

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



Ogunquit Select Board
August 18, 2020
6:00 p.m.
Agenda

This meeting is being conducted remotely via Zoom. Please see access links below.

1.0 Welcome and Call to Order

2.0 Select Board Chair Update

- 2.1 Technology and Public Access for Select Board Meetings
- 2.2 Executive Sessions and Consultations with Town Attorney
- 2.3 Appeal of Voter Eligibility Decision
- 2.4 Discussion of Civility in Time of Change

3.0 Public Comments

The Select Board welcomes public comments and questions about agenda items and Town-related matters, and we ask that people keep comments brief and to the point (3 minutes). We also ask that if you have a complaint or concern, it would be most helpful if you also offer a solution or solutions.

4.0 Consent Agenda Rule Adoption

Background: The Chair wishes to utilize the consent agenda process, as outlined in Robert's Rules of Order to aid in streamlining Select Board meetings.

Suggested Action: The Select Board approves the following addition to our rules:

"A consent agenda may be presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. At the discretion of the Select Board, removed items from the consent agenda may be taken up either immediately after the consent agenda, placed later on the agenda, or taken up at a future meeting."

5.0 Consent Agenda

- 5.1 Meeting Minutes: May 26, 2020
- 5.2 Meeting Minutes: July 21, 2020
- 5.3 Meeting Minutes: July 29, 2020
- 5.4 Meeting Minutes: August 4, 2020

5.5 Acceptance of Federal Emergency Management Administration (FEMA) Funds in the Amount of \$90,586.12 for Repairs and Improvements to the Marginal Way due to the March 2018 storms (previously on the Aug. 4, 2020 agenda)

5.6 Committee Appointments: When there are re-appointments and when there are no more applicants than positions, the appointments have been included in the consent agenda.

a) Bike-Pedestrian

Terms to expire June 30, 2023 (Members)

- 1) Priscilla Botsford
- 2) Bruce Byorkman

- b) Conservation Commission
Terms to expire June 30, 2023 (Members)
 - 1) Douglas Mayer
 - 2) Pamela Sawyer
- c) Heritage Museum
Terms to expire June 30, 2023 (Members)
 - 1) Patricia Weare
 - 2) Peter Woodbury
- d) Marginal Way
Terms to expire June 30, 2023 (Members)
 - 1) Joan Griswold
 - 2) Louesa Gillespie

Term to expire June 30, 2021 (Alternate)

 - 1) Kristen Arnold
- e) Sustainability
Term to expire June 30, 2023 (Member)
 - 1) Patience Prescott-Sundaresan

Terms to expire June 30, 2021 (Alternates)

 - 1) Priscilla Botsford
 - 2) Marjorie Katz
- f) Zoning Board of Appeals (Members)
Terms to expire June 30, 2023
 - 1) Jerry Dehart
 - 2) Jay Smith

Terms to expire June 30, 2021 (Alternates)

 - 1) Carole Aaron
 - 2) Glenn Deletesky

5.7 Assign Terms for Parks & Recreation Committee Members

Background: The following members were appointed at the August 4, 2020 Select Board meeting, but the motion did not set their terms.

Terms to expire June 30, 2023 (3 Members)

- 1) Amy Forbes
- 2) Jennifer Lewer
- 3) Kay Moore

Terms to expire June 30, 2022, as requested by applicants (2 Members)

- 1) Jason Corbin
- 2) Michelle Low

5.8 Cast Ballot for Maine Municipal Association Executive Committee (as presented)

Vice President:

- James Bennett, City Manager – Biddeford

Members:

- Robert Butler, Select Board Chair – Waldoboro
- Terry Helms, Select Board member – Grand Isle
- Diane Hines, Town Manager – Ludlow and Reed Plantation

- 5.9 Cast Ballot for Maine Municipal Association for Legislative Policy Committee (2 openings)
Members:
- Perry Ellsworth, Town Manager – South Berwick
- Dana Lee, Town Manager – Eliot

6.0 Liquor and Amusement Licenses

7.0 Presentations, Proclamations, Resolutions & Communications

8.0 Old Business

9.0 New Business

9.1 Appointments to Town Committees and Boards

- 9.1.A Board of Assessment Review
Terms to expire June 30, 2023 (2 Members)
1) Member
2) Member

Terms to expire June 30, 2021 (2 Alternates)
1) 1st Alternate
2) 2nd Alternate

Applicants:

Paul Breen
Peter Kahn
Glenn Deletesky

- 9.1.B Budget Review Committee
Term to expire June 30, 2021 (1 Alternate)
1) 2nd Alternate

Applicants:

Carole Aaron
Jackie Bevins
Peter Kahn

9.2 Committee Member and Alternate Terms

- 9.3 Committee Application Deadlines: Applications for open committee member and alternate positions are due the Thursday before each regularly scheduled Select Board meeting (the first and third Tuesday of each month). The Select Board will attempt to fill vacancies as soon as possible. If a vacancy is not filled, the deadline for applications is adjusted accordingly to the Thursday at noon before the next regularly scheduled meeting.

- 9.4 Schedule Meetings with Committees: The Select Board intends to meet with each committee on a regular basis to discuss priorities and other work of each committee. The Select Board will discuss which committee(s) they would like to meet with in September and October. In addition, committee chairs wishing to meet with the Select Board sooner rather than later should contact the Select Board Chair for consideration.

9.5 Board/Committee/Commission Training: The Town Attorney will be providing a training on board/committee/commission responsibilities, including legal considerations, Maine's Freedom of Access Act, and our Code of Ethics.

9.6 Code of Ethics: Sending a reminder to our appointed and elected board/committee/commission members and ask for review signatures.

10.0 Public Comments

The Select Board welcomes public comments and questions about agenda items and Town-related matters, and we ask that people keep comments brief and to the point (3 minutes). We also ask that if you have a complaint or concern, it would be most helpful if you also offer a solution or solutions.

11.0 Select Board Comments

12.0 Adjourn

Workshop

Workshops are for Select Board members and public comment will not be taken. These items will be voted upon at future meetings and public input will be sought before consideration of approval

Purpose: Discuss Proposed Changes to Select Board Organizational Documents

- Select Board Code of Ethics
- Select Board Rules
- Select Board Member Communications
- Select Board Goals & Priorities
- Select Board Liaisons to Committees

How to Participate in the Select Board Meetings

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.

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

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

Memo

To: Patricia A. Finnigan, Town Manager

From: David M. Riccio, Special Projects Manager

Date: July 30, 2020

Re: Receipt of FEMA Award: \$90,586.12 (Payment # 6)

Town staff continues to work with representatives of FEMA and MEMA in order to secure reimbursement funds for damages sustained as a result of the Spring 2018 series of storm events which resulted in the Presidential Disaster Declared Event (FEMA-ME-DR-4367). Staff also continues to engage with our engineering consultants to advance our various projects through design and construction.

This latest award of \$90,586.12 represents the sixth payment which we have received from FEMA, for a total reimbursement of \$1,090,002.00 (FEMA only). To date FEMA has obligated \$1,827,456.00 of our projects. Additional reimbursements which the town will realize as a result of these obligated projects amounts to a total of \$554,708.00 (\$280,590.00 FEMA and \$274,188 MEMA). I believe it is important to note that even given the COVID-19 Pandemic, staff has been able to successfully continue to advance projects through the FEMA process.

This latest reimbursement relates to projects which have been completed along the Marginal Way. In each case, mitigation measures were also incorporated into the project solutions to provide enhanced protection against future storms of a similar magnitude. Included within this reimbursement is also the recognition of the extraordinary amount of time which Joan Griswold has devoted to the repairs along the Marginal Way. As you might recall, FEMA initially did not want to recognize and provide reimbursement for Joan's time, however we were able to successfully negotiate and ultimately receive a fair and equitable level of reimbursement.

Please let me know if you have any questions or require any additional information.



STATE OF MAINE
Augusta, Maine 04333

0013105757 50-503
522

CHECK DATE: 07/24/2020

KNOW YOUR ENDORSER
REQUIRE IDENTIFICATION

VOID 180 DAYS FROM CHECK DATE

Ninety Thousand Five Hundred Eighty Six And 12/100 Dollars

\$*****90,586.12

TO THE
ORDER
OF

000610



OGUNQUIT TOWN OF
PO BOX 875
OGUNQUIT ME 03907



Jay Miller

GOVERNOR

Angela C. Choin

STATE
CONTROLLER

Henry E.M. Beck

TREASURER

⑈0013105757⑈ ⑆042205038⑆ 130118020366⑈

Detach and retain this portion before depositing
STATE OF MAINE REMITTANCE

Cat	Date	Vendor Code	Bank Code	Check Number	Check Amount
	07/24/2020	VC1000069522	0366	0013105757	\$*****90,586.12

Document ID	Vendor Invoice Number	Contact #	Line Amount
GAX28A071420JBA24	06042020-001	207-624-7477	90,586.12
MEMA DISASTER REIMBURSEMENT FED SHARE			



0013105757

BOARDS/COMMITTEES	TOWN	TERM	STATUS	APPLICATIONS RECEIVED/ NEWLY APPOINTED
AGE FRIENDLY COMMUNITY COMMITTEE				
				Marc Clermont
				Charley LaFlamme
				Louesa Gillespie
				Patience Sundaresan
				Cheryl Cruickshank
Select Board Liaison				
BIKE-PEDESTRIAN COMMITTEE				
Jennifer Walker	Ogunquit	2022	Member	
John Cavaretta	Ogunquit	2022	Member	
Priscilla Botsford	Ogunquit	2020	Member	Priscilla Botsford
Bruce Byorkman	Ogunquit	2020	Member	Bruce Byorkman
Charles LaFlamme	Moody	2021	Member-Chair	
Bob McBreen	Ogunquit	2021	Member	
Gregory Testa (not seeking reappointment)	Ogunquit	2020	1st Alternate	
Paul Jean	Ogunquit	2020	2nd Alternate	
Alice Pearce, Chamber of Commerce			Liaison	
Patricia Arnaudin, Police Chief			Liaison	
Select Board Liaison				
BOARD OF ASSESSMENT REVIEW	Alternate - 1 Yr.			
Paul Breen	Ogunquit	2020	Member-Chair	Paul Breen
Peter Kahn	Ogunquit	2020	Member-Secretary	Peter Kahn
Kirk Lavoie	Ogunquit	2022	Member-Vice Chair	
Vacant		2020	1st Alternate	Glenn Deletsky
Vacant		2020	2nd Alternate	
Select Board				
BUDGET REVIEW COMMITTEE	Alternate - 1 Yr.			
Jerry DeHart	Ogunquit	2023	Member	
Kate Mitsch	Ogunquit	2021	Member	Appointed
Frederick Lynk	Ogunquit	2021	Member	
Thomas Sellers, III	Ogunquit	2022	Member	
Scott Vogel	Ogunquit	2023	Member	
Michele Tourangeau	Ogunquit	2021	1st Alternate	Appointed
Vacant		2020	2nd Alternate	
Select Board Liaison				
				Jackie Bevins
				Carole Aaron
				Peter Kahn
BUILDING COMMITTEE (Dunaway-OVS)				
Select Board Liaison				
CHARTER REVIEW COMMISSION				
Amy Forbes	Ogunquit		Member	Elected
Peter Griswold	Ogunquit		Member	Appointed
Patricia Hussey	Ogunquit		Member	Elected
Gary Latulippe	Ogunquit		Member	Elected
Wendy Levine	Ogunquit		Member	Elected
Gordon Lewis	Ogunquit		Member	Elected
Terry Ann Lunt	Ogunquit		Member	Appointed
Robin Millward	Ogunquit		Member	Appointed
William Sawyer	Ogunquit		Member	Elected
Select Board Liaison				
COMPREHENSIVE PLAN				
				Melissa Bednarowski
				Elaine Cooper
				Peter Kahn
				Charley LaFlamme
				Robin Millward
				Marsha Northrop
Select Board Liaison				

BOARDS/COMMITTEES	TOWN	TERM	STATUS	APPLICATIONS RECEIVED/
CONSERVATION COMMISSION	Alternate - 1 Yr.			
<i>Vacant</i>		2020	<i>Member</i>	
<i>J. Douglas Mayer</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Douglas Mayer</i>
<i>Pamela Sawyer</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Pamela Sawyer</i>
Patience Prescott Sundaresan	Ogunquit	2021	Member-Chair	
Laura Brogan	Cape Neddick	2021	Member	
William J. Lee	Ogunquit	2022	Member-Vice Chair	
George Cundiff	Ogunquit	2022	Member	
<i>Vacant</i>		2020	<i>1st Alternate</i>	
<i>Vacant</i>		2020	<i>2nd Alternate</i>	
Select Board Liaison				
HARBOR COMMITTEE	Alternate - 1-Yr.			
<i>Percy Stevens, Jr.</i>	<i>Ogunquit</i>	2020	<i>Member</i>	
Robert McIntire	Ogunquit	2021	Member	
John "Jack" Gordon	Ogunquit	2021	Member	
Steven Perkins	Ogunquit	2022	Member	
William "Tim" Tower III*	Ogunquit	2022	Member- Chair	
<i>Jay Smith</i>	<i>Ogunquit</i>	2020	<i>1st Alternate</i>	<i>Jay Smith</i>
<i>Josh Audet</i>	<i>Ogunquit</i>	2020	<i>2nd Alternate</i>	<i>Josh Audet</i>
Select Board Liaison				<i>Carole Aaron</i>
HERITAGE MUSEUM COMMITTEE	Alternate - 1-Yr.			
<i>Gary Littlefield</i>	<i>Ogunquit</i>	2020	<i>Member</i>	
<i>Eva Nudelman (not seeking reappointment)</i>	<i>Ogunquit</i>	2020	<i>Member</i>	
<i>Patricia Weare</i>	<i>Cape Neddick</i>	2020	<i>Member</i>	<i>Patricia Weare</i>
<i>Peter Woodbury</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Peter Woodbury</i>
Susan Meffert	York	2021	Member	
John Ross	Ogunquit	2021	Member	
Jay Smith	Ogunquit	2021	Member	
Marc Saulnier	Ogunquit	2022	Member	
L.F. "Sonny" Perkins	York	2022	Member-Chair	
<i>Vacant</i>		2020	<i>1st Alternate</i>	
<i>Sara Lefferts</i>	<i>Ogunquit</i>	2020	<i>2nd Alternate</i>	
Select Board Liaison				
HISTORIC PRESERVATION COMMISSION	Alternate - 1Yr.			
<i>Sumner Nystedt (not seeking reappointment)</i>	<i>Ogunquit</i>	2020	<i>Member - Chair</i>	
<i>Marsha Northrop</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Marsha Northrop</i>
Marcia Williams	Ogunquit	2021	Member	
Kerry Ellen Enright	Ogunquit	2022	Member	
Helen Horn	Ogunquit	2022	Member	
<i>Elaine Cooper</i>	<i>Ogunquit</i>	2020	<i>1st Alternate</i>	<i>Elaine Cooper</i>
<i>Vacant</i>	<i>Ogunquit</i>	2020	<i>2nd Alternate</i>	<i>Sheldon Drucker</i>
Select Board Liaison				
MARGINAL WAY COMMITTEE	Alternate - 1-Yr.			
<i>Louesa Gillespie</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Louesa Gillespie</i>
<i>Joan Griswold</i>	<i>Ogunquit</i>	2020	<i>Member-Chair</i>	<i>Joan Griswold</i>
<i>Vacant</i>		2020	<i>Member</i>	
Elaine Cooper	Ogunquit	2021	Member	
<i>Vacant</i>		2021	<i>Member</i>	
Paul Breen	Ogunquit	2022	Member	
Gail Brother	Bedford, MA	2022	Member	
<i>Kristen Arnold</i>	<i>Ogunquit</i>	2020	<i>1st Alternate</i>	<i>Kristen Arnold</i>
<i>Vacant</i>		2020	<i>2nd Alternate</i>	
Select Board Liaison				
PARKS & RECREATION COMMITTEE				
Michelle Low	Ogunquit	2022	Member	Appointed
Jason Corbin	Ogunquit	2022	Member	Appointed
Amy Forbes	Ogunquit	2023	Member	Appointed
Larry Carlson	Ogunquit	2021	Member	
Ian Kaiser	Ogunquit	2021	Member	
Jennifer Lewer	Ogunquit	2023	Member	Appointed
Kay Moore	Ogunquit	2023	Member	Appointed
Select Board Liaison				Robert Cruickshank

BOARDS/COMMITTEES	TOWN	TERM	STATUS	APPLICATIONS RECEIVED/
PERFORMING ARTS COMMITTEE				
<i>Miki Ann Boyd</i>	<i>Wells</i>	<i>2020</i>	<i>Member</i>	Mikie Ann Boyd
<i>Patricia Mason</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	Patricia Mason
<i>Eva Nudelman (not seeking reappointment)</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	
Vacant		<i>2020</i>	<i>Member</i>	Sarah Lefferts
Steve Einstein	S. Berwick	2021	Member	
Vincent D'Errico	North Berwick	2021	Member	
Janel Lundgren	Cape Neddick	2022	Member-Chair	
Lesley Mathews	Ogunquit	2022	Member	
Vacant		<i>2022</i>	<i>Member</i>	
<i>Charlotte Streeter</i>	<i>Wells</i>	<i>2020</i>	<i>1st Alternate</i>	Charlotte Streeter
Vacant		<i>2020</i>	<i>2nd Alternate</i>	
Select Board Liason				
PLANNING BOARD				
	Alternate - 1-Yr.			
Steve Wilkos	Ogunquit	2023	Member-Chair	Appointed
Robert Whitelaw	Ogunquit	2023	Member	Appointed
Jacqueline Bevins	Ogunquit	2021	Member	
Mark MacLeod	Ogunquit	2021	Member-Vice Chair	
Priscilla Botsford	Ogunquit	2022	Member	
Elaine Cooper	Ogunquit	2020	1st Alternate	Appointed
Vacant		<i>2020</i>	<i>2nd Alternate</i>	
				Steven Meller
Select Board Liaison				
SHELLFISH CONSERVATION COM.				
	Alternate - 1-Yr.			
<i>Everett Leach</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	
Arthur Damren	Ogunquit	2021	Member	
Craig Thiede	Ogunquit	2021	Member	
Leonard Wyman	Ogunquit	2022	Member	
George Cundiff	Ogunquit	2022	Member-Chair	
Vacant		<i>2020</i>	<i>1st Alternate</i>	
Vacant		<i>2020</i>	<i>2nd Alternate</i>	
Select Board Liason				
SUSTAINABILITY COMMITTEE				
	Alternate - 1-Yr.			
<i>Patience Prescott Sundaesan</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	Patience Prescott Sundaesan
Laura Brogan	Cape Neddick	2021	Member	
Paul Jean	Ogunquit	2021	Member	
Jacob Roche	Ogunquit	2022	Member	
Paul Breen	Ogunquit	2022	Member	
<i>Priscilla Botsford</i>	<i>Ogunquit</i>	<i>2020</i>	<i>1st Alternate</i>	Priscilla Botsford
<i>Marjorie Katz</i>	<i>Chestnut Hill, MA</i>	<i>2020</i>	<i>2nd Alternate</i>	Marjorie Katz
Select Board Liason				
ZONING BOARD OF APPEALS				
	Alternate - 1-Yr.			
<i>Jerry DeHart</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	Jerry DeHart
<i>Jay Smith</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member-Chair</i>	Jay Smith
Michael Horn	Ogunquit	2021	Member	
J. Douglas Mayer	Ogunquit	2022	Member	
Peter L. Griswold	Ogunquit	2022	Member	
<i>Carole Aaron</i>	<i>Ogunquit</i>	<i>2020</i>	<i>1st Alternate</i>	Carole Aaron
<i>Glenn Deletetsky</i>	<i>Ogunquit</i>	<i>2020</i>	<i>2nd Alternate</i>	Glenn Deletetsky
Select Board Liason				
SELECT BOARD				
Heath Ouellette	Ogunquit	2023	Chair	
John Daley	Ogunquit	2021	Vice Chair	
Richard Dolliver	Ogunquit	2023	Member	
Lindsey M. Perry	Ogunquit	2022	Member	
Robert N. Winn, Jr.	Ogunquit	2021	Member	
WELLS-OGUNQUIT CSD TRUSTEES				
Aneliya Georgieva-Petrov	Ogunquit	2021	Member	
Boriana Dolliver	Ogunquit	2022	Member	
Heather Sittig	Ogunquit	2023	Member	

MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 21, 2020

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Bennett, City Manager, City of Biddeford

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Robert Butler, Chair of Selectboard, Town of Waldoboro

Terry Helms, Selectperson, Town of Grand Isle

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____

Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2021 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

JAMES BENNETT (CITY MANAGER, CITY OF BIDDEFORD)

Professional & Municipal Experience:

- City of Biddeford, Maine – City Manager (August 2015 – present)
- Adjunct Professor, USM Muskie School, Masters level courses: (1) Public Budgeting and Finance, and (2) Managing Towns and Municipalities
- City of Presque Isle, Maine – City Manager (March 2010 - July 2015)
- Town of Sabattus, Maine – Interim Town Manager (September 2009 – March 2010)
- City of Lewiston, Maine – City Administrator (March 2002 – July 2009)
- Town of Westbrook, Maine – Administrative Assistant to the Mayor (October 1996 – March 2002)
- Town Old Orchard Beach, Maine – Town Manager (May 1990 – October 1996)
- Town of New Gloucester, Maine – Town Manager (February 1988 – May 1990)
- Town of Dixfield, Maine – Town Manager (February 1986 – February 1988)
- Town of Lisbon, Maine – Selectman (May 1982 – February 1986) Vice Chairman (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (1992 – 1996) (2018 – present)
- Member, MMA Property & Casualty Pool Board of Directors (1992 – 1996) (2018 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (1992 – 1996) (2018 – present)
- Member, MMA Strategic & Finance Committee (1995 - 1996, 2018 – present); Chair (1995 -1996, 2019-2020)
- Member, Governor’s Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, MMA Legislative Policy Committee (served as member many years since 1990)
- Co-developed and presented 2020 MMA Webinar “Budgeting in Uncertain Times” in response to COVID-19
- Frequent presenter on behalf of MMA Training: Basic Budgeting since 1993; Cash Management for Municipalities since late 1990s; Top Ten Things I wish I Was Told Earlier in My Career since 2014, Leadership Training since 2018
- President, International City/County Management Association (2014 – 2015); Regional Vice President, (2008 – 2011) Chairperson, Conference Planning Committee, (2007 – 2008); Committee Member (various years 1997 – 2011); Small Community Task Force (1999 – 2001)
- ICMA Emerging Leaders Development Program Facilitator (2007 – present)
- President, Maine Town & City Management Association (1998 –1999); Board of Directors (1991 – 2000)
- President, Aroostook Municipal Association (2012 – 2014)
- Executive Board, Northern Maine Development Commission (2010 – present)
- Chairperson, Aroostook Tourism Committee (2011 – 2013)
- Member, Revolving Loan Committee, Northern Maine Development Commission (2010 – present)
- Executive Board, Maine Service Center Coalition (2011 – present)
- Treasurer, Martindale Country Club (2005 – 2008)
- Treasurer, Kora Klown Shrine Unit (2004 – 2008)
- Kora Divan, Kora Shriners (2004-2006; 2019 - present)
- Worshipful Master, Ancient York Lodge of Free and Accepted Masons (2007)
- Chairman and Founder, Ginger Bennett Memorial Scholarship Fund (2003 – present)
- Chairman, Joseph Graziano Memorial Scholarship Fund (2004 – 2012)

Education:

- Master of Business Administration, University of Southern Maine
- Bachelor of Science, Business Administration, University of Southern Maine
- Associate of Science, Accounting, Bentley College

Awards and Certifications:

- ICMA Legacy Leader since 2008
- All –America City, National Civic League (LEW) 2007
- Public Service Leadership Award, Androscoggin Chamber of Commerce 2006
- Maine Town and City Management Association’s “Linc Stackpole Manager of the Year” August 2003
- ICMA Credentialed Manager since 2002 (*initial year of program*)
- MTCMA Certified Municipal Manager since 1993

MMA EXECUTIVE COMMITTEE MEMBERS

(3-Year Terms)

ROBERT BUTLER (CHAIR OF SELECTBOARD, TOWN OF WALDOBORO)

Professional & Municipal Experience:

- Town of Waldoboro, Select Board Chair (first year of third non-consecutive term)
- Town of Waldoboro committees, including: Budget Committee, Economic Development Committee, Culinary Arts Committee, Sylvania Task Force, Communications and Technology Committee, Town Manager Search Committee and A.D. Gray Committee, Water Department Committee
- Waldoboro Public Library, Treasurer
- Waldoboro Public Library, Member of Board of Trustees
- Waldoboro Business Association, Member, Board
- Municipal Review Committee, Member, Board

Other Experience, Committees and Affiliations:

- Peace Corps, Afghanistan 1968-1970: Taught English as a foreign language in a rural village in the Kuz Konar District of Nangrahar Province and at the Institute of Civil Aviation, Kabul
- Ashland Oil Company, Beirut, Lebanon: Middle East Representative
- Arabian American Oil Company, Dhahran, Saudi Arabia: Government Relations and Contracting Rep
- Bank of Boston, Boston, MA and Tehran, Iran: Middle East Africa Division, Credit Analyst and Middle East Representative
- The National Commercial Bank, Dammam, Saudi Arabia: Head of Corporate Banking, Eastern Province
- Mount Street Holdings, London, England and Al-Khobar, Saudi Arabia: Partner and Financial Advisor
- A.I.N.V. (Arizona), Inc., President. Holding company for a private Saudi investment in a jojoba plantation located in Hyder, Arizona, which my wife and I subsequently purchased.
- Cottonwood Creek, Madera, California, Manager: Certified Organic Grape and Almond farm
- Boston Jojoba Company/The Jojoba Company, President and Co-Owner with my wife. Founded to purchase jojoba seeds and to process and market pure, unrefined golden jojoba world-wide. My wife and I sold the business to Israeli growers in September 2018. She retired immediately upon the sale. I retired in April 2019

Education:

- BA/MA German Literature, The Johns Hopkins University, Baltimore, Maryland (1968)
- MA International Relations, The Johns Hopkins University School of Advanced International Studies (1972)
- Middle East Center for Arab Studies, Shemlan, Lebanon (1973), Advanced Arabic
- MBA Boston University, Boston, Massachusetts (1980)

TERRY HELMS (SELECTPERSON, TOWN OF GRAND ISLE)

Professional & Municipal Experience:

- Town of Grand Isle, Selectperson (July 2015 – present)

Other Experience, Committees and Affiliations:

- Assisted in organizing Congrès Mondial Acadien event in northern Maine as part of the Maine Regional Coordinating Committee and Executive Committee
- Self-employed: TH Enterprises, Caribou, Limestone, Lille and Grand Isle, Maine
- Historic Restoration Specialist
- Tom Sawyer Waste Management, Caribou, Maine

- Tony's Major Muffler Mechanic, Presque Isle, Maine
- Power's Roofing and Sheet Metal, Caribou, Maine
- Bacon Chevrolet General Mechanic, Greenwich, Ohio
- United States Air Force Sargent, Loring, Maine, Keflavic NAS, Iceland
- Saranac Central School System, Library Assistant, Saranac, New York

Education:

- University of Maine at Presque Isle, completed semester (left due to financial obligations)
- School Without Walls, Washington DC, completed high school education
- Ballou High School, Washington DC
- Saranac Central Elementary, Jr. and High School, Saranac, New York
- Conner Elementary School, Long Beach, Mississippi

Awards and Certifications:

- Maine Preservation Honor Award (November 2014)
- Paint and Plaster Repair Seminar (January 2007)
- Maine Preservation Honor Award (May 2006)
- Four Barrel Carburetor Systems (January 1985)
- Computer Command Control Fundamentals (January 1985)
- Transportation Award (June 1983)
- NCO Orientation Phase II – Security (March 1983)
- Steering Systems, Power Brakes, Wheel Alignment and Wheel Balancing (November 1980)
- Air Force Office of Safety and Health (November 1979)
- General Purpose Mechanic Course (September 1979)

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)



Maine Municipal
Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

RECEIVED
JUL 28 2020

BY:

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 27, 2020

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 21, 2020 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2020 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 10, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 21. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Christine Landes, City Manager, City of Gardiner.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 24. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 7, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2021.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



New Business

Appendix A

COMMITTEES

BOARDS/COMMITTEES	TOWN	TERM	STATUS	APPLICATIONS RECEIVED/
PERFORMING ARTS COMMITTEE				
<i>Miki Ann Boyd</i>	<i>Wells</i>	<i>2020</i>	<i>Member</i>	Mikie Ann Boyd
<i>Patricia Mason</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	Patricia Mason
<i>Eva Nudelman (not seeking reappointment)</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	
Vacant		2020	Member	Sarah Lefferts
Steve Einstein	S. Berwick	2021	Member	
Vincent D'Errico	North Berwick	2021	Member	
Janel Lundgren	Cape Neddick	2022	Member-Chair	
Lesley Mathews	Ogunquit	2022	Member	
Vacant		2022	Member	
<i>Charlotte Streeter</i>	<i>Wells</i>	<i>2020</i>	<i>1st Alternate</i>	Charlotte Streeter
Vacant		2020	2nd Alternate	
Select Board Liason				
PLANNING BOARD				
	Alternate - 1-Yr.			
Steve Wilkos	Ogunquit	2023	Member-Chair	Appointed
Robert Whitelaw	Ogunquit	2023	Member	Appointed
Jacqueline Bevins	Ogunquit	2021	Member	
Mark MacLeod	Ogunquit	2021	Member-Vice Chair	
Priscilla Botsford	Ogunquit	2022	Member	
Elaine Cooper	Ogunquit	2020	1st Alternate	Appointed
Vacant		2020	2nd Alternate	
				Steven Meller
Select Board Liaison				
SHELLFISH CONSERVATION COM.				
	Alternate - 1-Yr.			
<i>Everett Leach</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	
Arthur Damren	Ogunquit	2021	Member	
Craig Thiede	Ogunquit	2021	Member	
Leonard Wyman	Ogunquit	2022	Member	
George Cundiff	Ogunquit	2022	Member-Chair	
Vacant		2020	1st Alternate	
Vacant		2020	2nd Alternate	
Select Board Liason				
SUSTAINABILITY COMMITTEE				
	Alternate - 1-Yr.			
<i>Patience Prescott Sundaesan</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	Patience Prescott Sundaesan
Laura Brogan	Cape Neddick	2021	Member	
Paul Jean	Ogunquit	2021	Member	
Jacob Roche	Ogunquit	2022	Member	
Paul Breen	Ogunquit	2022	Member	
<i>Priscilla Botsford</i>	<i>Ogunquit</i>	<i>2020</i>	<i>1st Alternate</i>	Priscilla Botsford
<i>Marjorie Katz</i>	<i>Chestnut Hill, MA</i>	<i>2020</i>	<i>2nd Alternate</i>	Marjorie Katz
Select Board Liason				
ZONING BOARD OF APPEALS				
	Alternate - 1-Yr.			
<i>Jerry DeHart</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member</i>	Jerry DeHart
<i>Jay Smith</i>	<i>Ogunquit</i>	<i>2020</i>	<i>Member-Chair</i>	Jay Smith
Michael Horn	Ogunquit	2021	Member	
J. Douglas Mayer	Ogunquit	2022	Member	
Peter L. Griswold	Ogunquit	2022	Member	
<i>Carole Aaron</i>	<i>Ogunquit</i>	<i>2020</i>	<i>1st Alternate</i>	Carole Aaron
<i>Glenn Deletetsky</i>	<i>Ogunquit</i>	<i>2020</i>	<i>2nd Alternate</i>	Glenn Deletetsky
Select Board Liason				
SELECT BOARD				
Heath Ouellette	Ogunquit	2023	Chair	
John Daley	Ogunquit	2021	Vice Chair	
Richard Dolliver	Ogunquit	2023	Member	
Lindsey M. Perry	Ogunquit	2022	Member	
Robert N. Winn, Jr.	Ogunquit	2021	Member	
WELLS-OGUNQUIT CSD TRUSTEES				
Aneliya Georgieva-Petrov	Ogunquit	2021	Member	
Boriana Dolliver	Ogunquit	2022	Member	
Heather Sittig	Ogunquit	2023	Member	

BOARDS/COMMITTEES	TOWN	TERM	STATUS	APPLICATIONS RECEIVED/ NEWLY APPOINTED
AGE FRIENDLY COMMUNITY COMMITTEE				
				Marc Clermont
				Charley LaFlamme
				Louesa Gillespie
				Patience Sundaesan
				Cheryl Cruickshank
Select Board Liaison				
BIKE-PEDESTRIAN COMMITTEE				
Jennifer Walker	Ogunquit	2022	Member	
John Cavaretta	Ogunquit	2022	Member	
Priscilla Botsford	Ogunquit	2020	Member	Priscilla Botsford
Bruce Byorkman	Ogunquit	2020	Member	Bruce Byorkman
Charles LaFlamme	Moody	2021	Member-Chair	
Bob McBreen	Ogunquit	2021	Member	
Gregory Testa (not seeking reappointment)	Ogunquit	2020	1st Alternate	
Paul Jean	Ogunquit	2020	2nd Alternate	
Alice Pearce, Chamber of Commerce			Liaison	
Patricia Arnaudin, Police Chief			Liaison	
Select Board Liaison				
BOARD OF ASSESSMENT REVIEW	Alternate - 1 Yr.			
Paul Breen	Ogunquit	2020	Member-Chair	Paul Breen
Peter Kahn	Ogunquit	2020	Member-Secretary	Peter Kahn
Kirk Lavoie	Ogunquit	2022	Member-Vice Chair	
Vacant		2020	1st Alternate	Glenn Deletesky
Vacant		2020	2nd Alternate	
Select Board				
BUDGET REVIEW COMMITTEE	Alternate - 1 Yr.			
Jerry DeHart	Ogunquit	2023	Member	
Kate Mitsch	Ogunquit	2021	Member	Appointed
Frederick Lynk	Ogunquit	2021	Member	
Thomas Sellers, III	Ogunquit	2022	Member	
Scott Vogel	Ogunquit	2023	Member	
Michele Tourangeau	Ogunquit	2021	1st Alternate	Appointed
Vacant		2020	2nd Alternate	
Select Board Liaison				
				Jackie Bevins
				Carole Aaron
				Peter Kahn
BUILDING COMMITTEE (Dunaway-OVS)				
CHARTER REVIEW COMMISSION				
Amy Forbes	Ogunquit		Member	Elected
Peter Griswold	Ogunquit		Member	Appointed
Patricia Hussey	Ogunquit		Member	Elected
Gary Latulippe	Ogunquit		Member	Elected
Wendy Levine	Ogunquit		Member	Elected
Gordon Lewis	Ogunquit		Member	Elected
Terry Ann Lunt	Ogunquit		Member	Appointed
Robin Millward	Ogunquit		Member	Appointed
William Sawyer	Ogunquit		Member	Elected
Select Board Liaison				
COMPREHENSIVE PLAN				
				Melissa Bednarowski
				Elaine Cooper
				Peter Kahn
				Charley LaFlamme
				Robin Millward
				Marsha Northrop
Select Board Liaison				

BOARDS/COMMITTEES	TOWN	TERM	STATUS	APPLICATIONS RECEIVED/
CONSERVATION COMMISSION	Alternate - 1 Yr.			
<i>Vacant</i>		2020	<i>Member</i>	
<i>J. Douglas Mayer</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Douglas Mayer</i>
<i>Pamela Sawyer</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Pamela Sawyer</i>
Patience Prescott Sundaresan	Ogunquit	2021	Member-Chair	
Laura Brogan	Cape Neddick	2021	Member	
William J. Lee	Ogunquit	2022	Member-Vice Chair	
George Cundiff	Ogunquit	2022	Member	
<i>Vacant</i>		2020	<i>1st Alternate</i>	
<i>Vacant</i>		2020	<i>2nd Alternate</i>	
Select Board Liaison				
HARBOR COMMITTEE	Alternate - 1-Yr.			
<i>Percy Stevens, Jr.</i>	<i>Ogunquit</i>	2020	<i>Member</i>	
Robert McIntire	Ogunquit	2021	Member	
John "Jack" Gordon	Ogunquit	2021	Member	
Steven Perkins	Ogunquit	2022	Member	
William "Tim" Tower III*	Ogunquit	2022	Member- Chair	
<i>Jay Smith</i>	<i>Ogunquit</i>	2020	<i>1st Alternate</i>	<i>Jay Smith</i>
<i>Josh Audet</i>	<i>Ogunquit</i>	2020	<i>2nd Alternate</i>	<i>Josh Audet</i>
Select Board Liaison				<i>Carole Aaron</i>
HERITAGE MUSEUM COMMITTEE	Alternate - 1-Yr.			
<i>Gary Littlefield</i>	<i>Ogunquit</i>	2020	<i>Member</i>	
<i>Eva Nudelman (not seeking reappointment)</i>	<i>Ogunquit</i>	2020	<i>Member</i>	
<i>Patricia Weare</i>	<i>Cape Neddick</i>	2020	<i>Member</i>	<i>Patricia Weare</i>
<i>Peter Woodbury</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Peter Woodbury</i>
Susan Meffert	York	2021	Member	
John Ross	Ogunquit	2021	Member	
Jay Smith	Ogunquit	2021	Member	
Marc Saulnier	Ogunquit	2022	Member	
L.F. "Sonny" Perkins	York	2022	Member-Chair	
<i>Vacant</i>		2020	<i>1st Alternate</i>	
<i>Sara Lefferts</i>	<i>Ogunquit</i>	2020	<i>2nd Alternate</i>	
Select Board Liaison				
HISTORIC PRESERVATION COMMISSION	Alternate - 1Yr.			
<i>Sumner Nystedt (not seeking reappointment)</i>	<i>Ogunquit</i>	2020	<i>Member - Chair</i>	
<i>Marsha Northrop</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Marsha Northrop</i>
Marcia Williams	Ogunquit	2021	Member	
Kerry Ellen Enright	Ogunquit	2022	Member	
Helen Horn	Ogunquit	2022	Member	
<i>Elaine Cooper</i>	<i>Ogunquit</i>	2020	<i>1st Alternate</i>	<i>Elaine Cooper</i>
<i>Vacant</i>	<i>Ogunquit</i>	2020	<i>2nd Alternate</i>	<i>Sheldon Drucker</i>
Select Board Liaison				
MARGINAL WAY COMMITTEE	Alternate - 1-Yr.			
<i>Louesa Gillespie</i>	<i>Ogunquit</i>	2020	<i>Member</i>	<i>Louesa Gillespie</i>
<i>Joan Griswold</i>	<i>Ogunquit</i>	2020	<i>Member-Chair</i>	<i>Joan Griswold</i>
<i>Vacant</i>		2020	<i>Member</i>	
Elaine Cooper	Ogunquit	2021	Member	
<i>Vacant</i>		2021	<i>Member</i>	
Paul Breen	Ogunquit	2022	Member	
Gail Brother	Bedford, MA	2022	Member	
<i>Kristen Arnold</i>	<i>Ogunquit</i>	2020	<i>1st Alternate</i>	<i>Kristen Arnold</i>
<i>Vacant</i>		2020	<i>2nd Alternate</i>	
Select Board Liaison				
PARKS & RECREATION COMMITTEE				
Michelle Low	Ogunquit	2022	Member	Appointed
Jason Corbin	Ogunquit	2022	Member	Appointed
Amy Forbes	Ogunquit	2023	Member	Appointed
Larry Carlson	Ogunquit	2021	Member	
Ian Kaiser	Ogunquit	2021	Member	
Jennifer Lewer	Ogunquit	2023	Member	Appointed
Kay Moore	Ogunquit	2023	Member	Appointed
Select Board Liaison				Robert Cruickshank

Bicycle-Pedestrian Committee

Received in the
Town Clerk's Office

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE

on 7/29/20
at 3:45

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5990 Rec. by [Signature]

APPLICATION FOR APPOINTMENT TO TOWN

Town Clerk

COMMITTEE/BOARDS/COMMISSION

New Re-Appointment Appointment from Alternate to Full Member

NAME: Priscilla Bobb
RESIDENCE: 53 Old Kings Hwy
MAILING (If different): _____
E-MAIL ADDRESS: _____
PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Bike-Pedestrian Committee | _____ Parks & Recreation Committee |
| _____ Board of Assessment Review | _____ Performing Arts Committee |
| _____ Comprehensive Plan | _____ Planning Board |
| _____ Conservation Commission | _____ Recycling Committee |
| _____ Harbor Committee | _____ Shellfish Conservation Commission |
| _____ Heritage Museum Committee | _____ Zoning Board of Appeals |
| _____ Historic Preservation Committee | _____ Other _____ |
| _____ Marginal Way Committee | _____ Other _____ |

Related experience (Including other Boards/Committees/Commissions) _____
Planning Board

I am a: (check those that apply)
 Year- Round Resident _____ Summer Resident _____ Ogunquit Property Owner
_____ Registered Voter in Ogunquit

Why would you like to serve on this committee? _____
help the town.

Please check appropriate box
I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

[Signature]
Signature of Applicant

7/29/20
Date

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 875, Ogunquit, Maine 04007-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN:

COMMITTEE/BOARDS/COMMISSION

Town Clerk

New Re-Appointment Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: BRUCE BYORKMAN
RESIDENCE: 45 GREEN NEEDLE LANE #22
MAILING (if different): PO BOX 2435, OGUNQUIT ME 03907
E-MAIL ADDRESS:
PHONE:

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- X Bike-Pedestrian Committee
Board of Assessment Review
Comprehensive Plan
Conservation Commission
Harbor Committee
Heritage Museum Committee
Historic Preservation Committee
Marginal Way Committee
Parks & Recreation Committee
Performing Arts Committee
Planning Board
Recycling Committee
Shellfish Conservation Commission
Zoning Board of Appeals
Other
Other

Related experience (Including other Boards/Committees/Commissions)
Member and Secretary of Bike/Ped Committee since 2018

I am a: (check those that apply)

Year- Round Resident X Summer Resident X Ogunquit Property Owner
Registered Voter in Ogunquit

Why would you like to serve on this committee? Continue to give back to the town and work on initiatives to improve the safety of pedestrians and bicyclists.

Please check appropriate box

I have [] have not [X] attended at least two (2) meetings of the Board for which application is being made.

[X] If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Signature of Applicant: [Handwritten Signature]

Date: 7/27/20

Board of Assessment Review

Town of Ogunquit, Maine

Town Clerk's Office

23 School Street, PO Box 875

Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

Received in the
Town Clerk's Office

on 7/27/20
at 2:30

Rec. by CMW

Town Clerk

NAME: Paul I Breen

RESIDENCE: 33 YOUNG'S CROSSING SOUTH, OGUNQUIT

MAILING (if different): PO Box 935, OGUNQUIT, ME, 03907

E-MAIL: _____ PHONE: _____

New appointment Request for reappointment

Please check your choice(s). List by priority by marking 1, 2, 3 if more than one selection.

- Age Friendly Community Committee
- Bicycle-Pedestrian Committee
- Board of Assessment Review
- Budget Review Committee
- Comprehensive Plan Committee
- Conservation Commission
- Harbor Committee
- Heritage Museum Committee
- Historic Preservation Commission
- Marginal Way Committee
- Ogunquit Village School Re-use
- Parks & Recreation Committee
- Performing Arts Committee
- Planning Board
- Shellfish Conservation Commission
- Sustainability Committee
- Zoning Board of Appeals
- Other areas of interest (describe below)

Relevant experience (including service on other Boards/Committees) _____

See Attachment

I am a: (check those that apply)

- Resident
- Seasonal Resident
- Registered to Vote in Ogunquit
- Ogunquit Property Owner (residential)
- Ogunquit Property Owner (business)
- Non-resident
- Non-resident (business owner)
- Non-resident (work in town)

Reasons for wanting to serve on this committee: _____

See Attachment

Paul I Breen
Signature of Applicant

7/29/20
Date

Related Experience (Including other Boards)

4 years experience as member of the Board of Assessment Review
12 years of experience as member of the Marginal Way Committee
Appointed this year as a member of the Sustainability Committee
Member of the Ad Hoc Beach erosion committee

Why would you like to serve on the Board of Assessment Review?

The Board of Assessment Review acts as the interface between the owner of assessed property and the Town Tax Assessor on matters associated with the value of owner's property in Ogunquit.

As such, it is important that each taxpayer requesting abatement be given a fair hearing on a request for tax abatement.

The recent reevaluation of property in Ogunquit resulted in requests for tax abatements from eight property owners. Some of these assessments proposed large increases in the assessed value of the owner's property.

Each taxpayer was given an opportunity to deliver their rationale and data supporting their request for the abatement on their property and offer a forum for the property owner to interact with the Tax Assessor and the Board of Assessment Review.

After each request was heard, the Board discussed modifications to the assessment under review and voted to approve a tax assessment based on the data associated with the assessment .

All cases were closed with no further appeal.

A property owner discussed a situation where the town had declared that the owner's property unbuildable resulting from a combination of a zoning ordinance and purchases of abutting property. After discussions with the Tax Assessor, the Board voted to modify that assessment resulting in a fairer assessment.

Working on this Board has resulted in the definition of fair assessments based on the facts of each case.

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

on 07/23/20
at 3:45
Rec. by CLM
Town Clerk

APPLICATION FOR APPOINTMENT TO TOWN

COMMITTEE/BOARDS/COMMISSION

New Re-Appointment Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: GLENN DELETETSKY
RESIDENCE: 95 GRASS HOPPER LANE
MAILING (If different): PO BOX 1468, Ogunquit, ME 03907
E-MAIL ADDRESS: _____
PHONE: 4 0 0 0 0 0 0 0 0 0

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|---|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input checked="" type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (Including other Boards/Committees/Commissions) BEEN ON THE ZBA ABOUT 20 YRS. HAS BEEN ON MANY TOWN BOARD + COM. OVER THE YEARS.

I am a: (check those that apply)

Year-Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit

Why would you like to serve on this committee? I KNOW THE ZONING IN OGT, KNOW THIS HISTORY OF HOW AND WHATS BEEN DONE, AS WELL AS MANY CONDUCTORS THAT A RECORD FOR APPROVAL THAT ARE NOT BEING FOLLOWED.

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Glenn Deletet
Signature of Applicant

7-23-20
Date

Received in the
Town Clerk's Office

on 07/27/20
at 3:55

**TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE**

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875
Telephone: (207) 646-9546 Fax: (207) 646-5920

Rec. by clm
Town Clerk

**APPLICATION FOR APPOINTMENT TO TOWN
COMMITTEE/BOARDS/COMMISSION**

New Re-Appointment Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Peter J. Kahn
RESIDENCE: 3 Tern St Ogunquit, ME 03907
MAILING (if different): P.O. Box 192
E-MAIL ADDRESS: _____
PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (Including other Boards/Committees/Commissions) _____
Current member

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit

Why would you like to serve on this committee? To continue my involvement

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Peter Kahn
Signature of Applicant

7/27/20
Date

**BUDGET REVIEW
COMMITTEE**

Application for Appointment to Town Committees or Boards

Town of Ogunquit, Maine

Town Clerk's Office

23 School Street, PO Box 875

Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

RECEIVED
JUL 31 2020 AM 10:14

NAME: carole aaron

RESIDENCE: 136 Pine Hill Road North

MAILING (If different): _____

E-MAIL: _____

PHONE: _____

New appointment Request for reappointment

Please check your choice(s). List by priority by marking 1, 2, 3 if more than one selection.

- | | |
|---|---|
| <input type="checkbox"/> Age Friendly Community Committee | <input type="checkbox"/> Marginal Way Committee |
| <input type="checkbox"/> Bicycle-Pedestrian Committee | <input type="checkbox"/> Ogunquit Village School Re-use |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Budget Review Committee | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Other areas of interest (describe below) |

Relevant experience (including service on other Boards/Committees) _____

Prior election to the Budget Review Committee, Zoning Board of Appeals, Comprehensive Plan Committee

Resume attached for budget and management experience

I am a: (check those that apply)

- Resident Seasonal Resident Registered to Vote in Ogunquit
 Ogunquit Property Owner (residential) Ogunquit Property Owner (business)
 Non-resident Non-resident (business owner) Non-resident (work in town)

Reasons for wanting to serve on this committee: _____

I was elected to the BRC and did a good job. I was hard-working, prepared, consistent, effective and always

worked in the best interest of the Town. I enjoyed the work and would like to re-join the Committee as an alternate.

Carole Aaron

Signature of Applicant

July 30, 2020

Date

Application for Appointment to Town Committees or Boards

Town of Ogunquit, Maine

Town Clerk's Office

23 School Street, PO Box 875

Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

NAME: Jake Bevins
Please print

RESIDENCE: _____

MAILING (If different): _____

E-MAIL: _____ PHONE: _____

New appointment Request for reappointment

Please check your choice(s). List by priority by marking 1, 2, 3 if more than one selection.

Age Friendly Community Committee

Bicycle-Pedestrian Committee

Board of Assessment Review

Budget Review Committee

Comprehensive Plan Committee

Conservation Commission

Harbor Committee

Heritage Museum Committee

Historic Preservation Commission

Marginal Way Committee

Ogunquit Village School Re-use

Parks & Recreation Committee

Performing Arts Committee

Planning Board

Shellfish Conservation Commission

Sustainability Committee

Zoning Board of Appeals

Other _____

Relevant experience or interests (including service on other Boards/Committees):

Been there before - I love
dealing with money

Have you attended meetings of the committee you're applying to serve on? Yes No

I am: (check all that apply)

Resident

Seasonal Resident

Registered to Vote in Ogunquit

Ogunquit Property Owner (residential)

Ogunquit Property Owner (business)

Non-resident

Non-resident (business owner)

Non-resident (work in town)

Reasons for wanting to serve on this committee: _____

You need someone good +
that knows history

J. Bevins
Signature of Applicant

RECEIVED
JUL 31 2020 AM 9:13
Date

Received in the
Town Clerk's Office

on 07/27/20
at 3:55

**TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE**

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875
Telephone: (207) 646-9546 Fax: (207) 646-5920

CLM
Town Clerk

**APPLICATION FOR APPOINTMENT TO TOWN
COMMITTEE/BOARDS/COMMISSION**

? New Re-Appointment Appointment from Alternate to Full Member

NAME: Peter J. Kahn *Please answer all questions on the form*
RESIDENCE: 3 Tern St Ogunquit, ME 03907
MAILING (if different): _____
E-MAIL ADDRESS: _____
PHONE: 18 _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other <u>Budget Review</u> |

Related experience (Including other Boards/Committees/Commissions)
Current member (alternate for last 2 years)

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit

Why would you like to serve on this committee? To continue my involvement

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Peter Kahn
Signature of Applicant

7/27/20
Date

Conservation
Commission

Town of Ogunquit, Maine
Application for Appointment to Town Committees or Boards

Town Clerk's Office
23 School Street, PO Box 875
Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

NAME: Doug Las Mayer
RESIDENCE: 27 DIXONS RUN
MAILING (If different): Box 1231
E-MAIL: _____

New appointment Request for reappointment

Please check your choice(s). List by priority by marking 1, 2, 3 if more than one selection.

- | | |
|---|---|
| <input type="checkbox"/> Age Friendly/Quality Community Committee | <input type="checkbox"/> Marginal Way Committee |
| <input type="checkbox"/> Bicycle-Pedestrian Committee | <input type="checkbox"/> Ogunquit Village School Re-use |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Budget Review Committee | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Planning Board |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Other areas of interest (describe below) |

Relevant experience (including service on other Boards/Committees) _____

Long time member of CON. COM.

- I am a:** (check those that apply)
- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resident | <input type="checkbox"/> Seasonal Resident | <input checked="" type="checkbox"/> Registered to Vote in Ogunquit |
| <input checked="" type="checkbox"/> Ogunquit Property Owner (residential) | <input type="checkbox"/> Ogunquit Property Owner (business) | |
| <input type="checkbox"/> Non-resident | <input type="checkbox"/> Non-resident (business owner) | <input type="checkbox"/> Non-resident (work in town) |

Reasons for wanting to serve on this committee/work on this topic _____

Life long interest in conservation and environmental topics and issues.

Signature of Applicant

Date

Received in the

TOWN OF OGUNQUIT, MAINE

Town Clerk's Office

TOWN CLERK'S OFFICE on

07/30/20

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN

Rec. by

CCM

Town Clerk

COMMITTEE/BOARDS/COMMISSION

- New
- Re-Appointment
- Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Pamela P Sawyer
 RESIDENCE: 58 GRASSHOPPER LANE
 MAILING (If different): PO Box 1326
 E-MAIL ADDRESS: _____
 PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|---|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (Including other Boards/Committees/Commissions)

I have been a member of the Conservation Commission for close to 6 years. Currently, vice-chair of the Covid Task Force

I am a: (check those that apply)

- Year-Round Resident
- Summer Resident
- Ogunquit Property Owner
- Registered Voter in Ogunquit

Why would you like to serve on this committee?

I have enjoy my work on the ComBm which is tasked with protecting the beaches, estuary, preserving land in OGT, protecting water, land and the community

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Signature of Applicant

Pamela Sawyer

Date

July 25, 2020

Heritage Museum
Committee

on 07/29/20
12:30

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN

COMMITTEE/BOARDS/COMMISSION

Town Clerk

New Re-Appointment Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Patricia Weare
RESIDENCE: 380 Pine Hill Road
MAILING (if different): Cape Noddick Me. 03902
E-MAIL ADDRESS: _____
PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|---|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input checked="" type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (Including other Boards/Committees/Commissions)
I have been on the Heritage Museum board for six years and would like to continue preserving our history.

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit native

Why would you like to serve on this committee?

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Patricia Weare
Signature of Applicant

7/29/20
Date

Application for Appointment to Town Committees or Boards

Town of Ogunquit, Maine

Town Clerk's Office

23 School Street, PO Box 875
Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

Received in the
Town Clerk's Office

on 06/04/2020
at 2:10

Rec. by LLM
Town Clerk

NAME: Peter R. Woodbury

RESIDENCE: 15 Sumac Ridge, Ogunquit, ME 03907

MAILING (if different): PO Box 912, Ogunquit, ME 03907

E-MAIL: _____

New appointment Request for reappointment

Please check your choice(s). List by priority by marking 1, 2, 3 if more than one selection.

- Age Friendly Community Committee
- Bicycle-Pedestrian Committee
- Board of Assessment Review
- Budget Review Committee
- Comprehensive Plan Committee
- Conservation Commission
- Harbor Committee
- Heritage Museum Committee
- Historic Preservation Commission
- Marginal Way Committee
- Ogunquit Village School Re-use
- Parks & Recreation Committee
- Performing Arts Committee
- Planning Board
- Shellfish Conservation Commission
- Sustainability Committee
- Zoning Board of Appeals
- Other areas of interest (describe below)

Relevant experience (including service on other Boards/Committees) Heritage Museum Committee since 1998

I am a: (check those that apply)

- Resident Seasonal Resident Registered to Vote in Ogunquit
- Ogunquit Property Owner (residential) Ogunquit Property Owner (business)
- Non-resident Non-resident (business owner) Non-resident (work in town)

Reasons for wanting to serve on this committee: I wish to continue contributing to the Committee's work which includes editing the Newsletter and conducting research into Town history.

Peter R. Woodbury
Signature of Applicant

6-3-2020
Date

**Marginal Way
Committee**

Application for Appointment to Town Committees or Boards

Town of Ogunquit, Maine

Town Clerk's Office

23 School Street, PO Box 875

Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

Town of Ogunquit, MAINE
Received in the
Town Clerk's Office
on 08/14/20
at 11:30
Rec. by CCM
Town Clerk

NAME: Kristen Arnold

Please print

OGUNQUIT RESIDENCE: 82 Berwick Rd

MAILING ADDRESS (if different): P.O. Box 2122

E-MAIL: _____ PHONE: _____

New appointment Request for reappointment

Please check your choice(s). List by priority by marking 1, 2, 3, etc., if more than one selection.

- Age Friendly Community Committee
- Bicycle-Pedestrian Committee
- Board of Assessment Review
- Budget Review Committee
- Comprehensive Plan Committee
- Conservation Commission
- Harbor Committee
- Heritage Museum Committee
- Historic Preservation Commission
- Marginal Way Committee
- Ogunquit Village School Re-use
- Parks & Recreation Committee
- Performing Arts Committee
- Planning Board
- Shellfish Conservation Commission
- Sustainability Committee
- Zoning Board of Appeals
- Other _____

Relevant experience or interests (including service on other Boards/Committees):

I currently serve as an alternate on the committee. I have also served as a member for 3 years

Have you attended meetings of the committee you're applying to serve on? Yes No

I am a: (check all that apply)

Resident Seasonal Resident

Ogunquit Property Owner (residential)

Registered to Vote in Ogunquit

Ogunquit Property Owner (business)

Non-resident

Non-resident (business owner)

Non-resident (work in town)

Reasons for wanting to serve on this committee: I want to help
protect our beautiful natural resource. Not
enough volunteers in town so I am willing to
help in anyway I can.

KUSA

Signature of Applicant

8/14/20

Date

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE

Received in the
Town Clerk's Office

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875
Telephone: (207) 646-9546 Fax: (207) 646-5920

on 08/14/2017
10:50

APPLICATION FOR APPOINTMENT TO TOWN

COMMITTEE/BOARDS/COMMISSION

MEM
Town Clerk

New Re-Appointment Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Louisa M Gillespie
RESIDENCE: 19 Israel Head Road, Ogunquit 03907
MAILING (If different): 62 Beachmere Place, Ogunquit 03907
E-MAIL ADDRESS: _____
PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (Including other Boards/Committees/Commissions)
Marginal Way Preservation Fund, Planning Board
Comprehensive Plan

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit

Why would you like to serve on this committee? I live on the Marginal
Way access path, my business is on the Marginal Way.
We value the importance of the path to the town

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Louisa M Gillespie
Signature of Applicant

07-25-31
Date

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN

COMMITTEE/BOARDS/COMMISSION

Appointment options: New, Re-Appointment, Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Joan Griswold
RESIDENCE: 20 Briar Bank Rd
MAILING (if different): Po Box 2070
E-MAIL ADDRESS:
PHONE:

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- List of committees with checkboxes: Bike-Pedestrian Committee, Board of Assessment Review, Comprehensive Plan, Conservation Commission, Harbor Committee, Heritage Museum Committee, Historic Preservation Committee, Marginal Way Committee, Parks & Recreation Committee, Performing Arts Committee, Planning Board, Recycling Committee, Shellfish Conservation Commission, Zoning Board of Appeals, Other.

Related experience (Including other Boards/Committees/Commissions): Horticultural experience, Certified (UMASS EXT) to manage invasive plant species, Treasurer for 23 yrs New Eng. Watercolor Soc.,

I am a: (check those that apply)
Year- Round Resident, Summer Resident, Ogunquit Property Owner, Registered Voter in Ogunquit

Why would you like to serve on this committee? I would like to continue the work to contain invasives, restore appropriate vegetation, continue storm repairs, and protect the MW

Please check appropriate box
I have [X] have not [] attended at least two (2) meetings of the Board for which application is being made.
[X] If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Signature of Applicant: Joan O. Griswold

Date: July 29, 2020

RECEIVED JUL 31 2020 AM 11:49

Sustainability Committee

Received in the
Town Clerk's Office

**TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE**

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875
Telephone: (207) 646-9546 Fax: (207) 646-5820

on 07/29/20
at 3:45
Rec. by [Signature]
Town Clerk

**APPLICATION FOR APPOINTMENT TO TOWN
COMMITTEE/BOARDS/COMMISSION**

New Re-Appointment Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Priscilla Betsford
RESIDENCE: 53 Old Kings Hwy
MAILING (If different): _____
E-MAIL ADDRESS: _____
PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|---|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input checked="" type="checkbox"/> Other <u>Sustainability</u> |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (Including other Boards/Committees/Commissions) _____
Hanning Board

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit

Why would you like to serve on this committee? _____
help the town

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

[Signature]
Signature of Applicant

July 29 2020
Date

Application for Appointment to Town Committees or Boards

Town of Ogunquit, Maine

Town Clerk's Office

23 School Street, PO Box 875

Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

at 11:50

Rec. by CEM

Town Clerk

NAME: Marjorie Katz

RESIDENCE: 7 Lilywood Lane, Ogunquit

MAILING (If different): 14 Heath Wood Lane, Chestnut Hill, MA 02467

E-MAIL: _____ PHONE: _____

New appointment Request for reappointment

Please check your choice(s). List by priority by marking 1, 2, 3 if more than one selection.

- | | |
|---|---|
| <input type="checkbox"/> Age Friendly Community Committee | <input type="checkbox"/> Marginal Way Committee |
| <input type="checkbox"/> Bicycle-Pedestrian Committee | <input type="checkbox"/> Ogunquit Village School Re-use |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Budget Review Committee | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Harbor Committee | <input checked="" type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Other areas of interest (describe below) |

Relevant experience (including service on other Boards/Committees) _____

Beach Erosion Comm., Cable Regulatory Comm, Traffic and Parking Committee (there was one in 2003-2004); raise funds and manage budget for the Dog Park since 2010.

I am a: (check those that apply)

- Resident Seasonal Resident Registered to Vote in Ogunquit
 Ogunquit Property Owner (residential) Ogunquit Property Owner (business)
 Non-resident Non-resident (business owner) Non-resident (work in town)

Reasons for wanting to serve on this committee: _____

I was appointed last Dec., and due to COVID, committee only got started last week. I have watched the beach evolve from the 1960's to the present due to climate change and manmade changes. I have attended several conferences that discuss beach issues, and well as DEP regulations. I also have experience with non fossil fuel heating systems, such as geo-thermal and standard heat pumps, as well as the possibility of municipal regulations building codes that could mandate use of alternative fuels for new construction. My education in Physics, MBA and lifelong work in the high tech industry give me the basis to research and help implement new technologies that battle climate change.

Marjorie Katz
Signature of Applicant

July 30, 2020

Date

Town of Ogunquit, Maine
Application for Appointment to Town Committees or Boards
Town Clerk's Office

Received in the

Town Clerk's Office

23 School Street, PO Box 875

Ogunquit, Maine 03907

Telephone: (207) 646-9546 townclerk@townofogunquit.org

on 7/30/20
at 2:00

Rec. by [Signature]
Town Clerk

NAME: Patience Prescott Sundaresan

RESIDENCE: 25 Josias Lane, Ogunquit

MAILING (If different): PO Box 1387, Ogunquit 03907

E-MAIL: _____ PHONE: 616 611 2272

New appointment Request for reappointment XX

Please check your choice(s). List by priority by marking 1, 2, 3 if more than one selection.

- Age Friendly/Quality Community Committee
- Bicycle-Pedestrian Committee
- Board of Assessment Review
- Budget Review Committee
- Comprehensive Plan Committee
- Conservation Commission
- Harbor Committee
- Heritage Museum Committee
- Historic Preservation Commission
- Marginal Way Committee
- Ogunquit Village School Re-use
- Parks & Recreation Committee
- Performing Arts Committee
- Planning Board
- Shellfish Conservation Commission
- Sustainability Committee
- Zoning Board of Appeals
- Other areas of interest (describe below)

Relevant experience (including service on other Boards/Committees)

Current Chair of Ogunquit Conservation Commission, Former President of nonprofit Arts Association WSAC in NYC for 5 years, Attorney (NY license)

I am a: (check those that apply)

- Resident Seasonal Resident Registered to Vote in Ogunquit
- Ogunquit Property Owner (residential) Ogunquit Property Owner (business)
- Non-resident Non-resident (business owner) Non-resident (work in town)

Reasons for wanting to serve on this committee/work on this topic

Protecting our natural resources through sustainable practices is important and it is a priority for the Town's future. I think there will be issues on this committee that will also relate to our work on the Conservation Commission. I recently relocated to Ogunquit as a resident and have an ideological commitment to the wellbeing of the community's resources and stakeholders. Because of Covid, we have only been able to have 2 meetings but I believe this committee will be a dynamic working group in conjunction with the SMPDC sustainability and coastal planning coordinator who recently presented at our last meeting. Addressing sea level rise and greenhouse gas emissions will be long term but planning needs to start now. We also need to get the public involved and inspired to make changes in practical ways "on the ground".

Patience Sundaresan, electronic signature

July 30th, 2020

Zoning Board of

Appeals

Received in the

Town Clerk's Office

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN
COMMITTEE/BOARDS/COMMISSION

Town Clerk

New Re-Appointment Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: Carole Aaron
RESIDENCE: 136 Pine Hill Road North - unit #2
MAILING (if different): PO Box 1808
E-MAIL ADDRESS: _____
PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|---|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input checked="" type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input checked="" type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (Including other Boards/Committees/Commissions) _____

I'm seeking for re-appointment to the ZBA. In addition, I would like to be named an alternate on the Harbor Committee.

I am a: (check those that apply)

Year-Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit

Why would you like to serve on this committee? I live outside the Cove and feel a different viewpoint would be as asset to this Committee. I served on the Budget Review Committee and have worked with Fred Mayo in the past

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Carole Aaron
Signature of Applicant

3/17/20
Date

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

Received in the
Town Clerk's Office

07/24/20
1:30

APPLICATION FOR APPOINTMENT TO TOWN

COMMITTEE/BOARDS/COMMISSION

Rec. by CLM

New Re-Appointment Appointment from Alternate to Full Member/Town Clerk

Please answer all questions on the form

NAME: Jerry DeHart
RESIDENCE: 5 Adams Ln Ogunquit
MAILING (if different): Box 1711 Ogunquit 03907
E-MAIL ADDRESS: _____
PHONE: _____

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|---|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input checked="" type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

Related experience (including other Boards/Committees/Commissions) _____

I am a: (check those that apply)

Year-Round Resident Summer Resident Ogunquit Property Owner
 Registered Voter in Ogunquit

Why would you like to serve on this committee? _____

Please check appropriate box

I have have not attended at least two (2) meetings of the Board for which application is being made.

If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

[Signature]
Signature of Applicant

7/24/2020
Date

Received in the

Town Clerk's Office

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 875, Ogunquit, Maine 03907-0875

Telephone: (207) 646-9546 Fax: (207) 646-5920

on 7/23/20 at 3:45 Rec. by CLM Town Clerk

APPLICATION FOR APPOINTMENT TO TOWN COMMITTEE/BOARDS/COMMISSION

[] New [x] Re-Appointment [x] Appointment from Alternate to Full Member

Please answer all questions on the form

NAME: GLENN Deletetsky
RESIDENCE: 95 Grass Hopper Lane
MAILING (If different): PO Box 1468, Ogunquit, ME 03907
E-MAIL ADDRESS:
PHONE:

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- Bike-Pedestrian Committee
Board of Assessment Review (checked 2)
Comprehensive Plan
Conservation Commission
Harbor Committee
Heritage Museum Committee
Historic Preservation Committee
Marginal Way Committee
Parks & Recreation Committee
Performing Arts Committee
Planning Board
Recycling Committee
Shellfish Conservation Commission
Zoning Board of Appeals (checked 1)
Other
Other

Related experience (Including other Boards/Committees/Commissions) BEEN ON THE ZBA ABOUT 20 YRS. HAS BEEN ON MANY TOWN BOARD + COMIT. OVER THE YEARS.

I am a: (check those that apply)

[x] Year-Round Resident [] Summer Resident [] Ogunquit Property Owner
[x] Registered Voter in Ogunquit

Why would you like to serve on this committee? I KNOW THE ZONING IN OGT, KNOW THIS HISTORY OF HOW AND WHATS BEEN DONE, AS WELL AS MANY CONDITIONS THAT A RECORD FOR APPROVAL THAT ARE NOT BEING FOLLOWED.

Please check appropriate box

I have [] have not [x] attended at least two (2) meetings of the Board for which application is being made.

[x] If appointed, I agree to attend all meetings when I am able and will inform the Chairperson when I am not able to attend.

Signature of Applicant (Handwritten Signature)

Date: 7-23-20

Received in the

Town Clerk's Office,

on 06/23/2020
at 1:40

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 2122, Ogunquit, Maine 03907

Telephone: (207) 646-9546 Fax: (207) 646-5920

Rec. by [Signature]
Town Clerk

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: JAY SMITH
RESIDENCE: 425 SHORE RD
MAILING (if different) P.O. BOX 851
E-MAIL ADDRESS _____

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- | | |
|---|---|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input checked="" type="checkbox"/> Harbor Committee (Alt) Re-Up | <input type="checkbox"/> Shellfish Conservation Commission |
| <input checked="" type="checkbox"/> Heritage Museum Committee Exp. 2021 | <input checked="" type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

RELATED EXPERIENCE (Including other Boards/Commissions) _____

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: Have the relevant background

Please Circle

I have not attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

[Signature]
Signature of Applicant

6/22/20
Date

Appendix B

Workshop

1. Select Board Code of Ethics
2. Select Board Rules
3. Select Board Rules: Communications
4. Boards and Committee Code of Ethics
5. Budget Goals and Priorities
6. Select Board Liaisons

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**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

**Town of Ogunquit
Code of Ethics**

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

Town of Ogunquit
Code of Ethics

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.

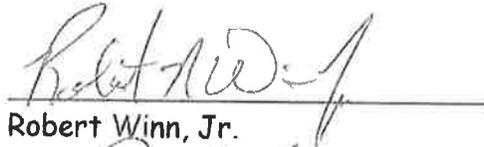
19. Separability

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



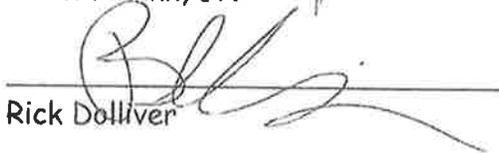
Charles Waite, III



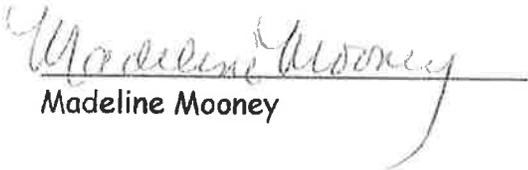
Robert Winn, Jr.



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

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.

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.

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

**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 positions 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 as 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.

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!**

Select Board Liaisons

1. Age Friendly Community Committee

Select Board Liaison _____

2. Bike-Pedestrian Committee

Select Board Liaison _____

3. Board of Assessment Review

Select Board Liaison _____

4. Budget Review Committee

Select Board Liaison _____

5. Building Committee (Dunaway-OVS)

Select Board Liaison _____

6. Charter Review Commission

Select Board Liaison _____

7. Comprehensive Plan

Select Board Liaison _____

8. Conservation Commission

Select Board Liaison _____

9. Harbor Committee

Select Board Liaison _____

10. Heritage Museum Committee

Select Board Liaison _____

11. Historic Preservation Commission

Select Board Liaison _____

12. Marginal Way Committee

Select Board Liaison _____

13. Parks & Recreation Committee

Select Board Liaison _____

14. Performing Arts Committee

Select Board Liaison _____

15. Planning Board

Select Board Liaison _____

16. Shellfish Conservation Com.

Select Board Liaison _____

17. Sustainability Committee

Select Board Liaison _____

18. Zoning Board Of Appeals

Select Board Liaison _____