

BOOTHBAY HARBOR
SELECTMEN'S MEETING MINUTES
VIA ZOOM
April 13, 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 7:00 p.m.

Introductions of the Board of Selectmen.

TOWN MANAGER'S ANNOUNCEMENTS:

1. Town Manager Latter mentioned that the town office will be closed on Monday, April 20th in observance of Patriot's Day. The town office is currently closed, but in observance of the holiday no one will be in the office to answer phones or emails.
2. Town Manager Latter mentioned that there is a local resource letter available for people in need during the pandemic. The letter is on the town website at www.boothbayharbor.org and towns Facebook page.
3. Town Manager Latter asked the board to accept Scott Campbell's resignation as Regional Emergency Management Director. Motion was made to accept Scott Campbell's resignation as Regional Emergency Management Director. Motion seconded and unanimously approved. Approved 5-0.
4. Town Manager Latter asked to appoint Michael Ciccarelli as Regional Emergency Management Director. Latter mentioned Ciccarelli has been our assistant director since 2017. Motion was made to appoint Michael Ciccarelli as Regional Emergency Management Director until June 30, 2020. Motion seconded and unanimously approved. Approved 5-0.
5. Town Manager Latter asked to grant authority to Town Clerk, Michelle Farnham, to sign license renewals allowing the town to continue to approve licenses as they come in to keep business flowing. Motion was made to grant authority to the Town Clerk, Michelle Farnham, to sign license renewals under Title-A, Part 3 of the Maine Revised Statutes as part of LD 2167 after approval from the Board of Selectmen and until such time that the March 16, 2020 Proclamation of Declaration of State of Emergency terminates. Motion seconded and unanimously approved. Approved 5-0.
6. Town Manager Latter asked to approve the Notice of Postponement of Secret Ballot Election due to health concerns related to COVID-19 from May 1, 2020 until a date to be determined. A motion was made to approve the Notice of Postponement of Secret Ballot Election due to health concerns related to COVID-19 from May 1, 2020 until a date to be determined by the municipal officers and noticed through posting of a warrant. Motion seconded and unanimously approved. Approved 5-0.
7. Town Manager Latter asked to approve the Notice of Postponement of the Annual Open Town Meeting due to health concerns related to COVID-19 from May 2, 2020 until a date to be determined. A motion was made to approve the Notice of Postponement of the Open Town Meeting due to health concerns

related to COVID-19 from May 2, 2020 until a date to be determined by the municipal officers and noticed through posting of a warrant. Motion seconded and unanimously approved. Approved 5-0.

8. Town Manager Latter informed the board of Maureen Smiths resignation as of March 31, 2020. Maureen worked with the Boothbay Harbor Police Department for the past 18 years as the Administrative Assistant. The Town of Boothbay Harbor as well as the Boothbay Harbor Police Department would like to thank Maureen for her years of service as well as commitment to the community.
9. Town Manager Latter also informed the board of Laurence Omland's resignation as front counter support. Larry has worked with the town for 10 years in the administrative department and he also worked as a part time dispatch officer prior. The town thanks Larry for his dedication in filling in when needed as well as full time work in the summer. The town will miss him and wishes him the best.

TOWN DEPARTMENT REPORTS: None

SELECTMEN REPORTS:

1. Chairman Tomko recognized all public safety personal and thanked them for their efforts and service. Tomko also sent a shout out to school teachers and all essential workers that continue to provide service to residents on our peninsula. Tomko also thanked residents and businesses for doing their part and following Governor Mills Executive Orders. Tomko mentioned the local businesses and thanked them for putting up lights to brighten things up during this time, it is pleasant to see in dark evenings.
2. Vice Chair Warren updated the board on the food resources available in town. Wendy wanted to remind everyone that food pantry has an article in the paper regarding demand for food while people are out of work. The food pantry has plenty of supplies for anyone needing help.

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

MINUTES:

1. Approval of the March 23, 2020, meeting minutes. Approved 5-0.
2. Approval of the March 30, 2020, meeting minutes. Approved 5-0.

LICENSES:

1. Liquor license – Renewal license
 - a. Kaler's Crab and Lobster House, 48 Commercial Street (Malt, Spirituous & Vinous)
 - b. Spruce Point Inn Resort & Spa, 88 Grandview Avenue (Malt, Spirituous & Vinous)
 - c. Brown's Wharf Inn, 121 Atlantic Avenue (Malt, Spirituous & Vinous)
 - d. Blue Moon Café, 54, Commercial Street (Malt, Spirituous & Vinous)

Motion made to take all the license applications together as read. Motion seconded and unanimously approved. Approved 5-0.

Motion made to approve the applications for Malt, Spirituous & Vinous liquor licenses. Motion seconded and unanimously approved. Approved 5-0.

2. Liquor license – New license for Cap'n Fish's Boat Trip, 40 Commercial Street (Malt, Spirituous & Vinous) Approved 5-0.
3. Special Amusement license – Renewal license
 - a. Spruce Point Inn Resort & Spa, 88 Grandview Avenue.
 - b. The Tugboat Inn, 80 Commercial Street.
 - c. Brown Brother's Inc., 121 Atlantic Avenue.

Motion made to take all the permit applications together as read. Motion seconded and unanimously approved. Approved 5-0.

Motion made to approve the Special Amusement permits as read. Motion seconded and unanimously approved. Approved 5-0.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

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

PUBLIC FORUM: NONE

Motion was made to move into Executive Session MRSA Title 1, Chapter 13, §405, 6(A). Personnel Matters. Motion seconded and unanimously approved. Approved 5-0.

The board came out of executive session at 8:04 p.m. under MRSA Title 1, Chapter 13, §405 6(A), Personnel Matters. No decisions were made.

Motion was made based upon an excellent six-month performance by Town Manager, Julia Latter, that her salary be adjusted in May according to her contract. Motion seconded and unanimously approved. Approved 5-0.

MOVE TO ADJOURN: The meeting was adjourned at 8:10 p.m. after unanimous approval. Approved 5-0.