MINUTES

BOOTHBAY HARBOR

SELECTMEN’S MEETING

 JULY 13, 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 informed the Board that on Friday, July 24th Town Hall would be closed so the staff could attend an MMA “Customer Service” workshop in Augusta.

2. Manager Woodin stated that Danielle Betts will be present at the July 27th Selectmen’s meeting as well as the Boothbay Region Ambulance Service.

3. Manager Woodin announced that the first phase of the Fish Pier repair had been completed and that the second phase would be finished by mid-August.

4. Chairman Griffin commended the Police and Fire Departments for their service in view of the sad events that had happened during the past two weeks and asked Manager Woodin to pass it along to them. Manager Woodin added that the recent ceremony led by Pastor Foulger at the Boothbay Green had been very touching and helped to bring people together.

FINANCIALS:

Officer Latter reviewed the financial totals with the Board stating there was no graph that evening because she did not have the final totals yet.

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CONSENT AGENDA:

Chairman Griffin stated they needed to approve the minutes of the June 22nd meeting. Selectman Wolf **motioned** to approve the minutes. Vice Chairman Hamblen **seconded**. The minutes were **approved with an amendment** to the date on the first page(which should have been July 27th instead of July 20th)**.**

ONGOING BUSINESS:

1. Chairman Griffin stated the first item under Ongoing Business was Special Amusement Rules and Procedures.

Vice Chairman Hamblen stated they’d put the new procedure out on the website and gave it two weeks for people to digest and respond to, which no one had done, so they should now either accept or reject them. Selectman Wolf **motioned** to approve the Special Amusement Rules and Procedures. Selectman Hoffman **seconded**. **Unanimous approval**.

2. Chairman Griffin stated the next item under Ongoing Business was whether or not to hire Laurie Bouchard to draft a personnel manual.

Manager Woodin stated her references had proved to be excellent.

Vice Chairman Hamblen **motioned** to hire Laurie Bouchard to revise their personnel manual. Selectman Wolf **seconded** the motion. **Unanimous approval**.

3. Chairman Griffin stated the next item under Ongoing Business was the Selectmen’s goals for the coming year.

Selectman Wolf offered to start, saying she thought the Selectmen should plan to review one chapter of the strategic long range plan each month to see how they could define what roles they might play to implement it. Selectmen Wolf stated her second goal was to have discussion, where appropriate, to build some support into the town budget to operationalize some of those long range strategic plans where appropriate. Selectman Wolf stated her final goal was to see that they have periodic updates as they move forward with their Economic Development Plan with Boothbay.

Vice Chairman Hamblen stated he’d reviewed what he’d set as goals in the past, which was both interesting, stimulating and a little depressing since some topics never change but for him the number one item was economic development. Vice Chairman Hamblen stated that included promoting the Economic Development Committee as well as integrating and implementing the Comprehensive Plan and continuing to communicate with the business community via regular meetings with the Chamber of Commerce.

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[Vice Chairman Hamblen mentioned that after many years the Fish Pier was off of his list.]

Vice Chairman Hamblen added he’d like to continue to work with the Boothbay Ambulance Service, which was very important to the town, as well as to continue to improve the transparency and professionalism of the town by the more frequently updated information on the website.

Selectman Hoffman agreed with Vice Chairman Hamblen about the importance of the Ambulance Service especially since he’d been their representative at BRAS and had seen real goals being set (such as fundraising). Selectman Hoffman stated he was still concerned by the number of empty seats on the various boards in the town and would like to do something to fill those seats.

Selectman Warren stated she agreed with the importance of the Economic Development Committee to help get small businesses back on track and to entice more business. Selectman Warren stated she would also like to do something to improve the parking situation in town so visitors might stay longer. Selectman Warren stated she’d like to see the school systems improved and the gateway to Boothbay Harbor made more attractive.

Chairman Griffin stated much of her list had been covered by the others but she believed they might need to support the Planning Board in ordinance reviews this coming year.

Mike Tomko responded there were a number of areas in the comp plan that suggested some of the ordinances needed clarification and this would be a good time, since there were now five members and two alternates on the Board.

4. Chairman Griffin stated the next item under Ongoing Business was the adoption of the Fire Department job descriptions.

Selectman Wolf stated all of the descriptions started with the same “general expectations” and suggested adding “*and leads*” to number four under “essential functions” for the Fire Chief to make it clear he is the **team leader** with shared responsibilities. [4. Plans, trains, prepares and leads individuals and teams for fighting fires, emphasizing that personal safety is an overriding priority.]

Selectman Wolf pointed out in number fifteen of that section there was nothing about conducting performance review because it is difficult to evaluate someone without them.

Chairman Griffin questioned doing this with volunteers.

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Selectman Hamblen suggested using the word “*evaluating*” instead of “*conducts performance reviews*.” [15. Oversees interviewing, selecting, scheduling, assigning, evaluating, training and development of direct reports.]

Selectman Wolf had reservations about the last item under “requirements and skills needed for the position” which says…available for on-call seven (7) days a week, twenty-four (24) hours a day, as possible, wondering if it was consistent with labor laws.

Chairman Griffin stated that was why “*as possible*” was included and for a volunteer fire department it was not possible to know when their services would be needed.

Manager Woodin stated originally Annalee had not included “*as possible.*”

Selectman Wolf suggested starting the sentence with “*as a provider of emergency services, staff is…*” to clarify the job requirement did not mean the person was on call constantly. [As a provider of emergency services, staff is available for on-call seven (7) days a week, twenty-four (24) hours a day, as possible.

Selectman Wolf corrected number ten under “essential functions” of the 1st Assistant Fire Chief job description where it said the 1st Assistant Fire Chief instead of 2nd Assistant Fire Chief. [Assumes responsibility of the Fire Chief and 2nd Assistant Fire Chief in his/her absence.]

Helen Farnham expressed concern about what she had perceived as criticism of the fire department.

Chairman Griffin responded this was just a matter of creating job descriptions for all of the positions in the town and this was the last department to be done.

Selectman Wolf **motioned** to approve the job descriptions as amended. Selectman Hoffman **seconded**. **Unanimous approval**.

NEW BUSINESS:

1. Chairman Griffin stated the first item under New Business was to amend the Special Amusement License of T. Philbrick Enterprises, LLC to include Class C and D (amplified music and dancing).

Manager Woodin clarified that the date in August for the new license was due to the time that the new ownership would come into effect.

John Hochstein stated he and his wife live just down the street and in the summer with their windows open are never bothered by the music there.

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Donna Piggott stated her B&B is not that close to T. Philbrick Enterprises (former Lobster Wharf) and her guests complain about hearing the music being played on Sunday afternoon and felt that Sunday should be observed as a day of rest and wanted to be recorded as not in favor of **amplified** music there.

Garry Blackman responded that that attitude had ended long ago.

Tom Philbrick, new owner of the Boothbay Lobster Wharf, provided information about himself and stated he would offer family oriented music without a bar atmosphere.

Gary Wiley, one of the regular musicians there, spoke in favor of continuing to have music at the Lobster Wharf under new management.

Selectman Wolf **motioned** to approve the **amended** application. Selectman Hoffman **seconded**. **Unanimous approval**.

2. Chairman Griffin stated there were three applications for new Victualers licenses from Oak Street Provisions – Class F, Pond House B&B – Class F and Spruce Point Inn Resort & Spa – Class A. Vice Chairman Hamblen **motioned** to take them together as a group. Selectman Hoffman **seconded**. **Unanimous approval**.

Vice Chairman Hamblen **motioned** to approve the applications. Selectman Hoffman **seconded**.

Selectman Wolf asked for clarification of Oak Street Provisions’ hours of operation so they could include them on their application.

Chairman Griffin responded she believed it was 10:00 a.m. to 6:00 p.m., seven days per week.

The motion received **unanimous approval**.

3. Chairman Griffin stated there was an application from Carousel Music Theatre for a Liquor license **renewal**. Selectman Hoffman **motioned** to approve the application. Vice Chairman Hamblen **seconded**. **Unanimous approval**.

4. Chairman Griffin stated the last item under New Business was EMA MOA between Boothbay Harbor, Boothbay and Southport.

Manager Woodin stated about ten days ago he’d met with Dan Bryer, Gerry Gamage, Dickie Spofford and Scott Campbell to talk about the Regional EMA position that has been vacant since Scott took another job.

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Manager Woodin stated Scott’s duties had changed so he was able and willing to come back as this EMA Director (operating upstairs at the Public Works building) with the three towns splitting the cost that had been built into the budget ($

Selectman Wolf suggested amending the contract to include language about employee evaluations as well as an agreement about who will do the evaluation before they sign it.

Manager Woodin asked if the Board could approve the contract with those changes since the other two towns had already signed it.

Vice Chairman Hamblen **motioned** to approve the agreement incorporating the changes they had discussed. Selectman Hoffman **seconded**. **Unanimous approval**.

Vice Chairman Hamblen **motioned** to approve the appointment of Scott Campbell to the position of Regional EMA Director. Selectman Hoffman **seconded**. **Unanimous approval**.

PUBLIC FORUM:

1. Mary Ellen Barnes, Lincoln County Regional Planning Commission, stated she and Tony Cameron, Director Boothbay Harbor Region Chamber of Commerce, were there to present the weekend trolley service proposed for the towns of Newcastle, Damariscotta and Boothbay Harbor from July 3rd to September 5th, 2015.

Mary Ellen stated they were asking for a contribution of $2,000 from Boothbay Harbor (which was the same amount that they’d gotten from Boothbay Harbor last year and had already been donated by the other towns) acknowledging they had missed the budget committee window for Boothbay Harbor.

Mary Ellen explained the previous year they’d encountered difficulties when the train was often late due to problems with the track.

Mary Ellen explained the trolley would be stopping in front of the Whale Park this year instead of the Chamber of Commerce (at $5.00 per ride to and from Damariscotta for a round-trip total of $10.00).

Mary Ellen confirmed the previous years’ ridership had been 783 but added that projections for this season were difficult to determine with the new schedule, though they hoped to double this figure.

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Mary Ellen added that they would like to modify and improve the route to include more attractions over the next three to five years.

Tony Cameron stated it would be a great resource and asset for the Boothbay Peninsula.

Selectman Wolf stated it would be easier for the Board if they had the figures from the previous year to study before they make a decision. [Tabled until the next Selectmen’s meeting in two weeks.]

2. Helen Farnham expressed concern about so many businesses closing up early in the evening during the summer season.

3. Mike Tomko presented another design option for the former tennis court area done by Don Leighton (who was offering it to the town pro bono, if they should decide to use it).

Selectman Wolf questioned the sign and pile of folding tables in that area which seemed to be moving in the reverse direction from beautification.

WARRANTS:

Selectman Wolf **motioned** that the warrants be approved upon review. Selectman Hoffman **seconded**. **Unanimous approval.**

EXECUTIVE SESSION:

Vice Chairman Hamblen **motioned** to go into Executive Session, MRSA Section 405 (6) (A) – Personnel Matters and policy at 8:28 p.m.Selectman Hoffman **seconded**. **Unanimous approval**.

The Board came out of Executive Session at 8:47 pm.

No decisions were made during Executive Session.

MOVE TO ADJOURN:

Vice Chairman Hamblen **motioned** to adjourn.Selectman Wolf **seconded.**

The meeting was adjourned at 8:48 pm**.** 