

**BOOTHBAY HARBOR
SELECTMEN'S MEETING MINUTES**

October 13th, 2026, 5:00 PM

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:00 PM. The Pledge of Allegiance was recited.

PRESENT

- Michael Tomko – Chair
- Ken Rayle – Vice Chair
- Alyssa Allen
- Evan Hepburn
- Julia Latter – Town Manager

TOWN MANAGER ANNOUNCEMENTS

1. The state deadline to request an absentee ballot is October 29th by 4:30 P.M. Early voters can come in to the town office to vote absentee during business hours at the town office as well. On November 3rd will be the election. Voting will take place in the fire station from 8 A.M. – 8 P.M.
2. The public notice for the open municipal board positions has been advertised. We have received two applications for the planning board vacancy. Julia will present these the board at the 2nd October meeting on the 26th.
3. Lincoln County Regional Planning Commission is hosting a “Resilient Shorelines Workshop” on November 9th from 5:30 P.M. to 8:30 P.M. at Bigelow Lab. More info can be found on their website www.lcrpmaine.gov or you can contact them at 207-882-4271.
4. The town is searching for a Code Enforcement Officer/Licensed Plumbing Inspector. 6 ad placements have gone out to newspapers, Indeed and Maine Municipal.
5. The town is working on the new website and GIS system. A company will be coming down to do this and it will be a few months process.
6. The sidewalk project from Clifford Playground has been moving forward. The state will be the project administrator for this rather than the municipalities of Boothbay or Boothbay Harbor.
7. Today began the paver installation to finish the sidewalk project going up Boothbay House Hill. After that, the project will do the section in front of the library on Oak Street and then jump over to the Methodist Church on Townsend Avenue to meet near Grover's hardware.
8. The Footbridge Parking Lot is being refurbished beginning at the end of October. Including re-stripping of the lot lines after the footbridge celebration.

9. Yesterday was the final day of parking enforcement and the pump-out program. Jeff Lowell is here to give an end of season update on his Harbor Master season.
10. Julia met with the Land Bank Authority and Maine Office of Community Affairs as well as the Boothbay Town Manager and LCRPC to talk about potential projects and grants for the future. They also talked about the clean-up of the Marine Service Building. The board and Julia discussed the logistics of this clean-up project.
11. FEMA reimbursement requires that the town's culverts be inspected and checked. This project has been picked up by an intern. Julia is currently looking for town projects for more potential internships.
12. Julia gave an update regarding the 185 Townsend Avenue appeal that was covered in a recent planning board meeting.

DEPARTMENT REPORTS

- a. Jeff Lowell, Harbor Master – End of Season Update

Harbor Master, Jeff Lowell: Stated that it was a good season with few complaints. He thanked Andrew Rayle and Scott Wintle for their help, as well as Sally Carroll in the office for helping with the online mooring system. He mentioned that the new town floats worked perfectly this year, Windjammer Days went smoothly and he said that he will continue to work on moorings and floats within the harbor.

Vice Chair, Ken Rayle: Asked if this week continues to be a good time for the season to end and Jeff answered that it works out perfectly for many reasons.

Chair, Mike Tomko: Asked if there were any disruptions during the replacing of the town floats this spring and Jeff stated that the whole process went very well and did not cause any issues with boaters.

Alyssa Allen: Asked how this summer was when cruise ships came into the harbor. Jeff explained that issues were resolved quickly.

SELECTMEN REPORTS

Vice Chair, Ken Rayle: Asked when the due date for nominations for a new Boston Post Cane holder have to be in. Julia answered that they are due on October 16th.

FINANCIAL REPORT

Town Manager, Julia Latter: Year to date tax collection is at 56%. This is high compared to previous years.

MINUTES

Motion to approve the minutes of September 14th, 2026 as presented; **approved 4-0.**

LICENSE APPROVALS

- a. Liquor License(s)
 - i. Lafayette Fisherman's LLC, dba Fisherman's Wharf Inn, 22 Commercial Street, Beer, Wine & Spirits, renewal; **approved 4-0.**

NEW BUSINESS

- a. Joanna Breen, Executive Director of Boothbay Harbor Memorial Library – Capital Project Discussion

Joanna Breen, Executive Director of Boothbay Harbor Memorial Library: Joanna explained that she came today to discuss the capital project for the renovation of the library. This project will combine the Used Book Store building and add new restrooms, a teen space, a community room and an elevator. They will also be updating the HVAC systems and electrical systems. Joanna hopes that this project will coincide and be included in the new comprehensive plan.

Vice Chair, Ken Rayle: Asked about the timeframe for the project. Joanna explained that the entire timeframe will be based on grants and financials but they will begin to break ground in 2027. Joanna and the board scheduled a tour for them to see the library and the plans before the next meeting.
- b. Public Hearing – Adopt General Assistance Ordinance

Town Manager, Julia Latter: Explained that there were no changes made to the model or verbiage.

Motion to adopt the 2026-2027 General Assistance Ordinance; **approved 4-0.**
- c. Disposal of Town Property – Public Works

Town Manager, Julia Latter: The public works is looking to get rid of items that they no longer use. A public notice of an invitation to bid on these items will be advertised.

Motion to approve the disposal of town owned property; **approved 4-0.**

OLD BUSINESS

- a. Comprehensive Plan Committee (CPC) Project Update.

Chair, Mike Tomko: There was a great turnout at the latest public workshop. Luke Mitchell spoke to the committee about the draft. Tomko explained that it will now be up to the Select Board to approve the submission of the final draft to the state or whether to continue having meetings with community members. The board and Julia discussed ways to put the comprehensive plan into action.

Kate Sullivan: Came to the podium as a member of the CPC and said that her suggestion is to have one more meeting before bringing it to the select board for approval.
- b. Footbridge Celebration Discussion

Kate Sullivan: Art from a BRES classes and library projects will be hung in several local business windows to promote the event. Businesses have also been involved by running

footbridge themed specials. The Facebook page that was made for the footbridge has also been getting lots of positive attention. Kate then gave an overview of the schedule and activities for the day of the celebration. Kate then thanked Julia and the town for their participation in the planning of this event.

PUBLIC FORUM

No public forum.

WARRANTS

Motion to approve warrants upon review; **approved 4-0.**

EXECUTIVE SESSION

- a. MRS Title 1, Chapter 13, § 405 (6)(E), Legal Consultation with Town Counsel
Motion to enter Executive Session under MRS Title 1, Chapter 13, § 405 (6)(E), Legal Consultation with Town Counsel, at 6:42 P.M.; **approved 4-0.**
Motion to come out of Executive Session at 8:41 P.M. **approved 4-0.**
No decisions were made.
- b. MRS Title 1, Chapter 13, § 405 (6)(A), Personnel
Motion to enter Executive Session under MRS Title 1, Chapter 13, § 405(6)(A), Personnel, at 8:41 P.M.; **approved 4-0.**
Motion to come out of Executive Session at 9:38 P.M.; **approved 4-0.**
No decisions were made.

ADJOURNMENT

Motion to adjourn at 9:40 P.M.; **approved 4-0.**