

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



Ogunquit Select Board Meeting
June 2, 2020
6:00 p.m.

This meeting is being conducted remotely via Zoom during the COVID-19 State of Emergency

How to Participate in the June 2nd Select Board Meeting at 6:00 pm

This meeting is being conducted remotely during the COVID-19 State of Emergency for the safety of the public and participants. The Town uses Zoom for the public to participate live during the meeting.

Public participation. There are several ways to observe the Select Board meetings but joining by Zoom is the *only way* to speak directly to the Select Board to voice any questions or comments.

If you wish to speak during the public comment period and you are joining via your computer or cell phone, please use the “raise your hand” feature by clicking “participants.” The host will call upon you when it is your turn to comment.

Please note: Comments written via the Zoom “chat” function will be sent to the Select Board after the meeting.

Connecting by computer or mobile device: Register in advance or at the time of the meeting:

https://ogunquitpd-org.zoom.us/webinar/register/WN_yj-KeNyDQuSpNlOqtl0aPw

After registering, you will receive a confirmation e-mail with information to join the meeting.

Connecting by land line/telephone: If you want to call in to the meeting, dial:

1-312-626-6799 (ID 85198609330#) or 1-929-436-2866 (ID 85198609330#)

Password: 8395739

Agenda

1.0 Welcome and Call to Order

2.0 Meeting Minutes

2.1 May 5, 2020

3.0 Liquor and Amusement Licenses

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

3.2 Jackie’s Too – *Malt, Vinous & Spirituous Liquor License Renewal*

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

3.4 MC Perkins Cove - *Amusement License Renewal*

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

3.6 The Leavitt Theatre – *Amusement License Renewal*

4.0 Presentations, Proclamations, Resolutions & Communications

- 4.1 Proclamation Recognizing June as Pride Month 2020 in Ogunquit
- 4.2 FY 2018-2019 Annual Town Audit – RHR Smith & Company
- 4.3 COVID-19 Community Task Force Report - Bob Whitelaw
- 4.4 Parks & Recreation Committee Update - Michelle Low and Jason Corbin
- 4.5 Main Beach Bathhouse and Lifeguard Station Update- John Daley and Bob Winn

5.0 New Business

- 5.1 Public Hearing: Town Meeting Warrant Articles re: FY21 Municipal Budget
- 5.2 Warrant and Notice of Election Calling the Wells-Ogunquit Community School District #18 Budget Validation Referendum
- 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
- 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

6.0 Town Manager’s Report

- 6.1 Municipal Government Finance Report

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.

8.0 Select Board Comments

9.0 Adjourn

This meeting will be broadcast live on WOGT (Channel 1302), live streamed on the Town website www.townofogunquit.org and it will be recorded for future viewing on WOGT and on the Town’s web site:

www.townhallstreams.com/towns/ogunquit_maine



LIQUOR
&
AMUSEMENT
LICENSE
PUBLIC
HEARING

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2020
 CURRENT LICENSE EXPIRATION DATE: June 6, 2020

BUSINESS NAME: The Greenery Cafe, LLC
 APPLICANT: Amy Hale
 EMAIL: the.greenery.cafe.ogt@gmail.com
 BUSINESS REG #: 2017-316 ISSUE DATE: 5/22/17 MAP: 14 LOT: 12-1
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 73

NOTE - SPECIAL ATTENTION

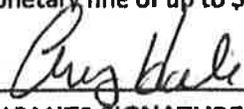
Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Chief		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5-22-20
Code Officer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5-21-2020

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.


 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200 Date Paid: _____ Check/Cash Check #: _____
 Background Check Fee: \$ _____ (\$21.00 per person listed on application)
 Business Reg. Fee: \$150.00 Paid prior to Liquor Application? YES NO
 TOTAL PAID WITH APPLICATION: \$ _____ Received by: rem 05/21/2020
 (Town Clerk's Office)
 DATE POSTED: _____ DATE HEARD: _____ APPROVED: _____ DENIED: _____

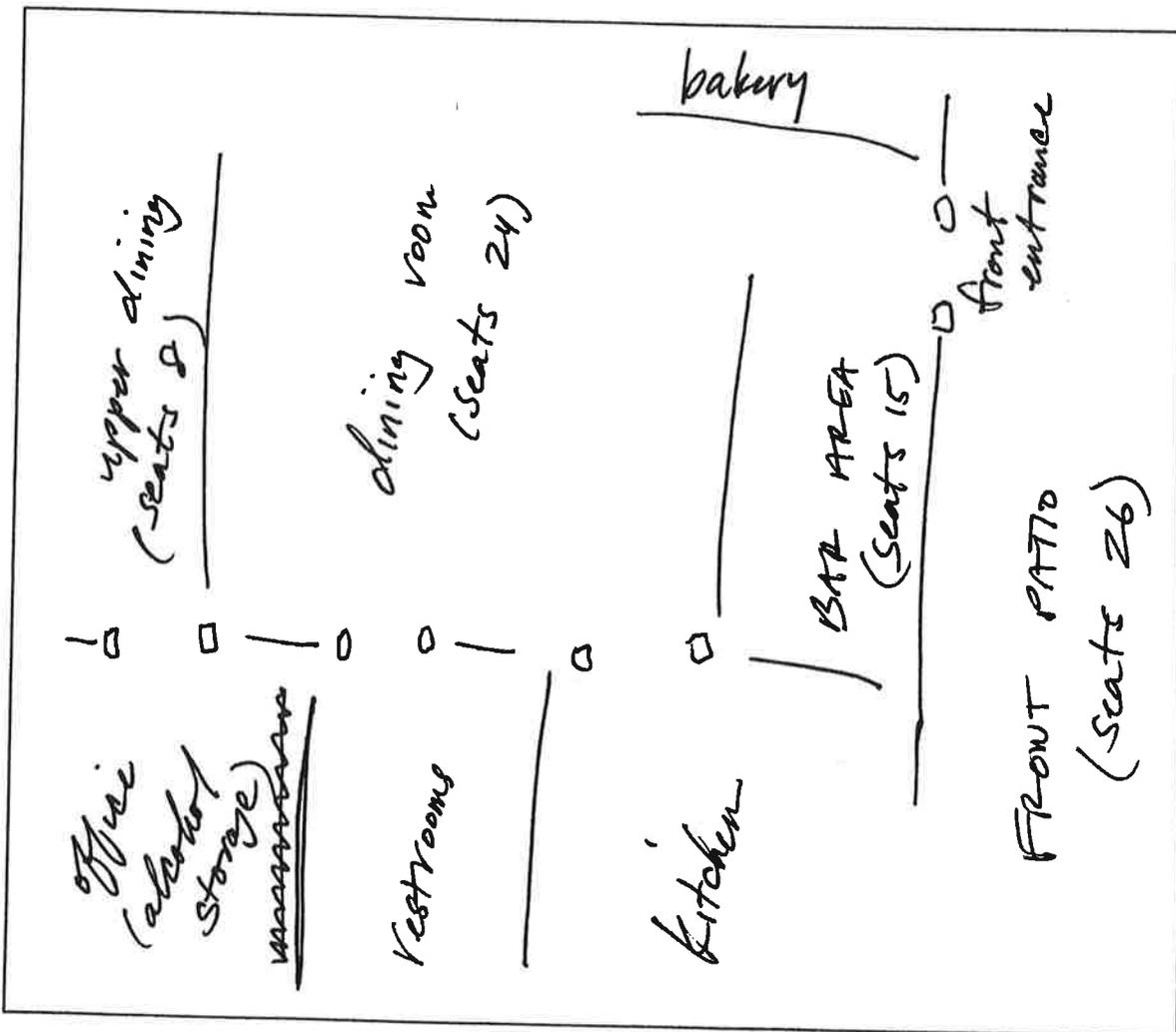
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

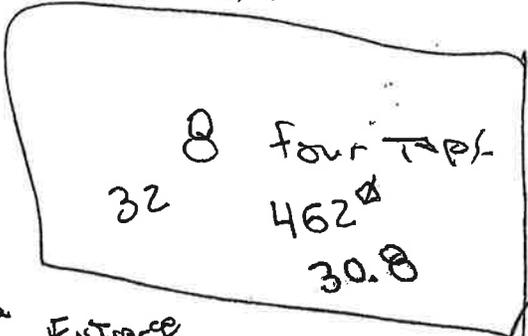
ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.

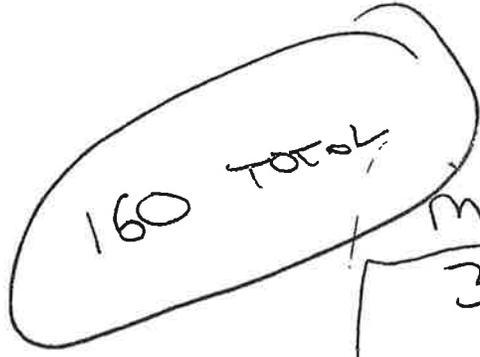


22'-2"



32 8 four tops
462⁸
30.8

Front outside seating
21'-5"

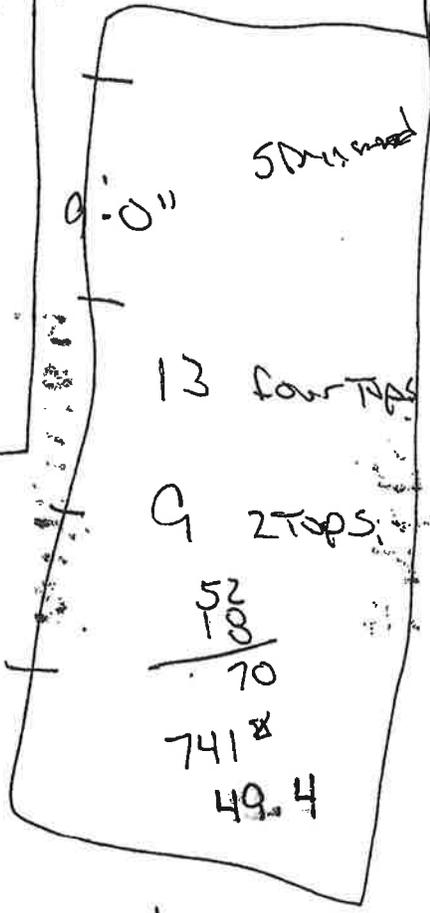


160 TOTAL

Main Entrance



33'-2"
inside
297⁸
19.8



9'-0" Sprinkled
13 four tops
9 2 tops
 $\frac{52}{18}$
70
741⁸
49.4



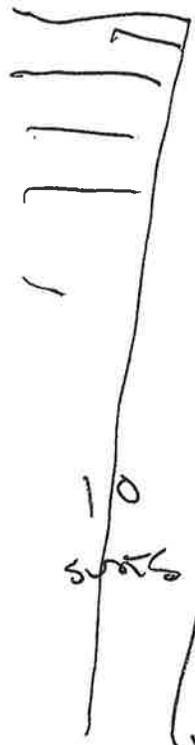
Per Fire Dept.

Awning Area. NOT Sprinkled

57'-6"

31
20
50
42
 $\frac{16}{159}$

Bar



10 seats



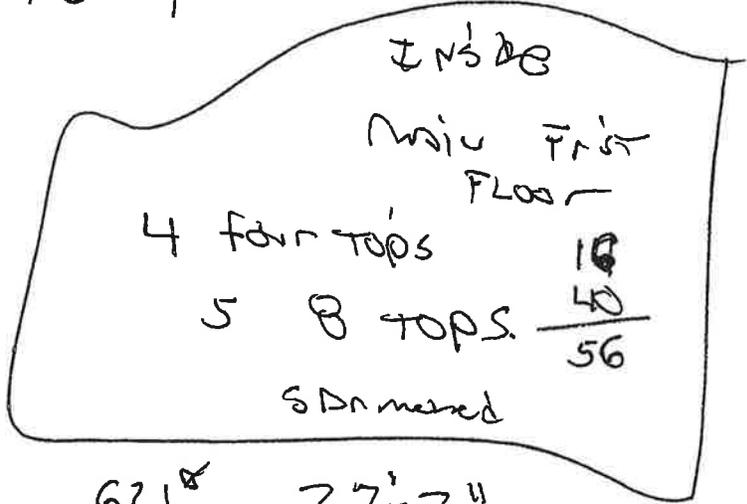
2 seats

21'-2"

13'-4"

10 seats

23'-4"



inside
Main First Floor
4 four tops 16
5 8 tops 40
 $\frac{56}{56}$
Sprinkled
621⁸ 27'-2"
41.4



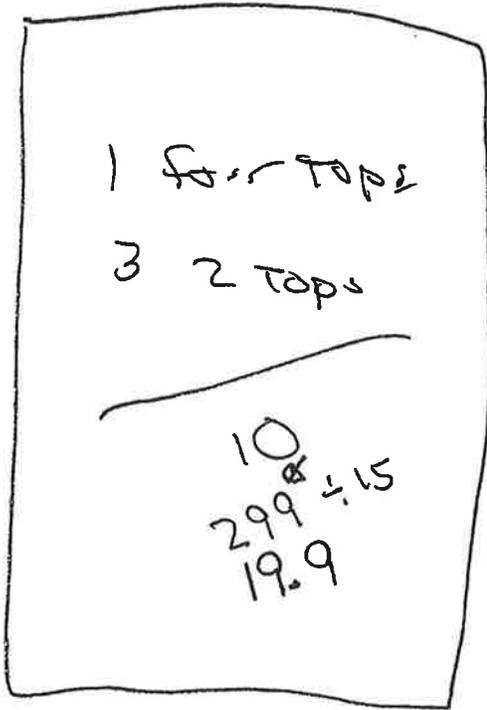
TOTAL 22 seats

~~22'-2"~~
11'-2"
231⁸
15.4

Second Floor
STAIRS 60"



Main Room

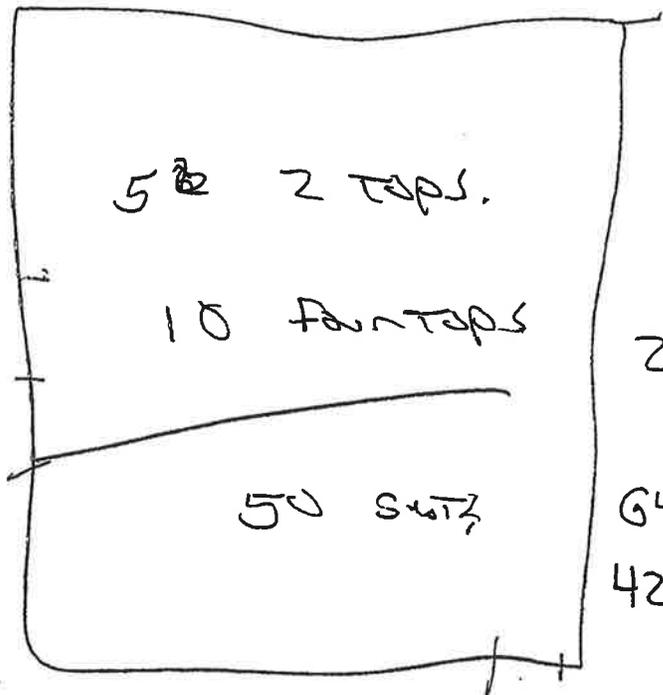


BOP Service
ONLY NO SEATS.

23'-5"

10
299 / 15
19.9

Outside



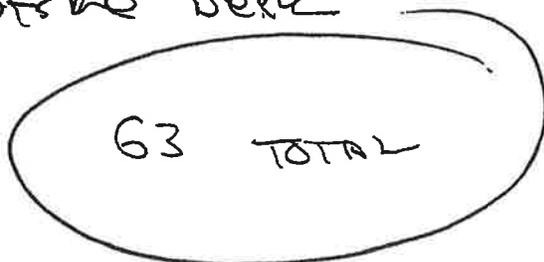
13'-8"

- 2 Egress openings
- 1 36" single
- 1 6'-0" Double door

Dead Bored.

Outside Deck

28'-6"



2 other EXITS
to outside

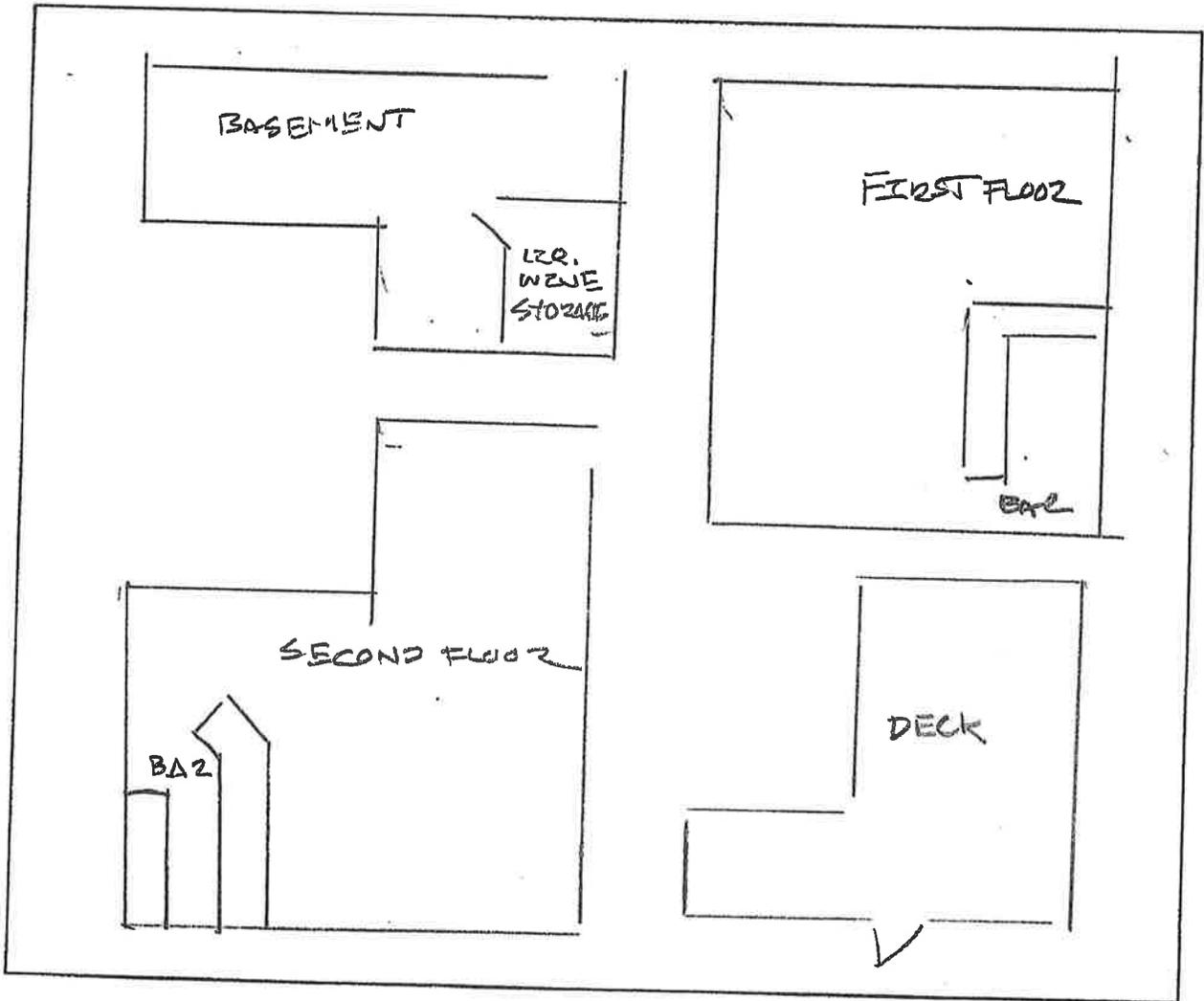
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
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Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2020 - 2021

BUSINESS NAME: M. O. PERKINS COVE

BUSINESS ADDRESS: 111 PERKINS COVE ROAD

BUSINESS PHONE # 207-646-6463 HOME PHONE # ~~207-362-3624~~

BUSINESS REG # 2020-403 ISSUE DATE: 5/4/2020 MAP: 1 LOT: 71, 72, 73
(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 144

NATURE OF BUSINESS: RESTAURANT

FORM OF ENTERTAINMENT: (Please be specific) JAZZ for SUNDAY BRUNCH

APPLICANT: KOKO, INC. ADDRESS: P.O. Box 1190, Ogunquit, ME

HAS YOUR LICENSE TO CONDUCT THIS BUSINESS EVER BEEN DENIED, SUSPENDED OR REVOKED?
YES NO

If, YES, please explain:

HAVE YOU, ANY PARTNERS OR CORPORATE OFFICERS EVER BEEN CONVICTED OF A FELONY?
YES NO

If, YES, please explain:

NOTE - SPECIAL ATTENTION

APPLICATION MUST BE SUBMITTED NINETY DAYS (90) PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

Please consult Title IX, Chapter 3 of the Ogunquit Municipal Code for all provisions applicable to this license. "Entertainment" is defined as follows in said Code:

"Entertainment shall include dancing by and for patrons, any music, videogames, devices, machines and any other amusement, performance, exhibition, diversion or other activity with an entertainment value whether provided for or used by patrons, independent contractors, employees or proprietors. Entertainment shall not include televisions or radios nor shall it include "background music" meaning music not involving live performers and not used for dancing and which music is only incidental to the primary activity offered."

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business since 2017
(Insert date when change was made)

[Signature]

 PROPERTY OWNER'S SIGNATURE

[Signature]

 APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

1. All applications shall be accompanied by two (2) scale drawings at a scale of one (17") inch to ten (10') feet depicting the floors of the building in which the entertainment is to be located, all entrances and exits and all areas open to patrons indicating in each area the use made by patrons and indicating the floors and areas for which the applicant seeks a license.
2. Applicants for video game entertainment shall present, to scale, floor plans depicting the location and floor area of these devices and the location of the supervisor(s). Machines shall be listed by function and serial number.
3. Applicants for patron dancing entertainment shall present to scale floor plans depicting the location and size of the dance floor(s).
4. Each application shall constitute a new application and all required information must be included. Licenses expire on May 31st of each year.

FOR OFFICE USE ONLY

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		Yes	No	Yes	No	
Police Chief	_____	[]	[]	[]	[]	_____
Fire Chief	_____	[]	[]	[]	[]	_____
Code Officer	_____	[]	[]	[]	[]	_____

Received by: CLM Fee \$ 100.00 Date Paid 05/14/2020
(Town Clerk's Office)

Check / Cash CL 016501
 Filed with Liquor License Application

Date posted: _____ Date Heard: _____ Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN

OGUNQUIT
Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2020</u>
CURRENT LICENSE EXPIRATION DATE: <u>5/3/2020</u>		

BUSINESS NAME: The Leavitt Theatre

APPLICANT: Max Clayton

EMAIL: leavitttheatre@gmail.com

BUSINESS REG #: _____ ISSUE DATE: _____ MAP: 7 LOT: 9

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 550

NOTE – SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief		[]	[]	[]	[]	
Fire Chief		[]	[]	[]	[]	
Code Officer		[]	[]	[]	[]	

ATTENDANCE AT PUBLIC HEARING IS REQUIRED
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APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: <u>\$200</u>	Date Paid: _____	Check/Cash	Check #: _____
Background Check Fee: \$ _____	(\$21.00 per person listed on application)		
Business Reg. Fee: <u>\$150.00</u>	Paid prior to Liquor Application?	YES	NO <u>NOT PAID</u>
TOTAL PAID WITH APPLICATION: \$ _____	Received by: <u>CLM</u>	<u>05/27/2020</u>	
	(Town Clerk's Office)		
DATE POSTED: _____	DATE HEARD: _____	APPROVED: _____	DENIED: _____

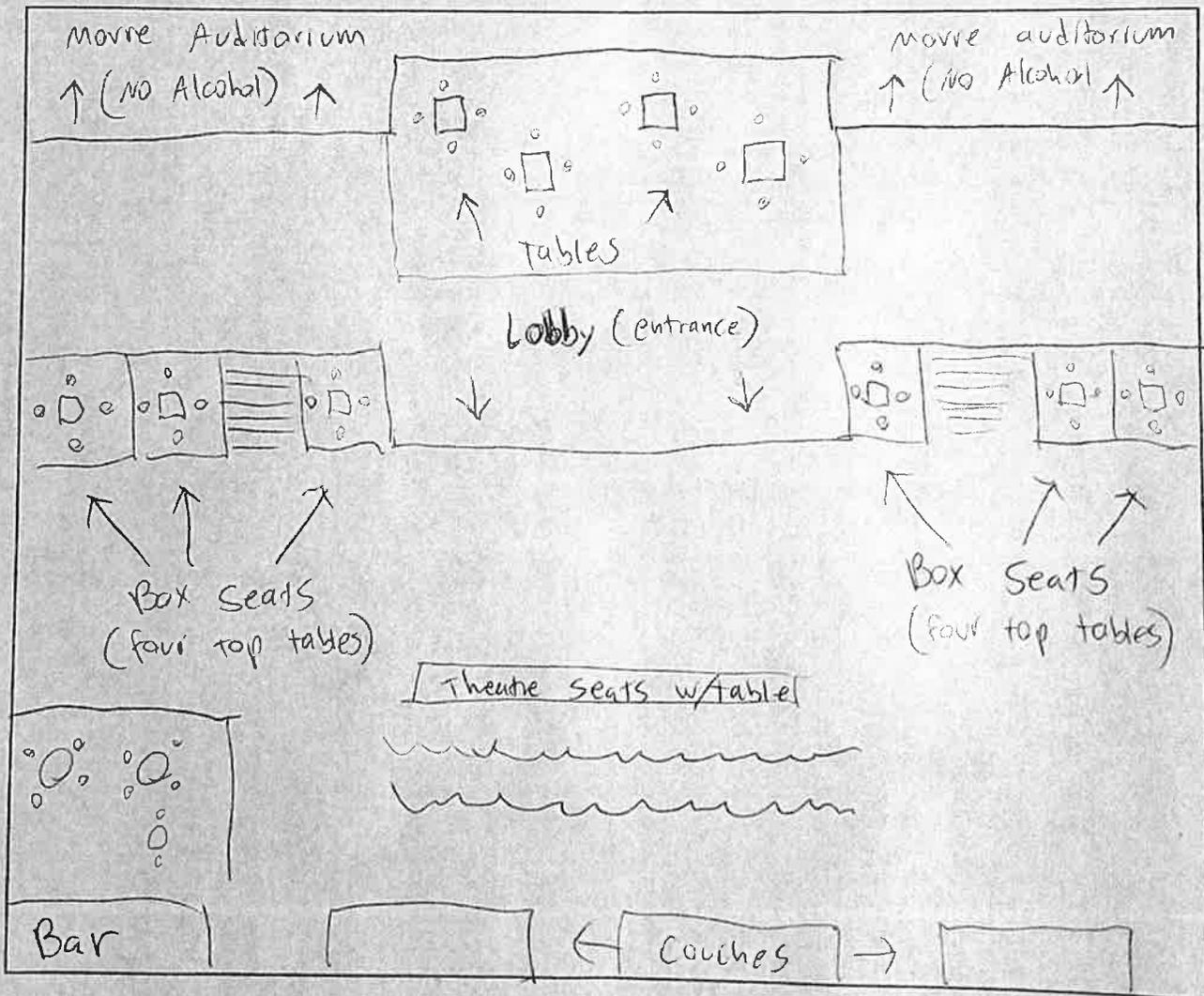
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
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DIVISION USE ONLY	
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BY:	

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OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2020

BUSINESS NAME: Leavitt Theatre

BUSINESS ADDRESS: 294 Main St. Ogunquit, ME 03907

BUSINESS PHONE # 207 646 3123 HOME PHONE # ~~207 460 5508~~

BUSINESS REG # 69 ISSUE DATE: 2020 MAP: 7 LOT: 9

(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 550

NATURE OF BUSINESS: Movie Theatre, Bar, Restaurant

FORM OF ENTERTAINMENT: (Please be specific)

Movies, Live Music, and Stand up Comedy

APPLICANT:

ADDRESS:

HAS YOUR LICENSE TO CONDUCT THIS BUSINESS EVER BEEN DENIED, SUSPENDED OR REVOKED?

YES NO

If, YES, please explain:

HAVE YOU, ANY PARTNERS OR CORPORATE OFFICERS EVER BEEN CONVICTED OF A FELONY?

YES NO

If, YES, please explain:

NOTE - SPECIAL ATTENTION

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(insert date when change was made)

Pete C. [Signature]
PROPERTY OWNER'S SIGNATURE

Max [Signature]
APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

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FOR OFFICE USE ONLY

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		Yes	No	Yes	No	
Police Chief	_____	[]	[]	[]	[]	_____
Fire Chief	_____	[]	[]	[]	[]	_____
Code Officer	_____	[]	[]	[]	[]	_____

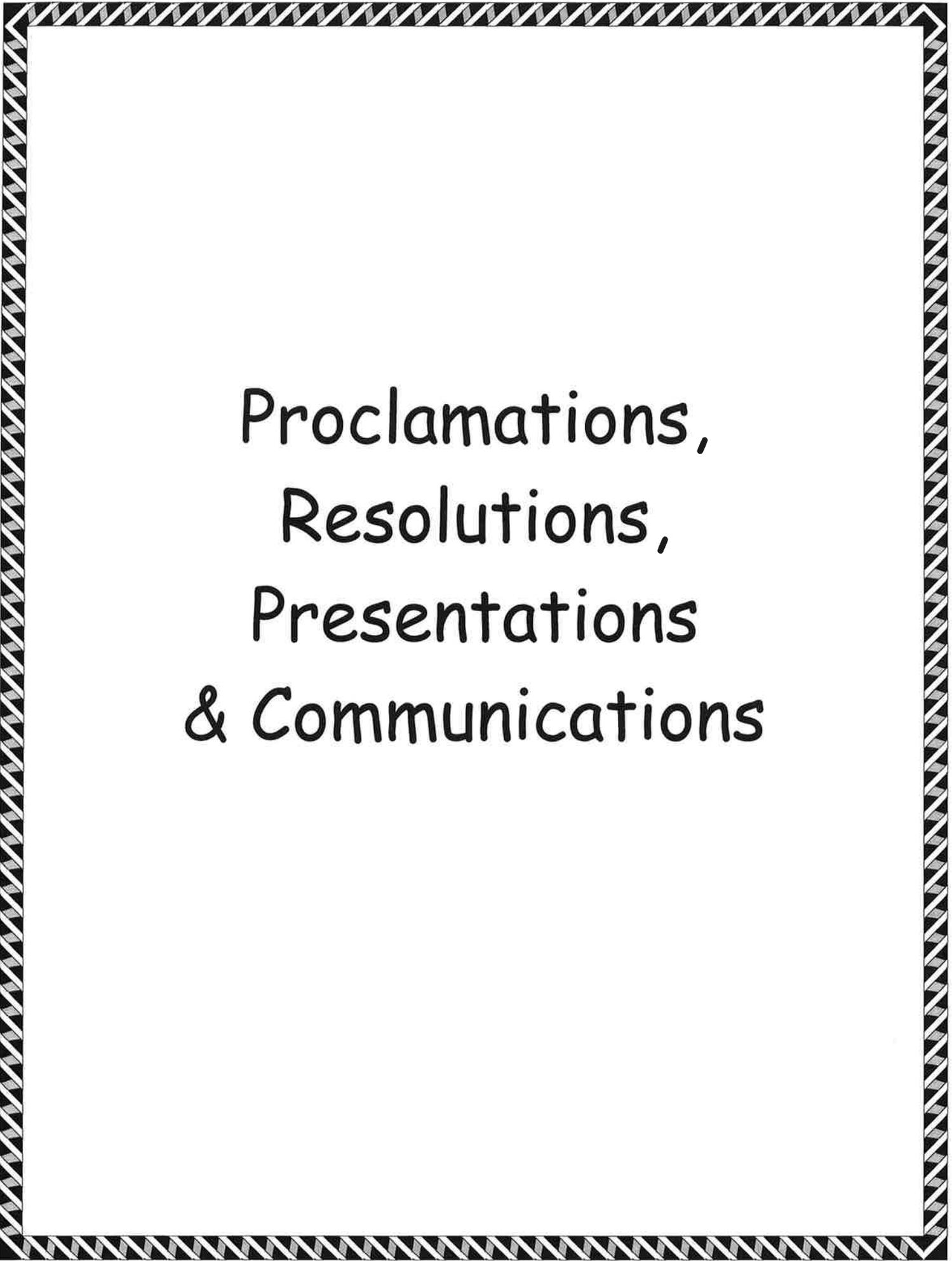
Received by: _____ Fee \$ _____ Date Paid _____
(Town Clerk's Office)

Check / Cash _____

Filed with Liquor License Application

Date posted: _____ Date Heard: _____ Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN



Proclamations,
Resolutions,
Presentations
& Communications

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 (LBGTQ+) community; and

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

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

Signed this 2nd day of June 2020

Madeline Mooney

Robert Winn, Vice Chair

John Daley

Lindsey Perry

Heath Ouellette



Proven Expertise & Integrity

May 21, 2020

Town of Ogunquit
23 School Street
P.O. Box 875
Ogunquit, Maine 03907

We were engaged by the Town of Ogunquit, Maine and have audited the financial statements of the Town of Ogunquit, Maine as of and for the year ended June 30, 2019. The following statements and schedules have been excerpted from the 2019 financial statements, a complete copy of which, including our opinion thereon, will be available for inspection at the Town Office.

Included herein are:

Balance Sheet - Governmental Funds	Statement C
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	Statement E
Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund	Schedule 1
Schedule of Departmental Operations - General Fund	Schedule B
Combining Balance Sheet - Nonmajor Governmental Funds	Schedule C
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds	Schedule D

RHR Smith & Company

Certified Public Accountants

3 Old Orchard Road, Buxton, Maine 04093
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609
www.rhrsmith.com

TOWN OF OGUNQUIT, MAINE

BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2019

	General Fund	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 4,387,606	\$ 1,405,515	\$ 5,793,121
Investments	-	463,631	463,631
Accounts receivable (net of allowance for uncollectibles):			
Taxes	384,689	-	384,689
Liens	50,612	-	50,612
Other	233,390	-	233,390
Prepaid items	103,189	-	103,189
Due from other funds	701,865	1,265,789	1,967,654
TOTAL ASSETS	\$ 5,861,351	\$ 3,134,935	\$ 8,996,286
LIABILITIES			
Accounts payable	\$ 202,823	\$ 123,086	\$ 325,909
Accrued expenses	169,711	-	169,711
Due to other funds	1,265,789	701,865	1,967,654
TOTAL LIABILITIES	1,638,323	824,951	2,463,274
DEFERRED INFLOWS OF RESOURCES			
Deferred tax revenue	156,930	-	156,930
TOTAL DEFERRED INFLOWS OF RESOURCES	156,930	-	156,930
FUND BALANCES			
Nonspendable - prepaid items and principal	103,189	456,559	559,748
Restricted	-	28,970	28,970
Committed	-	1,737,903	1,737,903
Assigned	635,000	186,290	821,290
Unassigned	3,327,909	(99,738)	3,228,171
TOTAL FUND BALANCES	4,066,098	2,309,984	6,376,082
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 5,861,351	\$ 3,134,935	\$ 8,996,286

See accompanying independent auditors' report and notes to financial statements.

TOWN OF OGUNQUIT, MAINE

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2019

	General Fund	Other Governmental Funds	Total Governmental Funds
REVENUES			
Taxes:			
Property taxes	\$ 11,488,068	\$ -	\$ 11,488,068
Excise taxes	436,767	-	436,767
Intergovernmental revenues	76,968	125,276	202,244
Charges for services	2,978,932	-	2,978,932
Miscellaneous revenues	253,585	71,293	324,878
TOTAL REVENUES	15,234,320	196,569	15,430,889
EXPENDITURES			
Current:			
General government	1,526,601	-	1,526,601
Public safety	3,067,678	-	3,067,678
Public works and sanitation	2,026,279	-	2,026,279
Recreation and culture	722,510	-	722,510
Social services	8,000	-	8,000
Education	5,401,454	-	5,401,454
County tax	716,034	-	716,034
Unclassified	21,214	184,513	205,727
Debt service:			
Principal	685,231	-	685,231
Interest	189,578	-	189,578
Capital outlay	-	1,198,259	1,198,259
TOTAL EXPENDITURES	14,364,579	1,382,772	15,747,351
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	869,741	(1,186,203)	(316,462)
OTHER FINANCING SOURCES (USES)			
Bond proceeds	-	1,041,600	1,041,600
Transfers in	1,450	1,162,111	1,163,561
Transfers (out)	(979,369)	(184,192)	(1,163,561)
TOTAL OTHER FINANCING SOURCES (USES)	(977,919)	2,019,519	1,041,600
NET CHANGE IN FUND BALANCES	(108,178)	833,316	725,138
FUND BALANCES - JULY 1	4,174,276	1,476,668	5,650,944
FUND BALANCES - JUNE 30	\$ 4,066,098	\$ 2,309,984	\$ 6,376,082

See accompanying independent auditors' report and notes to financial statements.

TOWN OF OGUNQUIT, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
 BUDGET AND ACTUAL - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Amounts	Variance Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 4,174,276	\$ 4,174,276	\$ 4,174,276	\$ -
Resources (Inflows):				
Taxes:				
Property Taxes	11,474,537	11,474,537	11,488,068	13,531
Excise Taxes	-	-	436,767	436,767
Intergovernmental Revenues:				
State Revenue Sharing	16,911	16,911	17,652	741
Homestead Reimbursement	30,948	30,948	27,084	(3,864)
Local Road Assistance	-	-	15,520	15,520
Other	373	373	16,712	16,339
Interest Income	-	-	93,564	93,564
Interest on Taxes/Lien Costs	-	-	23,871	23,871
Charges for Services	1,839,370	1,887,370	2,978,932	1,091,562
Miscellaneous Revenues	1,285,240	1,285,240	136,150	(1,149,090)
Transfers from Other Funds	-	-	1,450	1,450
Amounts Available for Appropriation	<u>18,821,655</u>	<u>18,869,655</u>	<u>19,410,046</u>	<u>540,391</u>
Charges to Appropriations (Outflows):				
General Government	1,387,639	1,446,280	1,526,601	(80,321)
Public Safety	3,152,930	3,170,661	3,067,678	102,983
Public Works and Sanitation	2,121,508	2,121,508	2,026,279	95,229
Recreation and Culture	837,442	837,282	722,510	114,772
Health and Welfare	2,000	2,000	-	2,000
Social Services	9,000	9,000	8,000	1,000
Education	5,401,454	5,401,454	5,401,454	-
County Tax	716,034	716,034	716,034	-
Debt Service:				
Principal	685,232	685,232	685,231	1
Interest	189,995	189,995	189,578	417
Unclassified	85,945	75,945	21,214	54,731
Transfers to Other Funds	812,300	979,369	979,369	-
Total Charges to Appropriations	<u>15,401,479</u>	<u>15,634,760</u>	<u>15,343,948</u>	<u>290,812</u>
Budgetary Fund Balance, June 30	<u>\$ 3,420,176</u>	<u>\$ 3,234,895</u>	<u>\$ 4,066,098</u>	<u>\$ 831,203</u>
Utilization of Assigned Fund Balance	\$ -	\$ 117,569	\$ -	\$ (117,569)
Utilization of Unassigned Fund Balance	754,300	822,012	-	(822,012)
	<u>\$ 754,300</u>	<u>\$ 939,581</u>	<u>\$ -</u>	<u>\$ (939,581)</u>

See accompanying independent auditors' report and notes to financial statements.

TOWN OF OGUNQUIT, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2019

	Original Budget	Budget Adjustments	Final Budget	Actual	Variance Positive (Negative)
General Government -					
General government	\$ 848,066	\$ 57,826	\$ 905,892	\$ 975,501	\$ (69,609)
Insurance and benefits	178,600	-	178,600	167,530	11,070
Land use department	360,973	815	361,788	383,570	(21,782)
	<u>1,387,639</u>	<u>58,641</u>	<u>1,446,280</u>	<u>1,526,601</u>	<u>(80,321)</u>
Public Safety -					
Police department	1,755,797	17,731	1,773,528	1,767,016	6,512
Fire-rescue department	1,397,133	-	1,397,133	1,300,662	96,471
	<u>3,152,930</u>	<u>17,731</u>	<u>3,170,661</u>	<u>3,067,678</u>	<u>102,983</u>
Public Works and Sanitation -					
Highway department	904,767	-	904,767	903,594	1,173
Facilities and parks	684,926	-	684,926	581,519	103,407
Transfer station	351,915	-	351,915	345,877	6,038
Utilities	179,900	-	179,900	195,289	(15,389)
	<u>2,121,508</u>	<u>-</u>	<u>2,121,508</u>	<u>2,026,279</u>	<u>95,229</u>
Recreation and Culture -					
Recreation department	17,300	-	17,300	9,009	8,291
Ogunquit Heritage Museum	26,397	-	26,397	25,482	915
Ogunquit performing arts	6,500	(6,500)	-	-	-
Visitor services	302,269	-	302,269	245,003	57,266
Lifeguard services	200,100	-	200,100	203,884	(3,784)
Harbormaster department	145,306	600	145,906	125,823	20,083
Conservation department	19,335	-	19,335	11,076	8,259
Information services department	84,252	-	84,252	75,773	8,479
Shelfish conservation	6,750	-	6,750	2,685	4,065
Marginal Way committee	22,150	5,740	27,890	15,377	12,513
Bicycle - Pedestrian committee	1,500	-	1,500	1,920	(420)
Plover management	5,583	-	5,583	6,478	(895)
	<u>837,442</u>	<u>(160)</u>	<u>837,282</u>	<u>722,510</u>	<u>114,772</u>

TOWN OF OGUNQUIT, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2019

	Original Budget	Budget Adjustments	Final Budget	Actual	Variance Positive (Negative)
Health and Welfare -					
General assistance	2,000	-	2,000	-	2,000
	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>2,000</u>
Social Services -					
Civic organizations	9,000	-	9,000	8,000	1,000
	<u>9,000</u>	<u>-</u>	<u>9,000</u>	<u>8,000</u>	<u>1,000</u>
Education	5,401,454	-	5,401,454	5,401,454	-
County Tax	716,034	-	716,034	716,034	-
Debt Service -					
Principal	685,232	-	685,232	685,231	1
Interest	189,995	-	189,995	189,578	417
	<u>875,227</u>	<u>-</u>	<u>875,227</u>	<u>874,809</u>	<u>418</u>
Unclassified -					
Contract adjustments	30,000	-	30,000	-	30,000
Contingency	10,000	(10,000)	-	-	-
Overlay	45,945	-	45,945	21,214	24,731
	<u>85,945</u>	<u>(10,000)</u>	<u>75,945</u>	<u>21,214</u>	<u>54,731</u>
Transfers to Other Funds -					
Special revenue funds	43,000	-	43,000	43,000	-
Capital projects funds	769,300	160,569	929,869	929,869	-
Permanent funds	-	6,500	6,500	6,500	-
	<u>812,300</u>	<u>167,069</u>	<u>979,369</u>	<u>979,369</u>	<u>-</u>
Total Departmental Operations	<u>\$ 15,401,479</u>	<u>\$ 233,281</u>	<u>\$ 15,634,760</u>	<u>\$ 15,343,948</u>	<u>\$ 290,812</u>

See accompanying independent auditors' report and notes to financial statements.

TOWN OF OGUNQUIT, MAINE

COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2019

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
ASSETS				
Cash and cash equivalents	\$ 198,838	\$ 1,175,617	\$ 31,060	\$ 1,405,515
Investments	-	-	463,631	463,631
Due from other funds	36,370	1,229,419	-	1,265,789
TOTAL ASSETS	<u>\$ 235,208</u>	<u>\$ 2,405,036</u>	<u>\$ 494,691</u>	<u>\$ 3,134,935</u>
LIABILITIES				
Accounts payable	\$ -	\$ 123,086	\$ -	\$ 123,086
Due to other funds	62,068	630,635	9,162	701,865
TOTAL LIABILITIES	<u>62,068</u>	<u>753,721</u>	<u>9,162</u>	<u>824,951</u>
FUND BALANCES				
Nonspendable - principal	-	-	456,559	456,559
Restricted	-	-	28,970	28,970
Committed	-	1,737,903	-	1,737,903
Assigned	186,290	-	-	186,290
Unassigned	(13,150)	(86,588)	-	(99,738)
TOTAL FUND BALANCES	<u>173,140</u>	<u>1,651,315</u>	<u>485,529</u>	<u>2,309,984</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 235,208</u>	<u>\$ 2,405,036</u>	<u>\$ 494,691</u>	<u>\$ 3,134,935</u>

See accompanying independent auditors' report and notes to financial statements.

TOWN OF OGUNQUIT, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2019

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
REVENUES				
Intergovernmental revenues	\$ -	\$ 125,276	\$ -	\$ 125,276
Investment income, net of unrealized gains/(losses)	223	3,638	9,808	13,669
Other	52,045	-	5,579	57,624
TOTAL REVENUES	<u>52,268</u>	<u>128,914</u>	<u>15,387</u>	<u>196,569</u>
EXPENDITURES				
Capital outlay	-	1,198,259	-	1,198,259
Other	165,798	-	18,715	184,513
TOTAL EXPENDITURES	<u>165,798</u>	<u>1,198,259</u>	<u>18,715</u>	<u>1,382,772</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(113,530)</u>	<u>(1,069,345)</u>	<u>(3,328)</u>	<u>(1,186,203)</u>
OTHER FINANCING SOURCES (USES)				
Bond proceeds	-	1,041,600	-	1,041,600
Transfers in	43,000	1,112,611	6,500	1,162,111
Transfers (out)	(49,198)	(134,994)	-	(184,192)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(6,198)</u>	<u>2,019,217</u>	<u>6,500</u>	<u>2,019,519</u>
NET CHANGE IN FUND BALANCES	(119,728)	949,872	3,172	833,316
FUND BALANCES - JULY 1	<u>292,868</u>	<u>701,443</u>	<u>482,357</u>	<u>1,476,668</u>
FUND BALANCES - JUNE 30	<u>\$ 173,140</u>	<u>\$ 1,651,315</u>	<u>\$ 485,529</u>	<u>\$ 2,309,984</u>

See accompanying independent auditors' report and notes to financial statements.



Community Covid 19 Task Force

Beaches, Waterways

Recommendations for 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, 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

Beaches Phase 1

Commencing May 18

Ogunquit Main and Footbridge beaches open subject to the following conditions:

Important Considerations and Needs (cont.)

- Necessary signage in parking lot; other public information tools
- 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 Service and Facilities with input from the Public Health sub group of the Task Force

Timing

- Parking and beaches open per posted times, currently 5 AM to 11 PM
- Visitor Services personnel empowered to close parking lots

Bathhouses

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

Beaches Phase 2



Ogunquit beaches open subject to the following conditions:

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 life guards
- Estuary access allowed with social distancing protocols in place

Parking

- Parking open at Main, Footbridge and North beaches to residents and non-residents
- 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
- Utilize a checklist system to ensure all services are ready for moving to phase 2: Police, Visitor Services, Facilities

Beaches Phase 2

Ogunquit beaches open subject to the following conditions:

Important Considerations and Needs (cont.)

- 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 3



Ogunquit beaches open subject to the following conditions:

Activities

- Walking, swimming, paddling, fishing, 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
- Utilize a checklist system to ensure all services are ready for moving to phase 3: Police, Visitor Services, Facilities

Waterways



Activities

- Waterway access only from Footbridge Beach in Phase 1
- Waterway access from Footbridge Beach and Main Beach in Phase 2



New Business

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Town Manager Revised FY21	Increase (Decrease) over FY20		Budget Review Committee Recommendation 5-26-2020	Difference w/Town Manager	Select Board Recommendation 5-26-2020	Increase /decrease over FY20
<i>General Government</i>	879,380	716,941	974,206	859,039	859,039	0.00%	0	859,039	0	859,039	0.00%
<i>Ogunquit Heritage Museum</i>	13,205	14,143	25,481	28,419	25,572	-10.02%	(2,847)	25,572	0	25,572	-10.02%
<i>Parks & Recreation</i>	3,135	7,238	10,929	18,800	18,200	-3.19%	(600)	18,200	0	18,200	-3.19%
<i>Land Use and Assessing</i>	334,603	339,558	381,542	373,394	379,236	1.56%	5,842	379,236	0	379,236	1.56%
<i>Visitor Services</i>	278,975	284,451	245,002	313,094	324,359	3.60%	11,265	313,094	(11,265)	313,094	0.00%
<i>Police Department</i>	1,475,573	1,563,027	1,663,959	1,839,814	1,839,255	-0.15%	(559)	1,836,505	(2,750)	1,836,505	-0.18%
<i>Fire Department</i>	1,273,951	1,370,197	1,299,139	1,481,413	1,534,175	3.56%	52,762	1,532,175	(2,000)	1,532,175	3.43%
<i>Lifeguard/Ocean Rescue</i>	169,448	173,121	203,883	245,940	255,940	4.07%	10,000	245,940	(10,000)	245,940	0.00%
<i>Utilities</i>	179,835	184,229	195,290	196,815	213,432	8.44%	16,617	213,432	0	213,432	8.44%
<i>Public Works</i>	714,472	670,566	898,882	1,072,724	1,142,846	6.54%	70,122	1,115,474	(27,372)	1,115,474	3.99%
<i>Transfer Station</i>	310,988	311,316	345,877	358,311	375,004	4.66%	16,693	375,004	0	375,004	4.66%
<i>Harbormaster</i>	124,715	117,109	125,398	144,475	145,012	0.37%	537	145,012	0	145,012	0.37%
<i>Facilities</i>	429,198	389,173	581,520	635,314	592,564	-6.73%	(42,750)	591,864	(700)	591,864	-6.84%
<i>Information Services</i>	55,058	67,981	75,773	105,205	105,205	0.00%	0	105,205	0	105,205	0.00%
<i>Town Committees (Conservation, Marginal Way, Ogunquit Performing Arts, etc.)</i>	37,255	62,844	42,114	55,608	77,433	39.25%	21,825	77,433	0	77,433	39.25%
<i>Other (GA - Civic Donations - Liability Insurance)</i>	164,088	175,013	175,530	194,300	220,635	13.55%	26,335	212,635	(8,000)	212,635	9.44%
<i>Debt</i>	800,723	826,334	874,810	918,899	989,391	7.67%	70,492	989,391	0	989,391	7.67%
<i>Capital Reserves-Transfers</i>	63,000	88,000	98,000	123,000	88,000	-28.46%	(35,000)	88,000	0	88,000	-28.46%
TOTAL	7,307,602	7,361,242	8,217,335	8,964,564	9,185,298	2.46%	220,734	9,123,211	(62,087)	9,123,211	1.77%

Increase over FY20: \$158,647

**WARRANT
FOR THE
2020 ANNUAL TOWN MEETING
OF THE
TOWN OF OGUNQUIT**

TO: **PATRICIA L. ARNAUDIN**, Chief of Police of the Town of Ogunquit, in the County of York, State of Maine:

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Ogunquit in said county and state, qualified by law to vote in town affairs, to meet at the Dunaway Community Center, 23 School Street in said Town of Ogunquit on **Tuesday, the fourteenth (14) day of July 2020**, A.D. at eight o'clock in the morning (8:00 a.m.) until eight o'clock in the evening (8:00 p.m.) to vote by secret ballot on the following warrant articles; to wit:

Article 1: To elect a Moderator to preside at said Meeting. [*Note: This question is not intended to be acted upon as part of the official secret ballot at the Annual Town 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.

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.

BUDGET ARTICLES

Article 6: Shall the Town vote to raise and appropriate the sum of **\$859,039** for **General Government** expenditures for fiscal year **2020-2021**? [*Note: If this article is defeated, the appropriation for General Government will default to \$859,039 pursuant to Section 503.6 of the Town Charter*]

Select Board recommends:	\$859,039	Yes	3-2
Budget Review Committee recommends:	\$859,039	Yes	5-0

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**? *[Note: If this article is defeated, the appropriation for the Ogunquit Heritage Museum will default to \$28,419 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$25,572	Yes 5-0
Budget Review Committee recommends:	\$25,572	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Bicycle-Pedestrian Committee will default to \$1,500 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$1,500	Yes 5-0
Budget Review Committee recommends:	\$1,500	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Parks & Recreation Committee will default to \$17,300 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$16,700	Yes 5-0
Budget Review Committee recommends:	\$16,700	Yes 5-0

Article 10: Shall the Town vote to raise and appropriate the sum of **\$9,500** for **Ogunquit Performing Arts** for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for the Ogunquit Performing Arts will default to \$9,500 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$9,500	Yes 5-0
Budget Review Committee recommends:	\$9,500	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Land Use Department will default to \$373,294 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$379,236	Yes 5-0
Budget Review Committee recommends:	\$379,236	Yes 5-0

Article 12: Shall the Town vote to raise and appropriate the sum of **\$313,094** for **Visitors Services** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Visitor Services will default to \$313,094 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$313,094	Yes 5-0
Budget Review Committee recommends:	\$313,094	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Police Department will default to \$1,839,814 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$1,836,505	Yes 5-0
Budget Review Committee recommends:	\$1,836,505	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Fire-Rescue Department will default to \$1,481,413 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$1,532,175	Yes 5-0
Budget Review Committee recommends:	\$1,532,175	Yes 5-0

Article 15: Shall the Town vote to raise and appropriate the sum of **\$245,940** for **Lifeguard Services** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Lifeguard Services will default to \$245,940 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$245,490	Yes 5-0
Budget Review Committee recommends:	\$245,490	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for Utilities will default to \$198,815 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$213,432	Yes 5-0
Budget Review Committee recommends:	\$213,432	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Public Works Department will default to \$1,072,724 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$1,115,474	Yes 5-0
Budget Review Committee recommends:	\$1,115,474	Yes 5-0

Article 18: Shall the Town vote to raise and appropriate the sum of **\$375,004** for **Transfer Station** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated,*

the appropriation for the Transfer Station will default to \$358,311 pursuant to Section 503.6 of the Town Charter]

Select Board recommends:	\$375,004	Yes 5-0
Budget Review Committee recommends:	\$375,004	Yes 5-0

Article 19: Shall the Town vote to raise and appropriate the sum of **\$145,012** for **Harbormaster** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for the Harbormaster will default to \$144,475 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$145,012	Yes 5-0
Budget Review Committee recommends:	\$145,012	Yes 5-0

Article 20: Shall the Town vote to raise and appropriate the sum of **\$2,000** for **General Assistance** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for General Assistance will default to \$2,000 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$2,000	Yes 5-0
Budget Review Committee recommends:	\$2,000	Yes 5-0

Article 21: Shall the Town vote to raise and appropriate the sum of **\$199,135** for **Insurance** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Insurance will default to \$183,800 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$199,135	Yes 5-0
Budget Review Committee recommends:	\$199,135	Yes 5-0

Article 22: Shall the Town vote to raise and appropriate the sum of **\$591,864** for **Facilities Department** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for the Facilities Department will default to \$635,313 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$591,864	Yes 5-0
Budget Review Committee recommends:	\$591,864	Yes 5-0

Article 23: Shall the Town vote to raise and appropriate the sum of **\$105,205** for **Information Services** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Information Services will default to \$105,205 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$105,205	Yes 5-0
Budget Review Committee recommends:	\$105,205	Yes 5-0

Article 24: Shall the Town vote to raise and appropriate the sum of **\$30,500** for **Conservation** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Conservation will default to \$22,275 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$30,500	Yes 5-0
Budget Review Committee recommends:	\$30,500	Yes 5-0

Article 25: Shall the Town vote to raise and appropriate the sum of **\$7,050** for **Shellfish Conservation** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Shellfish Conservation will default to \$7,450 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$7,050	Yes 5-0
Budget Review Committee recommends:	\$7,050	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Marginal Way Committee will default to \$10,400 pursuant to Section 503.6 of the Town Charter].*

Select Board recommends:	\$14,300	Yes 5-0
Budget Review Committee recommends:	\$14,300	Yes 5-0

Article 27: Shall the Town vote to raise and appropriate the sum of **\$5,833** for **Piping Plover** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Piping Plover will default to \$5,983 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$5,833	Yes 5-0
Budget Review Committee recommends:	\$5,833	Yes 5-0

Article 28: Shall the Town vote to raise and appropriate the sum of **\$10,250** for **Sustainability Committee** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Sustainability Committee will default to \$0 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$10,500	Yes 5-0
Budget Review Committee recommends:	\$10,500	Yes 4-1

Article 29: Shall the Town vote to raise and appropriate the sum of **\$500** for **Flags for Veterans Graves** for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Flags for Veterans Graves will default to \$500 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$500	Yes 5-0
Budget Review Committee recommends:	\$500	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Wells-Ogunquit Historical Society will default to \$8,000 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$8,000	Yes 5-0
Budget Review Committee recommends:	\$8,000	Yes 5-0

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**? *[Note: If this article is defeated, the appropriation for the Ogunquit Memorial Library will default to \$0 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$3,000	Yes 5-0
Budget Review Committee recommends:	\$3,000	Yes 5-0

Article 32: Shall the Town vote to raise and appropriate the sum of **\$989,391** for **Debt Management** expenditures for fiscal year **2020-2021**? *[Note: If this article is defeated, the appropriation for Debt Management will default to \$918,899 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$989,391	Yes 5-0
Budget Review Committee recommends:	\$989,391	Yes 5-0

Article 33: Shall the Town vote to raise and appropriate the sum of **\$3,000** for the **Unemployment Account**? *[Note: If this article is defeated, the appropriation for the Unemployment Account will default to \$3,000 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$3,000	Yes 5-0
Budget Review Committee recommends:	\$3,000	Yes 5-0

Article 34: Shall the Town vote to raise and appropriate the sum of **\$30,000** for the **Labor Contract and Salary Adjustment Account**? *[Note: If this article is defeated, the appropriation for the Labor Contract and Salary Adjustment Account will default to \$30,000 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends:	\$30,000	Yes 4-1
Budget Review Committee recommends:	\$30,000	Yes 5-0

Article 35: Shall the Town vote to raise and appropriate the sum of **\$40,000** for the **Accrued Liability Account**? *[Note: If this article is defeated, the appropriation for the*

Accrued Liability Account will default to \$40,000 pursuant to Section 503.6 of the Town Charter]

Select Board recommends: \$40,000 Yes 5-0
 Budget Review Committee recommends: \$40,000 Yes 5-0

Article 36: Shall the Town vote to raise and appropriate the sum of **\$15,000 for the Closeout and/or Retirement of ecomaine Facilities?** *[Note: If this article is defeated, the appropriation for the Reserve Fund for Closeout and /or Retirement of ecomaine Facilities will default to \$15,000 pursuant to Section 503.6 of the Town Charter]*

Select Board recommends: \$15,000 Yes 4-1
 Budget Review Committee recommends: \$15,000 Yes 5-0

Article 37: Shall the Town vote to appropriate **\$1,037,000** from anticipated **Parking Lot Revenues** to fund the **2020-2021** fiscal year budget?

Select Board recommends: Yes 5-0

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**?

Select Board recommends: Yes 5-0

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

Select Board recommends: Yes

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 **FY19** 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 five-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?

Given under our hands this **26th day of May 2020**, A.D. in Ogunquit, Maine, by the Select Board, acting in their capacity as the Municipal Officers:

OGUNQUIT SELECT BOARD

Madeline S. Mooney, Chair

Robert N. Winn, Jr., Vice Chair

John M. Daley, Member

Heath Ouellette, Member

Lindsey Perry, Member

State of Maine
County of York, ss

A True Copy,
Attest:

Town of Ogunquit, Maine

Dated: _____

VOTER INFORMATION: The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered to vote may not vote in any election.

RETURN OF WARRANT CERTIFICATION

In the Town of Ogunquit, County of York, State of Maine, ss.

Pursuant to the foregoing Warrant to me as directed, I notified and warned the Inhabitants of the Town of Ogunquit herein named to meet at the time and place for purpose herein stated by posting upon the _____ day of _____, 2020, A.D. a copy of said Warrant at the Dunaway Community Center, Ogunquit Post Office, Ogunquit Transfer Station and WOGT, those being four (4) conspicuous and public places in said Town.

Patricia L. Arnaudin, Chief of Police
Town of Ogunquit

UNDER SEAL OF THE TOWN,

A True Copy: ATTEST:

Office of the Town Clerk

WARRANT

For District Budget Meeting
Wells-Ogunquit Community School District

To: Marianne Goodine, Michele Noble and Sharma Damren, residents of the Wells-Ogunquit Community School District, you are hereby required to notify and warn the inhabitants of the Wells-Ogunquit Community School District in York County and the State of Maine, qualified by law to vote in the Wells-Ogunquit Community School District affairs, to meet at Ward Gymnasium, Wells Junior High School, 1470 Post Road, in the Town of Wells, on Wednesday, the 8th day of July, A.D., 2020, at 5:00 in the evening, then and there to act upon the following articles to wit:

Article 1 To choose a Moderator to preside at said meeting

ARTICLES 2 THROUGH 12 AUTHORIZE EXPENDITURES IN COST CENTER CATEGORIES

Article 2 To see what sum the District will be authorized to expend for Regular Instruction.

School Committee Recommends: \$10,671,544.67

Article 3 To see what sum the District will be authorized to expend for Special Education.

School Committee Recommends: \$4,121,742.35

Article 4 To see what sum the District will be authorized to expend for Career and Technical Education.

School Committee Recommends: \$8,500.00

Article 5 To see what sum the District will be authorized to expend for Other Instruction including summer school and extra-curricular instruction.

School Committee Recommends: \$915,050.09

Article 6 To see what sum the District will be authorized to expend for Student and Staff Support.

School Committee Recommends: \$2,484,158.11

Article 7 To see what sum the District will be authorized to expend for System Administration.

School Committee Recommends: \$838,684.35

Article 8 To see what sum the District will be authorized to expend for School Administration.

School Committee Recommends: \$1,426,917.31

Article 9 To see what sum the District will be authorized to expend for Transportation and Buses.

School Committee Recommends: \$1,357,027.35

Article 10 To see what sum the District will be authorized to expend for Facilities Maintenance.

School Committee Recommends: \$3,021,190.48

Article 11 To see what sum the District will be authorized to expend for Debt Service and Other Commitments.

School Committee Recommends: \$2,683,115.66

Article 12 To see what sum the District will be authorized to expend for All Other Expenditures including school lunch.

School Committee Recommends: \$214,498.32

ARTICLES 13 THROUGH 17 RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

Article 13 To see what sum the District will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the District will raise and assess as each municipality's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, §15688. Recommended amounts set forth below:

Total Appropriated by municipality		Total raised (and District assessments by municipality)	
Town of Wells:	\$13,053,304.04	Town of Wells:	\$11,762,673.63
Town of Ogunquit:	\$ 3,531,703.96	Town of Ogunquit:	\$ 3,182,510.80
School District Total		School District Total	
Appropriated:		Raise:	
(Sum of above)	<u>\$16,585,008.00</u>	(Sum of above)	<u>\$14,945,184.43</u>

Explanation: The District's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the District must raise and assess in order to receive the full amount of state dollars.

Article 14 To see what sum the District will raise and appropriate for the annual payments on debt service previously approved by the District voters for non-state-funded school construction projects or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the District's contribution to the total cost of funding public education from kindergarten to grade 12.

School Committee Recommends: \$2,683,115.66

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the District's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the District voters.

Article 15: To see what sum the District will raise and appropriate to transfer to the school nutrition program.

School Committee Recommends: \$175,000.00

Article 16 (Written ballot required) To see what sum the District will raise and appropriate in additional local funds (Recommend \$8,269,305.03 which exceeds the State's Essential Programs and Services allocation model by \$8,269,305.03) as required to fund the budget recommended by the Wells-Ogunquit C.S.D. School Committee.

The Wells-Ogunquit C.S.D. School Committee recommends \$8,269,305.03 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$8,269,305.03.

Explanation: The Essential Programs and Services Funding Act does not recognize capital improvements, food service subsidy and curriculum based excursions (field trips). Items not fully recognized include energy costs, transportation, special education costs, extra and co-curricular expenditures, student support services such as school nurses, social workers, librarians, and technology. It also does not acknowledge staffing costs that allow the district to offer our learners literacy support, advanced placement courses, electives, allied arts, technology education, alternative education as well as the salary, benefit and professional development costs for all staff in the District.

The additional local funds are those locally raised funds over and above the District's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the District budget for educational programs.

ARTICLE 17 SUMMARIZES THE PROPOSED SCHOOL BUDGET

Article 17 To see what sum the District will authorize the Wells-Ogunquit C.S.D. School Committee to expend for the fiscal year beginning July 1, 2020 and ending June 30, 2021 from the District's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, §15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

School Committee Recommends: \$27,742,428.69

ARTICLE 18 CAPITAL RESERVE FUND

Article 18 In addition to amounts authorized in Articles 2 through 17, shall the School Committee be authorized pursuant to 20-A M.R.S.A. §1706 to transfer up to \$ 750,000.00 from undesignated balances at the end of the 2019-2020 fiscal year to the Capital Reserve

Fund previously established by District voters and shall the School Committee be further authorized to expend up to \$125,000.00 from this reserve fund for capital projects deemed necessary by the Superintendent?

School Committee Recommends: Approval

ARTICLE 19 RAISES FUNDS TO EXPEND FOR THE ADULT COMMUNITY EDUCATION PROGRAM

ARTICLE 19 To see what sum the Wells-Ogunquit Community School District will appropriate for Adult Community Education and to see what sum the Wells-Ogunquit Community School District will raise as the local share with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

School Committee recommends an appropriation of \$296,602.09 and to raise the local share of \$211,923.12

ARTICLE 20 AUTHORIZES EXPENDITURE OF GRANTS AND OTHER RECEIPTS

ARTICLE 20 In addition to amounts approved in the preceding articles, shall the School Committee be authorized to expend such sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

School Committee Recommends: Approval

GIVEN UNDER OUR HAND THIS 6th DAY OF MAY, A.D., 2020



Helena Ackerson, Chair



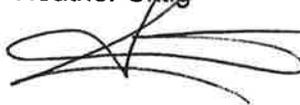
Jason Vennard, Vice Chair

Karen MacNeill

Heather Sittig



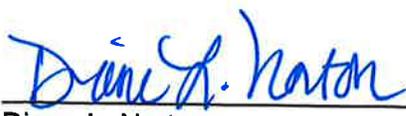
Boriana Dolliver



Aneliya Georgieva-Petrov

Wells-Ogunquit Community School District School Committee

A true copy of the warrant: Attest:



Diane L. Norton

A resident of the Wells-Ogunquit Community School District

WARRANT RETURN
WELLS –OGUNQUIT COMMUNITY SCHOOL DISTRICT
BUDGET MEETING
JULY 8, 2020

I have this day posted copies of this warrant at the following public and conspicuous places in the Town of Ogunquit:

Ogunquit Post Office
Ogunquit Transfer Station
Ogunquit Town Office
WOGT-local TV station

Name: _____

Signature: _____

Title: _____

Date: _____

**WARRANT AND NOTICE OF ELECTION CALLING WELLS-OGUNQUIT COMMUNITY
SCHOOL DISTRICT #18 BUDGET VALIDATION REFERENDUM**

To: Diane Norton, resident of Wells-Ogunquit Community School District #18 comprised of the following municipalities: Wells and Ogunquit.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Wells-Ogunquit Community School District #18, namely the Towns of Wells and Ogunquit, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers, who shall post the following warrant and notice of election:

**TOWN OF OGUNQUIT
DISTRICT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

York County, ss.

State of Maine

To: Sharma Damren, resident of Ogunquit: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election in this warrant and notice of election.

TO THE VOTERS OF OGUNQUIT:

You are hereby notified that a District budget validation referendum election will be held at the Judson Dunaway Center, 23 School Street, in the Town of Ogunquit on Tuesday, July 14, 2020 for the purpose of determining the following questions:

Question 1: Do you favor approving the Wells-Ogunquit Community School District #18 budget for the upcoming school year that was adopted at the latest district budget meeting?

The voting on Question 1 shall be by secret ballot referendum.

The polls will be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept any new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this 6th day May, 2020 at Wells, Maine



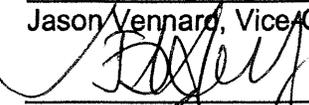
Héléna Ackerson, Chair

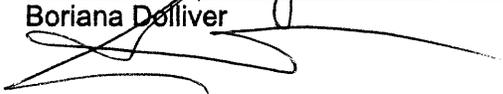


Jason Vennard, Vice Chair

Karen MacNeill


Heather Sittig

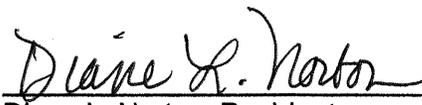


Boriana Dolliver


Aneliya Georgieva-Petrov

A majority of the School Committee of the Wells-Ogunquit Community School District #18.

A true copy of the Warrant and Notice of Election, attest:



Diane L. Norton, Resident
Wells-Ogunquit Community School District

Countersigned this _____ day of _____, 2020 at Ogunquit, Maine

A majority of the municipal officers of the Town of Ogunquit.

A true copy of the Warrant and Notice of Election, attest:

Christine Murphy, Town Clerk
Town of Ogunquit

WELLS-OGUNQUIT COMMUNITY SCHOOL DISTRICT
BUDGET VALIDATION REFERENDUM
JULY 14, 2020

RETURN

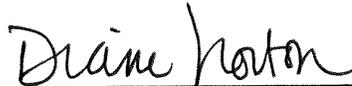
York County, ss.

State of Maine

To: The School Committee of Wells-Ogunquit Community School District No. 18

Date: 06/01, 2020

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of the Town of Ogunquit, an attested copy of this warrant and notice of election, directing the municipal officers of said municipality to call a Wells-Ogunquit Community School District No. 18 budget validation referendum at said time and place and for the purposes therein stated.



Diane Norton, Resident of
Wells-Ogunquit Community School District No. 18

RETURN

York County, ss.

State of Maine

To: The municipal officers of the Town of Ogunquit

I certify that I have notified the voters of the Town of Ogunquit of the time and place of the Wells-Ogunquit Community School District No. 18 budget validation referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>Date:</u>	<u>Time:</u>	<u>Location of Posting:</u>
_____		<u>Ogunquit Town Office</u>
_____		<u>Ogunquit Post Office</u>
_____		<u>Ogunquit Transfer Station</u>
_____		<u>WOGT-local TV station</u>

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at Ogunquit, Maine: _____, 2020

Sharma Damren, Resident
Town of Ogunquit, Maine



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

8 STATE HOUSE STATION
AUGUSTA, MAINE 04330-0008

KIRSTEN LC FIGUEROA
COMMISSIONER

JANET T. MILLS
GOVERNOR

MEMORANDUM

GREGORY R. MINEO
DIRECTOR

TO: All On-premises licensees
FROM: Tim Poulin, Deputy Director
RE: Updated Guidance for openings of on-premises licensees for June 1st
DATE: May 27, 2020

This memo is intended to update the Bureau’s [guidance memo of May 14th](#) regarding the opening of restaurants for May 18th and June 1st that are liquor licensees.

Today, Governor Mills amended her Re-Opening Plan for Maine’s Economy to allow restaurants in Penobscot county to open for on-premises consumption of food and all types of beverages on June 1st; this includes **both** inside and outside dining. Additionally, the Governor announced that restaurants in Androscoggin, Cumberland and York counties can be open for outside dining **only** on June 1st.

In our [May 14th memo](#), (please use this link or go to our website at <https://www.maine.gov/dafs/bablo/liquor-licensing> to find the memo) there was critical information for our licensee. Of note, you should refer to these sections for complete details on what you are required to do for opening and continued operation:

- Section 1. Type of licensees included in the Restaurant Category
- Section 2. Type of licensees included in the Bar Category
- Section 3. Health and Safety requirements for openings on May 18th and June 1st
- Section 4. Health and Safety requirements along with the **required process for the approval for outside seating**. For easy access to this information refer to our memo dated today, May 27th on this subject. See the link to our [website](#) above.

The Bureau will continue to communicate updates on this matter as needed. If you have any further questions, please contact me directly at Tim.Poulin@Maine.gov or 207.287.6750.

EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.

For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

Approved Not Approved

Subchapter 1: GENERAL CONDITIONS

§ 1051. LICENSES GENERALLY

3. Liquor not to be consumed elsewhere. Except as provided in paragraphs A and B and in section 1207, no licensee for the sale of liquor to be consumed on the premises where sold may personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.