

**BOOTHBAY HARBOR**  
**SELECTMEN'S MEETING MINUTES**  
**VIA ZOOM**  
June 13, 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 Boothbay/Boothbay Harbor Board of Selectmen will be meeting to discuss the school charter on June 21st at 5:30 p.m. at the Boothbay Town Office.
2. The town office will be closed on Monday, June 20<sup>th</sup> in observance of Juneteenth, and on Tuesday, June 21<sup>st</sup> for staff training. Services are still available online at [www.boothbayharbor.org](http://www.boothbayharbor.org). The front lobby will be open for access to the bathrooms and self-service racks have been installed in the front lobby for frequently used forms.
3. The town office remains closed daily from 12:30 p.m. to 1:30 p.m. due to a staffing shortage.
4. A part-time/per-diem front desk position is still available. If anyone is interested applications are available online at [www.boothbayharbor.org](http://www.boothbayharbor.org) or the town office.
5. The State Primary Election will be tomorrow (June 14<sup>th</sup>) from 8:00 a.m. to 8:00 p.m. in the fire station.
6. Boston Post Cane nominations need to be received in the Town Clerk's Office by Friday, June 17th. A nomination form can be obtained from the Clerk's Office during our regular business hours or online at [www.boothbayharbor.org](http://www.boothbayharbor.org).
7. The town has hired a new Deputy Harbor Master, Adam Raven. Adam comes to us with boating experience. He is in the process of working with the harbor master and learning how to run the pump-out boat.
8. There has been a successful hire for the shared planner position with Damariscotta. Her name is Isabell Oechsle and she will be starting on July 5th. She comes with experience as a planner, community economic development, and lots of other qualifications. Both Boothbay Harbor and Damariscotta are anxiously awaiting her arrival.
9. Both Vice Chair Warren and Planning Board Member Tom Churchill have attended a couple of meetings with a gentlemen named Philip Conkling. He has put together a community benefits package regarding the offshore windmill project. Conkling would like to do a short presentation at the next meeting showing plans and taking questions. The board agreed that it would be great to hear from them directly.
10. Selectperson Griffin asked about information regarding LD290. Latter mentioned that she is going to send the new law to the board and suggested starting discussions sooner than later to get information before it goes into effect next year.

TOWN DEPARTMENT REPORTS: Nicholas Upham, Fire Chief gave an overview of what happened at the May 23<sup>rd</sup> fire at the Beach Cove Waterfront Inn on Lakeside Drive.

SELECTMEN REPORTS: Chairman Tomko asked the board their opinion on starting in-person meetings in July. The board agreed the July 25<sup>th</sup> meeting would be a good option hoping the system will be up and running to do a hybrid meeting.

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

MINUTES: Approval of May 23, 2022, meeting minutes. Approved 5-0.

#### LICENSES:

1. A motion was made to approve Liquor License – New license for Captain’s Sawyers Bed & Breakfast LLC, 55 Commercial Street (Malt, Wine & Spirits). Approved 5-0.
2. A motion was made to approve Liquor License – New license for Non-Profit Civic Organization, Friends of Windjammer Days (Chowder House), 22 Granary Way (Malt, Wine & Spirits). Approved 5-0.
3. A motion was made to approve Victualer’s License – New license for Dunton’s Doghouse, 40 Sea Street (Class D). Approved 5-0.
4. A motion was made to approve Victualer’s License – New license for Red Cup Coffeeshouse, 29 Commercial Street (Class D). Approved 5-0.
5. A motion was made to approve Victualer’s License – New license for Atlantic Ark Inn, 62 Atlantic Avenue (Class F). 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 8:40 p.m. under MRSA Title 1, Chapter 13, §405 6 (A), Personnel. No decisions were made, and no votes were taken.

#### NEW BUSINESS:

1. Town Manager Latter presented and asked the board to adopt the proposed fee schedule for the fiscal year 2022-2023. A motion was made to adopt the 2022-2023 fee schedule as presented. Motion seconded and unanimously approved. Approved 5-0.
2. Town Manager Latter presented and asked the board to adopt a Restitution and Billing Policy for fire department reimbursement. A motion was made to adopt the Restitution and Billing Policy as presented. Motion seconded and unanimously approved. Approved 5-0.
3. Town Manager Latter presented and asked the board to approve the annual municipal appointments for the boards and committees.
  - a. A motion was made to approve the 2022-2023 municipal official's appointments for July 1, 2022, to June 30, 2023, as read. Motion seconded and unanimously approved. Approved 5-0.
  - b. A motion was made to approve Lee Corbin for one 3-year term to the Planning Board. Motion seconded and unanimously approved. Approved 5-0.
  - c. A motion was made to approve Margaret Perritt for one 3-year term to the Planning Board. Motion seconded and unanimously approved. Approved 5-0.
  - d. A motion was made to approve Jon Dunsford for one 3-year term to the Planning Board. Motion seconded and unanimously approved. Approved 5-0.

- e. A motion was made to approve Thomas Minerich for one 3-year term to the Planning Board as 1<sup>st</sup> Alternate. Motion seconded and unanimously approved. Approved 5-0.
- f. A motion was made to approve Merritt Blakeslee to fill a term ending June 30, 2023, to the Planning Board as 2<sup>nd</sup> Alternate. Motion seconded and approved. Approved 3-2.
- g. A motion was made to approve Rosemary Bourette for one 3-year term to the Board of Appeals. Motion seconded and unanimously approved. Approved 5-0.
- h. A motion was made to approve Clive Farrin for one 3-year term to the Port Committee. Motion seconded and unanimously approved. Approved 5-0.
- i. A motion was made to approve Andrew Marvin for one 3-year term to the Port Committee. Motion seconded and unanimously approved. Approved 5-0.
- j. A motion was made to approve Richard Lawrence for one 3-year term to the Port Committee. Motion seconded and unanimously approved. Approved 5-0.
- k. A motion was made to approve William Hamblen for one 3-year term to the Budget Committee. Motion seconded and unanimously approved. Approved 5-0.
- l. A motion was made to approve Jay Warren for one 3-year term to the Refuse District. Motion seconded and unanimously approved. Approved 4-0. (Vice-Chair Warren abstained from the vote due to conflict of interest, the applicant is a relative.)

#### OLD BUSINESS:

1. Footbridge Renovation Project Update – Latter had previously sent out copies of the bid package and the drawings to the board. Besides a couple of procedural questions, everything looks good. A couple of points discussed were the benches and wanting to be shown a couple of options to choose from. The board also agreed that there should be two separate bid packages for the rehabilitation project. The ADA portion with the floats and gangway should be separate leaving options for obtaining additional grants. It looks like the project will be starting this fall into the winter months.
2. Covid discussion –NONE

PUBLIC FORUM: Chair Tomko thanked all of the members who have served on the boards and committees.

WARRANTS: Motion was made to approve the warrants upon review. Motion seconded and unanimously approved. Approved 5-0.

MOVE TO ADJOURN: The meeting was adjourned at 9:12 p.m. after unanimous approval. Approved 5-0.