

BOOTHBAY HARBOR
SELECTMEN'S MEETING MINUTES
June 12, 2023

In addition to these typed minutes, video recordings of all Selectmen's meetings are available to be viewed at BRCTV and audio recordings are available at the Boothbay Harbor Town Office.

ATTENDING: Michael Tomko - Chair
Kenneth Rayle - Vice Chair
Mark Gimbel
Mark Osborn
Alyssa Allen

Julia Latter, Town Manager

Chairman Tomko called the Board of Selectmen's Meeting to order at 7:00 P.M.

TOWN MANAGER'S ANNOUNCEMENTS:

1. Sally Carroll will be starting as an administrative assistant on June 26, 2023, with roughly 3 years of municipal experience.
2. The Boothbay Harbor Police Department received the Ed McDonald Safety Grant from the Maine Municipal Association's Workers' Compensation Fund in the amount of \$3,000, which was used to purchase new desks and chairs. The grant work was submitted by Chief Doug Snyder and Administrative Assistant Diane Joyal.
3. Windjammer Days will be held June 25, 2023-July 1, 2023. Fireworks are scheduled for Wednesday, June 28th with a rain date set for Thursday, June 29th. Also mentioned is the rain date for the 4th of July fireworks which is set to be July 5th.
4. All town restrooms are open 7 days a week, 8 A.M.-8 P.M.
5. One parking enforcement employee began working June 12, 2023.
6. The town office will be closed Monday, June 19th in observance of Juneteenth. The town office will be closing at 12:00 P.M. June 28th for Windjammer Days. Friday, June 30th the town office will be closing at 12:00 P.M. for the fiscal year-end process.
7. A new HVAC system is currently being installed using \$18,000 that has been received from the Efficiency of Maine grant. The remaining funds came from ARPA funds and were at no cost to the taxpayers. Chairman Tomko adds that this will be a tremendous benefit in situations where the town office needs to open as a warming/cooling center, and it will be more efficient energy-wise.
8. The town is currently working with the State of Maine to secure grant funds to repair or replace the sea wall at Barretts Park.
9. Chairman Tomko requests a review of the SWAT analysis provided by Matthew Eddy with Town Manager Latter, and to use that as a guide on the town's next steps.

SELECTMEN REPORTS:

1. Chairman Tomko mentions a housing study that was done by Lincoln County Regional Planning Commission in conjunction with Camoin Associates where housing in Boothbay Harbor ranked highest among other municipalities in Lincoln County. Mark Osborn had previously mentioned his desire to work to establish a housing committee, so Julia Latter will work with him to hone in on what our mission is going to be.
2. LD-1706 passed this afternoon in conjunction with LD-2003. Chairman Tomko recommends that our planning board chair, Tom Churchill, work with Julia Latter to see about having Emily Rabbe, who has recently worked with the Town of Boothbay, attend a workshop regarding what this means for Boothbay Harbor's Code.

FINANCIALS: Fiscal year-end is approaching and it looks like the town is on target for both expenses and revenue. Tax collection is also within a percentage of what it was this time last year.

MINUTES: Motion to approve the Minutes of March 22, 2023, as written. Approved 5-0.

LICENSES:

1. A motion was made to approve Liquor license - Renewal license for Whale's Tale, 125 Atlantic Avenue (Malt, Wine & Spirits). Approved 5-0.
2. A motion was made to approve Liquor license - Renewal license for Blue Moon Cafe, 54 Commercial Street (Malt, Wine & Spirits). Approved 5-0.
3. A motion was made to approve Special Amusement license - New license for Harborside 1901 Bar and Grill, 12 Bridge Street. Approved 5-0.
4. A motion was made to approve Special Amusement license - Renewal license for Tugboat Inn, 80 Commercial Street. Approved 5-0.
5. A motion was made to approve Special Amusement license - Renewal license for Whale's Tale, 125 Atlantic Avenue. Approved 5-0.
6. A motion was made to approve Victualers license - New license for Harbor Treats, 12 Bridge St., (Class D). Approved 5-0.
7. A motion was made to approve Victualers license - New license for JMV Carousel Marina Inc., 125 Atlantic Ave., (Class B). Approved 5-0.
8. A motion was made to approve Victualers license - New license for Atlantic Ark Inn, 62 Atlantic Ave., (Class F). Approved 5-0.

EXECUTIVE SESSION: The board went into executive session at 7:17 P.M. held under MRSA Title 1, Chapter 13, §405(6)(A), Personnel.

The board came out of the executive session at 7:54 P.M. under MRSA Title 1, Chapter 13, §405(6)(A), Personnel. No decisions were made.

NEW BUSINESS:

1. Town Manager Latter presented and asked the board to adopt the proposed fee schedule for the fiscal year 2023-2024. A motion was made to adopt the 2023-2024 fee schedule as presented. Approved 5-0.

2. Town Manager Latter presented and asked the board to approve the annual municipal appointments for the boards and committees.
 - a) A motion was made to approve David Cody for one 3-year term to the Planning Board as 2nd Alternate. Approved 5-0.
 - b) A motion was made to approve William Hamblen to fill one 1-year term to the Board of Appeals as 1st Alternate. Approved 5-0.
 - c) A motion was made to approve David Cody for one 3-year term to the Budget Committee. Approved 5-0.
 - d) A motion was made to approve Allison Evans for one 3-year term to the Budget Committee. Approved 5-0.
 - e) A motion was made to approve Julia Latter to fill one 1-year term to the Boothbay Region Refuse District. Approved 5-0.
 - f) A motion was made to approve the 2022-2023 municipal official's appointments for July 1, 2023, to June 30, 2024, as read. Approved 5-0.
3. Planning board chair, Tom Churchill discussed proposed ordinance changes and their next steps. Churchill requests that a workshop is scheduled between the Planning Board and Select Board to discuss this further.
4. Town Manager Latter presents a list of town-owned property to be disposed of by a sealed bid process to be put back into the general fund. She asks for approval to dispose of the gangway from the old footbridge, a stack of old bricks from the sidewalks, as well as a pump-out boat and system with the trailer. A motion was made to approve the disposal of all town property as presented. Approved 5-0.
5. Town Manager Latter requests approval of a purchase order for a Glacier Computer for police cruisers in the amount of \$12,511.82. This money has been received as a grant and is an upgrade from the current systems. There is a motion to approve the purchase order in the amount of \$12,511.82 budgeted for a new Glacier computer in the police department. Approved 5-0.
6. Town Manager Latter presents union contracts ratification for administration and police units. Selectman Rayle comments that both sides of the contract were well-focused on the needs of the town and its employees. There was an adjustment to the wage level but beyond that, there were no changes of significance.
 - a) There is a motion to approve and authorize the town manager to endorse the collective bargaining agreement as presented for the administrative unit for the period July 1, 2023-June 30, 2026. Approved 5-0.
 - b) There is a motion to approve and authorize the town manager to endorse the collective bargaining agreement MOU as presented for the administrative unit for the period June 1, 2023-June 30, 2023. Approved 5-0.
 - c) There is a motion to approve and authorize the town manager to endorse the collective bargaining agreement as presented for the police unit for the period July 1, 2023-June 30, 2026. Approved 5-0.
 - d) There is a motion to approve and authorize the town manager to endorse the collective bargaining agreement MOU as presented for the police unit for the period June 1, 2023-June 30, 2023. Approved 5-0.
 - e) There is a motion to approve the non-union public worker's wages proposed by the town manager which includes a salary adjustment and a cost-of-living increase which is effective beginning June 1, 2023. Approved 5-0.

OLD BUSINESS:

1. The Footbridge Renovation Project will not be complete until June 23, 2023, and will be open to the public that same day. Parking in the Footbridge Lot will be available as of June 17, 2023.

PUBLIC FORUM:

Boothbay Harbor resident, Steve Carbone, asks Town Manager Latter if the purchase order for the Glacier Computer was part of the projected warrant that was approved at the town meeting. Latter answers no, this is grant money that was not part of the operational budget and is at no cost to the taxpayers.

Boothbay Harbor resident, John Seitzer, says he hopes the bridge will be open by the 23rd because of the loss of traffic on the east side. He also questions the need to readdress the building height requirements as in 2019 it was already voted against.

WARRANTS: A motion was made to approve the warrants upon review. Approved 5-0.

EXECUTIVE SESSION: The board went into executive session at 8:30 P.M. held under MRSA Title 1, Chapter 13, §405(6)(A), Personnel.

The board came out of the executive session at 9:02 P.M. under MRSA Title 1, Chapter 13, §405(6)(A), Personnel. No decisions were made.

There is a motion to adjust the Town Manager's Salary by 4.74%. Approved 5-0.

MOVE TO ADJOURN: The meeting was adjourned at 9:03P.M. Approved 5-0.