



**SELECT BOARD
MEETING MINUTES
AUGUST 4, 2020**

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

4:30 p.m. to 5:30 p.m. Committee Interviews

The Select Board interviewed new applicants for the following committees and board:

- Budget Review Committee: Kate Mitsch, Michele Tourangeau
- Parks & Recreation Committee: Amy Forbes, Jennifer Lewer, Kay Moore
- Planning Board: Kate Mitsch, Bob Whitelaw

A break was taken at 5:15PM, the meeting will reconvene at 6:00pm.

1.0 Welcome and Call to Order - 6:00 p.m.

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

Others present: Town Manager Patricia A. Finnigan

A moment of silence was observed for all of those who have been impacted by the COVID pandemic.

Selectman Dolliver asked that a moment of silence be observed for Mike Lorusso who passed away recently.

2.0 Monthly Financial Report for July 2020

After one month, our expenditures are on track for budget to actual. Keeping in mind that this time of year is when many of our expenses are "front loaded" due to Ogunquit being a resort community that welcomes many visitors and seasonal guests. Visitor Services, the Lifeguard Service, and Facilities (bathhouses and sanitation) are all geared to services needed this time of year. This is true this

year even though we are living with the COVID-19 pandemic. The Town, and most visitors are taking every precaution to keep our residents, workers, and guests safe and healthy.

Expenditures. *If expenditures were made in equal amounts each month throughout the year, for July we would compare budget to actuals at being 8.3% (or 1/12). However, that is not what happens operationally. As noted above, several budgets have their heaviest expenditures during the summer. As you review each budget and cost center, you will note most are well within that amount as we are only one month into the fiscal year.*

As we look for variances, you will note that this month they occur mostly in the Public Safety account which has the budgets for Lifeguards, Visitor Services, and the Police Dept., which hires seasonal Community Service Officers. Other lines that exceed the 8.3% include departments which have contractual work such as the Conservation Commission (water quality testing and motion which occurs this time of year), Planning, and Animal Control which responds to non-domestic animal calls.

Several large expenses are due in the fall: The County Tax is due September 1, and our capital improvement projects debt service payments are due in October and November.

Revenues. *The Town also has seasonal revenues, such as parking fees, beach passes, parking tickets, mooring and docking fees, and construction-related fees. You will note that Excise collections, one of our larger non-property revenues, are on track. Visitor Services had a strong July, and as did parking enforcement. Ogunquit, unlike many communities, receives very little non-grant funding from the State such as Revenue Sharing or Local Road Assistance (LRAP). Both of those funding sources are based on sales taxes, gasoline taxes, and income taxes received by the State; all those revenues are being adversely affected by the pandemic.*

Expenses					
Account	Budget Net	Current Month Net	YTD Balance	Unexpended Balance	Percent Spent
110 - General	1,163,379.00	49,267.73	49,267.73	1,114,111.27	4.23
120 - Public Safety	4,072,726.00	414,999.53	415,011.53	3,657,714.47	10.19
130 - Highway/Waste Management	1,703,910.00	78,211.58	79,276.41	1,624,633.59	4.65
135 - Buildings-Facilities	591,864.00	45,207.15	45,207.15	546,656.85	7.64
140 - Land Use	379,236.00	21,892.34	21,892.34	357,343.66	5.77

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150 - Health & Welfare	13,500.00	0.00	0.00	13,500.00	0.00
160 - Culture & Recreation	42,272.00	2,214.30	2,214.30	40,057.70	5.24
170 - Committees	69,431.00	3,543.49	3,543.49	65,889.51	5.10
180 - Debt Service	989,391.00	0.00	0.00	989,391.00	0.00
190 - Transfers	6,392,023.00	460,275.11	460,275.11	5,931,747.89	7.20
1910 - School	5,615,933.00	460,275.11	460,275.11	5,155,657.89	8.20
1915 - County	766,590.00	0.00	0.00	766,590.00	0.00
1925 - Ogunquit Performing Arts	9,500.00	0.00	0.00	9,500.00	0.00
195 - Reserves	88,000.00	0.00	0.00	88,000.00	0.00
1910 - Compensated Absences	40,000.00	0.00	0.00	40,000.00	0.00
1915 - Unemployment Fund	3,000.00	0.00	0.00	3,000.00	0.00
1925 - Eco-Maine Closeout	15,000.00	0.00	0.00	15,000.00	0.00
1955 - Wage Adjustments	30,000.00	0.00	0.00	30,000.00	0.00
Final Totals	15,505,734.00	1,075,611.23	1,076,688.06	14,429,045.94	6.94

Revenues					
Account	Budget Net	Current Month Net	YTD Net	Uncollected Balance	Percent Collected
1000 - General Government	629,500.00	56,495.59	59,151.98	570,348.02	9.40
1200 - Public Safety	327,750.00	11,144.74	415,011.53	3,657,714.47	3.40
1220 - Visitor Services	1,062,500.00	537,608.68	537,708.68	524,791.32	50.61
1300 - Highway/Waste Management	113,000.00	7,524.68	7,860.68	105,139.32	6.96
140 - Land Use	140,450.00	13,403.50	13,403.50	127,046.50	9.54
160 - Culture & Recreation	1,000.00	15.00	65.00	935.00	6.50
170 - Committees	5,000.00	0.00	0.00	5,000.00	0.00
Final Totals	2,279,200.00	626,192.19	629,334.58	1,649,865.42	27.61

3.0 Public Comments

The Select Board welcomes public comments and questions about agenda items and Town-related matters, and we ask that people keep comments brief and to the point (3 minutes)

Comments/questions:

- Wendy Levine
- Mike Blazejowski

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- Ann Rebello
- Mark MacLeod

4.0 Consent Agenda

4.1 Meeting Minutes: July 21, 2020

4.2 Acceptance of Federal Emergency Management Administration (FEMA) Funds in the Amount of \$90,586.12 for Repairs and Improvements to the Marginal Way due to the March 2018 storms.

080420-01 Motion made by Richard Dolliver and second by Robert Winn, Jr. to approve the Consent Agenda items; approved 5-0.

5.0 Liquor and Amusement Licenses

5.1 West Meadow Pub - New Malt, Spirituous & Vinous Liquor License
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

5.2 West Meadow Pub - New Amusement License
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

Comments/questions:

Patrick Carroll, part of the group that purchased the Meadowmere.

080420-02 Motion made by Richard Dolliver and second by John Daley to approve the New Malt, Spirituous & Vinous License and the New Amusement License for the West Meadow Pub; approved 5-0.

6.0 Presentations, Proclamations, Resolutions & Communications

6.1 Virtual Aids Walk/5k Run

Katie Rutherford and Manuela Arundel from the Frannie Peabody Center were in attendance to explain the Virtual Aids Walk/5K Run. This event will occur on August 15, 2020.

6.2 Ogunquit Playhouse Update

Brad Kenney, Executive Artistic Director of the Ogunquit Playhouse, was in attendance to explain what is going on at the Playhouse.

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- Reimagining the 2020 season.
 - Children's Theater online.
 - Actors on Zoom.
 - Patio concert series.
- Fundraising for the buildings, staff, insurance, mortgages for reopening 2021.

6.3 Charter Commission Update

The Charter Commission met today for the first time. Bill Sawyer who was elected Chair of the Charter Commission was in attendance to give an update to the Select Board.

- Organizational meeting was held today.
- The Charter Review Commission is required by State Statute to meet to review the Town's Charter.
- There are nine members of the Charter Commission:
 - Amy Forbes (elected)
 - Peter Griswold (appointed)
 - Pat Hussey (elected)
 - Gary Latulippe (elected)
 - Wendy Levine (elected)
 - Gordon Lewis (elected)
 - Terry Ann Lunt (appointed)
 - Robin Millward (appointed)
 - William Sawyer (elected)
- William Sawyer was elected Chair; Gordon Lewis was elected Vice Chair and Robin Millward was elected Secretary.
- There will be a public meeting on Wednesday, September 2, 2020 at 6:00pm to solicit initial comments from the public (via Zoom).
- The next meeting will be on Tuesday, September 15, 2020 at 9:00am, the commission will meet the 1st and 3rd Tuesday of each month at 9:00am.
- All meetings will be open to the public.
- Will be building a public (email) box to allow the public to give input.
- Will be working with Information Services to develop a place on the website for the commission's agendas, minutes and packets for each meeting.
- Commented on the discussion held at the meeting today.
- The Charter Commission would like to hear from the Select Board about their expectations.
- Asked about having a Select Board Liaison to the Charter Commission.

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Comments/questions:

- Selectwoman Perry
- Selectman Dolliver

7.0 Town Manager's Report**7.2 COVID-19 Update**

- Since we are in August now, this is the month that all need to be on their "A" game.
- People should not let down their guard.
- Changed approach towards messaging by moving the mobile signs around.
- Training for two new Community Ambassadors was held today.
- The major recommendation from COVID-19 Task Force members was that there is more visibility of the CSO's at the beach entrances. Beaches continue to be a challenge.
- Visitors to the Marginal Way are adhering to guidelines.
- Will be installing a self-serve mask dispenser with individually wrapped masks, increasing sanitation stations at the bathhouses.

Comments/questions:

- Selectwoman Perry
- Selectman Dolliver

7.3 Agamenticus Road Improvement Project

- Engineers are finalizing the design.
- Impact on abutters, letters have been sent out.
- Eminent domain is not part of the equation for this road project.
- A community meeting will be scheduled for review of the final design.

Comments/questions:

- Selectman Dolliver
- Chair Ouellette

8.0 New Business

Discussion was held on the terms of those who serve in Alternate positions on boards and committees.

Chair Ouellette read into the record the communication that he received from Town Counsel Mary Costigan.

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Comments/questions:

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

080420-03 Motion made by Richard Dolliver and second by John Daley to continue what we (Select Board) has always done in Ogunquit and abide by the June 30th end date and move forward at this meeting; approved 3-2 (Perry and Winn in opposition).

8.1 Town Committee and Board Appointments**A. Budget Review Committee**

Selectwoman Perry noted that two of the applications were turned in after the deadline. It was the consensus of the Select Board to not consider the applications that were received after the deadline.

080420-04 Motion made by Richard Dolliver and second by John Daley to appoint Kate Mitsch as 1st Alternate to the Budget Review Committee; approved 5-0.

080420-05 Motion made by Robert Winn, Jr. and second by Lindsey Perry to appoint Peter Kahn as 2nd Alternate to the Budget Review Committee; vote 2-3 (Daley, Dolliver and Ouellette in opposition), motion fails.

080420-06 Motion made by Richard Dolliver and second by Robert Winn, Jr. to appoint Michele Tourangeau as 2nd Alternate to the Budget Review Committee; approved 5-0.

As the Full Member position is now open due to the vacancy made by Richard Dolliver's election to the Select Board, Kate Mitsch will move up to Full Member status (per Charter) until November, moving Michele Tourangeau up to 1st Alternate.

080420-08 Motion made by Robert Winn, Jr. and second by Lindsey Perry to take Peter Kahn and put him into the 2nd Alternate position that is now open; vote 2-3 (Daley, Dolliver and Ouellette in opposition), motion fails.

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B. Parks & Recreation Committee

080420-07 Motion made by Robert Winn, Jr. and second by Lindsey Perry to appoint the following to the Parks & Recreations Committee:

Jason Corbin
Michelle Low
Amy Forbes
Jennifer Lewer
Kay Moore

Approved 5-0.

C. Planning Board

080420-09 Motion made by Richard Dolliver and second by Lindsey Perry to appoint Steve Wilkos to the Planning Board, term to end June 30, 2023; approved 5-0.

080420-10 Motion made by Robert Winn, Jr. and second by Lindsey Perry to appoint Elaine Cooper to the Planning Board, term to end June 30, 2023; vote 2-3 (Daley, Dolliver and Ouellette in opposition), motion fails.

080420-11 Motion made by Robert Winn, Jr. and second by Richard Dolliver to appoint Robert Whitelaw to the Planning Board, term to end June 30, 2023; approved 5-0.

080420-12 Motion made by Richard Dolliver and second by Lindsey Perry to appoint Elaine Cooper as 1st Alternate to the Planning Board, term to end June 30, 2021; 4-1 (Ouellette in opposition).

9.0 Old Business

9.1 Main Beach Bathhouse-Lifeguard Station

The Select Board performed a walk-through debrief and reviewed the status of punch list items; and also the next steps that need to be taken to finalize the building completion.

Chair Ouellette asked for feedback from the Select Board regarding the review of the bathhouse.

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Comments/questions:

- Selectman Dolliver
- Selectwoman Perry
- Chair Ouellette
- Town Manager Finnigan

9.2 Discuss Next Steps for reviewing/revising Select Board Organizational Documents

- Select Board Code of Ethics
- Select Board Rules
- Select Board Member Communication
- Select Board Goals & Priorities

Chair Ouellette explained that the Town Clerk has uploaded the documents so that all board members can bring them up and review and suggest changes and/or make comments.

Chair Ouellette asked that all the board members get all their comments in by August 12, 2020 so these could be included in the next meeting packet.

Comments/questions:

- Selectwoman Perry
- Town Manager Finnigan
- Selectman Dolliver

10.0 Public Comments

The Select Board welcomes public comments and questions about agenda items and Town-related matters, and we ask that people keep comments brief and to the point (3 minutes)

Comments/questions:

- Mary Buck
- Rebecca Fox
- Mike Blazejowski
- Peter Kahn
- Mark MacLeod
- Barbara Ferraro
- Ben Hershenson
- Michael ??? (sound cut out)
- Jason Corbin

11.0 Select Board Comments

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Comments/questions:

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

12.0 Adjourn

Motion made by Lindsey Perry and second by Richard Dolliver to adjourn the meeting at 9:30pm; approved 5-0.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager