



**SELECT BOARD
MEETING MINUTES
AUGUST 7, 2018**

5:15PM - WORKSHOP

- Select Board Goals, Priorities & Work Plans

The list below is the Select Board Goals that were developed on October 3, 2017:

Projects/Topics

1. *OVS/Police Station/Municipal Campus - 6**
2. *Beach Bathrooms - 4*
3. *Select Board Training: Roles & Responsibilities (with an attorney)*
4. *Training in procedures: meetings; codes and ordinances so they are understood*
5. *Select Board Rules with training*
6. *Select Board Rules*
7. *5-year Capital Improvement Plan -2*
8. *Resolve Norseman Way (access to beach) -2*
9. *Town Committees: Code of Ethics*
10. *Town Committees: their focus and roles*
11. *Town Committees: how to attract members; retain members; roles & responsibilities*
12. *Update fees; Diversify Revenues*
13. *Beach St. Project*
14. *Beach St. sidewalk and bridge*
15. *Focus on priorities of the majority rather than minority*
16. *Hire a Planner: CEO has a heavy workload*
17. *Codification; make sure ordinances are clear and understood by Select Board/staff/committees*
18. *Combine Public Works and Administrative Services Hire a PW Director*
19. *Manage personnel costs (not cut, but manage)*
20. *Parking: satellite sites, garage, what's the right capacity for Ogunquit*
21. *Look at projects which can generate revenues*
22. *Regular e-newsletter to the community*
23. *Communicate to abutters and/or the entire community about projects/changes that will affect them*
24. *Parking what's the right balance/capacity; private lots; fees; traffic flow; trolleys*
25. *Beautification of the Town; Town character; attention to detail to keep us looking good*
26. *Summer season debrief/lessons learned*
27. *Capital project and RFP process: need to do a better job of tracking projects*
28. *Develop a Community Vision*

* Note: A topics with a number after it means it was identified multiple times.

Categories:

- A. *Infrastructure Improvement Projects*
- B. *Capital Improvement Planning*
- C. *Finance*
- D. *Organization*
- E. *Training*
- F. *Communications*

After review of the list, Town Manager Finnigan asked the Select Board if there were any items that they felt did not need to be on the list anymore.

After discussion it was recommended that the following items remain goals for the Select Board:

- OVS, Police Station and Municipal Campus/Infrastructure.
- Beach Bathrooms.
- Updated training for Select Board with attorney.
- Beach Street Project (Sidewalks both sides and Bridge) to Route One.
- Parking: satellite sites, garage, what's the right capacity for Ogunquit.
- Use of Town Land (new item)/better use of town properties.
- Combine Public Works and Administrative Services Hire a Public Works Director.
- Track current projects and finish before move on to new projects.
- Capital Improvement Plan (5-year plan)/RFP process/completion of projects.
- Resolving Norseman Way (access to beach).
- Hire a Planner.
- Enforcement.
- Codification of Ordinances - make sure ordinances are clear and understood by the Select Board/Staff/Committees
- Comprehensive Plan - continuing momentum into the future/Community Vision Statement/revitalization.
- Communicate to abutters and/or the entire community about projects/changes that will affect them.
- Updates from the Ogunquit Sewer District.

Selectman Winn suggested that the items be broken up as a task/liason to the goals to keep them moving forward. Each Board member could pick a task that they would like to be involved in.

Town Manager Finnigan stated that she would take these goals and priorities and type them up for the Select Board.

A brief recess was called prior to the start of the business meeting.

1.0 CALL TO ORDER

Meeting called to order at 6:04pm.

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.

Marcia Brazer was in attendance to make a presentation to the Select Board, to name Richard Perkins as "Ogunquit's Poet Laureate". Also in attendance with Ms. Brazer were Jackie Grant and Judith Woodbury.

**Town of Ogunquit
Proclamation
Honoring Richard W. Perkins as Ogunquit's Poet Laureate**

Whereas: *Richard W. Perkins, Ogunquit's Citizen of the year in 2014, and also known as, Ogunquit's oldest teenager, was born in York and attended Ogunquit's local schools.*

Whereas: *In his early years, he served as a licensed Sea Captain, was an artist model at the Ogunquit School of Painting and Sculpture and the Art Students League in New York City.*

Whereas: *After spending time in Palm Beach, Florida, Richard introduced fine dining to Ogunquit, he helped many of his waiters & kitchen staff to open their own restaurants, and therefore, we see a flourishing culinary arts community today. Richard owned numerous restaurants, entertaining many well-known celebrities and one Royal, Prince Charles; he put Ogunquit on the map as a culinary destination.*

Whereas: *Richard, being a business owner and an innovator, with a God given talent for writing, wrote the very first culinary column for the local newspaper, as well as articles with humorous life stories and recipes for many books and magazines.*

Whereas: *Richard's talents in writing continued with the birth of his well-known Odes. Over the years, he has written over six hundred Odes about various subjects: honoring his friend's birthdays, holidays, the weather, wild turkeys, his beet relish recipe, growing old, food, Vodka, the How Rude! Documentary, cats, dogs, his pets, and Ogunquit's many cast of characters.*

Whereas: *A Documentary about Richard's life "How Rude!" was produced in 2011, over three hundred Ogunquit citizens and many of his fans attended the premiere held at the Leavitt Theatre. Richard wrote many Odes about the making of the movie at that time.*

Whereas: *Richard's Odes and life stories have been published in many newspapers and local publications, including the Historical Society of Wells and Ogunquit and the Friends of the Ogunquit Heritage Museum newsletter. Many of his friends have been honored and surprised with a framed Ode written by Richard W. Perkins; a treasured gift that always brought a smile.*

Now, Therefore, Be It Resolved, That We, *The Select Board of Ogunquit, and on behalf of the community, do hereby reclaim from this day forward that **Richard W. Perkins**, in his 88th year, is proclaimed as **Ogunquit's Poet Laureate**.*

080718-01 Motion made by Robert Winn, Jr. and second by Richard Dolliver to name Richard Perkins the *Poet Laureate of Ogunquit*; approved 5-0.

The Select Board took a break to sign the proclamation.

1.3 Select Board Minutes - June 19, 2018

Motion made by Robert Winn, Jr. and second by Madeline Moony to approve the minutes of the June 19, 2018 Select Board meeting as presented; approved 5-0.

1.4 Select Board Minutes - July 17, 2018

Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the minutes of the July 17, 2018 Select Board meeting as presented; approved 5-0.

2.0 **LIQUOR AND AMUSEMENT LICENSE PUBLIC HEARINGS**

Public Hearing called to order at 6:15pm.

There were no questions from the public in attendance.

Public Hearing closed at 6:16pm.

- 2.1 Hartwell House - Malt, Spirituous & Vinous Liquor License Renewal
This was recommended for approval by the Police Chief, Fire Department and Code Enforcement Officer.

Representation was in attendance from Hartwell House.

080718-01 Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the Malt, Spirituous & Vinous Liquor License Renewal for Hartwell House, approved 5-0.

3.0 TOWN MANAGER'S REPORT

It is August and summer in Ogunquit and it is obvious that there is no better place to be. This is our busiest time of year, people get frazzled.

Stated that people have been very complimentary about the way the town looks. Commented on the trash and the bathrooms, will never be able to address the situation at the bathrooms until we have larger and more capacity for the bathrooms.

The bathroom project will be on the way, people will be able to comment on this within the next several weeks.

Some good things have been happening in the Police Department. One of our officers, Scott Long, had expressed interest in being the School Resource Officer; he will be starting this position soon.

Interviews were held for a new Police Officer, a citizen's panel interviewed the two finalists. Dominick Romano, who was a Reserve Officer, was hired as a full time officer.

The repair in front of Gorges Grant, where the water main break had occurred, was never repaired properly. At long last, the repair was done yesterday.

The lifeguards have been very busy this year with the hot weather making sure that people are safe. The lifeguard competition was hosted by the Ogunquit Lifeguard Service last week; they came in second by just $\frac{1}{2}$ a point. Kudos to the lifeguard team and Captain JP Argenti.

Staff has been busy getting paperwork together for FEMA for the damages done during the storm this past spring. A representative from FEMA will be here this

week to meet with staff to make sure that we get all the documentation together that is need for submission.

Town Manager Finnigan reminded everyone of the Sea Level Rise Symposium at the Kennebunkport Town Office on Thursday, August 9th.

The Transfer Station has been extremely busy but people have been in good spirits. The new budget allowed for a new full time attendant at the Transfer Station, which was previously a part time position. Welcome to Steve Twombly our new employee at the Transfer Station.

The town auditors were present last week to do the fiscal year 2017-2018 financial audits.

Treasurer John Quartararo stated that the auditors completed their field work last week and anticipates the first draft of the audited financials in September. In October he will ask to have a workshop with the Select Board and the auditors to review the financials and respond to any questions that may come from the Board.

He stated that he anticipates that we will have an unqualified opinion subject to the auditor's final findings. He does anticipate that there will be one major weakness reported, that has to do with the beach passes and how that office is being managed. He stated that this has been reviewed by the Town Manager and will take affirmative action.

In regards to financials, financial position is very strong. Mr. Quartararo raised concerns with the use of Undesignated Fund Balance, what was utilized to support this budget and going forward.

Mr. Quartararo spoke about tax collection, the town assessed just under \$11M in taxes during fiscal year 2018. The outstanding balance as of this day is less than \$142,000. The collection rate is 98.71%.

He stated that there was one property that went into tax foreclosure in the spring, but that he has been working with the owner and has advised him that he needs to do something as Mr. Quartararo will come to the Select Board in September to recommend that the property be sold.

Town Manager Finnigan stated it will be very busy this weekend, will be welcoming the Peace Run. They will be coming through Ogunquit Saturday morning at around 10:00am. There will be a delegation from the group stopping by the Dunaway Center and anyone who would like to stop by is invited.

Saturday, August 11th is also the famous "Woodies in the Cove" event and parade sponsored by the Wells-Ogunquit Historical Society.

Very happy to start the evening off by having Marcia Brazer recognizing Richard Perkins, these are the type of things that are important through life. The people that make up Ogunquit are special. As we get ready to celebrate our 40th Anniversary, we can't lose sight of that we are a community because of the people.

4.0 PUBLIC HEARINGS

Public Hearing called to order at 6:30pm.

John Quartararo was in attendance to explain the request for transfers.

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

Public Hearing closed at 6:35pm.

4.1 FY2018 Year-End Interdepartmental Budget Transfers

Transfers In:

| | |
|-----------------------------------|-------------------------|
| Ogunquit Heritage Museum | \$709.00 |
| Recreation Department (revised) | 1,226.00 |
| Visitor Services | 12,293.00 |
| Fire Department | 8,882.00 |
| Transfer Station | 6,424.00 |
| Insurance & Benefits | 7,204.00 |
| Facilities & Parks | 24,063.00 |
| Information Services | 3,833.00 |
| Plover Management | 252.00 |
| <u>Total Transfers In:</u> | <u>64,886.00</u> |

Transfers Out:

| | |
|------------------------------|-------------|
| General Government (revised) | \$19,860.00 |
| Land Use Department | 2,121.00 |
| Lifeguard Service | 717.00 |
| Utilities | 4,657.00 |
| Public Works Department | 17,100.00 |
| Harbormaster | 3,299.00 |
| Welfare Department | 52.00 |
| Conservation Department | 43.00 |
| Clam Warden | 469.00 |

| | |
|------------------------------------|-------------------------|
| Marginal Way (revised) | 0.00 |
| Civic Organizations | 124.00 |
| <u>Current Year Tax Commitment</u> | <u>16,444.00</u> |
| <u>Total Transfers Out:</u> | <u>64,886.00</u> |

080718-02 Motion made by Robert Winn, Jr. and second by John Daley to authorize the transfer of funds in the amount as requested in the revised memo as recommended by the Town Treasurer; approved 5-0.

5.0 COMMITTEE APPOINTMENTS & RESIGNATIONS

5.1 Committee & Board Appointments

A. Harbor Committee

- *Josh Audet*
- *Robert McIntire*

080718-03 Motion made by Robert Winn, Jr. and second by Richard Dolliver to appoint Robert McIntire to a three (3) year term to the Harbor Committee, to expire June 30, 2021; approved 5-0.

080718-04 Motion made by Robert Winn, Jr. and second by Richard Dolliver to appoint Josh Audet as an Alternate to the Harbor Committee, term to expire June 30, 2019; approved 5-0.

B. Historic Preservation Commission

- *Kerry Ellen Enright*

080718-05 Motion made by Richard Dolliver and second by Robert Winn, Jr. to appoint Kerry Ellen Enright as an Alternate to the Historic Preservation Commission, term to expire June 30, 2019; approved 5-0.

5.2 Committee Resignation

A. Heritage Museum Committee - *Charlotte Tragard*

080718-06 Motion made by Robert Winn, Jr. and second by Richard Dolliver to accept, with regrets, the resignation of Charlotte Tragard as a member of the Heritage Museum Committee; approved 5-0.

6.0 PRESENTATIONS, PROCLAMATIONS, RESOLUTIONS & COMMUNICATIONS

6.1 Marginal Way Preservation Fund - Check Presentation

Paul Breen, 33 Youngs Crossing

- Mr. Breen was present as President of the Marginal Way Preservation Fund to present a check to the Town of Ogunquit for \$11,000. These funds were raised through an appeal for emergency funding for repairs to the Marginal Way.
- Also in attendance was Jeanne Roche, Executive Director of the Marginal Way Preservation Fund.

080718-07 Motion made by Robert Winn, Jr. and second by Madeline Mooney to accept the funds for the repair of the damage to the Marginal Way that was caused by the severe storms; approved 5-0.

6.2 Communication from the Town Clerk Regarding November Special Town Meeting Timeline

The Town Clerk has set the date of August 17, 2018 at 4:00pm for the deadline to receive petitions and ordinance changes. This would allow for those items to be on the Select Board Agenda on August 21st. At this meeting the Select Board would accept/reject any petitions and could make changes to any ordinance proposals.

The Select Board meeting on September 4th would require the Select Board to finalize the Warrant/Order and to call for the Special Town Meeting-Referendum Election. The Warrant/Order must be to the Town Clerk by Friday, September 7th (60 days before the election).

Below is a list of Select Board meetings and suggested Public Hearings for the Special Town Meeting:

August 7th Select Board Meeting - Review possible warrant articles
August 17th Petitions/Ordinance Changes must be in the Town Clerk's Office
August 21st Select Board Meeting- Public Hearing on articles (changes can be made)
September 4th Select Board Meeting- Call for Special Town Meeting, Sign Warrant/Order (NO changes can be made.) This is the last regular Select Board Meeting before the 60 day requirement to call for a Referendum Election
September 7th 60 days prior to Special Town Meeting - last day to call for a Referendum Election
September 18th Select Board Meeting Public Hearing - Special Town Meeting Warrant Articles (NO Changes can be made.)

- October 2nd Select Board Meeting - Public Hearing - Special Town Meeting Warrant Articles (NO Changes can be made.)
- October 5th **ABSENTEE BALLOTS AVAILABLE**
- October 16th Select Board Meeting - Public Hearing - Special Town Meeting Warrant Articles (NO Changes can be made.)
- November 1st **LAST DAY TO PICK UP ABSENTEE BALLOT**
- November 6th Special Town Meeting

7.0 UNFINISHED BUSINESS

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

8.0 NEW BUSINESS

8.1 Authorize the Purchase of the Document Management System (General Code)

This is a software program that was approved in the budget at the Annual Town Meeting in June. It will allow the town to scan and preserve our town documents and make the documents searchable and easier to locate information. It will also mean that we don't have to save all the paper documents which will save on space.

Selectman Daley had a question about technology changes and access to the information in the future. Town Manager Finnigan stated that she would look into this for the Select Board.

Selectman Dolliver asked about the cost per user and public access.

080718-08 Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the contract to purchase the Document Management System for \$11,600; approved 5-0.

8.2 Authorize Acceptance of State funds from the Local Roads Assistance Program

The State shares some of the gas tax with local municipalities to help with the local road projects. This formula is based on the miles of roads in the municipality. Ogunquit is expected to receive approximately \$15,000.

080718-09 Motion made Richard Dolliver and second by Robert Winn, Jr. to accept the State funds allocated through the Local Road Assistance Program for approximately \$15,000; approved 5-0.

8.3 Acceptance of the Structural Engineering Report prepared by Becker Structural Engineers regarding the Ogunquit Village School

This is a report requested by Select Board to determine if there has been any substantial change to the structure and integrity of the Ogunquit Village School. The report was done at a cost of \$6,500 by the structural engineering firm that was involved in the 2009 Master Plan for the Ogunquit Village School. They found little changes in the structure. The next step is to conduct and facilitate the process as approved by the voters in 2017.

Once this is accepted, then the Select Board will have to determine the next step. The next step should be to hire a facilitator to deal with the future function of the building.

080718-10 Motion made by Richard Dolliver and second by John Daley to receive the Structural Engineering Report prepared by Becker Structural Engineers regarding the Ogunquit Village School; 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.

Wendy Levine, Obeds Lane

- Comments about the proposed Comprehensive Plan.
- Stated that we need to protect our natural resources.

Priscilla Botsford, Old Kings Highway

- Comments regarding Healthy Beaches report.
- Stated that keeping our beaches healthy should be priority.

Barbara Ferraro

- Wanted to know if somebody on the Select Board could report on the potential sewer pump that is going in on Captain Thomas Road.
- Priscilla Botsford, Ogunquit Sewer Trustee, responded to the question.

Rebecca Fox, Marginal Avenue

- Question regarding the Select Board workshop on goals - Town Committees. She had a question about membership on committees, suggested clarification on absences, subcommittees, etc.

Kirsten Ross, Highland Avenue

- Comments regarding contact at the State level for virtual participation in meetings.

Ben Hershenson, Myrtle Circle

- Comments regarding ORA.

Frank Dunbar, Myrtle Circle

- Shore Road near Thompson Green needs to be repaired.

10.0 OTHER BUSINESS**10.1 Select Board Reports and Announcements****Selectman Winn**

- Congratulations to Richard Perkins.
- Comments regarding the issue with trash bags and paying for extra bags if you only go once a week.
- Comments regarding the beaches, rivers, estuary, etc.; the Conservation Commission has worked on keeping the water clean with testing. But the river has numerous outfalls from streams from Wells, North Berwick, and other areas that feed into our rivers and beaches.

Selectman Daley

- Should be more disciplined with the timer, more visible to the Select Board.

Selectman Dolliver

- Got his paycheck from the town and it was returned; the Post Office or the town does not know where he lives...
- Comments regarding Ogunquit Beach closures - "The Swim Guide.org"
- Suggested boards for posting temperatures, wave action, etc.
- Suggested going to a swipe card for trash disposal at the Transfer Station.
- Let's get a facilitator, let's get moving, let's get on bathrooms, let's keep our beaches clean, and let's find a DPW Director.

Chairman Waite

- Thank you to Marcia Brazer for everything she has done, and more importantly, congratulations to Richard Perkins for being Ogunquit's Poet Laureate.
- Received a call from Judy Baker; Bill Baker's memorial services will be held on Wednesday, August 22nd at 2:00pm at the Dunaway Community Center.

- Congratulations to the lifeguards on finishing in 2nd place, but they will always be first place for us.

11.0 ADJOURNMENT

Motion made by Robert Winn, Jr. and second by Richard Dolliver to adjourn the meeting at 7:34pm; approved 5-0.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager