BOOTHBAY HARBOR

SELECTMEN’S MEETING MINUTES

VIA ZOOM

June 8, 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

 Ken F-Fitch

 Denise Griffin

 Wendy Wolf

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. Town Manager Latter mentioned the town office is open for appointment only. The office has been busy since last Monday with appointments every 15 minutes.
2. Town Manager Latter mentioned all restrooms have been re-opened. The restrooms are limited to one person at a time and are being cleaned frequently.
3. Town Manager Latter mentioned mooring renewal applications are out and are due back by June 30. The harbor master and pump-out boats are in full operation.
4. Town Manager Latter mentioned town-owned parking lots starting July 1st will be assessing regular fees. Staff will start as of June 15.
5. Town Manager Latter mentioned her and Code Enforcement Officer, Geoff Smith, researched the best options for the posts and brackets for the signs for Museum in the Streets. It was concluded that the most cost effective option was to outsource it. They should be completed by June 22, 2020 and installed soon thereafter.
6. Town Manager Latter updated the board on the vehicle registration rules due to COVID-19. All registrations had a 30-day extension from the end of the last state of emergency. If your town office is available, the extension does not apply. The Boothbay Harbor office is available for registrations by making an appointment.
7. Town Manager Latter recapped the timing for the Annual Town Meeting which is set for June 19 and 20. Articles 1 and 2 will take place on Friday, June 19. (Copy of the articles are attached). Polls will be open from 8:00 a.m. to 6:00 p.m. The remainder articles will be held on Saturday, June 20 at 9:00 a.m. at the Boothbay Region High School gymnasium. For both the municipal and state elections we are encouraging absentee balloting You can contact town office to request ballots during regular business hours. Latter also mentioned annual reports will be available next week.
8. Town Manager Latter mentioned that the Town Office will be closed on June 30, 2020 for fiscal year end.

TOWN DEPARTMENT REPORTS: None

SELECTMEN REPORTS:

1. Chairman Tomko congratulated the Boothbay Region High School Class of 2020.
2. Chairman Tomko mentioned Sunday members of the board, state leaders, Police Chief Hasch and Lincoln County Sheriff Bracket, among others, attended a peaceful gathering with about 300 individuals regarding no tolerance for racism in law enforcement.
3. Chairman Tomko mentioned Public Education Government, the station that broadcasts our local Boothbay Region Community Television, has put together a law giving the ability to watch cable access televisions on Channel 7 as well as channel 1301.
4. Selectman Fitch mentioned he is ending his first year as a member of the Board of Selectmen. Fitch mentioned it has been an interesting year and thanked everyone for helping him get through his first year.
5. Selectperson Wolf mentioned the letter that was sent in March regarding guidelines for residents to follow for COVID-19 was an overall success. Wolf mentioned now that we are in the re-opening phase that it might be a good idea to send out another letter providing guidelines to residents on the re-opening. Wolf read the letter including some important highlights on ways to keep everyone safe. (Copy of the letter attached)
	1. Excellent hygiene;
	2. social or physical distancing;
	3. face covering;
	4. if you are feeling ill, please stay home.

Wolf asked the rest of the board if they are willing to endorse the letter. Motion was made to endorse the letter. Motion seconded and unanimously approved. Approved 5-0.

1. Selectperson Wolf gave a summary of the governor’s press conference including
	1. Locations for testing have increased;
	2. Keep ME Healthy plan, visitors are asked to certify they have had recent negative test (within 72 hours) before checking into local facilities;
	3. Grant support for community education and development programs.

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

MINUTES: Approval of the May 26, 2020, meeting minutes. Approved 5-0.

LICENSES:

1. Liquor License Renewal, Malt, Spirituous & Vinous for Fisherman’s Wharf Inn, 22 Commercial Street. Approved 5-0.
2. Special Amusement License Renewal, Boothbay Harbor Yacht Club, 156 Western Avenue Approved 3-0. (Selectpersons Wolf and Fitch abstained due to being a member of the club)
3. Victualer licenses- New licenses, Boothbay Harbor Yacht Club, 156 Western Avenue, Class H; Thistle Inn, 55 Oak Street, Class H; Wannawaf Inc., 31 Granary Way, Class D; Atlantic Ark Inn, 62 Atlantic Avenue, Class F; and Eventide Specialties, 5 Boothbay House Hill, Class B.
	1. Motion to take the license applications together as read with the exception of Boothbay Harbor Yacht Club due to Selectpersons Wolf and Fitch being a member of the club. Motion seconded and unanimously approved. Approved 5-0.
	2. Motion to approve the license applications together as read with the exception of Boothbay Harbor Yacht Club due to Selectpersons Wolf and Fitch being a member of the club. Motion seconded and unanimously approved. Approved 5-0
4. Motion to approve the license application for the Boothbay Harbor Yacht Club. Motion seconded and approved 3-0. (Selectpersons Wolf and Fitch abstained due to being a member of the club).

NEW BUSINESS:

1. Town Manager Latter presented and asked the board to adopt the fee schedule for 2020/2021. Motion was made to adopt the fee schedule as presented. Motion seconded and unanimously approved. Approved 5-0.
2. Town Manager Latter presented and asked the board to approve a purchase order for Baker Design Consultants in the amount of $28,362.22. Motion was made to approve the purchase order for $28,362.22 to Baker Design Consultants for the design development on the footbridge project for prior services rendered to date. Motion seconded and unanimously approved. Approved 5-0.
3. Town Manager Latter presented and asked the board to approve a purchase order to the Town of Boothbay for cost share-Casco Bay Advisors/Broadband Motion was made to approve the purchase order to the Town of Boothbay for the cost share for Casco Bay advisors, broadband study, in the amount of $5,250 to be charged to the Selectmen’s account (economic development/JEDC funds). Motion seconded and unanimously approved. Approved 5-0.
4. Town Manager Latter asked the board for Finance Officer, Kathleen Pearce, to approve carry-forward amounts for 2020/2021.
	1. Motion was made to accept the carry-forward amount for the unexpended balance of $41,611.56 for the Selectmen/Economic Development account into FY 20/21. Motion seconded and unanimously approved. Approved 5-0.
	2. Motion was made to accept the carry-forward amount for the unexpended balance of $116,073.50 for Contract Services/Professional Services account into FY 20/21. Motion seconded and unanimously approved. Approved 5-0.
5. Town Manager Latter presented and asked the board to approve the annual municipal appointments for the boards and committees.
	1. Motion made to approve the appointment of William Hamblen to the Planning Board for a 3-year term as a voting member. Motion seconded and unanimously approved. Approved 5-0.
	2. Motion made to approve the appointment of Lee Corbin to the Planning Board for a 3-year term as a 2nd alternate. Motion seconded and unanimously approved. Approved 5-0.
	3. Motion made to approve the appointment of Margaret Splaine to the Budget Committee for a 3-year term. Motion seconded and unanimously approved. Approved 5-0.
	4. Motion made to approve the appointment of Leslie Bird to the Budget Committee for a 3-year term. Motion seconded and unanimously approved. Approved 5-0.
	5. Motion to approve the appointment of Frederick Farnham to the Port Committee for a 3-year term. Motion seconded and unanimously approved. Approved 5-0.
	6. Motion made to approve the appointment of Merritt Blakeslee to the Appeals Board for a 3-year term. Motion seconded and unanimously approved. Approved 5-0.
	7. Motion was made to approve the 2020-2021 municipal officials appointments as presented for July 1, 2020 to June 30, 2021. Motion seconded and unanimously approved. Approved 5-0.

OLD BUSINESS: NONE

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

PUBLIC FORUM: NONE

MOVE TO ADJOURN: The meeting was adjournedat 8:08 p.m. after unanimous approval. Approved 5-0.















