Organizations	\$140.00
499	Debt Management	\$5,710.00
700	Current Year Miscellaneous Articles	\$10,585.00
800	Current Year Tax Commitment	\$11,670.00
<b>Total Transfers Out:</b>		<b>\$52,020.00</b>

**Transfers In:**

410	General Government	\$25,000.00
411	Ogunquit Heritage Museum	\$345.00
414	Land Use	\$3,320.00
421	Police Department	\$1,265.00
422	Fire Department	\$4,490.00
425	Lifeguard Service	\$975.00
433	Harbormaster	\$5,195.00
442	Insurances & Benefits	\$7,260.00
465	Plover Management	\$4,170.00
<b>Total Transfers In:</b>		<b>\$52,020.00</b>

Questions from Madeline Mooney regarding the General Government over-expenditures.

6.2 Year-End CIP Project Transfers - John Quartararo, Treasurer

Treasurer Quartararo explained that the Charter that went into effect on July 1, 2017 allows completed CIP projects to be closed out and the balances moved to existing CIP projects.

**Transfers Out**

117-282	Fire Department Air Packs	\$758.37
117-829	Public Works Trailer	\$55.00
317-830	Public Works Surf Rake	\$3,075.04
317-811	Public Works Pick-up Truck	\$963.36
317-809	Fire Dept. Overhead Door Remotes	\$4,556.45
317-833	Jacob's Lot Replacement	\$14,653.40
<b>Total Transfers Out:</b>		<b>\$24,061.62</b>

**Transfers In**

217-834	Perkins Cove Improvements	\$15,931.26
218-838	Fire Dept. Ambulance	\$4,556.45
318-843	Public Works Truck	\$3,573.91

Total Transfers In:		\$24,061.62
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Public Hearing closed at 6:47PM.

Motion made by Robert Winn, Jr. and second by Richard Dolliver to take 8.4 and 8.5 out of order to vote on; approved 4-0, Daley absent.

8.4 Year-End Interdepartmental Transfers - John Quartararo, Treasurer  
 Select Board Action on the Transfer of Funds to Balance-out Department Balances as of June 30, 2017

**081517-05** Motion made by Richard Dolliver and second by Robert Winn, Jr. to authorize the Interdepartmental Transfers as follows:

**Transfers Out**

430	Utilities	\$23,165.00
458	Clam Warden	\$750.00
477	Civic Organizations	\$140.00
499	Debt Management	\$5,710.00
700	Current Year Miscellaneous Articles	\$10,585.00
800	Current Year Tax Commitment	\$11,670.00
<b>Total Transfers Out:</b>		<b>\$52,020.00</b>

**Transfers In:**

410	General Government	\$25,000.00
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425	Lifeguard Service	\$975.00
433	Harbormaster	\$5,195.00
442	Insurances & Benefits	\$7,260.00
465	Plover Management	\$4,170.00
<b>Total Transfers In:</b>		<b>\$52,020.00</b>

Approved 4-0, Daley absent.

8.5 Year-End CIP Project Transfers - John Quartararo, Treasurer  
 Select Board Action on the Transfer of CIP Inter-Projects Funds to Balance-out the Perkins Cove Improvement Project and to Redirect Funds from Completed Projects to New or Ongoing Projects.

**081517-06** Motion made by Robert Winn, Jr. and second by Richard Dolliver to declare the following CIP Projects as completed and to transfer out the balance of funds:

**Transfers Out**

117-282	Fire Department Air Packs	\$758.37
117-829	Public Works Trailer	\$55.00
317-830	Public Works Surf Rake	\$3,075.04
317-811	Public Works Pick-up Truck	\$963.36
317-809	Fire Dept. Overhead Door Remotes	\$4,556.45
317-833	Jacob's Lot Replacement	\$14,653.40
<b>Total Transfers Out:</b>		<b>\$24,061.62</b>

Approved 4-0, Daley absent.

**081517-07** Motion made by Robert Winn, Jr. and second by Richard Dolliver to transfer balance of funds from completed CIP Projects into the following ongoing and 2018 CIP Projects:

**Transfers In**

217-834	Perkins Cove Improvements	\$15,931.26
218-838	Fire Dept. Ambulance	\$4,556.45
318-843	Public Works Truck	\$3,573.91
<b>Total Transfers In:</b>		<b>\$24,061.62</b>

Approved 4-0, Daley absent.

**7.0 ADMINISTRATIVE ITEMS - UNFINISHED BUSINESS**

Motion made by Robert Winn, Jr. and second by Richard Dolliver to take 7.2 Rules of the Select Board out of order for discussion; approved 4-0, Daley absent.

**7.2 Rules of the Select Board - Patricia Finnigan, Town Manager**  
 Select Board Action on "Rules of the Select Board"

Town Manager Finnigan reviewed the purpose of the proposed Rules of the Select Board. She also reviewed some changes that have been made since the last document was distributed to the Select Board.

Also reviewed was the section regarding correspondence to the Select Board. Discussion was held regarding Select Board e-mail correspondence.

It was the consensus of the Select Board that each town e-mail address for Board members should be on the website.

Discussion was held regarding a public hearing on the amended document at the next meeting of the Select Board.

**081517-08** Motion made by Richard Dolliver and second by Robert Winn, Jr. to table the acceptance of the Rules for the Select Board and Correspondence Policy until the next meeting of the Board; approved 4-0.

7.1 Board & Committee Select Board Liaisons - Patricia Finnigan, Town Manager  
Select Board Action on Board & Committee Liaisons

Discussion was held to allow Madeline Mooney to present her update prior to the discussion regarding Liaisons.

It was the consensus of the Select Board to contact all committees & boards to hold a workshop regarding liaisons.

7.3 Update of Town Committees (including Boards & Commissions) - Madeline Mooney, Select Board Member

**Topic:** *Update of Town Committees (including Boards & Commissions)*

**Sponsor/Select Board:** *Madeline S. Mooney*

**Goal:** *The purpose, programs, staffing levels, and resource requirements of Town Committees need to be updated and supported by the Town government. The volunteer work of official Town Committees is critical to the operation of the Town of Ogunquit.*

**Background:** *The Charter states that the Select Board is responsible for the purpose (mandate) and direction of each Board and Committee. Many of the committee by-laws, purpose and staffing levels were set long ago. As an example, of the current 32 vacancies across the 15 Town Committees, 20 are alternates leaving 12 full-member vacancies. Do the staffing levels reflect current mandates, and should we devote resources to the difficult job of recruiting alternates if they are not required by law or the proceedings?*

*It is an opportune time as we begin FY 2017, with a new Town Manager and Select Board, to meet with each Town Committee to review their purpose, programs and*

composition to determine if they are current, what Ogunquit needs, and what resources are necessary.

**Process Ideas:**

Select Board members and Town Manager should have a discussion with each of the Town Committees for 30-45 minutes each. An idea is to start with those not required by law. Each Committee would be asked to share specific information in advance. These discussions could be held in a dedicated workshop(s) or before regularly scheduled Select Board meetings. Another option is to have individual Select Board members attend Committee meetings.

Information Needed in Advance:

- 1) Copy of by-laws
- 2) Current Description of Committee Purpose
- 3) Regular Meeting Schedule. Are meeting minutes prepared?
- 4) What is posted on the Town web site?
- 5) Priorities/Programs/budget (one page max)

Additional Discussion at Workshop:

- 6) Staffing: Composition (voters, property owners, adjacent municipalities); Current and optimal level? Alternates needed where not required by law? Recruiting comments/ideas
- 7) Resources needed from Town and other Committees
- 8) Comments & ideas

## **8.0 ADMINISTRATIVE ITEMS - NEW BUSINESS**

### **8.1 Amendments to Title VI - Bicycle & Pedestrian Ordinance - Jennifer Walker, Bike-Pedestrian Committee**

Select Board Action on Proposed Amendments to Title VI - Bicycle Pedestrian Ordinance to be placed on the November 7, 2017 Special Town Meeting

Jennifer Walker was in attendance to review the proposed amendments to Title VI. The existing ordinance was very old and out of date. She explained that the ordinance amendments were vetted by the Police Chief, Fire Chief and Code Enforcement Officer. Now the committee is bringing before the Select Board for possible action for the November 7, 2017 Special Town Meeting.

Selectperson Mooney had a question about "Complete Streets". Jennifer explained that this is a national program that focuses on streets not just being for vehicles,

but also for bicycles, wheelchairs & pedestrians. She stated that the committee would like to get Ogunquit designated as a "Bicycle Friendly and Pedestrian Friendly Community". They worked with SMPDC and other towns to get the information for the ordinance amendments.

**081517-09** Motion made by Robert Winn, Jr. and second by Richard Dolliver to place the Proposed Amendments to Title VI - Bicycle Pedestrian Ordinance, as presented, on the Warrant for the November 7, 2017 Special Town Meeting and to hold a public hearing on September 5, 2017; approved 4-0, Daley absent.

8.2 Marijuana Ordinance - *Scott Heyland, Code Enforcement Officer*  
Select Board Action on a Proposed Marijuana Ordinance to be placed on the November 7, 2017 Special Town Meeting Warrant

Scott Heyland, CEO, was in attendance to explain the Marijuana Ordinance and to advise the Select Board that the Planning Board would be holding a public hearing on August 28, 2017.

Public hearing will be held by the Select Board on September 5, 2017 regarding the ordinance.

8.3 Shoreland Zoning Ordinance - *Scott Heyland, Code Enforcement Officer*  
Select Board Action on a Proposed Shoreland Zoning Ordinance to be placed on the November 7, 2017 Special Town Meeting Warrant

Scott Heyland, CEO, was in attendance to explain the Shoreland Ordinance and to advise the Select Board that the Planning Board would be holding a public hearing on August 28, 2017.

Public hearing will be held by the Select Board on September 5, 2017 regarding the ordinance.

8.6 Compact Utility Tractor Bid Award - *Patricia Finnigan, Town Manager*  
Select Board Action Regarding the Award of the Bid for the Purchase of a Compact Utility Tractor for the Public Works Department

Four bids were received:

Chad Little Outdoor Power Equipment	\$18,965.61
North Country Tractor	\$20,958.99
Hammond Tractor	\$21,500.00
Hall Implement Co.	\$26,075.85

It was the recommendation of the Public Works Supervisor, Stephen Shepard, to award the bid to Chad Little Outdoor Power Equipment.

**081517-10** Motion made by Robert Winn, Jr. and second by Richard Dolliver award the bid in the amount of \$18,965.61 to Chad Little Outdoor Power Equipment for a John Deere 2025R Compact Utility Tractor with Mower and Loader; approved 4-0, Daley absent.

## 9.0 OTHER BUSINESS

No other business was before the Select Board.

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

### 10.1 Public Input

#### **Muriel Freedman, Grasshopper Lane**

- Comments regarding the letter that was asked to be read, why wasn't it read?
- Selectman Winn read the letter that was submitted to be read.

#### **Barbara Ferraro, 36 Ocean Heights Lane**

- Comments regarding an anonymous letter she received.

#### **Mary Buck, Pine Hill Road North**

- Asked that the Select Board look at the fees for residential parking and to consider lowering them.
- Asked about the Code of Ethics for Boards and Committees and the status of them.

#### **John Mixon, Vinton Road**

- Comments regarding the letter that was read.
- Comments regarding the lack of reappointment of Boriana Dolliver.

#### **Rebecca Fox, 21 Marginal Avenue**

- Comments regarding meeting with Boards & Committees, noted the Historic Preservation Commission.

#### **Jim Hartwell, Shore Road**

- Seeking clarification on a point that was discussed earlier regarding a committee appointment.

**Boriana Dolliver, 331 Shore Road**

- Welcomed the new Town Manager.
- Question regarding her lack of reappointment and comments by Chair Waite.
- Stated that she filed an FOAA for e-mails regarding Chair Waite's comments at the last meeting.
- Gave thanks for assistance with Parks & Recreation events over the past year.

**10.2 Select Board****Selectperson Mooney**

- Shout out to a woman who was pulling weeds out of one of the town gardens, her name was Phyllis. Need to work on beautifying the town.

**Selectman Dolliver**

- Comments regarding the length of the Board & Committee Code of Ethics.
- Comments regarding "bullying".
- Comments regarding Music in the Park and people smoking during the performances.
- Comments regarding the speed on Berwick Road.
- Commented on the lack of center line on Shore Road.
- Please support new bathrooms in this town.
- Looking at J-1's for seasonal employees in this town.
- Comments regarding honesty and integrity.
- Comments regarding resident parking passes and issues that had occurred in the past.
- Comments on e-mails he received in the past and the person sending them.

**Chair Waite**

- Comments regarding the interview the Select Board had with the committee applicant and the issues with the applicant.
- Comments regarding committee appointments.
- Need to put personal issues aside and get work done.
- Stated that the funeral for John Miller is this Saturday.

**11.0 ADJOURNMENT**

Motion made by Robert Winn, Jr. and second by Richard Dolliver to adjourn the meeting at 8:35pm; approved 4-0, Daley absent.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager