



**SELECT BOARD
MEETING MINUTES
DECEMBER 17, 2019**

5:00 p.m. Workshop: Committee Interviews

- Sustainability Committee

The Select Board met to interview applicants interested on becoming a member of the Sustainability Committee.

1.0 Call to Order

Meeting called to order at 6:00pm.

1.1 Roll Call

Members present: Madeline S. Mooney, Chair
Robert N. Winn, Jr., Vice Chair
John M. Daley
Heath Ouellette
Lindsey M. Perry

Others present: Patricia A. Finnigan, Town Manager

1.2 Pledge of Allegiance

The Pledge of Allegiance was led by Chair Mooney.

2.0 MEETING MINUTES

2.1 October 15, 2019

Motion made by Robert Winn, Jr. and second by Lindsey Perry to accept the minutes of the October 15, 2019 Select Board meeting as written; approved 3-0, Daley absent, Ouellette was not a member at that time.

2.2 November 19, 2019

Motion made by Robert Winn, Jr. and second by John Daley to approve the minutes of the October 15, 2019 Select Board meeting as written; approved 4-0, Perry absent.

3.0 **PUBLIC HEARINGS - LIQUOR & AMUSEMENT**

Public Hearing opened at 6:05pm.

There were no questions from the public in attendance.

There were no questions from the Select Board.

Public Hearing closed at 6:06pm.

3.1 West Meadow Pub - Malt, Spirituous & Vinous Liquor License Renewal Application

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

Charlene Banulis, General Manager for the Meadowmere Resort, was present to represent the West Meadow Pub.

121719-01 Motion made by Robert Winn, Jr. and second by Lindsey Perry to approve the Malt, Spirituous and Vinous Liquor License Application for West Meadow Pub; approved 5-0.

3.2 West Meadow Pub - Amusement License Renewal Application

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

121719-02 Motion made by Robert Winn, Jr. and second by Lindsey Perry to approve Amusement License Application for West Meadow Pub; approved 5-0.

3.3 Bintliff's - Malt, Spirituous & Vinous Liquor License Renewal Application

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

Norm Hebert, Chef/Owner Bintliff's Restaurant, was in attendance to represent Bintliff's.

121719-03 Motion made by Heath Ouellette and second by Robert Winn, Jr. to approve the Malt, Spirituous and Vinous Liquor License Application for Bintliff's; approved 5-0.

3.4 Bintliff's - Amusement License Renewal Application

Recommended for approval by the Police Chief, Fire Chief and Code Enforcement Officer.

121719-04 Motion made by Robert Winn, Jr. and second by Heath Ouellette to approve Amusement License Application for Bintliff's; approved 5-0.

4.0 PRESENTATIONS, PROCLAMATIONS, RESOLUTIONS & COMMUNICATIONS

4.1 Presentation of a Donation from the 2019 Lobster Dash - Charlie Farrington

Charlie Farrington, Race Director for the Ogunquit Beach Lobster Dash, was in attendance. This year was the 19th Annual Lobster Dash. Mr. Farrington thanked the Town for their support of this event each year. This event is in memory each year to Greg Gumbinner, who was a very active member of the running community. Of the proceeds of this race, \$1000 goes to the Gumbinner Memorial Scholarship Fund and \$1000 to Ogunquit Parks and Recreation.

4.2 Main Beach Bathhouse & Lifeguard Station Update - John Daley and Bob Winn

Selectman Daley reported that the project is on schedule and on budget at \$1.193M.

Selectman Winn reported on the site and the cleanliness of the project site.

Timelines are available for anyone who would like one.

Questions/comments from:

- Margie Katz
- Selectman Ouellette

5.0 UNFINISHED BUSINESS

5.1 Communications Protocol (Select Board Rules)

*For the full content of the meeting go to www.townofogunquit.org
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This is an update with the new Select Board to see where they stand with their communications protocol and what they would like to see reinforced and agreed upon. The Select Board has reviewed this a few times. The idea is to make this an Appendix to the *Select Board Rules*.

121719-05 Motion made by Robert Winn, Jr. and second by Lindsey Perry to approve the Select Board Communications Protocol, approved 5-0.

5.2 Sustainability Committee Resolution

Chair Mooney stated that they have worked on this resolution over the last couple of weeks, she noted the latest change to the resolution.

121719-06 Motion made by Robert Winn, Jr. and second by Lindsey Perry to approve the Sustainability Committee Resolution; approved 5-0.

6.0 APPOINTMENTS & RESIGNATIONS

6.1 Charter Commission - Appointment of 3 Members (Title 30-AS2103.1.B)

Chair Mooney stated that there are nine (9) people on a Charter Commission; three (3) are appointed by the Select Board and six (6) will be elected in June. The following are the Select Board appointments:

121719-07 Motion made by Robert Winn, Jr. and second by Heath Ouellette to appoint Peter Griswold to the Charter Commission; approved 5-0.

121719-08 Motion made by Lindsey Perry and second by Robert Winn, Jr. to appoint Terry Ann Lunt to the Charter Commission; approved 5-0.

121719-09 Motion made by Heath Ouellette and second by Robert Winn, Jr. to appoint Robin Millward to the Charter Commission; approved 5-0.

6.2 Budget Review Committee

121719-10 Motion made by Heath Ouellette and second by John Daley to appoint Mary Anne O'Connell Rush as an Alternate to the Budget Review Committee; Daley and Ouellette in favor, Mooney, Perry and Winn against.

121719-11 Motion made by Lindsey Perry and second by Robert Winn, Jr. to appoint Elaine Cooper as an Alternate to the Budget Review Committee; approved 5-0.

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6.3 Sustainability Committee

121719-12 Motion made by Heath Ouellette to appoint Jacob Roche to a three-year (3) term on the Sustainability Committee (term to expire June 30, 2022) and second by Robert Winn, Jr.; approved 4-0, Perry abstained.

Lindsey Perry recused herself from voting on this agenda item due to conflict of interest.

121719-13 Motion made by Lindsey Perry and second by Heath Ouellette to appoint Paul Breen to a three-year (3) term on the Sustainability Committee (term to expire June 30, 2022); approved 5-0.

121719-14 Motion made by John Daley and second by Robert Winn, Jr. to appoint Paul Jean to a two-year (2) term on the Sustainability Committee (term to expire June 30, 2021); approved 5-0.

121719-15 Motion made by Heath Ouellette and second by Lindsey Perry to appoint Laura Brogan to a two-year (2) term on the Sustainability Committee (term to expire June 30, 2021); approved 5-0.

121719-16 Motion made by Robert Winn, Jr. and second by Heath Ouellette to appoint Patience Sundaresan to a one-year (1) term on the Sustainability Committee (term to expire June 30, 2020); approved 5-0.

121719-17 Motion made by Robert Winn, Jr. and second by Lindsey Perry to appoint Marjorie Katz as Alternate to the Sustainability Committee (term to expire June 30, 2020); approved 5-0.

121719-18 Motion made by Madeline Mooney and second by Robert Winn, Jr. to appoint Priscilla Botsford as Alternate to the Sustainability Committee (term to expire June 30, 2020); approved 5-0.

6.4 Select Board Liaisons

Selectman Ouellette stated that he would be interested in becoming the Liaison to the Heritage Museum Committee.

Selectman Daley stated that he would be interested in becoming the Liaison to the Bicycle-Pedestrian Committee.

All liaison positions for boards and committees have been filled.

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7.0 NEW BUSINESS

7.1 Public Hearing - Amendment to Title V, Motor Vehicle & Parking Ordinance, Chapter 7, Section 702 - One Way Streets

Citizen petition proposes to make Stearns Road One-Way year-round in the westerly direction from the Marginal Way Lighthouse to Cherry Lane. Currently the road is One-Way from May 15 to Oct. 15.

Public Hearing opened at 6:35pm.

Nancy Breen, Stearns Road, was in attendance to explain the rationale behind the petition. She stated that the original petition has been amended to make the road one-way March 15th to December 1st.

Questions/comments from public and Select Board:

- Chair Mooney
- Selectman Winn
- Selectman Ouellette
- Selectman Daley

Police Chief Arnaudin reviewed the history of the road and the proposed changes.

It was the consensus of the Select Board to send out another letter to abutters of Israel Head and Stearns Road to inform them of the proposed changes and to give them a chance to weigh in.

121719-19 Motion made by Robert Winn, Jr. and second by John Daley to table the matter of designating Stearns Road as a one-way street until the town has had the opportunity to reach out to the abutters with the new proposal; approved 5-0.

7.2 Finance Policy: Payroll Process

Town Manager Finnigan reviewed the changes to the payroll process as requested by the Town Treasurer.

Questions/comments by Select Board:

- Selectwoman Perry
- Selectman Ouellette
- Chair Mooney

121719-20 Motion made by Lindsey Perry and second by Robert Winn, Jr. to approve the Town of Ogunquit Payroll Policy with the few suggested wording changes made at tonight's meeting; approved 5-0.

7.3 Reaffirm the Select Board Ethics Policy

Chair Mooney stated that the Select Board Ethics Policy was put in place about five (5) years ago and updated a couple years ago. This document should be signed by the Select Board every year.

Questions/comments by Select Board:

- Selectman Daley

.4 Bid Awards:

This is a new effort by the Public Works Director, Tom Torno, and under the leadership of the Town Manager to disburse of equipment that is no longer being used.

a. Sale of Surplus Property

1. John Deere 855 Utility Tractor

Five bids were received:

Barry Moses	\$4,567.89
Warren Smith	\$4,222.00
Joseph LaBier	\$3,702.02
Scott Dixon	\$3,600.00
Jerry DeHart	\$3,151.00

121719-21 Motion made by Robert Winn, Jr. and second by Heath Ouellette to award the bid to Barry Moses for the purchase of the John Deere 855 Utility Tractor for the bid amount of \$4,567.89; approved 5-0.

2. John Deere 140D Lawnmower

Five bids were received:

Joseph LaBier	\$652.00
Scott Dixon	\$600.00
Ritchie Hall	\$600.00
Jerry DeHart	\$551.00

Barry Moses \$543.21

- 121719-22** Motion made by Robert Winn, Jr. and second by Heath Ouellette to award the bid to Joseph LaBier for the John Deere 140D Lawnmower for the bid amount of \$652.00; approved 5-0.

3. Polaris Ranger ATV

Nine bids were received:

Tim Martin \$3,200.00
Scott Dixon \$2,500.00
Jerry DeHart \$2,151.00
Barry Moses \$2,015.67
Scott Dixon \$1,727.00
Rick Dolliver \$1,511.00
Joseph LaBier \$1502.02
Derek Gaylord \$1,003.93
Warren Smith \$822.00

- 121719-22** Motion made by John Daley and second by Robert Winn, Jr. to award the bid to Tim Martin for Polaris Ranger ATV for the bid amount of \$3,200.00, approved 5-0.

Discussion was held to determine if the Select Board would like to establish a Reserve Account to put monies received from the sale of surplus equipment into to be overseen by the Select Board. Said funds, which have been set aside, could be used to offset the cost of vehicle/equipment purchases. If a Reserve Account is not set up, then monies from the sale of surplus equipment would be deposited into the General Fund.

- 121719-23** Motion made by Robert Winn, Jr. and second by Heath Ouellette to table the discussion on the creation of the Reserve Account; approved 5-0.

b. Main Beach Canopy Project (seating area)

This project was approved by the voters in June 2019 for \$20,000 to replace the existing canopy at Main Beach.

Town Manager Finnigan explained that *Requests for Proposals* were issued and three (3) were received. Unfortunately, one was received late. Both proposals that were received on time are over the \$20,000 that was approved.

Bids received:

Maine Bay Canvas	\$24,500.00 (with \$24,000 alternate)
New England Tent & Awning	\$29,684.00
RAM Built	\$19,850.00 (late bid)

The Select Board has two choices:

- To reject the bids because they are over budget,
- Or to transfer unexpended funds from capital projects that have been completed.

To transfer funds, the Select Board would have to hold a public hearing.

Staff recommendation is to award the bid to Maine Bay Canvas for the steel structure and canopy in the amount of \$24,500 and set a date to hold a public hearing to transfer funds from the capital project account to fund the difference. The Cherry Lane project has \$4,673.43 in unexpended funds that could be used to cover the cost.

Comments and questions from:

- Selectman Daley
- Selectwoman Perry
- Selectman Ouellette
- Selectman Winn
- Tom Sellers, Bourne Lane

121719-24 Motion made by Robert Winn, Jr. and second by John Daley to award the bid to the low bidder, Maine Bay Canvas, for the Main Beach Canopy Project for the bid amount of \$24,500 and to schedule a Public Hearing to transfer the funds from the Capital Project Account in the amount of \$4,500; approved 4-1, Ouellette in opposition.

8.0 TOWN MANAGER'S REPORT

Town Manager Finnigan reported on the following items:

- *Christmas by the Sea* events sponsored by the Chamber of Commerce that occurred last weekend.

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- Captain Thomas Road culvert flooding.
- Grant application for the Perkins Cove Footbridge and the work Harbormaster Fred Mayo has been putting in for this grant opportunity.
- Expense budget and revenue status through the end of November.

9.0 CITIZENS COMMENTS (for Town topics not on the Agenda)

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

Comments and Questions from:

- Bobbie Treen & Barbara Ferraro - re: fuel initiative for residents.

10.0 OTHER BUSINESS

10.1 Select Board Reports and Announcements

Selectman Winn

- Asked for a moment of silence for town residents that have passed away over the past week.
- Asked for patience from the public while Public Works is working diligently to clean up roads and sidewalks after storms.

Selectman Ouellette

- Appreciates the thought that someone is trying to organize something around fuel assistance.
- Thanked everyone who participated in the "Spirit of Giving".
- Commented on the Rotary Holiday Luncheon.
- Thank you to Public Works for helping to put up the tree (and lights) in Rotary Park.
- Since this is the last meeting of the year - Happy Holidays and see everyone in the New Year.

Selectwoman Perry

- Shout out to all the people who made *Christmas by the Sea* such a success despite the weather.
- Thank you to the current board members, former member Waite and the Town Manager, it meant a lot having them there for her first experience on the Select Board.

Chair Mooney

- Commented on how the community came together during the *Christmas by the Sea*.
- Happy Holidays to everyone and have a safe and Happy New Year...see you in January.

11.0 ADJOURNMENT

Motion made by Robert Winn, Jr. and second by John Daley to adjourn the meeting at 8:05pm.

Respectfully submitted,

Cheryl L. Emery, Administrative Assistant to the Town Manager