Minutes

Boothbay Harbor

Selectman Meeting

November 9, 2015

In addition to these typed minutes, video recordings of all Selectman’s meetings are available to be viewed at BRCTV and audio recordings are available to be listened to at the Boothbay Harbor Town Office.

ATTENDING: Denise Griffin, Chairman

 William Hamblen

 Tricia Warren

 Wendy Wolf

 Thomas Woodin, Town Manager

Chairman Denise Griffin called the Board of Selectman’s meeting to order at 7:00PM.

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

**Town Manager’s Announcements**

Manager Woodin made announcements of the following:

* Gave a reminder that when the warrants are done that there is a revised Giving Tuesday proclamation to sign.
* Dan Welch at the High School asked that a reminder be given of the Summit Project taking place on Wednesday, November 11, 2015. The Summit project is a tribute to recognize and honor Maine Veterans who have passed away. This will begin at 8:00 AM. At 9:00 AM they will march from the high school to the Fisherman’s Memorial for a ceremony and then there will be a parade back to the school, weather permitting.
* The representatives for Boothbay Harbor who were chosen on May 6, 2015 by the Board of Selectman for the Economic Development Committee, Frank Fassett, Mike Tomko, Jamie Logan and Kenneth Rayle were selected but not formally appointed at that time. Manager Woodin requested that the Board officially appoint these representatives. The Board gave unanimous approval. However, Chairman Griffin stated that this was not actually required by the bi-laws.

Chairman Griffin asked Manager Woodin to send out the standing list of capital improvement projects so that the Board can begin to consider those and take a look at them before budget season.

**Financials:**

Julia Latter reviewed the financial totals with the Board. Chairman Griffin asked if the town was tracking well to which Julia replied that yes the town was over 2% in collected revenue and down 4% in expenses. Member Wolf asked for an explanation of a figure for the general government percent collected. Julia Latter clarified this with a brief explanation which was found satisfactory, then completed the financials.

Chairman Griffin stated that she did not see any year end or quarter end information submitted by the ambulance. Manager Woodin stated that he keeps reminding them and each time they state that they will be in touch, but nothing has yet been received.

Member Hamblen asked a clarifying question if the 2% above revenue and the 4% below in expenses was just timing variations and that there is nothing large outstanding? Julia Latter responded that after tonight it would close in a little more.

**Consent Agenda:**

1. Chairman Griffin asked to approve the minutes of the last meeting. Manager Woodin stated that copies of the minutes with the suggested improvements/ corrections were in front of each member. Unanimous approval was given for corrected minutes.
2. Chairman Griffin stated there are two license requests from the Campbells’ for Red Cup Coffee House. A license for Special Amusement, which is amplified music and dancing on Fridays from 6:00 PM to 9:00 PM and a Victualers License. Both licenses were given unanimous approval.

**Old Business**

Member Wolf requested that another chapter of the long range plan be talked about/ discussed at the next meeting. Perhaps something that will tie in with economic development. Manager Woodin agreed to place that on the next meeting agenda.

**New Business**

Fred Brewer, the CPA Auditor reviewed the town’s annual report. Mr. Brewer stated that the town is trending the same as the prior year. After reviewing the prior year summary Mr. Brewer stated that overall the town is in good shape and shows consistency.

Member Wolf asked if there would be an executive session to talk to the auditor? Chairman Griffin said that this was said not to be needed and any questions that had to be asked could be asked now.

Member Hamblen asked Mr. Brewer if from an accounting standpoint if he is happy with the processes in place. Mr. Brewer confirmed that he was.

Member Wolf asked to be reminded of internal controls regarding the processes for who handles checks. Julia Latter reviewed the process in detail to confirm that there are solid controls in place.

The Board thanked Fred Brewer for his hard work. Member Wolf made a motion to accept the audit to which the Board gave unanimous approval.

**Public Forum**

No Public forum

Member Wolf made an announcement to the public that it is open enrollment time for the Health Insurance Marketplace. She stated that there will be a brochure available in the town office for those who wish to view it. She also stated that the public can go to enroll207.com, call the Consumers for Affordable Health Care or visit their website to get help enrolling in health insurance. The deadline for enrollment is the end of January.

**Warrants**

Motion was made to approve the warrants. Unanimous approval.

**Executive Session**

No executive session

**Motion to Adjourn**

Motion to adjourn was made. Unanimous approval.

The meeting was adjourned at 7:33PM.

SMW