



**SELECT BOARD
MEETING MINUTES
JUNE 16, 2020**

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

5:00 p.m. Executive Session (Labor Contract Negotiations, personnel evaluations Title 1 MRS §405.6.A and D) .

Motion made and seconded to go into Executive Session at 5:00pm to discuss Labor Contract Negotiations and Personnel Evaluations pursuant to Title 1, M.R.S.A. §405.6.A and D, unanimous vote.

1.0 Welcome and Call to Order

Meeting called to order at 6:16pm.

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
Superintendent James Daly

A moment was taken in observance of those that have been harmed by the COVID pandemic crisis and other inequalities.

2.0 Meeting Minutes

May 19, 2020 - Motion made by Robert Winn and second by Lindsey Perry to approve the minutes of the May 19, 2020; approved 4-0.

John Daley was not present for the vote.

3.0 Liquor and Amusement Licenses

- 3.1 Amore Breakfast - Malt, Vinous & Spirituous Liquor License Renewal
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.
- 3.2 Black Boar Inn - Vinous Liquor License Renewal
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.
- 3.3 Ogunquit Beach Lobster House - Malt, Vinous & Spirituous Liquor License Renewal
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

061620-01 Motion made by Robert Winn, Jr. and second by Heath Ouellette to approve the Malt, Vinous & Spirituous Liquor License Renewals for Amore Breakfast and Ogunquit Beach Lobster House; approved 4-0, Daley was not present for the vote.

061620-02 Motion made by Robert Winn, Jr. and second by Heath Ouellette to approve the Vinous Liquor License Renewal for Black Boar Inn; approved 4-0, Daley was not present for the vote.

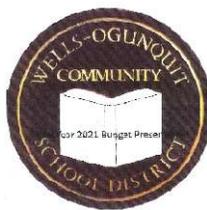
Comments/questions:

Jennifer Kane - re: Ogunquit Beach Lobster House

4.0 Presentations, Proclamations, Resolutions & Communications

- 4.1 WOSCD Budget Presentation - James Daly, School Superintendent

Superintendent Jim Daly was in attendance to review the school district budget for Fiscal Year 2020-2021. The proposed net increase overall for the 2020-2021 FY is 1%. The budget public hearing will be held on July 8th at 5:00pm at the Wells Junior High School. There are 48 current students from the Town of Ogunquit.



For the full content of the meeting go to www.townofogunquit.org

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WOCSD Historical Budgets

Fiscal Year	Budget Total	Dollar Increase	Percent Increase
2015-16	24,345,423	1,150,255	4.95%
2016-17	25,064,345	718,922	2.95%
2017-18	25,773,215	708,870	2.83%
2018-19	26,417,508	644,365	2.50%
2019-20	27,035,512	618,004	2.33%
2020-2021	27,742,429	706,917 (-\$435,000) 271,917	2.61% +1.00% overall

General Fund Budget Revenues & Expenditures

Revenues	FY 17	FY 18	FY 19	Proposed FY 20	Proposed FY 21	Variance
Unassigned Fund Balance	\$100,000	\$123,000	0	0	\$429,000	\$435,000
Miscellaneous Revenue	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	---
State Subsidy	\$965,577	\$1,116,279	\$1,359,548	\$1,395,725	1,639,824	124,099
CSD District Assessment	23,858,768	\$24,491,835	\$25,326,008	26,466,818	26,688,007	603,189
Expenditures	FY 17	FY 18	FY 19	Proposed FY 20	Proposed FY 21	Variance
Regular Instruction	\$9,700,445	\$9,871,882	\$9,968,892	\$10,362,862	\$10,671,545	\$308,683
Special Education	\$3,745,674	\$3,914,966	\$3,908,838	\$4,084,777	\$4,221,742	\$36,965
Career / Tech Education	\$13,132	\$20,000	\$14,000	\$7,000	\$8,500	\$1,500
Other Instruction	\$690,521	\$709,306	\$340,574	\$859,478	\$915,050	\$40,301
Student & Staff Support	\$2,256,454	\$2,374,578	\$2,351,956	\$2,369,005	\$2,484,358	\$115,183
System Administration	\$672,591	\$766,281	\$776,234	\$818,782	\$838,684	\$19,882
School Administration	\$1,088,432	\$1,143,679	\$1,277,978	\$1,267,885	\$1,426,817	\$54,081
Transportation	\$1,130,727	\$1,179,812	\$1,232,216	\$1,284,368	\$1,357,027	\$72,666
Facilities Maintenance	\$2,472,469	\$2,496,721	\$2,841,502	\$2,805,821	\$3,021,190	\$115,269
Debt Service	\$3,111,853	\$1,046,388	\$2,932,281	\$1,747,846	\$1,683,116	(\$63,930)
All Other (Nutrition)	\$337,691	\$202,000	\$239,169	\$112,966	\$114,498	\$1,532
Total all Cost Centers	\$25,064,848	\$25,773,215	\$26,417,508	27,032,543	\$27,742,429	\$706,917
Percent Increase Prior Year	2.95%	2.83%	2.50%	2.33%	2.61%	

Key Drivers

Major Increases & Decreases in FY 21

- **Net Impact on FY 21 budget is a 1% increase after State Subsidy of \$104,098 and \$435,000 from Undesignated Fund Balance is applied**
- 3.00% increase on all WOCSD salaries plus steps where applicable (3% on all Stipends)
- MEA Health Insurance Trust Max Increase 6% (carried 10% in FY 21 Budget)
- Addresses requests of all Budget-makers (Principals / Directors) to meet needs of students
- Athletic Field Bond Matured

Category	Dollar Increase
Salary	+503,815
Health Insurance	+373,178
Transportation	+72,669
Debt Service	(63,930)
OOD Tuition	(175,326)
IT Rentals/Leasing	(39,593)
Natural Gas	(22,500)
Undesignated Fund	(435,000)

Calculating Wells' Local Contribution LD 1725

Valuation 2/2020 (State Valuation)		Wells' Taxable Portion of K-12 Budget	
Wells	3,199,933,333	69.85%	Estimated Valuation \$5,210,078,704
Ogunquit	1,990,983,333	20.15%	Budget / Valuation .00639 x 1,000
Total	4,580,966,666	100.00%	Adult Education
Valuation: 17,390,428 x .6985 = \$ 12,147,880			Wells: \$211,923 x 6985 \$148,037
Enrollment			Local Cost of CSD Budget \$20,520,559
Wells	1,312 pupils	96.44%	Add Adult Ed \$148,037
Ogunquit	68.5 pupils	3.56%	Total \$20,668,596
Total	1,380.5 pupils	100.00%	
Enrollment: 8,682,178 x .9644 = \$ 8,372,669			<u>2018 Tax Rate (Actual)</u> \$6.23
WELLS TOTAL			<u>2019 Tax Rate (Actual)</u> \$6.25
			<u>2020 Tax Rate (Actual)</u> \$6.33
			<u>2021 Tax Rate (Estimated)</u> \$6.39
			Increase +0.06
			Tax Impact on \$300,000 home +\$18.00/yr

Calculating Ogunquit's Local Contribution LD 1725

Valuation 2/2020 (State Valuation)		Ogunquit Taxable Portion of K-12 Budget	
Ogunquit	1,380,983,333	30.15%	Estimated Valuation \$1,461,832,445
Wells	3,199,983,333	69.85%	Budget / Valuation .0380 x 1,000
Total	4,580,966,666	100.00%	Adult Education
Valuation: 17,390,428 x .3015 = \$5,242,538			Ogunquit: \$211,923 x .3015 \$63,887
Enrollment			Local Cost of CSD Budget \$5,552,046
Ogunquit	48.5 pupils	3.56%	Add Adult Ed \$ 63,887
Wells	3,312 pupils	96.44%	Total \$5,615,933
Total	3,360.5 pupils	100.00%	<u>2018 Tax Rate (Actual)</u> \$3.72
Enrollment: 8,682,178 x .0356 = \$309,508			<u>2019 Tax Rate (Actual)</u> \$3.72
OGUNQUIT TOTAL			<u>2020 Tax Rate (Actual)</u> \$3.77
			<u>2021 Tax Rate (Estimated)</u> \$3.80
			Increase +0.03
			Tax Impact on \$300,000 home +\$9.00/yr

4.2 CO VID-19 Community Task Force Report - Bob Whitelaw, Task Force Chair

Bob Whitelaw was in attendance to provide an update from the Task Force.

Suggestions from the Task Force:

- Think it is a good idea to consider one-way traffic on the bridge (Beach Street).
- Fishing on the bridge - in a unanimous decision the Task Force approved of fishing on the bridge.
- Public Spaces - the Task Force did not come up with any recommendations specifically. The Chamber of Commerce surveyed their members and found that the membership by-and-large is not interested in using public spaces.

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- Outside dining - the Task Force has already made a recommendation on this which the Select Board acted upon.
- Future of the Committee - will meet in two weeks.

Chair Mooney brought the issue of the Marginal Way and people not wearing masks.

Joan Griswold has been monitoring the Marginal Way, finds that there is about 50% compliance.

Select Board discussion:

- One-way traffic on the bridge.
- Fishing on the bridge.
- Marginal Way.
- Public Spaces.
- Outdoor dining.

Note: Selectman Daley was absent from the meeting from 6:50pm to 7:15pm.

Comments/questions:

- Mary Kett
- Kirsten Ross
- Jeff Masline
- Janet Spillane
- Craig Weiner
- Michael Sgambati
- Josh DeSalvo
- Gail Brother

061620-03 Motion made by Lindsey Perry and second by Robert Winn, Jr. to have it implemented that masks are required on the Marginal Way.

061620-04 Motion made by Lindsey Perry and second by Robert Winn, Jr. to rescind the original motion and amend the motion.

061620-05 Motion made by Lindsey Perry and second by Robert Winn, Jr. to require facemasks on the Marginal Way with proper signage under the contingency that the Town Manager pushes it forward only under proper ADA Guidelines; approved 4-1, Daley in opposition.

It was the consensus of the Select Board to not take any action on one-way traffic on the bridge at this time.

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061620-06 Motion made by Robert Winn, Jr. and second by John Daley to move the presentation from Chris Murphy up to 4.3 on the agenda; approved 5-0.

4.3 Town Clerk Christine Murphy - re: Election

Town Clerk Murphy reported on the following:

- As of today, have 382 absentee ballot requests.
- On track to have huge turnout in general, but also to have a very big absentee turnout.
- Should receive municipal ballots tomorrow, all State ballots are in the envelopes and ready to go.
- Will start mailing out ballots that were requested tomorrow (if get municipal ballots).
- Still accepting absentee ballot requests.
- In process of installing a secure lockbox accessible from the outside of the building to allow for ballot drop off.
- Sample and Specimen ballots will be posted at the Post Office, website, and the Town Office by Thursday.
- Set up on election day will look very different this year due to Social Distancing.

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

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

- Bathrooms are finished and open.
- Lifeguards are doing some modifications in their area.
- Reviewed the punch list.
- Within budget.

5.0 **New Business**

5.1 Public Hearing: Town Meeting Warrant Articles re: FY21 Municipal Budget

Public Hearing opened at 8:18pm.

Article 1: *To elect a Moderator to preside at said Meeting.*

Article 2: *To elect **Two (2) Select Board Members** for a three (3) year term to commence at the conclusion of the 2020 Annual Town Meeting; term ending Annual Town Meeting 2023.*

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- Article 3:** To elect **Two (2) Budget Review Committee Members** for a three (3) year term to commence at the conclusion of the 2020 Annual Town Meeting; term ending Annual Town Meeting 2023.
- Article 4:** To elect **One (1) Wells-Ogunquit Community School District Trustee** for a three (3) year term to commence July 1, 2020; term ending June 30, 2023.
- Article 5:** To Elect **Six (6) Charter Review Commission Members** term to commence July 1, 2020; term ending 30 Days after presentation of Final Report to the Select Board.
- Article 6:** Shall the Town vote to raise and appropriate the sum of **\$859,039** for **General Government** expenditures for fiscal year 2020-2021?
- Article 7:** Shall the Town vote to raise and appropriate the sum of **\$25,572** for **Ogunquit Heritage Museum** expenditures for fiscal year 2020-2021?
- Article 8:** Shall the Town vote to raise and appropriate the sum of **\$1,500** for **Bicycle-Pedestrian Committee** expenditures for fiscal year 2020-2021?
- Article 9:** Shall the Town vote to raise and appropriate the sum of **\$16,700** for **Parks & Recreation Committee** expenditures for fiscal year 2020-2021?
- Article 10:** Shall the Town vote to raise and appropriate the sum of **\$9,500** for **Ogunquit Performing Arts** for fiscal year 2020-2021?
- Article 11:** Shall the Town vote to raise and appropriate the sum of **\$379,236** for **Land Use Department** expenditures for fiscal year 2020-2021?
- Article 12:** Shall the Town vote to raise and appropriate the sum of **\$313,094** for **Visitors Services** expenditures for fiscal year 2020-2021?
- Article 13:** Shall the Town vote to raise and appropriate the sum of **\$1,836,505** for **Police Department** expenditures for fiscal year 2020-2021?
- Article 14:** Shall the Town vote to raise and appropriate the sum of **\$1,532,175** for **Fire-Rescue Department** expenditures for fiscal year 2020-2021?
- Article 15:** Shall the Town vote to raise and appropriate the sum of **\$245,940** for **Lifeguard Services** expenditures for fiscal year 2020-2021?
- Article 16:** Shall the Town vote to raise and appropriate the sum of **\$213,432** to provide for **Utilities** (Street Lights, Sewer Fees and Water Hydrants) for fiscal year 2020-2021?
- Article 17:** Shall the Town vote to raise and appropriate the sum of **\$1,115,474** for **Public Works Department** expenditures for fiscal year 2020-2021?
- Article 18:** Shall the Town vote to raise and appropriate the sum of **\$375,004** for **Transfer Station** expenditures for fiscal year 2020-2021?
- Article 19:** Shall the Town vote to raise and appropriate the sum of **\$145,012** for **Harbormaster** expenditures for fiscal year 2020-2021?
- Article 20:** Shall the Town vote to raise and appropriate the sum of **\$2,000** for **General Assistance** expenditures for fiscal year 2020-2021?
- Article 21:** Shall the Town vote to raise and appropriate the sum of **\$199,135** for **Insurance** expenditures for fiscal year 2020-2021?
- Article 22:** Shall the Town vote to raise and appropriate the sum of **\$591,864** for **Facilities Department** expenditures for fiscal year 2020-2021?
- Article 23:** Shall the Town vote to raise and appropriate the sum of **\$105,205** for **Information Services** expenditures for fiscal year 2020-2021?

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- Article 24:** Shall the Town vote to raise and appropriate the sum of **\$30,500** for **Conservation** expenditures for fiscal year **2020-2021**?
- Article 25:** Shall the Town vote to raise and appropriate the sum of **\$7,050** for **Shellfish Conservation** expenditures for fiscal year **2020-2021**?
- Article 26:** Shall the Town vote to raise and appropriate the sum of **\$14,300** for the **Marginal Way Committee** for fiscal year **2020-2021**?
- Article 27:** Shall the Town vote to raise and appropriate the sum of **\$5,883** for **Piping Plover** expenditures for fiscal year **2020-2021**?
- Article 28:** Shall the Town vote to raise and appropriate the sum of **\$10,250** for **Sustainability Committee** expenditures for fiscal year **2020-2021**?
- Article 29:** Shall the Town vote to raise and appropriate the sum of **\$500** for **Flags for Veterans Graves** for fiscal year **2020-2021**?
- Article 30:** Shall the Town vote to raise and appropriate the sum of **\$8,000** for the **Wells-Ogunquit Historical Society** for fiscal year **2020-2021**?
- Article 31:** Shall the Town vote to raise and appropriate the sum of **\$3,000** for the **Ogunquit Memorial Library** for fiscal year **2020-2021**?
- Article 32:** Shall the Town vote to raise and appropriate the sum of **\$989,391** for **Debt Management** expenditures for fiscal year **2020-2021**?
- Article 33:** Shall the Town vote to raise and appropriate the sum of **\$3,000** for the **Unemployment Account**?
- Article 34:** Shall the Town vote to raise and appropriate the sum of **\$30,000** for the **Labor Contract and Salary Adjustment Account**?
- Article 35:** Shall the Town vote to raise and appropriate the sum of **\$40,000** for the **Accrued Liability Account**?
- Article 36:** Shall the Town vote to raise and appropriate the sum of **\$15,000** for the **Reserve Fund for Closeout and/or Retirement of ecomaine Facilities**?
- Article 37:** Shall the Town vote to appropriate **\$1,037,000** from anticipated **Parking Lot Revenues** to fund the **2020-2021** fiscal year budget?
- Article 38:** Shall the Town vote to collect and appropriate the estimated amounts in **Town Generated Revenue, Unassigned Fund Balance and State Revenue** in the amount of **\$2,687,200** to reduce the amount to be raised by taxation for fiscal year **2020-2021**?
- Article 39:** Shall the Town vote to accept the categories of funds, listed herein, as provided by the Maine Legislature:

<u>ITEM</u>	<u>AMOUNT</u>
State Education Tax Relief	\$Unknown
Emergency Management Funds	\$Unknown
Public Library Aid	\$Unknown
Specialized State Grants/Funds	\$Unknown

- Article 40:** Shall the Town vote to increase the property tax levy limit established for Ogunquit by State law in the event that the municipal budget approved for fiscal year **2020-2021** will result in a tax commitment that is greater than the property tax levy limit?
- Article 41:** Shall the Town authorize the Select Board to apply for and accept grant funds, donations and gifts; and authorize the Select Board to spend such funds for the purposes intended as allowed by law?

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- Article 42:** Shall the Town rescind the previously approved **FY20** transfers to capital project funds entitled Marginal Way Improvements in the amount of \$150,000, Parking Lot Improvements in the amount of \$75,000, Fire Training Facility in the amount of \$25,000 from the Undesignated Fund in order to reduce municipal expenses?
- Article 43:** Shall the Town vote to fix the date when property taxes shall be due and payable as follows:
- One-half (1/2) of the tax commitment shall be due 30 days after the commitment: on or about **November 15, 2020**,
 - The other one-half (1/2) of the tax commitment shall be due on or about **May 15, 2021**; and further,
 - Interest at the rate of nine-percent (**9%**) per annum shall be charged for taxes not paid by the established due date(s).
- Article 44:** Shall the Town vote to pay no more than four-percent (**5%**) per annum to taxpayers who pay taxes in excess of the amounts finally assessed, and to authorize such interest paid or abatements granted to be charged against the Town's annual overlay, or if necessary, against the Town's **Undesignated Fund** balance?
- Article 45:** Shall the Town vote to authorize the Select Board to make one of the following decisions for each **Tax Lien Acquired Property**?
1. To dispose of the property by allowing the immediate former owner, or the immediate former owner's estate, to buy back title to the property from the Town. Buy-back of the property shall require payment of all taxes due plus interest and lien costs; payment of all other costs, and satisfaction of all other conditions established by the Select Board.
 2. To dispose of the property by conducting a limited public sale among the parties who own property that directly abuts this property, with a minimum price of all taxes due plus interest costs and lien costs; payment of all other costs and/or satisfaction of all other conditions established by the Select Board, which may include a lesser amount than the full taxes due when the Select Board deems such amount to be in the best interest of the Town.
 3. To dispose of the property by public sealed bid auction or other public process, with a minimum price of all taxes due plus interest and lien costs; payment of all other costs and/or satisfaction of all other conditions established by the Select Board, which may include a lesser amount than the full taxes due when the Select Board deems such amount to be in the best interest of the Town.
 4. To hold Town title to the property.
- Article 46:** Shall the Town authorize the Treasurer to waive foreclosure on any Tax Lien during the course of the fiscal year, leaving the Tax Lien Mortgage in full force and effect as provided for in 36 M.R.S.A. 944 (1), said waiver requiring the approval of the Select Board?
- Article 47:** Shall the Town vote to authorize the Select Board to dispose of town-owned surplus property upon such terms and conditions as the Select Board may deem to be in the best interests of the Town as otherwise allowed by law?

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Town Manager Finnigan gave an overview of the proposed FY 2020-2021 operating budget. This budget contains no Capital Improvement Projects. The bottom line is a 1.77% increase over last year's operating budget. To keep taxes flat, will be using the Undesignated Fund Balance.

Public Hearing closed at 8:24pm.

6.0 Town Manager's Report

Town Manager Finnigan reported on the following items:

- Bathhouse, Bathhouse Work Group and Construction Oversight Group.
- Keep ME Healthy Initiative.
- Community Ambassadors
- Planter at Main Beach.
- Visitor Services - cashless transactions and metered lots.
- Transfer Station.
- Agamenticus Road.
- Perkins Cove Boardwalk.

Comments/questions:

- Selectman Winn
- 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:

- Rick Dolliver

8.0 Select Board Comments

Comments/questions:

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

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9.0 Adjournment

Motion made by Robert Winn, Jr. and second by Heath Ouellette to adjourn the meeting at 9:04pm; approved 5-0.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager