

**BOOTHBAY HARBOR**  
**SELECTMEN'S MEETING MINUTES**  
**VIA ZOOM**  
March 22, 2021

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  
Wendy Wolf  
  
Julia Latter, Town Manager  
Kathleen Pearce, Finance Officer

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

Introductions of the Board of Selectmen.

**TOWN MANAGER'S ANNOUNCEMENTS:**

1. Atlantic Avenue Sidewalk project: Nick Plummer from Boothbay Surveyors is putting together a proposed layout plan with descriptions so John Cunningham, Town Attorney, can complete the Order.
2. We are expecting a deliverable from Gartley and Dorsky by the end of March regarding the Footbridge Renovation Project. This will allow the town to put out construction bids for the project.
3. An advertisement has been placed online and in the Boothbay Register for a part-time deputy harbor master position. The application deadline will be March 31, 2021 by 4:00 p.m.
4. David Cody from EMA is applying for the Ed McDonald Safety Enhancement Grant through Maine Municipal Association's Risk Management Service for a hot stick. A hot stick is a handheld high voltage AC power detector to detect electrical power safely from a distance.
5. David Cody from EMA has revised a Comprehensive Emergency Response Plan for the region. An electronic copy will be sent to the board for review to approve at an upcoming board meeting.
6. Absentee Ballots for the annual municipal elections will be available as of April 7, 2021. You can obtain a ballot by downloading an application on our website [www.boothbayharbor.org](http://www.boothbayharbor.org), calling the office at 207-633-3671 or in person. The ballot drop box will also be available for returning ballots 24/7.
7. Nick and Julia attended a zoom workshop last week and received certification for taking a pavement preservation course.
8. The bid for the Rt. 27 Sidewalk Project was awarded to Ranger Construction Corporation in the amount of \$380,453.00.

**TOWN DEPARTMENT REPORTS:** Public Works Foreman, Nick Upham, gave a brief update to the board on winter operations as well as projects being worked on now and in the future.

**SELECTMEN REPORTS:**

1. Vice Chair Warren mentioned that the next Broadband Committee meeting will be held at 6:30 p.m. on Monday, April 5, 2021.

2. Chairman Tomko mentioned that it has been a year since COVID began and wants to thank Town Manager Latter and the staff for keeping services going in a safe but effective manner.

FINANCIALS: Overview of financials given by Finance Officer, Kathleen Pearce.

MINUTES: Approval of the March 8, 2021, meeting minutes. Approved 4-0.

LICENSES:

1. Liquor License – Renewal license for McSeagull’s Restaurant, 14 Wharf Street (Malt, Spirituous & Vinous). Approved 4-0.
2. Liquor License – Renewal license for Marcel’s Submarine Shop, 25 Townsend Avenue (Malt, Spirituous & Vinous). Approved 4-0.

NEW BUSINESS:

1. Town Manager Latter presented the 2021-2022 Town Warrant. Motion was made to approve and sign the 2021-2022 Annual Town Warrant as presented. Motion seconded. Approved 4-0.
2. Finance Officer Kathleen Pearce presented the personal property write-offs that the auditors recommend we write off after 6 years or later of due diligence with collections. Motion was made to approve the personal property write-offs in the amount of \$1,976.79. Motion seconded. Approved 4-0.

OLD BUSINESS: COVID-19 discussion – Selectperson Wolf mentioned that the incident command group met last week. Some points discussed were:

1. Maine is doing a great job with vaccinations; we are one of the states with the highest vaccination rate;
2. As of March 23, 2021, ages 50 and over will be eligible for vaccination and as of April 19, 2021, ages 16 and over will be eligible;
3. Maine is one of the 21 states with increased cases, it is still important to continue on with precautions by masking, hand washing and maintaining social distancing;
4. Discussion was held regarding opening the town office for regular business with restrictions tentatively by June 1, 2021;
5. Cruise Maine will be meeting with Selectperson Wolf and Harbor Master Jeff Lowell Wednesday regarding information on docking this summer in Boothbay Harbor;
6. The incident command group will be in close contact in the planning of Windjammer Day’s this year.

PUBLIC FORUM: NONE

WARRANTS: Motion was made to approve the warrants upon review. Motion seconded and unanimously approved. 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 executive session at 8:00 p.m. under MRSA Title 1, Chapter 13, §405 6 (A), Personnel. No decisions were made.

MOVE TO ADJOURN: The meeting was adjourned at 8:01 p.m. after unanimous approval. Approved 4-0.