

MINUTES
BOOTHBAY HARBOR
SELECTMEN'S MEETING
JUNE 22, 2015

ATTENDING: Denise Griffin, Chairman
William Hamblen, Vice Chairman
Russ Hoffman
Tricia Warren
Wendy Wolf

Thomas Woodin, Town Manager
Julia Latter, Finance Officer

Chairman Griffin called the Board of Selectmen's meeting to order at 7:00 pm.

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

TOWN MANAGER'S ANNOUNCEMENTS:

1. Manager Woodin reminded the Board that on Wednesday, June 24th Town Hall would be closing at noon for Windjammer Days.
2. Manager Woodin stated that on June 30th Town Hall would also close at noon for audit preparation.
3. Manager Woodin stated he'd gotten commitments from some of the members of the ambulance service to have their meeting on July 27th and would hopefully get Danielle Betts there for that as well.
4. Manager Woodin stated the Windjammer Days fireworks would take place on Wednesday, June 24th at 9:00 p.m. (or on one of the following nights if the weather was bad).
5. Manager Woodin stated he'd received three additional bids to do the Fish Pier piling job after he'd spread out the time frame along with Prock Marine who resubmitted the same bid for \$120,000. The three additional bids were from Rideout Marine for \$25,500, Fuller Marine for \$37,400 and TM Marine for \$46,696.11. Vice Chairman Hamblen pointed out that Rideout was proposing something quite different from the others by cutting off the existing pilings at the mud line and "collaring" new pilings onto the existing and was inclined to be against this.

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Vice Chairman Hamblen **motioned** to accept the bid from Fuller Marine, subject to confirming their method. Selectman Hoffman **seconded**. **Unanimous approval.**

Selectman Wolf **motioned** to use undesignated funds for the repair. Selectman Hoffman **seconded**. **Unanimous approval.**

6. Vice Chairman Hamblen stated there was one more thing for Announcements that deserved mention, which was a letter they'd received commending the Harbor Master. Vice Chairman Hamblen stated in the letter from a stranded sailor who was rescued by Nick Upham that Nick "had responded within a few minutes with great effort, confidence, and good cheer...who was a consummate professional whose only concern was with his welfare and safety...and that Boothbay Harbor is very fortunate to have Nick as their Harbor Master."

FINANCIALS:

Officer Latter reviewed the financial totals with the Board stating there were eight more days of the fiscal year.

CONSENT AGENDA:

Chairman Griffin stated that approval of the minutes was the only item on the Consent Agenda and asked for a motion to approve the minutes of the June 8th Selectmen's meeting. Selectman Wolf **motioned** to approve the minutes with the amended sentence under Town Manager Announcements. Vice Chairman Hamblen **seconded**. **Unanimous approval.**

ONGOING BUSINESS:

1. Chairman Griffin stated the first item under Ongoing Business was the fee schedule for the coming year.

Manager Woodin stated there had been no changes to the fee schedule.

Vice Chairman Hamblen recommended they make one editorial change to the building permit fee schedule by including the words "per square foot" to each item. For example, instead of "thirty cents or a minimum of \$25.00 for a deck or porch it should read, "thirty cents **per square foot** or a minimum of \$25.00." Selectman Wolf **motioned** to approve the fee schedule as amended. Vice Chairman Hamblen **seconded**. **Unanimous approval.**

2. Chairman Griffin stated the next item under Ongoing Business was Municipal Officials and Appointments (list attached).

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Manager Woodin confirmed Charles Herman to the Budget Committee was the only new appointment. Manager Woodin also updated the Board about the interest between Southport and Boothbay of having another regional EMA Director from one of their towns so was planning to set up a meeting on that.

Selectman Wolf **motioned** to approve the list of Municipal Officials and Appointments. Selectman Hoffman **seconded**. **Unanimous approval**.

3. Chairman Griffin stated the next item under Ongoing Business was Special Amusement Rules and Procedures.

Vice Chairman Hamblen stated that municipal boards have the authority to set reasonable rules of procedure so had drafted the following for Special Amusements (that Chief Hasch was in favor of).

Rules and Procedures [Final draft]

1. The Selectboard recommends:

a. that upon receiving a complaint of excessive noise, officials of the town make their best efforts to respond to the complainant, listen to the offending noise at the complainants location, and, if possible, measure or estimate the "A" weighted sound pressure level, and

b. If the noise level exceeds maximum allowed under our codes, or is found to be a detriment to the public health, safety or welfare (even though it may not exceed the maximum allowed under our codes), that the responding official record this as a credible complaint, and proceed with his or her normal procedures.

2. Multiple Credible Complaints

a. Should a particular establishment cause a significant number of credible complaints or cause a recurring* pattern of complaints during a single calendar year, the Selectboard will inform the establishment that it has received multiple credible complaints; that further credible complaints will place its special amusement license in jeopardy; and urge the establishment to attend the next BOS meeting to discuss ways to reduce the noise impact on the town, and

b. If that same establishment continues to cause credible complaints, the Selectboard will then begin proceedings as authorized under section 74-10 (B) to hold a public hearing to determine if the special amusement license should be revoked or suspended for a period of time.

[*Word suggested to be added by Selectman Wolf, to signify there was an **ongoing** issue with music and noise.]

Selectman Wolf suggested posting the new policy and voting on it at the next meeting so businesses have a chance to respond.

4. Chairman Griffin stated the last item under Ongoing Business was Laurie Bouchard.

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Manager Woodin explained that Laurie Bouchard was being considered to write their personnel manual (for \$1,500) who does that kind of work on a regular basis rather than to have someone like Annalee Rosenblatt, who was focusing more on union stuff, etc.

Chairman Griffin added that she'd met Laurie Bouchard years ago and knew that she had been doing similar work for other towns.

Selectman Wolf suggested they obtain a couple of references to make sure her last clients are happy with what they got. Selectmen Wolf also added that a "whistle blower" policy should be part of the package as well as a social media policy plus a section on performance review and steps for corrective action separate from reaching termination...a very important section to focus on to be as transparent as possible.

NEW BUSINESS:

1. Chairman Griffin stated the first item under New Business was Special Amusement License and that Mr. C's was asking for a Special Amusement License.

Selectmen Wolf confirmed there was not a representative from Mr. C's present to answer questions. Vice Chairman Hamblen **motioned** to approve the application. Selectman Hoffman **seconded**. **Unanimous approval.**

Vice Chairman Hamblen asked if they could establish a policy requiring a representative to be present for Special Amusement applications.

Chairman Griffin suggested since there were no other Special Amusement License applications pending that they change the wording on the application forms to require attendance at the public hearing for the application to be considered.

2. Selectman Hoffman **motioned** to approve the three new Victualer(s) license applications from Capers – Class G, Mel's Place – Class H and Mr. C's Food and Spirits – Class H. Vice Chairman Hamblen **seconded**. **Unanimous approval.**

3. Chairman Griffin stated the last item under New Business was Audit Prep – Personal Property Tax.

Financial Officer Latter stated the auditors recommend each year to get long-term delinquent personal property taxes from 2006 – 2009 off of the book.

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Financial Officer Latter explained it usually costs more to press legal charges against the offenders than they owe (although in a few cases had managed to convince the offenders to agree to a payment plan).

Manager Woodin stated it would be cleaner to write them all off (a total of \$2947.15).

Selectman Wolf **motioned** to write off the unpaid personal property taxes from 2006, 2007, 2008 and 2009 as presented to the Board of Selectmen. Selectman Hoffman **seconded**. **Unanimous approval.**

[Financial Officer Latter stated it was unlikely they would ever be able to collect these taxes and that it would take her more time than it was worth.]

4. Selectman Wolf stated she had reviewed the code book of Boothbay Harbor and noticed that the town officials listed were from 2012 and asked that they be updated on an annual basis moving forward. Selectman Wolf stated she'd also noticed a section on "Bottle Clubs" in Chapter 79 and wondered what they were and if they even still existed to point out the need for periodic review.

Manager Woodin responded that revisions have to go through town meeting in order to be changed.

Vice Chairman Hamblen stated traditionally at the beginning of the new fiscal year, the Board of Selectmen come up with three things that they would like to address for the coming year and suggested Selectman Wolf make this exercise one of her three.

Selectman Wolf took the opportunity to ask if the zoning maps could be updated now that they have new ones.

Chairman Griffin added they might want to plan a schedule for review of the Comprehensive Plan while they were at it.

PUBLIC FORUM:

1. Selectman Hoffman announced that the Boothbay Region Ambulance Service had recently received an award called the gold level of the Maine HeartSafe Community Award and read the first couple of lines of the press release about it.

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Although it's impossible to predict when and where sudden cardiac arrest will occur, or who its victims might be, there's a better chance of survival if you are located in the towns of Boothbay, Boothbay Harbor or Southport. That's because the Boothbay Region has been designated a Maine HeartSafe Community.

For the record, the rest of the article reads:

Early recognition of the signs and symptoms associated with sudden cardiac arrest (SCA), heart attack and stroke, as well as immediate access to emergency services, and prompt medical treatment are all critical to save lives and decrease disabilities associated with cardiovascular events. The Maine HeartSafe Communities designation recognizes the Boothbay Region's dedication to improving this "Chain of Survival" through partnerships with the local Emergency Medical Services (EMS) program.

Specifically, Boothbay Region Ambulance Service and the Boothbay Region qualified for the Gold designation because of B.R.A.S.'s training in Advanced Cardiac Life Support, paramedic level care with advanced equipment including 12 lead EKG defibrillators and 17 publicly accessible AED's available to the community. Boothbay Region Ambulance Service becomes one of 82 Maine HeartSafe designated services, providing EMS coverage to more than 298 communities and over 991,696 residents.

The Boothbay Region is home to nearly 8,000 people and hosts thousands of visitors throughout the summer. With the generosity of the Max and Evelyn Schacknow Foundation, the Region now has convenient and rapid access to public AED's (automated external defibrillators). The partnership B.R.A.S. shares with the community to provide a safe and healthy community is of vital importance to the Service.

Heart disease and stroke account for nearly one in three deaths in Maine. And despite our medical and safety advances, patient delay is the largest reason why people do not get care as quickly as needed. Early recognition of the signs and symptoms associated with Sudden Cardiac Arrest, heart attack and stroke, and calling 9-1-1 as soon as symptoms are witnessed is critical to raising survival rates for people in our community.

EXECUTIVE SESSION:

Selectman Wolf **motioned** to go into Executive Session, MRSA Section 405 (6) (A) – Personnel Matters at 8:08 p.m. Selectman Warren **seconded**. **Unanimous approval.**

WARRANTS:

Selectman Wolf **motioned** that the warrants be approved upon review. Vice Chairman Hamblen **seconded**. **Unanimous approval.**

MOVE TO ADJOURN:

The meeting was adjourned.