



Town of Old Orchard Beach
Office of the Town Manager

1 Portland Ave, Old Orchard Beach, Maine

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Web: www.oobmaine.com or

www.oobmaine.com/town-council

Regular Town Council Meeting Minutes

December 16, 2025

I, Tim Fleury, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of 26 pages is a copy of the original minutes from the regular meeting of the Old Orchard Beach Town Council held on 12/16/2025.

Prepared By:	Tim Fleury
Approved By:	Old Orchard Beach Town Council
Approval Date:	1/6/2026

Respectfully
Submitted,

Tim Fleury
Town Council
Secretary



Town Council - Meeting Agenda

December 16, 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:

Need a motion to add emergency agenda item #8916 per Charter Section 404.1.

Motion to add agenda item #8916: Councilor Tousignant

Second: Councilor Kelley

Vote: 4-0

ROLL CALL: Tim Fleury called roll. The following were present:

Shawn O'Neill, Chair

Diana Asanza, Town Manager

Tim Fleury, Town Council Secretary

Connor Rague, Councilor

Michael Tousignant, Councilor

Jay Kelley, Councilor

Vice Chair Kenny Blow had an excused absence.

ACKNOWLEDGEMENTS:

Chairman O'Neill – Harvey Castle retirement after 20 years in Old Orchard Beach.

GOOD & WELFARE:

PRESENTATION:

Jaime Wallace - Wright Pierce – Marsh Resiliency Study Final Report

Mr. Wallace presented the Final Report Draft – PowerPoint is attached to the minutes.

Jeffrey Hinderliter - Town Planner - New Comprehensive Plan First Draft

PUBLIC HEARING – ORDINANCE AMENDMENTS:

Public Hearing: Shall the Town amend the Code of Ordinances, Chapter 18, Businesses, Article II, Licenses adding definitions for commercial rental license, rent, and residential rental license; changing the name of Chapter 18 from Businesses to Licensing; adding to Section 18-31, License Required, Expiration clarifying the residential rental license, commercial rental license, and business license; and deleting the following from Section 18-33 Application (a) (5): “unless the applicant has previously received a license under this article for the same business or activity at the same location and the license has been applied for prior to April 30 of the expiration year”.

Chair: Shawn O’Neill

The above item will be tabled until the ~~12/16/2026~~ 1/6/2026 Regular Town Council Meeting to meet all public posting requirements.

The 12/2/2025 meeting was cancelled due to the weather conditions and rescheduled to 12/9/2025. Agenda item #8906 setting the public hearing date of 12/16 should have been adjusted to compensate for the 10-day posting period required for public hearings.

PUBLIC HEARING – BUSINESS LICENSE & APPROVALS:

Israel Collins, (206-2-5), 2 Laurene Drive, 1 Year-Round Rental.

Rebecca Perks, C-Rose Wellness / Natural Beauty Electrolysis, (107-3-1-G1), 1
Granny Smith CT Suite 1, one (1) Personal Services License.

Chair: Shawn O’Neill

Chairman O’Neill opened the hearing at: 7:18 pm

Motion to accept: Councilor Tousignant

Second: Councilor Kelley

Vote: 4-0

Chairman O’Neill closed the hearing at: 7:18 pm

TOWN MANAGER REPORT

NEW BUSINESS:

**AGENDA ITEM #8903
(tabled from 12/9 meeting)**

Discussion with Action: Accept the proposal from Musco lighting for five (5) new Ballpark poles; A1, A2, B1, C1, and C2; to be installed by System Electrical Services CO Inc. in the amount of \$516,380 with \$160,000 from account #51002-50911 Ballpark Improvements with a balance of \$569,859.84 and \$356,380 from the Unassigned Fund Balance with a balance of \$12,856,382.44.

Chair: Shawn O'Neill

The Town Council held a Workshop on November 18th to discuss options for upgrading the lighting at the Ballpark. After discussion among the Council, the Town Manager, Recreation Director, and the Finance Director, it was determined the best course of action is to purchase the lighting now using capital funds appropriated for the lighting and the balance from the Unassigned Fund Balance to replace five poles at once at a costs savings of \$149,000.

At the December 9th Council meeting questions came up about using a sole source vendor and not researching other electrical companies, as well as evaluation of the underground cable to ensure its integrity.

The recreation director did further research and provided a memo with responses to both questions.

Town Manager Diana Asanza read Recreation Director Jason Webber's memo. (attached to minutes)

Motion to approve: Councilor Tousignant
Second: Councilor Rague

Chairman O'Neill – for the \$60k unknown, can DPW do the trenching? **Town Manager Asanza** – yes but doesn't know the cost savings amount. Can amend approval if needed or come back to Council as a separate agenda item if cables need to be replaced.

Vote: 4-0

AGENDA ITEM #8911

Discussion with Action: Convey foreclosed property identified as 215 EAST GRAND AVE UNIT 404, parcel number 00201-00001-10404 to owners of record SHELTRA, JANET for the total amount of \$24,981.00 in outstanding taxes and accumulated interest, due on the effective date of conveyance, including FY22, FY23, FY24, FY25 and FY26 taxes, plus any legal costs incurred by the Town of Old Orchard Beach.

Chair: Shawn O'Neill

Motion to approve: Councilor Rague
Second: Councilor Tousignant
Vote: 4-0

AGENDA ITEM #8912

Discussion with Action: Grant the Blanket Letter of Approval for Beano/Bingo to C. Fayette Staples Post 57, American Legion, 14 Imperial Street, to expire 12/31/2027.

Chair: Shawn O'Neill

Motion to approve: Councilor Kelley

Second: Councilor Rague

Vote: 4-0

AGENDA ITEM #8913

Discussion with Action: Set the public hearing date for January 6, 2026 for the Town Council to consider amendments to the Code of Ordinances, Chapter 18, Article V (Parking Lots), Division 1, Sections 18-231 – 18-235; Chapter 38, Article X (Habitation of Temporary Structures and Vehicles), Sections 38-295 – 38-300; Chapter 50, Article IV (Obstruction of Public Places), Sections 50-241, 250, 251. The purpose of all three ordinances is to prohibit or limit people from living and sleeping in vehicles and temporary structures on public and private property.

Chair: Shawn O'Neill

The purpose of all three ordinances is to prohibit or limit people from living and sleeping in vehicles and temporary structures on public and private property.

For the purposes of the proposed ordinances, vehicles and temporary structures have specific meanings:

- A vehicle is anything used to transport a person including cars, trucks, trailers, RV's.
- A temporary structure is a portable structure such as a tent, canopy, tarp, and storage container.

Motion to approve: Councilor Rague

Second: Councilor Kelley

Vote: 4-0

AGENDA ITEM #8914

Discussion with Action: Renew the liquor license for OOB Memorial Post No. 7997, Veterans of Foreign Wars of the US, (312-14-2), 76 Atlantic Avenue, class V club, m-s-v, on-premise including outdoor seating area (change from last year).

Chair: Shawn O'Neill

The change from last year is the addition of an outdoor seating area.

Motion to approve: Councilor Kelley

Second: Councilor Rague

Councilor Tousignant – asked VFW representatives to work with neighbors on any issues arising.

Vote: 4-0

AGENDA ITEM #8915

Discussion with Action: Shall the Town amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, Section 54-187 to establish three (3) parking spaces on Ross Road in front of MBL 102-2-10 for access to a carry-in boat launch on Mill Brook.

Chair: Shawn O'Neill

This item is to establish a parking area on Ross Road for access to Mill Brook for a carry-in boat launch.

Motion to approve: Councilor Tousignant

Second: Councilor Rague

Vote: 4-0

Councilor Tousignant thanked the Conservation Committee for their assistance in getting this accomplished

EMERGENCY AGENDA ITEM #8916

Discussion with Action: Appoint Guy Fointaine to the Zoning Board of Appeals term to expire 12/31/2026.

Chair: Shawn O'Neill

Motion to approve: Councilor Rague

Second: Councilor Tousignant

Vote: 4-0

ADJOURNMENT

Chair: Shawn O'Neill

Chairman O'Neill wish Town a safe and happy holiday season

Motion to adjourn at 7:37pm: Councilor Rague

Second: Councilor Kelley

Vote: 4-0

West Grand Marsh Resiliency Study

2025 Final Presentation

December 2025

Jaime Wallace, PE

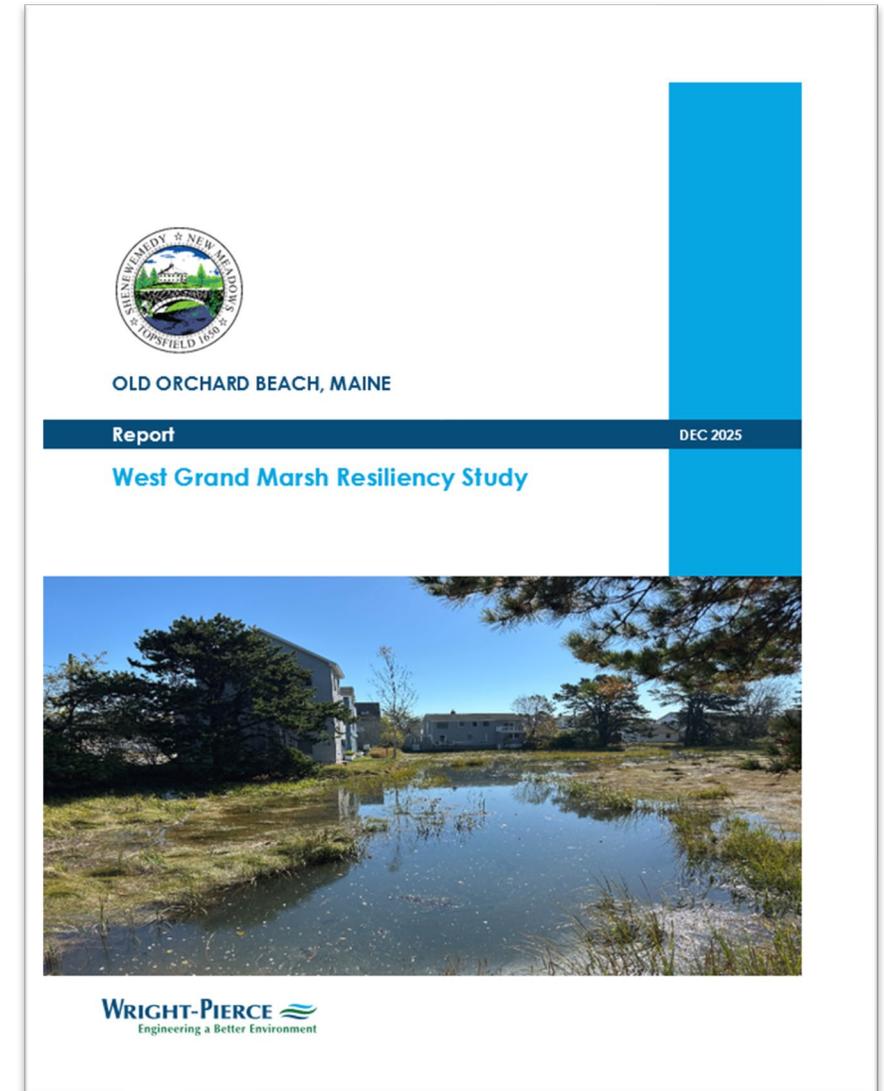


Presentation Overview

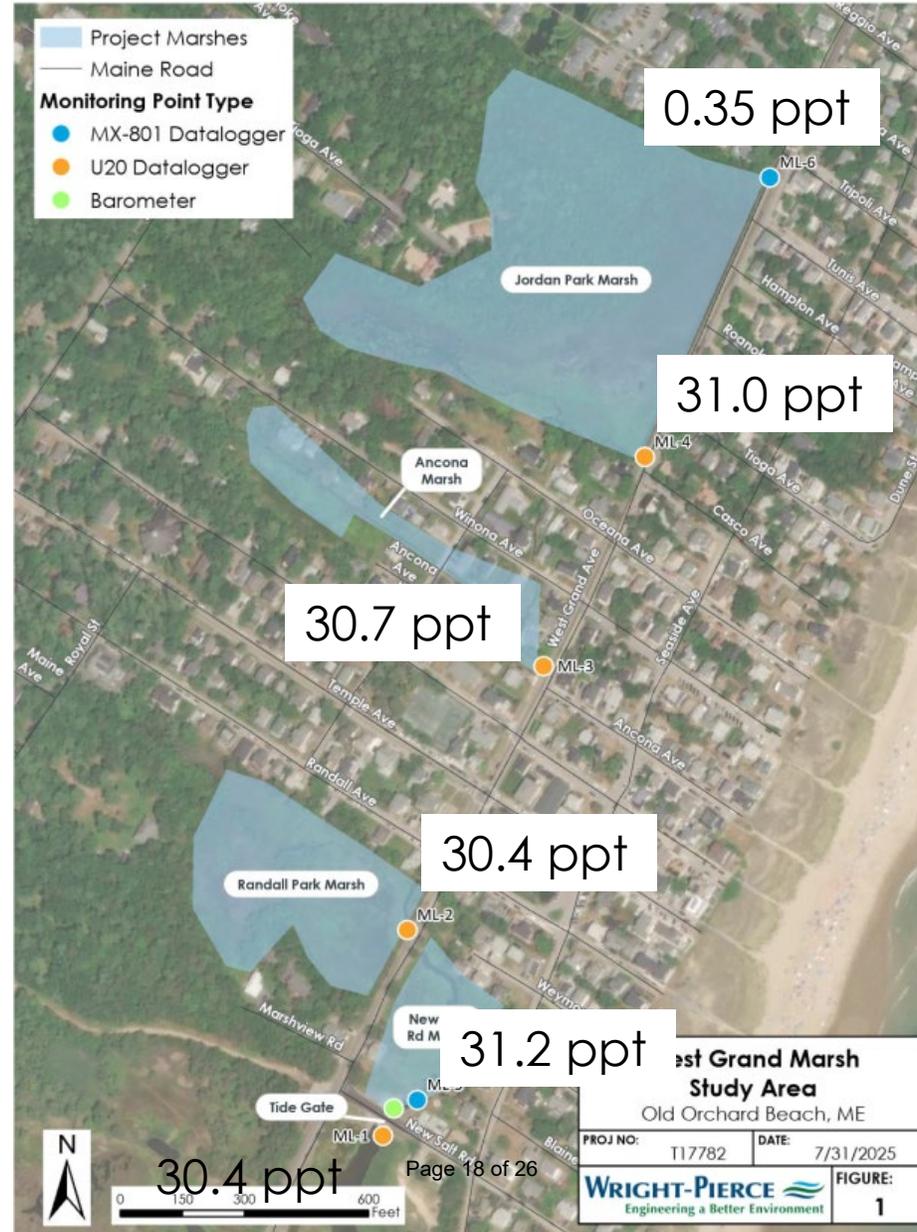
Study Overview
Data Analysis
Public Input
Recommendations
Next Steps

Study Overview

- **Data Collection Phase**
 - LiDAR Drone Survey
 - FFE Survey
 - Tidal monitoring (May – June 2025 & October 2025 – Present)
 - Partnership with Stantec for Vegetation Assessment
- **Community Outreach**
 - October 2025 Stakeholders Meeting
 - Public Comment Period (October – November 2025)
 - Public Hearing (December 2025)
- **Draft/Final Resiliency Study**



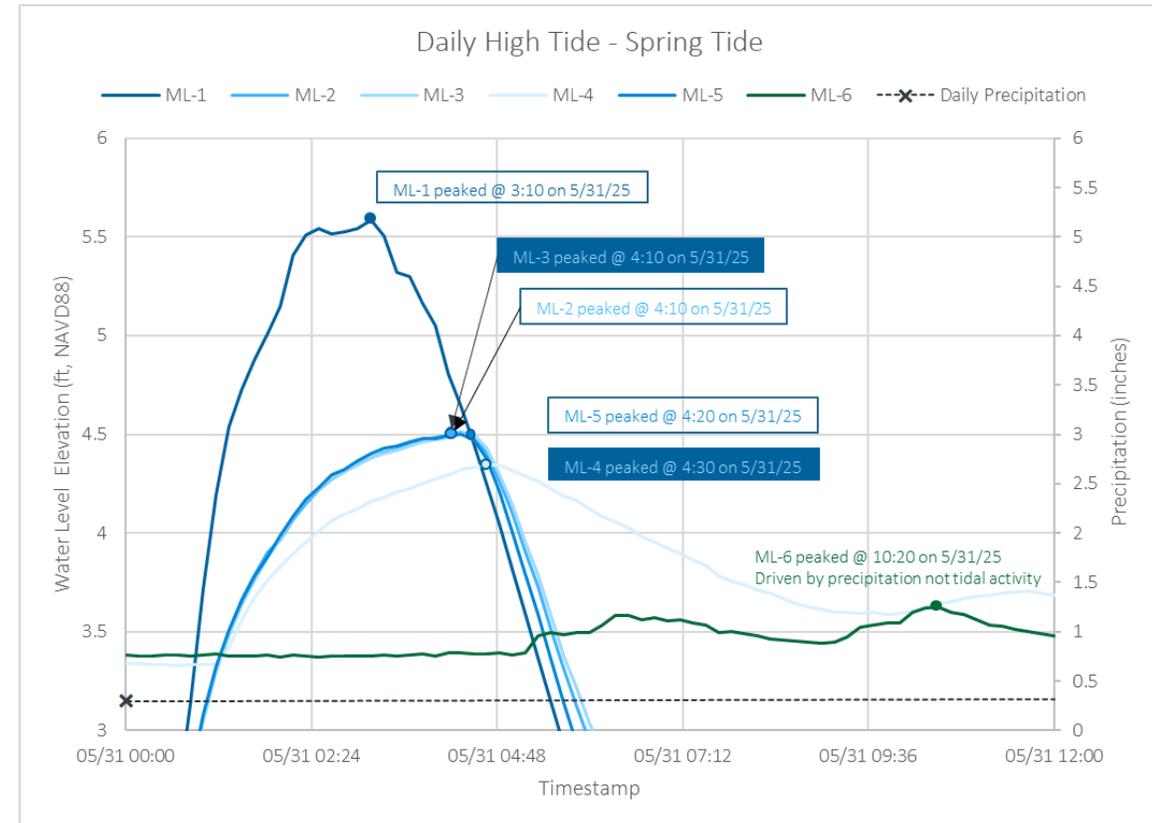
Data Analysis - Salinity Monitoring



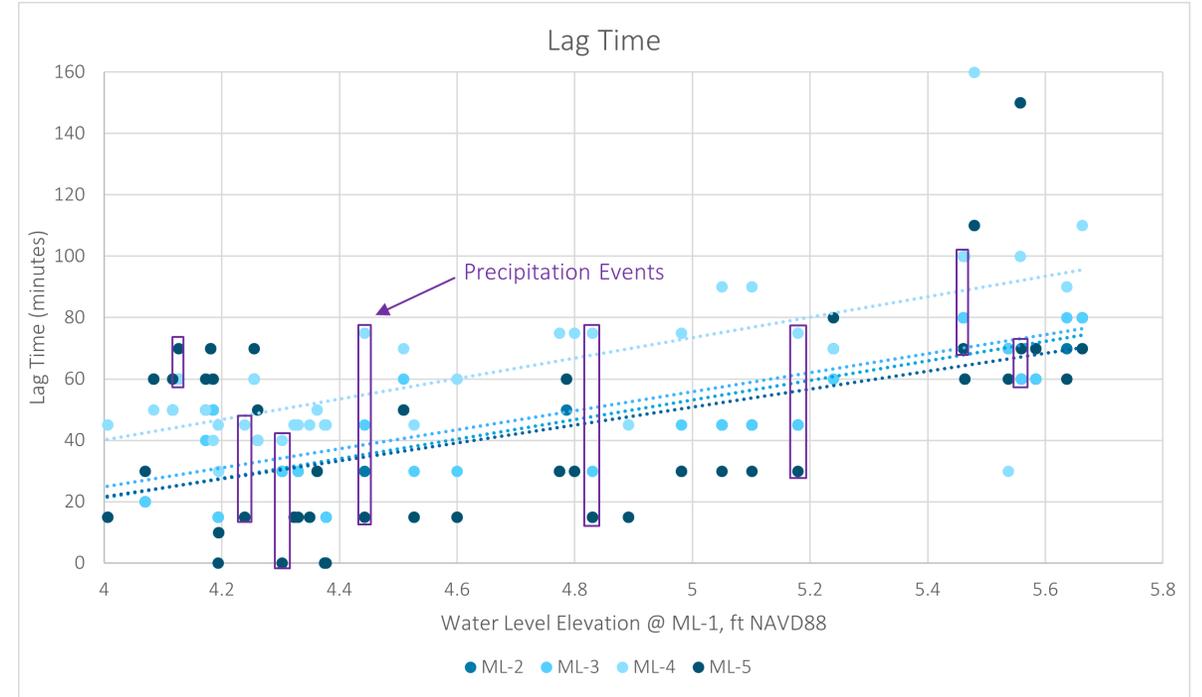
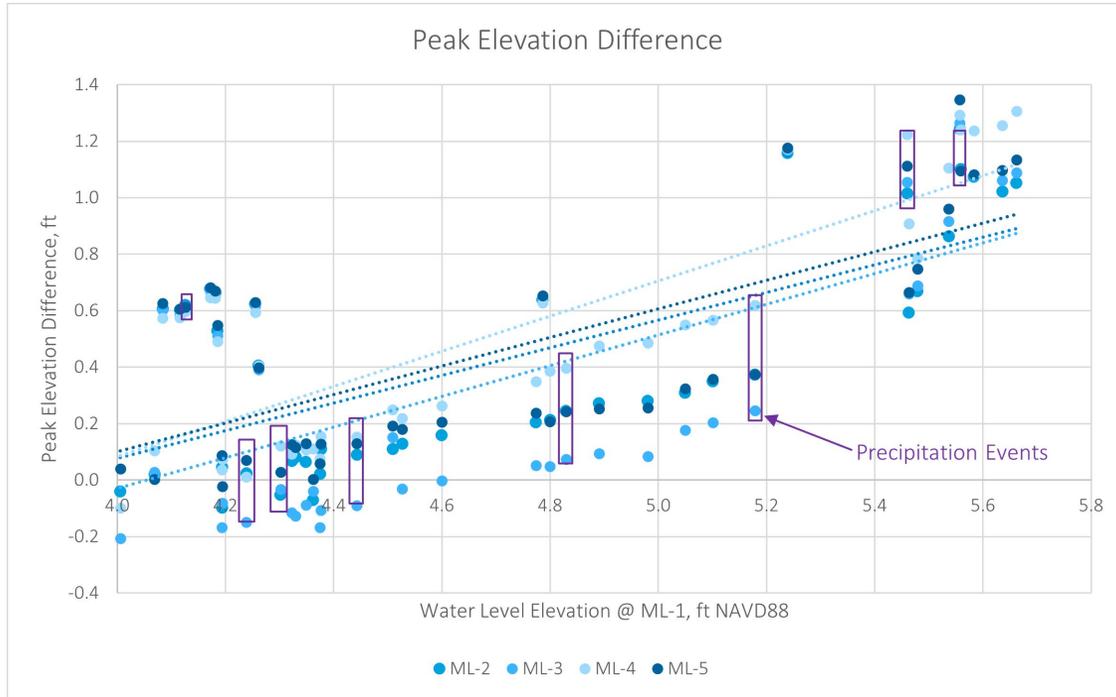
Data Analysis – Peak Water Elevations

- As water level increases at ML-1, incremental peak difference in elevation from ML-1 to ML-5 increases.
- No significant change in incremental peak difference across other ML's.
- Indicates that tide gate is biggest impediment of flows.

- :
- ML-4 is not influenced by tidal activity until water level at ML-1 surpasses ~3.5-feet.
 - In general, water elevation peaks at ML-6 are influenced by precip. events.
 - Potential outside influence on ML-3 showing peaks higher than ML-1



Data Analysis – Peak Water Elevations & Lag Time



Public Input

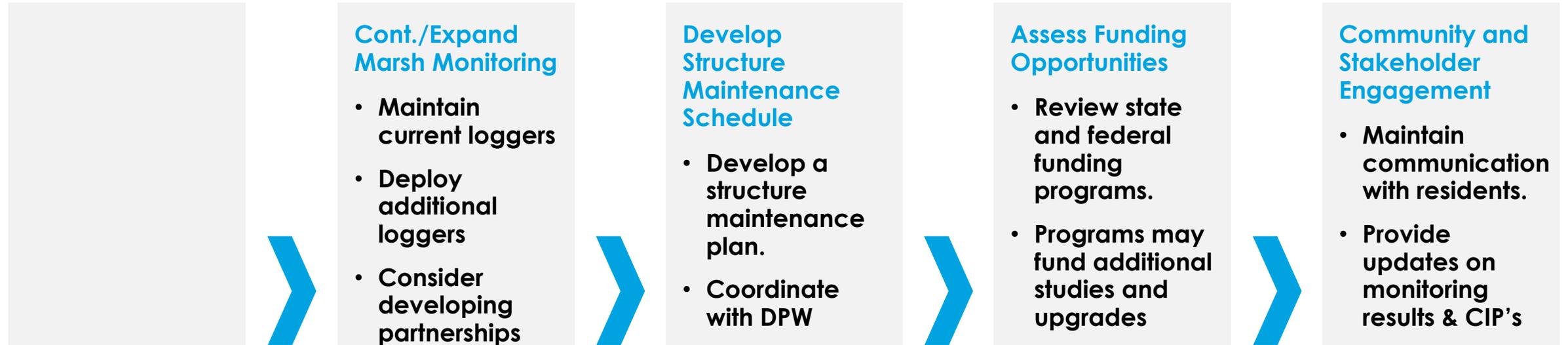
Comment Category	General Comments	Recommendations
Sediment in the System	<ul style="list-style-type: none">• Too much sediment built up in system• Dredging downstream of tide gate (outside scope)	<ul style="list-style-type: none">• Dredging will likely cause more harm than good.• Regulatory hurdles.• Town on list for York County dredge.
Operation and Maintenance	<ul style="list-style-type: none">• Ensure a smooth and ongoing operation of SRT.• Identify responsibilities for gate operation.	<ul style="list-style-type: none">• Iterative process for updating SRT SOP.• Wastewater department currently responsible for operation.
Continued Monitoring	<ul style="list-style-type: none">• Continue utilizing Town owned data loggers.• Suggest developing strategic partnerships.	<ul style="list-style-type: none">• Partnership opportunities with UNE and adjacent communities.• Expand monitoring locations within the system.

Recommendations

- Continued Monitoring
- Implement adjustments in SRT protocol
- Consider additional actuating gates.
- Routine maintenance and structure cleaning.
- Stormwater improvements
- Future Considerations/CIP Projects:
 - Raise low-lying roads adjacent to marshes
 - Evaluate/replace existing culverts as needed.
 - Raise private infrastructure adjacent to marshes.
 - Consider ordinance changes for FFE's



Next Steps



No “one size fits all” approach. Very complex system.

THANK YOU

12/16/2025

To: Town Council
Diana H. Asanza, Town Manager

From: Jason Webber

Recommendation for Sole Source Vendor: Musco Lighting

Following the Council meeting on December 9th, I contacted several electrical companies listed in the Google search document provided by Guy Fontaine. The goal was to contact and assess potential vendors for the sports lighting project to ensure Musco Lighting is the right choice as a sole source vendor for this project. After contacting several of the electrical companies from the list, Musco Lighting still stands out as the clear and most reliable choice for the following reasons:

Why Musco Lighting is the Sole Source Recommendation

Musco Lighting is uniquely positioned as a **one-stop shop** for sports lighting. All others relied on third-party suppliers for fixtures, drivers, controls and light poles.

- Musco Lighting **manufacture** the light poles, controls, drives and fixtures and **install** the lighting fixtures, ensuring full accountability.
- Competing electrical companies rely on **third-party suppliers** for critical components (fixtures, drivers, controls, poles). This subcontracting approach leads to **gaps in responsibility** when issues arise, leaving the Town vulnerable.

Proven Track Record

- Musco installed the **original ballpark lighting 40 years ago**, which has performed reliably.
- They also replaced a pole at the ballpark last year, demonstrating continued service and expertise.

Musco's Value includes:

- **25-year warranty** covering both **parts and labor**
- **Fully engineered system**, manufactured in the **USA**

- **Architect-stamped structural designs** for poles and foundations to ensure peace of mind with the foundation work.
- **Proactive monitoring system** that pings the fixtures every 4 hours, that typically notify the Town of an issue ensuring rapid service response.

Given Musco's long-standing reliability, comprehensive warranty, and being an all-in-one provider, they are the only vendor capable of delivering a fully accountable, high-quality solution for the Town's sports lighting needs.

Vendor Evaluation Summary

- **Seacoast Electric:** Phone number disconnected; company appears inactive.
- **Collins Electric:** Reviewed the project scope and confirmed that the job exceeds their capabilities due to pole height and structural requirements.
- **Hawkes Lighting LLC:** No longer in business.
- **Pine State Electric:** Focuses on commercial/residential installations; lacks experience with stadium-scale sports lighting.

The other question that came up at the meeting was regarding the **electric cabling** and if it had been tested. Jason contacted Nick D'Angelo from Systems Electrical Services who do the electrical work for Musco Lighting and will be working on this project. Because of the cold temps yesterday and today the testing will be done Thursday. Even though I don't have the results for this evening Nick did provide a **contingency price of \$60K**, if the wires needed to be replaced. This would be full replacement including trenching and conduit replacement. Also worth noting is the fact that the lights are operational now he doesn't think it will be necessary to replace the wires, especially since the new lighting will be LED which requires lower wattage. I will hopefully have the report to you by early next week.