MINUTES

BOOTHBAY HARBOR

SELECTMEN’S MEETING

 JUNE 13, 2016

ATTENDING: Denise Griffin, Chairman

 Russ Hoffman

Mike Tomko

Tricia Warren

 Wendy Wolf

**Chairman Griffin called the Board of Selectmen’s meeting to order at 7:00 pm.**

Pledge of Allegiance and moment of silence for the victims of the Orlando attack: The Board of Selectmen and members of the audience.

TOWN MANAGER’S ANNOUNCEMENTS:

1. Reminder that Green Tree Events, who had been hired by the Joint Economic Development Committee to plan a parallel event to Garden’s Aglow, would be at the Opera House on Tuesday, 6/14 from 8:00 a.m. to 9:00 a.m. to talk to the businesses.
2. There had been an open house at town hall on Friday, May 26th to show holiday light samples to the businesses from the company who’d provided LED lighting for Gardens Aglow.
3. The audit is approaching at the end of June.
4. The east side of the footbridge is now complete with thanks to Nancy Rowe and everyone else who contributed to making it so beautiful now.
5. He had met with Lauren Stockwell, Don Leighton and Chris Leeman to gather all the permits, etc. necessary for the new pickle ball and basket ball courts to go in the former tennis courts area by the high school. He would bring this as well as quotes on landscaping before the Board for their review soon.
6. The municipal paving downtown for the spring has been finished with Public Works sweeping in behind them. [Only Lakeside Drive and McKown Road remain.]
7. Many CMP poles are being replaced.

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1. All of the Wayfinding signs are now done and at Public Works.
2. There is a new server rack in town now that cannot be accessed by anyone.
3. Their twenty-year old phone system went down for over a week until it could be rebooted and are now working with Fair Point to get the system and equipment with internet upgraded. [Hope to have it completed within thirty days.]

SELECTMEN REPORTS:

1. Selectman Wolf reported that the JEDC met last Tuesday and decided with so much going on during the summer months would meet just once a month (on the first Tuesday) at 5:30 p.m. at the YMCA. The subgroups would be working on their projects between these meeting.

Selectman Wolf stated she and Mike Tomko had also met with the economic development group in Edgecomb earlier that evening, who are interested in working together with them on economic development of the whole peninsula.

1. Selectman Hoffman stated there had been a regular meeting of the Ambulance Service Board on the first Monday of the month, who were excited about the beginning construction of the new station with a drainage culvert. They would start planning their annual fall letter campaign soon. [Manager Woodin added that the Ambulance Service had recently submitted their fourth quarter budget report so their final payment was on the warrant that evening and he’d only heard positive feedback.]

FINANCIALS:

Finance Officer Latter reviewed the financial totals with the Board, stating that there would be just one more accounts payable and three more payrolls before their fiscal year ends.

MINUTES:

Selectman Wolf **motioned** to approve the May 23rd minutes. Selectman Hoffman **seconded**. **Unanimous approval**.

LICENSES:

Selectman Wolf **motioned** to approve the Liquor license **renewal** for the Carousel Music Theater. Selectman Tomko **seconded**. **Unanimous approval.**

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Selectman Wolf **motioned** to approve the application for a Special Amusement license **renewal** for the Carousel Music Theater – Class A, B, C &D. Selectman Hoffman **seconded**. **Unanimous approval.**

Selectman Wolf **motioned** to approve the applications for Victualer(s) license **renewals** as a group from Hometown Convenience – Class C, Oak Street Provisions – Class F, Carousel Music Theater, LLC – Class H and Wannawaf, Inc – Class D. Selectman Warren **seconded**. **Unanimous approval**.

ONGOING BUSINESS:

(None)

NEW BUSINESS:

1. Manager Woodin stated there was a purchase order for $14,935 to purchase an industrial washer and dryer for the fire department, since any purchase over $5,000 must be approved by the BOS. [$15,000 had been budgeted.] Selectman Wolf **motioned** to sign the purchase order. Selectman Tomko **seconded**. **Unanimous approval.**
2. Manager Woodin stated the next purchase order was for $5,000, half of the first payment to Green Tree Events (with Boothbay paying the other $5,000). Selectman Wolf **motioned** to sign the purchase order. Selectman Tomko **seconded**. **Unanimous approval.**
3. Manager Woodin presented the list of municipal appointments (as of July 1st) that require approval of the BOS. (See attachment.) Selectman Wolf **motioned** to approve the appointments of all except that of Brett Barter as Shellfish Warden, since they needed him to begin the very next day. Selectman Hoffman **seconded**. **Unanimous approval**.

Selectman Wolf **motioned** to appoint Brett Barter as Shellfish Warden (as of June 14th). Selectman Tomko **seconded**. **Unanimous approval**.

[Selectman Wolf reiterated the great need for people to serve on the Budget Committee.]

1. Chairman Griffin invited EMA Director, Scott Campbell, to report on the updated hazard mitigation plan.

Scott stated there had been little change to the hazard mitigation plan from before and that FEMA had approved it. Scott confirmed that Bob Faunce had covered the essential points previously and together they were mostly concerned with the downtown area in the event of a need for evacuation.

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Selectman Wolf **motioned** to adopt the updated hazard mitigation plan. Selectman Hoffman **seconded**. **Unanimous approval**.

Scott added that he needed to get the Board up to speed on ICS 100 (Introduction to the Incident Command System), which could affect receiving grants. [Manager Woodin pointed out by doing it online, they could print out their certificate when they have successfully completed the course.]

GOALS FOR COMING YEAR:

Selectman Hoffman stated he had four items on his list.

1. Continue as representative on the Ambulance Service Board.
2. Determining what is funded to non-profits in town that affect the budget.
3. Coming up with a better way of visioning for the town.
4. Guard against harm coming to the town as was seen in Orlando, Newtown and San Bernardino.

Selectman Tomko stated he’d chosen three items.

1. Economic development (via the JEDC).
2. Communication (tap into youth, contact with community center & civil services).
3. Infrastructure (up-to-date comprehensive plan; focus on downtown area; land use codes re-evaluated).

Selectman Warren stated she had a few items.

1. Bike racks and lanes around town.
2. Examine criteria for “Best Town in America” list and shoot for that.
3. Improve public transportation.

Selectman Wolf stated her items were not surprising.

1. Continuation of the Economic Development Committee.
2. Making the town a pedestrian friendly town (which includes the sidewalk between Boothbay Harbor and Boothbay).
3. More signage in the downtown for Wayfinding.
4. Additional plans for the waterfront (for more visibility).
5. Enhancing communication (increase public participation in what happens in town).

Chairman Griffin stated her items had pretty much been covered except for one.

1. Developing a longer term strategy for economic development.

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PUBLIC FORUM:

1. Dorothy Ferrell expressed concern about the need for more trash containers around town. [Finance Officer Latter stated there were presently forty that were designed to hold trash, recycled bottles/cans and dog waste.]

WARRANTS:

Selectman Wolf **motioned** the warrants be approved upon careful review. Selectman Hoffman **seconded**. **Unanimous approval.**

EXECUTIVE SESSION:

(None)

ANNOUNCEMENT:

Chairman Griffin announced the Zimmerli Pavilion at St. Andrew’s Village would be holding a grand opening and ribbon cutting on Friday, June 24th, from 4:30 to 6:00 p.m. (with a special presentation at 5:00 p.m.)

MOVE TO ADJOURN:

The meeting was **adjourned** at 7:58 pm.

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