MINUTES

BOOTHBAY HARBOR

SELECTMEN’S MEETING

MARCH 26, 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, Finance 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 town report is progressing on schedule in order to go to printers on time. It will include the town warrant if it is approved by the Select Board this evening.

2. The footbridge reconstruction is being addressed by Barney Baker Design who will submit concepts for review toward the end of April for feedback from the Select Board in order to present a final version at a public forum by the end of May. [Chair Wolf stressed the importance of public input.]

FINANCIALS:

Finance Officer Latter reviewed the financial totals with the Board stating they were 3% over on expenditures due to winter operations.

MINUTES:

Vice Chairman Griffin **motioned** to approve the February 26th minutes. Selectman Hoffman **seconded**. **Unanimous approval**.

Vice Chairman Griffin **motioned** to approve the March 12th minutes with a modification. Selectman Tomko **seconded**. **Unanimous approval**.

3/26/18

SELECTMEN REPORTS:

1. **JEDC**: Chair Wolf stated that she and Selectman Tomko had given a presentation at Rotary to share the economic action plan and define how they might be able to work together with Rotary on housing and regional transportation issues.

2. **Ambulance Service**: Selectman Hoffman stated they had discussed fundraising activities at their Board of Director's meeting on Monday, March 19th. They decided they would continue to send out their annual fundraising appeals letter but would not repeat last year's fundraising soft ball game because they had hoped for a better return.

Selectman Hoffman also stated they would be looking at purchasing a new ambulance since according to their rotation they need to replace one (of the four) every eighteen months due to the wear and tear they receive.

3. **Advisory Group Workshop**: Selectman Tomko stated their next meeting is scheduled for Wednesday, April 4th at 7:00 p.m.

LICENSES:

1. Vice Chair Griffin **motioned** to approve the applications from McSeagull's, the Chowder House, Brown's Wharf Inn and the Topside Inn to **renew** their Liquor licenses as a group. Selectman Tomko **seconded**. **Unanimous approval**.

2. Selectman Hoffman **motioned** to approve the application from Mine Oyster to **renew** their Liquor license. Vice Chair Griffin **seconded**. **Motion passed 4 - 1 Abstention**. (Selectman Warren is employed by Mine Oyster.)

3. Selectman Warren **motioned** to approve the application from McSeagull's for a Special Amusement license **renewal**. Selectman Hoffman **seconded**. **Unanimous approval**.

4. Vice Chair Griffin **motioned** to approve the application from Mine Oyster for a Special Amusement license **renewal**. Selectman Hoffman **seconded**. **Motion**

**passed 4 - 1 Abstention**. (Selectman Warren is employed by Mine Oyster.)

NEW BUSINESS:

a. Chair Wolf stated there had been a public meeting at 6:00 prior to this Selectmen's meeting to discuss the town warrants that will be presented at the town meeting on May 5th. The public comments focused on Article 22, a proposed change to the 2018 Code Changes, "To see if the town will vote to amend the current Land Use Ordinance as follows: Section 170-28, Schedule of Dimensional Requirements, Minimum Land Area per Dwelling Unit in the Downtown Business District (with Town water and sewer) is amended to read: Residential: 10,000; All other: 2,000." A number of local business owners wondered if a 2,000 square foot requirement was too generous.

3/26/18

Bill Hamblen, Chairman of the Planning Board, explained the recommended code change was a significant decrease from the current ordinance. Vice Chair Griffin **motioned** to approve the warrants. Selectman Tomko **seconded**. **Unanimous approval**.

b. Chair Wolf stated the Select Board needed to approve the Election Clerk Appointments for 2018 - 2020 (two year terms), the majority of which are nominated by the Republican and Democratic parties with two Unenrolled. (See separate list of names.) Selectman Hoffman **motioned** to approve the appointments. Selectman Warren **seconded**. **Unanimous approval**.

c. Finance Officer Latter explained the process of the "personal property tax write offs" which the town resorts to when personal property taxes cannot be collected for various reasons after a number of attempts. The total amount of these taxes came to $1,235.64 for this fiscal year. Vice Chair Griffin **motioned** to approve the write offs. Selectman Hoffman **seconded**. **Unanimous approval**.

d. Manager Woodin stated the updated Personnel Manual had been circulated to the Select Board. There had been a change to the verbiage of the health and retirement policies on pages 43 and 44 that affects the percentage of employee's dependent coverage as well as the percentage received after retirement for those who had been hired after 7/1/2017. Selectman Hoffman **motioned** to adopt the updated Personnel Manual. Selectman Tomko **seconded**. **Unanimous approval**.

ONGOING BUSINESS:

1. Chair Wolf stated during his annual review, Manager Woodin had requested suggestions to improve the town's website. The Select Board had looked at the websites of other towns for ideas to make Boothbay Harbor's more inviting.

* Selectman Warren suggested the use of more pictures of the main features of the town with links to other sites such as the Chamber of Commerce or the Boothbay Register and a longer section on the history of the town.
* Vice Chair Griffin felt the website should avoid tourism as the main focus for the website but instead focus on municipal information.
* Selectman Tomko learned about using cloud-based instead of web-based software and cautioned about the security and liability of data breeches.
* Selectman Hoffman will provide suggestions at a later date.

Manager Woodin added that it is nice to use a local company so changes can be made quickly.

3/26/18

PUBLIC FORUM:

1. Vice Chair Griffin wondered what the schedule for the renovations to the former tennis courts was going to be.

Manager Woodin responded that the work done in stages would begin in the spring and be completed by the fall. An outside company will put the stripes on the new pickle/basketball courts. (The cost for this is factored into the budget.)

WARRANTS:

Vice Chair Griffin **motioned** to approve the warrants upon careful review. Selectman Tomko **seconded**. **Unanimous approval.**

EXECUTIVE SESSION:

The Board went into Executive Session at 7:51 p.m. under MRSA, Title 1, Chapter 13, Subchapter 1 Section 405.6 D - Union discussion.

The Board came out of Executive Session at 8:17 p.m.

No decisions were made.

MOVE TO ADJOURN:

The meeting was **adjourned** at 8:17 p.m.

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