

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 Meeting
Monday, August 27, 2012
7:00 PM
MINUTES**

1. **Call Meeting to order:** Chairman, Chuck Cunningham called the meeting to order at 7:00PM.
Present: Steven Lewis, Dale Harmon, Charles Cunningham, Stephen Ham, Douglas Burnham and Jim Chaousis II
2. **Public Hearing:** John Ziegler from the Boothbay Region Water District and Kirsten Hebert from the Maine Rural Water Association to talk about the upcoming possible merger of the Boothbay Region Water District and the Southport Water District. Ms. Hebert provided the Selectmen with a handout (see attachment A). In this handout was a timeline, legal documents, warrants and an amended charter. Ms. Hebert walked the Selectmen through the process and what would need to be done and when in order for this merger to happen. There needs to be two elections, one to vote on the merger and then if the vote is yes, there needs to be another election to vote on trustees. The second election can happen no sooner than 45 days after the first election but should be before the towns start their annual town meetings in the spring. Smith Climo from the Southport Water System was also present for this discussion. All three towns need to vote and approve of this merger before it can go through.
3. **Approve minutes of previous meeting:** Steve Lewis made a motion to approve the minutes of the 08/13/2012 meeting and Doug Burnham seconded the motion. **Vote: 5-0 in favor.**
4. **Reports:**
 - a. **Comprehensive Planning Committee** – They are working on putting RFP and survey together. When they worked on prioritizing items, it was interesting that it was the same items that had been prioritized in the past: Infrastructure, education and growth. Jim and Chuck are trying to get together with Kristina Ford before she leaves for school for one last session with her. Her help has been great. Chuck said he feels they will be able to put together a great product.
 - b. **Industrial Park Committee** – Because of Mr. Chaousis' commitments, they have not been able to meet as often but will start doing some work on their own without him.

- c. **Rt. 27 Sidewalk project** – Mr. Chaousis had a recent conference call with MDOT and there are a few items that need to be ironed out. MDOT wants the width of the shoulders to be 5', the curb material to be other than granite and raised curbs. If these conditions are met, this may result in people pulling out of the project. This may also mean the project becomes too expensive and way more than was budgeted. Still too early for any decisions to be made.
- d. **Dept. Head Reports** – Safety audits will be starting soon. **PWD** – Paving is complete, shoulders still need to be finished. Crooker did a good, quick job. Dale said he heard some people complain because some of the cuts made stayed open too long before paving. **CEO** – The major projects are getting done. The Planning Board is having a special meeting on 09/05/2012 to help speed up an application for a project. There are several Notices of Violation out there now. Dan Bryer is now on board. The whole staff is going to trainings. **Assessing** – A lot of pick up work is being done. It is time to start working on mapping. **Business Office** – On base with tax collection. The staff is busy with prepping for elections.
- e. **Driveway permit** – The Road Commissioner approved a driveway permit on Shore Road and an abutter hired an Attorney who found holes in the ordinances, an additional building permit would have been needed as a driveway is considered a structure. This created a discussion centered around should the zoning ordinance be changed or should the way in which they are given be changed. Dale Harmon asked if some wiggle room needed to be put back into the ordinances. Chuck Cunningham said he felt the Road Commissioner should be allowed to apply the best practices rule. Steve Reny said there needs to be a simple set of rules saying what can be done and what can not be done within 75' from the Ocean. Martin Page suggested starting with the State minimum and going from there. Jim Chaousis suggested hiring Art Dunlap as a consultant to review the ordinances and suggest changes. Mike Tomacelli said he felt there should be public input first. Steve Reny said he did not feel that one person alone could fix the ordinances, the contractors who work with them need to be involved, they need to be business friendly. It was decided to look into hiring Art Dunlap as a consultant and to put together a list of the simple things such as a driveway permit that may be able to be voted on as soon as November.
- f. **Commitment update** – Additional work was required. Mr. Chaousis asked the Selectmen to consider extending the contract from 2 years to 4 years to help absorb some of the extra costs to the assessor. Mr. Chaousis will also ask them for a quote on doing some mapping.
- g. **Audit update** – Still putting the final pieces together. Mr. Chaousis feels based on information from the auditors that it might be a good idea to outsource Bookkeeping or hire a part-time bookkeeper or reposition it. Mr. Chaousis is in favor of outsourcing it at least for the next couple of years. It is approximately 20 hours of work per week and he feels there is no one sufficiently trained currently in the office for the level of bookkeeping

required, plus there should be a separation of duties. Steve Lewis said he would be curious what other towns the size of Boothbay have for office staff. He feels they have enough staff now. Martin Page asked if a work study student could be of help by freeing up a current staff member to do the more complicated work.

5. Old Business: Fee Schedule – Since the Selectmen approved the fee schedule, several changes have needed to be made and several typo's corrected and the Selectmen were presented with a clean fee schedule. Steve Lewis made a motion to ratify the fee schedule as proposed and Doug Burnham seconded the motion. **Vote: 5-0 in favor.**

6. New Business: St. Andrews – Dale Harmon made a motion to sign a resolution in support of a task force (see attachment B) and Steve Ham seconded the motion. **Vote 5-0 in favor.**

Doug Burnham made a motion to allow Boothbay to act as the fiduciary agent for the St. Andrews task force and Dale Harmon seconded the motion. **Vote: 5-0 in favor.**

Doug Burnham made a motion to allow Boothbay to act as the Project administrator for the St. Andrews task force and Steve Ham seconded the motion. **Vote: 5-0 in favor.**

Steve Lewis made a motion to sign an agreement (See attachment C) to be signed by the all of the four boards of Selectmen to be a part of the task force and Dale Harmon seconded the motion. **Vote: 5-0 in favor.**

Steve Lewis made a motion to appoint Chuck Cunningham as Boothbay's rep to the St. Andrews task force and Dale Harmon seconded the motion. **Vote: 4-0 in favor.** Chuck Cunningham abstained from voting.

7. Public Comment: Mike Tomacelli asked about the side walk project and what the next step was. Mr. Chaousis said at this point they are waiting for MDOT and if the engineer comes back with a design that is too expensive then the town may have to opt out of the project.

8. Review warrants and sign:

9. Executive Session: At 8:50 Steve Lewis made a motion to go into Executive Session pursuant to 1 M.R.S.A § 405 (6)(A) Personnel Matters and not to return to public session and Dale Harmon seconded the motion. **Vote: 5-0 in favor.**

10. Adjourn the meeting: