



**SELECT BOARD
MEETING MINUTES
MARCH 18, 2014**

1.0 BUDGET WORKSHOP – 5:00PM

- 1.1 Select Board Review of Operating Budget with Budget Review Committee and Town Manager
Budget meeting called to order at 5:00PM.

Members present: Chris Jarochym, Vice Chair, David Barton, John Daley and Robert Winn.

Budget Review Committee Members present: Anthony Maurno, Chair, Kenneth Walsh, Robert Joyner, Dean Rinaldi, Mike Lynch, Bill Sawyer, Alternate and Everett Leach, Alternate.

The final CIP items were reviewed. The Budget Review Committee presented their votes on the Operating Budget:

Fire Department	Pumper	4-1	\$370,000
Fire Department	Defib-Monitor	3-2	\$33,000
Public Works	Flail Mower	4-1	\$0
Public Works	Walker Mower	5-0	\$0
Public Works	Fuel Tanks/Generator	5-0	\$0
Public Works	Generator @ Fuel Tanks	3-2	\$8,532
Public Works	Woodbury Lane Reclaim/Pave	4-1	\$16,000
Public Works	Moody Beach Road Reclaim/Pave	3-2	\$0
Public Works	Beach Road/Trolley Stop Reclaim	4-1	\$45,000
	Pave		
Harbormaster	Perkins Cove Surveillance Camera	4-1	\$0
Conservation	Land Reserve	3-2	\$0

Select Board consensus:

Fire Department	Defib-Monitor	4-0	\$33,000
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Meeting recessed at 6:46PM.

2.0 COMMITTEE INTERVIEW – 6:45PM

2.1 Performing Arts Committee

Judy Yates was present for an interview regarding her application to the Performing Arts Committee.

3.0 CALL TO ORDER

Meeting called to order at 7:02PM.

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

Members absent: Chairwoman Barbara Dailey

Motion made by Robert Winn and second by David Barton to excuse the absence of Barbara Dailey from the Select Board meeting; approved 4-0.

4.0 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Selectman Barton.

5.0 REQUEST TO APPROVE SELECT BOARD MINUTES

5.1 March 4, 2014 – the minutes of the March 4th, 2014 Select Board meeting were approved as presented with revisions.

6.0 TOWN MANAGER’S REPORT

Town Manager’s Report (from the web page):

Chamber of Commerce

It has recently been determined that there is some mold in the Route 1 Chamber of Commerce Welcome Center and the business office. The building will be closed until mold remediation has been done. The 24/7 lobby is still available for anyone who needs information.

Beach Pass parking program update:

On March 4, 2014 the Select Board revisited the 2014 Beach Parking Program. The 2014 fee structure that was passed was revised to the following:

1. *The first beach Parking Pass for any Town of Ogunquit real property owner will be free.*
2. *The fee for a second beach Parking Pass for ANY Town of Ogunquit real property owner will be \$100.00*

As we all are aware, many state and local governments and their citizens are concerned with and beginning to focus on sustainability. The increase in the annual fee for a second pass is meant to encourage residents to walk, drop off, ride a bicycle to the beach and leave that second car at home.

Please remember: The use of the beach is free...it is parking the car that creates the fee.

Access to the Transfer Station is still available even if you choose not to get a Beach parking pass.

Finance/Budget:

It is Budget season and the next budget workshop is scheduled for March 18th 5:00-7:00pm. Please plan on letting your opinions known by contacting your Select Board members and or Budget committee representatives.

Did you know?

- *Municipal Budget is \$4.3 million or 44% percent of total town budget*
- *WOCSD Budget is \$4.6 million or 48% of total town budget*
- *The County Budget is \$771,000 and 8% of total town budget*

The 2013/2014 Total Budget was \$9,856,990 million.

The Town of Ogunquit enjoys one of the lowest mil rates in the State of Maine at 7.5 per \$1,000 of valuation.

The Town budget has increased less than 2% a year in the last 5 years (1.8%).

General Government:

Cliff Marchant is assisting the Town of South Berwick with violations recently cited by the Bureau of Labor Standards, Workplace Safety and Health Division. The Town of Ogunquit went through a similar inspection a few years ago. Our experience with exposure control plans and associated PPE requirements will assist South Berwick and their response to the State inspection.

Students from the Wells/Ogunquit High School are taking part in a job shadowing/intern opportunity here in the Town of Ogunquit. Principal Jim Daly and the Guidance Department have partnered with Town staff to give students this real life work experience. Staff person Marianne Stacy did a presentation on Civics. The Fire

and Police Department, as well as the Harbor Master and Transfer Station will participate.

Town Clerk:

The Election/Town meeting season is fast approaching. The Town will be seeking nomination papers for 2 Select Board seats, 2 budget Committee seats, 2 WOCSD seats, and 6 Charter committee seats.

Some very important dates to consider...

- *March 17 - Nomination papers are available.*
- *April 1 - Deadline for filing final draft for ordinance and/or petitioned article(s) (MRSA 30-A§ 2528)*
- *April 15 - Clerk receives Order for Warrant Articles and Certification of proposed Ordinances.*
- *April 25 - Deadline for Nomination Papers*
- *May 6 - Final Public Hearing on ATM budget and referendum.*
- *May 9 - Absentee ballots are available. (MRSA 21-A §752)*
- *May 30 - Last date to hold final public hearing on any budget/referendum questions to be voted on by secret ballot on June 10, 2014*

The Town Clerk has been busy with a sharp increase in Marriage Licenses/Copies:

2013 Licenses Issued – 63

2014 Licenses Issued – 205 – INCREASE OF 142 LICENSES

2013 Copies Issued – 156

2014 Copies Issued – 357 – INCREASE OF 201 COPIES

Business Registration– *A new business registration procedure and form is now in use. A business registration now needs to be signed off by the Code Enforcement Officer and Fire Chief. We will assist each applicant with the change in the form and process. These changes are being made for several reasons. In the past a registration could be approved without understanding whether that particular business was an allowable use in a particular zone. The other obvious reason for this change is to assure that the business structure is safe and up to code.*

Land Use/Code Enforcement:

The Ogunquit River Watershed Restoration Project, Phase I, will be guided by a project steering committee including the Town of Ogunquit, the broad group of stakeholders that make up the Ogunquit River Watershed Committee, watershed residents, and Maine DEP. Through this project, staff and volunteers will coordinate and install conservation practices that reduce polluted runoff from stormwater and malfunctioning septic systems and will provide on-site technical assistance to town public works staff as well as landowners in the watershed. The Ogunquit River

Watershed Restoration Project work plan has been approved by EPA. The EPA said the most recent version did an excellent job addressing their concerns.

Project start date: March 1, 2014

Project completion date: March 1, 2016

Comprehensive Plan: *The last Comprehensive Plan was completed in 2003. We are looking for members of our community to serve on a committee that will create a vision for our town over the next ten to twenty years. Please contact the Town manager if you are interested in participating in planning for Ogunquit's future.*

Fire Department:

Many lessons were learned this past month when emergency personnel responded to the carbon monoxide poisoning at a local resort. We quickly learned, while needing to attend to 21 patients, just how quickly a situation can expose any of our vulnerabilities as staff and a community. Our police and Fire personnel, along with mutual assist from neighboring towns reacted efficiently and with purpose, probably saving lives. Seven (7) patients were transported to the hospital.

While the State Legislature and the State Fire Marshall's Office are addressing whether or not to regulate carbon monoxide detectors, our very own Fire Department strongly suggests that everyone uses them. Combination smoke and carbon monoxide detectors can be used in place of your existing smoke detector.

Police Department:

The Ogunquit Village School hosted a K-9 training. The building was used to train K-9 and Police personnel from many different towns and cities and State Agencies, to search for paraphernalia and to help track and catch the bad guy (!)

Chief Arnaudin has promoted Sergeant Matt Buttrick to Lieutenant. Congratulations! Lieutenant Buttrick has demonstrated his commitment to our community, displaying leadership qualities which will help progress our Police Department.

Officer Alex Smith has resigned and will be taking a position in his home town of Danvers, Massachusetts. Officer Smith was an asset to our community, always on display was his smile and professional demeanor. Thank You Officer Smith, and best of luck in your position.

Officer Neal Pawlik is attending training in Augusta to become a liquor enforcement agent for the Town of Ogunquit.

Public Works:

There will be a MDOT Public Hearing/meeting on Tuesday, April 8th at 6:00pm at the

Dunaway Community Center. The plans for Route 1 are 80% complete. Construction is scheduled to begin in 2015.

The MaineDOT has published its Work Plan for upcoming projects across Maine.

There is a one (1) minute video summary of the latest Work Plan on our Facebook page with a link to the full plan plus an interactive tool to identify projects. You now have easy access to projects and initiatives planned for our community (and others!).

[MDOT on Facebook](#)

If you are not a “Facebooker”, then the Work Plan and a couple short videos can be seen here:

[Work Plan & Videos](#)

Through the “interactive work plan” link, you can search for specific projects.

Recently, I spoke at the Women’s Club to discuss the Route 1 project and answered questions (3/6/14).

Secondary to the harsh Maine winter, the YTD expenses for PWD are at 70%, and should be at 68% . We have done a great job managing this budget despite the number of storms but, indeed, are now pleading “mercy.” Thanks to the PWD for all of your time and effort. It has been a long and stormy winter.

[Update on the new PWD Garage:](#)

The completion date for the new PWD building on Captain Thomas road is scheduled for April 2, 2014. We will plan on having an open house soon thereafter.

The project has been a success on many fronts and we owe a great amount of gratitude to Stillman Bradish for his oversight of the project from start to finish. The project’s budget still remains in the black (\$790,000). Littlefield Brothers Inc. has done a quality job from start to finish.

[Harbormaster:](#)

The Harbormaster has had a busy winter breaking ice....more than 50 days this winter required ice breaking at Perkins Cove; breaking the ice allows for commercial fisherman to get in and out of Perkins Cove.

Harbormaster Mayo is preparing a proper “fueling policy” for all vessels in Perkins Cove to reduce the risk of spillage.

The Harbor Committee convened and voted to support surveillance cameras in Perkins

Cove.

The stabilization of the Perkins Cove sea wall will occur in front of Barnacle Billy's. The work will be performed by Atlantic Mechanical and it will be a private project (not town funded).

New Sources of Revenue:

We have finalized the franchise agreement with Time Warner Cable. There should be no adverse affect to our residents. We did however secure \$20,000 from TWC to update our WOGT equipment.

The Town received \$12,955 from MEMIC/Worker's Compensation, a refund of our premium for excellent performance and the lack of claims.

Projects

We continue to finalize the trim and gutter work at Dunaway Community Center and Main Beach bathhouse.

We continue to update the trim work inside the Dunaway Community Center.

Plans for a new public restroom in Perkins Cove are underway.

Upcoming policy items to consider:

Liquor License impact fees

Use of Former Land Use Office/Winn House/Dorothea Jacobs Grant Park

Use for old PWD garage on Captain Thomas Road

Street Opening Permit Policy: *To protect recent infrastructure projects (Berwick Road/North Village Road) and future investments (Route 1 Project)*

The town staff will be suggesting Select Board Action on a new policy to deny permits/passes/applications (et. al.) to any applicant, when taxes are not paid in full.

Ogunquit Village School - Use of property

Cookbook – Ogunquit Women's Club

Ogunquit Performing Arts – Irish Step Dancers and Classic Film

7.0 PUBLIC INPUT

Bob Glidden - High Ridge Lane

- Commented on the Free Beach Permit for Veteran's

Doug Mayer - Conservation Commission

- Conservation acquisition of land, property available for sale, Bassett family

Gary Latulippe - Ogunquit Chamber of Commerce President

- Asked about ability to comment on information presented tonight

8.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

8.1 Appointment - *Performing Arts Committee*

031814-01 Motion by Robert Winn and second by David Barton to appoint Judy Yates as a Full Member of the Performing Arts to fill the vacancy to due to a resignation; term to expire June 30, 2015; approved 4-0, Dailey absent.

9.0 PUBLIC HEARINGS, PRESENTATION

Motion made by Robert Winn and second by David Barton to open the public hearing at 7:32pm; approved 4-0, Dailey absent.

**9.1 I Am Thai - *New Application for Malt Liquor License*
(Tabled at the February 18, 2014 Select Board Meeting)**

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

Tipwipa Gallagher was attendance to represent I Am Thai.

031814-02 Motion made by Robert Winn and second by John Daley to approve the New Application for a Malt License for I Am Thai; approved 4-0, Dailey absent.

**9.2 Anchorage by the Sea - *Malt, Spirituous & Vinous License Renewal Application*
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.**

Russell Whitney was in attendance to represent Anchorage by the Sea.

031814-03 Motion made by Robert Winn and second by John Daley to approve the Malt, Spirituous and & Vinous License Renewal License application for Anchorage by the Sea; approved 4-0, Dailey absent.

9.3 Anchorage by the Sea – *Amusement License Renewal Application*
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

031814-04 Motion made by Robert Winn and second by John Daley to approve the Amusement License Renewal License application for Anchorage by the Sea; approved 4-0, Dailey absent.

9.4 Maine Street - *Malt, Spirituous & Vinous License Renewal Application*
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

Norman Paquin was in attendance to represent Maine Street.

031814-05 Motion made by Robert Winn and second by John Daley to approve the Malt, Spirituous and & Vinous License Renewal License application for Maine Street; approved 4-0, Dailey absent.

9.5 Maine Street - *Amusement License Renewal Application*
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

031814-06 Motion made by Robert Winn and second by John Daley to approve the Amusement License Renewal License application for Maine Street; approved 4-0, Dailey absent.

9.6 The Front Porch - *Malt, Spirituous & Vinous License Renewal Application*
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

Wayne Wescott was in attendance to represent The Front Porch.

031814-07 Motion made by Robert Winn and second by John Daley to approve the Malt, Spirituous and & Vinous License Renewal License application for The Front Porch; approved 4-0, Dailey absent.

9.7 The Front Porch – *Amusement License Renewal Application*
Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer; there were no comments or questions from the public in attendance.

031814-08 Motion made by Robert Winn and second by John Daley to approve the Amusement License Renewal License application for The Front Porch; approved 4-0, Dailey absent.

9.8 New Public Works Building Update – *Stillman Bradish, Clerk of the Works*

Stillman Bradish attended the meeting to give an update on the progress of the construction of the new Public Works Building.

9.9 MDOT Route One Update - *Thomas A. Fortier, Town Manager*

This item was tabled until the next meeting of the Select Board.

9.10 Liquor License Impact Fee – *Thomas A. Fortier, Town Manager*
Select Board Review of the Registration Fee Structure for Liquor Licenses

Lieutenant Buttrick was in attendance to provide answers to questions that were asked by the Chamber of Commerce since the last meeting of the Select Board regarding calls for service, staffing and increased costs.

Town Manager Fortier answered the questions from a management perspective. Mr. Fortier also commented on what will be monitored this summer from a Police perspective. Compliance will be addressed by the Police Department and occupancy will be addressed by the Fire Department.

9.11 Consideration of Honoring Maine Veterans with Free Beach Parking Pass – *Thomas A. Fortier, Town Manager*

Select Board discussion of the Merits of offering Maine Veterans Free Beach Parking Passes in honor of their service to our State and Country

Motion made by Robert Winn and second by David Barton to close the public hearing at 9:14pm; approved 4-0, Dailey absent.

10.0 ADMINISTRATIVE ITEMS – UNFINISHED BUSINESS

10.1 Liquor License Impact Fee – *Thomas A. Fortier, Town Manager*
Select Board Review of the Registration Fee Structure for Liquor Licenses

Select Board comments on the public hearing presentation regarding liquor license impact fees.

10.2 Beach Erosion Committee Update – *Paul Breen, Committee Chair*

Paul Breen, Beach Erosion Committee Chair, was in attendance to give a progress update to the Select Board. Mr. Breen stated that the committee consists of nine (9)

citizens and Selectman Winn as the Committee Liaison. The committee meets about twice a month and minutes of the meeting are recorded.

The following outlines the committee's goals:

Proposed Effort

1. Present Engineering Assessment of State of Maine Beach
2. Locate and Define Volume Audit of Migrated Beach Sand
3. Identify Causes of Erosion
4. Define Standard Beach Profile
5. Analysis of Periodic Corrective Actions
6. Identify Regulations & Permitting Process
7. Suggest Impact on Environment
8. Identify Relevant Government Programs and Related Funding
9. Provide Recommendations
10. Identify Periodic Maintenance Funding
11. Define Committee Budget
12. Develop Time Sequenced Report

Plan of Execution & Schedule

Activities

1. Review of Relevant Reports
2. Interactions with Relevant Organizations - Maine Geological service - Woodward & Curran - Corps of Engineers - Others
3. Results of First Meeting with Maine State Geological service
4. Beach Erosion Symposium in April

10.3 Taxi Cab Ordinance – *Selectman David Barton*

Select Board Review of a Proposed Taxi Cab Ordinance for placement on the June Annual Town Meeting Warrant

This agenda item was tabled until the next meeting of the Select Board.

10.4 Consideration of Honoring Maine Veterans with Free Beach Parking Pass – *Thomas A. Fortier, Town Manager*

Select Board discussion of the Merits of offering Maine Veterans Free Beach Parking Passes in honor of their service to our State and Country

This agenda item was tabled until the next meeting of the Select Board.

10.5 Ogunquit Recycling Committee – *Lesley Mathews, Recycling Committee*

Request from the Ogunquit Recycling Committee for an Exemption from the Sign Ordinance to Acknowledge Supporters of the Big Belly Program

031814-09 Motion made by Robert Winn and second by John Daley to give the Ogunquit Recycling Committee the exemption to be able to place their acknowledgement and thank you for helping with the Big Belly project rent and purchase.

031814-10 Motion made by Robert Winn and second by John Daley to amend the original motion to allow for one year (May 1st to May 1st); approved 3-1 (Jarochym), Dailey absent.

11.0 ADMINISTRATIVE ITEMS – NEW BUSINESS

11.1 Street Opening Permit Ordinance – *Jack Whitney, Public Works Supervisor*
Select Board Review of a Proposed Street Opening Permit Ordinance for placement on the June 10, 2014 Annual Town Meeting Warrant

This agenda item was tabled until the next meeting of the Select Board.

11.2 Ogunquit Municipal Code, Taxation of Time Shares – *Thomas A. Fortier, Town Manager*
Select Board Action on the Adoption of an Ordinance regarding the Taxation of Time Shares (Title XV of the Ogunquit Municipal Code)

031814-11 Motion made by Robert Winn and second by John Daley to accept the Taxation of Timeshares, Title XV of the Ogunquit Municipal Code; approved 4-0, Dailey absent.

11.3 Request for Transfer of Funds – *Thomas A. Fortier, Town Manager*
Select Board Action on a Request from the Treasurer to Transfer Funds from the Contingency Account to the Debt Service Account [Pursuant to Section 504 of the Ogunquit Town Charter]

This agenda item was tabled.

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

12.1 Public

Rick Dolliver

- Comments regarding the \$9000 for the beach manager.

12.2 Select Board

Selectman Barton

- Stated that he voted for \$9,000 for the beach manager.

Selectman Daley

- Stated that residents voted for \$15,000 less for Police Department
- Reminded all that Budget Review Committee meetings are public

Selectman Jarochoym

- MaineDOT meeting on April 8th – reminded all residents to attend.
- Nomination papers are available for openings.
- Stated that he would not be seeking re-election in June.

13.0 ADJOURNMENT

Motion made by Robert Winn and second by John Daley to adjourn the meeting at 10:38pm, unanimous vote to adjourn.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager