



**SELECT BOARD  
MEETING MINUTES  
JUNE 30, 2020**

This meeting was conducted remotely via Zoom

**1.0 Welcome and Call to Order**

Meeting called to order at 6:00pm.

Member 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

A moment of silence and remembrance was taken for the passing of local resident Arnie "Woo Woo" Ginsburg.

Chair Mooney reviewed ground rules prior to the start of the meeting regarding politics.

**2.0 Meeting Minutes**

There were no minutes for approval.

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

There were no presentations, proclamations, resolutions, or communications.

Motion made by Robert Winn, Jr. and second by Heath Ouellette to move item 4.1 under New Business to 4.7; approved 5-0.

**4.0 New Business**

**4.21 Resolution to establish the Age Friendly Committee**

Town Manager Finnigan put together the Resolution and Select Board Member Ouellette has volunteered to be the liaison.

**Town of Ogunquit  
Age Friendly Committee**

**Whereas:** *We are committed to being a welcoming, diverse community that is safe, secure, inclusive and considerate of all people, of all ages, and all perspectives;*

**Whereas:** *We are committed to having a sustainable, excellent quality of life for residents, businesses, and visitors now and into the future;*

**Whereas:** *We are committed to undertaking efforts to promote active aging by optimizing personal independence and opportunities that will enhance people's health and safety;*

**Whereas:** *We are committed to promoting ways for the people of our community to engage in the social, economic, and civic life of our community;*

**Whereas:** *We are committed to being a livable community where the town's public places, spaces, and infrastructure are maintained and developed in ways that benefit people of all ages;*

**Whereas:** *We are committed to removing barriers of all types that may prevent people from remaining in their homes as they age;*

**Whereas:** *We are committed to working collaboratively with volunteers and organizations that will support people's well-being, and allow and inspire residents to age safely and independently in our community;*

**Whereas:** *Ogunquit is a member of the AARP's Age Friendly network which has identified eight livability standards for communities to work toward to offer a desirable quality of life to its population: the built environment, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication, and community support and health services.*

**Whereas:** *Ogunquit is committed to being a great place where residents, businesses, and visitors thrive;*

**Therefore,** *The Ogunquit Select Board hereby establishes the Age Friendly Committee to advise the Select Board on matters related to making Ogunquit an Age Friendly Community based on the AARP's eight focus areas, and other relevant issues.*

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**Membership:** *The Age Friendly Committee will consist of 7 members. The terms will be for three (3) year terms, however for the initial terms, 3 of the members be appointed for 3 years, 3 members will be appointed for 2 years, and 1 member will be appointed for 1 year.*

**Duties:** *The Age Friendly Committee is an advisory committee to the Select Board and will work on issues referred to it by the Select Board or as mutually agreed upon based on joint discussions between the Select Board and the Committee. The following tasks are provided for the Committee to begin its work. These will be updated and changed as the Committee develops its annual work plan.*

- *Advise the Select Board on actions Ogunquit can take regarding the AARP's Age Friendly eight livability standards.*
- *Perform an age-friendly community needs to assessment to determine what people identify as Ogunquit's "Age Friendly" needs and develop an action plan based on the results.*
- *Research and recommend strategies, policies and projects to the Select Board that will address the results of the needs assessment and enhance Ogunquit's livability.*
- *Provide community education and outreach and be a community resource regarding aging and thriving.*

**Comments/questions:**

- Selectman Ouellette
- Selectman Daley

**063020-01** Motion made by Heath Ouellette and second by John Daley to establish the Age Friendly Community Committee; approved 5-0.

**4.32** Authorize the Town Manager to enter a Contract with FB Environmental to conduct the Annual Water Quality Monitoring program

*FB Environmental Associates (FBE) is pleased to submit this contract proposal and scope of work to the Town of Ogunquit to assist with water quality monitoring and investigation in the 2020 field season. FBE proposes two main tasks within this scope of work: 1) continue the annual baseline water quality monitoring to further investigate changes in water quality over space and time, and 2) continue the targeted fecal source tracking to identify potential locations contributing to fecal sources of contamination in the Ogunquit River. FBE has extensive experience in water quality monitoring, sampling and fecal source tracking, as well as data analysis and data summarization skills to properly report and communicate results. Additionally, FBE has been working with the Town of Ogunquit and is familiar with the environmental setting and is committed to improving water quality and reducing bacteria contamination within the Ogunquit River Watershed.*

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**063020-02** Motion made by John Daley and second by Heath Ouellette to authorize the Town Manager to enter into a contract with FB Environmental to conduct the Annual Water Quality Monitoring Program subject to the approval of this item in the upcoming budget (FY 20-21) by voters; approved 5-0.

4.43 Authorize the Treasurer to enter into a Line of Credit Loan Agreement with Camden National Bank in the amount of \$200,000

The terms on the Line of Credit are as follows:

- Line of Credit in the amount of \$200,000 which can be used throughout the year, as necessary in the event of a cash-flow shortage.
- Interest is based on the prime rate which is currently 3.25%.
- Funds are advanced as needed and paid back as revenue increases beyond cash-flow needs.
- Interest payments are made monthly based on the principal outstanding.

**Comments/questions:**

- Mark MacLeod

**063020-03** Motion made by Robert Winn, Jr. and second by John Daley to authorize the Treasurer, Mandy Cummings, to enter into a Line of Credit-Loan Agreement with Camden Bank in the amount of \$200,000 and authorize said person to sign on the account; approved 4-1, Ouellette in opposition.

4.54 Acceptance of the State "Keep ME Healthy Grant" in the Amount of \$233,941.70 to Fund the Town's Continuing Public Health Plan Related to COVID-19

*The Governor developed the "Keep ME Healthy" initiative with federal funding, to partner with municipalities to build public awareness and proactively keep residents and visitors safe and healthy. Ogunquit developed a plan and applied for this funding. Special Projects Manager Dave Riccio led the effort to work with each of our Town departments to develop cost estimates and write our application. Our plan includes partnering with the Ogunquit Chamber of Commerce in our efforts.*

*The Governor announced the grant on June 10; applications were due June 22. The State announced the grant recipients on June 26. Ogunquit received the entire amount we requested: \$233,941.70. This is lightning speed for the State to roll out a program and approve this funding. This is a testament of the seriousness of this*

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*public health crisis and our need to be fully focused during Maine's important the tourist season.*

**063020-04** Motion made by Robert Winn, Jr. and second by Lindsey Perry to accept the Maine "Keep ME Healthy" Grant in the amount of \$233,941.70 to fund the town's continuing public health plan related to COVID-19; approved 5-0.

**4.65** Acceptance of Federal Emergency Management Administration Funds (FEMA) in the Amount of \$676,502.97 to Fund Repairs and Improvements to Infrastructure that was damaged During the March 2018 Storms

*The Town suffered severe damage to its infrastructure along the Marginal Way, at the beaches and beach lots, and to several roads during the triple storms in March 2018. Special Projects Manager Dave Riccio has been working diligently to document the extent of the damage, provide specifications of the work needed to repair the damage and the improvements needed to mitigate and protect against future storm damage.*

*As the projects proceed through the FEMA review and obligation process, FEMA issues project funding. The Town has received an additional payment of \$676,502.97. Staff requests that the Select Board accept this latest FEMA funding.*

**Comments/questions:**

- Jim Hartwell
- Peter Kahn

**063020-05** Motion made by Robert Winn, Jr. and second by Heath Ouellette to accept FEMA Funds in the amount of \$676,502.97 to fund repairs and improvements to infrastructure that was damaged during the March 2018 Storms; approved 5-0.

**4.17** Select Board Action on a 3-Year Collective Bargaining Agreement with the Ogunquit Professional Fire Fighters (IAFF Local 3771).

Town Manager Finnigan reviewed the proposed contract:

*The Town of Ogunquit is fortunate to have such highly skilled, professional, and community minded Firefighters/EMT's. The Department has 8 full-time Fire Fighters, but due to the type of community we are, the Firefighters are called upon to respond to far more complex calls than they would see in many larger communities.*

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*The Department has two Firefighters on duty 24/7 during the year. During the 20 weeks when the Town's population increases from roughly 1,300 to 38,000, the Department adds a third Firefighter for 12 hours of the 24-hour shift.*

*The Department has 5 licensed Paramedic EMTs with Firefighter 1 and 2 certifications, and 3 licensed Advanced EMTs with Firefighter 1 and 2 certifications. Taken together, the full-time Firefighters have 120 years of experience as Ogunquit Firefighters. It spans from our newest member who has been here 4 years to our senior Captain who has been with Ogunquit for 31 years.*

*The Ogunquit Fire Department is very active. It has been experiencing a growing number of calls in recent years, and the complexity of the calls is increasing. Most of the calls are for medical services, although this year, we have had several serious fire calls.*

*Communities which have a small population base and have a small land area generally cannot support a full-time Fire Department. Having professionally trained Firefighters with specialized and advanced emergency medical skills enhances Ogunquit's livability and overall quality of life. The level of health care we can offer, combined with our rapid response times to calls when time is of the essence, is especially important given the demographics of our community, in addition to being a resort community which attracts thousands of visitors annually.*

*Ogunquit's high-value commercial and residential properties present a significant responsibility. The demographics of our year-round residents, plus our seasonal population presents unique challenges for the Fire Department. The commercial properties (lodging, restaurants, and retail) require specialized life safety and fire prevention expertise, in addition to the Firefighters being prepared to respond to the customers and guests in need of emergency medical attention. The year-round residents' benefit from having a Fire Department that is trained and prepared to respond to that range and volume of emergency calls.*

*Of special note this year, has been the Fire Department's level of preparedness to respond to and help our residents stay healthy and safe as we have faced and continue to live with COVID-19. Understandably, people did not want to go to the hospital, or even visit the doctor. People were able to have wellness checks by members of the Fire Department, or a friendly consultation on the phone.*

\*\*\*\*\*

*The Current Collective Bargaining Agreement with the Fire Fighters expired in June 2019. The proposed 3-year contract contains amendments to the wage scale as follows:  
July 1, 2019: Wage increase of 2.5% (this will be paid retroactively as budgeted)  
July 1, 2020: Wage increase of 3.5% (this is accounted for in the FY21 budget)  
July 1, 2021: Wage increase of 3.5%*

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*The contract changes holiday pay. Currently when Fire Fighters work a holiday, they are paid the overtime rate for half of the shift (12 hours). The proposed amendment pays the overtime rate for the entire holiday shift (24 hours). See Article 12 Holiday pay (page 14).*

*Finally, the Town provides Paid Time Off (PTO) to all employees rather than a specific number of days for vacation, sick, personal days, etc. The proposed contract adjusts the number of PTO hours Fire Fighters must accumulate before they are eligible to cash out unused Paid Time Off each year. See Article 13 Paid Time Off (page 15).*

*I want to thank Fire Chief Ed Smith, Union President Scott Bourque, Vice President Nathanael Pierce, and IAFF agent Gerry Gay for their work on this contract. Our discussions were based on an understanding of our mutual responsibilities to the people of our community. We recommend that the Select Board approve the proposed contract.*

**Comments/questions:**

- Elaine Cooper
- Jim Hartwell

**063020-06** Motion made by Robert Winn, Jr. and second by Heath Ouellette to approve a 3-Year Collective Bargaining Agreement with the Ogunquit Professional Fire Fighters (IAFF Local 3771); approved 4-1, Daley in opposition.

**5.0 Public Hearing: July 14, 2020 Town Meeting Warrant Articles re: FY21 Municipal Budget**

Town Manager Finnigan gave an overview of the proposed FY 2020-2021 Operating Budget. There are no Capital Improvements Projects included on the Annual Town Meeting Warrant.

Public Hearing called to order at 7:27pm.

**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.*

**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.*

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- 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?
- 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?

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- 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?
- Article 42:** Shall the Town rescind the previously approved **FY20** transfers to capital project funds entitled **Marginal Way Improvements** in the amount of

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*\$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 (8%) 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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Public Hearing closed at 7:29pm.

Town Clerk Christine Murphy reported:

- Absentee Ballots broke the 500 mark today (501).
- Early processing of ballots will be on July 11th, starting at 9:00am.
- Lockbox installed on the right side of the Dunaway Center for ballots.
- Would like to have a drive-thru window installed.
- Absentee voting is going well.
- Updated the public on how to get an absentee ballot.

## 6.0 Town Manager's Report

- COVID-19 Update
  - Police Chief Patricia Arnaudin was in attendance to give an update.
  - Parks & Rec held their "Concert in the Park" last Sunday.
  - Update on keeping bathrooms sanitized/clean.
  - Fireworks (or lack of).
  - Piping Plovers.
- Project Updates
  - Agamenticus Road
- Trolley system will not be operating this year.
- End of Fiscal Year - revenues are ahead of budget; expenditures are at 96%.
- Parking lots did not open until June 12, 2020; at 74% of revenue compared to last three years.
- Recognized Arnie Ginsburg. An interview of Arnie by Jordan Freedman will air on WOGT on Sunday, July 5, 2020 at 7:00pm.
- Comments on Ogunquit's 40<sup>th</sup> Anniversary.

### **Comments/questions:**

- Selectman Ouellette
- Chair Mooney

## 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.

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**Comments/questions:**

- Mark Duffy
- Barbara Ferraro
- Tom Sellers
- Gail Brother
- Rick Dolliver
- Michael Sgambati

**8.0 Select Board Comments****Comments/questions:**

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

**9.0 Adjournment**

Motion made by Robert Winn, Jr. and second by Lindsey Perry to adjourn the meeting at 8:22pm; approved 5-0.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager

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