



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

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

**1.0 Welcome and Call to Order**

**1.1 Call to Order**

Meeting called to order at 6:00pm.

Members present: John M. Daley  
Richard Dolliver  
Heath Ouellette  
Lindsey M. Perry  
Robert N. Winn, Jr.

Others present: Town Manager Patricia A. Finnigan  
Town Clerk Christine Murphy

Selectman Winn took a moment to honor a dear lifelong friend and beloved community member, Brian Aramondo, who recently passed away. Heart goes out to his wife and two daughters and his remaining family members. Brian will surely be missed ... a moment of silence was observed.

**1.2 Swearing in of newly elected Select Board Members Richard Dolliver and Heath Ouellette.**

Town Clerk Christine Murphy was in attendance to swear in the newly elected Select Board Members: Richard Dolliver and Heath Ouellette.

**1.3 Election of Officers**

The Town Clerk asked for nominations for Chair of the Select Board.

Chair:

Selectwoman Perry nominated John Daley as the Chair, second by Selectman Winn.

Selectman Dolliver nominated Heath Ouellette as the Chair, second by John Daley.

There were no other nominations.

Perry and Winn in favor of John Daley as the Chair.

Daley, Dolliver and Ouellette were in favor of Heath Ouellette as the Chair.

Heath Ouellette was elected Chair of the Ogunquit Select Board.

Vice Chair:

Chair Ouellette asked for nominations of Vice Chair.

Selectman Dolliver nominated John Daley as the Vice Chair, second by Selectman Winn.

There were no other nominations for Vice Chair.

The vote was 5-0 to elect John Daley as Vice Chair.

Chair Ouellette gave opening remarks.

The Select Board allowed Steve Wilkos, Chair of the Planning Board, to say a few words about Brian Aramondo, who was a member of the Planning Board.

Chair Ouellette asked if there were any additional agenda items that members would like to add to the agenda. There were none.

**2.0 Meeting Minutes**

**2.1 May 12, 2020**

Lindsey Perry was absent at this meeting. Motion made by John Daley and second by Robert Winn, Jr. to approve the minutes of the May 12, 2020 Select Board meeting as presented; approved 3-0, Perry absent. Dolliver was not in office at this time.

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## 2.2 June 2, 2020

Motion made by Lindsey Perry and second by John Daley to approve the minutes of the June 2, 2020 Select Board meeting as presented; approved 4-0, Dolliver was not in office at this time.

## 3.0 Financial Report

Town Manager Finnigan gave an update on the financial status of the town which is at fiscal yearend. Should end the year at about 98% expended. Revenues are at 96.5%.

Regarding the first two weeks of July, parking revenues are at 70% of where the town was last year at this time.

The new financial software system went into effect for July 1, 2020 which included a new chart of accounts.

Chair Ouellette asked for public comment at this time, there were none.

## 4.0 Liquor and Amusement Licenses

- 4.1 Brix & Brine - Malt, Vinous & Spirituous Liquor License Renewal
- 4.2 Coastal Wine - NEW Malt & Vinous Liquor License
- 4.3 Hartwell House One, LLC - Malt, Vinous & Spirituous Liquor License Renewal
- 4.4 Pizza Napoli - Malt, Vinous & Spirituous Liquor License Renewal
- 4.5 Rose Cove Café - Malt, Vinous & Spirituous Liquor License Renewal
- 4.6 The Crooked Pine - Malt, Vinous & Spirituous Liquor License Renewal

**072120-01** Motion made by John Daley and second by Lindsey Perry to approve the following Liquor Licenses:

Brix & Brine  
Coastal Wine  
Hartwell House One, LLC  
Pizza Napoli  
Rose Cove Café  
The Crooked Pine

Approved 4-0, Richard Dolliver stepped away from the meeting.

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## 5.0 Presentations

### 5.1 "Perkins Cove 03907" - Amy Forbes and Jen Lewer

Amy Forbes and Jen Lewer were present to explain.

The businesses in Perkins Cove have gotten together and come up with a fabulous idea "Perkins Cove 03907". The postcard shows: "picture it" and have Perkins Cove Bridge, "walk it" and have the Marginal Way, "experience it" and show the whole Perkins Cove.

They have worked with Town Manager Finnigan and the Parks & Rec Committee, Jason Corbin, to have music in Rotary Park, new planters in the Cove and new planters by the booth.

Jennifer explained that they will have music on Wednesday nights and Friday nights from 6:00-8:00pm at Rotary Park. Are trying to get artists back in the Cove painting at least 3-5 days a week. Working on planters, pulling weeds, trying to spruce things up!

Hopefully within the next couple of years can have the prettiest cove in the state.

Amy stated that kept hearing that Perkins Cove is a destination, so as a destination need to promote it. Would like to bring back the history of the Cove. Not asking for anything except for support.

#### **Comments/questions:**

- Chair Ouellette
- Selectman Winn
- Selectwoman Perry
- Selectman Dolliver
- Town Manager Finnigan
- Mary Kett

### 5.2 COVID-19 Community Task Force - Chair Bob Whitelaw

Robert Whitelaw, Chair, COVID Community Task Force, read a statement.

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The Task Force continues to meet every two weeks and sometimes every week depending on need. After the July 4<sup>th</sup> weekend met in special session to evaluate how the holiday went.

Were charged by the Select Board to make recommendations on opening amenities in safe and orderly way. Having made those recommendations and the fact that the Select Board has acted upon those recommendations, the Task Force now focuses on monitoring the state of those amenities, updates on key statistics gives guidance to those wishing to visit our town via the Task Force website portal. Rick Barber answers a lot of the questions that come to it, does a great job.

Also provide a venue for experts and authorities to disseminate important information. During the most recent meeting, had field updates from Lt. Matt Buttrick representing the Police Department, Code Enforcement Scott Heyland speaking about activities related to the businesses in the community and Pat Finnigan who assisted in providing more Community Services Officers (CSO) and updates from the use of funds from the State of Maine.

Each of these updates has answered many of the questions that have received via the website portal, particularly in the area of rule enforcement. Lt. Buttrick has done a fantastic job.

Will have another visit from Eric Fogg who leads the COVID-19 testing activities at York Hospital. His updates each week have been a valuable source of information about how to get tests. Also provides information on how many tests are conducted, the number of positive results and what new technologies are being brought online to advance testing in York County.

At the meeting tomorrow will be discussing some of the things around exiting and entering the beaches as well as some concerns around social distancing during high tide.

The Task Force serves at the pleasure of the Select Board and welcome input from the Board members on direction and initiative.

Next meeting July 22, 2020 at 4:00PM.

**Comments/questions:**

- Chair Ouellette
- Selectman Daley

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- Selectman Dolliver
- Selectman Winn
- Town Manager Finnigan
- Bob Whitelaw
- Michael Lazarus?
- Michael ?
- Karen ?

It was the consensus of the Select Board to have the Task Force look into the Select Board holding in-person meetings in the future through a series of phases, data and recommendations.

## 6.0 New Business

Chair Ouellette stated that he would like to discuss a process for review of the documents in 6.1-6.4, as well as revisions. Would like to get this done in a timely manner, within the next couple of weeks.

### **Comments/questions:**

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

Town Manager Finnigan suggested that the Select Board use a shared document management system, such as Google Docs.

Chair Ouellette suggested that create a shared drive for the four documents and between now and the next meeting, that each member go in and individually add comments so that it can be part of the next Select Board packet.

It was the consensus of the Select Board to use Google Docs to review and comment on the four documents.

## 6.1 Select Board Code of Ethics

*Background:* The Select Board has adopted a Code of Ethics to guide its conduct as public officials. The Select Board traditionally reviews the Code after each Town Meeting and re-commits to it after discussion of any agreed upon changes.

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*Action:* Begin to review, discuss, and determine process for updating any suggested revisions.

## 6.2 Select Board Rules

*Background:* The Select Board has adopted Rules to guide the conduct of its meetings and communications between themselves and the public.

*Action:* Begin to review, discuss, and determine process for updating any suggested revisions before approving.

## 6.3 Select Board Member Communication

*Background:* The Select Board has adopted a communications protocol as an Addendum to Select Board Rules.

*Action:* Discuss strategies for improving respectful communication between members.

## 6.4 Select Board Goals & Priorities

*Background:* The Select Board has adopted a list of Goals which is reviewed and updated periodically.

*Action:* Discuss the process for the Select Board to review and update goals and agree on immediate priorities for the Select Board to work on in the next 30 to 60 days.

Chair Ouellette stated that he would like to schedule an Executive Session at the end of the meeting so that discuss some personnel matters. The prior board was in the process of doing so prior to COVID. This will include the Town Manager's contract.

## 6.5 Town Committee and Board Appointments

*Background:* Town Board and Committee members serve for terms generally 3 years, and alternate Members serve for 1-year terms. The Select Board also appoints Select Board Liaisons to work with the Committees to help with communications, facilitate needed resources, etc. The Select Board appoints members to fill committee and board vacancies after the Annual Town Meeting.

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*Action:* Discuss open positions, application process including a deadline to apply, and selection process (interview applicants, etc.), and Select Board Liaisons, and opportunities to improve communication between the Select Board and committees.

**Comments/questions:**

- Selectman Dolliver
- Selectman Winn
- Selectman Daley
- Town Manager Finnigan
- Chair Ouellette

Chair Ouellette proposed that the Board quickly turn things around, which includes posting on the town's website any vacancies and asking for the first round of applicants to submit their applications no later than Thursday, July 30<sup>th</sup> for the August 4<sup>th</sup> meeting. This proposal met with the consensus of the Select Board members.

Chair Ouellette stated that he would like to put together a schedule to have some initial meetings with boards/committees to discuss the items that Selectman Daley and Selectman Dolliver brought up. After this, come up with a plan as to how often and how to communicate with the boards/committees. This proposal met with the consensus of the Select Board members.

**Public comments/questions:**

- Jerry DeHart
- Tom Sellers

6.6 Select Board Meeting/Workshop Calendar

*Background:* The Select Board generally meets the 1st and 3rd Tuesday of each month. By the current Charter and Select Board Rules the Board is required to meet the first Tuesday of each month.

*Action:* Discuss a schedule for meetings and workshops, and preliminary topics and tasks such as meetings with Town Committees, goal setting, etc.

Chair Ouellette asked if there were any changes/suggestions to the agenda format.

**Comments/questions:**

- Selectman Daley

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- Selectman Dolliver
- Selectwoman Perry
- Selectman Winn
- Chair Ouellette

#### 6.7 Ogunquit's 40th Anniversary

*Background:* Ogunquit separated from the Town of Wells and officially became a municipality on July 1, 1980. Due to COVID-19, many of the celebrations have been postponed. Turning this lemon into a positive, we will extend the period to recognize our Ruby Anniversary and use the time to identify additional and different ways to celebrate Ogunquit.

*Action:* Start a discussion of suggestions to celebrate Ogunquit's birthday (remotely for now), and seek feedback from the community, and partner with town committees (such as Parks and Rec) and organizations (such the Chamber).

**Comments/questions:**

- Selectman Winn - Virtual Parade.
- Selectman Daley - do celebration next year, do it big.
- Selectman Dolliver - do both, a tribute for this year and celebration next year.
- Selectwoman Perry - video montage this year which would be part of the celebration next year.
- Jason Corbin
- Mark Furmer ?
- Alice Pearce

#### 7.0 Town Manager's Report

- COVID-19 Update
- Town Project Updates
  - Agamenticus Road
  - Captain Thomas Road Culverts
- Town Meeting 2020
  - Town Clerk Christine Murphy to give an update on the July 14, 2020 Town Meeting.

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- Nominations papers available for the Budget Committee vacancy on Monday, July 27 and due back by Friday, September 4, 2020 for the November Special Election.

**Comments/questions:**

- Jerry DeHart

8.0 **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:**

- Michael Lazarus
- Mark Furmer?
- Barbara Ferraro
- Tom Sellers

9.0 **Select Board Comments**

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

10.0 **Adjourn**

Motion made by Richard Dolliver and second by Lindsey Perry to adjourn the meeting adjourned at 9:20pm; approved 5-0.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager

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