

BOOTHBAY HARBOR
SELECTMEN'S MEETING MINUTES
VIA ZOOM
May 11, 2020

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
Ken F-Fitch
Denise Griffin
Wendy Wolf

Julia Latter, Town Manager

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

Introductions of the Board of Selectmen.

TOWN MANAGER'S ANNOUNCEMENTS:

1. Town Manager Latter updated the board on the pump-out boat. The town is looking at May 15th-20th as a target date for the operation of the pump-out program.
2. Town Manager Latter mentioned that EMA Director, Michael Ciccarelli, informed her that steal beams are being delivered for the Southport Bridge Thursday. This will possibly interrupt traffic for the day.
3. Town Manager Latter mentioned that the mooring renewal applications will be mailed out this Friday, due back to the town office by June 30th. The harbor master's boat is expecting to be launched by May 31st.
4. Town Manager Latter asked the board due to Monday, May 25th being Memorial Day, would they like to reschedule the May 25th meeting to May 26th. The board unanimously approved.
5. Town Manager Latter mentioned that all Barrett's Park gatherings and reservations have been canceled until August. Latter and Public Works Foreman Upham will discuss signage and additional documentation to adhere to COVID-19 guidelines that will be in place for both public restrooms and town owned property, the wharves etc.
6. Town Manager Latter mentioned that her and Police Chief Hasch have spoken regarding the town parking lots and on-street parking. Latter and Hasch propose to not open up pay for parking on June 1st. From June 1st to July 1st the town will be posting length of parking terms in the lots, but at no charge and enforceable times monitored by a walker-chalker to serve the purpose of enforcement of the 2-4-hour limits on the street as well, which is the code.
7. Town Manager Latter mentioned that the Whale Park restroom will be the only public restroom open at this time, opening on May 18th.
8. Town Manager Latter informed the board due to Windjammer Day's being canceled there will be no fireworks scheduled during that time as well.
9. Town Manager Latter mentioned that the YMCA has announced that it will reopen in June their pickleball court and strictly follow the guidelines for safe play issued by the U.S. Pickleball association (USPA). Merritt Blakesley has been in touch with his membership and has several recommendations with what he believes to be in alignment with the USPA and responsible rules to ensure safety. Latter mentioned that her and Blakesley will continue to work on this.

10. Town Manager Latter mentioned that this week she will be forwarding the annual appointment list that expires June 30th as well as the fee schedule that is adopted annually by the board. Latter will place both items for action at the June 8th meeting. Town Clerk, Michelle Farnham, will be advertising for the vacant positions.
11. Town Manager Latter presented the updated 2020-2021 Town Warrant and asked the board to re-vote and sign the warrant with new dates of June 19th and June 20th. Latter mentioned that Town Clerk, Farnham will be notifying the public that absentee ballots are available and will actively encourage absentee voting. Precautions will be put in place for both the secret ballot election and open town meeting part of the Annual Town Meeting. Latter also mentioned that the town report will be sent to the printers the week of May 29th. Motion was made to hold the meeting on June 19th and 20th. Motion seconded and unanimously approved. Approved 5-0. Motion was made to approve and sign the updated warrant. Motion seconded and unanimously approved. Approved 5-0.
12. Town Manager Latter asked the board if they would like to make a decision at this time regarding the 4th of July fireworks. The board unanimously decided they would like a little more time before making any decisions.

TOWN DEPARTMENT REPORTS:

1. Town Manager Latter reported for Code Enforcement, Geoff Smith, on Museum in the Streets. Geoff reported that they have received proofs, edited them, sent them back to the company, received the second set and they have been approved for productions. Delivery is expected to be in three to four weeks.
2. Town Manager Latter updated the board on Public Works Foreman, Nick Upham's, behalf.
 - a. Winter operations update; winter season went well for the department, they only expended 55% of the winter operations budget.
 - b. Currently the department has been mowing, cleaning up the parks, painting crosswalks, painting our fire bay doors, parking spaces and doing repair work at the docks. Picnic tables and garbage cans have been placed.

SELECTMEN REPORTS:

1. Vice Chair Warren mentioned that the Broadband Committee met last Monday and discussed the Casco Bay Report which they believe had good findings. The committee plans on getting together with Boothbay and setting up a goal. The next meeting is scheduled for Monday, June 1st at 6:30 p.m. Warren also reminded people that the report is available on the town's website.

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

MINUTES: Approval of the April 27, 2020, meeting minutes. Approved 5-0.

LICENSES:

1. Annual Renewal of Victualers Licenses (List attached)
 - a. Motion made to take and approve all the license applications together as read, with the exception of The Opera House at Boothbay Harbor, Inc. and Mama D's Mercantile (Selectmen Fitch conflict of interest, he is on the board of directors for The Opera House and is the landlord for Mama D's Mercantile). Bistro Inc., and Mine Oyster, Inc. (Vice Chair Warren has a conflict of interest, she is the manager for Bistro Inc. and her boss owns Mine Oyster, Inc.). Harbor Theater (Chair Tomko has conflict of interest, he is on board of directors). Motion seconded and unanimously approved. Approved 5-0.
 - b. Motion made to approve the victualers license renewal for The Opera House, Inc. (Class E) and Mama D's Mercantile (Class H). Motion seconded and approved 4-0. (Selectmen Fitch abstained from vote due to conflict of interest, as stated above.)

- c. Motion made to approve the victualers license renewal for the Bistro, Inc. (Class H) and Mine Oyster, Inc. (Class H). Motion seconded and approved 4-0. (Vice Chair Warren abstained from vote due to conflict of interest, as stated above.)
- d. Motion made to approve the victualers license renewal for Harbor Theater (Class I) Motion seconded and approved 4-0. (Chair Tomko abstained from vote due to conflict of interest, as stated above.)
2. Liquor license – New license for Brisetto’s Second Cup, 41 Commercial Street (Malt, Spirituous & Vinous) Approved 5-0.
3. Special Amusement license – Renewal licenses, Boothbay Harbor Inn, 31 Atlantic Avenue; The Whale’s Tale, 125 Atlantic Avenue; Fisherman’s Wharf Inn, 22 Commercial Street and McSeagull’s Restaurant, 14 Wharf Street.
 - a. Motion made to take all the permit applications together as read. Motion seconded and unanimously approved. Approved 5-0.
 - b. Motion made to approve the Special Amusement permits as read. Motion seconded and unanimously approved. Approved 5-0.

NEW BUSINESS:

1. Regarding discussion and planning for the next steps for re-opening. Vice Chair, Warren and Selectperson, Wolf attended a meeting with local business owners in town. Warren mentioned she felt the meeting went well. Most business owners feel that the most impact will be later in the summer months. Warren also gave an overview of some guideline’s restaurants will have to follow. i.e. washing hands, good hygiene, staff members wearing masks, social distancing for both staff to staff and staff to customers, customers wear mask until seated, take reservations and keep a ledger. Wolf talked about the importance of keeping everyone safe and also keeping businesses thriving within the restrictions.
2. Chair Tomko mentioned receiving a letter from American Cruise lines. These are the cruise ships that come into Boothbay Harbor during the summer months. After discussion the board all agreed that the town is unable to welcome cruise ships at the time.

OLD BUSINESS: NONE

WARRANTS: Motion was made to approve the warrants upon review. Motion seconded and unanimously approved. Approved 5-0.

PUBLIC FORUM: NONE

MOVE TO ADJOURN: The meeting was adjourned at 8:34 p.m. after unanimous approval. Approved 5-0.

The Boothbay Harbor Board of Selectmen will hold a Public Hearing May 11, 2020, 7:00 PM., on the following application(s) for Victualer (s) license (s):

Renewal:

Class A

BMC – The Benchmark Management Company, LLC
dba Spruce Point Inn Resort & Spa
Slice O’Country

Class B

Circle K #4707028
Gimbel and Sons Country Store
Hannaford Supermarket 8143

Class C

Coastal Maine Popcorn
Downeast Candies, Inc.
Downeast Ice Cream Factory (1 By Way)
Downeast Ice Cream Factory (185 Townsend Ave., Suite D)
Hometown Convenience
LMV Corp. dba Finn McCools
Orne’s Candy Store
Sarah’s Scoops
The Curtis House

Class D

Dunton’s Dog House
Fisherman’s Wharf Inn

Class E

The Opera House at Boothbay Harbor, Inc.

Class F

Admiral’s Quarters Inn
Bayberry House
Bayside Inn
Blue Heron Seaside Inn
Bridge Street Café
Greenleaf Inn at Boothbay Harbor
Harbor House Inn B & B
Harbour Towne Inn on the Waterfront

Class G

Baker’s Way
Chowder House, Inc.

Class H

Bistro Inc.
BMC – The Benchmark Management Company, LLC
Dba Spruce Point Inn Resort & Spa
Boothbay Harbor Inn
Boothbay Harbor Oceanside Golf Resort
Boothbay Lobster Wharf, Inc.
Brady’s

Brown Brothers, Inc.
China by the Sea
Fisherman's Wharf Inn
Kaler's Crab & Lobster
Linekin Bay Holdings dba Russell House Bed & Breakfast
Linekin Bay Resort
Mama D's Mercantile
McSeagulls Restaurant
Mine Oyster, Inc.
Pier One Pizza, Inc.
Ports of Italy
Ports Pizzeria
Red Cup Coffeehouse
Taka Mediterranean Bar and Grill
The Topside Inn
The Tugboat Inn
The Whale's Tale
Wave's Restaurant, Inc.

Class I

Harbor Theater