



**SELECT BOARD
MEETING MINUTES
JANUARY 8, 2013**

5:00PM - CALL TO ORDER

Meeting called to order at 5:00pm

Members present: Barbara Dailey, Chair
David Barton, Vice Chair
John Daley
Christopher Jarochym
Robert Winn, Jr.

Executive Session – Attorney-Client Consultation (pursuant to Title 1, Chapter 13§405.6.E)

Motion made by Chris Jarochym and second by Robert Winn to go into Executive Session at 5:00pm for an Attorney Client Consultation pursuant to Title 1, Chapter 13§405.6.E; approved 5-0.

Motion made by Robert Winn and second by Chris Jarochym to come out of Executive Session at 6:00pm; approved 5-0.

No decisions were made during the Executive Session.

1.0 6:00PM – CALL BUSINESS MEETING TO ORDER

The Business meeting was called to order at 6:05pm.

2.0 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Selectman Jarochym.

3.0 REQUEST TO APPROVE SELECT BOARD MINUTES

3.1 December 18, 2012 – the minutes of the December 18, 2012 Select Board meeting were approved as amended.

4.0 TOWN MANAGER'S REPORT

Due to the absence of the Town Manager, Chairwoman Dailey reviewed items in the Town Manager's report. It was noted that the Town Manager's report is available on the Town website.

The following is the Town Manager's Report as posted on the Town of Ogunquit website:

Happy New Year Ogunquit!

The Town staff and I are committed to making 2013 a great year for our community. Please help us meet your needs by communicating effectively, participating in meetings and volunteering on committees. Invest in YOUR community!

The Town of Ogunquit and the Chamber of Commerce will be featured in this Month's Maine Municipal Magazine for the good work responding to Hurricane Sandy victims. It will be entitled "Operation Ogunquit."

The Wells Town Manager, Jon Carter and I continue to meet on a regular basis to discuss inter-community relationships and explore better ways to deliver services for each town.

The Town will be sponsoring Ice Rink/Skating again this year but we need some consistently cold winter weather (this week's forecast is for 40+ degrees each day!)

PUBLIC WORKS DEPARTMENT:

Mother Nature challenged our crews this past month with back to back snow storms. I would like to thank our DPW staff for their good work. We have not had a tough Maine winter in a few years, and these recent storms reminded me how hard the staff has to work to keep the roads and sidewalks safe.

A reminder that there is a Snow Ban in effect from Nov 1st through March 31st from Midnight-6:00am; all cars need to be off the public streets.

The Town has engaged the services of Woodard and Curran to provide a side-by-side analysis of the two potential Public Works facility locations; the first being adjacent to the solid waste transfer station and the second adjacent to the salt shed. This will be 2-3 page conceptual level letter report with a table comparing pertinent permitting, design and site cost factors. These factors include wetland impacts, survey, local and state permitting, traffic, geographic centroid, zoning, setbacks/site constraints, engineering costs and site-related construction costs. There are many intangibles that are part of the decision-making on a project. This side-by-side comparison should provide the Town with suitable information to assist with the final site decision.

The Shore Road received some much needed culvert and drainage work near “Stroll on By” and “The Barn Gallery”. The work provided by MDOT will alleviate flooding during heavy rains storms.

VISITOR SERVICES:

Staff has been meeting to review money handling procedures and the possible transition to the use of credit cards. Staff is always looking for more efficient and secure measures to handling the monies collected at Beach parking lots (1.4 Million!) We are also using the winter months for planning new ways of traffic management and ingress/egress issues at each lot, as well as updating facilities.

POLICE:

The Police Department has made many security upgrades this past fall. We now have improved surveillance throughout the municipal campus.

The Police Department has received shipment of their second new police vehicle.

The Police Association sponsored a food drive and donated the proceeds to Saint Mary’s food pantry. Thank you to all who donated so generously.

Please look out for Community policing meetings coming to a neighborhood near you. Come meet our police officers and share your questions and concerns.

Recently, a local merchant fell victim to a robbery. The good news is that the Police have obtained a warrant for an arrest.

FIRE DEPARTMENT:

The Fire Department has offered CPR training for Town staff. Many staff has taken advantage and has become CPR certified.

The Fire Department has applied for a Grant through the Steven King Foundation for “power stretchers” for our two ambulances.

The department is also looking to purchase 2 new defibrillators, always updating the equipment used to serve our community.

There have been many calls for service secondary to the wicked flu virus this winter. Be careful and take the necessary precautions to stay healthy.

LAND USE OFFICE:

Paul Lempicki has experienced a medical setback and may be out indefinitely. Our best wished go out to Paul and his family.

The Land Use Office continues to update all paper files to digital, as well as sponsoring a wonderful GIS program for our community. Check out the GIS maps on our town web site.

The Town has requested the development of illustrative concepts for streetscape improvements along Beach Street. We envision a new and improved gateway to the Main Beach. Improvements to Veterans Park are also in order. The Town staff will be asking residents for feedback and participation in the final design.

ADMINISTRATION:

Personally I would like to thank the entire staff for their sense of interdepartmental communication. We are experiencing many examples of departments assisting each other with labor, support, and equipment.

The Transfer Station staff has assisted with snow removal on sidewalks, The Harbor Master has assisted Public Works, Police assisted with Parks and Recreation events, and these are just a few examples.

FINANCE:

Smith and Associates, CPA, has completed the annual Town audit.

The Budget season is upon us and the CIP/Operating Budgets will be presented to the Select Board and Budget Committee on February 5th.

The November Consumer Pricing Index (ending in October 2012) has settled at 1.9% This is the index used by administration to determine non- union personnel Cost-of-Living adjustments, budgeting barometer, etc.

The York County Commissioners are changing their fiscal year from a traditional calendar year to a July 1- June 30th. As you may recall, the Town of Ogunquit had made this change a few years back. Unfortunately, all York County towns will need to come up with 6-month taxes due. For the Town of Ogunquit, this means we just made a payment to the County on October 31st for their FY January 2012 -December 2012.

What they are asking us to do is to make our annual payment for their FY January 2013 - December 2013 at the same time as we always do (end of October 2013) and another payment in December 2013 for their transition year of January 2014 - June 2014. At which time they sync up to our FY period (July -June). They have given us a couple of options to pay that 6 month period... all at once or over an extended period of time - 5 years. They have asked for all Town's in York County to respond no later than the middle of February.

TOWN CLERK:

The Annual Town Meeting will be on Tuesday June 11th, 2013.

Dog Licenses are due by 1/31. A \$25 late fee is incurred thereafter.

TRANSFER STATION:

ECO Maine Director Kevin Roche visited our facility and confirmed that we operate a state-of-the-art facility.

John Fusco and Chris recently attended day long training sponsored by MDEP and received certification as Transfer Station operators.

HARBOR MASTER:

The final upgrades to the Perkins Cove Bridge repairs will occur this month. The towers are rotted and will be replaced.

Harbor Master Mayo has been keeping the Cove open by breaking ice each morning.

DATES TO REMEMBER:

- *1/09/13 Select Board to meet Wells Ogunquit Historical Society BOD 5:30pm.*
- *1/14/13 5:00 pm Planning Board/ZBA Workshop 8.13 (A)*
- *1/14/13 6:00 pm Planning Board Meeting*
- *1/21/13 Martin Luther King Holiday-Town Offices Closed*
- *1/22/13 6:00pm Select Board meeting*
- *1/28/13 5:00pm Planning Board/ZBA workshop*

5.0 PUBLIC INPUT

There were comments or questions from the public in attendance.

6.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

6.1 Appointment of Clam Warden – Percy Stevens, Sr.

121812-01 Motion made by Robert Winn and second by Chris Jarochem to approve the appointment of Percy Stevens, Sr. as Clam Warden, term to expire 12/31/2013; approved 5-0.

6.2 Appointment of Deputy Clam Warden – Norman West

121812-0 Motion made by David Barton and second by Robert Winn to approve the appointment of Norman West as Deputy Clam Warden, term to expire 12/31/2013; approved 5-0.

7.0 PUBLIC HEARINGS, PRESENTATION

Motion made by Robert Winn and second by David Barton to open the public hearing at 6:20pm; approved 5-0.

7.1 Five-0 Shore Road – Application for Malt, Spirituous & Vinous License Renewal

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public.

121812-03 Motion made by Robert Winn and second by Chris Jarochoym to approve the Malt, Spirituous & Vinous License Renewal for Five-0 Shore Road; approved 5-0.

7.2 Five-0 Shore Road – Application for Amusement License Renewal

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public.

121812-03 Motion made by Robert Winn and second by Chris Jarochoym to approve Amusement License Renewal for Five-0 Shore Road; approved 5-0.

7.3 Performing Arts Committee Presentation

Committee report on accomplishments & future goals

Patricia Mason, Committee Chair, presented information regarding the committee's finances, current programs and future plans.

Motion made by Robert Winn and second by David Barton to close the public hearing at 6:28pm; approved 5-0.

8.0 ADMINISTRATIVE ITEMS – UNFINISHED BUSINESS

8.1 Update of New DPW Building – Selectman Jarochoym & Town Manager Fortier

Review of project to date and project time lines

Selectman Jarochoym stated that the consultants should be completing the side-by-side comparison of the two sites by the end of the month.

9.0 ADMINISTRATIVE ITEMS – NEW BUSINESS

9.1 York County Budget Changes – Judith Yates, Treasurer

County of York Budget Year Changes from Calendar to Fiscal Year

Treasurer Judy Yates explained that the County of York will be changing from a calendar year to a July-June Fiscal Year and with the change there would an additional 6-month assessment. Ms. Yates explained the payment options that the County had outlined. It is the decision of the Select Board as to how they would pay this additional amount.

Selectman Barton, who is a member of the York County Budget Committee, explained the dynamics of the issue.

After discussion, it was the consensus of the Select Board to have this item on the January 22, 2013 agenda.

10.0 MISCELLANEOUS BUSINESS – ORAL & WRITTEN COMMUNICATIONS – FOLLOW-UP

10.1 Public

Mark O’Brien, Ogunquit Fire & Rescue Chief, presented the Select Board with information regarding a request for a “Controlled Burn” for training purposes. After discussion, the Select Board requested that Chief O’Brien “get his ducks in a row” and present this issue at the next meeting of the Select Board on January 22, 2013.

10.2 Select Board

Selectman Winn

- No Comments.

Selectman Barton

- Comments regarding the presentation by Pat Mason (Ogunquit Performing Arts).

Selectman Jarochym

- Requested that a moment be taken for a community member who passed away last Thursday, Donald St. Pierre.

Selectman Daley

- Follow up comment on prior comments made to the Select Board and Budget Committee regarding changes to the budget process; personnel expenses separate from budget expenses.

Chairwoman Dailey

- Stated that she had been working, with assistance, on the support data that would reflect his proposed idea.
- Neglected to note one item of importance on the Town Manager’s update – the reminder of the “Snow Ban” on public streets during snow storms.
- Thanks to Pat Mason for her presentation (Ogunquit Performing Arts).
- Thanks to the Fire Chief for coming forward with the information on the controlled burn, it provides a heads up for the next meeting.

11.0 ADJOURNMENT

Motion made by Robert Winn and second by John Daley to adjourn the meeting at 7:23pm; unanimous vote to adjourn.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager