

Board of Selectmen

Charles R. Cunningham, Chairman
Steven C. Lewis, Vice Chairman
Dale C. Harmon
Kristina Ford
Michael Tomacelli

Town Manager

Daniel Bryer



**Town of Boothbay
Board of Selectmen Meeting
Wednesday, June 13th, 2018
7:00 PM
Agenda**

- 1. Pledge of Allegiance**
- 2. Public Hearing-**
- 3. Public Comment**
- 4. Approve Minutes- June 13th, 2018**
- 5. Reports-**
 1. The Rte. 27 construction project is slated for completion Saturday the 30th of June.
 2. The JEDC housing group is looking at a number of sites and possibilities for affordable housing for the region, and this is on a regional scale.
 3. The landscaping is well under way around rte. 27 and Corey Lane anyone interested in seeing the schematic may stop into the office and we will assist them.
 4. The Clifford Park equipment has been ordered and we will be replacing swing sets, spring mounted toddler rides, a tire swing, new jungle gym handles, and a new log roll.
 5. The Umaine Aqua Ventus project (wind turbine) is still in the process of conducting core samples and are being reviewed by the Maine Public Utilities Commission.
 6. I am awaiting notice from MDOT in regard to the park and ride grant bid process, I expect information in the next few days.
- 6. Old Business-**
- 7. New Business-**
 1. Discussion re: Selectmen's JEDC priorities from the Camoin report.
 2. Appointments for the Comprehensive Plan Oversight Committee
 3. Bob Faunce re: sea level rise in East Boothbay and potential grant opportunities
 4. Annual Chair and Vice Chair positions discussion
- 8. Public Comment**
- 9. Review Warrants and sign**
- 10. Adjourn Meeting**

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**Town of Boothbay
Board of Selectmen Meeting
Wednesday, June 13, 2018
7:00 PM
MINUTES**

Present: Dale Harmon, Michael Tomacelli, Chuck Cunningham, Kristina Ford, Town Manager Dan Bryer and Secretary Sherry Tibbetts

Pledge of Allegiance:

Public Hearing: None scheduled

Public Comment: Kristina Ford talked about signs around the Region people had put up congratulating graduating seniors and she wanted to Congratulate three seniors with ties to the Boothbay Board of Selectmen, Kayla Lewis daughter of Selectmen Steve Lewis, Brooke Harmon daughter of Selectmen Dale Harmon and Graham Bryer son of Town Manager Dan Bryer and the whole class of 2018.

Approve Minutes: Kristina Ford suggested on change to the minutes of 05/23/2018 on page one under reports (change to read "while surface paving is being done"). Dale Harmon made a motion to approve the minutes of 05/23/2018 with the suggested change and Mike Tomacelli seconded the motion. Vote: 3-0 in favor. Kristina Ford abstained from the vote as she did not attend that meeting.

Reports: Dan Bryer said the Business Office is very busy, registrations are increasing, plus they put in a long day yesterday with the elections. They are currently processing liens.

The Public Works is doing their late spring, early summer tasks of filling pot holes, aprons, etc.

The Code Enforcement office is very busy with many various permits. The Planning Board has three applications to hear this month.

The Town will be posting a construction schedule for the Rt. 27 corridor project and it will be posted to the website upon completion of the schedule and it will be updated daily with any changes.

The subsurface paving will be under way either June 18th & 19th or the 19th and 20th. We expect longer delays during this period as there is very specific temperatures and guidelines that must be followed, we advise that anyone use the back roads during this time, if needed directions are posted on the town's website. More signage will be placed in the appropriate places to show alternate routes and Chuck Cunningham suggested detour signs as well.

The landscaping is well underway around Rt. 27 and Corey Lane, anyone interested in seeing the schematic map may stop into the office and we will assist them. The Blue Spruce placed in the center of the round-about was too small, it has been removed and will be replaced with a larger one.

The Clifford Park equipment has been ordered and we will be replacing swing sets, spring mounted toddler rides, a tire swing, new jungle gym handles, and a new log roll. This is being funded by a donation from Alan Baldwin.

The Umaine Aqua Ventus project (wind turbines) is still in the process of conducting core samples and are being reviewed by the Maine Public Utilities Commission. The PUC put the brakes on this project yesterday. Dan Bryer said the group is going to try and get a special permit.

Dan Bryer has met with MDOT regarding the park and ride grant and construction is expected to begin later this year, maybe early fall. The bid process is currently being coordinated.

Old Business: None scheduled

New Business:

Discussion re: Selectmen's JEDC priorities from the Camoin report - Each Town's board was being asked to come up with their three top priorities.

Kristina Ford expressed her concern over the last meeting of the JEDC not being televised. She said she was speaking for the whole Boothbay BOS and they feel that everything that it is possible to televise should be done. People on committees need to be willing to talk even if a meeting is being televised.

Dale Harmon said these are public meetings done with public funds and should be done in public. People need to be willing to talk on TV, plus there is a representative from the Boothbay Register at every meeting.

Wendy Wolfe said she also believes in being transparent but some of the people on this committee are not elected officials and have not been trained in the right to know law, she felt it was important to train the members on this law.

Chuck Cunningham said he feels the top priorities are water& sewer, high speed internet/broadband and year round housing.

Wendy Wolf and Andy Hamlet said after talking with Lincoln County Regional Planning it is important to define two or three regional priorities and then the top priorities from each town. The Boothbay Selectmen and the Boothbay Harbor Selectmen each need to meet separately and rank their top priorities which will be taken to Lincoln County Regional Planning Commission and then they will need a joint meeting with both boards to discuss.

Frank Fasset said this is to be done in steps and they want to remove any ambiguity. This is step one.

Discussion re: rebuilding the Clifford Park Committee – Dan Bryer said he is working with legal to find a way to see if any TIF funds could be used towards improving the park. Mr. Bryer said there are some people interested in being on this committee and he would like to pursue putting together a new committee, some of the people who were on the previous committee are no longer here. The members would fill out an application and be appointed. The board agreed this was a good idea.

Vote for Special Town Meeting – The town is over budget on legal and CEO costs this year. There is money in the undesignated funds which can be used to pay for this but a special town meeting has to be held and get the voters' approval to use these funds. No money would need to be raised to pay these, the money would just need to be moved from one fund to another. The legal budget is approximately \$63,000 over and the CEO budget is approximately \$30,000 over. As this is the end of the fiscal year, this town meeting has to take place this month and there has to be a two week notice in the papers.

Kristina Ford made a motion to hold a special town meeting at 6:00PM on June 27th, 2018 followed by the regular Selectmen's meeting and Dale Harmon seconded the motion. Vote: 4-0 in favor.

Comp Plan review committee – Dan Bryer has met with Nell Tharpe and there are three people willing to be part of the Comp Plan review committee, they will follow up on items in the plan to make sure it is being followed and will report to the Board of Selectmen. The exact verbiage of the committee

description has to be nailed down and will be on the agenda at the next meeting. The three members are Nell Tharpe, Joe Paolillo and Sue Mello.

Public Comment: Robert Angel said he is new to the area and we are facing many of the same problems here as in Naples, Florida. He is concerned about the round-about and plowing and suggested putting in poles now to mark the edge of the road. He also talked about housing and the need to buy land now as it isn't going to get any cheaper. He thought housing was a big issue and wished the Selectmen good luck with it.

Nell Tharpe talked about the need for a new cross walk by the East Boothbay Store and if not a cross walk, maybe mirrors or flashing lights. Dan Bryer said he has already talked to Public Works about putting in a new cross walk, since it is a State road, when the town puts in a cross walk they also accept the liability. Dan Bryer said flashing lights is a possibility but he would have to talk with MDOT and work with them on that.

Review Warrants and sign: Dale Harmon made a motion to review the warrants and sign them and Kristina Ford seconded the motion. Vote: 4-0 in favor.

Adjourn meeting: Kristian Ford made a motion at 8:21PM to adjourn the meeting and Mike Tomacelli seconded the motion. Vote: 4-0 in favor.

The Comprehensive Plan Oversight Committee is tasked with coordinating the efforts of the town staff and other Boards and Committee's in conjunction with the Town Manager to implement the recommendations identified in chapter 8 section C of the approved November 3rd 2015 Comprehensive Plan.

Members Identified:

Nell Tharpe

Joe Paolillo

Sue Mello

- Providing the voters with an annual report on the progress of implementing the Plan as part of the annual Town Report.
- Conducting periodic evaluations in conjunction with the Town Manager and the Board of Selectmen to review the progress in implementing the Plan and to identify implementation priorities for the coming year.

B. References

The Implementation Strategy that follows in Section C lays out a strategy for implementing the proposals set out in Chapter 5, Community Goals and Policies, and Chapter 6, Land Use Objectives and Policies. Section C is indexed to the action numbers for each plan element in Chapter 5 so the full language and context of the proposal can be easily referenced. References to the appropriate plan element and action are indicated in the first column by a listing such as Action 1.3-1. All actions from Chapter 6, Land Use Objectives and Policies, are identified in the first column by FLUP. This means that the proposed action relates to the Future Land Use Plan and other land use policies in Chapter 6.

As a note, not all policies are referenced in the Implementation Strategy. Some policies in the Plan simply direct and encourage the Town to maintain current regulations, programs, and partnerships. These ongoing activities are only included in the Implementation Strategy if they require active participation by the Town in the future, and not simply leaving current programs, ordinances or guidelines in place.

C. Implementation Strategy

The Implementation Strategy lays out a program for carrying out the various actions that are set forth in this Plan. The various strategies are assigned to a time frame for implementation as follows:

Ongoing Activities – These are actions that the Town routinely does on an on-going or annual basis or that are already in progress.

Short-Term Activities – These are actions that should be completed within two years of the adoption of the Plan. This includes the zoning amendments necessary to bring the ordinance into conformance with the Future Land Use Plan.

Longer-Term Activities – These are actions that will take more than two years to complete. The expectation is that these activities will be completed within ten years of the adoption of the Plan. In some cases, these are initiatives that cannot be undertaken under present circumstances, and will need to be put aside for a number of years before they can be implemented.

For each action, the Implementation Strategy identifies the person, group, or organization that should have primary responsibility for carrying out that activity. The strategy recognizes that other people, committees, or organizations in addition to the designated primary implementer will be involved in many of the actions. The intent is to set out the person, group or organization that will be the “mover” for that activity and will be responsible for seeing that it is carried out.

The Implementation Strategy is presented as a multi-page matrix:

| Ongoing Activities | | |
|---------------------------|---|-------------------------------|
| Regulatory Issues | | |
| References | Activity | Primary Responsibility |
| Action I.6-1 | Periodically review and update the floodplain management provisions | Planning Board |
| Ch 6 8 | Update the Shoreland Zoning Map to show the Resource Protection Districts | Planning Board and CEO |

| Capital Projects and Funding | | |
|--|---|-------------------------------------|
| References | Activity | Primary Responsibility |
| Action B.1-3 | Continue to use innovative financing to create good- quality, year-round jobs | Board of Selectmen |
| Actions B.3-1 and I.5-1 | Maintain, improve and increase public access points and facilities | Port Committee and Land Trust |
| Actions B.3-2, E.3-1, and I.5-2 | Work to protect existing marine facilities and points of access and provide new facilities and access | Land Trust and Port Committee |
| Action D.1-1 | Plan for the regular maintenance and upgrading of Town buildings and facilities | Town Manager |
| Action G.5-1 | Extend a sidewalk from Clifford Park to the YMCA | Town Manager |
| Action J.2-1 | Improve the process for planning for and funding major capital investments | Board of Selectmen and Town Manager |
| Action J.2-2 | Continue to seek outside funding for planned improvements | Town Manager |
| Action J.2-3 | Consider the use of alternative funding approaches for planned improvements | Board of Selectmen and Town Manager |

Partnerships and Other Initiatives

| References | Activity | Primary Responsibility |
|-------------------------|---|--|
| Actions A.1-2 and A.2-4 | Increase the number of good quality, year-round jobs | Town Manager, Economic Development Committee |
| Action A.2-2 | Support recreational facilities and programs | Board of Selectmen |
| Action A.2-3 | Support efforts by the Boothbay-Boothbay Harbor school system | Board of Selectmen |
| Action A.3-1 | Establish an ongoing system for monitoring and reporting on development activity | Code Enforcement Officer |
| Action B.1-2 | Cooperate in providing year-round water and public sewer to create good-quality, year-round jobs | Board of Selectmen |
| Action B.4-1 | Work to assure availability of IT services | Town Manager |
| Actions B.4-3 and G.1-1 | Support efforts to improve the Wiscasset bottleneck | Board of Selectmen and Town Manager |
| Action E.1-2 | Provide information on current use tax programs to property owners | Assessor |
| Action E.3-2 | Work with the Water District to maintain the public access to Knickerbocker Lakes | Town Manager |
| Action F.1-7 | Ensure that roadwork in the Watershed Overlay District is done in accordance with BMPs | Town Manager |
| Action F.1-9 | Ensure that public property in the Watershed Overlay District is properly maintained to minimize runoff and erosion | Town Manager |
| Action I.1-2 | Encourage applicants for development approvals to undertake a pre-application site inventory and analysis | CEO |
| Action J.1-1 | Create an environment that encourages private investments that expand the tax base | Board of Selectmen and Town Manager |
| Action K.1-1 | Establish a process for periodically reviewing the CSD charter | School Board and Board of Selectmen |
| Action K.1-2 | Establish a process for sharing information about the school system | Town Manager |
| Action K.2-1 | Support efforts by the school system to provide a vibrant, innovative environment | Board of Selectmen |
| Action K.3-1 | Promote successes and achievements of the school district and its students | School Board and Board of Selectmen |
| Action K.3-2 | Promote awareness of the Boothbay Region Student Aid Fund | School Board and Board of Selectmen |

Short-Term Activities (Within 2 Years)

Regulatory Issues

| References | Activity | Primary Responsibility |
|---------------------------------|---|---|
| Actions A.1-1, C.1-1, and FLUP | Revise the land use regulations to allow construction of multifamily housing in designated areas | Planning Board |
| Actions A.2-1, C.1-2, and FLUP | Revise the land use regulations to allow smaller lot sizes in areas with public sewer and year-round public water as well as in rural areas | Planning Board |
| Action B.1-1 | Revise the land use regulations to provide a supply of land for commercial and industrial development | Planning Board |
| Actions B.2-1, B.2-2, and B.2-3 | Revise standards for home occupations | Planning Board |
| Action B.3-3 | Review zoning requirements related to traditional marine uses | Planning Board |
| Action F.1-2 | Adopt new performance based standards for the Watershed Overlay Zone | Planning Board and Boothbay Region Water District |
| Action F.2-2 | Consider density relative to groundwater protection in the land use provisions | Planning Board |
| Action F.2-3 | Implement a short-term groundwater protection program | Planning Board and CEO |
| Action H.1-1 | Review and revise historic and archaeological submission requirements for development approvals | Planning Board |
| Action H.1-2 | Require consideration of historic and archaeological resources in development proposals | Planning Board |
| Action I.1-1 | Review and revise natural resource submission requirements for development approvals | Planning Board |
| Action I.2-4 and FLUP | Require landscaped buffers for developments along Routes 27 and 96 | Planning Board |
| Action I.4-1 | Require projects with more than 5,000 SF of impervious surface to use LID BMPs for stormwater management | Planning Board |
| FLUP | Revise the Zoning Ordinance to incorporate the proposals in the Future Land Use Plan | Planning Board |
| Ch 63 | Update the site plan review provisions for reviewing development proposal | Planning Board |

| Studies and Plans | | |
|------------------------------------|--|---|
| References | Activity | Primary Responsibility |
| Action D.2-1 | Undertake energy audits of Town buildings and facilities | Town Manager |
| Action E.1-1 | Develop a comprehensive open space plan | Board of Selectmen and Town Manager |
| Actions E.2-1 and G.3-1 | Develop a peninsula-wide trail and pedestrian facility plan | Board of Selectmen and Town Manager |
| Actions E.2-2 and G.3-2 | Develop a local trail and pedestrian facility plan | Board of Selectmen and Town Manager |
| Action F.1-1 | Undertake a detailed study of the watersheds of Adams Pond and Knickerbocker Lakes | Boothbay Region Water District |
| Action F.2-1 | Develop a detailed work program for the comprehensive groundwater study | Board of Selectmen and Town Manager |
| Action I.6-2 | Develop a mitigation plan to deal with sea level rise | Board of Selectmen and Town Manager |
| Capital Projects and Funding | | |
| References | Activity | Primary Responsibility |
| Action B.4-2 | Upgrade pedestrian and bicycling facilities | Board of Selectmen and Town Manager |
| Action D.1-2 | Establish a Town policy on shared facilities, equipment and services | Board of Selectmen and Town Manager |
| Action D.2-2 | Undertake identified energy improvement (see Action D.2-1) | Board of Selectmen and Town Manager |
| Action F.1-4 | Support the extension of the public sewer system northerly along Route 27 | Board of Selectmen and Town Manager |
| Action F.1-8 | Ensure that stormwater facilities are properly designed, constructed and maintained in the Adams Pond and Knickerbocker Lakes watersheds | Town Manager |
| Action G.4-2 | Create and fund a pedestrian improvements account as part of the Town budget | Board of Selectmen and Town Manager |
| Partnerships and Other Initiatives | | |
| References | Activity | Primary Responsibility |
| Action C.2-1 | Provide leadership in developing a regional affordable housing strategy | Board of Selectmen and Town Manager |
| Action F.1-3 | Undertake a program to improve stormwater management in the Adams Pond and Knickerbocker Lakes watersheds | Town Manager and Boothbay Region Water District |

Partnerships and Other Initiatives (continued)

| | | |
|----------------------|---|--|
| Action F.1-5 | Develop innovative solutions to address point sources of pollution in the Adams Pond and Knickerbocker Lakes watersheds | Boothbay Region Water District and CEO |
| Action F.1-6 | Encourage the use of innovative approaches for wastewater disposal in the Adams Pond and Knickerbocker Lakes watersheds | Boothbay Region Water District and CEO |
| Action F.1-10 | Require training of public works supervisors in erosion and sedimentation control | Town Manager |

Longer-Term Activities (Beyond 2 Years)

Regulatory Issues

| References | Activity | Primary Responsibility |
|---------------------|---|---------------------------------|
| Action B.3-4 | Explore with Boothbay Harbor the creation of an off-shore Marine Enterprise Zone | Town Manager and Planning Board |
| Action I.2-2 | Require locally significant scenic features to be identified in applications for development approval | Planning Board |
| Action I.2-3 | Establish criteria for considering scenic resources in development review | Planning Board |

Studies and Plans

| References | Activity | Primary Responsibility |
|---------------------|---|-------------------------------------|
| Action F.2-1 | Undertake a comprehensive groundwater study | Board of Selectmen |
| Action G.1-3 | Encourage MeDOT to undertake a study of ferry service | Town Manager and MeDOT |
| Action G.2-1 | Develop a comprehensive traffic improvement program in the vicinity of the Common | Town Manager and MeDOT |
| Action G.4-1 | Develop a plan for maintaining and extending pedestrian facilities in the Common area and East Boothbay village | Town Manager and MeDOT |
| Action G.5-3 | Explore improvements to enhance pedestrian safety along Route 96 from East Boothbay Village to Ocean Point | Town Manager and MeDOT |
| Action G.6-1 | Explore the creation of a local trolley or shuttle service | Town Manager and MeDOT |
| Action I.2-1 | Undertake a scenic inventory and assessment | Board of Selectmen and Town Manager |

Capital Projects and Funding

| References | Activity | Primary Responsibility |
|--------------|---|---|
| Action B.4-4 | Improve traffic flow on the Boothbay peninsula | Town Manager and MeDOT |
| Action G.2-1 | Implement a comprehensive traffic improvement program in the vicinity of the Common | Town Manager, Board of Selectmen, and MeDOT |
| Action G.2-2 | Complete traffic improvements in the Route 27 corridor | Town Manager and MeDOT |
| Action G.5-2 | Construct paved shoulders on the portion of Route 96 between Route 27 and East Boothbay village | Town Manager and MeDOT |
| Action G.5-4 | Expand paved shoulders along Route 27 between Boothbay Center and the Edgcomb line | Town Manager and MeDOT |

Partnerships and Other Initiatives

| References | Activity | Primary Responsibility |
|-------------------------|---|---|
| Actions B.1-5 and B.2-4 | Explore creating a small business assistance program | Economic Development Committee |
| Action G.1-2 | Encourage expanded bus and train service to Wiscasset and throughout the Route One corridor | Town Manager and Board of Selectmen |
| Action H.1-3 | Identify and document additional historic buildings, structures, and sites | Boothbay Region Historical Society and the Board of Selectmen |

Hi – my name is Bob Faunce and I am with the Lincoln County Regional Planning Commission, which is a department of Lincoln County government. We assist Lincoln County towns including Boothbay and Boothbay Harbor with municipal planning issues, economic development, housing initiatives and special projects. You might have read about the flood/storm surge project we recently successfully completed in BBH's inner harbor and after discussions with Town Manager Dan Breyer we are proposing to pursue a similar project in East Boothbay.

The goal of the Boothbay Harbor project was to assist commercial and governmental property owners in evaluating the susceptibility of their buildings, wharfs and other facilities to damage from significant flooding and storm surge events. The project consisted of four steps:

- First, based on technical data we have developed with the assistance of the Maine Geological Survey and NOAA, we generated information on expected water levels associated with various flooding and sea level rise conditions.
- Second, for participating property owners, we engaged a survey consultant to determine the precise heights of all points of potential floodwater intrusion into buildings and structures including doors, windows, vents, pipes, etc. and the elevations of equipment, electrical entrances, propane tanks, etc. that could be impacted by flood waters.
- Third, we engaged an engineering consultant to complete a full evaluation of the flood susceptibility of structures based on the information generated in the previous steps. For wharfs and structures over water, the engineers evaluated the potential for floating of decks or damage to pilings.
- Fourth, the engineers prepared a completely confidential report that reviewed the overall findings on flood susceptibility for each property, discusses the type or magnitude of the flood event during which each structure may flood and recommended specific actions to improve flood protection including estimated implementation costs.

The proposed East Boothbay project would have the same overall goal and similar project tasks. There would be no cost for you to participate in this project. Eighty percent of the project cost would be covered by a grant from NOAA with the remaining 20% from the town (all of our similar projects have been funded on this basis). As with the Boothbay Harbor project, the East Boothbay Project would be bid out and, based on past experience, we would expect a lot of interest among engineering-survey firms.

How you use the information in the individual confidential property reports is up to you. There may be some easy and low-cost fixes that you can implement quickly. Other recommendations may be more costly and may require additional consideration. You can also file the report on your bookshelf until such time that you, and only you, want to take another look at what it will take to better protect your property from flooding. That may be years in the future or, as one Boothbay Harbor property owner found out, it was only until last February's flood event on the west side of the harbor.

I will be meeting with the Boothbay Board of Selectmen on Wednesday June 27 to discuss the project and hopefully secure their cash match. It would be terrific if I could tell them of your potential interest

in participating in the project. I would be most happy to meet with you at your convenience to provide more information on the project. I can also provide you with a copy of the type of report that the engineers would prepare for each participating property. Please feel free to call me at 754-0069 or email me at rfaunce@lcrpc.org. Thanks, Bob Faunce, Lincoln County Planner