



Town of Old Orchard Beach
Office of the Town Manager

1 Portland Ave, Old Orchard Beach, Maine

Phone: 207.937.5626

Web: www.oobmaine.com or

www.oobmaine.com/town-council

Regular Town Council Meeting Minutes

June 16, 2026

I, Tim Fleury, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of 30 pages is a copy of the original minutes from the regular meeting of the Old Orchard Beach Town Council held on 6/16/2026.

Prepared By:	Tim Fleury
Approved By:	Old Orchard Beach Town Council
Approval Date:	7/21/2026

Respectfully
Submitted,

Tim Fleury
Town Council
Secretary



Town Council - Meeting Agenda

June 16th, 2026 @ 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:

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

Chairman Shawn O'Neill
Vice Chairman Kenneth Blow
Jay Kelley, Councilor
Michael Tousignant, Councilor
Connor Rague, Councilor

Diana Asanza, Town Manager
Tim Fleury, Town Council Secretary

ACKNOWLEDGEMENTS:

Chairman O'Neill – Kora Shriners Parade and Corvette Weekend – both events well received and attended, would like to thank those who put on the shows.

GOOD & WELFARE:

Val Philbrick, 4 Goosefare Drive – update Council on petition ordinance they are working on, mobile home park closure ordinance addresses time frame of park closures and fees owed by park owners to renters – water issues in Old Orchard Village since park was purchased, beyond cosmetic damages –

Guy Fontaine, Halfway Intersection – research on Town history and archives – concern on missing zoning board of appeals minutes from 2022 on – concern on transparency – administrative review board, design review board, planning board, conservation commission, charter commission, comprehensive planning board committee, board of assessment, finance committee – all missing minutes – need records for clarity and transparency – council meeting minutes – precise minutes from Louise Reid on – current minutes not have enough minutes – minutes are a record of history – Charter states Town Clerk is keeper of minutes – would like to see Council and Town manager take this on

PRESENTATION:

ACCEPTANCE OF MINUTES:

Accept the minutes from the 6/2/2026 Town Council Meeting.

Chair: Shawn O'Neill

Motion to approve: Councilor Tousignant

Second: Councilor Kelley

Vote: 5-0

PUBLIC HEARING – BUSINESS LICENSE & APPROVALS:

Milestone Foundation Inc, 28 Portland Avenue, 205-1-27, 1 Retail License (requesting fee to be waived).

Chris & Gail Treanor, 39 Temple Avenue, 323-10-4, 1 Seasonal Short-Term Rental (new license).

Haley Montijo, 78 East Grand Avenue #208, 304-7-1-20, 1 Year-Round Rental

Jason Field, 4 Union Avenue, 316-13-16, 1 Year-Round Short-Term Rental

Rich McMackin, 104 Wild Dunes Way, 105A-1-H51, 1 Year-Round Short-Term Rental (new license).

Jing Ou, 16 Smithwheel Road #8, 210-2-53-8, 1 Year-Round Rental

Handling last rental license separately, Chairman O'Neill

Chairman O'Neill opened the hearing at: 6:39pm

Motion to approve: Councilor Tousignant

Second: Councilor Kelley

Vote: 5-0

Chairman O'Neill closed the hearing at: 6:40pm

Michael A Rague, 7 Orchard Hill Terrace, 204-3-6, 1 Year-Round Rental (new license).

Chair: Shawn O'Neill

Chairman O'Neill opened the hearing at: 6:40pm

Councilor Rague abstaining from vote.

Motion to approve: Vice Chairman Blow

Second: Councilor Tousignant

Vote: 4-0

Chairman O'Neill closed the hearing at: 6:41pm

PUBLIC HEARING – SPECIAL AMUSEMENT PERMITS & APPROVALS:

Birdies Grill & Tavern LLC, Birdies Grill & Tavern, 166-168 Saco Avenue, 208-1-6, Trivia, Inside, 10:00am-9:00pm, Monday through Sunday (Last year was Live Music, 6:00pm-10:00pm).

Chair: Shawn O'Neill

Chairman O'Neill opened the hearing at: 6:41pm

Motion to approve: Vice Chairman Blow

Second: Councilor Kelley

Vote: 5-0

Chairman O'Neill closed the hearing at: 6:41pm

TOWN MANAGER REPORT

NEW BUSINESS:

AGENDA ITEM #9031

Discussion with Action: Canvass and certify the results of the Municipal Election held June 9th, 2026.

Chair: Shawn O'Neill

Motion to approve: Councilor Tousignant

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #9032

Discussion with Action: Cancel the regular meeting of the Old Orchard Beach Town Council on July 7th, 2026.

Chair: Shawn O'Neill

Motion to approve: Councilor Rague

Second: Councilor Kelley

Vote: 5-0

AGENDA ITEM #9033

Discussion with Action: Appoint Kyle Duffy as an alternate member of the Planning Board, term to expire 12/31/27.

Chair: Shawn O'Neill

Motion to approve: Councilor Tousignant

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #9034

Discussion with Action: Award the Ambulance Billing Services RFP to COMSTAR Ambulance Billing Services at a fee of 4.0% of net revenue delivered to the Town of Old Orchard Beach.

Chair: Shawn O'Neill

The Town issued a request for proposals in October 2025 for ambulance billing services. Eight proposals were received, and after an extensive review process, Comstar LLC was identified as the recommended vendor, offering the lowest fee at 4 percent of net revenue collected. Comstar is also the leading ambulance billing provider in Maine, contracting with more than 30 communities, including Scarborough, Biddeford, Bangor, Freeport, Gorham, and Westbrook. Overall, fee proposals ranged from 15 % down to 4 %.

Motion to approve: Vice Chairman Blow

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #9035

Discussion with Action: Approve the quote from Jordan Equipment Co., to replace plow cutting edges for the Public Works Department in the amount of \$11,271.84, from account #20151-50452 Public Works Operating Equipment Repair Expense with a balance of \$95,933.92.

Chair: Shawn O'Neill

The Public Works Department is using available FY 26 funds to purchase plow cutting edges to prepare for the winter plowing season.

Motion to approve: Councilor Rague

Second: Councilor Kelley

Vote: 5-0

AGENDA ITEM #9036

Discussion with Action: Approve the quote from H. Barber and Sons for repair parts for the 2019 Barber Surf Rake for the Public Works Department in the amount of \$12,467.18, from account #20151-50452 Public Works Operating Equipment Repair Expense with a balance of \$95,933.92.

Chair: Shawn O'Neill

The Public Works Department is purchasing parts for the 2019 Barber Surf Rake to be rebuilt over the winter months in preparation for the 2027 summer season.

Motion to approve: Councilor Tousignant

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #9037

Discussion with Action: Authorize the Town Manager to enter into the Animal Shelter Agreement effective July 1, 2026 through June 30, 2027 with the Animal Welfare Society for the purpose of providing shelter for stray and lost domesticated companion animals located within the Town of Old Orchard Beach, in the amount of \$13,856.86 from account #20131-50310 Service Contracts Expense with a proposed FY 27 budget in the amount of \$683,531.00.

Chair: Shawn O'Neill

This is an annual renewal for the Animal Welfare Society where they provide shelter for the Town's lost or stray domesticated companion animals.

Motion to approve: Councilor Rague

Second: Councilor Kelley

Vote: 5-0

AGENDA ITEM #9038

Discussion with Action: Amend Appendix A—Schedule of License, Permit and Application Fees, by increasing the fee for Parking at all Pay Stations, Meters, and Pay by Parking App to \$5.00.

Chair: Shawn O'Neill

Motion to approve: Councilor Tousignant
Second: Councilor Rague
Vote: 5-0

AGENDA ITEM #9039

Discussion with Action: Shall the Town rename the following private way:
Linda's Way to Silverbrook Drive per Section 50-111 of the Code of Ordinances
for E-911 services.

Chair: Shawn O'Neill

Motion to approve: Councilor Kelley

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #9040

Discussion with Action: Award the Public Works Facility Feasibility Assessment RFP to Wright Pierce in the amount of \$28,974.00 from account #50002-50826 Public Works Building Improvements CIP with a balance of \$51,636.62.

Chair: Shawn O'Neill

The Town went out to bid in April of 2026 for assessment and concept level design services for a feasibility study of the existing Public Works Facilities including the Administration Building, Garage, Transfer Station, and Sand & Salt Facility including the sign shop, and potential equipment storage building. The location of the buildings is currently decentralized at different locations, and consolidating locations would be beneficial. The work will identify the layout of the various functional areas in order to develop options for a preferred arrangement.

Nine (9) responses were received and evaluated:

• Wright Pierce	\$28,974.00
• Archetype Architects	\$29,700.00
• Invivid Architecture	\$42,500.00
• Michael Petrovick Architects	\$45,000.00
• Dirigo Architectural	\$46,500.00
• Wiemann Lamphere Architects	\$58,870.00
• CWS Architecture and Interior Design	\$64,320.00
• Lavalle Brensinger Architects	\$64,900.00
• Haley Ward	\$70,000.00

Based on cost, completeness of the proposal, and history of projects with the Town, the recommendation is to award the RFP to Wright Pierce.

Motion to approve: Councilor Tousignant
Second: Councilor Kelley
Vote: 5-0

AGENDA ITEM #9041

Discussion with Action: Authorize the Town Manager to enter into an Interlocal Agreement with the Town of Scarborough to provide General Assistance Services for the Town of Old Orchard Beach, effective July 1, 2026 through June 30, 2027, and Old Orchard Beach shall pay 33% of the total personnel cost, subject to the following provisions:

The parties agree to meet on or before October 1, 2026 to review the shared services arrangement, with an option to terminate the agreement with 45 days notice, if either party is dissatisfied with the performance or arrangement. Following the initial 12-month period, this Agreement shall be automatically renewed without affirmative action by the Parties for successive one-year periods each July 1st.

Chair: Shawn O'Neill

The General Assistance Coordinator resigned and took a job with the Town of Scarborough. During discussions with the Scarborough Town Manager and the General Assistance Coordinator, there is a mutual interest in considering a shared service position. Under the arrangement the GA Coordinator will be a full-time employee with Scarborough and will be assigned to Old Orchard Beach for one-third of the time. Parties also agree to a 90 day assessment to see how the arrangement works.

Motion to approve: Councilor Rague

Second: Councilor Tousignant

Vote: 5-0

AGENDA ITEM #9042

Discussion with Action: Set the public hearing of July 21st to amend the Code of Ordinances, Chapter 42, Parks and Recreation, Division 5, Special Events, by adding to the special event permit, a permit for a food truck on private property.

Chair: Shawn O'Neill

The Town has received requests from local businesses and residents to allow food and beverage trucks for special events held on private property. These requests include both commercial gatherings and private celebrations, such as birthday parties.

Under the current Zoning Ordinance, food trucks are only permitted in limited areas: the Campground Overlay District, the Amusement Overlay District, the Salvation Army property, or through Town Council-approved special event permits. To address new needs while maintaining protections for downtown brick-and-mortar establishments, an amendment has been drafted to expand the Special Event Permit process to include food and beverage trucks on private property.

The proposed changes have been reviewed by the Code Enforcement Department, the Town's Health Officer, Police and Fire Departments, and Attorney Phil Saucier. Staff also met with the first requester, Seashell Cottages, to review the amendment prior to presenting it to the Town Council.

-continued on next page-

This amendment aims to provide flexibility for mobile food services at private events while also safeguarding nearby food service businesses. Key elements of the amendment include:

- Applications must be submitted at least 30 days prior to the event, with required information such as location, event description, dates and times, qualified catering permit (if alcohol will be served), emergency contact information, and confirmation that wastewater will not be disposed of on public property.
- Mobile food businesses may serve only event guests and employees; service to the general public is not allowed.
- Codes and Fire personnel may inspect the event location and the mobile food business before operation.
- Mobile food businesses must be located at least 100 feet from any existing food or beverage establishment.
- Operation is limited to two days within any seven-day period, for no more than six hours per day, between 10 a.m. and 10 p.m.
- Mobile food businesses must be located at least 20 feet from the front property line.

This amendment seeks to balance the needs of event hosts and mobile vendors with the economic interests of established local businesses.

Motion to approve: Councilor Rague

Second: Vice Chairman Blow

Vote: 5-0

AGENDA ITEM #9043

Discussion with Action: Consider the Following:

FY 2027 Municipal Operating Budget Appropriation in the amount of \$28,589,406

FY 2027 Capital Improvement Budget Appropriation in the amount of \$2,653,754

FY 2027 Non-Property Tax Revenue Appropriation in the amount of \$8,229,225

FY 2027 Appropriation of \$500,000.00 from the Unassigned Fund Balance and \$500,000.00 from the Rescue Fees Billing Fund; for the purpose of reducing the FY2027 Property Tax Commitment.

Authorizing the Finance Director to set the Percentage Rate for the FY 2027 tax bill to be used for operation and maintenance of the Wastewater Treatment Plant and sewer infrastructure, after approval of the FY 2027 Budget.

Authorizing and directing the Assessor to prepare a perfect list of all taxes of the municipality and to commit the same to the Tax Collector.

Authorizing and directing the Tax Collector and Treasurer, pursuant to 36 M.R.S.A., Section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill provided. However, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

-continued on next page-

Setting Property Tax due dates of September 16, 2026, and March 17, 2027, for the FY 2027 property taxes.

Setting interest rate of 7% for delinquent property taxes.

Authorizing the Tax Collector and Treasurer to accept prepayments of taxes before commitment at an interest rate of 0%, pursuant to 36 M.R.S.A, Section 506.

Chair: Shawn O'Neill

Motion to approve: Councilor Tousignant

Second: Vice Chairman Blow

Discussion:

Town Manager Asanza presented the proposed FY27 budget – Council discussed adding an additional \$500,000 from undesignated funds to reduce mil rate for residents – Council discussed an additional \$500,000 to make it \$1,500,000 total from undesignated funds to bring mil rate down again – Councilor Rague – thoughts on keeping it at \$1m total and expecting relief from Commercial Revaluation – Vice Chairman Blow – thoughts on \$1.5m now to provide relief to residents – Chairman O'Neill – goal on keeping it below \$12 per million mil rate – Councilor Rague – as long as we keep putting \$ in roads and sidewalks to maintain infrastructure –

Motion to amend the motion to read \$1.5 from unassigned balance and \$500,000 from rescue billing fund... and increase Non-Property Tax Revenue Appropriation in amount of \$9,229,225: Councilor Tousignant

Second to amend: Vice Chairman Blow

Vote: 5-0

Councilor Tousignant – what does that make mil rate? Town Manager

Asanza approximately \$11.98

Vote: 5-0 on original motion

AGENDA ITEM #9044

Discussion with Action: Approve the FY 26 Budget Carry Forward of \$50,000 from Account 20106-50300 Professional Engineering with a balance of \$51,900. This will fund the commercial property revaluation, which will be re-bid in FY 27.

Chair: Shawn O'Neill

The RFP for a commercial revaluation was issued this fiscal year and was unsuccessful in receiving any bids. The funds are still available for the reval and the recommendation is to carry forward the available funds to FY 27.

Motion to approve: Vice Chairman Blow

Second: Councilor Rague

Discussion:

Councilor Rague – only Maine companies last year? Casting wider net this year to get it done – Nicole Axelsen – reached out to 3 vendors from last year, numbers look similar, projected about 18 months length

Vote: 5-0

AGENDA ITEM #9045

Discussion with Action: Approve the FY 26 Budget Carry Forward of \$15,000 from account 20151-50450 Building Repair/Maintenance with a balance of \$15,206.66. This will partially fund the installation of a central heating system in the Public Works building in FY27.

Chair: Shawn O'Neill

Motion to approve: Councilor Tousignant

Second: Councilor Rague

Discussion:

Vice Chairman Blow – partially fund? Concern if we need to install it with feasibility assessment going on – Town Manager Asanza will be funded just in case, no plan currently to spend it

Vote: 5-0

AGENDA ITEM #9046

Discussion with Action: Approve the FY 26 Budget Carry Forward of \$250,000 from account 20191-50345 General Assistance Expense with a balance of \$270,231.93. This will fully fund the General Assistance Expense line in FY27.

Chair: Shawn O'Neill

This item was discussed during the FY27 budget workshops, and due to the amount of available funds remaining in the FY26 budget, the recommendation is to carry these funds forward to reduce the FY27 expense budget.

Motion to approve: Councilor Rague

Second: Councilor Kelley

Vote: 5-0

AGENDA ITEM #9047

Discussion with Action: Approve the FY 26 Line-Item Transfer of \$16,800 from account 20161-50106 Full Time Wages with a balance of \$135,046.30 to 20161-50310 Service Contracts with a balance of \$319.24. This amount will be requested as a carry forward to FY27 for the one-time start-up cost of a new software, WIMS, proposed in the FY27 budget.

Chair: Shawn O'Neill

This was discussed during the FY 27 budget workshop with the recommendation to use available funds to reduce the FY 27 budget expense.

Motion to approve: Councilor Tousignant

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #9048

Discussion with Action: Approve the FY 26 Budget Carry Forward of \$16,800 from account 20161-50310 Service Contracts with a balance of \$17,119.24 (pending the approval of the Line-Item Transfer requested above). This will fund the one-time startup cost for WIMS, a new software for the department, and was proposed for the FY27 budget.

Chair: Shawn O'Neill

Motion to approve: Councilor Kelley

Second: Councilor Rague

Vote: 5-0

AGENDA ITEM #9049

Discussion with Action: Approve the quote from Grainger to replace the confined space davit arm and retrieval winch for the Wastewater Department in the amount of \$7,000.60, from account #20161-50330 Wastewater Equipment Replacement with a balance of \$9,248.93

Chair: Shawn O'Neill

The Wastewater Department is replacing aging confined space safety equipment with FY26 budgeted funds.

Motion to approve: Councilor Tousignant

Second: Councilor Rague

Vote: 5-0

ADJOURNMENT

Chair: Shawn O'Neill

Motion to adjourn at 7:20pm: Councilor Tousignant

Second: Councilor Rague

Vote: 5-0