

Michael F. Collins
Peter L. Griswold
Peter J. Kahn
Frederick A. Lynk
Michele A. Tourangeau



Ogunquit Budget Review Committee August 11, 2022
6:00 pm – Meeting Dunaway Community Center
23 School Street, Ogunquit, Maine

Minutes

6:00 pm **MEETING**

1.0 **WELCOME AND CALL TO ORDER**

*1.1 Roll Call – all five Members present.

*1.2 Pledge of Allegiance

*1.3 Swearing in of newly elected Budget Review Committee Members, Chris Murphy, Town Clerk

All four Members (not including Kahn given his term) signed the Oath of Office as set forth in Section 904 of Ogunquit's new Charter. Three Members also signed the "Additional Averment" stating that they are a resident of the Town of Ogunquit and a citizen of the United States of America. The other Member refused to make this additional Oath averment since it is not in the Charter and has not been approved by the voters.

*1.4 Election of Budget Review Committee Officers, Chris Murphy, Town Clerk

- a) Town Clerk conducted the election of Chair of the Budget Review Committee for the ensuing year. Motion to elect Lynk was approved 5/0 (Kahn/Griswold).
- b) Chair of the Budget Review Committee conducted the election of Vice-Chair of the Budget Review Committee for the ensuing year. Collins nominated Tourangeau. There was no second. Motion to elect Kahn was approved 4/1 (Griswold/Lynk).
- b) Chair of the Budget Review Committee conducted the election of Secretary of the Budget Review Committee for the ensuing year. Motion to elect Griswold was approved 5/0 (Kahn/Lynk).

2.0 **NEW BUSINESS**

2.1 **Set Meeting Schedule for the 2023-2024 Budget**

Lynk and Griswold will meet with the Town Manager to find out when he expects to finalize the Town's Budget. Meanwhile, the BRC Members agreed to the following meeting dates as set forth below. Lynk suggested limiting the BRC meetings to two hours. Tourangeau said she can only attend for one and a half hours.

1 September 2022: 9-10:30 – Discuss potential November financial Warrants and any immediate funding needs/reserves for the 2022/2023 Budget in anticipation of the Warrant 6 Sept deadline.

18 Oct 2022: 9-10:30

15 Nov: 9-10:30

13 Dec: 9-10:30

31 Jan 2023: 9-10:30 – start six weekly BRC meetings to review the Town Manager’s Budget

7 Feb: 9-10:30

14 Feb: 9-10:30

21 Feb: 9-10:30

28 Feb: 9-10:30

7 Mar: 9-10:30

2.2 **Budget Review Committee By-Laws**

Members agreed to retain the current BRC By-Laws as written: 5/0 (Collins/Tourangeau)

2.3 **Boards/ Committees/Commissions Code of Ethics**

All members agreed to sign the Town of Ogunquit’s Code of Ethics for Boards/Committees/ Commissions: 5/0 (Collins/Lynk).

Griswold focused on Article 3 concerning the professional and personal **Conduct of Members**, and how “this conduct applies to all town affiliated matters in both on and offline media,” particularly social media. The Town Clerk suggested that this interpretation should be verified, first by the Town Manager. Lynk agreed to ask the Town Manager.

Lynk reminded the Members to obtain permission from the BRC if a Member wishes to speak on behalf of this Committee. Since we are elected officers, we must adhere to the Code of Ethics and not try to influence the deliberations of another Committee. We should not be involved with any action that might become a BRC Agenda item, including citizen financial petitions. According to State Statute 30-A § 2528.5 and Ogunquit’s Charter Section 503.7, both the Select Board and the BRC must provide a recommendation (positive or negative) for any “petitioned warrant article or special funding request for budgetary items to be voted at a ... Town Meeting.”

2.4 **Freedom of Access Act – Right to Know**

All BRC members agreed to read the *Frequently Asked Questions* training guide and sign the Freedom of Access Act’s **Certificate of Completion** required by 1 M.R.S.A. § 412. This certificate must be given to the Town Clerk by 12 September 2022 to meet the required 120 deadline since the 14 June 2022 election.

3.0 **PUBLIC COMMENTS**

Lynk suggested that the BRC open its meetings to the public after discussing each major Agenda presentation. All BRC members agreed to adopt the Select Board’s policy governing public comments as stated below:

“The Budget Review Committee welcomes the public to comment and ask questions about budget-related matters, and any items on the agenda. Questions are not always answered immediately; the Budget Review Committee has agreed to answer questions by the next regularly scheduled meeting whenever possible. We ask that people keep comments brief and to the point (no more than three

minutes and one time per meeting, except when public comment is solicited on specific agenda items) and that your comments be respectful of the community we aspire to. We also ask that if you have a concern, it would be most helpful if you also offer a solution or solutions. Please begin your comments by stating your name and your affiliation with Ogunquit (i.e., resident, taxpayer, voter, business owner, etc.) or state the Town you are from.”

During the next BRC meeting, Lynk suggest that Members create a list of future topics the BRC should discuss. Tourangeau suggested that the BRC provide a tutorial for taxpayers concerning Ogunquit’s recent real estate Assessments. Lynk agreed, and suggested that the BRC invite the Town’s Assessor and Treasurer to a meeting once the new Mill rate is finalized

*4.0 **ADJOURN**

Voted on at 6.57PM 5/0 (Griswold/Collins)