



**SELECT BOARD
MEETING MINUTES
JULY 17, 2018**

5:15PM - WORKSHOP

A. Committee Interviews

- *Conservation Committee*
- *Ogunquit Heritage Museum Committee*

The Select Board met with applicants for the Conservation Commission and the Ogunquit Heritage Museum Committee.

B. Meet with Carol Murray, Interim Public Works Director

The Select Board entered into a contract in April with Municipal Resources, Inc. for assistance managing the Public Works Department until a new Public Works Director was hired. Carol Murray, MRI, has been filling the position.

Carol gave the Select Board a brief review of her background. She stated that she had worked for the New Hampshire Department of Transportation for over 30 years.

Ms. Murray stated that she is here every day, though on some days it is a touch and go. She plans to be here more frequently; she also is the Interim Public Works Director for Wells. She stated that she has used Town equipment in Wells and Wells equipment in Ogunquit, reciprocity between towns.

Carol explained the StreetScan project that she is currently working on.

Wells has a sign shop and the ability to make customized signs that the Town is able to utilize.

Ms. Murray explained the importance of an Asset Management program for the Town.

1.0 CALL TO ORDER: 6:00PM

1.1 Roll Call of Members

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

Others present: Patricia A. Finnigan, Town Manager

1.2 Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

1.3 Select Board Minutes - June 5, 2018

Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the minutes of the June 5, 2018 Select Board meeting as amended; approved 5-0.

2.0 LIQUOR AND AMUSEMENT LICENSE PUBLIC HEARINGS

Public hearing opened at 6:20pm.

Public hearing closed at 6:21pm.

2.1 Bandito's Mexican Grill - Malt, Spirituous & Vinous Liquor 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.

Representation was in attendance for Bandito's Mexican Grill.

071718-01 Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the Malt, Spirituous & Vinous Liquor License Renewal for Bandito's Mexican Grill; approved 5-0.

2.2 Beach House Lobster - Malt, Spirituous & Vinous License Liquor 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.

Representation was in attendance for Beach Lobster House.

071718-02 Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the Malt, Spirituous & Vinous Liquor License Renewal for Beach House Lobster; approved 5-0.

2.3 Pizza Napoli - 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.

Representation was in attendance for Pizza Napoli.

071718-03 Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the Malt, Spirituous & Vinous Liquor License Renewal for Pizza Napoli; approved 5-0.

3.0 TOWN MANAGER'S REPORT

Thanked everyone who made the 4th of July a successful event.

Police Department has been very busy this year, already responded to 879 calls for service.

Fire Department has been very busy due to the hot weather, cases of heat exhaustion.

Fire Department is just about ready to wrap up the kitchen project and start on the office project.

Lifeguards have been very busy because of the great weather.

The Town is currently in the process of hiring a full time attendant at the Transfer Station to replace the retired Lou Rioux.

Facilities & Parks has been very busy with mowing, trimming, weeding, Marginal Way, trash and bathrooms.

The Comprehensive Plan Committee will be holding a public hearing on July 25th at noon at the Dunaway Center.

New fiscal year has started; the auditors will be here at the end of the month. The Town ended the year in the black. Town Manager Finnigan stated that she would make a more concerted effort to present financial updates once a month.

School will be starting soon; the new School Resource Officer will be one of our own - Scott Long. Officer Long will be going off to School Resource Officer School next week. The Police Chief is in the hiring process to fill the vacant position created by Officer Long's leaving from the full time position.

4.0 PUBLIC HEARINGS

There were no other public hearings before the Select Board.

5.0 COMMITTEE APPOINTMENTS & RESIGNATIONS

5.1 Committee & Board Appointments

a. **Bicycle-Pedestrian Committee (3 reappointments; 1 vacancy)**

071718-04 Motion made by Robert Winn, Jr. and second by Madeline Mooney to appoint Charley LaFlamme as a Full Member, term to expire 06/30/2021; Bob McBreen as 1st Alternate, term to expire 06/30/2019 and Bruce Byorkman as 2nd Alternate, term to expire 06/30/2019, to the Bicycle-Pedestrian Committee; approved 5-0.

b. **Board of Assessment Review (2 reappointments; 0 vacancies)**

071718-05 Motion made by Robert Winn, Jr. and second by Madeline Mooney to appoint Kirk Lavoie as 1st Alternate, term to expire 06/30/2019 and Elaine Cooper as 2nd Alternate, term to expire 06/30/2019, to the Board of Assessment Review; approved 5-0.

c. **Budget Review Committee (2 vacancies)**

d. **Cable TV Committee (1 reappointment; 1 vacancy)**

071718-06 Motion made by Robert Winn, Jr. and second by Madeline Mooney to appoint Carole Aaron as a Full Member of the Cable TV Committee, term to expire 06/30/2021; approved 5-0.

e. **Conservation Commission (1 reappointment; 1 new appointment; 2 vacancies)**

071718-07 Motion made by Charles Waite, III and second by Richard Dolliver to appoint Cindy Douglass as a Full Member, term to expire 06/30/2021 and Laura Breen Brogan (new) as a Full Member, term to expire 06/30/2021, to the Conservation Commission; approved 5-0.

f. Harbor Committee (2 reappointments; 2 vacancies)

071718-08 Motion made by Charles Waite, III and second by Robert Winn, Jr. to appoint John Gordon as a Full Member, term to expire 06/30/2021 and Jay Smith as 1st Alternate, term to expire 06/30/2019, to the Harbor Committee; approved 5-0.

g. Heritage Museum Committee (2 reappointments; 2 vacancies)

071718-09 Motion made by Charles Waite, III and second by Robert Winn, Jr. to appoint Susan Meffert as a Full Member, term to expire 06/30/2021; Jay Smith as a Full Member, term to expire 06/30/2021; John Ross as a Full Member, term to expire 06/30/2021; Marc Saulnier as 1st Alternate, term to expire 06/30/2019 and Sarah Lefferts (new) as 2nd Alternate, term to expire 06/30/2019, to the Heritage Museum Committee; approved 5-0.

h. Historic Preservation Commission (4 reappointments; 1 new appointment; 0 vacancies)

071718-10 Motion made by Charles Waite, III and second by Richard Dolliver to appoint Marcia Williams as a Full Member, term to expire 06/30/2021 and Marsha Northrop as 1st Alternate, term to expire 06/30/2019, to the Historic Preservation Commission; approved 5-0.

i. Performing Arts Committee (2 reappointments; 3 vacancies)

071718-10 Motion made by Charles Waite, III and second by Richard Dolliver to appoint Vincent D'Errico as a Full Member, term to expire 06/30/2021 and Steve Einstein as a Full Member, term to expire 06/30/2021, to the Performing Arts Committee; approved 5-0.

j. Planning Board (3 reappointments; 1 vacancy)

071718-11 Motion made by Charles Waite, III and second by Richard Dolliver to appoint Jackie Bevins as a Full Member, term to expire 06/30/2021; Mark MacLeod as a Full Member, term to expire 06/30/2021 and Priscilla Botsford as 1st Alternate, term to expire 06/30/2019, to the Planning Board; approved 5-0.

k. Shellfish Conservation Commission (3 reappointments; 1 vacancy)

071718-12 Motion made by Charles Waite, III and second by Richard Dolliver to appoint Arthur Damren as a Full Member, term to expire 06/30/2021; Craig Thiede as a Full Member, term to expire 06/30/2021 and Chris Perry as 1st Alternate, term to expire 06/30/2019, to the Shellfish Conservation Commission; approved 5-0.

l. Zoning Board of Appeals (2 reappointments; 1 vacancy)

071718-13 Motion made by Charles Waite, III and second by Richard Dolliver to appoint Michael Horn as a Full Member, term to expire 06/30/2021 and Carole Aaron as 1st Alternate, term to expire 06/30/2019, to the Zoning Board of Appeals; approved 5-0.

6.0 PRESENTATIONS, PROCLAMATIONS, RESOLUTIONS & COMMUNICATIONS**6.1 Marginal Way Committee Update - Joan Griswold, Chair**

Joan Griswold was in attendance to give a status report on the repairs to the Marginal Way and to give an update on the request to use a natural "biological control agent" (moths) to control invasive plant species.

7.0 UNFINISHED BUSINESS

There was no unfinished business for action by the Select Board.

8.0 NEW BUSINESS**8.1 Authorize the Town Manager to renew the Contract with Municipal Resources Inc. for Assessing Services**

The Town has contracted with Municipal Resources, Inc. since 2015 to provide assessing services. This has proven to be a cost effective way for the Town to meet the requirements of the State Constitution and State Laws regarding assessing practices and requirements.

071718-14 Motion made by Richard Dolliver and second by John Daley to authorize the Town Manager to enter into a contract with Municipal Resources, Inc. for up to 3 years for Assessing Services; approved 5-0.

8.2 Authorize the Town Manager to enter into a Revised Contract with Municipal Resources, Inc. to provide the services of an Interim Public Works Director

The Select Board approved a contract with Municipal Resources, Inc. in April to assist with the management of the Public Works Department, provide recommendations to improve operations and to also analyze our staffing and fleet equipment. The person that has been filling this assignment is Carol Murray. Carol is a Civil Engineer and has done everything from surveying to construction inspection to design services in civil engineering. She knows the streets, the roads and the infrastructure. She was the Commissioner of New Hampshire's Department of Transportation for seven years. Prior to joining the Town of Ogunquit, she was the Interim Public Works Director in another seaside New England community. Carol was under contract with both Ogunquit and Wells to manage our respective Public Works Departments on an interim basis. The Board met with Carol Murray during their workshop meeting (7/17/2018) to get an update on the work she is doing and to discuss what the Town needs to be doing to improve services and maintain the Town's infrastructure. The intent was to have a short term contract until a new Public Works Director could be hired. The Town Manager has told the Select Board that Carol has been very effective. Staff is recommending that they revise the contract and have Carol Murray serve as the Interim Public Works Director for up to a year. This will ensure that the Town will have stable leadership in the Public Works Department which will allow the implementation of much needed improvements to departmental operations and to conduct a search to attract a highly skilled Public Works Director. The revised contract would continue to have Ogunquit and Wells share the cost of an Interim Public Works Director. The cost would be split 60% to Wells and 40% to Ogunquit. Ogunquit's cost would be approximately \$54,000.

Comments made by Richard Dolliver and John Daley voicing their opinion in favor of hiring a Full Time Public Works Director.

Comment by Madeline Mooney that this contract does not preclude the Town from searching for a Public Works Director.

Town Manager Finnigan commented on the information that Carol Murray has brought forth and the plans for the department going forward. This agreement can be revisited in the future.

Chair Waite commented on his initial impression in regards to the contract for an Interim Public Works Director and the association with Wells.

Carol Murray spoke about her Interim position at Manchester by the Sea as Public Works Director.

Rusty Hayes, Cedar Lane

- Positive comments regarding the hiring of Carol Murray as Interim Public Works Director.
- Suggested implementing a Search Committee for the Public Works Director, just as was done for the Town Manager.

Phil Cavaretta, Route One

- Commented on the allocation of time between the two towns and of splitting someone and getting a fair deal.
- Commented on the development of the department and fixing the issues that are there.
- Also suggested the Search Committee as an option for the hiring process.

Joan Griswold, 20 Briar Bank Road

- Stated that she agreed with and would support the Town Manager in this process.

Frank Buckley, School Street

- Comments regarding streamlining the process and having town equipment only in Ogunquit.
- Comments regarding town owned equipment and the value and usage of the equipment.

Jim Hartwell, Shore Road

- Commented on the whether the Town Manager is doing her job or not, how far do you micro-manage the Town Manager. Do you let the Town Manager manage when she feels so strongly about this?

071718-15 Motion made by Robert Winn, Jr. and second by Richard Dolliver to authorize the Town Manager to enter into a contract with Municipal Resources Inc. to have Carol Murray continue to serve as the Interim Public Works Director; approved 5-0.

8.3 Appointment of Carol Murray as Interim Public Works Director

With the approval of the contract with Municipal Resources, Inc., need to accept the Town Manager's recommendation to appoint Carol Murray as the Interim Public Works Director.

071718-16 Motion made by Charles Waite, III and second by Robert Winn, Jr. to confirm the Town Manager's recommendation to appoint Carol Murray as Interim Public Works Director; approved 5-0.

8.4 Authorize the Town Manager to enter into a contract with Street Scan, Inc. to conduct an assessment of the Town's streets for the purpose of developing a Pavement Management System for Capital Planning purposes

One of the Select Board's priorities was to have a long term Capital Improvement Plan (CIP). A well thought out CIP will help the Town to make sound fiscally responsible budget and financial decisions. The biggest part of a Town's capital assets is its infrastructure, streets and sidewalks. When the Town Manager presented her budget to the Select Board and the Budget Review Committee, she recommended doing an assessment of the condition of the Town streets and sidewalks. This would allow the Town to develop a list of all the streets, the cost to maintain them and the amount that should be budgeted each year to repair, reconstruct and maintain the streets. This type of information will allow the Select Board to make rational funding decisions based on real data. Interim Public Works Director Carol Murray was instrumental in assisting to secure the services of StreetScan. It is a company which uses technology to assess the conditions of the roads and helps the Town to set priorities regarding which roads will be repaired. The data in the reports will be helpful to the Select Board, the Budget Review Committee and the public to have a clearer understanding of the condition of the Town's infrastructure and to establish a funding cycle to keep the roads maintained. This contract is for StreetScan to do a pavement assessment of the streets. They can assess the sidewalks and collect other road data in the future if requested by the Select Board.

071718-17 Motion made by Robert Winn, Jr. and second by Madeline Mooney to authorize the Town Manager to enter into a contract with StreetScan Inc. in the amount of \$10,268 to conduct an assessment of the Town's streets; approved 5-0.

9.0 CITIZEN COMMENTS (For town topics not on the agenda)

The Select Board welcomes public comments and questions about Town-related issues that are not on the agenda. We ask that people keep comments on point and within 3 minutes.

Chris Prudente, 444 Main Street

- Asked if the Town would look at a reassessment of Agamenticus Park. The park is in York, the Town receives a tax bill. Feels that the Town is being over-assessed.

- Stated that he would like to have a copy of the Parks & Recreation Committee By-laws. Comments regarding the "Seasonal Work Force Orientation" that was held by the Parks & Recreation Committee.
- Thank you to Pat Finnigan and Charles Waite, III for their assistance with the Tennis & Pickle Ball issues.

10.0 OTHER BUSINESS

10.1 Select Board Reports and Announcements

Selectman Daley

- A comment regarding the Comprehensive Plan Committee, the committee feels like they have a lack of support by the Select Board. Asked the committee liaison, Richard Dolliver, to reach out to them.

Selectwoman Mooney

- Comments regarding the Comprehensive Plan Committee and the ability to address issues at a meeting. Suggested that the Select Board have a workshop with the committee.
- Stated that it felt good with so many committee appointments.
- Hope everyone is enjoying their summer.

Chair Waite

- Stated that the Comprehensive Plan Committee will hold their second public hearing on Wednesday, July 25th at noon.
- The Rotary will be holding its annual 2-Cent Sale on Thursday, July 19th at 6:30pm.
- Suggested that the Select Board hold a workshop on July 31st.
- Stated that he held office hours this past Thursday, he will be continuing this during the summer months. He will be available from 10:00am to 2:00pm.
- Thanked the Plover monitors for their work during the 4th of July event.

11.0 EXECUTIVE SESSION

Due to the length of the meeting, no Executive Session was held.

~~11.1 Discussion of Collective Bargaining Agreements [Pursuant to M.R.S.A Chapter 1, §405.6(D)]~~

12.0 ADJOURNMENT

Motion made by Robert Winn, Jr. and second by Madeline Mooney to adjourn the meeting at 8:45pm; approved 5-0.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager