



*Town of Boothbay*  
*Office of the Town Manager*  
**James D Chaousis II**

To: Board of Selectmen  
From: James D Chaousis II  
Date: 9/5/2014  
Sub: Agenda for 9/10/2014

This memo is designed to explain the items on the agenda for the next meeting.

**Mike O'Donnell, Assessor, Digital Tax Map Presentation**

- Mike will present the new digital tax maps for the BOS.
- He is prepared to do a 15 minute presentations to show all the abilities of the base map
- New paper maps will be in the office by the end of the month
- The digital maps will be online by the end of the month
- Employee desktops will be equipped with more versatile and interactive models

**Minutes-**

- As attached, [BOS Minutes 8/13/2014](#)

**Reports**

- [Town Manager Report](#)

**OLD Business**

- **B-BBH CSD Trustees Meeting**
  - I haven't spoken with Eileen King but I spoke with Mary Knapp from her office. I believe that the discussion of meeting with the BOS will be discussed with the School Committee on the same night as our meeting.
- **BBH Economic Development Meeting**
  - Congratulations on the meeting held in BBH on August 26<sup>th</sup>. I think it was an amazing first step towards some shared goals between the two towns. I'm proud to play a small role in it.
  - Denise Griffin and Steve Lewis have decided to have the next meeting on September 23<sup>rd</sup>, 2014 at 6 pm at the Boothbay Harbor Town Office.
  - I will send out invitations to MCEDD, LCRPC, and reminders to the elected officials.
- **BRCR (Woodchucks) Lease**
  - The draft lease for the Woodchuck is attached here.
    - [Woodchucks Lease Draft 9-5-2014](#)
    - [Attachment A](#)
    - [Attachment B](#)
- **East Boothbay Emergency Access Routes**
  - Several months ago the Selectmen asked me to investigate the possibilities of emergency access routes to/from East Boothbay. The Presley Drive/Murray Hill Road route and the Virginia Street/Mass Avenue route were specified.
  - It quite a while to collect the information to present to the Selectmen.
  - The town owns a very legitimate easement at the Virginia Street/Mass Avenue area to make the connection
    - [Virginia Street-Mass Avenue Easement](#)
  - The Boothbay Region Water District owns three easements from Murray Hill Road to Presley Drive. A twenty foot public easement is retained and allows for public access with vehicles.
    - [Murray Hill-Presley Drive Easements](#)
    - [Murray Hill-Presley Drive Easement Survey](#)



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- By now you've read the letter to the Selectmen from Tallwood Estates
  - [Tallwood Estates Letter 9-5-2014](#)
  - Obviously the town disproves several of the statements that Tallwood Estates claims in the letter but it is still a decent representation of the feelings in that neighborhood on this issue since the Selectmen first discussed it.
- I recommend the following:
  - Next year, groom the crest of the hill at the intersection of Mass Avenue and Virginia Street and pave that intersection.
    - We can apply stamped traction on the hill.
    - We will replace the breakaway fence that prevents through traffic.
    - Use this as the primary emergency egress point for East Boothbay
  - Arrange an agreement with the Boothbay Region Water District where the Town of Boothbay will **lightly** maintain the public easement.
    - We can incorporate the neighborhood into the discussion.
    - The easement could be maintained enough that emergency vehicles could use this as a **secondary emergency egress** if both the other routes were blocked.

**NEW BUSINESS**

- **Preliminary Audit**
  - The preliminary audit has been completed and I just submitted the Management Discussion and Analysis to the Auditor for their consideration
    - [Management Discussion and Analysis 2014](#)
    - Bottom line: We had a really good year
- **Constitution Week**
  - Annually the Daughters of the American Revolution request that the Selectmen recognize Constitution Week. A proposed resolution is enclosed.
    - [Constitution Week Resolution](#)
    - [DAR Information](#)
- **MMA Voting Credentials**
  - The MMA Annual Meeting is on October 1<sup>st</sup>, 2014.
  - The town must identify the person that can vote on their behalf.
  - No actionable items are being suggested this year
  - [MMA Memo](#)
- **Lincoln County Budget Advisory Committee**
  - Lincoln County is soliciting people for the budget advisory committee
    - [Lincoln County Budget Advisory Committee Memo](#)
- **BCA Congratulatory Letter**
  - I am providing a congratulatory letter at the direction of the Chairman
  - [BCA Letter](#)
- **Banking RFP's**
  - Banking proposals were received last week.
  - I have been spending most of the week orienting myself to each proposal.
  - I will be prepared to make a recommendation based on the proposals without interviews.
  - Please review the proposals and I'll explain them in more detail on Wednesday.