



Board of Selectmen

Steven C. Lewis, Chairman
Dale C. Harmon, Vice Chairman
Kristina Ford
Michael Tomacelli
Desiree Scorgia

Town Manager

Daniel Bryer

**Town of Boothbay
Board of Selectmen Meeting
Wednesday, November 13th, 2019
7:00 PM
Agenda**

1. **Pledge of Allegiance**
2. **Public Hearing-** Shannon Schmelzer, dba Shannon Unshelled, for a new Mobile Food Service License.
3. **Public Comment**
4. **Approve Minutes-** October 23rd, 2019
5. **Reports-** Town Office Reports
BOS Action Items
 1. The landscaping around rte. 27 - Dormant
 2. The Common project- Current
 3. The Umaine Aqua Ventus project - Dormant
 4. Potential grant for electric vehicle charging station- Ongoing
 5. Clifford Park Committee- Ongoing**Pending BOS Action Items**
 1. Broadband- Ongoing
 2. The housing group is continuing to discuss availability of land or subdivisions near municipal water and sewer for the analysis of affordable, workforce, and elder housing options. - Ongoing
6. **Old Business**

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**Town of Boothbay
Board of Selectmen Meeting
Wednesday, November 13th, 2019
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7

New Business- 1. Lincoln Health

8. **Public Comment**

9. **Executive session pursuant to Title 1 M.R.S.A. § 405(6)(A) for personnel matters.**

10. **Review Warrants**

11. **Adjourn Meeting**

TOWN OF BOOTHBAY

APPLICATION FOR MOBILE FOOD SERVICE OR ICE CREAM TRUCK

APPLICATION FEE: \$100.00 + \$60.00 Adv.

DATE RECEIVED 10/29/19

PUBLIC HEARING DATE: _____

Business Name: Shannon's Unshelled

Mailing Address: 6 Matthews Road ZIP 04537

Business Phone Number: 207 350-8094 email: Shannons.unshelled@gmail.com

Applicant's Address: 6 Matthews Rd Date of Birth: 2/27/1987

Applicant's Address: _____ ZIP 04537

Where is your base station? Rt 127

What will be your hours of operation? 8:00 am - 10:30 pm

What will be your days of operation? Monday, Tuesday, Wednesday, Thursday
Friday, Saturday, Sunday

Description of Vehicle(s): (Please submit photos of vehicles, license plate numbers of vehicles being used, copy of current registration(s), and a copy of your liability insurance policy for same.

License plate 59-322

Insurance policy - Phan see attached

Driver's name(s), and copy of Driver's License for each driver. Shannon Lynn
Schulzev

What products will you be selling from your vehicle(s), and are they pre-packaged, or prepared on-site?

lobster Rolls, Chowders, Sandwiches, Sodas, Soft Drinks

Chips, Cook Stand, desserts

Please attach copy of State of Maine Business License. Phan see attached

Signature of Owner(s)

1819901

Ohio Mutual Insurance Group

Policy Number: **BP 0024743**

Expiration Date: **05/21/2020**

Pin Number: **299031**

BP 0024743 05

SHANNON SCHMELZER
SHANNONS UNSHELLED
9 HANSEN RD
BOOTHBAY HARBOR ME 04538

Thank you for allowing us to serve your insurance needs



United Ohio Insurance Co.

P.O. Box 111.
Bucyrus, OH 44820

BUSINESSOWNERS DECLARATION

Policy Number	Policy Period	To
BP 0024743 05	05/21/2019	05/21/2020

Transaction	
AMENDED DECLARATION	Effective: 05/21/2019
Supersedes any previous Declaration bearing the same number for this policy period.	
REASON AMENDED: CHG LEGAL OR LOC ADD	
Named Insured and Address	Agent
SHANNON SCHMELZER SHANNONS UNSHELLED 9 HANSEN RD BOOTHBAY HARBOR ME 04538	THOMAS AGENCY 75 MAIN ST. WINTHROP ME 04364 Telephone: 207-377-2121
	1819901 00

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED BY THIS POLICY.

POLICY PREMIUM CHANGE

POLICY PREMIUM TOTAL (THIS IS NOT AN INVOICE FOR PAYMENT)

\$0
\$1,623

CAUSE OF LOSS: BUSINESSOWNERS COVERAGE FORM

BUSINESS ENTITY: INDIVIDUAL

BUSINESS DESCRIPTION: LOBSTER ROLL/HOT DOG STAND

DEDUCTIBLES

Property Deductible: \$500
Optional Coverage / Glass Deductible: \$500

SECTION I - PROPERTY

Premises Number	Building Number	Described Premises and Coverages	Limits Of Insurance	Premium
2	All	Optional Coverages		
		Outdoor Signs	\$1,000	INCL
		Money - Inside the Premises	\$1,000	INCL
		Money - Outside the Premises	\$1,000	INCL
2	All	Coverage Extensions		
		Valuable Papers and Records	\$10,000	INCL
		Accounts Receivable	\$10,000	INCL
2	1	233 MAIN STREET, MILBRIDGE, ME 04658, BUILT IN 2017, PROTECTION CLASS 5, TERRITORY 701, FRAME CONSTRUCTION, OFFICE		
		Building	\$25,500	\$284
		Replacement Cost		
		2.0% Automatic Increase		
		Business Personal Property	\$1,000	\$16
		Replacement Cost		
3	All	Optional Coverages		
		Outdoor Signs	\$1,000	INCL
		Money - Inside the Premises	\$1,000	INCL
		Money - Outside the Premises	\$1,000	INCL

Issued Date: 05/07/2019

INSURED COPY

Continued on Next Page

Page 1 of 3



United Ohio Insurance Co.

BUSINESSOWNERS DECLARATION

Named Insured	Policy Number	Policy Period	
		From	To
SHANNON SCHMELZER	BP 0024743 05	05/21/2019	05/21/2020

3	All	Coverage Extensions		
		Valuable Papers and Records	\$10,000	INCL
		Accounts Receivable	\$10,000	INCL
3	1	23 GRANARY WAY, BOOTHBAY HARBOR, ME 04538, BUILT IN 2013, PROTECTION CLASS 5, TERRITORY 701, FRAME CONSTRUCTION, CONCESSION STAND		
		Building	\$53,200	\$653
		Replacement Cost		
		2.0% Automatic Increase		
		Business Personal Property	\$5,000	\$88
		Replacement Cost		

SECTION II - LIABILITY AND MEDICAL PAYMENTS

Except for damage to premises rented to you, each paid claim for the following coverages reduce the amount of insurance we provided during the applicable policy period. Please refer to Section II - Liability in the Businessowners Coverage Form and any attached endorsement.

Coverages	Limits Of Insurance		Premium
	Occurrence	Aggregate	
Liability & Medical Expenses/General Aggregate	\$1,000,000/\$2,000,000		INCL
Medical Expenses	\$5,000 Per Person		INCL
Products/Completed Operations/Aggregate	\$1,000,000/\$2,000,000		INCL
Damage to Premises Rented to You	\$50,000		INCL

Premises Number	Building Number	Described Premises
2	1	233 MAIN STREET, MILBRIDGE, ME 04658, OFFICE
3	1	23 GRANARY WAY, BOOTHBAY HARBOR, ME 04538, CONCESSION STAND

Premises Number	Building Number	Classification	Class Code	Premium Basis	Premium
2	1	LIMITED COOKING RESTAUR.-CONCESSION STANDS/SNACK BARS/WAGONS	09061	\$1,000	\$7
3	1	LIMITED COOKING RESTAUR.-CONCESSION STANDS/SNACK BARS/WAGONS	09061	\$75,000	\$501



United Ohio Insurance Co.

BUSINESSOWNERS DECLARATION

Named Insured	Policy Number	Policy Period	
		From	To
SHANNON SCHMELZER	BP 0024743 05	05/21/2019	05/21/2020

ADDITIONAL COVERAGES

Premium

BP 04 48	Additional Insured - Designated Person or Organization	\$49
	Name of Additional Insured Person(s) or Organization(s)	
	CHRISTIAN CLAYTON 26 TALBOT AVE APT C ROCKLAND ME 04841	
BP 05 23	Premium Attributable to Certified Acts of Terrorism Coverage	\$0
BP UO 03	Equipment Breakdown Coverage	\$25
FORGERY	Forgery & Alteration	INCL
	Limit	\$2,500

FORMS AND ENDORSEMENTS

Form Number	Revision Date	Premises Number	Building Number	Form Number	Revision Date	Premises Number	Building Number
BP 00 03	01 10	ALL	ALL	BP 01 48	01 10	ALL	ALL
BP 01 85	07 02	ALL	ALL	BP 01 93	02 11	ALL	ALL
BP 04 17	01 10	ALL	ALL	BP 04 48	01 06	2	1
BP 05 17	01 06	ALL	ALL	BP 05 23	01 15	ALL	ALL
BP 05 64	01 15	ALL	ALL	BP 05 77	01 06	ALL	ALL
BP 10 05	07 02	ALL	ALL	BP 14 08	01 10	ALL	ALL
BP 14 86	07 13	ALL	ALL	BP UO 03	08 12	ALL	ALL
BP UO 76	01 15	ALL	ALL	IL P 001	01 04	ALL	ALL
IL UO 08	01 12	ALL	ALL	IL UO 26	01 12	ALL	ALL
IL UO 27	01 12	ALL	ALL	IL UO 32	08 13	ALL	ALL
SIG-1	10 15	ALL	ALL				



State of Maine
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
ELECTRICIANS' EXAMINING BOARD

ELECTRICAL PERMIT

No Service Involved
Permit Number: ELP201800989
Permit Date: May 9, 2018

Owner:
SHANNON SCHMELZER
14 GLADYS DRIVE, JONESPORT, ME 04649

Location of Work Site:
4 COMMERCIAL STREET, BOOTHBAY HARBOR, ME 04538 COUNTY LINCOLN

Electrician: GARY N. ARSENAULT (MS60003705)

Scope of Work:
Service (No Service Involved), Receptacles, switches, luminaires, etc. (10)

Anne L. Head
Commissioner



• MAINE •

59.32

EQUIPMENT. •

FEB
07240173

MAINE
21
07530010



STATE OF MAINE
MAINE REVENUE SERVICES
THIS REGISTRATION CERTIFICATE FOR A
RETAILER

is issued under the provisions of MRSA, Title 36, Part 3, §1754-B to:

SHANNONS UNSHELLED
9 HANSEN DR
BOOTHBAY HARBOR, ME 04538

Registration Number: 1167612

Business Code: 098
Filing Frequency: SEASONAL

Date Issued: MAY 01 2014

STATE OF MAINE
MAINE REVENUE SERVICES
RESALE CERTIFICATE



THIS CERTIFICATE IS VALID

JANUARY 01 2017 THRU DECEMBER 31 2021

Business Name and Location Address	Certificate Number	Business Type
SHANNONS UNGHELED 11 GRANARY WAY BOOTHBAY HARBOR, ME 04538-1858	1167612	PREP FOOD

This is to certify that the above named business is authorized to purchase during the period indicated on this certificate: (1) tangible personal property to be resold in the form of tangible personal property, or (2) a taxable service to be resold as the same taxable service. This certificate cannot be reassigned or transferred and can only be used by the above business or its authorized employees. This certificate is void if the business has ceased operating or if the certificate has been altered.

The above named business certifies that the following is being purchased in the ordinary course of business for resale as provided above.

Presented to _____ Presented by _____
(insert name of seller on photocopy) (date) Authorized Signature (purchaser) (date)



**STATE OF MAINE
MAINE REVENUE SERVICES**

**THIS REGISTRATION CERTIFICATE FOR A
RETAILER**

Is issued under the provisions of MRSA, Title 36, Part 3, §1754-B to:

SHANNONS UNSHELLED
11 GRANARY WAY
BOOTHBAY HARBOR, ME 04538-1866

Registration Number: 1167612

Date Issued: MAY 01 2014

**Business Code: 019
Filing Frequency: SEASONAL**



ServSafe® CERTIFICATION

SHANNON SCHMELZER

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)—Conference for Food Protection (CFP).

17309794

CERTIFICATE NUMBER

1/9/2019

DATE OF EXAMINATION

Local laws apply. Check with your state regulatory agency for recertification requirements.



#0655

10668

EXAM FORM NUMBER

1/9/2024

DATE OF EXPIRATION

Shannon Brown

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with the ServSafe Food Protection Manager Certification Examination, the ServSafe logo are trademarks of the NREAF. National Restaurant Association and the acronym

Contact us with questions at 202.5.3300.1000, Suite 3000, Chicago, IL 60601

31

304/U61

Halloween

MAINE

Matthew Dunlap, Secretary of State

DRIVER'S
LICENSE

USA
ME



1 SCHMELZER
2 SHANNON L
8 9 HANSEN ROAD
BOOTHBAY HARBOR, ME 04538

3079283

4d
597

4a ISSUED 05/18/2019 4b EXPIRES 02/27/2021 3 DOB 02/27/1987
15 GENDER F 16 HEIGHT 5' 02" 17 WEIGHT 120 18 EYES BL 19 HAIR BR

Shannon Schmelzer
9 CLASS C 9a ENDS 12 REST

M:

S M T W T F S S M T W T F S S M T W T F S
1 2 3 4 5 6 7 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Jun

3/062

ME

ENDORSEMENTS:
None

RESTRICTIONS: None



02/27/1987

State of Maine Vehicle Registration

Eff. Date is Validation Date But Not Prior To:

03/19/2019

Expires:

02/28/2021

VIN		YEAR	MAKE	MODEL	EXPIRES	CLASS	REGISTRATION NUMBER
HOMEMADE		2014	HMDE	CONCES	RD/GY	SE	59-322
REGISTRATION		DOOR/ID #		INSURANCE:		NET WEIGHT	REGISTERED WEIGHT/FUEL
SCHMELZER, SHANNON L		02/27/1987		LW		2000	
9 HANSEN ROAD		DOT #		Local			
BOOTHBAY HARBOR ME 04538		UNIT #		Ex Tax			
LEGAL RESIDENCE		Registration Void Unless Validated		Ex Tx Date			
9 HANSEN ROAD		VALIDATED REGISTRATION		Fees			
BOOTHBAY HARBOR		BOOTHBAY HARBOR		Agent Fee			
		15030 03/19/2019		Sales Tax			
		\$24.00		NO FEE			
		21695126					
				User Id			
				MLF			
				E-New-Reg			



PT

Tax Receipt #: 21695126

Sucker # (M) 02S 07240173 (M) 21S 07530010

19-1E Rev. 08-2016 REGISTRATION

www.maine.gov/sos

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 24800

EATING PLACE - MOBILE

EXPIRES: 06/05/2020

FEE: \$200.00

SHANNON UNSHELLED
1 GRANBY WAY
BOOTHBAY HARBOR ME 04538

TTN SHANNON SCHMELZER
HANNON UNSHELLED
HANNON UNSHELLED
HANSON RD
BOOTHBAY HARBOR ME 04538



Jeanne A. Lambert

Commissioner

NON-TRANSFERABLE

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text suggests that organizations should implement robust systems to track income, expenses, and assets, ensuring that all data is up-to-date and easily accessible.

2. The second part of the document addresses the need for regular audits and reviews. It states that periodic audits are crucial for identifying potential issues, errors, or fraud. By conducting thorough audits, organizations can ensure that their financial statements are accurate and reliable. The text also mentions that audits can help in improving internal controls and preventing future problems.

3. The third part of the document focuses on the importance of communication and collaboration. It highlights that effective communication is key to the success of any organization. The text encourages team members to share information, provide feedback, and work together to achieve common goals. It also mentions that clear communication can help in resolving conflicts and making informed decisions.

4. The fourth part of the document discusses the role of technology in modern organizations. It notes that technology can significantly enhance productivity and efficiency. The text suggests that organizations should invest in the latest software and tools to streamline their operations. It also mentions that technology can help in automating repetitive tasks, reducing the risk of human error, and improving overall performance.

5. The fifth part of the document addresses the importance of continuous learning and development. It states that in a rapidly changing world, organizations must stay updated with the latest trends and technologies. The text encourages employees to engage in ongoing training and development programs. It also mentions that continuous learning can help in building a skilled and adaptable workforce, which is essential for long-term success.

6. The sixth part of the document discusses the importance of ethical behavior and integrity. It emphasizes that organizations should always act with honesty and transparency. The text suggests that organizations should establish a strong code of ethics and ensure that all employees understand and follow it. It also mentions that ethical behavior can help in building trust and a positive reputation for the organization.

7. The seventh part of the document addresses the importance of risk management. It states that organizations should identify potential risks and take proactive measures to mitigate them. The text suggests that organizations should conduct regular risk assessments and develop contingency plans. It also mentions that effective risk management can help in protecting the organization's assets and ensuring its long-term sustainability.

8. The eighth part of the document discusses the importance of customer satisfaction. It notes that happy customers are the key to a successful business. The text suggests that organizations should focus on providing high-quality products and services. It also mentions that organizations should actively seek feedback from customers and use it to improve their offerings. Customer satisfaction can lead to repeat business and positive word-of-mouth, which are essential for growth.

9. The ninth part of the document addresses the importance of innovation and creativity. It states that innovation is the driving force behind progress and growth. The text encourages organizations to foster a culture of innovation and creativity. It suggests that organizations should encourage employees to think outside the box and come up with new ideas. Innovation can help in developing new products, services, and processes, which can give the organization a competitive edge.

10. The tenth part of the document discusses the importance of social responsibility. It notes that organizations have a responsibility to the society in which they operate. The text suggests that organizations should engage in social and environmental activities that benefit the community. It also mentions that social responsibility can help in building a positive brand image and attracting socially conscious customers.

Board of Selectmen

Steven Lewis – Chairman
Dale Harmon – Vice Chairman
Kristina Ford
Michael Tomacelli
Desiree Scorgia

Town Manager

Daniel Bryer Jr.



**Town of Boothbay
Board of Selectmen Meeting
Wednesday, October 23rd, 2019
7:00 PM
MINUTES**

Present: Steven Lewis, Dale Harmon, Michael Tomacelli, Desiree Scorgia, Kristina Ford,
Town Manager Dan Bryer

Pledge of Allegiance:

Public Hearing: none

Public Comment: no comment

Approve Minutes: Dale Harmon made a motion to approve the October 9, 2019 minutes with correction on page #2 “Mike Tomacelli *with* report back to planning board meeting at the next workshop about discussion” to “Mike Tomacelli **will** report back to planning board meeting at the next workshop about discussion”. Mike Tomacelli seconded the motion.
Vote: 5-0 in favor.

***New Business:**

Coastal Maine Botanical Gardens re: field test results for water quality

Adam Harkins reporting back with storm water test results from Coastal Maine Botanical Gardens—samples were taken today but results will be in later. The samples collected are rainwater (caught in a bucket), treated water that is put through the filtration system in parking lot B/C and another from a catch basin in parking lot. Three individuals are present to take the samples: Adam Harkins from CMBG, Boothbay Code Enforcement Officer Jason Lorraine, and Jan Martin from Wright-Pierce. Samples are sent to Maine Environmental Laboratories in Yarmouth and then results are sent back within 2-5 days. It is currently producing better than previously thought. This information is done quarterly and needs to be done after significant rain events. Coordination with all three individuals can be difficult at times as well as relying on the weather. The numbers so far are within the acceptable limit and these results will be building the database. CMBG is allowed 1.79 pounds exiting the whole site based on a standard set by DEP. Everything is performing extremely well. We should look at this information again in March of 2020 to look at a full year. BOS have been offered an opportunity to come out and see the filtration system in person.

Reports:

Town Office Reports: Significant weather event came through town resulting in power loss for a few days. CMP did a much better job this time compared to response time 2 years ago. Also a thank you to public works with response.

Code Office: 1 Building Permit, 3 Shoreland Building Permits, 3 Internal Building Permits, 1 Subsurface Wastewater Removal, 4 Shoreland/Vegetation Removal Permits, 1 Demolition Permit, 1 Final Inspection and foresee Shoreland/Vegetation Removal Permits will probably spike again from this last storm

Board of Appeals:

Planning Board:

Public Works: Working on tree cutting, cleanup, culvert replacement and paving on King Phillips Trail and trash routes—the storm has put them a little behind the regular schedule. Hoping to put the lights out on the common earlier this year. No heavy equipment will be permitted on grass once it is placed. Rain events have set back timeline and still waiting on irrigation.

Business Office: Preparing for the November 5th election

Housing Group: Meeting was well attended. It is on channel 1301 site if anyone wants to see any of the facts. We have 2 single-family dwelling units happening.

BOS Action Items –

Landscaping around route 27-dormant

The Common Project-current

The Umaine Aqua Ventus Project-dormant

Potential grant for electric vehicle charging station-ongoing

Clifford Park Committee-ongoing

Pending BOS Action Items –

Broadband-ongoing

The housing group is continuing to discuss availability of land or subdivisions near municipal water and sewer for the analysis of affordable, workforce, and elder housing options-ongoing

Old Business:

Joint Economic Development Discussion was signed. We need to start thinking about what we will be doing with the new committee within the parameters that were set. There is no time frame just the sooner we get people involved the better. Representatives should be

identified prior to beginning of quarterly meetings. Dan will reach out to past representatives to see if they would still be willing to part of it. Assumption will be that meetings will begin after the first of the year. Dan will check with Boothbay Harbor to go over a possible timeline.

Broadband: In August there was urgency with broadband to improve economic development. The broadband committee is currently in Boothbay Harbor. Kristina Ford stated that we might have missed a great opportunity. Steve Lewis explained that Casco Bay is going to provide an inventory of what we have. We are going to have to write a report on how the MCF money was used which is due December 1, 2019. A committee should begin to be created with a specific purpose. One recommendation for the committee would be Cody Mitchell.

New Business:

Coastal Maine Gardens re: field test results for water quality (see above)

Wharf and Weir Application—Anne and Peter Weller, 13 Nason Road, Boothbay Map R-5, lot 62. Planning board has approved and has all met requirements necessary for approval. Motion to approve Wharf and Weir application by Dale Harmon, Mike Tomacelli seconded the motion. Vote: 5-0 in favor.

Planning Board applicant Bill Wright met with the Board of Selectman. Desiree made motion to approve Bill Wright to the Planning Board, Mike Tomacelli seconded the motion. Vote: 5-0 in favor.

Public Comment:

-Bill Pearson asked, "Will the new member be a full member or alternate?"

Response from BOS is that Bill Wright will be an alternate. Still looking for one more member.

-Bill Pearson asked, "What is the board hoping to accomplish in the next year or two regarding the JEDC?" Response from the BOS is that the JEDC has not formally met yet. It is a one-year agreement.

Review Warrants and sign: Kristina Ford made a motion to review the warrants and sign them and Mike Tomacelli seconded the motion. Vote: 5-0 in favor.

Adjourn meeting: At 7:58 Dale Harmon made a motion to adjourn the meeting and Mike Tomacelli seconded the motion. Vote: 5-0 in favor.

