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

OGUNQUIT
Beautiful Place by the Sea

Ogunquit Select Board Meeting
July 21, 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 July 21 Select Board Meeting

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. If you wish to speak during the meeting e 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, but they are not able to respond during the meeting.

Attending the meeting 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
1.1 Call to Order
1.2 Swearing in of newly elected Select Board Members Richard Dolliver and Heath Ouellette
1.3 Election of Select Board Officers

2.0 Meeting Minutes
2.1 May 12, 2020
2.2 June 2, 2020

3.0 Monthly Finance Report

4.0 Liquor and Amusement Licenses
4.1 Brix & Brine - *Malt, Vinous & Spirituous Liquor License Renewal*
4.2 Coastal Wine – NEW *Malt & Vinous Liquor License*
4.3 Hartwell House One, LLC - *Malt, Vinous & Spirituous Liquor License Renewal*

4.4 Pizza Napoli - *Malt, Vinous & Spirituous Liquor License Renewal*
4.5 Rose Cove Café - *Malt, Vinous & Spirituous Liquor License Renewal*
4.6 The Crooked Pine - *Malt, Vinous & Spirituous Liquor License Renewal*

5.0 Presentations
5.1 **"Perkins Cove 03907"** – Amy Forbes and Jen Lewer
5.2 **COVID-19 Community Task Force –** Chair Bob Whitelaw

6.0 New Business

6.1 Select Board Code of Ethics
***Background*:** The Select Board has adopted a Code of Ethics to guide its conduct as public officials. The Select Board traditionally reviews the Code after each Town Meeting and re-commits to it after discussion of any agreed upon changes.
Action: Begin to review, discuss, and determine process for updating any suggested revisions.

6.2 Select Board Rules
Background: The Select Board has adopted Rules to guide the conduct of its meetings and communications between themselves and the public
Action: Begin to review, discuss, and determine process for updating any suggested revisions before approving

6.3 Select Board Member Communication
***Background*:** The Select Board has adopted a communications protocol as an Addendum to Select Board Rules
Action: Discuss strategies for improving respectful communication between members

6.4 Select Board Goals & Priorities
***Background*:** The Select Board has adopted a list of Goals which is reviewed and updated periodically.
Action: Discuss the process for the Select Board to review and update goals, and agree on immediate priorities for the Select Board to work on in the next 30 to 60 days

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

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

6.6 Select Board Meeting/Workshop Calendar

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

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

6.7 Ogunquit's 40th Anniversary

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

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

7.0 Town Manager's Report

- COVID-19 Update
- Town Project Updates
- Town Meeting 2020

8.0 Citizens Comments (for Town topics not on the Agenda)

The Select Board welcomes public comments and questions about Town-related issues that are not on the agenda. We ask that people keep comments on point and within 3 minutes.

9.0 Select Board Comments

10.0 Adjourn

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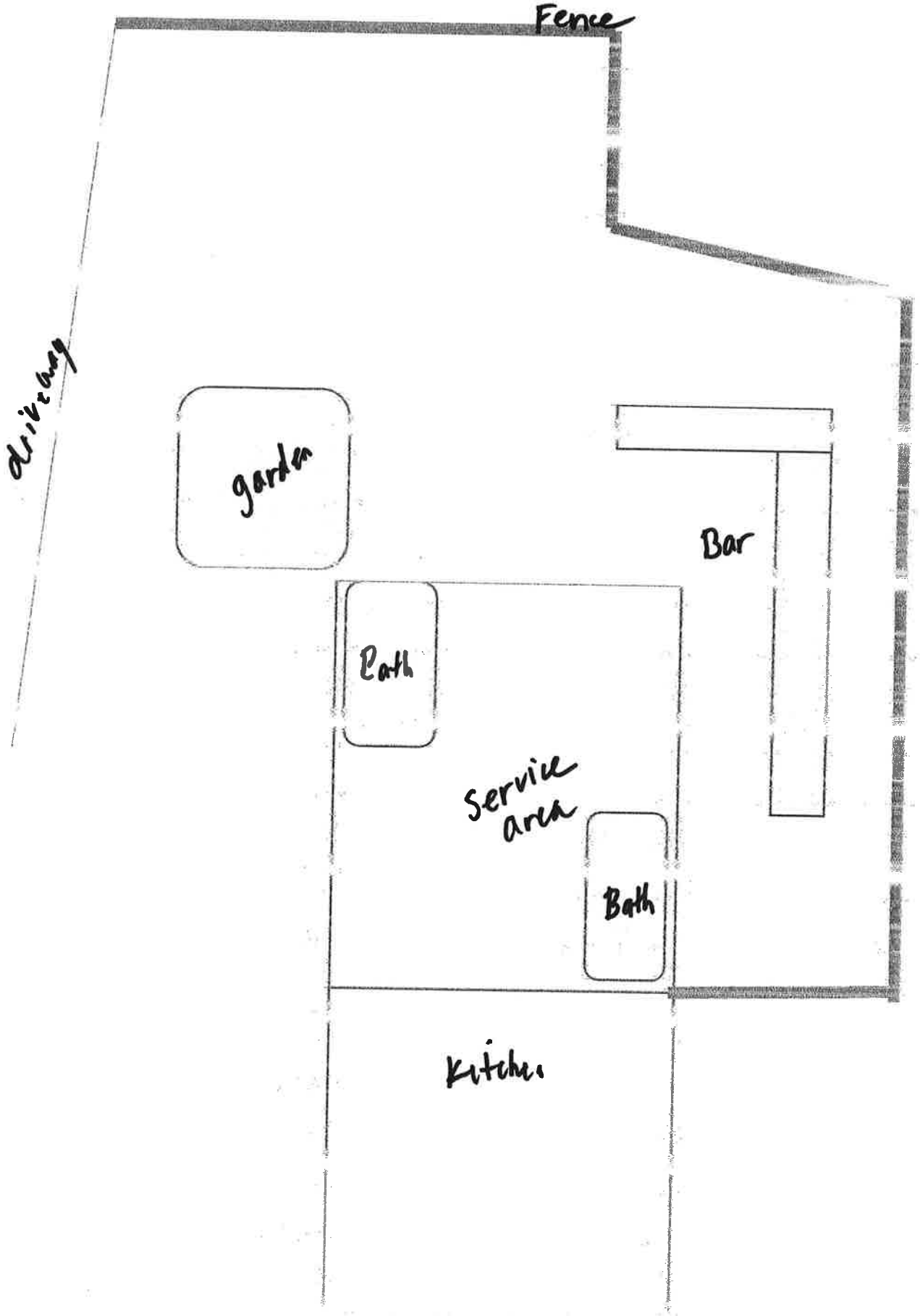
This meeting will be broadcast live on WOGT (Channel 1302), live streamed on the Town website www.townofogunquit.org and it will be recorded for future viewing on WOGT and on the Town's web site: www.townhallstreams.com/towns/ogunquit_maine


Fence
driveway
garden
Bar
Bath
Service area
Bath
Kitchen

7-16-2020
@ 11:00am

OGUNQUIT
Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [✓] RENEWAL [ ] FOR THE YEAR: 2020

CURRENT LICENSE EXPIRATION DATE: _____

BUSINESS NAME: Coastal Wine - Ogunquit, LLC

APPLICANT: Katlyn Mitsch

EMAIL: Katlyn.Mitsch@gmail.com

BUSINESS REG #: _____ ISSUE DATE: 07/08/20 MAP: 5 LOT: 10-1

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: _____

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

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 tone one (1) year or by a monetary fine of up to $500 or both.

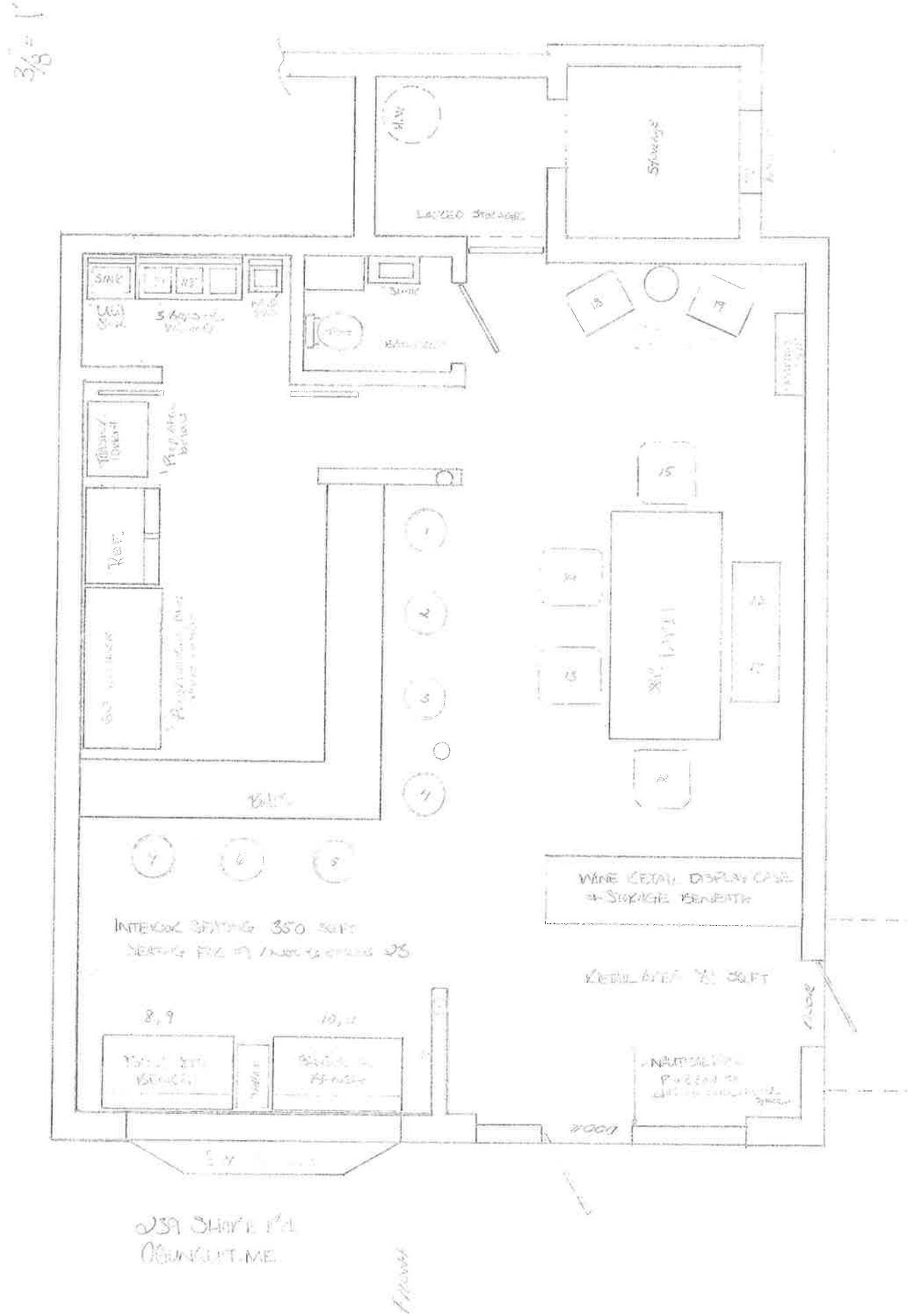
Katlyn Mitsch
APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: $200 Date Paid: 07/08/20 Check/Cash Check #: 86053
Background Check Fee: $ 210 ($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: _____
(Town Clerk's Office)

DATE POSTED: _____ DATE HEARD: _____ APRROVED: _____ DENIED: _____


3/8" = 1'
LOCKED STORAGE
Storage
SINK
REF
BAR
INTERIOR SEATING 350 SQ FT
WINE RETAIL DISPLAY CASE
+ STORAGE BENEATH
RETAIL AREA 75 SQ FT
8, 9
10, 11
239 SHORE Rd
OGUNQUIT, ME

July 2nd @ 1:00pm

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [ ] RENEWAL [ ] FOR THE YEAR: 2020

CURRENT LICENSE EXPIRATION DATE: 8-15-20

BUSINESS NAME: Hartwell House One, LLC

APPLICANT: JAMES HARTWELL & PATRICIA HARTWELL

EMAIL: hartwellhouseinn@gmail.com

BUSINESS REG #: ~~2019~~ ?420 ISSUE DATE: 06/30/2020 MAP: 3 LOT: 6

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 22

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 YES	APPROVAL NO	REPORT ATTACHED YES	REPORT ATTACHED NO	DATE
Police Chief	Patricia L. Lamaudin	[✓]	[ ]	[✓]	[ ]	07-13-2020
Fire Chief	[signature]	[✓]	[ ]	[ ]	[✓]	7-13-2020
Code Officer	[signature]	[✓]	[ ]	[ ]	[✓]	7-2-2020

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 tone one (1) year or by a monetary fine of up to $500 or both.

James H Hartwell

APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

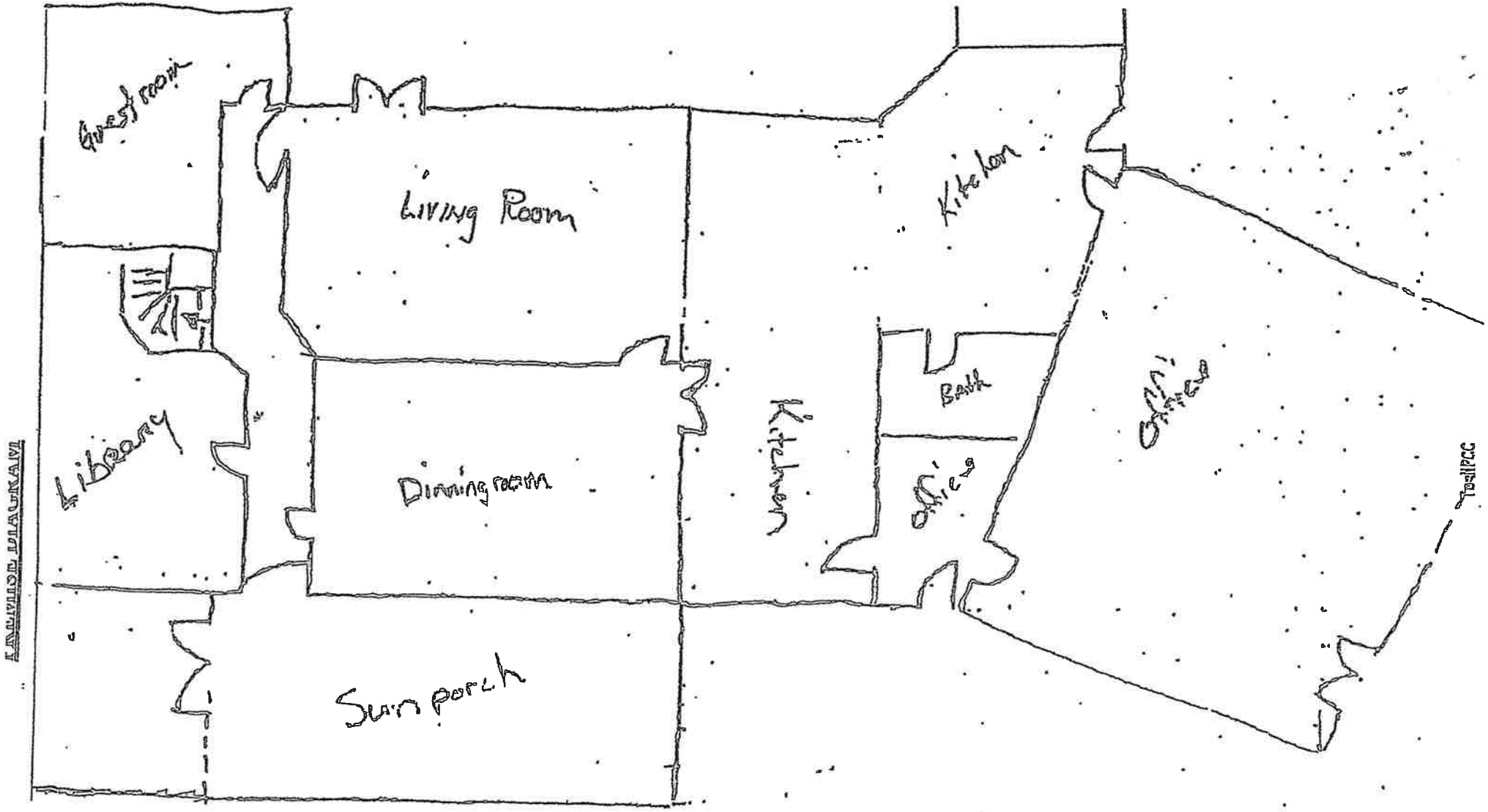
Application Fee: $200 Date Paid: 06/30/2020 Check/Cash Check #: 7979/7978

Background Check Fee: $ 84.00 ($21.00 per person listed on application)

Business Reg. Fee: ~~$150.00~~ Paid prior to Liquor Application? YES NO

TOTAL PAID WITH APPLICATION: $ 284.00 Received by: CCM (Town Clerk's Office)

DATE POSTED: _____ DATE HEARD: _____ APRROVED: _____ DENIED: _____



Scale:
1 box = 1/4" (26 ft)
1/8 = 1 ft

Hartwell House One, LLC
312 Stone Road
1st floor

7.10.2020
@ 9:00am

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [ ] RENEWAL [✓] FOR THE YEAR: 2020-2021

CURRENT LICENSE EXPIRATION DATE: 7/31/2020

BUSINESS NAME: Extraordinaire Group LLC dba Pizzalopoli

APPLICANT: Robert Coles & Michael Fogarty

EMAIL: [illegible]

BUSINESS REG #: 2020- ISSUE DATE: 07/08/20 MAP: 12 LOT: 19-1

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 98

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

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 tone 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: 07/08/20 Check/Cash Check #: 1744

Background Check Fee: $ 42.00 ($21.00 per person listed on application)

Business Reg. Fee: $150.00 Paid prior to Liquor Application? YES NO

TOTAL PAID WITH APPLICATION: $ 392.00 Received by: CCM (Town Clerk's Office)

DATE POSTED: _____ DATE HEARD: _____ APRROVED: _____ DENIED: _____

2/27/2020
@ 9:00am

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [ ] RENEWAL [X] FOR THE YEAR: 2020

CURRENT LICENSE EXPIRATION DATE: 3 May 2020

BUSINESS NAME: Rose Cove Café

APPLICANT: Nicholas Lumenello

EMAIL: rosecoveogunquit@gmail.com

BUSINESS REG #: 2020-278 ISSUE DATE: 02/11/2020 MAP: 7 LOT: 124

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 88

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 YES	APPROVAL NO	REPORT ATTACHED YES	REPORT ATTACHED NO	DATE
Police Chief	Patricia L. Gonyea	[✓]	[ ]	[✓]	[ ]	03-06-2020
Fire Chief	[signature]	[✓]	[ ]	[✓]	[ ]	3-4-20
Code Officer	[signature]	[✓]	[ ]	[✓]	[ ]	3-3-2020

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 tone one (1) year or by a monetary fine of up to $500 or both.

[signature]

APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: $200
Background Check Fee: $ 42.00 ($21.00 per person listed on application)
Business Reg. Fee: $150.00

Date Paid: 02/11/2020 Check/Cash Check #: 109

Paid prior to Liquor Application? YES NO

TOTAL PAID WITH APPLICATION: $ 392.00 Received by: CCM (Town Clerk's Office)

DATE POSTED: 3/3/2020 DATE HEARD: 3/10/2020 APRROVED: 3/10/2020 DENIED: ____

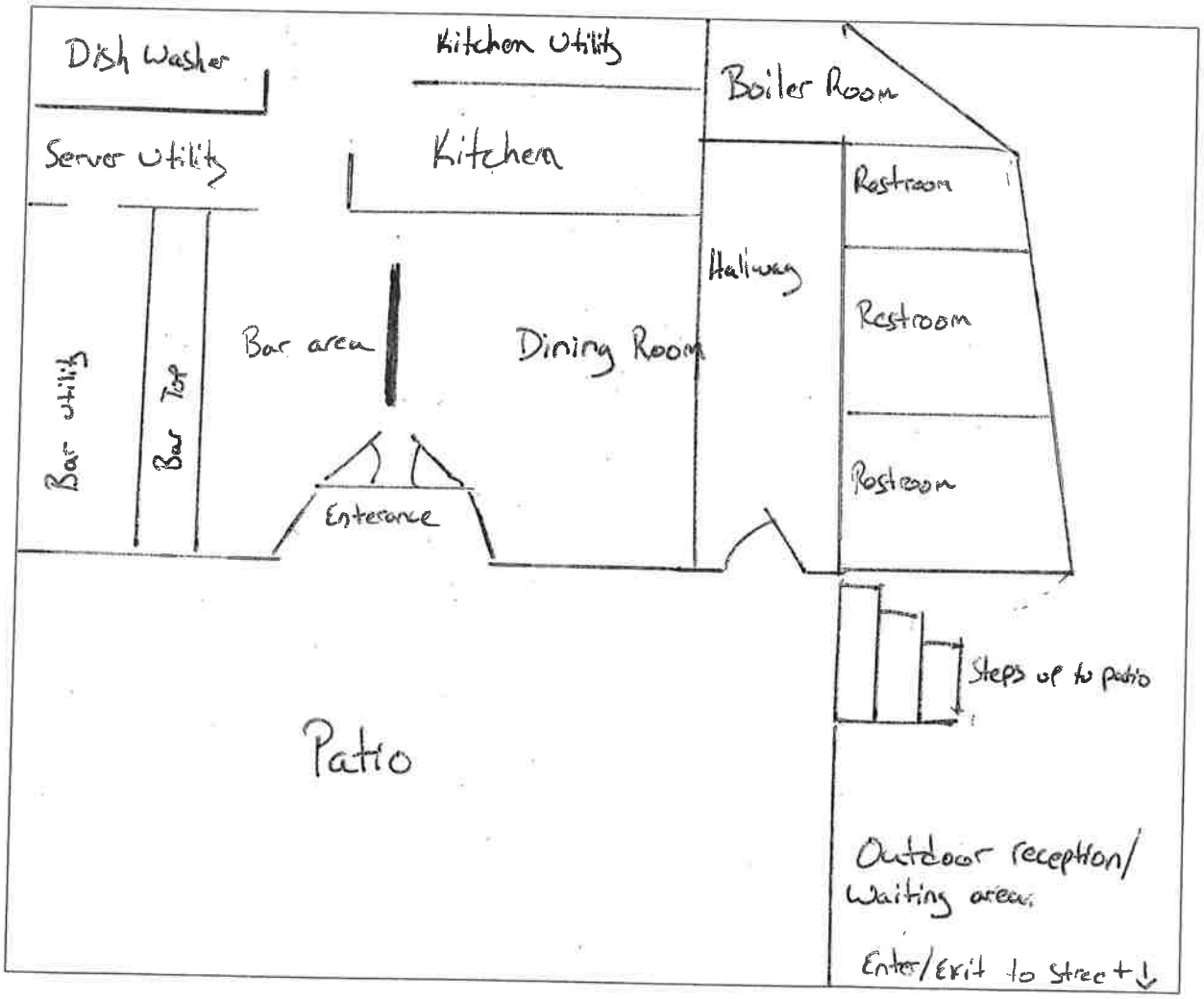
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY
☐ Approved
☐ 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.



6/19/2020
@ 9:30am

OGUNQUIT
Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW [ ] RENEWAL [X] FOR THE YEAR: 2020

CURRENT LICENSE EXPIRATION DATE: 7/21/2020

BUSINESS NAME: The Crooked Pine

APPLICANT: Jacob N Kirsch

EMAIL: jakenkirsch@gmail.com

BUSINESS REG #: 2020-007 ISSUE DATE: 04/07/20 MAP: 006 LOT: 00A

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 146

NOTE – SPECIAL ATTENTION

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TITLE	SIGNATURE	APPROVAL YES	APPROVAL NO	REPORT ATTACHED YES	REPORT ATTACHED NO	DATE
Police Chief	Patrick Manuel	[✓]	[ ]	[✓]	[ ]	06/30/2020
Fire Chief	[signature]	[✓]	[ ]	[ ]	[✓]	6-29-2020
Code Officer	[signature]	[✓]	[ ]	[ ]	[✓]	6-29-2020

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

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[signature]
APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

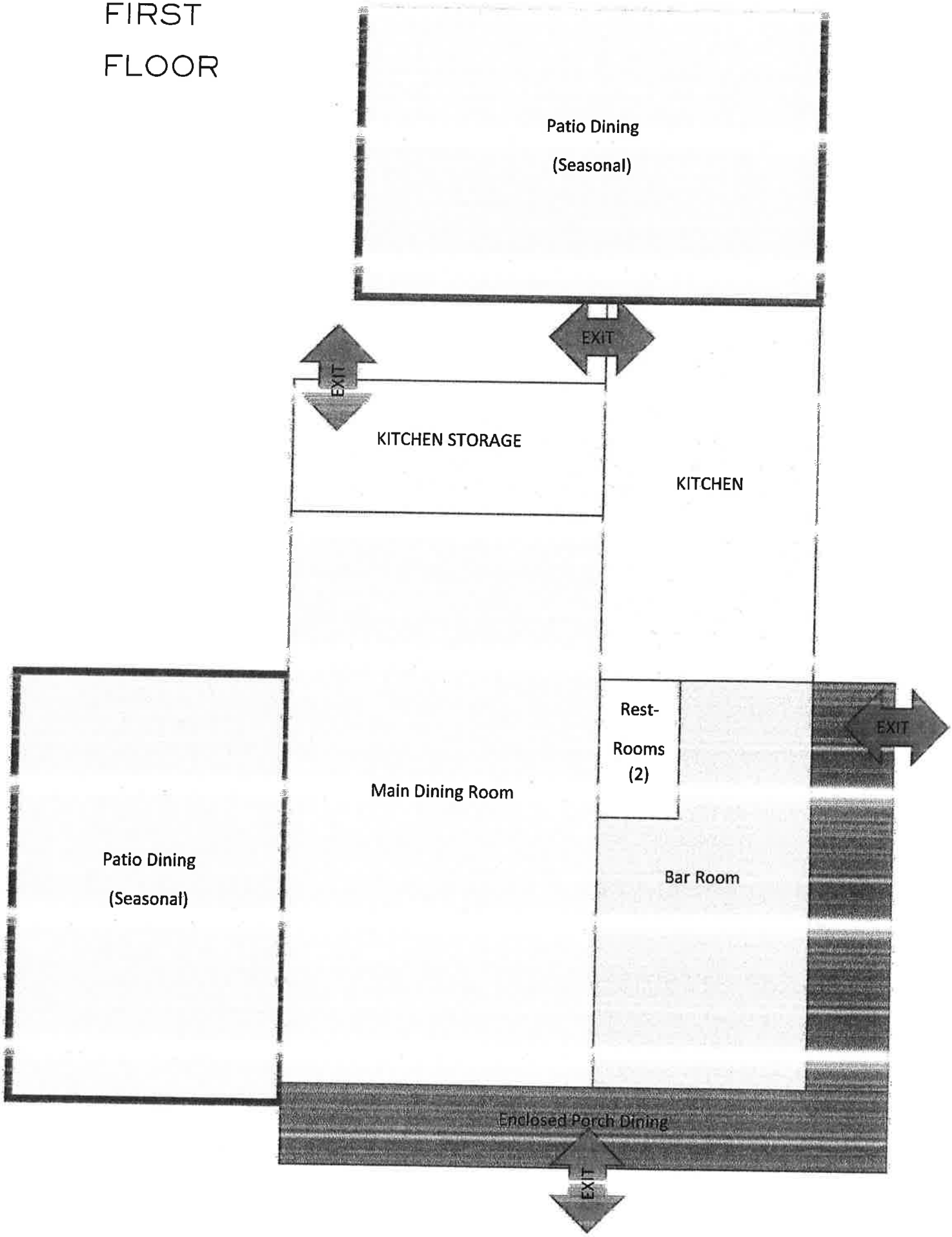
Application Fee: $200
Background Check Fee: $ 21.00
Business Reg. Fee: $150.00

Date Paid: 6/15/20 Check/Cash Check #: 1121
($21.00 per person listed on application)
Paid prior to Liquor Application? (YES) NO

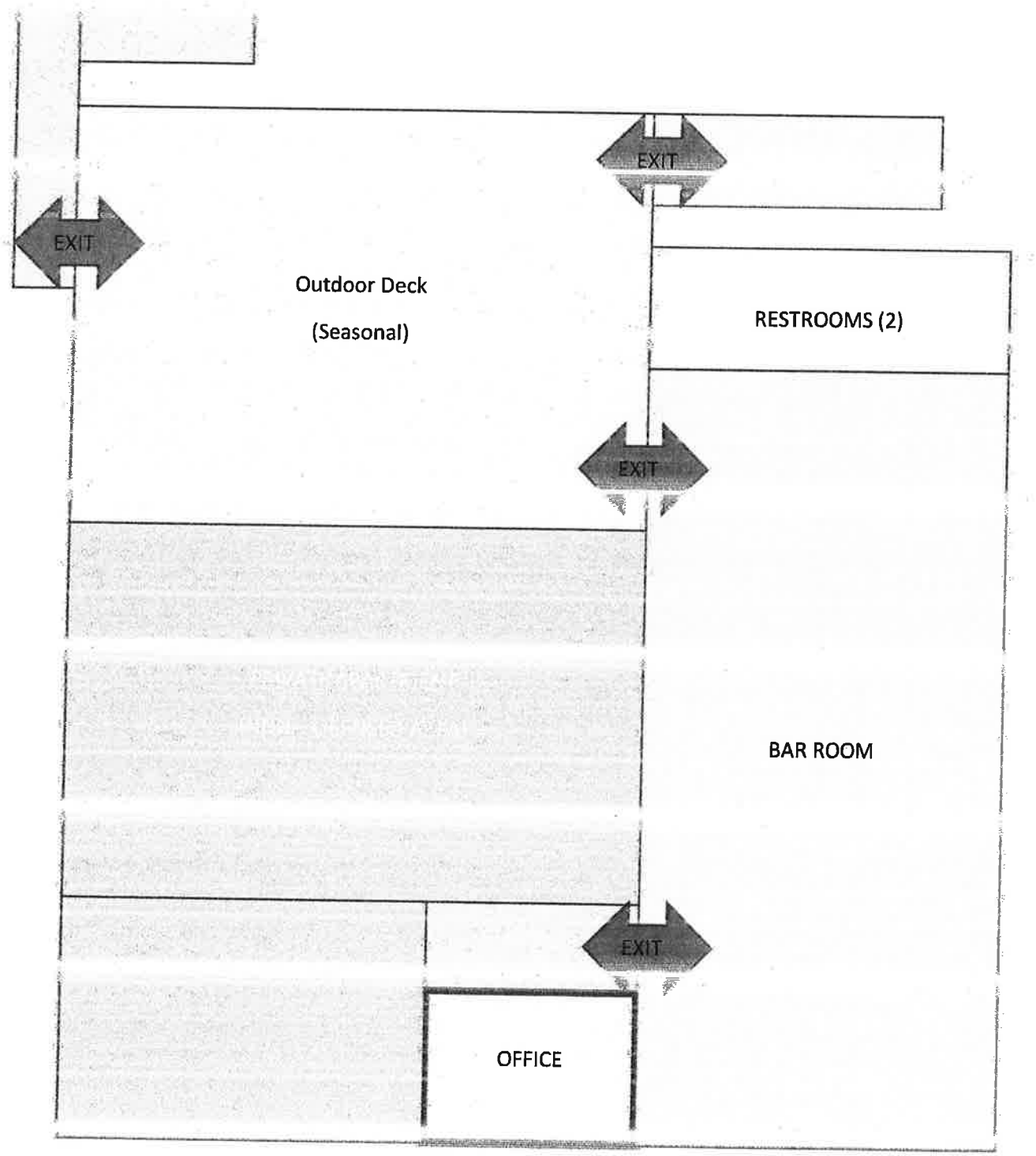
TOTAL PAID WITH APPLICATION: $ 221.00 Received by: CLM
(Town Clerk's Office)

DATE POSTED: _____ DATE HEARD: _____ APRROVED: _____ DENIED: _____

FIRST FLOOR


Patio Dining
(Seasonal)
EXIT
EXIT
KITCHEN STORAGE
KITCHEN
Rest-
Rooms
(2)
EXIT
Main Dining Room
Patio Dining
(Seasonal)
Bar Room
Enclosed Porch Dining
EXIT

SECOND FLOOR



New Business

OGUNQUIT
Beautiful Place by the Sea

TOWN OF OGUNQUIT
CODE OF ETHICS

For Members of the Select Board

PREAMBLE

To ensure that the Citizens and businesses of Ogunquit have fair, impartial, ethical, and accountable local government that is responsive to the needs of the people and each other and that has the Citizens' full confidence in the integrity of the Town's government, the Select Board has adopted this Code of Ethics. In keeping with a commitment to excellence, the effective functioning of democratic Town of Ogunquit government requires that:

- Elected public officials comply with both the letter and spirit of laws and policies affecting the Town Government;
- Elected public officials be independent, impartial, and fair in judgment and action;
- Elected public officials work for the public good and not personal gain;
- Public deliberations and processes be conducted openly, unless legally confidential and;
- All discussions and debate be conducted in an atmosphere of respect and civility.

This Code of Ethics applies to members of the Select Board (hereinafter referred to as "Members").

1. Actions in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern; Members will work for the common good of the Citizens of Ogunquit and not for any private interest or personal gain. Members shall

provide fair and equal treatment of all persons, claims, and transactions that come before the Select Board.

2. Compliance with the Law

Members shall comply with the Laws of the United States, the State of Maine, and the Town of Ogunquit in the performance of their public duties. These Laws include, but are not limited to, the United States and Maine State constitutions and statutes; the Town of Ogunquit's Bylaws, Ordinances and Policies; Ogunquit Town Charter and laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government, all of which are hereby incorporated herein by reference and made applicable.

3. Conduct of Members

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of Members of Town boards, committees, or commissions, of Town Staff or the Citizens.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules of order established by the Select Board Each member shall be committed to respect the democratic process that encourages meaningful involvement of the public and that governs the deliberation of public policy issues in the Town of Ogunquit. Members must abide by any lawful decision made by a majority of the Select Board. Members should strive to thoughtfully consider the opinions and recommendations of other Members, Citizens, and Town staff appearing before the Select Board and shall remain respectful in all interactions with these individuals. Members shall have no legal authority outside of the Select Board unless this authority has been specifically delegated to the Member through an adopted policy or majority vote of the board.

5. Conduct of Public Meetings

Members shall prepare themselves for open discussion of public issues, shall listen courteously and attentively to all public discussions before the

body, and shall focus on the business at hand. Members shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the body, and from otherwise interfering with the orderly conduct of meetings. The Chair shall use his or her best efforts to ensure that the public who attend such meetings adhere to the same standards of conduct in this Code of Ethics as outlined for Members.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand. No member shall make promises in advance as to how they will vote on a matter, which shall properly come before the board as a whole.

7. Communication

Outside of a duly noticed formal meeting of the Board, Members are encouraged to publicly share information that is relevant to any non-confidential matter under consideration by the board. However, at no time shall such information sharing lead to promises being made as to how that Member intends to vote on that issue until it has been discussed and deliberated upon at a duly noticed meeting. Non-confidential documents including reports, studies, etc. from committees, boards, commissions, individuals, etc, presented to the Board are in the public domain and as such shall be made available to the public upon request.

Although it is proper to use electronic means of communication to share background information on a particular issue, at no time shall such sharing lead to the deliberation of any business or any decision-making prior to open discussion at a duly noticed public meeting.

Concerns involving the conduct or behavior of Town employees shall be communicated to the Town Manager and never directly with an employee. Criticism of a town employee shall never be done publicly.

8. Conflict of Interest

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances give rise to an actual or perceived conflict of interest, the Member shall not participate in the

deliberation of that matter unless the Member has appropriately disclosed the situation and there has been a determination by the Select Board that the Member's participation is appropriate. Additionally, any Member who believes that any fellow Member has an actual or appearance of a conflict with any agenda item before their collective body, shall disclose that interest.

Once disclosure has been made as provided above or the issue of conflict has been raised relative to a Member, the Select Board shall review the facts and shall vote on whether or not such Member has a Financial Interest or a Special Interest with respect to the agenda item concerned. All conflict-of interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each Member shall be entitled to vote on all actual or perceived conflict-of-interest questions except those questions pertaining to that Member's alleged conflict of interest.

Once any Member is determined to have a conflict of interest with respect to any agenda item, the Member shall move to the area of the room occupied by the general public. The Member shall not return to their regular seat as a member of the body until deliberation and action on the item has been completed.

9. Gifts and Favors

Members shall not take advantage of services or opportunities for personal gain, by virtue of their public offices that are not available to the public in general. Members shall refrain from accepting or presenting gifts, favors, or promises of future benefits that might compromise independence of judgment or action, or that might give the appearance of such compromise.

10. Confidential Information

No Member shall, without proper legal authorization, discuss or disclose confidential information concerning the property, personnel, government or affairs of the Town, nor shall any member use such information to advance the private or financial interests of himself or herself or members of his or her immediate family. Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board, committee, or commission with unauthorized parties, either orally or in writing. For purposes of this subsection, "confidential information" shall

mean any information, oral or written, which comes to the attention of or is available to such Member due to his or her position with the Town and is not a matter of public record. Information received and discussed during any executive session shall be considered within the constraints of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

11. Use of Public Resources

Members shall not use public resources not available to the general public for private gain or of personal purposes such as Town staff time, equipment, supplies or facilities.

12. Representation of Third Party Interests

As stewards of the public interest, Members of the Select Board shall not represent the interests of third parties before any Town board, committee, or commission, nor shall they appear before any of these bodies on behalf of the interests of third parties on matters related to the areas of service of these bodies. Nothing herein shall be construed to prohibit any Member from representing his or her own personal interest, or the interest of immediate family, by appearing before any Board on any item.

13. Advocacy

Members shall represent the official policies and positions of the Select Board when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions Members shall explicitly state that these opinions and positions do not represent their body or the Town of Ogunquit, and they shall not allow any inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the Town Manager Structure of Town government. The Select Board shall determine the policies of the Town, with advice, information, and analysis provided by Town staff, by the Town's boards, committees, and commissions, and by the Citizens.

Members shall therefore not interfere with the administrative or operational functions of the Town or with the professional duties of Town

staff, nor shall they impair the ability of Town staff to implement the policy decisions of the Select Board.

15. Independence of Boards, Committees, and Commissions

Members shall refrain from using their positions to unduly influence the deliberations or outcomes of any board, committee, or commission proceeding.

16. Positive Workplace Environment

Members shall support a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role when dealing with Town employees and shall in no way create the perception of inappropriate direction of staff.

17. Implementation

This expression of the standards of conduct expected of Members of the Select Board is intended to be self-enforcing. It is most effective when Members are thoroughly familiar with it and embrace its provisions.

For this reason, this Code of Ethics shall be included in the orientation of newly elected Select Board members. Members entering office shall sign a statement acknowledging they have received, read and understand the Town of Ogunquit's Code of Ethics. This Code of Ethics shall be reviewed regularly by the Select Board, which shall consider updates to the Code of Ethics as necessary.

18. Compliance and Enforcement

The Town of Ogunquit Code of Ethics expresses standards of conduct expected of Members of the Town's Select Board. Members themselves have the primary responsibility for ensuring that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chair and Vice-Chair have the responsibility for intervening when actions of Members appear to be in violation of this Code of Ethics. In

instances where the Chair or Vice-Chair appears to be in violation of the Code of Ethics any remaining Select Board member may intervene.

In addition to any other penalties or remedies as may be provided by law, the Select Board may intervene and counsel Members whose conduct does not comply with the Town's ethical standards.

When a member violation is apparent as prescribed in this Code of Ethics the actions taken may range from a letter of reprimand by the Board, to a censure, to a request for resignation from the elected position. All penalties shall require a majority vote of the Select Board before being imposed upon the member determined to be in violation.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Select Board decision but may be used as a basis for the Board to reconsider its decision.

19. Separability

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Code of Ethics.

This policy, adopted by the Select Board of the Town of Ogunquit on this 19th day of June, 2018

Charles Waite, III

Robert Winn, Jr.

John Daley

Rick Dolliver

Madeline Mooney

This code of conduct was developed based on similar codes used by other elected boards and committees in other communities.

TOWN OF OGUNQUIT

SELECT BOARD RULES

The Select Board shall transact all official business at a public meeting. The following items deal with the transaction of business at official meetings of the Select Board.

1. Right to Know

Except for Executive Sessions, the proceedings of all meetings and workshops of the Select Board are open to the public and broadcast on WOGT and streaming on the Town's web site.

2. Rules of Order

Roberts Rules of Order shall govern the proceedings of all Select Board meetings.

3. Regular Meetings and Workshops

Regular meetings of the Select Board will be held on the first Tuesday of the month at the Dunaway Community Center regularly starting at 6:00p.m. When the regular meeting date falls on a holiday or the date presents a conflict, the Select Board will vote to reschedule the meeting to an alternative date. Workshops of the Select Board may be scheduled at regular Select Board meetings or on other dates and times to accommodate the Select Board's schedule.

Select Board members will be furnished with the date, time and place for each meeting along with an agenda and meeting material which information will also be posted on the Town's website. This information will be provided by the Town Manager's Office no later than 4:00pm on the Friday before the Regular Meeting or Workshop.

Workshops are a time for Select Board members to discuss issues informally among themselves. Workshops generally are intended to discuss policy issues and topics that require more in-depth discussion. Workshops allow time for the Select Board to discuss issues and explore options for future action, discuss issues that the Board may want to present to the public for consideration at a Select Board meeting, etc. Workshops also are a time for the Select Board to meet with committees and boards to work on issues, to hear presentations, or to receive training. Workshops are intended to be "hands on" for the Select Board, therefore allowing public comment at workshops is at the Select Board's discretion.

4. Special and Emergency Meetings

Special and Emergency Meetings of the Board may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson, or by a majority of the Board. The Select Board will be furnished with the date, time and place and an agenda (if necessary) by the Town Manager's Office. Meeting notification requirements are pursuant to State Statute.

5. Requests for Agenda Items

Adopted by the Select Board October 17, 2017
Amended by the Select Board June 6, 2018

All Select Board requests for regular meeting agenda items must be submitted to the Town Manager along with supporting background material, or a position paper by the Wednesday prior to the scheduled meeting date. The Chairperson of the Board shall review agenda requests with the Town Manager to assure proper background and staff support has been afforded the item requested. If, in the opinion of the Chairperson,

additional information and/or study are required, the requested agenda item will be postponed until proper preparation has been made. The Chairperson of the Board will subsequently notify the affected Select Board member.

6. Order of Business

1. Call to Order
   - Roll Call
   - Pledge of Allegiance
   - Minutes
2. Liquor and Amusement License Public Hearings
3. Town Manager Report
4. Committee Appointments and Resignations
5. Presentations, Proclamations, Resolutions,
6. Public Hearings
7. Unfinished Business
8. New Business
9. Citizen Comments (for Town-related business not on the agenda)
10. Other Business
    - Select Board Reports and announcements
11. Adjournment

7. Majority Vote

Three (3) affirmative votes are required for the transaction of business.

8. Select Board Action on Items

The following procedures will be used for the orderly transaction of business:

A. The Town Manager or the Sponsor of the item introduces and explains the item. Sponsor, Manager, staff, or others (as designated by sponsor or Manager) provide additional explanation or information. Any Select Board member may make a motion or may second the motion.

B. Select Board questions (not discussion at this time).

C. Public input.

D. Additional questions from Select Board (not debate).

E. Chairperson recites motion, if already made, or looks for motion.

F. Select Board discussion.

G. Amendments to motion (optional) and debate.

H. Vote on motion (as amended, if applicable).

I. The passage, adoption or enactment of any item requires three (3) votes for passage. In the case of a tie vote, the motion fails.

9. Public Comment Period Guidelines

A. The Select Board welcomes public participation and comment at Select Board meetings. The Select Board agenda will include a public comment at every regularly scheduled Select Board meeting to allow citizens an opportunity to comment on non-agenda items that pertain to Ogunquit Town government and duties of the Select Board.

B. During the public comment period, speakers will be asked to be brief and keep to the point. The Select Board meetings are business meetings where the Board acts on policy matters and legally required actions, Out of respect for everyone's time, citizens are asked to keep their comments within three (3) minutes. With the Board's permission, this period may be extended once. People may speak on any Town-related issue that is not on the agenda; they may cover multiple issues, but may speak only once during the public comment period.

C. Citizens speaking during the public comment period must follow the rules of decorum described below.

D. Citizens speaking during the public comment period may not make any comments that:

i. Disparage individual Select Board member, Town staff, or other citizens;

ii. Address specific situations that are in litigation, including situations where the Town is a party to the litigation;

iii. Pertain to any personal disputes between themselves and other residents; or

iv. Make any comments referencing support or opposition for any candidate for political office or political causes.

v. Do not pertain specifically to the Town of Ogunquit or the Select Board's responsibilities.

10. Decorum and Order

The Chairperson shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Select Board

A. During the Select Board meetings, Select Board members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the Chairperson or the Rules of the Select Board.

Select Board members desiring to speak shall address the Chairperson, and upon recognition by the Chairperson, shall confine themselves to the question under debate and shall avoid all personalities and indecorous language. A Select Board member, once recognized, shall not be interrupted while speaking unless called to order by the Chairperson, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Select Board member is called to order while speaking, the Select Board shall cease speaking immediately until the question of order is determined. If ruled to be in order, the Select Board member shall be permitted to proceed. If ruled to be not in order, the Select Board member shall remain silent or shall alter the remarks so as to comply with Rules of the Select Board.

All members of the Select Board shall accord the utmost courtesy to each other, to Town employees and to public members appearing before the Select Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. The Select Board shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to the issues before the Select Board. Members shall be removed from the meeting for failure to comply with decisions of the Chairperson or for continued violations of the rules of the Select Board. If the Chairperson fails to act, any member may move to require the Chairperson to enforce the rules and the affirmative vote of a majority of the Select Board shall require the Chairperson to act.

B. Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Select Board. While the Chairperson shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Manager shall also be responsible for the orderly conduct and decorum of all Town employees under the Town Manager's direction and control. The Town Manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by Town employees in Select Board meetings. Staff members or the Town Manager desiring to address the Select Board or members of the public shall be recognized by the Chairperson, shall state their name for the record, and shall limit their remarks to the matter under discussion. All remarks and questions addressed to the Select Board shall be addressed to the Select Board as a whole and not to any individual member thereof. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chairperson.

C. Public members attending Select Board meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Select Board. Any person making personal, impertinent, or slanderous remarks or who becomes boisterous or disruptive while addressing the Select Board or while

attending the Select Board meeting may be removed from the premises if a police officer is so directed by the Chairperson, and such person shall be barred from further audience before the Select Board for the duration of the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Chairperson, who may direct a police officer to remove such offenders from the premises. Aggravated cases shall be prosecuted on appropriate complaint signed by the Chairperson. In case the Chairperson shall fail to act, any member of the Select Board may move to require the Chairperson to act to enforce the rules, and the affirmative vote of the majority of the Select Board shall require the Chairperson to act.

D. Public members desiring to address the Select Board shall be recognized by the Chairperson, shall state their name and address in an audible tone for the record, and shall limit their remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager and not to any individual Town employee. No person shall enter into any discussion either directly or through a member of the Select Board without the permission of the Chairperson.

11. Communications

Unsigned communications may not be introduced in Select Board meetings.

12. Suspension of Rules

Any provision of these rules not governed by the Charter or code may be temporarily suspended at any meeting of the Select Board by a vote of four (4) or more Select Board members. The vote on the suspension shall be taken by yeas and nays and entered upon the records.

13. To Amend Rules

These rules may be amended or new rules adopted by majority vote of the Select Board. An amendment must be submitted in writing at a preceding meeting and shall be placed on the Agenda under the order of new business.

14. Correspondence to the Select Board

If a member of the public would like to address the Select Board and is unable to attend the meeting, they may ask another member of the public to read a written statement on their behalf.

15. Electronic Devices

Members of the Select Board may use one electronic device for the purpose of viewing the information packet or research as needed at the Select Board meetings. No e-mailing, texting, messaging or other outside communication is permitted except in the case of an emergency.

16. Town Mailings to Residents

Any Town financed mailings to Ogunquit citizens shall be approved in advance by the Select Board unless required by Town Charter or laws of the State of Maine.

Adopted by the Select Board October 17, 2017
Amended by the Select Board June 6, 2018

Addendum to Select Board Rules: Communications

Consensus on these common topics was reached at a Nov 12, 2019 workshop and further refined at the Nov. 19 Select Board meeting, and is guided by:

- Upmost courtesy to each other and the public. No derogatory remarks or personal charges.
- Act as one body.
- Rules, Code of Ethics, Charter.

Some frequent communications practices:

1) Members must abide by all decisions of the Select Board. Members can present personal or minority opinions if they explicitly state they do not represent the body or the Town.
2) Email among members: Deliberation of business/discussions on email are prohibited if three or more members are involved. When communicating to three or more members, we suggest writing "remember not to hit "reply all". An exception is the discussion of scheduling information. One-way distribution of background information is allowed.
3) All legal advice or opinions needed by the Board regarding Town business is through the Town Manager, except for those circumstances spelled out in the Charter. The Select Board acts as one body and we seek to control costs. This does not preclude that the Board may support a member's minority request for legal information.
4) ~~Social media – We do not engage in any political or personal banter or derogatory remarks to set an example for the community~~.

   To set an example for the community, we engage in respectful, civil, polite, and courteous discussions and debates on Town related matters with the community in all our communication exchanges, including face-to-face, on social media, via email, etc. In all our public communication, including social media, we also agree to avoid unhealthy discussions and debates, as well as making derogatory and demoralizing remarks concerning Town related matters and people, including Town staff, Select Board members, and Town committee members.
5) Replying to email addressed to the Select Board body from members of the public: Chair will reply to all emails within 3 business days and cc the rest of the Board. Others can then add a reply as they see fit. Plan is to test this out, and then others can volunteer.
6) Responding to public comment at Select Board meetings: For questions to the Board, replies will be given at the current meeting or the following regular meeting.
7) We encourage public input. During comment periods and public hearings, each speaker should limit their remarks to three minutes. The Select Board can extend that period once, but we intend to do that only on very rare occasions.
8) Select Board workshops are an opportunity for members to discuss topics among themselves or work with a specific group. (Many Towns have one regular meeting per month and one workshop per month.) Every workshop agenda will indicate whether there will be public comment or not. When there is no public comment, the content of the workshop will be summarized at a future regular Select Board meeting.

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Changes as discussed at the Nov. 19, 2019 Select Board Meeting: Deletions are ~~crossed out~~; new language is underlined.

Ogunquit Select Board: Budget Goals and Priorities

The following are topics that the Select Board has been discussed and updated over time, most recently at the Jan. 7, 2020 workshop. The list is not in priority order and does not include on-going operational responsibilities

1. **Community Vision Statement**

2. **Capital Projects**

   A. Municipal Campus: Police, Town Hall, Community Center (Dunaway/OVS)

   B. Beach Bathrooms – Projected completion date: May 2020

   C. Beach Street from Rte. 1 to the Beach
      1) Sidewalks
      2) Access to beach via Norseman
      3) Traffic & pedestrian flow

   D. Perkins Cove
      1) Dredging
      2) Seawall
      3) Bridge
      4) Lighting
      5) Repair infrastructure damage from storms (FEMA)

   E) Roads/Sidewalks/Infrastructure
      1) Pavement Management Plan
      2) Planned annual investment to improve poor roads and preserve good roads

   F) Conservation and Environmental Quality
      1) Preserve and acquire green space/open space
      2) Marginal Way
      3) Beaches
      4) Watershed/rivers/estuaries
      5) Cemeteries

   G) Use of Town land
      1) Inventory of Town-owned property
      2) Effective utilization/best use

   H. Sustainability Projects
      1) Identify and prioritize projects
         a) Complete LED street light conversion, building energy efficiency, etc.

3. **Financial Planning**
   1) Develop and continually update the 5-Year Capital Plan
   2) Establish financing plan for capital projects (appropriate debt levels; cash reserves; project reserve funds)
   3) Establish/update financial policies (Fund Balance, Debt Management, Capital Investment, Purchasing)

4. **Parking**
   a) What is the right capacity for Ogunquit?
   b) Private or public lots
   c) Satellite sites
   d) Fees and Revenue

5. **Public Safety**
   a) Staffing levels to provide safety of our employees and the community
   b) Response times, acceptable risk-benefit ratios

6. **Charter Commission**
   a) Funding for legal services, and possible other expertise

7. **Comprehensive Plan**
   a) Set goals and direction
   b) Appoint committee
   c) Funding for land use/Comp Plan expertise to help with developing our Comp Plan

8. **Committees**
   a) Select Board liaisons – regular reporting to Select Board
   b) Launch the Sustainability Committee
   c) Appoint Members to the Age Friendly/Quality Community Committee
   d) Recognize the volunteer base is changing and how to support committees so they are successful

9. **Codification of Ordinances**
   a) Entire Code of Ordinances (underway)
   b) Special attention to: Harbor Ordinance

10. **Revenues and Fees**
    a) Pay as You Throw system (PAYT) - solid waste and recycling
    b) Review existing fees periodically to keep pace
    c) Identify other revenue sources (non property tax)

11. **Beautification**
    a) Gateways/entrances
    b) Perkins Cove
    c) Village Center
    d) Beach entrances

12. **Historic Preservation**
    a) Funding to ensure we maintain and preserve our historic natural and built areas

13. **Communications**
    a) Community e-newsletter
    b) Make greater use of web site, WOGT, and web streaming

14. **Deliver services effectively, efficiently, and meet the community's expectations**
    a) Determine the appropriate funding levels
    b) Have the right staffing level to deliver the services (full time, part-time., seasonal)

15. **Celebrate 2020: Ogunquit's 40th Birthday!**

Ogunquit Select Board: Discussion of Goals and Budget Priorities

The following are topics that the Select Board has discussed and updated over time, most recently at a Nov 12, 2019 workshop. It does not include on-going operational responsibilities and actions.

1. **Community Vision Statement**

2. **Capital Projects**

   A. Municipal Campus: Police, Town Hall, Community Center (Dunaway/OVS)

   B. Beach Bathrooms – Projected completion date: May 2020

   C. Beach Street from Rte. 1 to the Beach
      1) Sidewalk(s)
      2) Access to beach via Norseman
      3) Traffic & pedestrian flow

   D. Perkins Cove
      1) Dredging
      2) Seawall
      3) Bridge
      4) Lighting
      5) Beautification/Design

   E) Roads and Sidewalks
      1) Pavement Management Plan
      2) Planned annual investment to improve poor roads and preserve good roads

   F) Conservation and Environmental Quality
      1) Preserve and acquire green space/open space
      2) Marginal Way
      3) Beaches
      4) Watershed/rivers/estuaries
      5) Cemeteries

   G) Use of Town land
      1) What do we own
      2) Effective utilization/best use

   H. Sustainability Projects
      1) Identify and prioritize projects
         a) Complete LED street light conversion, building energy efficiency, etc.

3. **Financial Planning**
   1) Develop 5-Year Capital Plan
   2) Establish financing plan for capital projects (appropriate debt levels; cash reserves; project reserve funds)
   3) Establish/update financial policies (Fund Balance, Debt Management, Capital Investment, Purchasing)

4. **Parking**
   a) What is the right capacity for Ogunquit?
   b) Private or public lots
   c) Satellite sites, garage
   d) Fees and Revenue

5. **Public Safety**
   a) Coverage (staffing)
   b) Response times, acceptable risk-benefit ratios

6. **Comprehensive Plan**
   a) Set goals and direction
   b) Appoint committee
   c) Hire consultant?

7. **Committees**
   a) Select Board liaisons – regular reporting to Select Board
   b) Launch the Sustainability Committee
   c) Appoint Members to the Age Friendly/Quality Community Committee
   d) Post agendas and minutes online, description for recruiting
   e) Committee presentations at Select Board meetings

8. **Codification of Ordinances**
   a) Entire Code of Ordinances (underway)
   b) Special attention to: Harbor Ordinance

9. **Revenues and Fees**
   a) Pay as You Throw program (PAYT) - solid waste and recycling
   b) Review existing fees periodically to keep pace

10. **Beautification**
    a) Gateways/entrances
    b) Perkins Cove
    c) Village Center
    d) Beach entrances

11. **Historic Preservation**
    a) Natural areas, built areas, and structures

12. **Communications**
    a) Community e-newsletter
    b) Make greater use of web site, WOGT, and web streaming

13. **Celebrate 2020 - Ogunquit's 40th Birthday**

Updated 07-01-2020

Town of Ogunquit
Boards Committees

BOARD/COMMITTEE LIST	MAILING ADDRESS	TOWN	ZIP	TERM	HOME PHONE	STATUS
AGE FRIENDLY COMMUNITY COMMITTEE						
Select Board Liaison						Liaison
BIKE-PEDESTRIAN COMMITTEE	(5 Members/2 Alternates)					
Jennifer Walker	PO Box 1995	Ogunquit	03907	**2022**	~~361-3339~~	Member
John Cavaretta	PO Box 2250	Ogunquit	03907	**2022**	~~646-3528~~	Member
Priscilla Botsford	*53 Old Kings Highway*	*Ogunquit*	*03907*	***2020***	~~216-9771~~	*Member*
Bruce Byorkman	*PO Box 2435*	*Ogunquit*	*03907*	***2020***	~~617-347-7425~~	*Member*
Charles LaFlamme	PO Box 575	Moody	04054	**2021**	~~646-0635/978-994-3691~~	Member-Chair
Bob McBreen	19 Rebecca Road	Ogunquit	03907	**2021**	~~425-785-0892~~	Member
Gregory Testa	*PO Box 419*	*Ogunquit*	*03907*	***2020***	~~646-1112~~	*1st Alternate*
Paul Jean	*238 Berwick Road*	*Ogunquit*	*03907*	***2020***	~~502-809-3841~~	*2nd Alternate*
Alice Pearce, Chamber of Commerce						Liasion
Patricia Arnaudin, Police Chief						Liasion
Select Board Liaison						Liasion
BOARD OF ASSESSMENT REVIEW	**Member - 3 Yrs.**	**Alternate - 1 Yr.**				
Paul Breen	*PO Box 935*	*Ogunquit*	*03907*	***2020***	~~646-3925~~	*Member-Chair*
Kirk Lavoie	PO Box 1993	Ogunquit	03907	**2022**	~~646-3633~~	Member-Vice Chair
Peter Kahn	*PO Box 192*	*Ogunquit*	*03907*	***2020***	~~646-8188~~	*Member-Secretary*
Vacant				***2020***		*1st Alternate*
Vacant				***2020***		*2nd Alternate*
Select Board Liaison						Liasion
SELECT BOARD	**Elected - 3 Yr. Term**					
John Daley	3 Woodcrest Avenue	Ogunquit	03907	**2021**	508-789-5458	Member
Richard Dolliver	PO Box 1825		03907	**2023**	450-2785	Member
Heath Ouellette	*75 Meadow Lane*	*Ogunquit*	*03907*	***2023***	*207-632-2478*	Member
Robert N. Winn, Jr.	PO Box 543	Ogunquit	03907	**2021**	752-1572	Member-Vice Chair
Lindsey M. Perry		Ogunquit	03907	**2022**		Member
						Liasion
BUDGET REVIEW COMMITTEE	**Elected - 3 Yr. Term**	**Alternate - 1 Yr.**				
Jerold DeHart	PO Box 1711	Ogunquit	03907	2023	641-9237	Member
Richard Dolliver	PO Box 1825	Ogunquit	03907	2021	450-2785	Member
Frederick Lynk	PO Box 2248	Ogunquit	03907	2021	646-8041	Member
Thomas Sellers, III	PO Box 1312	Ogunquit	03907	2022	617-699-8207	Member
Scott Vogel				2023		
Peter Kahn	*PO Box 192*	*Ogunquit*	*03907*	*2020*	*646-8188*	*1st Alternate*
Elaine Cooper	*PO Box 748*	*Ogunquit*	*03907*	*2020*	*781-692-0848*	*2nd Alternate*
Vacant - Alternate						

Updated 07-01-2020

Town of Ogunquit
Boards Committees

Select Board Liaison						Liasion
CHARTER REVIEW COMMISSION						
Amy Forbes		Ogunquit	03907			Member
Peter Griswold	*PO Box 2070*	Ogunquit	03907		646-8661	Member
Patricia Hussey		Ogunquit	03907			Member
Gary Latulippe		Ogunquit	03907			Member
Wendy Levine		Ogunquit	03907			Member
Gordon Lewis		Ogunquit	03907			Member
Terry Ann Lunt	PO Box 1312	Ogunquit	03907		617-686-1955	Member
Robin Millward	509 Shore Rd	Ogunquit	03907		207-251-4077	Member
William Sawyer	PO Box 1326	Ogunquit	03907		207-646-1570	Member
CONSERVATION COMMISSION	**Member - 3 Yrs.**	**Alternate - 1 Yr.**				
Vacant				*2020*		*Member*
J. Douglas Mayer	*PO Box 1231*	*Ogunquit*	*03907*	*2020*	*361-1308*	*Member*
Pamela Sawyer	*PO Box 1326*	*Ogunquit*	*03907*	*2020*	*646-1570*	*Member*
Patience Prescott Sundaresan	PO Box 1387	Ogunquit	03907	**2021**	646-641-3372	Member-Chair
Laura Brogan	81 North Village Road	Cape Neddick	03902	**2021**	251-1771	Member
William J. Lee	PO Box 1600	Ogunquit	03907	**2022**	646-4113	Member-Vice Chair
George Cundiff	PO Box 1794	Ogunquit	03907	**2022**	360-0055	Member
Vacant				*2020*		*1st Alternte*
Vacant				*2020*		*2nd Alternate*
Select Board Liaison						Liasion
HARBOR COMMITTEE	**Member - 3-Yrs.**	**Alternate - 1-Yr.**				
Percy Stevens, Jr.	*PO Box 2414*	*Ogunquit*	*03907*	*2020*	*646-5242*	*Member*
Robert McIntire	PO Box 383	Ogunquit	03907	**2021**	337-0505	Member
John "Jack" Gordon	PO Box 2062	Ogunquit	03907	**2021**	646-1229	Member
Steven Perkins	PO Box 1269	Ogunquit	03902	**2022**	646-3758	Member
William "Tim" Tower III*	PO Box 837	Ogunquit	03907	**2022**	646-2214	Member- Chair
Jay Smith	*PO Box 851*	*Ogunquit*	*03907*	*2020*	*646-1364*	*1st Alternate*
Josh Audet	*324 Shore Road*	*Ogunquit*	*03907*	*2020*	*337-8772*	*2nd Alternate*
Select Board Liaison						Liasion
HERITAGE MUSEUM COMMITTEE	**Member - 3-Yrs.**	**Alternate - 1-Yr.**				
Gary Littlefield	*PO Box 1226*	*Ogunquit*	*03907*	*2020*	*646-5645*	*Member*
Eva Nudelman	*PO Box 2234*	*Ogunquit*	*03907*	*2020*	*646-7055*	*Member*
Patricia Weare	*380 Pine Hill Rd.*	*Cape Neddick*	*03902*	*2020*	*361-1847*	*Member*
Peter Woodbury	*PO Box 912*	*Ogunquit*	*03907*	*2020*	*646-0437*	*Member*
Susan Meffert	14 Cameo Court	York	03909	**2021**	363-6995	Member
John Ross	PO Box 1351	Ogunquit	03907	**2021**	216-4173	Member
Jay Smith	PO Box 851	Ogunquit	03907	**2021**	646-1364	Member
Marc Saulnier	PO Box 316	Ogunquit	03907	**2022**	646-4490	Member
L.F. "Sonny" Perkins	197 Long Sands Road	York	03909	**2022**	281-455-7779	Member-Chair
Vacant				*2020*		*1st Alternate*
Sara Lefferts	*PO Box 358*	*Ogunquit*	*03907*	*2020*	*416-3523*	*2nd Alternate*
Select Board Liaison						Liasion

Updated 07-01-2020

Town of Ogunquit
Boards Committees

HISTORIC PRESERVATION COMMISSION	Member - 3 Yrs.	Alternate - 1Yr.				
Sumner Nystedt	*PO Box 1235*	*Ogunquit*	*03907*	***2020***	~~646-2000~~	*Member - Chair*
Marsha Northrop	*PO Box 1170*	*Ogunquit*	*03907*	***2020***	~~646-7141~~	*Member*
Marcia Williams	PO Box 1388	Ogunquit	03907	**2021**	~~646-2660~~	Member
Kerry Ellen Enright	PO Box 1638	Ogunquit	03907	**2022**	~~251-4275~~	Member
Helen Horn	PO Box 62	Ogunquit	03907	**2022**	~~646-7016~~	Member
Elaine Cooper	*PO Box 748*	*Ogunquit*	*03907*	***2020***	~~781-962-0848~~	*1st Alternate*
Vacant		*Ogunquit*	*03907*	***2020***		*2nd Alternate*
Select Board Liaison						Liasion
MARGINAL WAY COMMITTEE	**Member - 3-Yrs.**	**Alternate - 1-Yr.**				
Louesa Gillespie	*62 Beachmere Place*	*Ogunquit*	*03907*	***2020***	~~646-5501~~	*Member*
Joan Griswold	*PO Box 2070*	*Ogunquit*	*03907*	***2020***	~~646-8661~~	*Member-Chair*
Vacant				***2020***		*Member*
Elaine Cooper	PO Box 748	Ogunquit	3907	**2021**	~~781-692-0848~~	Member
Vacant				***2021***		*Member*
Paul Breen	PO Box 935	Ogunquit	03907	**2022**	~~646-3925~~	Member
Gail Brother	3 Emery Road	Bedford, MA	01730	**2022**	~~781-771-4703~~	Member
Kristen Arnold	*18 Highland Avenue*	*Ogunquit*	*03907*	***2020***	~~860-309-5571~~	*1st Alternate*
Vacant				***2020***		*2nd Alternate*
Select Board Liaison						Liasion
PARKS & RECREATION COMMITTEE	**Member - 3-Yrs.**					
Michelle Low	*9 Cedar Lane*	*Ogunquit*	*03907*	***2020***	~~229-4723~~	*Member-Chair*
Jason Corbin	*PO Box 388*	*Ogunquit*	*03907*	***2020***	~~617-548-9397~~	*Member-Vice Chair*
Vacant				***2020***		*Member*
Larry Carlson	PO Box 761	Ogunquit	03907	**2021**	~~617-529-8587~~	Member
Ian Kaiser	50 Brookside Circle	Ogunquit	03907	**2021**	~~719-469-1494~~	Member
Vacant				***2022***		*Member*
Vacant				***2022***		*Member*
Select Board Liaison						Liasion
PERFORMING ARTS COMMITTEE	**Member - 3-Yrs.**					
Miki Ann Boyd	*29 Davis St.*	*Wells*	*04090*	***2020***	~~646-8089~~	*Member*
Patricia Mason	*PO Box 512*	*Ogunquit*	*03907*	***2020***	~~646-7138~~	*Member*
Eva Nudelman	*PO Box 2234*	*Ogunquit*	*03907*	***2020***	~~646-7055~~	*Member*
Vacant				***2020***		*Member*
Steve Einstein	40 B Front Street	S. Berwick	03908	**2021**	~~602-498-2059~~	Member
Vincent D'Errico	PO Box 2234	North Berwick	03906	**2021**	~~676-9938~~	Member
Janel Lundgren	21 Josiah Norton Road	Cape Neddick	03902	**2022**	~~361-2729~~	Member-Chair
Lesley Mathews	PO Box 562	Ogunquit	03907	**2022**		Member
Vacant				***2022***		*Member*
Charlotte Streeter	*31 Pennacook Circle*	*Wells*	*04090*	***2020***	~~251-4942~~	*1st Alternate*
Vacant				***2020***		*2nd Alternate*
Select Board Liaison						Liasion

Updated 07-01-2020

Town of Ogunquit
Boards Committees

PLANNING BOARD	Member - 3-Yrs.	Alternate - 1-Yr.				
Steve Wilkos	*PO Box 148*	*Ogunquit*	*03907*	**2020**	~~646-0700~~	*Member-Chair*
Muriel Freedman	*PO Box 1171*	*Ogunquit*	*03907*	**2020**	~~646-5757~~	*Member*
Jacqueline Bevins	PO Box 2173	Ogunquit	03907	**2021**	~~251-6029~~	Member
Mark MacLeod	PO Box 2346	Ogunquit	03907	**2021**	~~251-3842~~	Member-Vice Chair
Priscilla Botsford	53 Old Kings Highway	Ogunquit	03907	**2022**	~~216-9771~~	Member
Brian Aromando	*PO Box 181*	*Ogunquit*	*03907*	**2020**	~~646-0761~~	*1st Alternate*
Elaine Cooper	*PO Box 748*	*Ogunquit*	*03907*	**2020**	~~[illegible]~~	*2nd Alternate*
Select Board Liaison						Liasion

SHELLFISH CONSERVATION COM.	Member - 3-Yrs.	Alternate - 1-Yr.				
Everett Leach	*35 Patridge Drive*	*Ogunquit*	*03907*	**2020**	~~646-0548~~	*Member*
Arthur Damren	PO Box 563	Ogunquit	03907	**2021**	~~641-2251~~	Member
Craig Thiede	PO Box 2208	Ogunquit	03907	**2021**	~~351-5793~~	Member
Leonard Wyman	PO Box 1560	Ogunquit	03907	**2022**	~~450-3376~~	Member
George Cundiff	PO Box 1794	Ogunquit	03907	**2022**	~~360-0085~~	Member-Chair
Vacant				**2020**		*1st Alternate*
Vacant				**2020**		*2nd Alternate*
Select Board Liaison						Liasion

SUSTAINABILITY COMMITTEE	Member - 3-Yrs.	Alternate - 1-Yr.				
Patience Prescott Sundaresan	*PO Box 1387*	*Ogunquit*	*03907*	**2020**	~~646-641-3373~~	*Member*
Laura Brogan	81 North Village Road	Cape Neddick	03902	**2021**	~~251-1771~~	Member
Paul Jean	238 Berwick Road	Ogunquit	03907	**2021**	~~603-809-3841~~	Member
Jacob Roche	329 North Village Road	Ogunquit	03907	**2022**	~~603-380-3825~~	Chair
Paul Breen	PO Box 935	Ogunquit	03907	**2022**	~~646-3123~~	Member
Priscilla Botsford	*53 Old Kings Highway*	*Ogunquit*	*03907*	**2020**	~~[illegible]~~	*1st Alternate*
Marjorie Katz	*14 Heath Wood Lane*	*Chestnut Hill, MA*	*02467*	**2020**	~~[illegible]~~	*2nd Alternate*
Select Board Liaison						Liasion

ZONING BOARD OF APPEALS	Member - 3-Yrs.	Alternate - 1-Yr.				
Jerry DeHart	*PO Box 1711*	*Ogunquit*	*03907*	**2020**	~~641-9337~~	*Member*
Jay Smith	*PO Box 851*	*Ogunquit*	*03907*	**2020**	~~646-1761~~	*Member-Chair*
Michael Horn	PO Box 62	Ogunquit	03907	**2021**	~~646-7016~~	Member
J. Douglas Mayer	PO Box 1231	Ogunquit	03907	**2022**	~~362-1308~~	Member
Peter L. Griswold	PO Box 2070	Ogunquit	03907	**2022**	~~781-775-7367~~	Member
Carole Aaron	*PO Box 1806*	*Ogunquit*	*03907*	**2020**	~~641-8140~~	*1st Alternate*
Glenn Deletetsky	*PO Box 1468*	*Ogunquit*	*03907*	**2020**	~~[illegible]~~	*2nd Alternate*
Select Board Liaison						Liasion

WELLS-OGUNQUIT CSD TRUSTEES						
Boriana Dolliver	PO Box 1825	Ogunquit	03907	**2022**	~~332-4569~~	Member
Aneliya Georgieva-Petrov	108 Agamenticus Road	Ogunquit	03907	**2021**		Member
Heather Sittig		Ogunquit	03907	**2023**		Member

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BOARDS/COMMITTEES
OPEN SEATS

BOARD/COMMITTEE VACANCY LIST	TERM	STATUS	APPLICATION	
AGE FRIENDLY COMMUNITY COMMITTEE				
Open				
Open				
Open				
Open				
Open				
Open				
Open				
Open				
Open				
BICYCLE-PEDESTRIAN COMMITTEE				
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternate		
Open	**2021**	2nd Alternate		
BOARD OF ASSESSMENT REVIEW				
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternate		
Open	**2021**	2nd Alternate		
BUDGET REVIEW COMMITTEE				
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternate		
Open	**2021**	2nd Alternate		
CABLE TV REGULATORY COMMITTEE				
Open	**2022**	Member		
Open	**2022**	Member		
CONSERVATION COMMISSION				
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternte		
Open	**2021**	2nd Alternate		
HARBOR COMMITTEE				
Open	**2023**	Member		
Open	**2021**	1st Alternte		
Open	**2021**	2nd Alternate		
HERITAGE MUSEUM				
Open	**2023**	Member	Peter Woodbury	Received 06-04-2020
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternte		
Open	**2021**	2nd Alternate		
HISTORIC PRESERVATION COMMISSION				
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternte		
Open	**2021**	2nd Alternate		
MARGINAL WAY COMMITTEE				
Open	**2021**	Member		
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternate		
Open	**2021**	2nd Alternate		
PARKS & RECREATION COMMITTEE				
Open	**2022**	Member		
Open	**2022**	Member		
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2023**	Member		
PERFORMING ARTS COMMITTEE				
Open	**2022**	Member		
Open	**2023**	Member	Mikie Ann Boyd	received 06-15-2020
Open	**2023**	Member	Patricia A. Mason	received 06-09-2020

Updated 07-01-2020

BOARDS/COMMITTEES
OPEN SEATS

Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternate	Charlotte Streeter	received 06-19-2020
Open	**2021**	2nd Alternate		
PLANNING BOARD				
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternte	Brian Aromando	received 05-29-2020
Open	**2021**	2nd Alternate		
RECYCLING COMMITTEE				
Open	**2021**	Member		
Open	**2021**	Member		
Open	**2022**	Member		
Open	**2023**	Member		
Open	**2023**	Member		
Open	**2021**	1st Alternate		
Open	**2021**	2nd Alternate		
SHELLFISH CONSERVATION COM.				
Open	**2023**	Member		
Open	**2021**	1st Alternate		
Open	**2021**	2nd Alternate		
SMPDC				
Open		Select Board Chair		
Open		Planning Board Chair		
SUSTAINABILITY COMMITTEE				
Open	**2023**	Member		
Open	**2021**	1st Alternate		
Open	**2021**	2nd Alternate		
ZONING BOARD OF APPEALS				
Open	**2023**	Member		
Open	**2023**	Member		
Open	2021	1st Alternate		
Open	2021	2nd Alternate		

OGUNQUIT
Beautiful Place by the Sea

TOWN OF OGUNQUIT
CODE OF ETHICS FOR BOARDS AND COMMITTEES

This Code of Ethics applies to members of all elected and appointed Town boards, committees, and commissions (hereinafter referred to as "Members") other than the Select Board, which has its own separate Code of Ethics.

PREAMBLE

To ensure that the citizens and businesses of Ogunquit have fair, impartial, ethical, and accountable local government that is responsive to the needs of the people and each other and that has the citizens' full confidence in the integrity of the Town's government, the Select Board has adopted this Code of Ethics for its local boards, committees and commissions (hereinafter collectively "board"or "boards"). In keeping with a commitment to excellence, the effective functioning of democratic Town of Ogunquit government requires that:

- Members comply with both the letter and spirit of laws and policies affecting Town government;
- Members be independent, impartial, and fair in judgment and action;
- Members work for the public good and not personal gain;
- Public deliberations and processes be conducted openly, unless legally confidential; and
- All discussions and debate be conducted in an atmosphere of respect and civility.

1. Actions in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern. Members will work for the common good of the citizens of Ogunquit and not for any private interest or personal gain. Members shall provide fair and equal treatment of all persons, claims, and transactions that come before their respective board.

2. Compliance with the Law

Members shall comply with the Laws of the United States, the State of Maine, and the Town of Ogunquit in the performance of their public duties. These Laws include, but are not limited to, the United States and Maine State constitutions and statutes; and the Town of Ogunquit's Charter, Bylaws, Ordinances and Policies.

3. Conduct of Members

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of Members of Town boards; or of Town Staff; or of citizens. Members shall not use their official positons to secure unwarranted privileges or advantages for themselves or others. This conduct applies to all town affiliated matters in both on and offline media.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules of order established by the respective board. Each member shall be committed to respect the democratic process that encourages meaningful involvement of the public and that governs the deliberation of public business in the Town of Ogunquit. Members should strive to thoughtfully consider the opinions and recommendations of other Members, citizens, and Town staff appearing before their respective board and shall remain respectful in all interactions with these individuals.

5. Conduct of Public Meetings

Members shall prepare themselves for open discussion of public issues, shall listen courteously and attentively to all public discussions before the body, and shall focus on the business at hand. Members shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the body, and from otherwise interfering with the orderly conduct of meetings. The Chair shall use his or her best efforts to ensure that the public who attend such meetings

adhere to these same standards of conduct for the conduct of public meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand. No member shall make promises in advance as to how they will vote on a matter, which shall properly come before the board as a whole.

7. Communication

A. Communications Outside of Board Meetings:

(i) To preserve public confidence in the fairness of board deliberations and decisions, the board should ensure that the public and interested parties have the opportunity to know, and respond to, all information the board considers in making its decisions. The board should also ensure that each Member has the opportunity to know and consider the information available to other Members.

(ii) When considering items or issues in the public process, the board deals with parties who are directly affected by the board's decision (such as the applicant and neighbors of a proposed project). Each of these interested parties need the assurance that other interested parties will not have unfair advantage in presenting their version of the relevant facts or concerns to the board. In such cases, therefore, Members shall avoid communicating with applicants or other interested parties about the proposal outside of board meetings at which the proposal is being considered. Communications with applicants or other interested parties about the proposal outside of board meetings at which the proposal is being considered or information provided to a Member outside of an official board meeting ("*ex parte* communications") can occur in person, via telephone, fax, e-mail, or other method of communication, and should be avoided.

(iii) A Member who is approached with an *ex parte* communication should actively discourage the person from doing so and encourage the person to submit the information to the board in writing or through oral testimony at a board meeting. The Member should explain that, by providing information outside the public meeting, the person may be causing constitutional due process problems with the board's process and that the board may not legally be able to consider the information the person is trying to present.

(iv) If a Member receives unsolicited communications about an item or issue, outside of a board meeting, the Member has the duty to reveal the communications during the board's consideration of the proposal. This ensures that the communicated information will become part of the record and that other Members and interested parties will have an opportunity to consider and refute the information.

(v) Comprehensive Plan, Zoning Ordinance, or Subdivision Regulation amendments are legislative determinations to be made by the Town Meeting, and when considering such matters the Planning Board's role is advisory. When the Planning Board considers such issues it often finds access to a broad range of public input helpful in making a decision on the issue. In such cases, therefore, Planning Board members may communicate with interested persons outside of the meetings at which the issue is being considered, but each Planning Board member has the duty to reveal the general nature and scope of relevant information and opinions gleaned from such communications during the Planning Board's consideration of the issue. To ensure that each Planning Board member's decision is based on the full range of information and public opinion available to the Planning Board, Members should avoid committing themselves to a position on the issue during any outside communications.

(vi) Under no circumstances should Members meet with someone representing just one side of an item or issue outside a public meeting setting. Further, Members should not discuss a pending application with a Code Enforcement Officer, Town

Planner, Town Engineer, or other Town Staff outside a public board meeting in order to avoid due process problems.

(vii) Town Staff shall ensure that any communications between Members and themselves that constitute an *ex parte* communication are revealed to the entire board at the next available public meeting for which that item is discussed.

B. Use of E-mail to Communicate:

(i) Members shall avoid the use of e-mail for deliberation, discussion, or for voting on matters properly confined to public meetings; e-mail should be used for non-substantive matters such as scheduling meetings, dissemination of information and reports, and developing agendas for future meetings.

(ii) In the event this provision on use of e-mail is not followed, or if there is a question whether substantive matters properly confined to public meetings were discussed or deliberated on via e-mail by three or more members of any Town board, those e-mails in question should be printed and disclosed to the public at the next public meeting of the board.

(iii) Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

C. Communications about Town Staff

All Members' concerns about the conduct or behavior of Town employees shall be communicated to the Town Manager in a respectful and discrete manner and never directly with an employee. Criticism of a town employee shall never be done publicly.

8. Conflict of Interest

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances give rise to an actual or perceived conflict of interest, the Member shall not participate in the deliberation of that matter unless the Member has appropriately disclosed the situation and there has been a determination by the remaining Members of the board that the Member's participation is appropriate. Additionally, any Member who believes that any fellow Member has an actual or appearance of a conflict with any agenda item before their collective body shall disclose that alleged interest.

Once disclosure has been made as provided above or if the issue of conflict has been raised relative to a Member, the respective board shall review the facts and shall vote on whether or not such Member has a Financial Interest* or a Special Interest** with respect to the agenda item concerned. All conflict-of interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each Member shall be entitled to vote on all actual or perceived conflict-of-interest questions except those questions pertaining to that Member's alleged conflict of interest.

If excused from participation in a matter, a Member may not sit with the board during its consideration of the matter, and may not vote on the matter, but shall take a seat in the audience and may participate as a member of the public. The Member shall not return to his or her regular seat as a member of the body until deliberation and action on the item has been completed.

*** Financial Interest-** financial interest shall mean any direct or indirect interest having monetary or pecuniary value, including but not limited to ownership of the business or its shares of stock. (*See* 30-A M.R.S.A. § 2605, as may be amended.)

**** Special Interest-** A direct or indirect personal involvement that might reasonably be expected to impair his/her objectivity or independence of judgment, including a situation where, by reason of the Member's interest, the Member is placed in a situation of temptation to serve his/her own personal interests to the prejudice of the interests of the Town.

9. Gifts and Favors

Members shall not take advantage of services or opportunities for personal gain by virtue of their service on a Town board that is not available to the public in general. Members shall refrain from accepting or presenting gifts, favors, or promises of future benefits that might compromise independence of judgment or action, or that might give the appearance of such compromise.

10. Confidential Information

No Member shall discuss or disclose confidential information concerning the property, personnel, government or affairs of the Town, nor shall any member use such information to advance the private or financial interests of himself or herself or members of his or her family. Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board with any third parties, either orally or in writing. For purposes of this subsection, "confidential information" shall mean any information, oral or written, which comes to the attention of or is available to such Member due to his or her position with the Town and is not otherwise publicly available. Information received and discussed during any executive session shall be considered within the scope of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

11. Use of Public Resources

Members shall not use public resources not available to the general public for private gain or for personal purposes such as Town staff time, equipment, supplies or facilities.

12. Representation of Third Party Interests

As stewards of the public interest, Members shall not represent the interests of third parties before any Town board, committee, or commission, nor shall they appear before any of these bodies on behalf of the interests of third parties on matters related to the areas of service of these bodies. Nothing herein shall be construed to prohibit any Member from representing his or her own personal interest, or the interest of immediate family, by appearing before any board on any item.

13. Advocacy

Members shall represent the official policies and positions of the Town of Ogunquit when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions, Members shall explicitly state that these opinions and positions do not represent those of their board or the Town of Ogunquit, and they shall not allow any inference that they do.

14. Policy Role of Select Board

Members shall respect and adhere to the Town Manager form of Town government. The Select Board shall determine the policies of the Town, with advice, information, and analysis provided by Town staff, by the Town's boards, committees, and commissions, and by citizens.

Members shall therefore not interfere with the administrative, executive or operational functions of the Town or with the professional duties of Town staff, nor shall they impair the ability of Town staff to implement the policy decisions of the Select Board.

15. Independence of Boards, Committees, and Commissions

Members shall refrain from using their positions to unduly influence the deliberations or outcomes of any board, committee, or commission proceeding. Members should also refrain from bringing matters currently under discussion and review by their respective board up for discussion before any other board, committee, or commission unless expressly authorized to do so by affirmative vote of a majority of the Member's board.

16. Positive Workplace Environment

Members shall support a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role when dealing with Town employees and shall in no way create the perception of inappropriate direction of staff.

17. Implementation

This expression of the standards of conduct expected of Members is intended to be self-enforcing. It is most effective when Members are thoroughly familiar with it and embrace its provisions.

For this reason, this Code of Ethics shall be included in the orientation of newly elected and appointed board members. Members shall sign a statement acknowledging they have received read and understand this Code of Ethics. This Code of Ethics shall be reviewed regularly by the Select Board, which shall consider updates to the Code of Ethics as necessary.

18. Compliance and Enforcement

The Town of Ogunquit Code of Ethics expresses standards of conduct expected of Members of the Town's boards. Members themselves have the primary responsibility for ensuring that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

Initially, the Chair and Vice-Chair of the board have the responsibility for intervening when actions of Members appear to be in violation of this Code of Ethics.

When a Member violates the Code of Ethics, the actions taken may range from a letter of reprimand by the respective board, to a censure by the respective board, to a request for resignation from the position. All such action shall require a majority vote of the respective board before being imposed upon the Member determined to be in violation.

If that board intervention fails or is ineffective, the Select Board may intervene and counsel Members whose conduct does not comply with the Town's ethical standards or take such other action at it deems appropriate under the circumstances.

19. Separability

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or

unconstitutionality shall not affect the validity of the remaining portions of this Code of Ethics.

I have read and accept the above Code of Ethics as witnessed by my signature below:

_____ _____

Signature Date

This code of conduct was developed based on similar codes used by other elected boards and committees in other communities.

Approved by the Select Board at their meeting on May 15, 2018.