

BOOTHBAY HARBOR  
SELECTMEN'S MEETING MINUTES  
VIA ZOOM  
December 14, 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  
Denise Griffin  
Wendy Wolf  
  
Julia Latter, Town Manager  
Kathleen Pearce, Finance Officer

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. The Town Office will be closing at 12:00 p.m. on Thursday, December 24th and will be closed on Friday, December 25th in observance of the holiday.
2. Two winter part time per-diem positions for public works have been advertised in the Boothbay Register, Wiscasset Newspaper and online. No applications have been received so far.
3. As of December 31<sup>st</sup>, David Racicot will be leaving the Board of Appeals. Latter thanked Racicot for his service. We will be advertising for that position as well.
4. Footbridge renovation project update – On Wednesday Chairman Tomko, Selectperson Wolf, Town Manager Latter and Planning Board Member, William Hamblen will be meeting with William Gartley of Gartley and Dorsky, the firm that did the 3<sup>rd</sup> party inspection report in the Spring. The firm will be assisting us in providing the scope of work for putting out bids for the renovation project.
5. Latter mentioned that she has completed the MDOT Local Project Administration training. She has taken the test and is waiting to see if she has passed. In order to have the ability to oversee project management for state projects that include grant funding you have to have this LPA.
6. The town will be taking delivery of the International dump truck sometime around Christmas week.
7. Budget meetings will begin January 6<sup>th</sup> and they will be Wednesdays from 4:30 p.m. to 6:00 p.m. Meetings will be held via zoom.
8. Gary Stone from First National Wealth Management is scheduled for the first meeting in January to give an overview of the calendar year and a forecast summary for 2021.

TOWN DEPARTMENT REPORTS: NONE

SELECTMEN REPORTS:

1. Chairman Tomko congratulated Latter on going through the LPA certification course. He also thanked David Racicot for the work he has done on the appeals board.
2. Vice Chair Warren updated the board on the broadband committee. The survey has been put out and already has had responses. Warren also asked for the boards approval to send out an RFP to utilize

funds that are available for economic development that would provide 100% availability for internet service for residents of Boothbay Harbor. A motion was made to approve sending out an RFP and to utilize a portion of the funds that are available for economic development by completing the 100% availability for internet service for the residents of Boothbay Harbor based on the Casco Bay inventory report. Motion seconded and unanimously approved. Approved 4-0.

3. Selectperson Griffin mentioned that as of January 1, 2021, a new law goes into effect called The Maine Earned Paid Leave Law. Griffin believes it will impact our employees and recommends that Latter work with Matt Tarasevich and Finance Officer Pearce to bring information to next meeting for review.
4. Chairman Tomko mentioned that the town received donation from a town resident, Mr. Gruener, of a spruce tree in memory of his wife who passed away recently. The tree has been placed in the Whale Park and has been decorated for Christmas.

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

**MINUTES:** Approval of the November 23, 2020, meeting minutes. Approved 4-0.

**LICENSES:** Liquor License – Renewal license for China by the Sea, 96 Townsend Avenue (Malt, Spirituous & Vinous). Approved 4-0.

**NEW BUSINESS:** Fred Brewer of William H. Brewer, CPA, presented the annual audit report, touching on the highlights of the financial statements. Motion was made to accept the audit from William H. Brewer, CPA, for the fiscal year ending June 30, 2020. Motion seconded and unanimously approved. Approved 4-0.

**OLD BUSINESS:** COVID-19 discussion – Selectperson Wolf discussed the concern of the rise in cases and shared a video regarding why it is so important to wear masks properly.

**PUBLIC FORUM:** Selectperson Wolf mentioned that nomination papers for the new terms for the board will be available beginning January 27, 2021. There will be two positions available, a one-year spot to complete prior Selectperson Fitch's position and Wolf mentioned that she will not be running again, so that will be leaving a 3-year term available also.

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

**EXECUTIVE SESSION:** NONE

**MOVE TO ADJOURN:** The meeting was adjourned at 8:11 p.m. after unanimous approval. Approved 4-0.