

**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, September 10, 2012  
7:00 PM  
MINUTES**

1. **Call Meeting to order:** Chairman, Chuck Cunningham called the meeting to order at 7:00PM. **Present:** Dale Harmon, Steven Lewis, Chuck Cunningham, Stephen Ham, Doug Burnham and Jim Chaousis II, Town Manager
2. **Mohamed Osman, Osman Page LLC, Managing Partner** – Mr. Osman gave an overview of what his company could offer to the town of Boothbay and what the scope of service would be that they could offer. If Boothbay decided to outsource their financials to Osman Page the service would be all inclusive, not just bookkeeping, it could handle everything from acting as CFO to bookkeeping to payroll, the entire function from start to finish. They would do financial reports, forecasting, budgeting, and also deal with the auditors. Mr. Osman talked about some of the reasons to outsource such as cost savings, and skill set. Mr. Osman talked briefly about the cost being more in the beginning but there is also the long term cost curve and that savings are usually seen in the long term. This service would cost the Town approximately \$43,000 per year.

Some of the selectmen had concerns about the town being able to afford the extra cost and still keep the current staff. Doug Burnham said he would like to see what is not getting done now; he wants to see what the deficiencies are. Steve Lewis said he has questions about how many duties can you take away from the front office staff and still have enough work to keep them all busy full time. Most of the Selectmen agreed they would like to see the audit first to see proof of the problems and see what they are.

Mr. Chaousis said he would like to re-purpose the money that was set aside for the salt/sand shed this year to pay for the first year of the out sourced bookkeeping services. This would need to be done through a special town meeting. Then next year, Mr. Chaousis feel that there will be enough savings realized in the CEO office to off set the added expense to the business office. Chuck Cunningham asked why not just take the money from the CEO office now and not from the Salt/Sand shed project and avoid a special town meeting Mr. Chaousis said the savings from the CEO office has not yet been realized and the Salt/Sand shed project can wait another year to be done. Doug Burnham said he is not in favor of holding special Town Meetings.

The question was raised on if this group would need to be bonded if they were hired. Time frames were also discussed.

3. **Approve minutes:** Dale Harmon made a motion to approve the minutes of the 08/27/2012 and the 08/22/2012 meetings as amended and Steve Ham seconded the motion. **Vote: 4-0 in favor.** (Steve Lewis did not vote – he left the meeting before this vote took place)
4. **Public Comment:** Martin Page said as this was the 11<sup>th</sup> anniversary of 9/11 he was wondering why the Selectmen do not start their meeting by Pledging Allegiance to the Flag. Most groups he belongs to do and as the Selectmen are a government group, it seemed like they should. The Selectmen said they had nothing against doing so, they had just never really thought about it. Doug Burnham made a motion to start all future Selectmen's meetings by saying the Pledge of Allegiance to the Flag and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**
5. **Reports:**
  - a. **St. Andrews** – The task force is starting to solicit donations. They have had a couple of good meetings. Mr. Chaousis mentioned a couple of hard working volunteers Freddie Luke and Peggy Powis.
  - b. **NOAA** – This is the Back Narrows Culvert project; there was a meeting recently with Mike Alley, Mr. Chaousis, Representatives from Wright Pierce and NOAA at the sight. They looked at man made and non man made issues – after the specialist look at all the data a grant will be reapplied for – this project is more than was ever thought about .
  - c. **Lincoln County Commissioners** – The town has received some information recently from the Commissioners about the Ariel photo project and the possibility of a county wide ACO.
  - d. **MMA RMS Dividend** – The town received a \$1,700 dividend check from MMA's risk management.
  - e. **Depart Head Reports** – On October 1<sup>st</sup> Laurie and Mr. Chaousis will perform a Safety audit on the PWD and then in 3 months Laurie and Mike will perform a safety audit on the front office. The **PWD** has been working on the shoulders and driveways on Back River Road and this week repairing equipment. They will be doing some culvert work on Barter's Island and shortly will begin to haul the winter sand. The **CEO's** office currently has out a couple of major notice of violations. They are reviewing applications now to see if they are the correct ones and if they need to be changed. Dan Bryer is preparing to take his LPI license in the next couple of weeks. Everyone in the office has been busy training. **Assessing** – phone calls in this office are starting to calm down since the commitment. **Business office** – They are busy preparing for the elections and water system question. General assistance claims are starting to pick up.

**6. Old Business:**

- a. **Accounting Service** – Tabled
- b. **BRWD/Southport Water merger** – Doug Burnham made a motion for the town clerk per Order of Board of Selectmen of Town of Boothbay for Referendum vote and Public Hearing pursuant to 30-A MRSA Section 2528(5) and P&A Law 2012 Chapter 25 and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**

Steve Ham made a motion for the Selectmen to sign an order – Municipal Office Notice of Public Hearing on Secret Ballot referendum issues 09/24/2012 at 7:00PM and Doug Burnham seconded the motion. **Vote: 4-0 in favor.**

**7. New Business:**

- a. **MMA Voting Credentials** – Dale Harmon made a motion to designate Jim Chaousis as voting delegate for the Town of Boothbay and Steve Ham seconded the motion. **Vote: 4-0 in favor.**
- b. **Sawyer's Island Road Property** – a resident has approached Doug Burnham asking to buy a piece of land owned by the town on the corner of Sawyer's Island Road. He would like to build a garage on it. The Selectmen agreed they have no problem selling the land but they feel it should go out to bid. All property they have sold has always gone out to bid. The title also has to be researched. Doug Burnham made a motion to put the parcel of land map R4 lot 36-H out to bid and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**
- c. **Constitution week** – Steve Ham made a motion to sign a resolution proclaiming the week of September 17-23, 2012 as Constitution Week in the Town of Boothbay and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**

8. **Public Comment:** Martin Page asked if there were other properties that the town owed that should / could be sold and put back on the tax roles. Mr. Chaousis said that most towns' periodically inventory any property they own and see if the properties are of any future use to the town or if it should be sold. He said that he could start this inventory and the properties could be reviewed and any not needed perhaps put up for sale in December. The Selectmen were in favor of this idea.

**9. Review Warrants and sign:**

10. **Adjourn Meeting:** At 8:45PM Doug Burnham made a motion to adjourn the meeting and Dale Harmon seconded the motion. **Vote: 4-0 in favor.**