

Board of Selectmen

Charles R. Cunningham, Chairman
Steven C. Lewis, Vice Chairman
Dale C. Harmon
Kristina Ford
Michael Tomacelli

Town Manager

Daniel Bryer



**Town of Boothbay
Board of Selectmen Meeting
Wednesday, August 22nd, 2018
7:00 PM
Agenda**

1. **Pledge of Allegiance**
2. **Public Hearing**
3. **Public Comment**
4. **Approve Minutes- July 25th 2018**
5. **Reports- Town Office Reports**

BOS Action Items

1. The landscaping around rte. 27 and Corey Lane will have some modifications later in the season as the hydroseeding work was inundated with weeds during the landscaping process, the contractor is waiting for optimal conditions before moving forward.
2. The Clifford Park equipment has been delivered and replaced.
3. The Umaine Aqua Ventus project (wind turbine) are awaiting the results of the core samples.
4. MDOT opened bids on August ninth for the park and ride grant, they have asked to wait until the contract has been awarded to announce the low bidder however.
5. I had a preliminary meeting with Doug Beck from the Land and Water Conservation Fund regarding a potential grant for Clifford Park, and the initial response was positive however there is still a good deal of work to be done.

Pending BOS Action Items

1. The broadband initiative is still in the discussion phase with the JEDC, however preliminary work for location of existing infrastructure has been done with the local providers.
2. The housing group is continuing to discuss availability of land or subdivisions near municipal water and sewer for the analysis of affordable, workforce, and elder housing options.

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6. **Old Business- 1. Discussion regarding banner pole policy**

7. **New Business- 1. Mike ODonnel from ODonnel and Associates will discuss the recent revaluation process**

8. **Public Comment**

9. **Review Warrants**

10. **Adjourn Meeting**

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Steven Lewis - Vice Chairman
Dale Harmon
Kristina Ford
Michael Tomacelli

Town Manager

Daniel Bryer Jr.



**Town of Boothbay
Board of Selectmen Meeting
Wednesday, July 25, 2018
7:00 PM
MINUTES**

Present: Steven Lewis, Dale Harmon, Michael Tomacelli, Chuck Cunningham, Kristina Ford, Town Manager Dan Bryer and Secretary Sherry Tibbetts

Pledge of Allegiance:

Public Hearing: None scheduled

Public Comment: None

Approve Minutes: Steve Lewis made a motion to approve the minutes of the July 11th 2018 meeting as presented and Dale Harmon seconded the motion. Vote: 5-0 in favor.

Reports:

Town Office Reports –

Business Office: The business office has finalized the audit this week, hopefully Fred Brewer will be able to attend the next Selectmen's meeting to discuss the audit. Tax bills will be sent out in the next few days.

Code Enforcement Office – There are many various types of permits pending. Dan Bryer pointed out that there are more (4) demolition permits this period than are normally seen in a year.

Public Works – The crew is busy finishing up loose ends, still doing lots of clean-up. Stop signs have been replaced or repaired. Most of the street signs have been replaced, although they are waiting a few to be completed.

JEDC – Abby Levine has stepped down from the group and there will be an opening on the committee.

BOS Action Items –

The landscaping is well underway around Rt. 27 and Corey Lane, anyone interested in seeing the schematic may stop into the office and we will assist them.

The Clifford Playground equipment has been delivered and replaced. No one has applied yet to the ads placed for playground committee members. Dan Bryer will reach out to previous committee members to see if any are still interested.

The Umaine Aqua Ventus project (wind turbine) is still in the process of conducting core samples and are being reviewed by the Maine Public Utilities Commission. Dan Bryer said they have the core samples now but no numbers are available. They are moving forward with the project.

I am awaiting notice from MDOT in regard to the park and ride grant bid process. I expect information as soon as it is available. This is now in process.

The revaluation project is near completion and other than a few properties that need to be finalized most of the public hearings are happening this week, however our assessors are available on Wednesdays as well during normal business hours.

Rt. 27 Project – The board was given a copy of the punch list and Dan Bryer said they are developing a time frame. There was a brief discussion around items on the punch list.

Pending BOS Action Items –

The broadband initiative is still in the discussion phase with the JEDC, however preliminary work for location of existing infrastructure has been done with the local providers.

The housing group is continuing to discuss availability of land or subdivisions near municipal water and sewer for the analysis of affordable, workforce, and elder housing options.

Old Business: None

New Business: Discussion re: banner request for the new light poles – The Boothbay Food & Music Festival has asked to use the new light poles to put up banners for their event in September. Since there is no policy in place yet, Dan Bryer asked the Selectmen for direction. The Selectmen suggested the banners could be put up as much as a month ahead of an event and would need to be taken down within a week after event. There was a discussion about liability and if the banners should be put up by town or individuals. Dan Bryer will check with MMA and the Town's attorney, also other towns to see what their policy is.

Personnel Policy – Steve Lewis made a motion to give the employees the 30 day notice to review the Policy before the board approves it and Dale Harmon seconded the motion. Vote: 5-0 in favor.

Monument: Dan Bryer reported that this was seeded and watered but it did not take, these are not ideal conditions for growing grass. He has called Conley's and is waiting for an estimate from them.

Candida Johnson letter – The board has received a letter from Candida Johnson who wants to place a granite bench on or near the Ocean Point Walk in memory of her parents. The board suggested that they let Dan Bryer deal with this, they don't need to be directly involved.

Public Comment: Dawn Gilbert asked if the Town would still like her to do the Boat Lights on the Common this winter and the Board told her nothing has changed. Keep doing it.

Review Warrants and sign: Dale Harmon made a motion to review the warrants and sign them and Steve Lewis seconded the motion. Vote: 5-0 in favor.

Adjourn meeting: At 7:30PM Steve Lewis made a motion to adjourn the meeting and then for the Selectmen to finalize their letter for the JEDC. Dale Harmon seconded the motion. Vote: 5-0 in favor.



Boothbay Town-wide Equalization 2018-2019

Notice to taxpayers of proposed new property tax values and an estimated 2018-2019 property tax were mailed on Tuesday, June 12, 2018. The notices instruct taxpayers that would like to participate in the review process to contact John E. O'Donnell and Associates. Taxpayers may call (207 926 4044) and make an appointment to meet with a representative at the Boothbay Fire Station. Appointments will be available for Monday, June 25 from 2 PM to 7 PM, Tuesday June 26 from 9 AM to 2 PM, Wednesday June 27 from 2 PM to 7 PM or Thursday June 28 from 9 AM to 2 PM. You may also reach them by email at info@jeodonnell.com. Be sure to include Boothbay and the Map/Lot number in your correspondence. You may also write to John E. O'Donnell and Associates, 632 Bald Hill Road, New Gloucester, Maine 04260. Email and written correspondence must be received by June 29 to be considered before the July property tax commitment.

Notices have been mailed to the address of record. If you need a copy of the notice, all notices are available in the Quick Links section of the Town of Boothbay website (<http://www.townofboothbay.org/>).

All assessed values can be reviewed on the John E. O'Donnell and Associates website (<http://jeodonnell.com/cama/boothbay/>).

After the reviews are completed, the 2018-2019 tax commitment will be made and tax bills sent the last week of July. The first payments are due Friday, August 24, 2018.

632 Bald Hill Rd New Gloucester, ME 04260
207-926-4044 ph 207-926-4037 fax
info@jeodonnell.com www.jeodonnell.com



Banner Permit Policy Instructions

(Non-profit Organizations only)

1. Banner applications will only be accepted from Non-profit organizations only. Application must be submitted to the Town Clerk's Office and is on a first-come first-serve basis.
2. Banner season: banners are only available to be displayed from April (15th) to November (15th) annually, on a first come first serve basis. No banners will be approved for longer than two seven day periods or a total of 14 days unless prior approval by the Town Manager. The Director of Public Works along with the Town Manager may approve or deny banner applications outside of the established banner season.
3. Banners size shall be a minimum of sixteen (16') feet long, by three and half (3 1/2') feet wide and a maximum of thirty (30') feet long, by four (4') feet wide; double sided (printing on both sides). Holes in Banner must have brass grommets and a maximum spacing of 24 inches. Holes must have heavy-duty stainless steel clips for hanging as well as cut outs, or made of a material where the wind can pass through it, as to reduce the stress on the line.
4. Application forms will be provided by the Town Clerk's Office. The application shall contain the name of the organization, proof of non-profit status, contact person name, address (both mailing and physical) for organization, phone number, email address, a description of the event, and dates requested.
5. All applications shall be accompanied with payment in the amount appropriate for the time period requested. \$100.00 for up to 14 days unless prior approval by the Town Manager, no fees will be pro-rated or refunded.
6. Banner extended beyond the 14 days is subject to:
 1. Must be approved by the Town Manager with advanced notice.
 2. If a different organization's application is received during the approved extended period, that request would take priority over the first request for a period of up to 14 days.
 3. There will be a \$100.00 charge each time Public Works re-installs the same banner during an approved extended period of time. (e.g. Summer Concerts in the Park)
7. Each application will be accompanied by proof of insurance verifying they are covered for Commercial General Liability Insurance in the amount of a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate for the time frame the banner will be hung. The certificate should name each entity listed below as an "additional insured" with respect to the Banner Permit.



Town of Lisbon, Maine

Office of the Town Clerk

Banner Permit Application

(Print or Type Written)

Organization Name: _____

***I certify this organization qualifies as non-profit, in accordance with Maine Statutes.**

Contact person: _____ Title: _____

Phone #: _____ Email: _____

Mailing address: _____

PO Box or Street City State Zip

Physical address: _____

Street City State

Purpose or Event: _____

(What event or activity is the banner advertising?)

Dates requested: _____ Fee: **\$100.00**

Maximum of two week period (14 days total) per request unless prior approval by the Town Manager (see item #6 on Banner Permit Policy Instructions)

Banner Configuration:

- ☐ Double Sided
- ☐ Height Dimensions (height & width) _____ height, _____ width.
- ☐ Minimum dimensions are 3 1/2 feet wide by 16 feet long. Maximum dimensions are 4 feet wide by 30 feet long.
- ☐ Holes in Banner must have brass grommets and a maximum spacing of 24 inches.
- ☐ Holes must have heavy-duty stainless steel clips for hanging.
- ☐ Banner must have 2 rows of wind vents maximum spacing 4 feet apart with 5 inch semi-circles

By signing this application, I acknowledge that I have read, understand and agree to the terms in the Town of Lisbon's Banner Permit Policy, adopted by Council June 30, 2015.

Dated: _____

Signed: _____

Signed application, must be accompanied by proof of insurances and appropriate fee to be considered.

300 Lisbon Street • Lisbon, ME 04250
(207) 353-3000 Voice • (207) 353-3007 Fax
www.lisbonme.org

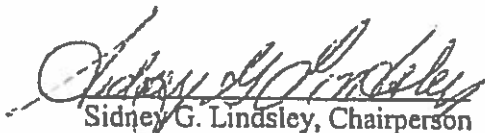
LAMPPOST DISPLAYS PROCEDURE

The Committee on Lamppost recommends that no specific action either restrictive or permissive be developed at this time except for the following procedures:


1. No material, including but not limited to, posters, signs, ribbons, or symbols may be placed on lampposts without approval of a majority vote of the Select board.
2. Flower baskets, American flags and holiday wreaths shall be allowed on lampposts in accordance with historical past practice
3. Request for material to be placed on the above-mentioned property;
 - a) Must be in writing
 - b) Must be made in time to be placed on the next Select Board agenda
 - c) Shall include a full and complete description of the material, duration of use, and the reason for such use.
 - d) Shall include a guarantee that should public property be damaged as a result of such use, then full restitution will be made.
4. Approval shall be in accordance with applicable state and federal laws, rules, codes and regulations.
5. The material shall be removed by the requesting party or parties by the date specified. Failure to remove the materials by the date specified may result in a removal fee.

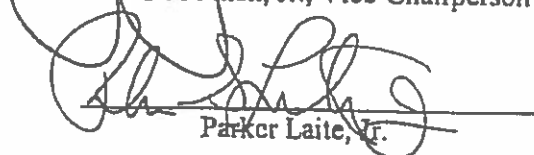
Submitted by the following members of the Public Displays Committee: Tom Filip, Steve Melchiskey, Bernice Berger, James Kierstead, and Rachel Bok Goldman.

Adopted by the Camden Select Board on: January 20, 2004


Sidney G. Lindsley, Chairperson


Susan Dorr, Secretary


John R. French, Jr., Vice-Chairperson


Parker Laite, Jr.


Karen Grove