

**Board of Selectmen**

Steven Lewis, Chairman  
Dale Harmon, Vice Chair  
Douglas Burnham  
Charles R. Cunningham  
Stephen W. Ham

**Town Manager**

James D. Chaousis II



**Town of Boothbay  
Board of Selectmen Meeting  
Wednesday January 28, 2015  
7:00 PM  
MINUTES**

Steve Lewis called the meeting to order at 7:00 p.m.

**Present:** Steve Lewis, Doug Burnham, Charles Cunningham, Stephen Ham, James Chaousis and Dan Bryer

**Absent:** Dale Harmon

**Pledge of Allegiance**

**No Public Comment**

**Minutes:** Chuck Cunningham made a motion to approve the minutes of the 1/24/15 meeting. Doug Burnham seconded the motion. 4-0 in favor.

**Reports:**

- **Human Resources Audit** – Jim briefed the selectman on the HR Audit performed by Laurie Bouchard and the HR Toolkit created that entails forms and applications. Some material will need to be adopted by the Selectman and some are just updated language that are going to be used going forward.
- **Time Clock & Digital Passwords** – Jim is going to move forward with these, the selectman agreed they will be beneficial.
- **HR Training with Laurie Bouchard** – Jim recommended that the Town continue with this, but it is at their discretion. Stephen Ham agreed that it would be a good idea to continue.
- **Lincoln County Budget** – Jim provided a spreadsheet of the Lincoln County Budget. It is going up \$350 this year. Chuck would like to see a breakdown of their budget.
- **MCEDD Funding** – MCEDD is being audited for performance by Federal EDA. Right now, Lincoln County does not fund MCEDD with cash, instead will go under contract with them. If Lincoln County is not a member of the MCEDD, we would lose Lincoln County funding – that would jeopardize the EDA projects Boothbay would like to do – like the Route 27 utility expansion on the CEDS list. Jim advised the selectman to consider funding MCEDD or MCOG to maintain membership.

- **Woodchucks** – Henry Rowe has moved to Florida and has taken the fuel key with him. The Woodchucks – now part of the Community Resources – are requesting another key. Jim was asking if there should be a rule when it comes to non-profits and fuel keys. This could open possibilities for other non-profits to ask to buy fuel. (Examples: YMCA or Botanical Gardens). Jim is looking into spending limits on fuel keys and was given the OK to give them another key.

**Old Business:**

- **Clifford Park Planning Committee Appointments** – Chuck Cunningham made a motion to approve all but Christine Anderson because of residency in question. Doug Burnham seconded the motion. 4-0 in favor.
- **Joint Economic Development Committee Appointments** – Postponed – Jim may recommend 4 people.
- **Budget Deliberation** – Jim covered the Outside Organization Funding Requests – current year requests and last 2 years. Chuck suggested that anyone who requests funding over \$5,000 should have an Audit and present it to the Selectman. The selectman would like more information on: Fireworks Fund – Why it is going up \$2,000; BRCTV – more financials; Shellfish Committee – would like more information, Chuck thought they may need to go up on their Commercial Licenses; Baseball – Jim is calling into them.

**New Business:**

- **Personnel Policy** – Jim went through the sections of the Policy that he added or updated. Chuck made a motion to adopt the new Personnel Policy. Doug seconded the motion. 4-0 in favor.
- **Annual Town Meeting Warrant** – The selectman were given a draft of the warrant for May for review. Any questions or concerns should be brought to him before March. Steve Lewis suggested putting a question on the ballot about having Town Meeting – if the voters would like to have open Town Meeting.

**Public Comment:**

- Frank Fassett expressed his concern with losing Jim as our Town Manager. Frank wants to know who did not support Jim's proposal to the Town and why. Steve Lewis explained it was 3-2 in accepting his proposal and could not speak for the others. Frank would like to know what the Selectman will do to keep the next 'high caliber' Town Manager that is hired. He did not think 3-2 was appropriate considering his achievements as Town Manager of Boothbay.

**Review Warrants and Sign:** Chuck made the motion to review and sign the warrants. Doug seconded the motion. 4-0 in favor.

**Adjourn Meeting:** Chuck made the motion to adjourn the meeting at 9:15 p.m. Stephen Ham seconded the motion.