

BOOTHBAY HARBOR SELECTMEN'S MEETING MINUTES

November 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 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

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

LICENSING BOARD

Chair Wolf called the Licensing Board portion of the meeting to order at 7:02 p.m.

Introductions of the Board of Selectmen and Licensing Board.

Victualer Licenses: The Licensing Board solicited information from the Town Clerk and Treasurer regarding the completion of all necessary applications and status of tax payments. The applicant had no issues or outstanding balances owed to the town.

New license for Boothbay Harbor House of Pizza, 185-E Townsend Avenue (Class H). Approved 4-0.

Motion was made to adjourn the Licensing Board portion of the meeting. Motion seconded and unanimously approved. Approved 4-0.

BOARD OF SELECTMEN Meeting called to order at 7:08 p.m.

TOWN MANAGER'S ANNOUNCEMENTS:

1. The office will be closed on Wednesday, November 11th, in observance of Veterans' Day. The office will also be closed on Thursday, November 26th, and Friday, November 27th, in observance of the Thanksgiving holiday.
2. Latter thanked Town Clerk Farnham, Warden Upham and the Ballot Clerks for a job well done on keeping the election safe.
3. Beginning Friday, November 13th, the department heads will present rough drafts of their budgets. By the first of January we hope to know how the meetings with the Board of Selectmen and the Budget Committee will be held due to COVID restrictions. The meetings will begin January 6th.
4. Finance Officer Pearce spoke to Fred Brewer regarding our audit and the draft is complete. The final draft will be presented at an upcoming meeting.
5. Town Manager Latter and Finance Officer Pearce met with First Wealth Management last week regarding our investment profile and they gave a brief overview on how the year has been. They

will be placed on the agenda sometime in January to discuss the previous year and forecast the upcoming year.

6. Public Works has finished putting up the Christmas lights on the Footbridge and plan to have the rest of the lights completed by November 20th,
7. Public Works has also been working on getting ready for winter operations.
8. Dog licenses are now available and are due by December 31st. You can either register your dog online or in person by appointment.

TOWN DEPARTMENT REPORTS: Town Clerk, Michelle Farnham, gave a report on the November 3rd General Election and thanked everyone for helping through the process.

SELECTMEN REPORTS: Vice Chair Warren updated the board on the broadband committee. The committee put together a survey and they have asked the board to look it over and approve. The board agreed that it is a good idea. The next meeting will be held on Monday, December 7th, at 6:30 p.m.

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

MINUTES: Approval of the October 26, 2020, meeting minutes. Approved 4-0.

LICENSES: NONE

NEW BUSINESS: NONE

OLD BUSINESS:

1. Lisa Walby gave updated on the Boothbay Lights schedule.
 - a. The Gardens Aglow lighting contest is still is on is being pushed to get people to come into town.
 - b. The Chamber is sponsoring the window decorating contest.
 - c. Early Bird will be on November 21st and due to COVID it will be all day starting at 6:00 a.m.
 - d. East Side Waterfront Park is sponsoring an ornament contest. Drive through to pick up the ornament will be on November 21st and drive through to drop it off will be on December 5th.
 - e. November 28th is small business Saturday.
 - f. A lighted fire truck parade will on November 28th at 4:00 p.m. beginning at the Boothbay Common going through town and back.
 - g. Gingerbread Spectacular will be at the Opera House Wednesday, December 2nd through Saturday December 5th from 10-4 with limited number of people allowed in at a time.
 - h. December 5th will be a drive through Santa, say hi to Santa and drop of letter.
 - i. December 12th will be the lighted boat parade and blessing of the fleet with fireworks at 7:30 p.m.
 - j. Boothbay Lights with the Boothbay Harbor Chamber received a grant to help with website and advertising.
2. Town Manager Latter mentioned that the Atlantic Avenue sidewalk discussion will be postponed until December while we wait for more information.
3. Chair Tomko updated everyone regarding the footbridge renovation project. Selectperson Wolf, Town Manager Latter and himself spoke last week with previous construction engineer Barny Baker from Baker Design Consultants. Baker had time to review information and summarize points needing further explanations. The next steps Tomko recommends are to continue

discussions and bring in William Hamblen from planning board. They will have a discussion with a bridge design engineer to come up with a valid RFP.

4. COVID-19 discussion – COVID cases are increasing nationally as well as in Maine. Selectperson Wolf urges everyone to please be careful with the COVID precautions. Wolf also mentioned if cases continue to increase in Lincoln County we may be looking at meetings going back to ZOOM.

PUBLIC FORUM: NONE

WARRANTS: Motion was made to approve the warrants upon review. Motion seconded and unanimously approved. Approved 4-0.

EXECUTIVE SESSION:

1. An executive session was held under MRSA Title 1, Chapter 13, §405 6 (C), for the purpose of discussion/negotiations about publicly held property.

The board came out of executive session at 8:11 p.m. under MRSA Title 1, Chapter 13, §405 6 (C), for the purpose of discussion/negotiations about publicly held property and no decisions were made.

Motion was made to allow the town manager to sign the lease on behalf of the Town of Boothbay Harbor with Page Lobster Inc., DBA Atlantic Edge Lobster.

Selectperson Wolf voted to amend the motion to add commencing on January 1, 2021. Motion seconded and unanimously approved with amendment. Approved 4-0.

2. An executive session was held under MRSA Title 1, Chapter 13, §405 6 (D), for the purpose of labor contracts.

The board came out of executive session at 8:49 p.m. under MRSA Title 1, Chapter 13, §405 6 (D), for the purpose of labor contracts and no decisions were made.

MOVE TO ADJOURN: The meeting was adjourned at 8:50 p.m. after unanimous approval. Approved 4-0.