

**BOOTHBAY HARBOR  
SELECTMEN'S MEETING MINUTES  
March 9, 2020**

In addition to these typed minutes, video recordings of all Selectmen'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: Michael Tomko-Chair  
Tricia Warren – Vice Chair  
Ken F-Fitch  
Denise Griffin  
Wendy Wolf

Julia Latter, Town Manager  
Kathleen Pearce, Finance Officer

EXECUTIVE SESSION: An executive session was held under MRSA Title 1, Chapter 13, §405 6(D), Labor Contracts at 6:01 p.m.

The board came out of executive session at 6:30 p.m. under MRSA Title 1, Chapter 13, §405 6(D), Labor Contracts. No decisions were made.

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

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

Introductions of the Board of Selectmen.

**TOWN MANAGER'S ANNOUNCEMENTS:**

1. Town Manager Latter mentioned the town has been in receipt of one bid proposal for the printing of the 2019 Annual Town Report. The prospective bid came from Lincoln County Publishing in the amount of \$6,560. Latter asked the board to accept the bid from Lincoln County Publishing for the printing of the 2019 Annual Report. Motion was made to accept the bid for printing of the 2019 Annual Town Report for \$6,560 from Lincoln County Publishing. Motion seconded. Approved 5-0.
2. Town Manager Latter mentioned that Public Works is scheduled to be at the March 23<sup>rd</sup> meeting to give an overview of the winter operations.

TOWN DEPARTMENT REPORTS: None

Chairman Tomko mentioned that we have representatives from Lincoln Health present tonight regarding COVID-19. Tomko mentioned that the town has taken steps to help maintain a clean and safe environment for our residents. Representatives included Russell Mack, MD, Cynthia Wade, RN, Regional Chief Operating Officer and John Martin, Director of Communications. Some key points discussed included good hygiene, after touching something washing hands and not touching your face. The educational talk included saying the virus passes from droplets such as a cough or sneeze and COVID-19 is more contagious than the

flu, but less contagious than measles. Some steps Lincoln Health is doing include meeting frequently, having plans in place for what happens when someone comes to emergency room with symptoms, what happens if it hits nursing homes, looking at logistics such as gloves, masks, clothing and eye wear, meeting with Maine Health daily as well as the State CDC, and following CDC recommendations. They advise to please, if you are sick stay home, if you have been traveling and you think you have symptoms, call your primary care doctor. Flyers with information will be posted at the town office as well as in the Boothbay Register.

#### SELECTMEN REPORTS:

1. Chairman Tomko reported on the JEDC meeting that was held last week. Boothbay Harbor Town Manager, Julia Latter, Boothbay Town Manager, Dan Bryer, and two Select Persons from each town were in attendance. Discussion was held on the next steps for the committee and how important the work between the towns of Boothbay, Boothbay Harbor, Edgecomb and Southport are. The overall opinion reached was that this is a worthwhile endeavor and should move forward.
2. Chairman Tomko mentioned Lincoln County Regional Planning Commission regional award ASK (Assistance with Special Knowhow) Grant is available. The town has been in receipt of the grant in the past. Tomko, Town Manager Latter and others will sit down and try to come up with different ideas for additional funding for the town.
3. Vice Chair Warren gave an update on the Broadband Committee Meeting held last week. Next meeting will be held on April 6<sup>th</sup> at 6:30 p.m. and Mary Ellen Barns will be here to discuss the future of broadband.

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

MINUTES: Approval of the February 24, 2020, meeting minutes. Selectperson Warren abstained from the vote due to not being in attendance at the last meeting. Approved 4-0.

#### LICENSES:

1. Liquor license – Renewal license for Topside Inn, 60 McKown Street (Malt, Spirituous & Vinous) Approved 5-0.
2. Liquor license – Renewal license for Mine Oyster Inc., 16 Wharf Street (Malt Spirituous & Vinous) Approved 4-0 (Vice Chair Warren abstained from vote due to conflict of interest).
3. Special Amusement license – Renewal license for Mine Oyster Inc., 16 Wharf Street. Approved 4-0 (Vice Chair Warren abstained from vote du to conflict of interest).

NEW BUSINESS: Scott Campbell, Lincoln County EMA Director, presented the Pandemic Response Plan that had recently been completed. Motion was made to approve the Pandemic Response Plan as presented. Motion seconded. Approved 5-0.

#### OLD BUSINESS:

1. Chairman Tomko reviewed the proposed ordinances with a goal to establish a date for public hearing. Tomko briefly went through each proposed ordinance which included adjusting the amount from \$5,000-\$10,000 for purchases; Port Regulations; Retail and Wholesale services (Select Person Fitch asked to strike “of an occasional nature” from the last paragraph because it doesn’t make any sense as written. The board agreed); blasting and subdivision language. Motion was made to approve the proposed ordinances as amended and schedule a Public Hearing on March 23, 2020 at 6:30 p.m. Motion seconded. Approved 5-0.
2. Town Manager Latter presented the Footbridge Substructure Findings Report Summary from Gartley and Dorsky. Chairman Tomko recommended the board schedule a workshop to decide next steps.

**PUBLIC FORUM:**

1. Boothbay Harbor resident, Thomas Minerich asked the board if the proposed ordinances will be available for the public to view before the public hearing. Town Manager Latter replied that they will be posted on both the website and Facebook.
2. Boothbay Harbor resident, Thomas Minerich mentioned that during the footbridge repair workshop it would be a good idea to have local business' that specialize in what the footbridge needs attend to get their expertise. Chairman Tomko mentioned that it will be a public meeting and public comment will be welcomed.

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

**EXECUTIVE SESSION:** An executive session was held under MRSA Title 1, Chapter 13, §405 6(A), Personnel Matters at 7:56 p.m.

The board came out of executive session at 8:15 p.m. under MRSA Title 1, Chapter 13, §405 6(A), Personnel Matters. No decisions were made.

**MOVE TO ADJOURN:** The meeting was adjourned at 8:15 p.m. after unanimous approval. Approved 5-0.