



**SELECT BOARD
SPECIAL MEETING
APRIL 23, 2019
MINUTES**

1.0 CALL TO ORDER - 6:00PM

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

Budget Review Committee: William Sawyer, Chair
Carole Aaron, Vice Chair
Fred Lynk
Mark MacLeod
Lindsey Perry
Elaine Cooper (Alternate)
Peter Kahn (Alternate)

2.0 FY 2019-2020 BUDGET

Town Manager Finnigan gave an overview of the budget that is being presented. Department Heads were in attendance.

General Government:

Recommended Budget: \$859,039

Budget Increase: \$10,971

Changes:

\$6,907 Wages & Benefits
\$10,000 Professional Services
(Human Resources/Training)

The increases are offset by the decrease in funding needed for document imaging, codification and other expenses.

What's covered:

- Select Board (5 Members)
- Town Manager's Office (2)
- Town Clerk & Elections (1.5)
- Treasurer/Tax Collector (1.5)

Ogunquit Heritage Museum:

Recommended Budget: \$28,419

Budget increase: \$2,954

Changes:

- Wages for Additional Staff

What's covered:

- Operations of the Ogunquit Heritage Museum.
- 2 part-time employees (Museum Curator, Administrative Assistant)

Bicycle & Pedestrian Committee:

Recommended Budget: \$1,500

Budget Increase: \$0

What's covered:

- This budget funds the activities of the Town's Bicycle-Pedestrian Committee, including education on bicycle and pedestrian safety, bike check-ups, and advocating for safe streets and sidewalks.

Parks & Recreation Committee:

Recommended Budget: \$17,300

Budget Increase: \$0

What's covered:

- This budget funds the activities of the Parks & Recreation Committee including Music in the Park, Bonaire, Sand Castle Contest, movie nights, and Christmas by the Sea - \$13,800
Promotions and advertising - \$ 1,500
- Funds to redevelop the Agamenticus ball field - \$ 2,000

Revenues: Projected at \$4,500

Ogunquit Performing Arts**Recommended Budget: \$9,500****Budget increase: \$3,000**

What's covered:

- This budget funds the activities of the OPA which includes the annual Capriccio Festival, the Piano Festival, Chamber Music Festival, movies at the Dunaway, dance performances, and other performances and cultural activities.

Changes:

- The Town's donation to the OPA has been the \$6,500 for many years. In order to broaden its audience, increase sales, and this revenue, OPA is doing more promotion through the web site and social media. The increased funding will allow OPA to increase its promotional efforts.
- Note: OPA's revenues amount to approximately \$17,300 through ticket sales and fundraising. OPA also receives in-kind contributions of goods and services. Last year the value of those contributions was approximately \$23,000.

Land Use/Assessing Office**Recommended Budget: \$373,350****Budget Increase: \$9,460****Changes:**

- Wages & Benefits
- Assessing (cyclical review of properties)

Visitor Services Budget**Recommended Budget: \$313,094****Budget Increase: \$10,825 (3.6%)****Changes:**

- Wages & Benefits
- Parking Lot Expenses: Electronic parking ticket devices.
Revenues: Projected decrease due to not charging people for first beach pass (\$-51,000)

Police Department**Recommended Budget: \$1,839,814****Budget Increase: \$66,000**

Changes:

- Wages & Benefits

Revenues: Parking Tickets: 50% cost of the School Resource Officer.

Fire Department

Recommended Budget: \$1,512,348

Budget Increase: \$116,715

Changes:

- Wages & Benefits for the Firefighters/EMT's
- Funding to increase coverage during heavy call volume -\$62,000
- Medical Services Director Stipend - \$7,500
- Vehicle and equipment expenses - \$11,201

Revenues: Fees were adjusted in January to keep pace with amount insurance companies are willing to reimburse communities for EMS services.

Lifeguards

Recommended Budget: \$245,900

Budget Increase: \$45,840

Changes:

- Wages (at market rates to attract experienced lifeguards) - \$17,874
- Staffing to bring back Lifeguard station (between marker 2 and 3) - \$24,750
- Stipend for Lifeguard Captain - \$4,306

Utilities

Recommended Budget: \$196,815

Budget Increase: \$16,915

Public Works Department

Recommended Budget: \$1,072,724

Budget Increase: \$167,959

Changes:

- Parks Maintenance employees are in the Public Works Department (there is a reduction in the Facilities Dept. budget due to this change)
- Funding for contracted services: Engineering, Pavement Management Program, and similar professional services.
- FEMA Project Manager: This position is established so the Town can work with FEMA to receive funds to address damage due to major storms in 2018. The

funds received from h federal and state government to pay for the infrastructure repair and improvements will exceed the cost of this position. In addition, FEMA pays for a portion of the wages of the employees working FEMA projects. See attached detail sheet. Note: Revenues will off-set and exceed this cost.

Transfer Station

Recommended Budget: \$358,311

Budget Increase: \$6,396 (1.8%)

Changes:

- Recycling market and its impact on operations.

Revenues: Projected decrease due to change in the recycling market.

- *For future discussion "Pay-Per-Bag" Program.*

Harbormaster

Recommended Budget: \$143,275

Budget Increase: \$1,431

Revenues: Increase of \$6,100

General Assistance

Recommended Budget: \$2,000

Budget Increase: \$0

This is a State mandated program that each municipality provides to people who need assistance with basic necessities (food, heating fuel, etc.)

Property & Casualty Insurance

Recommended Budget: \$183,300

Budget Increase: \$5,200 (2.8%)

Facilities Department

Recommended Budget: \$635,313

Budget Decrease: \$49,613

Changes:

- The decrease is due to transferring the Parks maintenance employees to Public Works Department.
- The Facilities Department is responsible for the Town's buildings, public bathrooms, grounds (arborists, landscaping, beautifications, etc.)

Conservation Commission

Recommended Budget: \$22,275

Budget Increase: \$2,940

Changes:

- Funding for the Town's share of an environmental grant for the Ogunquit Watershed Improvements Program.

Information Services

Recommended Budget: \$105,205

Budget Increase: \$20,953

Changes:

- Wages & Benefits.
- Expenses: Computers and equipment, contracted services for system management, WOGT quality.

Revenues: Franchise Fee from Spectrum

Shellfish Conservation Commission

Recommended Budget: \$7,450

Budget Increase: \$700 (9.3%)

Changes:

- Training for Clam Wardens (1 New and 3 Recertifications)

Revenues: Projected increase in license revenues.

Marginal Way Committee

Recommended Budget: \$10,400

Budget Decrease: \$17,490

Changes:

- No need to fund contracted services for erosion control study.

Piping Plover Stewardship Program

Recommended Budget: \$5,983

Budget Increase: \$400

Changes:

- Funding for uniforms for volunteers to be visible and identified.

Community and Charitable Organizations

Recommended Budget: \$8,500

Budget Decrease: \$500

Changes:

- The Town is now responsible for maintaining the cemeteries. The contribution to the Cemetery Associations has been eliminated.

Debt Management

Recommended Budget: \$918,899

Budget Increase: \$43,672

This account funds the Town's Capital Improvements Projects which are paid for through bonds. The Town's total outstanding debt is \$7.1 million.

Others Expenses: Reserve Funds/Contingency

Recommended Budget: \$193,000

Budget Increase: \$80,000

Changes:

- Recommend establishing new Reserve Funds for specific needs that we know we will have in the future. Establishing reserve funds is a prudent, proactive financial management practice. The reserve funds can reduce the amount the Town needs to borrow. These designated funds, coupled with the Town's Undesignated Fund Balance are important financial management tools for the Town's overall financial health.

New Reserve Funds:

Harbor (for dredge, Perkins Cove Bridge)	\$20,000
Parks/Beaches/Public Spaces	\$15,000
Streets/Sidewalks	\$25,000
Technology	\$15,000
<u>Vehicles/Equipment</u>	<u>\$15,000</u>
	\$90,000

Recommended Total Budget: \$9,718,399

Budget Increase: \$406,627 (4.37%)

2.1 Budget Presentation

Public Comments and Questions on the Proposed FY 2019-2020 Budget:

Phil Cavaretta, 74 Main Street

- Asked about unspent funds (surplus funds) from previous year/current year.

2.2 Select Board and Budget Review Committee Discussion and Recommendations for the FY 2020 Budget and Capital Improvement Program Budget

The Select Board and Budget Review Committee each voted on their recommendations for the FY 2019-2020 Operating and Capital Improvement Program Budget:

Budget	Town Manager Rec.	Select Board Rec.	SB Vote	BRC Rec.	BRC Vote
General Government	859,039	859,039	5-0	859,039	5-0
Ogunquit Heritage Museum	28,419	28,419	5-0	28,419	5-0
Bicycle-Pedestrian Committee	1,500	1,500	5-0	1,500	5-0
Parks & Recreation	17,300	17,300	5-0	17,300	5-0
Ogunquit Performing Arts	9,500	9,500	5-0	9,500	4-1
Land Use Department	373,294	373,294	5-0	373,294	5-0
Visitor Services Department	313,094	313,094	5-0	313,094	5-0
Police Department	1,839,814	1,839,814	4-1	1,839,814	5-0
Fire-Rescue Department	1,512,348	1,481,413	3-2	1,481,413	4-1
Lifeguard Services	245,940	245,940	4-1	245,940	4-1
Utilities	196,815	196,815	5-0	196,815	5-0
Public Works Department	1,072,724	1,072,724	3-2	1,072,724	4-1
Transfer Station	358,311	358,311	5-0	358,311	5-0
Harbormaster	144,475	144,475	5-0	144,475	5-0
General Assistance	2,000	2,000	5-0	2,000	5-0
Insurance	183,800	183,800	5-0	183,800	5-0
Facilities Department	635,313	635,313	5-0	635,313	5-0
Conservation	22,275	22,275	5-0	22,275	5-0
Information Services	105,205	105,205	4-1	105,205	4-1
Shellfish Conservation	7,450	7,450	5-0	7,450	5-0
Marginal Way Committee	10,400	10,400	5-0	10,400	5-0
Piping Plover	5,983	5,983	5-0	5,983	5-0
Flags for Veterans Graves	500	500	5-0	500	5-0
Wells-Ogunquit Historical Society	8,000	8,000	5-0	8,000	5-0
Debt Management	918,899	918,899	5-0	918,899	5-0
Building Improvements Account	10,000	10,000	4-1	10,000	3-2
Unemployment Account	3,000	3,000	5-0	3,000	5-0
Labor Contract & Salary Adjustment Account	30,000	30,000	3-2	30,000	4-0-1
Accrued Liability Account	40,000	40,000	3-2	40,000	5-0
Contingency Account	10,000	10,000	3-2	10,000	1-4
Reserve Fund/ecomaine	15,000	15,000	4-1	15,000	5-0
Land Conservation Reserve Account	25,000	25,000	4-1	25,000	5-0

Parks, Beaches & Public Spaces Reserve Account	15,000	15,000	1-4	15,000	1-4
Street/Sidewalk Reserve Account	25,000	25,000	0-5	25,000	0-5
Vehicle & Equipment Reserve Account	15,000	15,000	1-4	15,000	0-5
Harbor Reserve Account	20,000	20,000	2-3	20,000	2-3
Technology Reserve Account	15,000	15,000	0-5	15,000	0-5
EMS Equipment (Chest Compressor)	20,000	20,000	4-1	20,000	5-0
Extractor Washing Machine	10,000	10,000	2-3	10,000	4-1
Fire Training Facility Building Improvements	25,000	25,000	4-1	25,000	5-0
Agamenticus Road Reconstruction	1,300,000	1,300,000	5-0	1,300,000	5-0
Street Pavement	100,000	100,000	5-0	100,000	5-0
Captain Thomas Road Project	200,000	200,000	5-0	200,000	5-0
Shore Road Improvements/Drainage	75,000	75,000	5-0	75,000	5-0
River Road Stabilization (Engineering & Design)	75,000	75,000	5-0	75,000	5-0
Parking Lot Improvements (Engineering & Design)	75,000	75,000	5-0	75,000	5-0
Dump Truck w/Plow & Sander	95,000	95,000	5-0	95,000	5-0
Sidewalk Plow and Multi-Services Vehicle	80,000	80,000	1-4	80,000	0-5
Perkins Cove Boardwalk & Railing Replacement	40,000	40,000	4-1	40,000	5-0
Marginal Way Improvements	150,000	150,000	5-0	150,000	5-0
Main Beach Canopy (Seating Area)	20,000	20,000	4-1	20,000	5-0
OPA Stage Lighting & Equipment	15,000	15,000	4-1	15,000	4-1
	11,375,398	11,164,463		11,164,463	
Parking Lot Revenues	1,932,000	1,932,000	5-0		
Town Generated Revenues/State Revenues	1,379,730	1,379,730	5-0		
	3,311,730	3,311,730			
Accept Funds as listed herein	unknown		5-0		

3.0 New Business

3.1 Municipal Officers Certification of Official Text of Proposed Ordinances for the June 11, 2019 Annual Town Meeting

- a. An Ordinance to Amend the Ogunquit Zoning Ordinance to Create the "Shoreland General Development 3 - Ogunquit Playhouse - SG3 District and to Amend the Official Zoning Map to include within that District Lots 5-42, 5-43 and 5-44 as shown on the Ogunquit Tax Maps
- b. Amendment to Ogunquit Zoning Ordinance Restaurant Definitions and Table 702.1

042319-01 Motion made by Richard Dolliver and second by Robert Winn, Jr. to certify the Official Text of the Proposed Ordinance to Amend the Ogunquit Zoning Ordinance to create the "Shoreland General

Development 3 - Ogunquit Playhouse - SG# District" for the June 11, 2019 Annual Town Meeting; approved 5-0.

042319-02 Motion made by Richard Dolliver and second by Robert Winn, Jr. to certify the Official Text of the Proposed Amendment to the Ogunquit Zoning Ordinance Restaurant Definitions and Table 702.1; approved 5-0.

3.2 Order to the Town Clerk for Placement of Secret Ballot Referendum Questions on the Ballot for the June 11, 2019 Annual Town Meeting

Select Board Action on the Order for the June 11, 2019 Annual Town Meeting

042319-03 Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the Order for the June 11, 2019 Annual Town Meeting; approved 5-0.

3.3 Annual Town Meeting Warrant, June 11, 2019

Select Board Action on the June 11, 2019 Annual Town Meeting Warrant

042319-04 Motion made by Robert Winn, Jr. and second by Richard Dolliver to approve the Warrant for the June 11, 2019 Annual Town Meeting as discussed; approved 5-0.

4.0 ADJOURNMENT

Motion made by Robert Winn, Jr. and second by Richard Dolliver (for discussion) to adjourn the meeting at 10:06pm; approved 5-0.

- Selectman Dolliver requested copies of the RAM Built contracts and a copy of the Eaton Peabody bill; and both of those be made available to the public.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager