



**SELECT BOARD  
MEETING MINUTES  
JUNE 2, 2020**

This meeting was conducted remotely via Zoom during the COVID-19 State of Emergency.

**1.0 Welcome and Call to Order**

Meeting called to order at 6:00pm.

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

Others present: Town Manager Patricia Finnigan  
Ron Smith, RHR Smith & Company, Town Auditor  
Erika McKay, RHR Smith & Company, Town Auditor

Selectman Ouellette requested an addition to the agenda - the streaming of meetings on Facebook.

**2.0 Meeting Minutes**

**2.1 May 5, 2020**

Motion made by and Heath Ouellette and second by Robert Winn, Jr. to approve the minutes of the May 5, 2020 Select Board meeting as presented; approved 3-0 (Daley and Perry were not present at the meeting).

**3.0 Liquor and Amusement Licenses**

**3.1 Greenery Café - Malt, Vinous & Spirituous Liquor License Renewal**

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

**3.2 Jackie's Too - Malt, Vinous & Spirituous Liquor License Renewal**

3.3 MC Perkins Cove - *Malt, Vinous & Spirituous Liquor License Renewal*

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

3.4 MC Perkins Cove - *Amusement License Renewal*

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

3.5 The Leavitt Theatre - *Malt, Vinous & Spirituous Liquor License Renewal*

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

3.6 The Leavitt Theatre - *Amusement License Renewal*

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

**060220-01** Motion made by John Daley and second by Heath Ouellette to approve the following Liquor License Renewals:

Greenery Café  
Jackie's Too  
MC Perkins Cove  
The Leavitt Theatre

Approved 5-0.

**060220-02** Motion made by John Daley and second by Heath Ouellette to approve the following Amusement License Renewals:

MC Perkins Cove  
The Leavitt Theatre

Approved 5-0.

4.0 **Presentations, Proclamations, Resolutions & Communications**

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4.1 FY 2018-2019 Annual Town Audit - RHR Smith & Company

Ron Smith and Erika McKay from RHR Smith & Company, CPA, were in attendance to review the Fiscal Year 2018-2019 completed audit with the Select Board.

Presented by:  
Ron Smith  
**RHR SMITH & COMPANY**

Recently, the Town of Ogunquit completed the financial audit process. We are pleased to report that the Town received an unmodified opinion, which means the financial statements are fairly stated in all material respects.

Finally, we wish to express our appreciation to Pat Finnigan and to all the members of her staff who were so helpful to us during the audit process.

## TOWN OF OGUNQUIT

FINANCIAL OVERVIEW

Review

2. General Fund – Revenues
3. General Fund – Expenditures
4. Unassigned Fund Balance – Expenditures
5. Unassigned Fund Balance as a Percentage of Expenditures

This presentation is intended as a tool to assist the Town of Ogunquit's Board of Selectmen and management in understanding its financial operating results. The information contained in this publication should be in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of RHR SMITH & COMPANY.

### TOWN OF OGUNQUIT

GENERAL FUND – REVENUES

	Budget	Actual	Variance
Budgetary Fund Balance	\$4,174,276	\$4,174,276	-
Property Taxes	\$11,474,537	\$11,488,068	\$13,531
Excise Taxes	-	\$436,767	\$436,767
Total Intergovernmental	\$48,232	\$76,968	\$28,736
Interest Income	-	\$93,564	\$93,564
Interest on Taxes/Lien Costs	-	\$23,871	\$23,871
Charges for Services	\$1,887,370	\$2,978,932	\$1,091,562
Miscellaneous Revenues	\$1,285,240	\$136,150	(\$1,149,090)
Transfers from Other Funds	-	\$1,450	\$1,450
<b>Total revenues</b>	<b>\$18,869,655</b>	<b>\$19,410,046</b>	<b>\$540,391</b>

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## TOWN OF OGUNQUIT

### GENERAL FUND – EXPENDITURES

	Budget	Actual	Variance
General Government	\$1,446,280	\$1,526,601	(\$80,321)
Public Safety	\$3,170,661	\$3,067,678	\$102,983
Public Works & Sanitation	\$2,121,508	\$2,026,279	\$95,229
Recreation & Culture	\$837,282	\$722,510	\$114,772
Health & Welfare	\$2,000	-	\$2,000
Social Services	\$9,000	\$8,000	\$1,000
Education	\$5,401,454	\$5,401,454	-
County Tax	\$716,034	\$716,034	-
Total Debt Services	\$875,227	\$874,809	\$418
Unclassified	\$75,945	\$21,214	\$54,731

## TOWN OF OGUNQUIT

### UNASSIGNED FUND – EXPENDITURES



**Observations:**

- **Nonspendable fund balance** is made up of prepaid expenditures.
- **As signed fund balance** is made up of use of fund balance for subsequent years budget.
- **Unassigned Fund Balance** is considered to be "healthy", and able to sustain government operations for a period of approximately 3 months.

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## TOWN OF OGUNQUIT

### UNASSIGNED FUND BALANCE AS A PERCENTAGE OF EXPENDITURES



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4.2 Proclamation Recognizing June as Pride Month 2020 in Ogunquit

Town of Ogunquit  
PROCLAMATION  
Recognizing June 2020 as  
PRIDE MONTH

*WHEREAS: The Town of Ogunquit is committed to being a welcoming, safe, and equitable community for all people regardless of age, race, sexual orientation, gender identification, socioeconomic status, ethnicity, country of origin, or religion; and*

*WHEREAS: Ogunquit is fortunate to have residents, town employees, community volunteers, business owners, elected officials and others who are part of the gay, lesbian, bisexual, transgender, queer (LGBTQ+) community; and*

*WHEREAS: The Town of Ogunquit is proud of the meaningful, beneficial, long-lasting impacts the LGBTQ+ community has had, and continues to have, on the history, civic life, cultural enrichment, and overall character of Ogunquit; and*

*WHEREAS: The LGBTQ+ Community has worked tirelessly for equality and inclusivity; and*

*WHEREAS: We as a Town wish to promote awareness and increase understanding among all people who live, work, or visit Ogunquit; and*

*WHEREAS: The Town joins with the LGBTQ+ community in a celebration of diversity and unity and remains committed to treating all people with fairness, dignity, and respect; and*

*WHEREAS: The Stonewall Riots which took place in June 1969 are regarded as a catalyst for the LGBTQ+ movement for civil rights in the United States; and*

*WHEREAS: The month of June is celebrated as Pride Month throughout the United States;*

*NOW, THEREFORE, BE IT RESOLVED, THAT the Ogunquit Select Board does hereby Proclaim and recognize June 2020 as Pride Month in Ogunquit*

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*and invites all people to reflect on the struggle for equality that the LGBTQ+ community has faced, celebrate their contributions that have enhanced our community and society, and recognize that work remains to be done to increase understanding.*

An official flag raising ceremony with people in attendance will not be held, the Police Department raised the flag on Monday and it will be flown all month.

#### 4.3 COVID-19 Community Task Force Report - Bob Whitelaw

Robert Whitelaw was in attendance to review the recommendations of the COVID-19 Community Task Force with the Select Board.

##### Beaches Phase 1

- *Commencing May 18*
- *Ogunquit Main and Footbridge beaches open subject to the following conditions:*

##### Activities

- *Walking, surfing, paddling, fishing.*
- *Those with physical limitations are welcome to remain in position on the beach.*
- *Sports related activities prohibited.*
- *Social distancing protocols in place per CDC and Maine CDC recommendations.*
- *Estuary access prohibited at Main Beach.*

##### Parking

- *Parking open at Main and Footbridge beaches to residents and non-residents.*
- *No charging for parking lots in Phase 1.*
- *2019 and 2020 beach stickers, transfer station stickers accepted for free access on days there is a charge to enter the lots.*
- *Bicycle racks available at Main Beach and Footbridge Beach. Important Considerations and Needs*
- *Utilize a checklist system to ensure all services are ready and able to open: Police, Visitor Services, and Facilities.*
- *Appropriate PPE for Visitor Services colleagues.*
- *Beach users to wear masks when social distancing is not possible.*
- *No groups larger than 10 per CDC guidelines.*
- *Appropriate PPE for Visitor Services colleagues.*
- *Necessary signage in parking lots; other public information.*

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- Necessary signage at the beach entrance; uni-directional on and off ramps where possible.
- No fishing, crabbing, etc, on the Footbridge.
- Masks are required on the Footbridge when social distancing is not possible.
- Metered lots remain closed until cleaning protocols can be developed or manual operation can service these lots.
- Select Board will determine appropriateness to move to the next phase.
- Monitoring compliance and impact of beach re-opening overseen by the appropriate town authorities: Police, Visitor Services and Facilities with input from the Public Health sub group of the Task Force.

#### Timing

- Beaches open as posted.
- Visitor Services personnel empowered to close parking lots. Bathhouses
- Restrooms remain closed until cleaning and sanitizing protocols are in place.

#### Beaches Phase II

- Ogunquit beaches open subject to the following conditions (includes Little Beach):

#### Activities

- Walking, surfing, paddling, fishing, swimming.
- Chairs, blankets, etc., allowed twelve feet social distancing in place for non-family units.
- Social distancing protocols in place per CDC and Maine CDC recommendations.
- Sports related activities allowed in designated areas as determined by lifeguards.
- Estuary access allowed with social distancing protocols in place. Parking
- Parking open at Main, Footbridge and North beach to residents and nonresidents.
- Cashless payment system in place to sell spaces throughout the week.
- 2019 and 2020 beach stickers, transfer station stickers accepted for free access on days there is a charge to enter the lots.
- Bicycle racks available at Main Beach and Footbridge Beach. Important Considerations and Needs
- Appropriate PPE for Visitor Services colleagues.
- Beach users to wear masks when social distancing is not possible.

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- Utilize a checklist system to ensure all services are ready for moving to Phase II: Police, Visitor Services, and Facilities.
- Necessary signage in parking lot; other public information tools.
- Necessary signage at the beach entrance.
- Select Board determines the appropriateness of moving to the next phase.
- Monitoring compliance and impact of beach re-opening overseen by the appropriate town authorities: Police Visitor Service and Facilities with input from the Public Health sub group of the Task Force.

#### Timing

- Beaches open as posted.
- Visitor Services personnel empowered to close parking.

#### Bathhouses

- Restrooms remain closed until cleaning and sanitizing protocols are in place.

#### Beaches Phase III

Ogunquit beaches open subject to the following conditions (includes Little Beach):

#### Activities

- Walking, swimming, paddling, fishing and surfing.
- Chairs, blankets, etc, allowed.
- Sport related activities allowed.
- Typical seasonal rules in effect.

#### Parking

- Parking open at Main, Footbridge, North beaches.
- Metered lots open.
- Sticker holders and general public; spaces for sale throughout the week.
- Visitor Services in place to manage parking compliance.
- Cashless transaction capability in places.
- Bicycle racks available at Main Beach and Footbridge Beach. Important Considerations and Needs
- Appropriate PPE for Visitor Services colleagues.
- Monitoring compliance and impact of beach re-opening overseen by the appropriate town authorities: Police, Visitor Service and Facilities with input from the Public Health sub group of The Task Force.

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- Utilize a checklist system to ensure all services are ready for moving to Phase III: Police, Visitor Services, and Facilities.

### Waterways

#### Activities

- Waterway access only from Footbridge Beach in Phase I.
- Waterway access from Footbridge Beach and Main Beach in Phase II.

#### **Comments and questions:**

- Donna Briton
- Joan Cramer
- Mike MacDonald
- Jane Tavares

**060220-03** Motion made by Lindsey Perry and second by John Daley to open all Ogunquit Beaches subject to the conditions in the COVID-19 Task Force Report on Phase II, effective June 4, 2020; approved 5-0.

The Select Board requested that the Task Force look into the bridge and fishing, the density in town regarding lines and how to manage foot traffic.

#### 4.4 Parks & Recreation Committee Update - Michelle Low and Jason Corbin

Jason and Michelle were in attendance to provide an update on the events that they plan to hold in 2020-2021.

They have 9 bands confirmed for performances this summer. The committee would like to work with the town to provide some sort of virtual appearances so those that cannot attend can enjoy the performances.

First performance is scheduled for June 28th. All performances will be held on Sunday at 5:30 pm at the Dorothea Jacobs Grant Common.

If Bonaire does not occur this year, thought is to combine it with OgunquitFest and make this event larger.

Also, since this is the Town's 40th Birthday which will not occur, the plan is to roll it into next year.

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Date	Band
6/28/20	Jake Roche & Friends
7/5/20	
7/12/20	Irish Music Guy
7/19/20	Lisa Mills & Ocean Avenue
7/26/20	JC & The Elvis Experience
8/2/20	Steve Taddeo Swing Senders
8/9/20	Dis-N-Dat
8/16/20	The Raymond Street Klezmer Band
8/23/20	Rebecca Wood
8/30/20	Finestkind Country Band
9/6/20	Chris Humphrey

**Comments/questions:**

- Selectwoman Perry
- Selectman Ouellette
- Bob Whitelaw
- Pamela Sawyer

4.3 Main Beach Bathhouse and Lifeguard Station Update- John Daley and Bob Winn

Members of the oversight team, Robert Winn, Jr. and John Daley, gave an update on the status of the Main Beach Bathhouse and Lifeguard Station building construction progress.

5.0 New Business

5.1 Public Hearing: Town Meeting Warrant Articles re: FY21 Municipal Budget Public Hearing opened at 8:28pm.

Public Hearing was held on the Warrant Articles for the July 14, 2020 Annual Town Meeting.

Public Hearing closed at 8:31pm.

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5.2 Warrant and Notice of Election Calling the Wells-Ogunquit Community School District#18 Budget Validation Referendum

**060220-03** Motion made by John Daley and second by Robert Winn, Jr. to approve the Warrant and Notice of Election Calling the Wells-Ogunquit Community School District #18 Budget Validation Referendum; approved 5-0.

5.3 Authorize the Town Clerk or the Town Manager to certify Applications to the Bureau of Alcohol for "Requests for Extension of License on Premise" for Outdoor Service.

**060220-04** Motion made by Robert Winn, Jr. and second by John Daley to authorize the Town Clerk or Town Manager to certify applications to the Bureau of Alcohol for "Requests for Extensions of License on Premise" for outdoor service; approved 5-0.

5.4 Consideration of Adopting a Temporary Policy to Waive or Reduce Certain Provisions of the Municipal Code to Assist Businesses during the State of Emergency due to the Pandemic.

**Comments/questions:**

- Nancy DiCarlo
- Carla Mait
- Pamela Sawyer
- Don Wunder
- Selectman Winn
- Selectman Ouellette
- Selectwoman Perry
- Selectman Daley
- Chair Mooney

It was the consensus of the Select Board to allow the Town Manager to make the decisions on use of public spaces.

6.0 Town Manager's Report

- 6.1 Municipal Government Finance Report
- Departments are in good shape as expected to end the year.

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- Revenues are about 5% less than at this time last year since the Select Board allowed taxpayers to pay later without any penalties.
- Expenses are at 92%, which is where should be.
- Staff has been spending on essential services only and keeping budgets in line.
- Commented on the Treasurer.

Thank you to the people of this community.

Every single department has stepped up during these times. Thank you to all staff.

**Comments/questions:**

- Selectman Ouellette

**7.0 Citizens 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.

**Comments/questions:**

- Don Wunder
- Jamie LeBlanc
- Bill Sawyer
- Pat Hussey
- Nancy DiCarlo
- Rick Dolliver

**8.0 Select Board Comments**

Additional agenda item for discussion - streaming meetings on Facebook.

- Selectman Ouellette
- Selectwoman Perry
- Selectman Winn
- Selectman Daley
- Chair Mooney

**060220-05** Motion made by Heath Ouellette and second by Lindsey Perry that the Select Board starts resuming broadcasting their

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meetings on Facebook; approved 3-2 (Mooney and Winn in opposition).

**Closing Comments:**

- Selectwoman Perry
- Selectman Ouellette
- Selectman Daley
- Selectman Winn
- Chair Mooney

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager

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