

# BOOTHBAY HARBOR SELECTMEN'S MEETING MINUTES

August 22, 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  
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.

Pledge of Allegiance: The Board of Selectmen and members of the audience.

Introductions of the Board of Selectmen.

## TOWN MANAGER'S ANNOUNCEMENTS:

1. The town office will be closed on Monday, September 5<sup>th</sup> in observance of Labor Day.
2. The Boothbay Harbor Fire Department was one of three Maine departments to receive the fiscal year 2021 grant funding from the Federal Emergency Management Agency's Assistance to Firefighters' Grant Program. Latter thanked David Cody for his work in applying for it. The money will be used towards the new exhaust system.
3. The Board of Selectmen will be holding a Wayfinding Workshop on August 23<sup>rd</sup> at 4:45 p.m. in the Municipal Meeting Room.
4. Russell Hoffman has agreed to fill the position as a Sewer District Trustee formally held by Jay D. Warren who resigned. The board of trustees plan on appointing him at their September 5<sup>th</sup> meeting to fill the term which ends in May of 2023.
5. The RFPs for the LED street light conversion are due back by noon on Wednesday, August 24<sup>th</sup>. Latter will be setting up interviews in September.
6. Latter reminded the board she will be out of the office this Thursday and Friday.
7. The first installment of taxes is due September 20<sup>th</sup> with interest beginning on September 21<sup>st</sup>. The second installment is due on March 20<sup>th</sup> with interest beginning on March 21<sup>st</sup>.
8. There are vacancies available on various boards, positions available are:  
The Board of Appeals has one regular member and two alternate member vacant positions available. The Board hears administrative appeals of Code Enforcement Officer decisions, hears variance requests from dimensional standards, and provides interpretive guidance for applicants, the Code Office, or the Planning Board. The Board consists of five regular members and two alternate members and meets on an as-needed basis. The Port Committee has one regular position and two alternate positions available. The committee meets on the 1<sup>st</sup> Tuesday of each month at 7:00 p.m. This committee advises on the management of our harbor activities. Applications for appointments are available at the Boothbay Harbor Town Office and on the town website at [www.boothbayharbor.org](http://www.boothbayharbor.org). Additional information is available by calling the town office at 633-3671.

TOWN DEPARTMENT REPORTS: NONE

SELECTMEN REPORTS: NONE

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

MINUTES:

1. Approval of July 25, 2022 meeting minutes, Approved 3-1 with one recusal.
2. Approval August 8, 2022 meeting minutes. Approved 4-0.

LICENSES: A motion was made to approve the Liquor License – Renewal license for Boothbay Region House of Pizza, 185 E Townsend Avenue (Malt, Wine & Spirits). Approved 4-0.

NEW BUSINESS:

1. Rob Duplisea with RJD Appraisal updated the board on the revaluation project. He believes the revaluation on whole went well. They met with around 100 people, and some individual adjustments were made but it didn't change much overall. Rob also updated the board on the Property Tax Stabilization for Senior Citizens' Program. This is a state-administered program for people over 65 who are eligible to receive a homestead exemption. If you meet all of the qualifications your taxes will freeze at the prior year's tax valuation. Applications are available at the town office or on our website [www.boothbayharbor.org](http://www.boothbayharbor.org). This application has to be submitted each year.
2. Shri Verrill presented information regarding the Community Resilience Partnership Program through the Maine Governor's Office of Policy Innovation and Future (GOPIF). This program provides funds to municipalities up to two times a year up to \$50,000 each time with a no-match to spend on prioritized climatized items that are pre-approved. Municipalities have to go through lengthy steps to enroll in this program. Verrill is a service provider and is available to work with Boothbay Harbor to help with the process, she is working with Boothbay and Southport already. The board agreed to provide the letter of support, move forward and to use Verrill as the service provider to help with the process.
3. Julia presented a purchase order for the Pump-Out Boat. A motion was made to approve the purchase order in the amount of \$110,507 for a new 23' Marine Boatbuilders pump-out boat with a deposit of 50% down to be made and reimbursed by the Maine DEP and the remainder of the purchase to be funded by local marinas and Maine DEP. The motion was seconded and unanimously approved. Approved 4-0.

OLD BUSINESS:

1. Footbridge Renovation Project Update – Latter has received notice that all her certifications were approved and Maine DOT has notified both Gartley and Doskey and herself that all is good to go. The DEP permit is the only thing we are waiting for to put the project out to bid. Last week public works had to do an emergency repair on the swing span portion of the bridge. Someone went down the stairs and fell through with no injury. It was repaired and is now secure and safe.
2. Public Health and Safety - NONE

PUBLIC FORUM: NONE

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

EXECUTIVE SESSION:

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

The board came out of the executive session at 9:19 p.m. under MRSA Title 1, Chapter 13, §405 6 (A), Personnel. No decisions were made, and no votes were taken.

The board accepted Bob Hasch's Letter of Retirement effective November 4<sup>th</sup>. Julia mentioned Hasch had been with the department for over 28 years.

2. An executive session was held under MRSA Title 1, Chapter 13, §405 6 (C), Discussion on Real Estate.

The board came out of the executive session at 9:40 p.m. under MRSA Title 1, Chapter 13, §405 6 (C). Discussion on Real Estate. No decisions were made, and no votes were taken.

MOVE TO ADJOURN: The meeting was adjourned at 9:45 p.m. after unanimous approval. Approved 4-0.