

**BOOTHBAY HARBOR**  
**SELECTMEN'S MEETING MINUTES**  
**VIA ZOOM**  
April 12, 2021

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

**LICENSING BOARD**

Chair Wolf called the Licensing Board portion of the meeting to order at 7:01 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 Kaler's Restaurant, 48 Commercial Street (Class D). Approved 4-0.

New license for Harborside 1901 Bar and Grill, 12 Bridge Street (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.

Chairman Tomko called the Board of Selectmen's Meeting to order at 7:06 p.m.

Introductions of the Board of Selectmen.

**TOWN MANAGER'S ANNOUNCEMENTS:**

1. Absentee Ballots for the annual municipal elections are available. You can obtain a ballot by downloading an application on our website [www.boothbayharbor.org](http://www.boothbayharbor.org), calling the office at 207-633-3671 or in person. The ballot drop box will also be available for returning ballots 24/7.
  - **Selectman/Overseer of the Poor** (One for a **three**-year term)  
Kenneth E. Rayle
  - **Selectman/Overseer of the Poor** (One for a **one**-year term)  
Alyssa D. Allen  
Devyn W. Campbell
  - **Trustee of the Boothbay-Boothbay Harbor CSD** (One for a **three**-year term)  
James K. Crane  
Steven E. Lorrain Sr.

- **School Committee Member of the Boothbay-Boothbay Harbor CSD** (One for a **three-year** term)  
Stephanie B. Hawke
- **Cemetery District Trustee** (One for a **three-year** term)  
Isabelle G. Lewis
- **Water District Trustee** (One for a **three-year** term)  
Nell L. Tharpe, At Large

Voting for the officers listed above will be held in the Fire Station at the Municipal Building on Friday, May 7, 2021 from 8:00 a.m. – 6:00 p.m. Town meeting will be held on Saturday, May 8, 2020 at 9:00 a.m. at the Boothbay Region Elementary School.

2. This past week the advertisement came down for the part-time deputy harbor master/pump out boat position. We are in receipt of four qualified applicants. Jeff, Kathleen and Julia will be conducting interviews via zoom and will present their recommendation to the board at the next meeting.
3. Julia met with Harbormaster Jeff Lowell and he is gearing up for a busy boating season. The harbor master boat will be in the water May 15<sup>th</sup> and the pump out boat and float will be May 1<sup>st</sup>.
4. The town office will be closed Monday, April 19<sup>th</sup> in observance of Patriot’s Day.
5. David Patch from the American Legion contacted Julia regarding the Memorial Day Parade. He is asking Boothbay Harbor for permission to hold the parade again this year with safety precautions in place. The board agreed it would be ok as long as continue to follow precautions.
6. Central Maine Pyrotechnics called regarding scheduling fireworks this year. Julia asked the boards opinion on going forward with both the Windjammer Days and July 4<sup>th</sup> shows. The board agreed to continue while reinforcing that people follow safety protocols.
7. Finance Officer Pearce discussed a grant opportunity to replace the exhaust/ventilation system in the Fire Department. Max Johnstone from MCED came to us with a grant opportunity from the Stephen and Tabitha King Foundation that we are looking at putting an application in for. The board agreed it is a good idea to move forward in applying for the grant.
8. Julia congratulated Nick Upham and his wife on the birth of their son.

TOWN DEPARTMENT REPORTS: NONE

SELECTMEN REPORTS:

1. Chair Tomko mentioned that he was approached by a student from our school who is doing a project on ADA and our sidewalks. Tomko mentioned having her come to a future meeting to present her findings as it might be helpful to the town in the future.
2. Vice Chair Warren mentioned the last Broadband Committee meeting was canceled due to wide spread internet outages. The next meeting will be held at 6:30 p.m. on Monday, May 3, 2021.
3. Selectperson Griffin presented some demographic data she put together regarding the School Building Committee and school budget. Griffin presented charts showing the last 10 years of enrollment. She wants to show why doing a demographic study really made sense.

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

MINUTES: Approval of the March 22, 2021, meeting minutes. Approved 4-0.

LICENSES:

1. Liquor License – Renewal license for Boothbay Harbor Inn, 31 Atlantic Avenue (Malt, Spirituous & Vinous). Approved 4-0.
2. Liquor License – Renewal license for The Opera House, 86 Townsend Avenue (Malt, Spirituous & Vinous). Approved 4-0.

3. Liquor License – Renewal license for Cap’n Fish Holdings LLC, DBA Cap’n Fish’s Boat Trips, 40 Commercial Street (Malt Spirituous & Vinous). Approved 4-0.
4. Liquor License – Renewal license for Brown’s Warf Inn, 121 Atlantic Avenue (Malt, Spirituous & Vinous). Approved 4-0.
5. Special Amusement License – Renewal license for Boathouse Bistro/Tapas Bar, 12 By-Way. Approved 3-0. (Vice Chair Warren abstained due to conflict of interest, she is the manager of the establishment).

**NEW BUSINESS:**

1. David Cody, Boothbay Region EMA Director, answered questions regarding the Boothbay Region Comprehensive Plan. After discussion motion was made to adopt the Boothbay Region Comprehensive Emergency Management Plan dated January 2021 with revisions made as suggested by Selectperson Wendy Wolf. Motion seconded and unanimously approved. Approved 4-0.
2. Discussion was held regarding the Planner/Consultant RFP – A couple proposals came back and Latter is suggesting a couple members of the planning board, select board, as well as Geoff and herself meet to go over them to make sure the proposals provided are what we are looking for before making a decision. Chairman Tomko and Selectperson Wolf agreed to be the two select board members.

**OLD BUSINESS:**

1. Footbridge Renovation Project Update: Latter discussed an email that was sent out regarding the design concept sent from Gartley and Dorsky. They are putting together a proposal to go ahead with the renovation for the footbridge. They are questioning whether or not to move forward with the design concept incorporating the swing span portion of the bridge or not. Selectperson Wolf mentioned that discussion had been held prior to having a portion of the bridge that could be raised if needed vs. having the swing span. After discussion amongst the board, it was decided to go forward without the swing span option, but maybe explore other options.
2. COVID-19 discussion – Vice Chair Warren mentioned that the group is expanding and now includes some medical expertise. The next incident command group meeting will be held this coming Thursday. Selectperson Wolf mentioned ages 16 and over are now eligible for vaccinations. She voiced her concern that the case loads are now increasing and including more younger people. It is still important to continue on with precautions by masking, hand washing and maintaining social distancing;

**PUBLIC FORUM: NONE**

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

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

The board came out of executive session at 8:20 p.m. under MRSA Title 1, Chapter 13, §405 6 (A), Personnel. No decisions were made.

**MOVE TO ADJOURN:** The meeting was adjourned at 8:21 p.m. after unanimous approval. Approved 4-0.