MINUTES

BOOTHBAY HARBOR

SELECTMEN’S MEETING

FEBRUARY 12, 2018

In addition to these typed minutes, video recordings of all Selectmen’s meetings are available to be viewed at BRCTV and audio recordings are available to be listened to at the Boothbay Harbor Town Office.

ATTENDING: Denise Griffin, Vice Chair

Russ Hoffman

Mike Tomko

Trisha Warren

Wendy Wolf, Chair

Tom Woodin, Town Manager

Julia Latter, Financial Officer

**Chair Wolf 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. The next Budget Committee meeting will be postponed until next Wednesday, February 21st from 4:30 p.m. to 6:00 p.m.

2. J.D. Warren has applied as a representative to the Boothbay Harbor Refuse District Board of Directors. Vice Chair Griffin **motioned** to appoint J.D. Warren for the position. Selectman Tomko **seconded**. **Motion passed 4 - 1 Abstention.** (Selectman Warren is related to J.D. Warren.)

FINANCIALS:

Finance Officer Latter reviewed the financial totals with the Board.

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Selectman Hoffman **motioned** to approve the minutes of the January 22nd meeting. Selectman Tomko **seconded**. **Motion passed 4 - 1 Abstention**. (Chair Wolf did not attend this meeting.)**.**

SELECTMEN REPORTS:

1. **JEDC**: Chair Wolf stated on February 1st the Joint Economic Development Committee had a community meeting at the Boothbay Fire Station to share a strategic

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action plan with members of the community, who represented all four towns on the peninsula.

As a reminder, the JEDC was established by the Selectmen of Boothbay and Boothbay Harbor who determined that the towns should work together to enhance economic growth and prosperity within the two communities. A group of individuals from both the public and private sector were appointed, with business leaders from both communities to think strategically about how to advance economic development in the Greater Boothbay Region.

Now the JEDC has been joined by representatives from both Southport and Edgecomb. The focus is to look at the region from the beginning of the peninsula to the end knowing they will have a better chance for success by working together rather than separately as four small towns.

For the past two and a half years the committee has focused on the assets of the community: what we do well, what is working well and how to make more of that happen. The committee was joined by a representative from the Boothbay Region Chamber of Commerce.

The first year the committee conducted regional one-on-one interviews with over forty businesses in the community, asking why they are here, what are their strengths and what are some of their issues, especially those the JEDC might help with. The Lincoln County Regional Planning Commission was brought in to review those results.

As a short term intervention they implemented the new "Boothbay Festival of Lights" which complements the "Gardens Aglow" event of the Coastal Maine Botanical Gardens. As a result, many businesses have seen a jump in their off-season business.

The JEDC leveraged funding such as an ASK Grant from the Lincoln County Regional Planning Commission to do some preliminary planning on Wayfinding and a tourism grant to kick off the Festival of Lights.

The JEDC held a strategic planning retreat that culminated in the decision to get some professional help. The JEDC then hired Camoin Associates to help them reach a regional economic development plan.

Camoin did a very detailed economic base analysis of the peninsula's demographics, business statistics, business sectors (who is growing/shrinking), what are the changes in population and what housing is like then conducted day-long interviews with seventy-three leaders in the area. They then held a master-plan work session with over sixty participants to draft the strategy and action plan.

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[Chair Wolf thanked Town Managers Tom Woodin and Dan Bryer for the tremendous work they had contributed as members of the JEDC as well as JEDC member Selectman Tomko.]

Chair Wolf stated at the meeting on February 1st, Camoin presented their draft in two sections.

1. An overview of how to develop the plan
2. What the organizational structure might be to push the plan forward

Since the members of the JEDC are volunteers, not experts in urban or rural planning or economic development, they asked Camoin to recommend the best mechanism to implement an economic develop plan. Camoin had some suggestions about how an entity, with the background and knowledge to leverage resources to push the economic development plan forward, might be found. It included an analysis of the what the budget impact of that might be.

The **Strategy & Action Plan Matrix** consists of six goal areas with specific objectives. They are fairly detailed and defined actions. They include a list of partners and lead entities most well positioned to carry out the objectives as well as a time frame for accomplishing things. The time frame is broken down into three divisions.

1. Immediate (6 - 12 months)
2. Short term (1 - 2 years)
3. Longer term (2 - 5 years)

[Camoin also listed resources to tap into such as federal or state grants or other opportunities that might leverage funding.]

The six goal areas of the **action plan matrix** are as follows.

1. Business Growth and Development (especially for small businesses that are more consistent with the character of our community)
2. Housing Diversity and Availability (particularly for the work force)
3. Downtown Development and Waterfront Management
4. Tourism Infrastructure and Maintenance
5. Regional Transportation and Planning
6. Regional Collaboration

Chair Wolf opened the floor to discussion.

Selectman Hoffman complimented Chair Wolf and Co-Chairman Abbe Levine for their organization of the February 1st presentation by Camoin Associates. Selectman Hoffman cautioned about spreading themselves out too thin if they try to tackle all that was presented. Selectman Hoffman added that it was not the business owner's responsibility to make this plan work either, as well as the Town Managers.

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Selectman Hoffman stated there should be a way to enlist volunteers outside of the ones who attended to sign up for some of the goal topics that were displayed at the back of the room. Selectman Hoffman felt it was going to be a challenge to keep the momentum going.

Chair Wolf agreed they needed to attract broader involvement from the community over the next six months.

Selectman Tomko stated their strength as a region lies in the common goal of the community and basically finding an entity to achieve these goals.

Vice Chair Griffin stated the first time the Select Board had met with Mary Ellen Barnes of the Lincoln County Region Planning Commission, she made them realize the need for a **planner** (someone who could take the task on either full-time or as contracted).

Selectman Warren felt they needed some sort of consultant to steer the movement, especially in light of not using Green Tree Events sometime in the future.

Manager Woodin confirmed Green Tree Events original contract was for three years.

2. **Wayfinding**: Chair Wolf pointed out that the Boothbay Peninsula is off the beaten track which creates more of a challenge to make visitors realize this region has great restaurants, lodging, a botanical garden and beautiful harbor. It means more than just putting up signs. It is a more complicated way of thinking about it. It is putting information together in a way that is logical and gets people where they want to go.

Through a grant from Lincoln County Development Corporation they were able to hire a firm called Gamble Design from Portsmouth (who did Bar Harbor's Wayfinding) to give them a concept of how they could market themselves as the Boothbay Region while differentiating the unique characteristics of the four towns.

A crucial item is to have a regional gateway sign, to tip people off to the allure of the Boothbay Peninsula before they reach the turn onto Route 27. Then there would be signs for each town with a similarity to the regional sign but differentiated by something unique to the town.

Gamble Design created some preliminary signage for them to consider.

Vice Chair responded that she loved this approach and did not want to wait another year to implement it while waiting for the other towns to agree to it.

Selectman Hoffman voiced his agreement with Vice Chair Griffin's statement.

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Chair Wolf stated the roundabout in Boothbay is the **major** gateway so it is important to work with Boothbay despite their mixed reaction to the concept. Edgecomb wondered if the gateway sign should be located where people pull off of Route One but might not be in a financial position at this time to contribute. (Southport has not yet been consulted.)

Selectman Tomko agreed with Vice Chair Griffin stating he wanted to move it along.

Chair Wolf thanked everyone for their enthusiastic feedback and stated she'd bring the pricing to the next Budget Committee meeting.

LICENSES:

Vice Chair Griffin motioned to approve both applications from R.N. Fish & Son Inc (Cap'n Fish's Cruises) and Tugboat Inn to **renew** their Liquor licenses. Selectman Tomko **seconded**. **Unanimous approval**.

NEW BUSINESS:

Susan Culvert, reporter and freelance writer for Maine Municipal Association magazine contacted Chair Wolf about the Federal Government's proposal to do off-shore oil drilling. Chair Wolf felt since they have an active working water front and marine related businesses that rely on a healthy ocean ecosystem that she would not be particularly pleased to have such an activity.

While the majority of the Board thought there was no harm in talking with this report, they generally were in agreement with Chair Wolf's opinion.

ONGOING BUSINESS:

Selectman Tomko gave a brief summary of the Advisory Workgroup meeting held earlier with Colin Clark from DEP (that was attended by approximately forty residents). Colin Clark basically stated they needed to look at what the site looks like now and then turn to the community to find out how they would like it to look. Colin Clark stated unless zero setbacks already exist, the DEP would want to see a minimum of a 25 foot setback on new or renovated construction. Colin Clark also stated it would be difficult to make a case to build something that is not already there, such as a board walk.

PUBLIC FORUM:

(None)

WARRANTS:

Selectman Warren **motioned** to approve the warrants upon careful review. Selectman Tomko **seconded**. **Unanimous approval.**

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EXECUTIVE SESSION:

The Board went into Executive Session under MRSA Title 1, Chapter 13 - 405, (6) (D) - Union contracts at 8:18 p.m.

The Board came out of Executive Session at 8:47 p.m. No decisions were made.

MOVE TO ADJOURN:

The meeting was **adjourned** at 8:18 p.m.

KB