



**FACILITIES AND SPACE NEEDS COMMITTEE  
MEETING MINUTES\*  
SEPTEMBER 12, 2022  
HYBRID MEETING**

**1. Welcome, Call to Order and Roll Call**

- a) Meeting called to order at 9:00 a.m. by Chairperson Mary Anne Rush
- b) Roll Call

**Present:**

Susan Alexandre, Larry Carlson, Boriana Dolliver, Sheldon Drucker, Jeff Franson, Ian Kaiser, and Mary Anne Rush

**Absent:** Jason Corbin, Tony DiLuzio, Percy Stevens, and Michelle Tourangeau

**Town of Ogunquit Invited Panelists Present:**

Matt Buttrick, Town Manager  
John Lizanecz, Ogunquit Chief of Police  
Heath Ouellette, Select Board Member and Committee Liaison  
Neal Pawlik, Ogunquit Police Lieutenant

**2. Review and Approval of the June 27, 2022, Meeting Minutes**

- a. **Motion to approve made by Sheldon and seconded by Susan. Approved 7-0**

**3. Old Business and Follow-Up Items:**

- a. Possible plans to conduct a survey (All)  
General agreement that we should do a survey but wait until after the Listening Session.

**SD** commented that it takes a long time to flush out significant questions that are appropriate. Each of us should be thinking of the questions we think belong on the survey.

**IK** pretty much agreed with what **SD** had said.

**JF** offered to have members send him what they think should be on the survey and he will categorize and keep them in an Excel spreadsheet.

- b. Mary Anne Rush to send a note to the Select Board expressing a desire to continue as a Committee (MAR)

**MAR** sent a note to the Select Board following our June meeting stating that the Committee voted unanimously to continue

#### **4. New Business**

- a. **Review and Vote on Town's Code of Ethics**

**Motion to approve the Town's Code of Ethics was made by Sheldon and seconded by Larry. Approved 7-0**

**MAR** clarified at SD's request that we will all be required to sign them once they are sent to us by the Town Clerk

- b. **Town Visioning Session on F&SN October 3<sup>rd</sup>**

Scheduled by Town Manager Matt Buttrick to be supported by the FSN Committee. Monday October 3, 2022, from 6 – 8 p.m.

**MB** is basing this after the success of the session done by the Comp Plan Committee.

- i. **Tables for comments on individual options**

Plan is to have 8 tables. 6 of them would be the options that Context provided, 1 for the Citizen's petition and 1 for the status quo or do nothing. Plan is to meet for a couple of hours. Dinner will be provided. He would like to send a notice to all taxpayers. Based upon a quote they received when doing the Comp Plan, the cost will be approximately \$1,400. Comp Plan did some door to door as well as asked businesses to put up flyers publicizing the event.

**Ian** offered to go door to door in Brookside and hand out flyers.

- ii. **Possible renderings**

Tony reached out to Context to prepare some boards with pros and cons, possible renderings, and attendance at the meeting.

**Matt** pointed out that if we only did a couple of renderings and not all, it may show a bias towards a particular design. Felt that we should either do all or none of them at this point. Following the visioning session as

well as the survey when we have a better idea of what people want may be a better time to do a mockup of 2 or 3 designs.

There was some discussion on whether to have a representative from Context in attendance or not.

**Matt** clarified that “do nothing” does not mean do absolutely nothing. He will be putting proposals forward to make sure the area safe at a minimum.

After discussion Committee did not feel we need renderings at this point.

**iii. Publicizing Event for Optimal Attendance**

As discussed above – mailing to all taxpayers, flyers out up around time, personal reach out. Social media, including OPD’s page as there are a lot of followers, Town website. Place information in the Sentinel

We want to make sure that, to the best of our ability, that everyone has a voice.

**LC** asked if we could get clarification on what is the percent of valuation figure whereby everything needs to be brought up to code.

**Heath** clarified that one of the goals of the session will be to assist Matt to come up with a budget for the Select Board and Budget Review Committee to review so that we will be able to put something before the voters next June. It will also be an opportunity to educate the public on the options. Ideally, we can reduce the number of options to say 3 as that would be more manageable.

**MAR** asked if we should have a work session to discuss in more detail about what the night will look like.

**Motion made to hold a workshop on Monday September 19, 2022 @ 10:00 a.m. was made by Sheldon and seconded by Larry. Approved 7-0**

**Motion made to have Context attend the meeting as well as prepare boards for a total of \$3,300 to come out of the FSN budget was made by Jeff and seconded by Sheldon. Approved 6-1**

**5. Public Comments\***

None

**6. Other Business**

None

**7. Follow-Up Items for Next Meeting**

- a. Determine what percent of valuation of money spent triggers a requirement to bring a building up to code

**8. Next Full Meeting – Tuesday October 11, 2022 @ 4 p.m.**

**9. Adjourn**

**Motion to adjourn made by Larry and seconded by Sheldon – Approved 7-0 .  
Meeting was adjourned at 10:00 a.m.**

Respectfully submitted,

Larry Carlson, Secretary, FSN Committee

*\*Please note that every effort is made to capture the essence of the meeting in these Minutes; however, they are not an exact replication of all items discussed or comments made. If you would like an actual replay of the meeting, please click on the link below which should allow you to watch the entire September 12, 2022, meeting on Town Hall Streams (Duration: 56:15)*

*Also, please note that the due to an issue with live streaming, there was an approximate 3 minutes and 46 seconds delay which accounts for the difference between when the meeting started and ended in the minutes versus 56 minute duration shown above.*

[https://townhallstreams.com/stream.php?location\\_id=40&id=46250](https://townhallstreams.com/stream.php?location_id=40&id=46250)