

BOOTHBAY HARBOR
SELECTMEN'S MEETING MINUTES
VIA ZOOM
December 28, 2020

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

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 Town Office will be closing at 12:00 p.m. on Thursday, December 31st and will be closed on Friday, January 1st in observance of the new year. The office is still open by appointment only by calling 633-3671.
2. Budget meetings will begin January 6th and they will be Wednesdays from 4:30 p.m. to 6:00 p.m. Meetings will be held via zoom.
3. Nomination papers for town officers will be available beginning January 27, 2021. Positions available will be:
One Year Term
 - 1 Selectmen and Overseers of the PoorThree Year Terms
 - 1 Selectmen and Overseers of the Poor
 - 1 School Committee Member of the Boothbay-Boothbay Harbor CSD
 - 1 Trustee of the Boothbay-Boothbay Harbor CSD
 - 1 Trustee of the Boothbay Region Water District
 - 1 Trustee of the Boothbay-Boothbay Harbor Cemetery District
 - 1 Trustee of the Boothbay Harbor Sewer District.

Papers must be returned to the Town clerk by 4:30 p.m. on March 8, 2021.

4. The last day to register your dog to avoid a \$25 late fee will be January 31, 2021.
5. Matt Tarasevich, Selectperson Griffin and Town Manager Latter, have been working on a policy to implement for the new Maine Earned Paid Leave law. The employees handbook will be updated and a draft will be provided prior to asking for an adoption from the board. Finance Officer Pearce has also taken a class through MMA in preparation for the new law.
6. The town has received an application from Kenneth Rayle to serve as a member on our Budget Committee. Latter asked the board for approval of the application and to appoint him as a member. William Coll is stepping down as a member on the Budget Committee. Latter thanked Mr. Coll for his service. Motion was made to accept the application and appoint Kenneth Rayle as a member of the budget committee. Motion seconded and unanimously approved. Approved 4-0.

7. Town Manager Latter, Public Works Foreman, Upham and Ed and Kathy Tibbetts, along with the new tenants, walked through the fish pier property today. The lease was signed and the new owners will be taking over as of January 1, 2021. Latter wished Ed and Kathy well on their retirement.
8. Latter mentioned that she passed the LPA exam, the grant process is moving forward and the funding for the footbridge project is on schedule.
9. Code Enforcement Officer Smith and Public Works Foremen Upham will be placing protective coverings over the Museum in the Street Signs for protection during the winter season as soon as Boothbay Lights concludes.

TOWN DEPARTMENT REPORTS: NONE

SELECTMEN REPORTS:

1. Footbridge Renovation Project Update - Chairman Tomko mentioned that himself, Selectperson Wolf, Town Manager Latter and Planning Board Member, William Hamblen met with representatives from William Gartley of Gartley and Dorsky, the firm that did the 3rd party inspection report in the Spring. The group discussed format and ways to put together a bid. The next step will be putting together key points to be placed in the document and they will put together a proposal. The goal is to have a draft done in January for the board's review.
2. Vice Chair Warren updated the board on the Broadband Committee. An RFP will be issued within the next week to provide 100% availability for internet service for Boothbay Harbor residents. Responses are due back by January 22, 2021. Support for this expansion would be provided by residual funds from the economic development committee. As of today, there have been 163 responses to the survey that was put out a couple of weeks ago.

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

MINUTES: Approval of the December 14, 2020, meeting minutes. Approved 4-0.

LICENSES: Liquor License – Renewal license for Mama D's Café Mercantile, 50 Union Street (Malt & Vinous). Approved 4-0.

NEW BUSINESS:

1. Update on Personal Property tax receivable - delinquent taxes. As of June 30, 2020, the list provided by William Brewer CPA in the audit report showed numerous outstanding amounts, since then multiple balances have been paid. The board felt the current report looks better than the report shown in audit. Reminder notices will be going out in February for second installment of this year's taxes.
2. Capital Improvement Plan discussion. Latter presented format for a 9 or 10 year plan for vehicles and equipment. Latter asked the board to review and give any input they may have.

OLD BUSINESS: COVID-19 discussion – Selectperson Wolf presented the updated list of local resources that are available for the community during this pandemic. The list will be available on the Town of Boothbay Harbor website www.boothbayharbor.org as well as Town of Boothbay Harbor Facebook page. Selectperson Wolf also mentioned that it might be a good idea to send another letter to residents updating them on the most recent COVID restrictions and basic information as well as including the local resource list.

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 (D), for the purpose of labor contracts.

The board came out of executive session at 8:14 p.m. under MRSA Title 1, Chapter 13, §405 6 (D), for the purpose of labor contracts and no decisions were made.

Motion was made to ratify the Public Works Department and Police Department Collective Bargaining Agreements from July 1, 2020 to June 30, 2023, agreed upon by the Town of Boothbay Harbor and Teamsters' Local union 340. Motion seconded and unanimously approved. Approved 4-0.

MOVE TO ADJOURN: The meeting was adjourned at 8:16 p.m. after unanimous approval. Approved 4-0.