

MINUTES
BOOTHBAY HARBOR
SELECTMEN'S MEETING
APRIL 27, 2015

ATTENDING: Denise Griffin, Chairman
William Hamblen, Vice Chairman
Russ Hoffman
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 stated that the Town Reports had been distributed to as many people as possible the previous week and were available at town hall as well as on their website.
2. Manager Woodin reminded everyone that they should come out and vote at Town Hall on Friday, May 1st, where the polls would be open from 8:00 a.m. to 6:00 p.m. and attend town meeting on Saturday, May 2nd at 9:00 a.m. at the Elementary School.
3. Manager Woodin stated that last week he'd sent the Board samples of some "Wayfinding" signs to look at and wondered what they'd like to do next. [The consensus of the Board was that the selections Manager Woodin had shown them were a good variety.]

Vice Chairman Hamblen asked about pricing, to which Manager Woodin responded he'd need more information to work with to get quotes.

Selectman Wolf thought, since the Economic Development meeting was coming up on Monday, May 6th at 5:00 p.m., they might want to ask Boothbay if they were interested in common signage for the sake of synergy.

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Chairman Griffin stated that the Wayfinding Committee (headed by Mike Tomko), who were creating a logo to brand the region had stalled, but was planning to start up again. Chairman Griffin added she felt they should still go ahead with the sign boards but leaving a space for the future logo to be added on at a later date. Chairman Griffin concluded they should also get the Chamber “on board” as well as Southport (and maybe Edgecomb).

4. Manager Woodin stated there was an Ambulance Board of Directors workshop on Wednesday, 4/29th at 7:00 p.m. (at the ambulance service facility) with “invoicing” as an item on their agenda, which the Board was interested in.

5. Manager Woodin stated the Board would see a RFP (request for proposal) for replacing some pilings at the Town Pier advertised in the papers during the next couple of weeks, since a large number (approximately seventeen) under Atlantic Edge were in need of replacement.

6. Manager Woodin stated he’d sent out a draft investment policy and guideline and thought they should have something in place before they select someone to do those investments. Manager Woodin asked if the Board had had a chance to look it over from February 27th and if they had any suggestions or comments.

Vice Chairman Hamblen responded that he thought using “operating funds” should be removed under the **Scope** section since he did not see any situation where they would consider using them.

Vice Chairman Hamblen stated he also had a minor comment on the **Recording** section where it says, “the treasurer will report at least annually to the Selectmen on investment results” (second page, paragraph A, fifth line down) because he believed it should be done more often, such as quarterly (and also since it is referred to as such later in the document).

Vice Chairman Hamblen stated he believed more discussion was needed on the **Ethics and Conflict of Interest** section, beginning with the first sentence of that section where it says if you are an officer of the town you must refrain from doing private financial activities which in his opinion should be allowed as long as the officer identifies themselves as doing so and then it would be the decision of the Board whether they should recuse themselves or be precluded from participating in the town’s activity, so believed it should be deleted.

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Vice Chairman Hamblen stated the second sentence reads: "Employees and investment officials shall disclose to the Town, Selectmen and the Town Treasurer any material, financial interests and financial institutions that conduct business with the town and they shall fully disclose any personal financial investment positions that could be related to the performance of the town's investment portfolio."

Vice Chairman Hamblen pointed out the sentence, though good, does not say what you do with that information and offered to draft an "action" sentence to make it consistent with the other codes of conduct.

Vice Chairman Hamblen questioned the last two paragraphs where it is stated there should be an annual review by their financial investment team at a regular Selectmen's meeting. Selectman Wolf stated she believed there should be an annual review by the investment advisors but also the job of the Selectmen and Town Manager to review the policy itself without the financial advisors. (Vice Chairman Hamblen confirmed that was already in there.)

[The consensus of the Board was just to exclude the last sentence.]

7. Manager Woodin wondered if the former tennis courts project should be put back on the agenda at a future Board of Selectmen's meeting following a workshop. [The consensus of the Board was in favor of this.] Chairman Griffin added she thought Danielle Betts should be invited since she'd been consulted previously.

8. Manager Woodin stated he'd like to recommend Chris Leeman to become Director of Public Works, who would remain an hourly employee and not a union member. Selectmen Wolf **motioned** to approve the recommendation. Vice Chairman Hamblen **seconded. Unanimous approval.**

9. Vice Chairman Hamblen asked if they were still stalled for an EMA Director. Manager Woodin responded that just recently there was the possibility of someone he would be able to announce shortly.

10. Vice Chairman Hamblen asked is anything was happening with the CSD Charter revision. Manager Woodin stated with the change of leadership there hasn't been any action on that since.

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FINANCIALS:

Manager Woodin reviewed the financial totals with the Board on behalf of Finance Officer Latter who was absent.

CONSENT AGENDA:

Chairman Griffin stated they would take the items in the Consent Agenda separately and asked for a motion to approve the minutes of the April 13th Selectmen's meeting. Selectman Wolf **motioned** to approve the minutes. Vice Chairman Hamblen **seconded**. **Motion passed 3 – 1 Abstention.**

Chairman Griffin stated they had a request from McSeagull's Restaurant, Linekin Bay Resort and Boothbay Harbor House of Pizza, Inc. for **renewals** of their Special Amusement licenses. Selectman Wolf pointed out that the request from Boothbay Harbor House of Pizza was for dancing and wondered if they intended to have music as well. [The consensus of the Board was to just act on the application as it was submitted.] Selectman Hoffman **motioned** to approve the applications as **submitted**. Vice Chairman Hamblen **seconded**. **Unanimous approval.**

Chairman Griffin stated they had a request from The Whale's Tale, Boothbay Region House of Pizza, Pier 1 Pizza, Inc., and Linekin Bay Resort for **renewals** of their liquor licenses. Vice Chairman Hamblen **motioned** to approve the applications. Selectman Hoffman **seconded**. Selectman Wolf asked if businesses are cross checked if they have back taxes that are due. Manager Woodin responded it was not checked on liquor licenses since it is a state license. The consensus of the Board was to do the cross reference regardless. [It was confirmed that all of the applications had been initialed by the Police Chief.] **Unanimous approval.**

ONGOING BUSINESS:

(None)

NEW BUSINESS:

1. Selectman Wolf stated she had one question from Tony Cameron at the Chamber and a business owner who had requested a change in the length of time for town parking spaces in the downtown area, from two to three hours, so visitors could have time to shop and eat. Manager Woodin responded the times had been set years back by an ordinance that went through Town Meeting with the intention of turning the spaces over more frequently in the commercial area.

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2. Selectman Wolf stated it was requested that the restroom by the Footbridge be open in time for the Fisherman's Festival and felt the town should coordinate with Public Works, especially now that they had a new Public Works Director, to have the restrooms open. Manager Woodin responded the restroom had been open for the festival and instead of opening for Fisherman's Festival and then closing until Memorial Day weekend, remain open until the end of the Season.

PUBLIC FORUM:

(None)

EXECUTIVE SESSION:

(None)

WARRANTS:

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

MOVE TO ADJOURN:

Selectman Wolf **motioned** to adjourn. Vice Chairman Hamblen **seconded**. **Unanimous approval. Meeting was adjourned at 7:28 p.m.**

