

BOOTHBAY HARBOR SELECTMEN'S  
MEETING MINUTES

March 27, 2023

In addition to these typed minutes, video recording 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  
Tricia Warren – Vice Chair  
Denise Griffin  
Kenneth Rayle

Julia Latter, Town Manager

Chairman Tomko called the Board of Selectmen's Meeting to order at 7:02 p.m.

Pledge of Allegiance: The Board of Selectmen and members of the audience.

Introductions of the Board of Selectmen.

TOWN MANAGER'S ANNOUNCEMENTS:

1. Absentee Ballots for the May 5th Municipal Election are available. To request an absentee ballot either stop in the office Monday through Friday from 8:30 a.m. to 4:30 p.m., download the application on our website at [www.boothbayharbor.org](http://www.boothbayharbor.org), or contact us by phone at 633-3671. Any further questions please contact Michelle Farnham, Town Clerk at 633-3671 or by e-mail at [mfarnham@boothbayharbor.org](mailto:mfarnham@boothbayharbor.org). Voting for the annual town meeting will be held at Boothbay Harbor Fire Station on Friday, May 5, 2023, from 8:00 a.m. – 6:00 p.m. Annual Town meeting will be held on Saturday, May 6, 2023, at 9:00 a.m. at the Boothbay Harbor Fire Station.
2. The town has available positions that include parking enforcement for the summer season, a deputy harbor master seasonal position, a full-time public works equipment operator/laborer, a seasonal pump-out boat operator, police officers, and a per-diem front desk person. Emma Holmes who has been working with the town part-time, per-diem starts tomorrow as the full-time Assistant Tax Collector/Assistant Treasurer. Trish Fallon's last day is tomorrow and Latter thanked her for 11 years of dedicated service to the town and wished her well in her retirement. Applications can be found on our website at [www.boothbayharbor.org](http://www.boothbayharbor.org) as well as at the town office.
3. Latter asked the board to accept the resignations of Patrick Higgins and Jennifer Gosselin. A motion was made to accept the resignations of both Patrick Higgins and Jennifer Gosselin. The motion was seconded and unanimously approved. Approved 4-0. Selectperson Griffin thanked them both for their service.

TOWN DEPARTMENT REPORTS: NONE

SELECTMEN REPORTS: Vice Chair Warren wanted to recognize the people who are working so hard to get the school back up and running.

FINANCIALS: Overview of financials given by Manager, Julia Latter for Finance Officer, Kathleen Pearce.

MINUTES: Approval of March 13, 2023, minutes, Approved 4-0.

## LICENSES:

1. A motion was made to approve the Liquor License – Renewal license for Harborside 1901 Bar and Grill, 12 Bridge Street (Malt, Wine & Spirits). Approved 4-0.
2. A motion was made to approve the Liquor License – Renewal license for Cap'n Fish Holdings LLC- (Vessels Pink Lady & Harbor Princess), 40 Commercial Street (Malt, Wine & Spirits). Approved 4-0.
3. A motion was made to approve the Liquor License – Renewal license for McSeagull's Restaurant, 14 Wharf Street (Malt, Wine & Spirits). Approved 4-0.
4. A motion was made to approve Victualer's License – A new license for Waves Restaurant, 43 Commercial Street (Class H). Approved 4-0.
5. A motion was made to approve Victualer's License – A new license for Thistle Inn, 55 Oak Street (Class H). Approved 4-0.

EXECUTIVE SESSION: An executive session was held under MRSA Title 1, Chapter 13, §405 6 (A), Personnel. The board came out of the executive session at 7:52 p.m. under MRSA Title 1, Chapter 13, §405 6 (A), No decisions were made, and no votes were taken.

The town is working with the Lincoln County Sherriff's Office to reconfirm the Memorandum of Understanding between the Lincoln County Sheriff's Office and the Boothbay Harbor Police Department. Sherriff Todd Brackett gave a summary of how the agreement works. The county and the town have always worked together when needed but with the short staff and hours that can't be covered within the Boothbay Harbor Police Department, the county will have designated hours to be in the area. Latter mentioned as soon as the details are finalized the public will be notified regarding any financial changes within the agreement. Both Sherriff Brackett and Boothbay Harbor's Chief Snyder summarized how they are trying to recruit officers to each department.

## NEW BUSINESS:

1. Planning Board/Appeals Board appointments were approved as follows:
  - a. A motion was made to fill the Planning Board 2nd Alternate position with Ronald Cohen. The motion was seconded and unanimously approved. Approved 4-0.
  - b. A motion was made to fill the full voting member position of the Board of Appeals with William Prince. The motion was seconded and unanimously approved. Approved 4-0.
  - c. A motion was made to fill the full voting member of the Board of Appeals with Kenneth Bradsell. The motion was seconded and unanimously approved. Approved 4-0.
  - d. A motion was made to accept Ronald Cohen's resignation effective immediately from the Board of Appeals. The motion was seconded and unanimously approved. Approved 4-0.
2. A motion was made to approve and sign the draft 2023-2024 Annual Town Warrant with the removal of articles 21 and 22. The motion was seconded and unanimously approved. Approved 4-0.
3. Latter presented the personal property write-offs that the auditors recommend we write off after 6 years or later of due diligence with collections. A motion was made to approve the personal property write-offs in the amount of \$404.50 for 2017-2018. The motion was seconded and unanimously approved. Approved 4-0.

## OLD BUSINESS:

1. Latter presented the revised Remote Participation Policy for the board's approval. A motion was made to approve the revised Remote Participation Policy as written. The motion was seconded and unanimously approved. Approved 4-0.

2. Footbridge Renovation Project Update – We are working on the electrical component on the East and West side. An on-site meeting was held last week with Latter, CMP, Gartley and Dorskey, and Squirrel Island Association. We are in the process of getting the easement for the electrical box on the east side. The next on-site meeting will be held tomorrow.
3. Public Health and Safety – NONE

**PUBLIC FORUM:** Boothbay Harbor resident, Stephen Carbone asked when the warrants will be available for the public. Latter responded that they will be available next week.

**WARRANTS:** A motion was made to approve the warrants upon review. The motion was seconded and unanimously approved. Approved 4-0.

**MOVE TO ADJOURN:** The meeting was adjourned at 8:43 p.m. after unanimous approval. Approved 4-0.