



Town of Old Orchard Beach
Office of the Town Manager

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www.oobmaine.com/town-council

Regular Town Council Meeting Minutes

March 18th, 2025

I, Tim Fleury, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of 19 pages is a copy of the original minutes from the regular meeting of the Old Orchard Beach Town Council held on 3/18/2025.

Prepared By:	Tim Fleury
Approved By:	Old Orchard Beach Town Council
Approval Date:	4/1/2025

Respectfully
Submitted,

Tim Fleury
Town Council
Secretary



Town Council - Meeting Agenda

March 18th, 2025 @ 6:30pm
Council Chambers - 1 Portland Avenue

www.oobmaine.com/town-council

**Members of the public wishing to view the meeting from home may tune into Local Access TV
(Channel 3 or 1301 - check with your provider) or by clicking the Meeting Videos link on oobmaine.com.)*

PLEDGE OF ALLEGIANCE:

**Motion to appoint Fran Beaulieu as Council Secretary for the meeting: Vice
Chair Blow**

Second: Councilor Reid

Vote: 5-0

ROLL CALL:

Fran Beaulieu called roll. The following members were present:

Shawn O'Neill, Chairman

Diana Asanza, Town Manager

Kenneth Blow, Vice Chairman

Tim Fleury, Town Council Secretary

Michael Tousignant, Councilor

Connor Rague, Councilor

V. Louise Reid, Councilor

ACKNOWLEDGEMENTS:

GOOD & WELFARE:

Dan Patry: inquired about residential revaluation in addition to the

commercial revaluation.

PRESENTATIONS:

Fiscal year 2024 Audit Presentation – RHR & Company

Fiscal year 2026 Municipal Budget Presentation – Town Manager Diana Asanza

Recreation Department Update – Jason Webber, Recreation Director

ACCEPTANCE OF MINUTES:

Accept the minutes from the 3.4.2025 Regular Town Council Meeting.

Chair: Shawn O'Neill

Motion to accept: Councilor Reid

Second: Councilor Rague

Vote: 5-0

PUBLIC HEARING – ORDINANCE AMENDMENTS:

Public Hearing: Shall the Town Council amend the Code of Ordinances, Chapter 34, Housing, Section 34-91 Occupancy Requirements to amend the ordinance to allow greater density for temporary seasonal housing in a cabin or similar facility, and Chapter 34, Housing, Section 34-26 to add definitions for floor area, habitable space, dwelling, and complete bathroom.

Chair: Shawn O'Neill

The proposed amendments under Section 34-91 for Occupancy Requirements are as follows:

For Temporary Seasonal Housing (which is April 1 – October 31), it categorizes three types of housing:

1. Housing furnished within an existing single family, two family or multi family dwelling.
2. Housing furnished in a hotel or motel room.
3. Housing furnished in a cabin or similar facility.

The minimum square footage remains the same at 70 sq ft per occupant, however what is being added is for those facilities that provide separate living and cooking space accessible 24 hours a day, the minimum floor space may be reduced with approval from Code Enforcement.

It also adds language that will not allow a person to occupy as owner occupant or allow another person to occupy a any dwelling unit, or rooming unit that does not comply with the minimum standards for space and occupancy.

For housing furnished in a hotel or motel language is added to state the occupancy limit is the same as a paying guest at the hotel or motel.

One thing to note is that the current ordinance Section 34-91 requires 1

complete bathroom per 5 occupants – that remains the same.

Under Section 34-26 there are two amendments:

- Add a new definition for a “complete bathroom” to be defined as 1 shower, 1 toilet and 1 sink.
- And delete the definition of a toilet room which is the same as a complete bathroom.

Chairman O’Neill opened the hearing at: 7:23 pm

Chairman O’Neill closed the hearing at: 7:24 pm

Public Hearing: Shall the Town Council amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, Section 54-37, Penalty, changing the fine amount for expired parking; and Section 54-187, Town Hall parking and Veteran's Square parking.

Chair: Shawn O'Neill

This was discussed at a previous Council Workshop on _____.

- The changes include increasing the fee for expired meter from \$30 to \$50.
- Adding a new fine for parking in the Employee Parking lot behind Town Hall during business hours of \$100.
- Identifying Town Hall business parking as the Upper Lot and the lower lot Veterans Square parking lot.
- Identifying employee parking at 19 Imperial St. MBL 205-3-3 which is the large lower lot immediately adjacent to Town Hall.

Signage will be installed to identify the parking areas.

One thing that is recommended as a housekeeping item under Section 54-37 (b) is to delete (23) and (24) for the fine for expired parking at the Milliken St. Lot and Memorial Park Lot, since it is included in the proposed amendment for expired meter parking from \$30 to \$50 under (14).

Chairman O'Neill opened the hearing at: 7:26 pm

Chairman O'Neill closed the hearing at: 7:26 pm

PUBLIC HEARING – BUSINESS LICENSE & APPROVALS:

Daniel Debiasi and Taylor Ann Hamilton, (311-24-2), 16 Thirteenth Street, one (1) year-round short-term rental.

West Grand Properties LLC, Jason and Jennifer Meade, (316-13-7), 103 West Grand Avenue, one (1) year-round short-term rental.

Sarah Antonis, (211-1-14-6), 57 Old Salt Road Unit #6, one (1) year-round rental.

Jean and Kathleen Sarkissian, (301-3-1-304), 189 East Grand Avenue Unit 304, one (1) year-round short-term rental.

Chair: Shawn O'Neill

Chairman O'Neill opened the hearing at: 7:27 pm

Motion to accept: Councilor Tousignant

Second: Councilor Reid

Vote: 5-0

Chairman O'Neill closed the hearing at: 7:27 pm

TOWN MANAGER REPORT

NEW BUSINESS:

AGENDA ITEM #8726

Discussion with Action: Accept the donation in the amount of \$15,000 from George Kerr for the installation of new light fixtures in the Veteran's Memorial Park.

Chair: Shawn O'Neill

Mr. Kerr has generously donated towards the lighting upgrade in Veteran's Memorial Park as part of the construction that will begin this month.

Motion to accept: Councilor Tousignant

Second: Councilor Rague

Vote: 4-0

Voce Chair Blow stepped away during the vote.

AGENDA ITEM #8727

Discussion with Action: Shall the Town grant an access easement for the purposes of pedestrian and vehicle access, and the installation of utilities, running from Ross Road over Town of Old Orchard Beach property identified as Map 105, Block 2, Lot 736 to a property identified as Map 107, Block 2, Lot 30 owned by Joseph D. Emmons, which is shown on the plan entitled “Plot Plan Land of Joseph D Emmons” dated February 2025 and described in the Access Easement Deed from the Town of Old Orchard Beach, Maine to Joseph D. Emmons, dated, _____

Chair: Shawn O’Neill

The proposed 50’ wide easement provides access across town owned land to a privately owned lot. The purpose of this easement is to provide safe access to Ross Rd for the private lot as well as a location to install utilities.

The privately owned lot is undeveloped land owned by Joseph D Emmons. Kevin Beaulieu has the lot under contract and is the applicant for this proposal. Kevin intends to build a single-family home on this lot. The lot has Ross Rd frontage but no location for a safe exit.

The town owned land is a 26-acre undeveloped lot acquired by the town as a gift during 2020. It’s located adjacent to the Blueberry Fields property. Review of the deed (Bk 18489/PG 305) shows no restrictions attached to the lot that would prohibit the granting of an easement for ingress, egress and utility installation.

Motion to accept: Councilor Tousignant

Second: Vice Chair Blow

The Council discussed the proposed easement with the Conservation

Committee members, and the owner of the property for sale. They discussed options of land swaps and the current location of the trails and how they can be relocated properly.

Vote: 4-1, Secretary Beaulieu called a roll vote: Councilor Rague (n), remainder (y)

AGENDA ITEM #8728

Discussion with Action: Award the bid from Municipal Resources Inc. for the Fire Department Services Study and Assessment in the amount of \$32,295 from account #20118-50350 Contingency Expense with a balance of \$130,000.

Chair: Shawn O'Neill

The Town went out to bid for the Fire Department to assess the current operations and identify ways to optimize the services offered. Three bids were received and were evaluated by the Fire Chief and Town Manager. Based on their evaluation, MRI was chosen based on services offered and as low bid.

1. Municipal Resources Inc. Plymouth, NH \$32,295
2. Mission CIT, Shelton, CT \$40,280
3. AP Triton Sheridan, WY \$59,966

Motion to award: Councilor Tousignant

Second: Vice Chair Blow

Vote: 5-0

AGENDA ITEM #8729

Discussion with Action: Award the bid from Shaw Brother's Construction for the Harmon Ave., Murphy Ave, and Michaud Ave. Drainage, and Road Improvements Project, in the amount of \$1,352,115.00 from the following accounts: \$435,903.00 from the General Fund Unassigned Fund Balance with a balance of \$15,757,494 and \$916,212.00 from CIP Stormwater Expense account #50002-50831, with a balance of \$980,834.67.

Chair: Shawn O'Neill

The Town went out to bid for the drainage and paving project on Harmon, Murphy, and Michaud Avenues. The Town received no bids and after reaching out to contractors that requested a bid package Shaw Bros submitted a bid. Wright Pierce is the engineer and evaluated the bid which came in lower than the anticipated estimated cost for the project. Shaw Brothers Construction has successfully completed numerous projects for the Town.

Motion to award: Councilor Tousignant

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #8730

Discussion with Action: Approve the Special Event Permit application for the Old Orchard Beach Recreation Department to hold Round Robin Basketball Games at the Memorial Park Basketball Courts on Saturday, July 26th, 2025, from 8 a.m. to 7 p.m., including set-up and takedown. Rain date July 27th, 2025, same times.

Chair: Shawn O'Neill

Motion to approve: Councilor Reid

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #8731

Discussion with Action: Approve the Special Event Permit Application for Palace Playland and the Pier to hold Fireworks displays every Thursday at 9:45 p.m. on the beach in front of Palace Playland, June 26th through August 21st, 2025, to also include Fireworks on July 4th at 9:45 p.m. Approval by the State Fire Marshall's Office to be provided to the Fire Department at least one week prior to the first display. No fee as this event is co-sponsored by the Town. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided at least two weeks prior to the events.

Chair: Shawn O'Neill

Motion to approve: Vice Chair Blow

Second: Councilor Reid

Vote: 5-0

AGENDA ITEM #8732

Discussion with Action: Approve the Special Event Permit application for OOB365 to hold Last Blast on December 31st, 2027 from 3:00 p.m. to 9 p.m. in the Square and on the beach, including vendors, amplified music, a bonfire and fireworks on the beach. Approval by the State Fire Marshall's Office to be provided to the Fire Department at least one week prior to the first display; bonfire permit will be obtained on the day of the fire after inspection of materials to be burned are inspected by Fire Department Officer in charge; fire is completely extinguished prior to leaving the bonfire site; a safety barricade must be placed around the fire to keep people 15 feet away. Also, provide volunteers to assist with clearing the beach and securing the area with scene tape prior to the fireworks company loading the shells. Volunteers will also be needed to prevent entry into the secured area for the duration of the display. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided to the Town Clerk's Office at least one month prior to the event.

Chair: Shawn O'Neill

Motion to approve: Vice Chair Blow

Second: Councilor Reid

Vote: 5-0

AGENDA ITEM #8733

Discussion with Action: Approve the Special Event Permit application for the Chamber of Commerce to hold Lobster Rock (lobster bake) event in Veteran's Memorial Park with live music, food trucks and a beer tent, on Saturday, June 14th, 2025. Set-up is the same day at 9 a.m. Event is from Noon to 8:30 p.m. The beer tent must be on the Libby Library property, with permission from the Library—Liquor Liability insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided by the liquor provider, as well as the liquor provider proving private door security. Liquor Provider to meet with Police Department at least two weeks prior to the event to discuss stipulations for the beer tent.

Chair: Shawn O'Neill

Motion to approve: Councilor Rague

Second: Vice Chair Blow

Vote: 5-0

Motion to enter into executive session @ 8:39 pm: Vice Chair Blow

Second: Councilor Tousignant

Vote: 4-0

Councilor Reid left the meeting

Motion to leave executive session @ 9:25 pm: Vice Chair Blow

Second: Councilor Tousignant

Vote: 4-0

ADJOURNMENT

Chair: Shawn O'Neill

Motion to adjourn at 9:25 pm: Vice Chair Blow

Second: Councilor Tousignant

Vote: 4-0