



**SELECT BOARD  
MEETING MINUTES  
JANUARY 21, 2014**

**1.0 COMMITTEE INTERVIEWS - 5:30PM**

The Select Board met with committee applicants.

**2.0 CALL TO ORDER 6:00PM**

Meeting called to order at 6:00pm.

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

Others present: Thomas A. Fortier, Town Manager

**3.0 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Selectman Barton.

**4.0 REQUEST TO APPROVE SELECT BOARD MINUTES**

There were no minutes available for approval.

**5.0 TOWN MANAGER'S REPORT**

Report as posted on the Town Website:

**Finance/Budget:**

The FY 2014-2015 Budget has been completed by the town staff and this marks the beginning of several months of dialogue.

As a resident, please stay informed and be sure to participate in the budget process.

The Treasurer has implemented "date stamp" for all mail, improving documentation and efficiency.

We are also working toward bi-weekly electronic warrants, which will eliminate the current payment vouchers process.

The Town Staff will be looking at all permit and fees over the next couple of weeks and will make suggestions for Select Board action.

**General Government:**

The Town Staff will be proposing Select Board Action on a new policy to deny permits/passes/applications et al to applicants when taxes are not paid in full. Seven (7) students from the Wells/Ogunquit High School will be taking part in a job shadowing/intern opportunities here in the Town of Ogunquit. Principal Jim Daly and the Guidance Department have partnered with Town Staff to give students a real life work experience opportunity. Staff person Maryann Stacy has offered to do a presentation on Civics, and or, have a student observe a Planning Board meeting and tag along on a CEO inspection. The Fire and Police Department, as well as the Harbor Master and Transfer Station will participate.

The Town Clerk and CEO have redesigned the Business Registration form and procedures. This new procedure will require sign-offs by Police, Fire, and CEO before a business registration is granted. In the past, one only needed to register with the Town Clerk.

**Land Use/Code Enforcement:**

CEO Scott Heyland attended a 1/9/14 FEMA meeting on the proposed Flood Maps. The FEMA flood maps are now on the town web page. The only time flood insurance is mandatory is when there is some type of federally backed financing and the building footprint is in the SFHA.

Should you have any questions in regards to the new maps and the new designation of the flood zones, please feel free to meet with our staff.

The Planning Board had a "workshop" on "Signage" on 1/13/14. Other issues such as mopeds Scoff law, outside sales, advertising on vehicles, Taxis, Golf carts and Bicycle Taxis were not addressed but should be in preparation for the June town meeting.

Thank you to all the residents that voted this past June and allowed the Town to adopt The Maine Uniform Building and Energy Code. (Article 2 Section 2.2) This has enabled Ogunquit to regain its commercial and residential classification of 5. This will help avoid any increase in property insurance that may have been the result of a lower classification.

**Fire Department:**

It has been determined by the US Treasury Department that volunteer firefighters and other volunteer emergency responders will not be treated as fulltime employees under the Affordable Care Act. Financially, this is good news for the town in relation to personnel costs.

**Police Department:**

The annual Police Department community food drive for St Mary's food pantry was a success.

Many residents have taken advantage of our sand and salt program. Our Officer's will assist our elderly or disabled residents by bringing sand and salt if requested.

Our Police Department has taken advantage of a 2:1 grant and has obtained WATCH GUARD cameras for our vehicles. This grant saved the Town \$4700.

Recently, OVS was used by the State Police for canine training.

The Town of Ogunquit is accepting applications for the position of Summer Reserve Police officer for the 2014 summer season.

**Public Works:**

Old man winter has kept our PWD crews busy. It also continues to keep Route 1 in a terrible state.

Update on the new PWD garage: The roof is nearly complete and the siding for the building is well on its way to getting the structure enclosed. We are a little behind schedule due to the current weather pattern of a storm every three days and below average temperatures. The roof installation requires not only a stretch of consecutive days of good weather but no wind and a temperature range in the low thirty's for our sealants to work correctly and to mechanically seam the roof. We have been able to sheet the lower eaves, end wall trim, the overhead door openings and install doors & windows. The overhead doors are scheduled to be on site mid-January and will be installed upon delivery. PWD staff were given flooring samples and paint charts to choose colors.

**Harbor Master:**

Harbor Master Mayo has been busy breaking ice in Perkins Cove.

Fred is also creating a policy and procedure for proper fueling of vessels in Perkins Cove, ideally reducing the risk of spillage.

**New Sources of Revenue:**

The Town received an \$8,972 dividend check based on a history of limited workers compensation claims.

**Projects:**

Maintenance crews are closing off the upstairs of OVS. This will help save on heating costs.

The two Roofing Projects - Dunaway Center 01-600-680-240 and Main Beach 01-600-680-275, have been completed and we have combined excess appropriations of \$22,750.

Dunaway Center Appropriation	\$68,000.00
Contract	(\$56,596.00)
Excess Winn House Costs Charged	<u>(\$1,430.00)</u>
Excess Appropriation	\$9,974.00
Main Beach Appropriation	\$26,000.00
Contract	<u>(\$13,224.00)</u>
Excess Appropriation	\$12,776.00

At the 1/21/2014 Select Board meeting, I will be asking permission to use the excess appropriations for the Fire Department Roof. We have received three bids and the low bid was \$24,000. The Fire Company has offered to chip in \$5,000. This will allow us to take the project out of the FY 2014-2015 CIP project. This will also leave us with a \$5,000 balance to be used for contingencies for all three buildings (Fire/Dunaway/Main Beach).

**6.0 PUBLIC INPUT**

There were no comments or questions from the public.

**7.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**

**7.1 Board of Assessment Review**

**012114-01** Motion made by David Barton and second by Chris Jarochem to appoint Paul T. Breen as 1<sup>st</sup> Alternate to the Board of Assessment Review, term ending June 30, 2014; approved 5-0.

7.2 Performing Arts Committee

**012114-02** Motion made by David Barton and second by Chris Jarochem to appoint John Joannette as a Full Member to the Performing Arts, term ending June 30, 2016; approved 5-0.

7.3 Zoning Board of Appeals

**012114-03** Motion made by David Barton and second by Chris Jarochem to appoint Jerry DeHart as 1<sup>st</sup> Alternate to the Zoning Board of Appeals; term ending June 30, 2015; approved 5-0.

**8.0 PUBLIC HEARINGS, PRESENTATION**

Motion made by Robert Winn and second by David Barton to call the Public Hearing to order at 6:17pm; approved 5-0.

8.1 La Playa de Ogunquit - New Application for Malt, Spirituous & Vinous Liquor License  
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer, there were no comments or questions from the public in attendance. A representative from La Playa was present for the public hearing.

**012114-04** Motion made by Robert Winn and second by David Barton to approve the new application for a liquor license for La Playa de Ogunquit; approved 5-0.

8.2 Gypsy Sweethearts – Malt, Spirituous & Vinous Liquor License Application Renewal  
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer, there were no comments or questions from the public in attendance. A representative from Gypsy Sweethearts was present for the public hearing.

**012114-05** Motion made by Robert Winn and second by David Barton to approve the new application for a liquor license for Gypsy Sweethearts; approved 5-0.

8.3 Amendments to Title V, Motor Vehicle Traffic & Parking Ordinance - Thomas A. Fortier, Town Manager

Changes to the Municipal Code, Title V, Chapter 12, Municipal Parking Lot Regulations, Appendix A - Fee Schedule

Town Manager Fortier explained the changes that he would like the Select Board to review regarding the Parking Pass increase. Mr. Fortier explained that with the increased fees, he would like to create a “Beach Restoration Fund”. This fund would take the revenues from the parking passes and put them into a designated account. These funds would be available to complete work on the beach and dunes should it be needed. There was no action taken; this item was tabled until the next meeting.

Motion made by Robert Winn and second by David Barton to close the Public Hearing at 6:31pm; approved 5-0.

## 9.0 ADMINISTRATIVE RATIVE ITEMS — UNFINISHED BUSINESS

- 9.1 Time, Share Tax Assessment and Collection — *Thomas A. Fortier, Town Manager*  
Select Board Action on an Ordinance to "Simplify the Collection of Taxes on Time Share Units by Requiring the Taxes be paid by the Time Share/Condominium's Managing Entity"

**012114-06** Motion made by Robert Winn and second by John Daley to change the collection procedure (regarding Time Shares and Condo Units), that taxes be paid by the time share and condominium managing entity; approved 5-0.

- 9.2 Update on the Beach Erosion Committee— *Selectman Robert Winn*

Selectman Winn and Selectman Jaroachim gave updates regarding the meeting held with committee appointees. Paul Breen was elected Chair of the committee, Paul Jean was elected Vice Chair and Margie Katz was elected Secretary. The committee will meet the first and third Monday of each month at the Dunaway Community Center at 6:00pm. The committee will develop a *Mission Statement* and *By-laws*. The plan is an official report to the Select Board in June.

## 10.0 ADMINISTRATIVE ITEMS — NEW BUSINESS

- 10.1 Amendments to Title V, Motor Vehicle Traffic & Parking Ordinance - *Thomas A. Fortier, Town Manager*

Select Board Action on an Amendment to Appendix A - Parking Permits

After discussion, this agenda item was tabled to the next meeting of the Select Board.

- 10.2 Special Event Permit Applications — *Karen Arel, Executive Director, Ogunquit Chamber of Commerce*

Select Board Action on the following Special Event Permit Applications:

- a. Patriots Day Celebration — April 11, 2014 to April 13, 2014
- b. Sidewalk Art Show — August 21, 2014 (rain date August 22, 2014)
- c. Labor Day Sidewalk Sale — August 30, 2014 (rain date August 31, 2014)
- d. OgunquitFest - October 24, 2014 to October 26, 2014
- e. Christmas by the Sea — December 12, 2014 to December 14, 2014

Gary Latulippe, President of the Chamber of Commerce, was in attendance to review the events with the Select Board.

**012114-07** Motion made by David Barton and second by Robert Winn to approve the Special Event Permits presented for the Patriot's Day Celebration, Sidewalk Art Show, Labor Day Sidewalk Sale, OgunquitFest and Christmas by the Sea and as presented by the Chamber of Commerce; approved 5-0.

10.3 Fire Department Roof Project - *Thomas A. Fortier, Town Manager*

Select Board Action on a Request to Use Excess Appropriations from Roofing Funds to Repair the Fire Station Roof.

Town Manager Fortier stated that the Dunaway Center Roof Project and the Main Beach Roof Project came in under the appropriations; there is a surplus of a \$22,750. Mr. Fortier proposed that the excess appropriations be used to repair the fire station roof. The Fire Chief has requested \$35,000 in the 2014-2015 CIP budgets to repair the roof. By utilizing the excess funds, no monies would have to be appropriated. Three bids have been obtained by the Fire Department, with the low bid by Hall Brothers coming in at \$24,800. The Fire Company has stated that they will donate \$5,000 towards the project. The town would use \$17,750 of the excess funds and hold the \$5,000 in case additional funds are needed for the Dunaway Center Roof, Main Beach Roof or the Fire Station Roof. If the \$5,000 is not used it will go into Undesignated Funds at the year end.

**012114-08** Motion made by Robert Winn and second by David Barton to take action on the request from the Town Manager to use the excess appropriations from roof funding to repair the fire station roof; approved 5-0.

10.4 2014 Comprehensive Plan - *Thomas A. Fortier, Town Manager*

Select Board Action to Assign an ADHOC Committee to Update the 2004 Comprehensive Plan

Town Manager Fortier requested that the Select Board consider the formation of a committee to update the 2004 Comprehensive Plan.

**012114-09** Motion made by Robert Winn and second by David Barton to establish an ADHOC Comprehensive Plan Committee; with the Town Manager and staff to move forward with the 2014 Comprehensive Plan keeping open to resident to join in; approved 5-0.

Gary Latulippe and Don Simpson indicated their interest in becoming members of the committee.

**11.0 MISCELLANEOUS BUSINESS — ORAL & WRITTEN COMMUNICATIONS — FOLLOW-UP**

11.1 Public

There were no comments or questions from the public in attendance.

11.2 Select Board

**Selectman Daley**

- Comments regarding reserve fund accounts.
- Thanks to David Barton, he was in Augusta last week, appreciates the time he spends on behalf of the town.

**Selectman Winn**

- Comments regarding the Beach Erosion Committee.

**Selectman Jarochym**

- Commented about the impending snow storm, residents need to be prepared.
- Public Works is doing a great job, asked the Town Manager if the Public Works Department could give an update at the next meeting.

**Selectman Barton**

- Commented that he was in Augusta regarding the Local Option Tax.
- Comments about the Flood Insurance.

**Chairwoman Dailey**

- Comments regarding the budget process and the Budget Committee; encouraged the residents to become involved.
- Many hours have been spent in Union Negotiations, kudos to Bob Joyner, David Barton and John Daley for the time they have put in.

**12.0 ADJOURNMENT**

Motion made by Robert Winn and second by Chris Jarochym to adjourn the meeting at 7:36pm; unanimous vote to adjourn.

Respectfully submitted,

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Cheryl L. Emery, Administrative Assistant to the Town Manager