

**BOOTHBAY HARBOR**  
**SELECTMEN’S MEETING MINUTES**  
**VIA ZOOM**  
March 28, 2022

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  
Alyssa Allen  
Denise Griffin  
Kenneth Rayle  
  
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. Property taxes were due on March 8<sup>th</sup> and interest began on March 9<sup>th</sup>.
2. There are still a couple of positions available and are noted on our website, [www.boothbayharbor.org](http://www.boothbayharbor.org). Positions available are for parking enforcement, harbormaster, and a part-time/per diem front desk position.
3. The Boston Post Cane recipient will be announced at the April 11<sup>th</sup> meeting to be voted on.
4. Gary Stone from The First National Wealth Management will be attending the April 11<sup>th</sup> meeting to present an overview of the past year.
5. Absentee ballots will be available as of April 6<sup>th</sup> for the upcoming May 6<sup>th</sup> municipal election.
6. The Boothbay Region Lions Club is proposing redoing the dugout on the Sherman Field. Latter will be e-mailing the plans to the board.

**TOWN DEPARTMENT REPORTS:** Public Works Foreman, Nick Upham, gave a brief update to the board on winter operations as well as projects being worked on now and in the future.

**SELECTMEN REPORTS:**

1. Chairman Tomko updated the board on the interview process for the shared Part-Time Planner position with the Town of Damariscotta. Tomko, Julia, Matt Lutkus, Town Manager of Damariscotta, a board of selectmen member from Damariscotta, and Bob Faunce all attended the interviews. Two interviews were done and Lutkus has reached out to the individual they felt would be a good match and is waiting for a response.
2. Chairman Tomko mentioned a conversation he had with Max Johnstone from Midcoast Economic Development District. Max wanted to thank the board for the letter of support for the district because they were successful in obtaining a law enforcement grant.

3. Selectperson Griffin mentioned that it might be a good idea to take a look at the school charter to see if it needs any updating. The board agreed and decided it would be a good idea to hold a workshop in the future. Latter will get in touch with Dan Bryer, Town Manager in Boothbay to set that up.

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

MINUTES: Approval of March 14, 2022, meeting minutes. Approved 5-0.

#### LICENSES:

1. A motion was made to approve the liquor license renewals as a bundle. Motion seconded and unanimously approved. Approved 5-0.
  - a. Liquor License – Renewal license for The Tinnery/Shannon’s Unshelled, 23 Granary Way (Malt, Wine & Spirits).
  - b. Liquor License – Renewal license for Marcel’s Submarine Shop, 25 Townsend Avenue (Malt, Wine & Spirits).
  - c. Liquor License – Renewal license for McSeagull’s Restaurant, 14 Wharf Street (Malt, Wine & Spirits).
  - d. Liquor License – Renewal license for Harborside 1901 Bar & Grill, 12 Bridge Street (Malt, Wine & Spirits).
2. A motion was made to approve Liquor License – an extension of license for The Tinnery/Shannon’s Unshelled, 23 Granary Way (Malt, Wine, and Spirits). Approved 5-0.
3. A motion was made to approve Liquor License – New license for The Whale’s Tale, 125 Atlantic Avenue (Malt, Wine, and Spirits). Approved 5-0.
4. A motion was made to approve Liquor License – New license for Non-Profit Organization, Action for Animals Maine, 102 Ocean Point Road-Farm 23 ((Malt & Wine).
5. Special Amusement License – New license for The Whale’s Tale, 125 Atlantic Avenue. Approved 5-0.
6. Victualer’s License – New license for Farm 23, 102 Ocean Point Road, Class E (additional class). Approved 5-0.

#### NEW BUSINESS:

1. Town Manager Latter presented the 2022-2023 Town Warrant. A motion was made to approve and sign the 2022-2023 Annual Town Warrant as presented. Motion seconded and unanimously approved. Approved 5-0.
2. Finance Officer Kathleen Pearce presented the personal property write-offs that the auditors recommend we write off after 6 years or later of due diligence with collections. A motion was made to approve the personal property write-offs in the amount of \$1,423.35 for 2016-2017. Motion seconded and unanimously approved. Approved 5-0.
3. Town Manager Latter presented the Municipal Building Re-Roofing Bid Award. A motion was made to approve and award the municipal building re-roofing bid in the amount of \$45,325 to JB Roofing Systems, LLC. Motion seconded and unanimously approved. Approved 5-0.

#### OLD BUSINESS:

1. Footbridge Renovation Project Update – Carmen Bombeke, Senior Project Engineer from Gartley and Dorskey, attended to discuss ADA compliant options and answer questions. Latter mentioned that NRPA permitting has been sent over by Alyssa from Gartley and Dorskey and all other permits have been put together and sent out. Some items discussed were lighting options from Bennett Engineering, ADA requirement options, and railings. Tomko suggested the board email Julia with any questions regarding

lighting options to forward to Bennett Engineering for answers and scheduled them to come to the next meeting.

2. Covid discussion – NONE

**PUBLIC FORUM:**

1. Vice Chair Warren congratulated the Jr. Lady Seahawks for their 2<sup>nd</sup> place win.
2. Selectperson Rayle asked Latter if there is any update on the revaluation. Latter mentioned they are still doing the fieldwork and are proceeding forward at this point.
3. Selectperson Rayle asked Latter if she knew what project was being done on Atlantic Avenue. Latter mentioned that it was a Maine Department of Transportation project.

**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.

The board came out of the executive session at 9:32 p.m. under MRSA Title 1, Chapter 13, §405 6 (A), Personnel.

**MOVE TO ADJOURN:** The meeting was adjourned at 9:33 p.m. after unanimous approval. Approved 5-0.