

BOOTHBAY HARBOR
SELECTMEN'S MEETING MINUTES
VIA ZOOM
April 25, 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

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 Commercial Street restrooms opened this past weekend. All other restrooms should be open the second week in May.
2. Property taxes were due on March 8th and interest began on March 9th. The Thirty-day demand notices will be mailed on Friday, April 29th to all who have outstanding balances. Taxes will go to lien on June 6th.
3. Jennifer Gosselin is scheduled to graduate on May 20th from the criminal justice academy.
4. Nick Upham will be attending Public Works Supervisory Leadership Training for two days this week and three days in May.
5. The municipal reroofing project has been completed. Latter mentioned that it was completed in two days and is happy with the outcome.
6. The annual town meeting is being held on May 6th and 7th with the election on May 6th from 8:00 a.m. to 6:00 p.m. at the Boothbay Harbor Fire Station and the open town meeting on May 7th at 9:00 a.m. in the Boothbay Region Elementary School. The warrant is being published in the upcoming Boothbay Register and will also be available online. The town reports are available which also include the warrant and can be viewed on our website at www.boothbayharbor.org, picked up at the town office, or will be available at the town meeting.
7. Absentee ballots are available for the upcoming May 6th municipal election. To request a ballot you may either stop in the office Monday through Friday, 8:30 a.m. to 4:30 p.m., download the application on our website at www.boothbayharbor.org, or contact us by phone at 633-3671. If you have any further questions you can contact Michelle Farnham, Town Clerk, by phone or by emailing her at mfarnham@boothbayharbor.org.
8. Regarding the LED light conversation, Latter believes we are at a point where we can put out an RFP and get a few examples. The board agreed and Latter will put it together and send it over for review.
9. Victualer's Licenses are due on or before May 1st to avoid a new license fee.
10. Michelle, Julia, and Mike presented Robert Hanley Jr. with the Boston Post Cane on April 14th. Mr. Hanley was born on Jan. 11, 1925. His daughters, son, and a few friends were there to honor his receiving the cane.

11. The deputy harbormaster, pump-out boat operator has issued his letter of resignation. Latter has placed an ad to replace his position. A motion was made to accept Derek Cola's letter of resignation immediately. Motion seconded and unanimously approved. Approved 5-0.
12. Latter updated the board on the hire that was chosen for the shared planner. The candidate was offered the position but chose to take a job elsewhere. We have readvertised and are looking at a 2-3 week turnaround.
13. The Parking program is wrapping up. The machines are going to be here and installed soon. Signage is on order and the tablets are ready. Latter thanked Diane Joyal, Police Department Administrative Assistant, for her work in this process. Latter will be sending an e-mail to the board regarding raising the parking fees \$2 per hour across the board.
14. Regarding the MDOT project on Atlantic Avenue, they plan on completing it approximately June 18th.
15. The bulletin on the Southport Bridge project hasn't been put out yet, as soon as we get the information Latter will send it out to the board.
16. After a meeting held this week including the Central Maine Power Company field representative she mentioned she was going to check the pole on Rt. 27 that was in the middle of the sidewalk. The pole will be removed as soon as possible.
17. Crooker was scheduled for paving Pear Street and Roads End the end of this week, due to rain it has been pushed to next Monday and Tuesday.
18. Mary Ellen Barnes from Lincoln County Regional Planning sent over the housing study this afternoon. Latter will be sending it to the board and the planning board tomorrow.
19. The online mooring program will be on hold for this year. We are close to the due date for the mooring renewals and there is data missing from our database. We are hoping the new harbormaster will fill in those blanks for the program to start next year.

TOWN DEPARTMENT REPORTS: NONE

SELECTMEN REPORTS:

1. Chairman Tomko mentioned that he has seen the public works doing numerous jobs around town and he wanted to give his appreciation for their work
2. Vice Chair Warren mentioned a fill the boat event that happened last weekend. It was held at Brady's and lots of donations were collected. Warren wanted to shout out to everyone involved.

FINANCIALS: Overview of financials given by Manager, Julia Latter for Finance Officer, Kathleen Pearce.

MINUTES: Approval of April 11, 2022, meeting minutes. Approved 5-0.

LICENSES:

1. A motion was made to approve Liquor License – Renewal license for Boothbay Lobster Wharf, 97 Atlantic Avenue (Malt, Wine, and Spirits). Approved 5-0.
2. A motion was made to approve Liquor License – Renewal license for Blue Moon Cafe, 54 Commercial Street (Malt, Wine, and Spirits). Approved 5-0.
3. Victualer's License – New license for The Whales Tale, 125 Atlantic Avenue, Class H. Approved 5-0.
4. A motion was made to vote on all the Special Amusement Licenses together. Motion seconded and unanimously approved. Approved 5-0.
 - a. Special Amusement License, Boothbay Lobster Wharf Inc., 97 Atlantic Avenue, renewal
 - b. Special Amusement License, Tugboat Inn, 80 Commercial Street, renewal
 - c. Special Amusement License, Fisherman's Wharf Inn, 22 Commercial Street, renewal
 - d. Special Amusement License, Boothbay Harbor Inn, 31 Atlantic Avenue, renewal
 - e. Special Amusement License, The Opera House, 86 Townsend Avenue, renewal

5. A motion was made to approve the renewal applications for Special Amusement Licenses for Boothbay Lobster Wharf Inc., Tugboat Inn, Fisherman's Wharf Inn, Boothbay Harbor Inn, and the Opera House. Motion seconded and unanimously approved. Approved 5-0.

NEW BUSINESS:

1. Latter asked the board to approve the purchase order for Idemia for Digital Fingerprint Scanner for the Police Department. A motion was made to approve the Purchase Order for Idemia Identity & Security US LLC, in the amount of \$18,600.00 for the purchase of a digital fingerprint scanner for the police department with the funds received from the Mildred McEvoy Foundation. Motion seconded and unanimously approved. Approved 5.0.
2. Latter introduced Robert Leavitt as a new hire for the position of the harbormaster. Mr. Leavitt gave a brief introduction of himself. A motion was made to approve the hiring and appointment of Robert Leavitt as harbormaster. Motion seconded and unanimously approved. Approved 5-0.

OLD BUSINESS:

1. Footbridge Renovation Project Update – Chairman Tomko mentioned talking with Carmen Bombeke, Senior Project Engineer from Gartley and Dorskey. Carmen has three points that she would like the board to discuss and to provide her with boards opinion.
 - a. The rendering provided by Gartley and Dorskey.
 - b. Looking for board consensus with going with a 30-40 foot ramp.
 - c. Submitting a permit with up to three floats within the configuration.

The board agreed with all three. Latter mentioned that as soon as Carmen gets this information things should keep progressing forward. Regarding the financials, the SHIP grant was approved in 2017 for up to the amount of \$250,000. The intent is to take out a loan that will be covered this budget cycle but will be placed on the 2023-2024 budget cycle. Latter is also looking into other grant opportunities as well that can run in conjunction with the SHIP grant.

2. Covid discussion – Chairman Tomko mentioned being curious about the statistics being taken from local sewer departments. Latter mentioned that she will reach out to Chris Higgins to see if he has the information.

PUBLIC FORUM: NONE

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 9:18 p.m. under MRSA Title 1, Chapter 13, §405 6 (A), Personnel.

MOVE TO ADJOURN: The meeting was adjourned at 9:19 p.m. after unanimous approval. Approved 5-0.