



**SELECT BOARD
EMERGENCY MEETING MINUTES
TO DISCUSS COVID-19
MARCH 19, 2020**

Call to Order

Meeting called to order at 5:31pm.

Members present: Madeline S. Mooney, Chair
Robert N. Winn, Jr., Vice Chair
Heath Ouellette

Members absent: John M. Daley
Lindsey M. Perry

Motion made by Robert Winn, Jr. and second by Heath Ouellette to excuse the absence of John Daley and Lindsey Perry from the March 19, 2020 Emergency Meeting of the Select Board; approved 3-0.

Others present: Patricia A. Finnigan, Town Manager

The Pledge Allegiance was led by Chair Mooney.

1. Status of Town operations and services

Town Manager Finnigan reviewed the status:

- Town Office is closed to the public.
- Some General Government employees are working remotely.
- Top priority of the town is to keep all safe and healthy.
- Updated information is available on State and Federal CDC websites, along with the Town's web site.
- Remote meetings will be allowed per State Emergency Bill.
- Facilities Staff has been cleaning the Dunaway Center from top to bottom thoroughly.
- Only one public bathroom open to the public, Jacobs Lot.
- Activated our own internal response team.
- Public Safety Departments dedicate themselves to looking at these types of issues before it occurs and is prepared.

For the full content of the meeting go to www.townofgunquit.org
"Watch Town Meetings Live"

- Online services are available for the town residents.
- Phone calls can be made to the primary line in town hall and they will be answered, and staff will assist the callers.
- Established downstairs in the Police Department in the lobby a place where documents can be picked up and dropped off.
- Town Clerk is ready to assist in helping people with dog licenses, car registrations, marriages licenses, etc., she will direct them on how to proceed.
- The Code Office has notified all the contractors, that they are aware of, of how to access that office.
- The Transfer Station has a lock box for anyone that must utilize cash for a transaction.
- Town Manager Finnigan has asked residents to consolidate their trips to the Transfer Station to minimize contact.
- The departments that are carrying on their usual business are Public Works, Harbormaster and Visitor Services.
- Information Services is critical to get information out, thank you to Jordan.
- The Police Department, Fire Department and Emergency Medical Services are ready and prepared to assist in any way they can.
- For general inquiries, a line has been set up at the Police Department, staffed from 8:00am to 10:00pm.
- There will be a line that is being activated at the Fire Department, not for emergency help but for general help focused on the issues of public health and specific questions about the COVID virus.
- Thank the staff who have been dedicated to work this week.
- Will do everything possible to continue to provide services.

2. Communications

- Information can be found on the town's website and Facebook® pages. People can sign up to receive e-mails when new communications are posted.
- "Coffee Talk" by the Police Department are being held live.
- Call the Town Hall if you have questions or send an e-mail to the Select Board.
- Dial "211" for additional help and resources.
- In the process of developing a post card to send out as all people do not utilize web, e-mail or Facebook®.

3. Town Committees and Boards

Action: Guidance to town committees and boards on meetings.

The Select Board will be holding all their meetings in the foreseeable future through video streaming/conferencing.

*For the full content of the meeting go to www.townofogunquit.org
"Watch Town Meetings Live"*

4. Appointment of Emergency Management Director

Action: Appoint Police Lt. Matthew Buttrick as Emergency Management Director.

031920-01 Motion made by Robert Winn, Jr. and second by Heath Ouellette to approve the appointment of Police Lieutenant Matthew Buttrick as Emergency Management Director for the Town of Ogunquit for a term that will expire until a successor is appointed; approved 3-0, Daley and Perry absent.

5. Amendment to Personnel Policy: COVID-19 Leave Policy

Action: Amend the Personnel Rules to allow a temporary paid leave bank for staff affected by COVID-19.

031920-02 Motion made by Robert Winn, Jr. and second by Heath Ouellette to amend the Personnel Rules to allow a temporary paid leave bank for staff affected by the COVID-19 virus and abide by the Federal Legislation passed on March 19, 2020; approved 3-0, Daley and Perry absent.

6. Neighbor-to-Neighbor Programs

Action: Establish and seek volunteers interested in helping the people of our community with food, provisions, and wellness checks during this difficult time.

This agenda item was discussed, but no action was taken.

7. Liquor License Public Hearings

031920-03 Motion made by Robert Winn, Jr. and second by Heath Ouellette to waive the requirement to hold a public hearing on liquor license application renewals and not require the owner or representative to be present at the meeting when the license is considered; approved 3-0, Daley and Perry absent.

Town Manager Finnigan stated that Town Offices are scheduled to be open tomorrow, March 20th, but she plans on extending that until April 1st.

Wells-Ogunquit CSD school closures have been extended until April 29th.

The next meeting of the Select Board is scheduled for April 7, 2020.

Adjournment

Meeting adjourned at 6:31pm.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager