



**SELECT BOARD
MEETING MINUTES
APRIL 21, 2020**

This meeting was conducted remotely as allowed by Public Law 617 Part G:
Public Proceedings During State of Emergency

1.0 Call to Order

Meeting called to order at 6:00pm.

1.1 Roll Call

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

Members absent: Lindsey M. Perry

Motion made by Heath Ouellette and second by John Daley to excuse the absence of Lindsey Perry from the April 21, 2020 Select Board meeting; approved 4-0.

Others present: Town Manager Patricia A. Finnigan

Moment of Silence for victims of COVID-19

Chair Mooney asked that before the meeting starts that a moment of silence be observed for the victims of the COVID-19 Pandemic and all the people it has touched, worldwide and locally.

Because of COVID-19 we are operating under a State of Emergency. One of the things that it allows us to do is to have a meeting like this, and it is an important meeting because the Board will be discussing and voting on some items directly related to the Pandemic, on how it affects us on a local level, the budget, the annual election, public health policies and a community task force.

Selectman Ouellette requested that a couple of items be added to the agenda:

Perkins Cove Parking Lot - request to open the parking lot to allow for the public to pick up food curbside at restaurants. This would be an amendment to the action previously taken.

Motion made by Heath Ouellette and second by John Daley to add this item to the agenda (add as 5.7); approved 4-0, Perry absent.

Business License and Registration Fees - discussion.

Motion made by Heath Ouellette and second by Robert Winn, Jr. to add this item to the agenda (add as 5.8); approved 4-0, Perry absent.

2.0 **Meeting Minutes**

2.1 Minutes - April 7, 2020

Motion made by Robert Winn, Jr. and second by Heath Ouellette to approve the minutes of the April 7, 2020 Select Board meeting as submitted; approved 4-0, Perry absent.

3.0 **Presentations, Proclamations, Resolutions & Communications**

3.1 Main Beach Bathhouse & Lifeguard Station Update

Member of the oversight team, Robert Winn, Jr., gave an update on the status of the Main Beach Bathhouse and Lifeguard Station building construction progress. The project is on schedule and on budget.

4.0 **Town Manager's Report**

Town Manager Finnigan reported on the following:

- Main Beach Bathhouses, and bathhouses in general regarding sanitation.
- Cleanliness and sanitation regarding public buildings.
- Public Works - looking at storm damage that occurred over the winter and fixing that damage, replacing signs, drainage projects and road striping. Also working with the Police Department regarding signs and barriers.
- Transfer Station - regarding elimination of fees and how that is working, and the brisk business due to spring cleaning.
- Neighbor to Neighbor Program.

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- Property Tax bill went out last week with an insert about Ogunquit and COVID-19.
- Comments regarding COVID-19, health and safety.

Comments/questions from:

- Selectman Daley
- Selectman Ouellette

5.0 New Business

5.1 Set date of Annual Town Meeting

Background: *The State has moved the Primary Elections from June 9 to July 14. Consider rescheduling the Annual Town Meeting to that date. The Town Meeting normally coincides with the State Election. The Town Charter establishes that the Town Meeting will take place the second Tuesday in June. The COVID-19 emergency legislation allows municipalities to set a later date if necessary.*

Town Clerk Chris Murphy was present to explain the timeline that she put together for a July 14th Annual Town Meeting. She also explained that changes that the State of Maine has put in place to facilitate absentee balloting.

Comments/questions from the Select Board:

- Selectman Daley
- Selectman Winn
- Selectman Ouellette

042120-01 Motion made by John Daley and second by Heath Ouellette to set July 14th, 2020 as the date for the Annual Town Meeting; approved 4-0, Perry absent.

5.2 FY21 Budget

Background: *The State Legislature passed emergency legislation that would allow municipalities to continue to operate with the current year's budget if the annual Town Meeting takes place after the end of the fiscal year due to public health concerns arising from COVID-19. If the Town Meeting is moved to July 14, the FY20 budget remains in effect until a new budget is approved. Due to current economic conditions associated with COVID-19, the Town Manager has imposed a*

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spending freeze on discretionary or non-essential expenditures in the FY20 budget.

Town Manager Finnigan reviewed the expenditure and revenue issues from the impact of COVID-19.

Comments/questions from the Select Board:

- Selectman Daley
- Selectman Winn
- Selectman Ouellette

5.3 COVID-19 Emergency Orders

Background: Governor Mills declared a State of Civil Emergency on March 15. On April 14, the Governor extended that emergency period to May 15. In addition, the Governor issued several Executive Orders to protect the public's health by directing people to stay home except for essential purposes, requiring people from other states who travel to Maine to self-quarantine for 14 days, and closed or limited the operations of non-essential businesses. These Orders expire April 30, unless extended by the Governor.

Town Manager Finnigan, who has been working with surrounding towns, explained the regional approach that they are taking.

Action: Consider adopting and extending the following Executive Orders for up to 15 days when these Orders expire:

1. Require people to stay home except for essential travel, including certain outside physical activity to stay healthy.
2. Require people coming into Maine to self-quarantine for 14 days;
3. Close all restaurant and bar dine-in facilities - except carry-out, delivery, and drive-through food and beverage service are allowed if physical distancing and public health standards are complied with;
4. Close all lodging operations and accommodations including hotels, motels, bed and breakfasts, inns, short term rentals, and transient housing (such as VBO or Airbnb);
5. Close non-essential businesses and organizations and direct businesses that are open to have physical distancing and other safety precautions in place.
6. Prohibit gatherings of more than 10 people to reduce the transmission of COVID-19.

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See all Executive Orders related to COVID-19 at by the Governor at:
www.maine.gov/governor/mills/official_documents

Comments and questions from:

- Selectman Daley
- Selectman Winn
- Selectman Ouellette
- Chair Mooney

- 5.4 Establish a Community COVID-19 Task Force to develop criteria for re-opening facilities, operations, and businesses

Background: *In the interest of the public's health and Ogunquit's long-term ability to thrive, the community needs to prepare for our future knowing that COVID-19 will be part of our lives until a vaccine and a credible testing system is in place. When the CDC concludes that transmission of the virus is under control, we and neighboring communities can start to ease up on certain restrictions. Any plan needs to be rational, regional, and gradual so we do not undo the good work we have all accomplished to keep our community safe.*

Action: *Consider appointing a Community COVID-19 Task Force comprised of 7 to 9 people, including two Select Board members, the business community, and general public to develop benchmarks, criteria, and guidelines to plan for the Town to gradually open.*

Comments and questions from:

- Selectman Daley
- Selectman Winn
- Selectman Ouellette
- Chair Mooney

042120-02 Motion made by Robert Winn, Jr. and second by Heath Ouellette to establish a Community COVID-19 Task Force to advise and to give feedback to the Select Board on local Ogunquit processes; approved 3-1 (Daley in opposition), Perry absent.

- 5.5 Chamber of Commerce Letter re: COVID-19

Background: *The Chamber has provided a letter to the Select Board regarding their interest in being part of the process to ensure Ogunquit has a safe, gradual*

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re-opening of community businesses.

Alice Pearce, President of the Chamber of Commerce was in attendance to read the letter from the Chamber of Commerce.

Comments and questions from:

- Selectman Daley
- Selectman Winn
- Selectman Ouellette
- Chair Mooney

5.6 Temporary Waiver of Late Fees and Interest on Property Tax Payments Received after the May 15 Due Date

Background: *In recognition of the impact COVID-19 is having on many people in our community, consider not charging interest (9%) and fees if taxes are late. The Town Meeting sets the tax due date and the interest rate (currently 9%).*

Action: *Consider waiving the interest and late fees and seek Town Meeting approval to ratify this action at the next Annual Town Meeting.*

Comments and questions from:

- Selectman Winn
- Selectman Daley
- Selectman Ouellette

042120-03 Motion made by John Daley and second by Heath Ouellette to approve the temporary waiver of late fees and interest on property tax payments received after the May 15th due date until July 15th; approved 4-0, Perry absent.

5.7 Perkins Cove Parking Lot

This agenda item was requested by Selectman Ouellette.

Comments and questions from:

- Selectman Ouellette
- Selectman Winn
- Selectman Daley
- Chair Mooney

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- Town Manager Finnigan
- Chief Arnaudin

042120-04 Motion made by Heath Ouellette and second by John Daley that the Select Board amend the current Parking Order dated March 24th for Perkins Cove parking to allow for take-out and curbside pickup; approved 4-0.

5.8 Business Licenses and Registration Fees

This agenda item was requested by Selectman Ouellette. Currently there are several fees that businesses pay; Liquor licenses, Amusement licenses and Business Registration fees. Selectman Ouellette suggested that the town waive the fees during this pandemic period.

Comments and questions from:

- Selectman Ouellette
- Town Clerk Chris Murphy
- Selectman Daley

042120-05 Motion made by Heath Ouellette and second by John Daley to allow businesses to defer payment for their Liquor Licenses, Amusement Licenses and Business Registration fees until July 15th if they need; approved 4-0, Perry absent.

6.0 Citizens Comments

Comments and questions from:

- Amy Forbes
- Michael Cavaretta
- Nicole Ames
- Cathy Anderson
- Laura Breen-Brogan
- Nancy Gardner
- Patience Sundaresan
- Mike McDonald
- Tom Sellers
- Gary Latulippe
- Pamela Sawyer

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- David Latulippe
- Neil DeLuca

7.0 Select Board Reports and Announcements

Comments and questions from:

- Selectman Winn
- Selectman Daley
- Selectman Ouellette
- Chair Mooney

8.0 Adjournment

Meeting adjourned at 9:25pm.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager

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