



**SELECT BOARD  
SPECIAL MEETING MINUTES  
SEPTEMBER 12, 2017**

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

**1.1 Roll Call of Members**

Meeting called to order at 6:02pm.

Members present: Charles L. Waite, III, Chair  
John M. Daley  
Richard A. Dolliver  
Madeline S. Mooney

Robert N. Winn, Jr., Vice Chair, arrived late for the meeting

Others present: Patricia Finnigan, Town Manager

**1.2 Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

**2.0 PUBLIC HEARINGS**

Public Hearing opened at 6:03pm.

**2.1 Amendments to Title V, Motor Vehicle & Parking Ordinance Chapter 12, 1201.7 - Fees**

- Ray Hamlin & Gene McSweeney, Visitors Services Managers

Public comments and questions regarding proposed changes to Title V

Chair Waite gave some background - on September 8<sup>th</sup> the town started the trial program and has been using the machines for parking in two lots, down in Perkins Cove and the Lower Lot. The Lower Lot is normally closed after Labor Day. The Lower Lot can only charge daily rates, now that the parking machines are up and running this is the opportunity to change to allow charge for hourly parking. The

proposed amendments would keep the Lower Lot open this fall and allow for hourly parking and increase revenues. The change in hourly parking will not affect the resident parking program.

There were no comments from the public in attendance.

Public Hearing closed at 6:04pm.

## 2.2 Select Board Action on the Proposed Amendments to Title V, Chapter 12, 1201.7 - Fees

**091217-01** Motion made by Richard Dolliver and second by Madeline Mooney to approve the amendments to Title V, Chapter 12, 1201.7 Fees - Lower Lot as presented:

Hourly Rate

\$3.00 per hour

Overtime parking charge: \$25.00 Parking Fine

Approved 4-0, Winn absent

## 3.0 PRESENTATIONS

### 3.1 Property Revaluation Process - Michael Tarello, Vision Government Solutions

Michael Tarello, Director of Appraisal Operations for Vision Government Solutions, was in attendance and presented a slide show on the revaluation process. Kevin Leen, Project Manager was also in attendance.

#### *Presentation Outline*

- Define Revaluation Process.
- Describe each phase of process.
- Overview of revaluation timeline.
- Sales analysis process and conclusions.
- Final values and percentage.

#### *Revaluation Summary*

- A revaluation is the process of performing all necessary market analysis and valuation steps to determine accurate and equitable values for all properties with a municipality.
- The equalization of the values within a city or town.

- The purpose of a revaluation is not raise taxes, but to create equitable distribution of the tax load.

#### *Collection Required Physical Data*

- During this phase data collectors will go to each property and physically inspect the exterior and interior of each building.
- They will measure the building and identify the living and non-living areas, like the first level of a house or a garage.
- They will identify all the physical characteristics such as the siding type, roof cover, interior walls, flooring type, bedrooms, bathrooms, heating type and condition of the house.

#### *Collection and Verification of Market Data*

- Property sales and commercial income data are used to assist the value of a property.
- This data is collected and verified to make sure that they are reflective of current market conditions.
- The sales are verified to ensure that they are arms-length transactions between a willing buyer and willing seller.
- The income and expense data of commercial properties are also verified to make sure they are current and accurate.

#### *Market Analysis*

- Once the physical data and market information is collected and verified, experienced appraisers will be analyzing this data to set values by the three approaches.
  - ❖ Cost Approach - Determine building costs, depreciation and land values.
  - ❖ Market Approach - Review current comparable sales.
  - ❖ Income Approach - Use income and expense data to determine an income stream that is capitalized into a value.

#### *Field Review and Value Correlation*

- Field review is the method of checking both the values that have been determined and the data that has been collected.
- During the review, properties are viewed in the field to check uniformity and accuracy of information.
- This involves a visual view from the street as opposed to a physical inspection of the property.

#### *Informal Hearing Process*

- Notification letters to taxpayers.
- Scheduling of appointments by Vision.

- Informal hearings begin.
- Review property record information and explain assessment process
- Inspect interior properties that may not have gained entrance.
- Valuation review and changes completed and approved by Assessor.
- Change notices sent out after hearings.

#### *Project Completion*

- During this phase, Vision has made all final changes resulting from the steps outlined above.
- In order for the project to be completed, the Town will formally accept all values.
- Once this is complete, all information is formally turned over to the Town.
- Tax bills are produced using the new values to calculate individual taxes.

#### *Overview of Revaluation Timeline*

- Execution of Contract - 7/1/2016 to 7/15/2016.
- Project start up - 8/1/2016 to 8/15/2016.
- Collection of physical data - 8/15/2016 to 1/15/2017.
- Call back inspections - 9/15/2016 to 5/30/2017.
- Analysis - 1/15/2017 to 3/15/2017.
- Field review - 3/15/2017 to 6/15/2017.
- Assessors review - 6/15/2017 to 7/15/2017.
- Informal hearings - 8/1/2017 to 8/30/2017.
- Project completion - 9/1/2017.

#### *Sales Analysis and Process Conclusions*

- Sale date range - 4/1/2015 to 3/31/2017.
- Purposed of update is to maintain Assessment equity.
- Statistical reports standards:
  - ❖ Stratification groupings within 5% of overall median.
  - ❖ Coefficient of Dispersion no greater than 20%.
  - ❖ Median Assessment Ration - 90% to 110%.
- Assessment Date is April 1, 2017.

#### *Measurements of Equity*

- **Assessment Ratio** - A ratio of a property's assessed valuation to its market value. An assessed valuation is the value of a property as determined by an appraisal conducted by the municipality. The market value is the process for which one can sell a property on the open market. For example, if the assessed valuation of a piece of real estate is \$990,000 and its market value is \$1,000,000, its assessment ratio is 0.99 or 99%.

- **Median Ratio** is the middle ratio in a sorted (low to high) array of sales ratios; 50% of the ratios lie above the median and 50% fall below it. The median ratio is the most commonly used measurement because it is less influenced by outliers.
- **Coefficient of Dispersion (COD)** is a measure of uniformity of appraisal for all properties in the town. The COD measures the average deviation between the selling prices of recently sold properties from the average town-wide level of appraisal.

*Sales Analysis by Grouping*

- Sales are analyzed by various groupings:
  - ❖ Use - Single family, Condos, Commercials.
  - ❖ Style - Ranch, Cape, Colonial.
  - ❖ Price Quartiles - High end properties and low end properties.
  - ❖ Neighborhoods - Based on geographical areas, near highway, downtown, near water, and housing type. Twenty neighborhoods for the community.
  - ❖ Actual year built.
  - ❖ Building size.
  - ❖ Lot size.
  - ❖ Quality of construction.

*Sales Ratio Findings*

- Use Code

|               |           |             |           |                   |           |
|---------------|-----------|-------------|-----------|-------------------|-----------|
| Single Family | 78 Sales  | 99% Median  | 5.08% COD | Median Sale Price | \$560,000 |
| Condos        | 107 Sales | 100% Median | 5.84% COD | Median Sale Price | \$230,000 |
| Commercials   | 15 Sales  | 102% Median | 5.21% COD | Median Sale Price | \$977,000 |

- Style Code

|              |          |             |           |                   |           |
|--------------|----------|-------------|-----------|-------------------|-----------|
| Ranch        | 21 Sales | 99% Median  | 4.76% COD | Median Sale Price | \$550,000 |
| Colonial     | 18 Sales | 99% Median  | 5.50% COD | Median Sale Price | \$587,000 |
| Cape         | 20 Sales | 97% Median  | 4.69% COD | Median Sale Price | \$585,000 |
| Modern       | 8 Sales  | 100% Median | 6.75% COD | Median Sale Price | \$547,500 |
| Contemporary |          |             |           |                   |           |

- Single Family Sales Price Quartile

|                |          |             |           |                   |           |
|----------------|----------|-------------|-----------|-------------------|-----------|
| Quartile One   | 20 Sales | 100% Median | 5.10% COD | Median Sale Price | \$319,000 |
| Quartile Two   | 18 Sales | 97% Median  | 7.10% COD | Median Sale Price | \$485,000 |
| Quartile Three | 21 Sales | 99% Median  | 3.80% COD | Median Sale Price | \$592,000 |
| Quartile Four  | 19 Sales | 99% Median  | 4.90% COD | Median Sale Price | \$795,000 |

- Condominium Sales Price Quartile

|              |          |            |            |                                   |         |
|--------------|----------|------------|------------|-----------------------------------|---------|
| Quartile One | 27 Sales | 98% Median | 10.36% COD | Time Sharing<br>Median Sale Price | \$3,900 |
|--------------|----------|------------|------------|-----------------------------------|---------|

|                |          |             |           |                   |           |
|----------------|----------|-------------|-----------|-------------------|-----------|
| Quartile Two   | 27 Sales | 100% Median | 5.41% COD | Median Sale Price | \$205,000 |
| Quartile Three | 27 Sales | 100% Median | 4.93% COD | Median Sale Price | \$312,000 |
| Quartile Four  | 26 Sales | 99% Median  | 2.64% COD | Median Sale Price | \$562,000 |

*Final Values and Percentage Change*

- All properties in Town average increase of 8%.
- All single families increase 11% (Count of 1187).
- Waterfront properties increase 28% (Count of 92).
- Non-waterfront single families increase 6%.
- Condominiums increase 4%.
- Two Families increase 4%.
- Commercials increase 7%.
- Styles: Ranch 8%, Colonial 12%, Cape 8% and Modern Contemporary 11%.

*Informal Hearing Conclusions*

- Number of parcels in Town are 4,572.
- Number of hearings - 195 or 4%.
- Percentage of no changes - 35%.
- Percentage of changes - 65%.
- Majority of changes were minor based on physical changes on the property record card.
- Standard turn out for a community with an 8% increase is 5% to 7%.

Mr. Tarello fielded questions from the Select Board after the presentation.

3.2 Property Tax Commitment Process - Paul McKenney, Municipal Resources Inc.

Mr. McKenney, who is the Assessor, explained the process for determining the tax rate. He stated that the taxable Real Estate value increased by 7.9%, from 1,328,945,110 to 1,434,314,750. Personal Property values went up 2.17% and the total taxable amount for the town went up 7.88%.

Homestead Exemptions did go up this year; previously they were at \$15,000 and went to \$20,000. The State of Maine is maintaining a 50% reimbursement on the Homestead Exemptions. There was a 36% increase in Homestead Exemptions for the Town.

The BETE Exemption, for personal property, went up 123.79%. Basically that is due to the data collection done on personal property. The overall valuation base went up 7.93%.



Budget Committee Recommends:        \$1,404.66    Yes 4 No 0, 1 absent

- b. Shall the Town approve the transfer of \$19,016.85 from Undesignated Fund Balance to cover a deficit in the General Government Department budget at FY 2017 year-end?

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

Select Board Recommends:            \$19,016.85    Yes 4 No 0, Winn absent  
 Budget Committee Recommends:        \$19,016.85    Yes 4 No 0, 1 absent

- c. Shall the Town approve the transfer of \$39,929.22 from Unemployment Fund to cover a deficit in the Accrued Liabilities Fund at FY 2017 year-end?

**Selectman Daley**

- Asked what happens if this article goes to the voters and is not approved.

**Selectperson Mooney**

- Stated that the Information Packet that goes out to the voters should explain this in detail.

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

Select Board Recommends:            \$39,929.22    Yes 4 No 0, Winn absent  
 Budget Committee Recommends:        \$39,929.22    Yes 4 No 0, 1 absent

- d. Shall the Town approve the transfer of \$93,825.25 from Undesignated Fund Balance to cover a deficit in the US Department of Justice - Drug Enforcement Agency project budget at FY 2017 year-end?

**Selectman Dolliver**

- Asked if there was a contract.
- Stated that he was voting against it, would like to see the contract.

**Selectman Daley**

- Stated that he knew about the officer, but not the money part of it.

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

Select Board Recommends:            \$93,825.25    Yes 4 No 0, Winn absent



**Selectman Dolliver**

- Comments regarding lack of videotaping of the Budget Review Committee.
- Commented on the need to replace this bridge.

**Mike Lynch, 48 School Street**

- Stated, as a member of the Budget Review Committee, he voted against it.

**091217-05** Motion made by Richard Dolliver and second by Robert Winn, Jr. to include the preceding article on the November 7, 2017 Special Town Meeting Warrant; approved 5-0.

|                              |           |       |      |
|------------------------------|-----------|-------|------|
| Select Board Recommends:     | \$150,000 | Yes 5 | No 0 |
| Budget Committee Recommends: | \$150,000 | Yes 4 | No 1 |

c. Shall the Town approve the transfer of \$55,000 from the Undesignated Fund Balance to fund the engineering and design of bathrooms at Main Beach?

**Bill Sawyer, Budget Review Committee**

- Review of the discussion of the Budget Review Committee at their meeting regarding the bathrooms.
- Commented on the use of the Undesignated Fund Balance for projects; should bond these type of projects along with other CIP projects.

**Selectman Dolliver**

- Comments regarding the 2016 Article regarding the Main Beach Bathrooms.
- Comments regarding the costs of engineering & design.

**Selectperson Mooney**

- Review of letter from CES, Inc.

**Selectman Daley**

- Commented on the discussion regarding this subject over the last 3-5 years and the slowness of government.

**Chair Waite**

- Stated that he was proud of the work of the Budget Review Committee.

**Marjorie Katz, Lilywood Lane**

- Commented on CES, Inc. and the RFP that went out for the Beach Street Project.
- Read a letter from Patience Prescott-Sundaresan regarding the bathrooms.
- Is \$500,000 enough?

**Gary Latulippe, 48 Blue Heron Place**

- Comments regarding the need to have the \$500,000 go to the voters for the new bathroom at Main Beach.

**Kirk Lavoie, 17 Glen Avenue**

- Stated that this needs to be put before the voters (\$500,000).
- Voters should make the ultimate decision.

**Peter Kahn, Tern Street**

- Budget Committee did an excellent job vetting the project.
- Handed out a list of 20 questions that should be answered prior to starting the project.
- Comments regarding cleaning protocol for the current bathrooms.

**John Paul Argenti, Lifeguard Captain**

- Important to include the Lifeguards when this gets put on the warrant.

**Ben Hershenson, Myrtle Circle**

- Comments regarding the delays.
- Number one business in this town is tourism.
- Would like to see an end point to this project.

**Treasurer Quartararo**

- Reviewed the Undesignated Fund Balance and what is being used for the Special Town Meeting Articles; stated that construction costs should be bonded.
- Reviewed the policy on what the Undesignated Fund Balance should be for the Town. The fund balance is well in excess of the minimum required.

**091217-06** Motion made by Richard Dolliver and second by Robert Winn, Jr. to include the preceding article (\$55,000) on the November 7, 2017 Special Town Meeting Warrant; 0-5, motion fails.

Select Board Recommends: \$55,000      Yes 0    No 5

Shall the Town vote to approve the transfer of not to exceed \$100,000 from the Undesignated Fund Balance to fund the engineering and architectural design of bathrooms at Main Beach, Footbridge Beach, and North Beach?

**091217-07** Motion made by Robert Winn, Jr. and second by Richard Dolliver to include the preceding article (\$100,000) on the November 7, 2017 Special Town Meeting Warrant; approved 4-1, Dolliver in opposition.

Select Board Recommends:            \$100,000      Yes 4    No 1  
 Budget Committee Recommends:    \$100,000      Yes 5    No 0

d. Shall the Town vote to approve the transfer of not to exceed \$500,000 from the Undesignated Fund Balance to fund the engineering, design, and construction of bathrooms at Main Beach with the construction to be completed by May 2018?

**091217-08** Motion made by Robert Winn, Jr. and second by Richard Dolliver include the preceding article on the November 7, 2017 Special Town Meeting Warrant; 1 (Waite)-4, motion fails.

Select Board Recommends:            \$500,000      Yes 1    No 4  
 Budget Committee Recommends:    \$0                    Yes 5    No 0

**091217-09** Motion made by Richard Dolliver and second by John Daley to approve a \$500,000 Bonded Article to fund the engineering, design, and construction of bathrooms at Main Beach; 2 (Daley & Dolliver)-3, motion fails.

**091217-10** Motion made by Robert Winn and second by Madeline Mooney to approve the placement of the Proposed Articles (a, b & c (\$100,000)) as voted upon on the Warrant for the November 7, 2017 Special Town Meeting; approved 5-0.

**4.4** Request to Authorize the Treasurer to Represent the Town in Small Claims Court - John Quartararo, Treasurer

Select Board Review and Action on a request from the Treasurer for Select Board authorization to represent the Town in Small Claims Court when legal action is taken on unpaid accounts receivables and/or personal property taxes receivable

**091217-11** Motion made by Richard Dolliver and second by Robert Winn, Jr. to authorize, John Quartararo, Treasurer, to represent the Town of Ogunquit in Small Claims Court for actions initiated by the Town for unpaid accounts receivables and/or personal property taxes; approved 5-0.

## 5.0 SELECT BOARD REPORTS

### Selectperson Mooney

- Doesn't see this as a delay (bathrooms) but first opportunity to put something on the ballot.

### Selectman Winn

- Apologies to Town Manager the Select Board for being late to the meeting; and also the residents.

### Selectman Daley

- Comments about something that happened at the last meeting.

### Chair Waite

- Reviewed rulings and points of order that was sent by Selectman Daley.
- Spoke about accomplishments over the last few months.
- Stated that he will be going to the Maine Municipal Association Convention in October, encouraged all members to seek training.

### Selectman Dolliver

- Comments regarding parking meters.
- Comments on the bathrooms and the need to go forward; disappointed that it is not going to the voters.

## 6.0 ADJOURNMENT

Motion made by Robert Winn, Jr. and second by Richard Dolliver to adjourn the meeting at 8:40pm; approved 5-0.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager