

**Board of Selectmen**

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

**Town Manager**

James D. Chaousis II



**Town of Boothbay  
Board of Selectmen Workshop & Meeting  
Monday, June 25, 2012  
6:00 PM  
MINUTES**

**Present:** Chuck Cunningham, Stephen Ham, Steven Lewis (left part way through the workshop), Douglas Burnham, Dale Harmon and James Chaousis II

Also present for the workshop were employees, Mike Alley and Bonnie Lewis

The Selectmen reviewed the Personnel Policy again and decided to remove the clause "The town will pay for the weekly cleaning of Public Works uniforms". The last day for this laundry service will be the last day of July 2012.

Previously the Selectmen had asked what the cost would be to replace this benefit with a change to the IPP. Mr. Chaousis presented the Selectmen with some numbers and this option would be too expensive.

Mr. Chaousis suggest a pilot program with the YMCA where the town would pay a portion of a membership for each employee. The cost of the program would depend on the rate the town can get with the YMCA and some grants it may be able to get to pay for part of the program. Mike Alley said he thought about 50% of the employees might take advantage of the program. It was decided to try this pilot program for a year and if it works out then it could become part of the personnel policy next year.

It was felt by all that it was best to replace one benefit with another and not simply take a benefit away.

The board also discussed the purchase of clothing for Public Works employees as well as the occasional cleaning of really heavily soiled clothing.

Chuck Cunningham called the regular Selectmen's meeting to order at 7:00PM.

1. **Public Hearing: The Hodgdon Island Inn** – Richard and Pamela Riley, Map R4 lot 88 located at 374 Barter's Island Road Boothbay, Me, renewal of Innkeepers license. Pam Riley was present to discuss this application. Steve Ham made a motion to approve this application as presented and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**
2. **Approve minutes of previous meeting:** Steve Ham made a motion to approve the minutes of the June 11, 2012 and June 13, 2012 meetings as presented and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**
3. **Public Comment:**
4. **Code Enforcement Appointment/ Staffing:** Mr. Chaousis said that the job of CEO had been offered to Dan Bryer Jr. and that Mr. Bryer had accepted. Mr. Bryer was present with his wife Kara and sons Abel and Graham. Art Dunlap (interim CEO) will continue part time this summer and as consultant this winter as Mr. Bryer works on getting his credentialing. Dale Harmon made a motion to appoint Dan Bryer Jr. as CEO/Building Inspector effective immediately and Steve Ham seconded the motion. **Vote: 4-0 in favor.**
5. **Reports:**

- a. **Comprehensive Planning Committee** – This committee held their second meeting on June 18<sup>th</sup> and elected Chuck Cunningham as Chair and Nell Tharpe as Vice-/Chair. Kristina Ford was at the meeting and it is felt her involvement will be a great help. It is a good group with a lot of interest. They will be launching an internet platform to track all of the information.
  - b. **St. Andrews Hospital** – they are restructuring and the Emergency room is going to be eliminated.
  - c. **Rt. 27 Sidewalk project** - The preliminary design is done and will be submitted with a cost design in the next few days.
  - d. **Safety Program Status** – The training on Friday was a success. There is now a training manual in both the front office and the Public Works. An Emergency plan drill is being planned for this fall Mr. Chaousis thanked Mike Alley for all the work and effort he has put into this project.
  - e. **Audit update** – Berry/Talbert/Royer began preliminary work last week. They have already made some suggestions and will be in the 2<sup>nd</sup> week of July to start the audit.
  - f. **Fee Schedule** – a preliminary list of fees was given to the Selectmen and Mr. Chaousis said the interim CEO is checking fees and comparing them to other areas Mike Tomacelli said he reviewed the fees himself and gave an example of how much they have gone up over the last 11 years and that Boothbay is more expensive than surrounding towns. It was decided that a workshop was needed to review the fees. A workshop was scheduled for 6PM on Monday, July 9<sup>th</sup> before the Selectmen’s meeting.
  - g. **Assessor Report** – Mr. Chaousis would like to schedule the Assessor to come and talk with the Selectmen during their second meeting in July
  - h. **Department Head reports** – The **Public works department** has been working on Safety compliance and storm repair. They will soon be doing paving prep work as paving is scheduled for the last of August. As roads are closed the closure will be posted on the website, facebook and channel 7. The plaque for the Knickerbocker Bridge is now in place. Floats at the Knickerbocker landing were repaired last week. **Code Enforcement office** has been working on the software tracking program. Bigelow now has the occupancy certificate for their second building. Complaints are up, possibly due to all the recent changes. The on-line assessing system has been updated. **The Business Office** will be closed a half day on Wednesday, June 27 for Windjammer Days and a half day on Friday, June 29 for year end work. **Off shore wind energy** open house was attended by Jim Chaousis who brought back some information for the Selectmen to review. Chuck Cunningham expressed his concerns on how this will affect Fisherman.
6. **Old Business:**
- a. **Personnel Policy** – Dale Harmon made a motion to adopt the personnel policy with one change- remove the sentence “The town will pay for the weekly cleaning of Public Works Uniforms.” and Steve Ham seconded the motion. **Vote: 4-0 in favor.**
  - b. **FY 2013 Appointments** – Mr. Chaousis presented the Selectmen with a list of appointees (see attachment A) Changes to the list from last year were discussed: Jim Chaousis as assistant 911 Officer and Health Officer and assistant CEO. Change from 5 Deputy Harbor Masters to 3 Deputy Harbor Masters. This is a recommendation from the Port Committee. Chuck Cunningham said he did not think the Selectmen should appoint any Deputy Harbor Masters until the Harbor Master or Port Committee has discussed this with the Deputies themselves. There was a discussion on why other deputies are appointed by the person they serve under and Deputy Harbor Masters are appointed by the Selectmen. Dale Harmon made a motion to appoint all the appointees on the list presented to them with the exception of the Deputy Harbor Masters and Steve Ham seconded the motion. **Vote: 4-0 in favor.**
7. **New Business:**
- a. **MMA LPC Ballot** – the town gets one vote and Dale made a motion that the town cast their vote for Dunning and McKinney as recommended and Steve Ham seconded the motion. **Vote: 4-0 in favor.**

- b. **Mooring fee waiver** – Harbor Master Pete Ripley is asking the Selectmen to waive the \$20 mooring fee and the \$20 non-payment fee for William Holbrook owner of mooring number 1048 as he could not use his mooring last year because of the construction of the bridge. Chuck Cunningham asked why this was coming before the Selectmen so late and was told it was because under the circumstances there was not a smooth transition last year between Harbor Masters. Steve Ham made a motion to waive the fees for Mr. Holbrook and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**
  - c. **Cary over balances - Mr.** Chaousis reviewed a list of accounts with balances that he would like to carry over to eventually be placed in the Capitol Improvement Fund. There were several questions about why this money would go into the Capitol Improvement Fund and not spent as needed and what some of the funds were. Most of this money was left over from completed projects and can now be used for other items. The Capitol Improvement fund should never have a zero balance and will be used for equipment and buildings as they need to be replaced. Dale Harmon made a motion to carry over the balances to next year on the internal account numbers 106, 108, 121, 309, 312, 602, and 605 as on the list presented to the Selectmen (see attachment B) and Steve Ham seconded the motion. **Vote: 4-0 in favor.**
  - d. **Single signature warrant** – This needs to be voted on each year, it allows one Selectmen to sign off on weekly warrants when needed and then for the warrant to be ratified at the next meeting. It is working well. Steve Ham made a motion to authorize the signing of a single signature warrant and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**
8. **Public Comment:** Mike Tomacelli asked about the Planning Board charge for a site visit and if it was necessary. There was a discussion about tree removal in the Shoreland zone. Other towns do not automatically require a Licensed Forester. Boothbay requires the person who is to remove the tree to fill out a permit form which was not designed for tree removal. Chuck Cunningham said he would like an interpretation of the ordinance in regards to tree removal. Mr. Cunningham also said that he feels zoning has its place but some times it can be a bit too much.
9. **Review the warrants and sign:**
10. **Adjourn the meeting:** At 8:30PM Dale Harmon made a motion to adjourn the meeting and Doug Burnham seconded the motion. **Vote: 4-0 in favor.**

**Minutes submitted by  
Sherry Tibbetts  
Secretary**