



Board of Selectmen

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

Town Manager

James D Chaousis II

**Town of Boothbay
Board of Selectmen Meeting
Wednesday, March 12, 2014
7:00 PM
Agenda**

**Executive Session
Starts at 5:45 PM**

**Regular Meeting
Starts at 7 PM**

1. **Executive session pursuant to Title 1 M.R.S.A. § 405(6)(E)** for consultation with the Town Attorney regarding pending litigation, *Mariner Tower II, LLC v. Town of Boothbay*.
2. **Pledge of Allegiance**
3. **Public Hearing-**
 - a. **Warrant Article 3:** Proposed Municipal Development and Tax Increment Financing District # 3 (Boothbay Commercial Development District)
 - b. **Warrant Article 4:** Proposed disposition of public held property to Boothbay Region Land Trust.
4. **Public Comment**
5. Approve minutes of previous meeting- (2/26/2014)
6. **Reports**
 - a. Website Report
 - b. Streetlight complaints
 - c. Document Scanning Quotes
 - d. BOA Application Report
 - e. BRLT Meeting 3/13/2015 at 6 PM
 - f. Investment Strategy Report
 - g. Department Reports
7. **Old Business**
 - a. Annual Town Meeting
 - b. FY 2015 Budget
8. **New Business**
 - a. Quit Claim Deeds
 - b. Tax Sale Bid
 - c. Fire Department Mutual Aid Agreement
9. **Public Comment**
10. **Review Warrants and sign**
11. **Adjourn Meeting**



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

To: Board of Selectmen
From: James D Chaousis II
Date: 3/7/2014
Sub: Agenda for 3/12/2014

Please Remember: Executive Session at 5:45 PM!!

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

Executive session pursuant to Title 1 M.R.S.A. § 405(6)(E) for consultation with the Town Attorney regarding pending litigation, *Mariner Tower II, LLC v. Town of Boothbay*.

- The proposed motion is: *I move that the Board enter into executive session pursuant to Title 1 M.R.S.A. § 405(6)(E) for consultation with the Town Attorney regarding pending litigation, Mariner Tower II, LLC v. Town of Boothbay.*

Public Hearing

- **Warrant Article 3:** Proposed Municipal Development and Tax Increment Financing District # 3 (Boothbay Commercial Development District)
- **Warrant Article 4:** Proposed disposition of public held property to Boothbay Region Land Trust.
 - a. I will prepare handouts and information for PH attendees

Reports

- ♦ Website Report
 - Included in your packet is the mock-up for the new website
 - Obviously there are a lot of internal feature that are more important than the façade but I thought the BOS would like to see the progress
- ♦ Streetlight complaints
 - Recently a resident complained to the Town Office about some streetlights being out
 - Reporting a streetlight out is a very simple process and I will go over it quickly to explain to residents.
 - It is much more cost effective to have residents self-monitor streetlights that are out than having staff comb the streets at night
- ♦ Document Scanning Quotes
 - As part of our Edgcomb CEO discussion, I have obtained quotes for document scanning. These are included on your packets
- ♦ BOA Application Report
 - Regrettably, I have had very little time to arrange an interview with the prospective BOA applicant.
- ♦ BRLT Meeting 3/13/2014 at 6 pm
 - We have confirmed our meeting with the BRLT and I wanted to remind the board about this meeting
- ♦ Investment Strategy
 - I am working with a consultant on a banking RFP and investment strategy
 - I wanted to show some of the early results of that work
- ♦ Department Reports
 - Departments will meet earlier in the day



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

Old Business

- ♦ Annual Town Meeting
 - We just have to button up the minor details
- ♦ FY 2015
 - We just have to button up the minor details

New Business

- ♦ Quit Claim Deeds
 - We will have to act on the quit claim deeds for properties that have paid their foreclosed amounts
 - I do not have them written yet but I will have them for Wednesday
- ♦ Tax Sale Bid
 - I will review the Tax Sale Bid ad and process
- ♦ Fire Department Mutual Aid Agreement
 - Bristol is requesting a mutual aid agreement with Boothbay
 - I will have a recommendation from Chief Spofford prior to the meeting.

JDC



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

New Business

- ♦ Quit-claim deed
 - I have a few quit-claim deeds for the BoS to consider in order to clean up some property issues.
 - A few very historical liens have not been cleared
- ♦ Annual Town Meeting Review
 - I will most likely have a warrant to review and minor considerations

Board of Selectmen

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

Town Manager

James D. Chaousis II



**Town of Boothbay
Board of Selectmen Meeting**

Wednesday, February 26, 2014

6:00 PM

MINUTES

1. The Town of Boothbay and Edgecomb Selectmen decided to have the Code Enforcement Services discussion in public. A lot of information was exchanged but no decisions were made. A follow up meeting is scheduled for 3/12/2014 at 6 pm.
2. **Public Session:** Steve Lewis opened the public session of the meeting at 7:00PM
3. **Pledge of Allegiance to the flag:**
4. **Wharves and Weir Public Hearing:** Joyce Richter, Map U06 lot 24, located at 22 Brewer Road, Boothbay, ME to construct two new 12'x20' floats to replace one 12'2"x24'6" float at an existing pier and moving the support pilings which hold the floats in place, on the Little River.

An on-site visit has occurred, the Harbor Master (Pete Ripley), Steve Ham and Dan Bryer Jr. attended the visit. The Harbor Master has no objections and did not see any navigation problems and recommends approval. Chuck Cunningham asked if in the future the Harbor Master could be asked to address the issue of no harm to others property in his report. Steve Ham made a motion to approve this application as presented and Dale Harmon seconded the motion. Vote: 4-0 in favor.

Becky Abbott: Ms. Abbott is going to have an equestrian center on Country Club Road; she is hoping to start building it in the fall of 2014. She would like permission to use the old land fill site as a temporary pasture until she can establish her own. She has checked with the DEP and they say it should be OK to use as a pasture. She is willing to pay for fencing and all related costs. She will rotate the horses to help prevent erosion. The Selectmen were OK with this plan as long as the town will not be held responsible for any erosion. Mr. Chaousis said there could be a clause in the lease agreement to address this issue. A lease agreement will be written up and submitted to be voted on at Town meeting.

5. **Commissioner Meserve and Administrator O'Connell, Lincoln County:** Steve Lewis said there are extravagant benefits for the commissioners and he would like to know why. In addition to their pay, they can receive full medical benefits and retirement benefits. Mr. Lewis said he felt for a position that was only a few hours per month. That was a lot to ask tax payers to pay for.

Mr. Meserve said the budget is reviewed yearly by a budget advisory committee. Steve Lewis said it is not listed in the budget. Stuart Smith, Selectman from Edgecomb, said he is on the commit and he did not know it was in there. Several other people present said they had served on the committee and did not know.

Mr. O'Connell said they have to be on board for 10 years to get the full benefits for life. He also said they have new auditors this year and hopefully things will be more transparent in the future and broken out more and this should help.

Dale Harmon said he knows the Commissioners work more than the number of hours they meet but with a full time staff person the time they put in must be less than it used to be. Dale Harmon said it is a struggle for the town's to keep health insurance for their full time employees. Mr. Harmon asked how to go about changing this benefit.

Mr. O'Connell said a letter from the Selectmen would help and if the budget advisory committee recommended changing it, the Commissioners usually listen to the committee.

Mr. Chaousis asked Mr. Meserve about Economic development, MCCED, the County Planning Commission and what is the most cost effective way of operating.

There was also a discussion around Mr. Faunce, his role and salary. He is an independent contractor for the county.

6. Public Comment:

7. Approve minutes of previous meeting: Dale Harmon made a motion to approve the minutes of the 02/12/2014 meeting as presented and Steve Ham seconded the motion. Vote: 3-0 in favor. Chuck Cunningham abstained as he was not at that meeting.

8. FY 2015 Budget:

a. Boothbay Harbor Memorial Library – Members of the Library board were present to answer questions. They are asking to be funded the same as last year. Steve Lewis said they had made profit from last year according to their profit and loss report and asked where the money went. Any extra money they have goes into their endowment, plus there was money that went into a matching grant for the new building that makes their income look larger. Dale Harmon said he thought they were offering a great service to the community.

b. Boothbay-Boothbay Harbor Cemetery District – Members of the district were present to answer questions. They are asking for \$1,000 more than last year. When asked they said they did have an audit done the previous year by Mr. Brewer but because of the cost were not planning on having

one done this year. They will supply a copy of the audit to the town. The amount they are asking from the town is half the cost of mowing. It was suggested that they work with the town when they do any paving and it may be cheaper if they can get in on the town's contract.

- c. **Boothbay Region Ambulance Service** – Steve Lewis recused himself for this discussion. Rob Ham and Scott Lash were present to answer questions. Mr. Ham said they are tracking close to where they thought they would be. The amount of their budget and what they are asking is not a formal dollar amount yet, but it is close and should be approved before the next selectmen's meeting. They discussed grants they have received and a proposed new community service. Chuck questioned if they got their fuel from the Boothbay Depot and they do.
- d. **Boothbay Region Reuse and Disposal District** – Steve Lewis recused himself for this discussion. Chuck Cunningham is the appointed rep to this board. The District's budget is up 1.9% over last year. They lost a contract for demolition with the wood pile and now have a new one but it pays only half the price of the hold one. The district has a new bookkeeper and there are some lines that were off in the budget previously that are now accurate. They were under budget in their fuel last year.
- e. **Other** – Reviewed revenue projections and trends report, Mr. Chaouis explained the Real Estate value is based on no growth. He thinks the mil rate will be the same as last year.

9. Reports:

- a. **BOA** – They have been asked to consider reconsideration of their decision on the Marriner Tower application and will hold a meeting on 03/04/2014,
- b. **Bicycle Coalition of Maine** – Bike Maine 2014 will be stopping in Boothbay this year.
- c. **FD Forestry Grant** – The fire department received a \$1,600 grant.
- d. **Website Report** – Laurie, Heidi and Jim are working on this, they have met with a designer and should have a template by the next meeting.
- e. **Cross River Property** – Mr. Chaouis said his work on this is complete and it is now time for a meeting of the Selectmen and the Land Trust board to review a draft deed. A meeting was scheduled for 03/13/2014 at 6:00PM.
- f. **Department Reports** – Mr. Chaouis presented the Selectmen with a Land use draft copy from the Comp. Plan committee. The Foreclosure status report was discussed. 95.2% of property taxes have been collected so far. Snow removal has been over expended. The salt suppliers have said the next load of salt will be up by 30% but the town is supposed to be on a fixed price. Steve Lewis said if anyone has seen Mr. Chaouis at the fuel depot getting fuel, he is supposed to be doing so. Part of the contract with Mr. Chaouis allowed for \$350 per month for transportation and he has asked to be allowed to take fuel instead and this is saving money for the town by doing it this way. The Public Works Department is working on floats. Art Dunlap's wife passed away and the town sent flowers and a

card. Nomination papers are available from the business office. Mr. Chaousis said he has brought in a financial consultant to help on Investment policies and strategies.

10. Old Business:

- a. **Tax Increment Financing Development Plan** – A few edits have been made to that plan and new better maps are being worked on. Steve Lewis pointed out that no businesses are being financed; this is being done to shelter money. A schedule of public hearings was discussed; some of the hearings will be in conjunction with Planning Board and Selectmen meetings. Steve Lewis said he would like to see all local speakers at these meetings, no one from the outside.
- b. **Annual Town meeting** – The Selectmen were given a copy of the proposed zoning ordinance amendments, they have already been reviewed by legal. Steve Lewis said the he had spoken with Mike Tomacelli who said a lot of change was made to the sign ordinance and Mr. Lewis commended the great work done on this. A draft copy of the warrant was given the Selectmen to review, the lease with Kiskstart stables will need to be added. Steve Lewis suggested that number 5 be reworded to clarify it and make it easier for people to understand.

11. New Business:

- a. **Ulmer fund** – Gabriel Purrin has requested \$1,500 for a class trip. Chuck Cunningham made a motion to give Mr. Purrin \$1,200 with the understanding that Mr. Chaousis will contact the school to make sure the trip is legit and that Mr. Purrin still has to work on fund-raising. Dale Harmon seconded the motion. Vote: 4-0 in favor.

12. Public Comment: John Trees asked about recycling plastic at the transfer station. Steve Lewis said that they now have to pay to get rid of all plastic except for #2 so they will not be accepting other plastics.

Steve Lewis said how nice he thinks the Register on line is.

13. Review Warrants and sign: Chuck Cunningham made a motion to review the warrants and sign them. Dale Harmon seconded the motion. Vote: 4-0 in favor.

14. Executive Session pursuant 1 MRSA § 405(6) (D): Chuck Cunningham made a motion to go into executive session and not to return to public session at 9:50PM. Dale Harmon seconded the motion. Vote: 4-0 in favor.

TAX ACQUIRED PROPERTY BID SHEET 2014

Town of Boothbay

Property Description:

Map/Lot_____

Name of Bidder:_____

Phone Number:_____

Mailing Address:_____

E-mail Address:_____

Amount of Bid:_____

Deposit of 10%:_____

1. Bidders must submit a bid sheet a full description of the property and the bid price. (Standard forms can be picked up at the Town Office)
2. A bank check or money order, in an amount not less than 10% of the bid price, shall be included as a deposit on the bid.
3. Each bid must be in a sealed single plain envelope marked only "Tax Acquired Property Bid" on the exterior.

Each bid may be for one property only; any person wishing to bid on several properties must submit a separate bid for each. All bids must be received at the Boothbay Town Office, Attention Town Manager, PO Box 106, Boothbay, ME 04537, no later than **Friday May 9th, 2014 at 4:30 p.m.** No late bids will be opened or considered.

The tax maps, bid procedures, and other public information concerning the properties may be reviewed at the Boothbay Town Office between 8:30 and 4:30, Monday through Friday or by calling (207)633-2051.

No minimum bid is being requested on any of the listed properties. The Board of Selectmen retain the right to accept or reject any and all bids submitted.

Agenda item:

Executive session pursuant to Title 1 M.R.S.A. § 405(6)(E) for consultation with the Town Attorney regarding pending litigation, *Mariner Tower II, LLC v. Town of Boothbay*.

Motion:

I move that the Board enter into executive session pursuant to Title 1 M.R.S.A. § 405(6)(E) for consultation with the Town Attorney regarding pending litigation, *Mariner Tower II, LLC v. Town of Boothbay*.

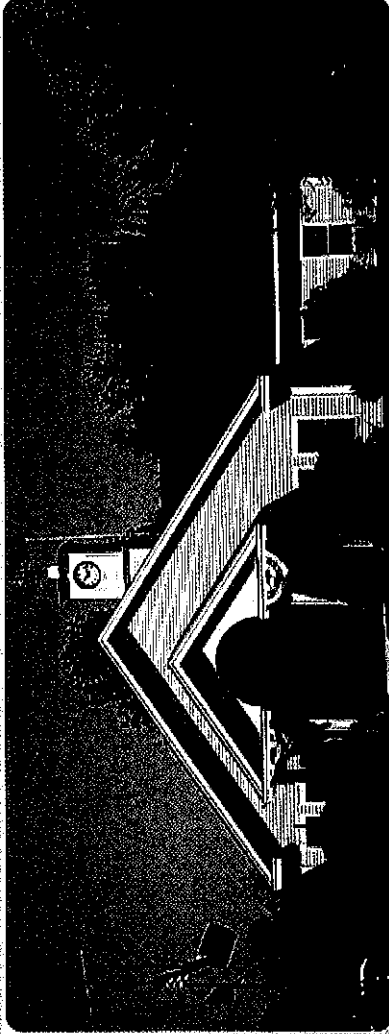


TOWN OF
Boothbay MAINE
Pelaginis Cibum Dedimus

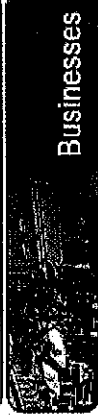
Search

Established 1764

About Government Departments Boards & Committees Volunteer FAQ Where Do I Go?



Residents



Businesses



Visitors



Video on Demand

Town Resources

- Directory
- Forms
- Ordinances
- Budget
- Request for Proposals
- Agendas & Minutes

Community

- Library
- Community TV
- Schools
- Ambulance
- Recreation
- Refuse District
- Water & Sewer

Welcome to Boothbay

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas a risus justo. Nunc at neque eu nunc volutpat nterdum. Maecenas a ligula lectus, non tempor tellus. Fusce bibendum orci egetias nisi condimentum lobortis. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas a risus justo. Nunc at neque eu nunc volutpat nterdum. Curabitur suscipit luctus turpis. Praesent sed augue id enim eleifend fermentum. Aenean convallis nibh non nunc dapibus suscipit. Cras vitae tellus est, dapibus pellentesque odio. Maecenas eget massa velit. nisi laoreet rhoncus.

Quick Links

- [Intention Link Number 1](#)
- [Intention Link Number 2](#)
- [Intention Link Number 3](#)
- [Intention Link Number 4](#)
- [Intention Link Number 5](#)
- [Intention Link Number 6](#)

MORE >>



E-Service



E-Subscribe



Send Us Comments

News & Announcements

- Fiscal Year 2014 - Proposed Budget
- LED Municipal Streetlight Project
- Next Electronics Collection Day: March 22nd from 9-3

MORE >>

Town Meetings

May						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Town of Boothbay
PO Box 106, 1011 Wiscasset Rd., Boothbay, ME 04537
PH: (207)633-2051 Fax: (207)633-6620

[Website Disclaimer](#) [Login](#)
[Virtual Towns & Schools Website](#)

Employee Login

PO Box 155
Bangor, Maine
04402-0155

866.557.FILE
207.990.4636

Fax: 942.4034

sales@rmcmaine.com



March 6, 2014

Town of Boothbay
James Chaousis
207-633-2051
townmanager@townofboothbay.org

Secure. Confidential.

Fast. Efficient. Economical.

Services

24/7 availability
24/7 availability
24/7 availability

Digital Imaging
Digital file conversion
Electronic file backup
High-res. B&W, and color.

Dedicated Couriers
Statewide service
Dedicated file deliveries
Data tape rotations
Professional and bonded

Certified Destruction
Total information destruction
Office paper shredding
Weekly / biweekly / monthly
shredding programs
File / document purging
Computer, data tape, micro-
fiche/film destruction
Completely confidential

Equipment Installation
File / pallet racking set-up
Mobile racking installation
Baler installation
Various office solutions

www.rmcmaine.com

Dear James,

Thank you for taking the time to meet with me this week regarding high speed document scanning provided by Records Management Center. On the following page is the proposal for scanning. Based on the file count and average file size, the total count equates to approximately 138,000 individual document scans. Records Management Center is confident that we can complete this project quickly and efficiently for you. Please remember as I mentioned, we do have several options for billing and project management if needed.

Following are a few key values you can gain from the services **Records Management Center** provides:

- Efficient, reliable service from a proven local information management vendor.
- Security and complete confidentiality – Secure 24/7 facilities, with controlled access, and back-up power and communications.
- Climate-controlled vault services for sensitive data and electronic media.
- Cost effective – More economical than scanning or shredding documents in-house.
- Better risk management – Authorized access only, prying eyes will never see your confidential information. Secure scanning, storage, and destruction facilities are dedicated solely for Records Management.
- Certified destruction of paper, plastics, computer systems, microfiche/film, and backup tapes, on an ongoing basis.
- Peace of mind – We can help you conform to state and federal privacy and environmental regulations.

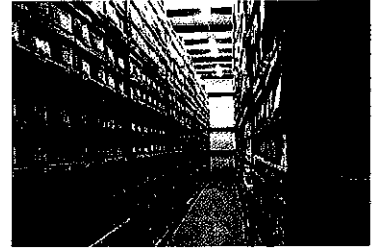
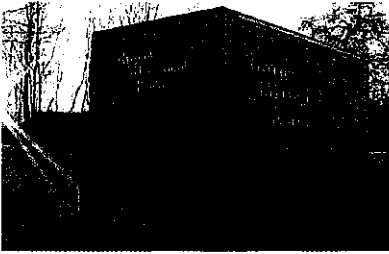
After reviewing this information, should you have any questions or if you would like to schedule a time to review the scope of work, please do not hesitate to contact me at 207-852-3222 (cell) or 207-990-4636 (office), or e-mail me at srichard@rmcmaine.com.

Thank you for your time and I look forward to working with you soon.

Respectfully,

Scott L. Richard
Information Management Consultant

For more information on our services, visit our website at www.rmcmaine.com!



PROPOSAL

High-Speed Digital Imaging of 138,000 Individual Documents

Estimated Imaging Count Breakdown:

- **46 total box count with approximately 3,000 pages per box = 138,000 total estimated scanned images**

DESCRIPTION		CHARGE
<u>Digital Scanning with OCR & QC</u>		
→ 138,000 Individual Documents for Scanning	@ \$0.05 per Click	\$6,900.00
→ Labor to Load & Transport Files		\$ 100.00
→ Back-up Copy of Scanned Data in RMC Vault Storage		Included
→ 90-Day File Storage at Secure RMC Records Facility		Included
→ Web Portal Access License Fee	@ \$30.00 per month.	\$360.00 per yr
→ Storage of Records After 90-Day Retention Period (If Required)		TBQ
→ Document Shredding After 90-Day Retention Period (If Required)		@ \$0.16 per lb.

****NOTE:** Pricing includes OCR processing, spot color scans, and individual file indexing. Data will be delivered to client on a physical media storage device, such as DVD (included), USB thumb drive (included) or external hard drive (optional). Price is based on scanning a minimum of 100,000 individual documents fairly clean with minimal preparation. RMC will notify client when scan count reaches 25% completion to evaluate actual counts vs. estimated. After 90-day retention period and upon authorized user signed release, Storage, Return, or Certified Destruction at RMC's secure plant-based shredding facility in Bangor, Maine will occur. All shredded materials are 100% recycled.

The final cost of this project may vary based on actual document page counts.

Authorized Signature: _____ **Date:** _____

PO Box 155
Bangor, Maine
04402-0155

866.557.FILE
207.990.4636
Fax: 942.4034
sales@rmcmaine.com



March 6, 2014

Town of Edgecomb
James Chaousis
207-633-2051
townmanager@townofboothbay.org

Secure. Confidential.

Fast. Efficient. Economical.

Services

Secure 24/7 facilities
Controlled access
Back-up power and communications
Secure shredding
Vault storage
24/7 availability

Digital Imaging
Digital file conversion
Electronic file back up
High-res. B&W, and color

Dedicated Couriers
Statewide service
Dedicated file deliveries
Data tape rotations
Professional and bonded

Certified Destruction
Total information destruction
Office paper shredding
Weekly / biweekly / monthly
shredding programs
File / document purging
Computer, data tape, micro-
fiche/film destruction
Completely confidential

Equipment Installation
File / pallet racking set-up
Mobile racking installation
Baler installation
Various office solutions

Dear James,

Thank you for taking the time to meet with me this week regarding high speed document scanning provided by Records Management Center. On the following page is the proposal for scanning. Based on the file count and average file size, the total count equates to approximately 36,000 individual document scans. Records Management Center is confident that we can complete this project quickly and efficiently for you. Please remember as I mentioned, we do have several options for billing and project management if needed.

Following are a few key values you can gain from the services **Records Management Center** provides:

- Efficient, reliable service from a proven local information management vendor.
- Security and complete confidentiality – Secure 24/7 facilities, with controlled access, and back-up power and communications.
- Climate-controlled vault services for sensitive data and electronic media.
- Cost effective – More economical than scanning or shredding documents in-house.
- Better risk management – Authorized access only, prying eyes will never see your confidential information. Secure scanning, storage, and destruction facilities are dedicated solely for Records Management.
- Certified destruction of paper, plastics, computer systems, microfiche/film, and backup tapes, on an ongoing basis.
- Peace of mind – We can help you conform to state and federal privacy and environmental regulations.

After reviewing this information, should you have any questions or if you would like to schedule a time to review the scope of work, please do not hesitate to contact me at 207-852-3222 (cell) or 207-990-4636 (office), or e-mail me at srichard@rmcmaine.com.

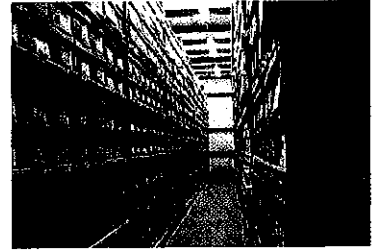
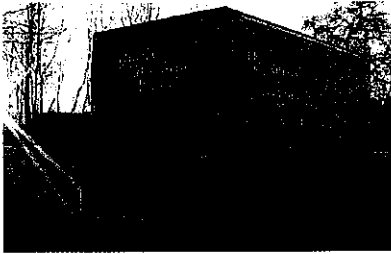
Thank you for your time and I look forward to working with you soon.

Respectfully,

Scott L. Richard
Information Management Consultant

www.rmcmaine.com

For more information on our services, visit our website at www.rmcmaine.com!



PROPOSAL

High-Speed Digital Imaging of 36,000 Individual Documents

Estimated Imaging Count Breakdown:

- 12 total box count with approximately 3,000 pages per box = 36,000 total estimated scanned images

DESCRIPTION	CHARGE
<u>Digital Scanning with OCR & QC</u>	
→ 36,000 Individual Documents for Scanning @ \$0.06 per Click	\$2,160.00
→ Labor to Load & Transport Files	\$ 80.00
→ Back-up Copy of Scanned Data in RMC Vault Storage	Included
→ 90-Day File Storage at Secure RMC Records Facility	Included
→ Web Portal Access License Fee @ \$30.00 per month.	\$360.00 per yr
→ Storage of Records After 90-Day Retention Period (If Required)	TBQ
→ Document Shredding After 90-Day Retention Period (If Required)	@ \$0.16 per lb.

****NOTE:** Pricing includes OCR processing, spot color scans, and individual file indexing. Data will be delivered to client on a physical media storage device, such as DVD (included), USB thumb drive (included) or external hard drive (optional). Price is based on scanning a minimum of 25,000 individual documents fairly clean with minimal preparation. RMC will notify client when scan count reaches 25% completion to evaluate actual counts vs. estimated. After 90-day retention period and upon authorized user signed release, Storage, Return, or Certified Destruction at RMC's secure plant-based shredding facility in Bangor, Maine will occur. All shredded materials are 100% recycled.

The final cost of this project may vary based on actual document page counts.

Authorized Signature: _____ Date: _____

PO Box 155
Bangor, Maine
04402-0155

866.557.FILE
207.990.4636

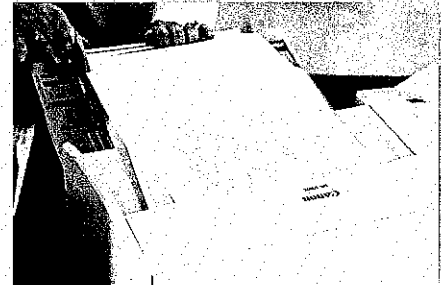
Fax: 942.4034
sales@rmcmaine.com



Digital File Scanning Services

Records Management Center offers full service scanning programs, converting paper documents, microfiche, microfilm, photographs, or nearly any other physical medium to digital files – **thousands and thousands of documents on a single database with instant access at your fingertips.**

- Secure Online Web Portal
- Scan on Demand
- Daily Imaging
- Optical Character Recognition
- Electronic File Transfer
- Over-sized Documents
- Customizable Filename Structure
- FREE 90-day Storage
- Electronic File Back-up.



Benefits of our scanning service include:

- Improved business processes – faster access to information
- Better-informed decisions – access the right information
- Better service delivery – quickly locate relevant results
- Less staff time – no digging through boxes and paper files
- Fewer information silos – one point of access
- Mitigation of business and reputation risk
- Improved business continuity
- Cost savings - less storage, retrieval, and handling of paper records

Call today for more information!

(207) 990-4636

Or visit us on the web!

www.rmcmaine.com

Secure. Confidential.

Fast. Efficient. Economical.

Services

Secure file storage
Backup/restore
Complete inventory reports
Risk analysis / SLA calls
Secured facility
Vault storage
24/7 availability

Digital Imaging

Digital file conversion
Electronic file back-up
High-res, B&W, and color

Dedicated Couriers

Statewide service
Dedicated file deliveries
Data tape rotations
Professional and bonded

Certified Destruction

Total information destruction
Office paper shredding
Weekly / biweekly / monthly
shredding programs
File / document purging
Computer, data tape, micro-
fiche/film destruction
Completely confidential

Equipment Installation

File / pallet racking set-up
Mobile racking installation
Baler installation
Various office solutions

www.rmcmaine.com



Scott Richard
 P.O. Box 155
 Bangor, ME 04402
 866-557-FILE (3453)
 www.rmcmaine.com

Document & Records Management

"We help you manage your information from creation to deletion."

File Storage --- Document Scanning --- On-Site & Off-Site Paper Shredding

Records Management Center (RMC) provides information management solutions to help your business manage confidential physical and digital data from creation to deletion. Specializing in the following services throughout Maine and New England:

Secure File Storage



Dedicated Couriers



On/Off Site Shredding



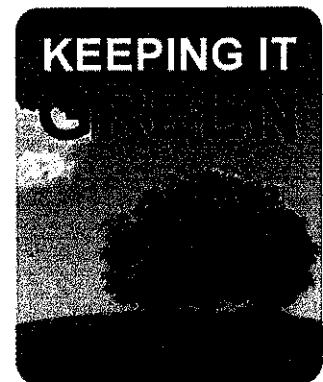
Equipment Installation



Scanning & Imaging



Other Services



Our Information Management Associates are highly qualified in security and confidentiality procedures to insure your physical records and digital files remain an asset to your company. We have over *one million cubic feet of storage area* and manage records for large organizations, small companies, and individuals. Our clients include medical, legal, financial, and government agencies.

RMC facilities operate with strict security procedures, keypad entry, and back-up power sources and communication. You can depend upon us for confidential records storage, standard and rush deliveries, high-speed document scanning, certified media destruction services, and much more.

RMC has proven to be a valuable asset for our clients by the reduction of overhead. *You do not have to worry* about the high cost of training personnel and keeping up with the constantly changing State, Federal, and industry mandates.

Let us eliminate the hidden expenses that accrue during documenting activities, file retrievals, shredding and many more office duties revolving around information management. For unmatched confidentiality, specialized client care, and cost-effective information management, contact **Scott Richard** at **Records Management Center** today to learn how we can help!

***Please visit our newly updated website www.rmcmaine.com to learn more on Shredding, Storage, & Scanning services.**



**Town of Boothbay
Board & Committee Appointment Application**

Board or Committee: ZONING BOARD OF APPEALS

Name: LAURIE CAMPANELLI-STONE

Address: 100 HARDWICK ROAD BOOTHBAY ME 04537

Email: GRASSHOPPER.STONE@GMAIL.COM Phone: 440-3707

Please describe your interest in serving on this board or committee.

I would like the opportunity to serve the residents of Boothbay. I would work to ensure fair, equitable application of Municipal Zoning Ordinance, recognizing the rights of all property owners as set forth in the statutes, and in accordance with the overall Comprehensive Plan of the Town of Boothbay.

Please provide any background information that would be of interest to the Town when considering your application, including previous service or other relevant experience.

I have read the greater part of the 197 pages of current Zoning Ordinance. I am also familiar with multiple State Regulations as they pertain to building and Development. I have an extensive background of volunteer service, including local community work.

Are you aware of any conflicts that may arise, affecting your service on this committee?

NO

Are you aware of the meeting schedule and able to commit to regular attendance? Yes No

After submitting this application for appointment:

- The application will be reviewed by the Board of Selectmen and you may be scheduled for an interview.
- Following the interview, the Selectmen will vote on your potential appointment at their next regular meeting.
- If appointed, you will receive a letter from the Town Manager and will be required to complete paperwork with the Town Clerk prior to the start of your service on the committee or board.

Signature: Laurie Campanelli-Stone Date: 2/18/14

Please submit to Town Manager, Town of Boothbay, P.O. Box 106, Boothbay, Maine 04537
Or via email: townmanager@townofboothbay.org

Jim Chaousis

From: Skye Wood <vwood@bbrlt.org>
Sent: Monday, March 03, 2014 12:45 PM
To: Jim Chaousis
Subject: RE: Cross River Release Deed Draft

Follow Up Flag: Flag for follow up
Flag Status: Completed

Hi Jim,

I finally heard back from everyone involved. Nick Ullo (ED), Jim Dun (President) and Michael Warren (Lands Manager) will all definitely be at the meeting on March 13 at 6pm, along with a few of our lands committee members.

Thanks so much for your patience. Please let me know if you need any other information before the meeting.
Skye

Violet S. Wood
Development & Outreach Manager
BOOTHBAY REGION LAND TRUST
137 Townsend Avenue
Boothbay Harbor, ME 04538
207-633-4818
www.bbrlt.org

From: Jim Chaousis [<mailto:townmanager@townofboothbay.org>]
Sent: Friday, February 28, 2014 10:48 AM
To: Skye Wood (vwood@bbrlt.org)
Cc: Nick Ullo (nullo@bbrlt.org)
Subject: Cross River Release Deed Draft

Skye,

Thank you for helping me arrange a meeting of the Town of Boothbay Board of Selectmen and the BRLT Leadership. Our timeline insists that I move quickly and I will beg Nick for forgiveness at a later date. Attached is the proposed release deed that we discussed. If the BRLT Leadership can review and be prepared to discuss at the next meeting it would certainly help the timeline. Obviously, the blank spot is a place that we would like to agree on but will need guidance from the Land Trust.

Below is the question that will be proposed at Annual Town Meeting to get authority to enact the deed:

Article 4. To vote by secret ballot on the following Referendum Question:

To see if the Town will vote to authorize the Board of Selectmen to convey as a gift to the Boothbay Region Land Trust, in substantially the same form as shown on the deed attached hereto as **Attachment A**, the approximately 19.8 acre tax-acquired parcel of land formerly owned by Robert H. Smith located on Route 27 and with frontage on the Cross River and further identified as Tax Map R-5, Lot 1-A, subject to the terms and conditions contained therein.

[The proposed deed is available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.]

Board of Selectmen recommends a "yes" vote.

To summarize, we are planning on having a meeting on **Thursday March 13th, 2014 at 6 PM**. The meeting will be at the Boothbay Town Office Meeting Room. If the date does not work for BRLT Leadership, please let me know as soon as practical. We have to meet public notice requirements to have meetings.

Thank you.

Jim C

James D Chaousis II, Town Manager
Town of Boothbay
1011 Wiscasset Road
PO Box 106
Boothbay, ME 04537
Phone (207)633-2051
Fax (207)633-6620
www.townofboothbay.org
townmanager@townofboothbay.org

Town of Boothbay
Investment Strategy
3/5/2014

	Expense	Revenue		P&L	Investable		Cash	Investment		Interest
		2014	2014		2014	2014		1 Month CD	3 Month CD	
July	550,000	1,008,800	458,800	458,800	158,800	300,000	600			
August	790,000	3,504,974	2,714,974	2,714,974	914,974	1,300,000	7,000			
September	790,000	264,722	(525,278)	2,189,696	689,696	1,000,000	2,000			
October	1,790,000	238,811	(1,551,189)	638,507	138,507	0				
November	600,000	236,854	(363,146)	275,361	275,361					
December	610,000	329,964	(280,036)	-4,675	-4,675					
January	690,000	1,083,508	393,508	388,833	388,833					
February	620,000	1,684,618	1,064,618	1,453,451	453,451	500,000	4,750			
March	520,000	279,250	(240,750)	1,212,701	712,701	500,000	1,000			
April	500,000	400,980	(99,020)	1,113,681	213,681	400,000	800			
May	700,000	265,690	(434,310)	679,371	279,371	400,000	800			
June	620,000	310,558	(309,442)	369,929	169,929	200,000	400			
Totals	8,782,014	9,608,729					17,350			

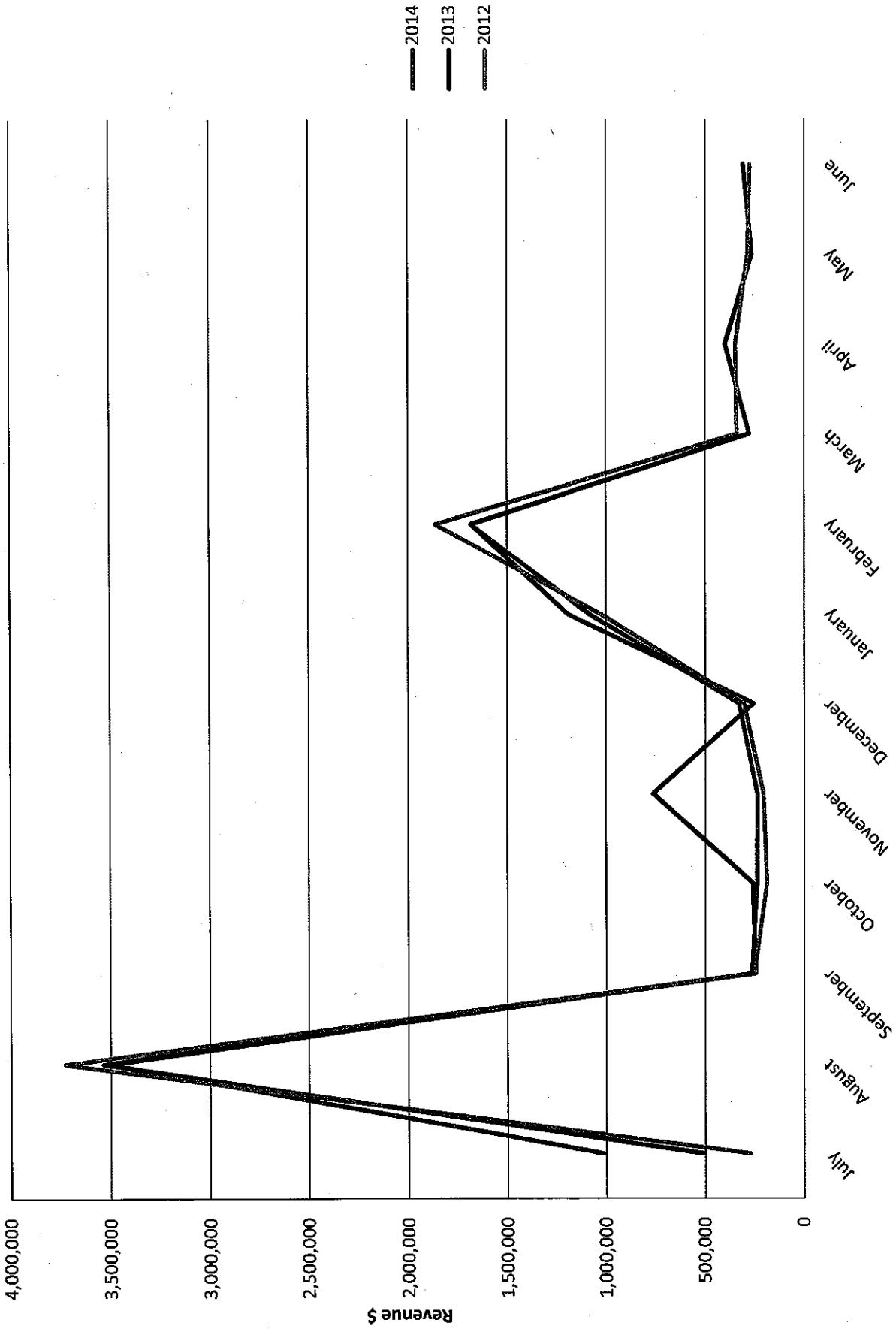
1 Month CD Rate	0.002
3 Month CD Rate	0.0025
6 Month CD Rate	

Town of Boothbay
Cash Flow Charting Worksheet

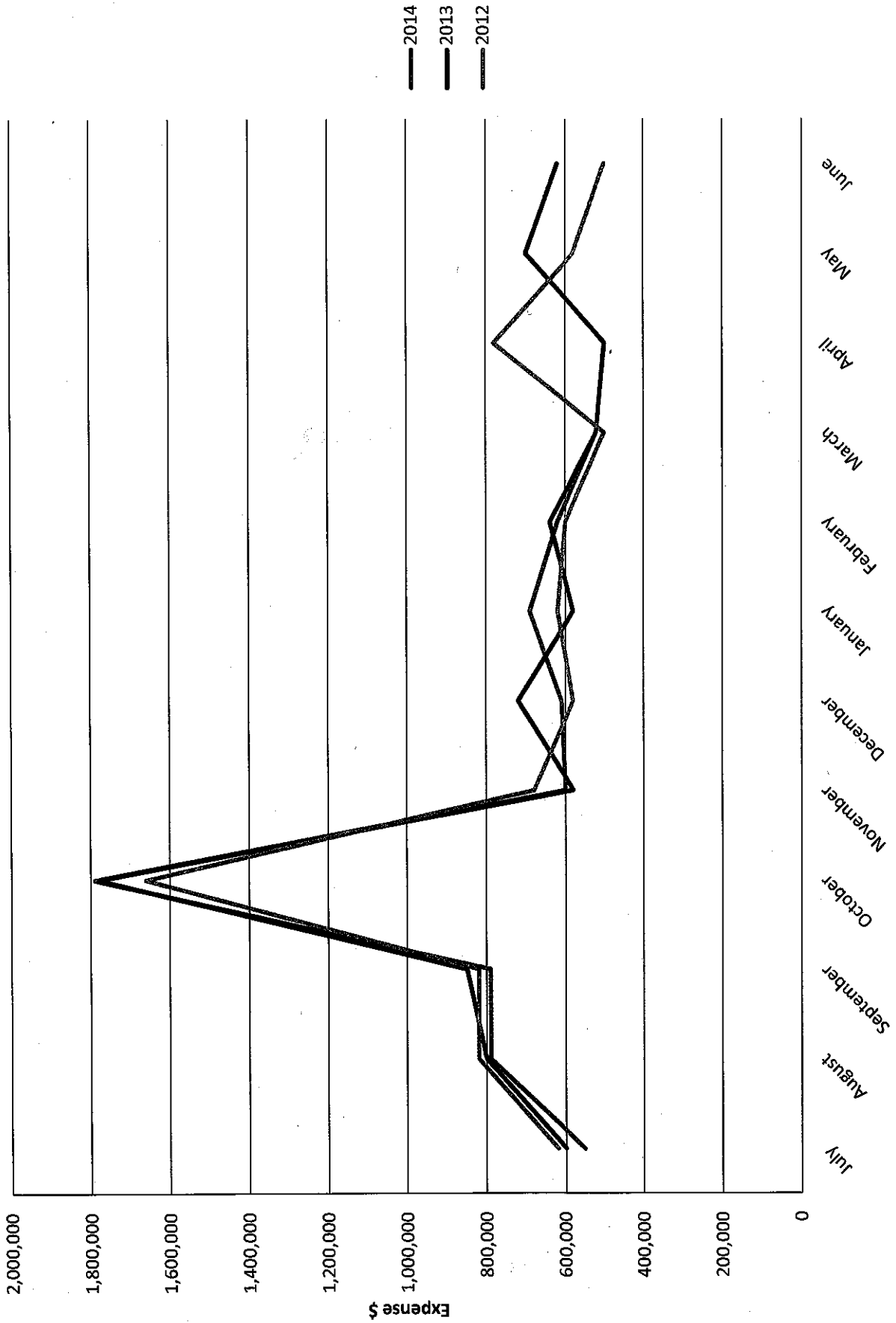
7/1/2013 Starting Balance 342,183
7/1/2012 Starting Balance 596,952
7/1/2011 Starting Balance 754,075

	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense Ave	Revenue Ave
	2014	2014	2013	2013	2012	2012	2012-2014	2012-2014
July	550,000	1,008,800	600,000	510,738	620,000	273,075	442,500	597,538
August	790,000	3,504,974	800,000	3,538,343	820,000	3,730,098	602,500	3,591,138
September	790,000	264,722	850,000	244,424	820,000	252,246	615,000	253,797
October	1,790,000	238,811	1,780,000	260,566	1,660,000	187,886	1,307,500	229,088
November	600,000	236,854	580,000	763,527	680,000	205,484	465,000	401,955
December	610,000	329,964	720,000	255,916	580,000	304,242	477,500	296,707
January	690,000	1,083,508	580,000	1,195,225	620,000	1,024,563	472,500	1,101,099
February	620,000	1,684,618	640,000	1,684,618	600,000	1,866,129	465,000	1,745,122
March	520,000	279,250	520,000	279,250	500,000	341,563	385,000	300,021
April	500,000	400,980	500,000	400,980	780,000	349,062	445,000	383,674
May	700,000	265,690	700,000	265,690	580,000	287,279	495,000	272,886
June	620,000	310,558	620,000	310,558	500,000	274,865	435,000	298,660
Totals	8,782,014	9,608,729	8,892,013	9,709,835	8,760,000	9,096,492	6,607,500	9,471,685

Revenue Monthly Trend



Expense Monthly Trend



**PUBLIC NOTICE
TOWN OF BOOTHBAY**

Nomination papers will be available on Friday, Feb. 7, 2014 at the town clerk's office for the following positions, (each for 3 year terms):

Two Selectmen's seats Doug & Steve Ham
One Trustee of the B-BH Community School District Tyler R. Hodgdon
One Member of the B-BH Superintending School Committee Brian C. Blethen
One Trustee of the B H Cemetery District Lorraine E. Hodgdon
One Trustee for the B R Water District Mark E. Carter

Office hours are Monday-Friday from 8:30 a.m.- 4:30 p.m. Completed papers will need to be returned to the Clerk's office on or before 4:30 p.m. March 21, 2014.

Publish in Boothbay Register in the January 23rd, and January 30th, 2014 editions of the Boothbay Register.

NOTICE OF TAX SALE BY BID
Town of Boothbay

The Town of Boothbay is accepting bids for the purchase of the municipality's interest in five (5) tax-acquired properties. Bids must be received and processed in accordance with the Administrative Code, Section 4.3, which states:

1. Bidders must submit a bid sheet a full description of the property and the bid price. (Standard forms can be picked up at the Town Office)
2. A bank check or money order, in an amount not less than 10% of the bid price, shall be included as a deposit on the bid.
3. Each bid must be in a sealed single plain envelope marked only "Tax Acquired Property Bid" on the exterior.

Each bid may be for one property only; any person wishing to bid on several properties must submit a separate bid for each. All bids must be received at the Boothbay Town Office, Attention Town Manager, PO Box 106, Boothbay, ME 04537, no later than **Friday May 9th, 2014 at 4:30 p.m.** No late bids will be opened or considered. The Board of Selectmen retain the right to accept or reject any and all bids submitted.

The tax maps, bid procedures, and other public information concerning the properties may be reviewed at the Boothbay Town Office between 8:30 and 4:30, Monday through Friday or by calling (207)633-2051.

Account 806 U3-034	.14 acre undeveloped	Middle Road \$2,500 Minimum Bid
Account 193 U6-016-E	.38 acre undeveloped	Poore Road \$1,000 Minimum Bid
Account 1217 R1-097	.36 acre undeveloped	Oak Hill Road \$1,000 Minimum Bid
Account 2813 R7-069-A	.5 acre w/Single family home	471 Back Narrows Rd \$2,000 Minimum Bid
Account 3736 R7-097-A01	2.54 acres w/Single family home	229 Back Narrows Rd \$2,000 Minimum Bid

**Reciprocal Agreement for the Furnishing of Fire Protection
for the Municipalities of Bristol and Boothbay**

The Town of Bristol, a municipal corporation organized under the laws of the State of Maine, and situated in Lincoln County, and the Town of Boothbay, a municipal corporation organized under the laws of the State of Maine, and situated in Lincoln County, hereby agree as follows:

1. Upon request by the Fire Chief or Officer in Charge, the Fire Departments of Bristol and Boothbay shall render such assistance to each other as each Fire Department, in its sole discretion, is able to do.
2. Each department shall respond promptly to requested calls for assistance, provided there is no risk to its own community in so doing.
3. The Officer in Charge of the town requesting assistance shall be in charge of the entire operation in that town. Officers of the responding department shall command their own personnel, under the direction of the Officer in Charge of the requesting department.
4. Each department is responsible for damage to and loss of its own equipment, injuries to its personnel, and any liability to third parties caused by the negligence of its own personnel. No charge shall be made for personnel or equipment except in the event of a forest fire, in which case reimbursement shall be made by the municipality in which the fire occurs from funds provided by, and at the current rate established by, the Department of Conservation, Bureau of Forestry.
5. This agreement constitutes the entire understanding between the parties.
6. This agreement shall continue in force until suspended or terminated. Either party may withdraw upon thirty (30) days written notice to each other.
7. Any problems arising under this contract shall be resolved by the joint action of the Municipal Officers of both municipalities.

Town of Bristol

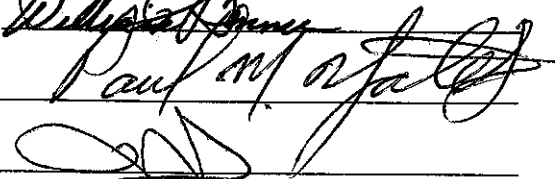
Town of Boothbay

Dated 3/5/11

Dated _____

This is to certify that on the above date this Reciprocal Agreement for the Furnishing of Fire Protection for the Municipalities of Bristol and Boothbay was approved by a majority vote of the Municipal Officers present.

This is to certify that on the above date this Reciprocal Agreement for the Furnishing of Fire Protection for the Municipalities of Bristol and Boothbay was approved by a majority vote of the Municipal Officers present.

By 

By _____

Its Municipal Officers

Its Municipal Officers

Town Seal

Town Seal

**Reciprocal Agreement for the Furnishing of Fire Protection
for the Municipalities of Bristol and Boothbay**

The Town of Bristol, a municipal corporation organized under the laws of the State of Maine, and situated in Lincoln County, and the Town of Boothbay, a municipal corporation organized under the laws of the State of Maine, and situated in Lincoln County, hereby agree as follows:

1. Upon request by the Fire Chief or Officer in Charge, the Fire Departments of Bristol and Boothbay shall render such assistance to each other as each Fire Department, in its sole discretion, is able to do.
2. Each department shall respond promptly to requested calls for assistance, provided there is no risk to its own community in so doing.
3. The Officer in Charge of the town requesting assistance shall be in charge of the entire operation in that town. Officers of the responding department shall command their own personnel, under the direction of the Officer in Charge of the requesting department.
4. Each department is responsible for damage to and loss of its own equipment, injuries to its personnel, and any liability to third parties caused by the negligence of its own personnel. No charge shall be made for personnel or equipment except in the event of a forest fire, in which case reimbursement shall be made by the municipality in which the fire occurs from funds provided by, and at the current rate established by, the Department of Conservation, Bureau of Forestry.
5. This agreement constitutes the entire understanding between the parties.
6. This agreement shall continue in force until suspended or terminated. Either party may withdraw upon thirty (30) days written notice to each other.
7. Any problems arising under this contract shall be resolved by the joint action of the Municipal Officers of both municipalities.

Town of Bristol

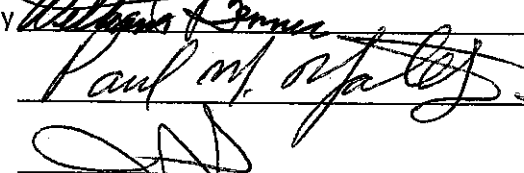
Town of Boothbay

Dated 3/5/14

Dated _____

This is to certify that on the above date this Reciprocal Agreement for the Furnishing of Fire Protection for the Municipalities of Bristol and Boothbay was approved by a majority vote of the Municipal Officers present.

This is to certify that on the above date this Reciprocal Agreement for the Furnishing of Fire Protection for the Municipalities of Bristol and Boothbay was approved by a majority vote of the Municipal Officers present.

By 

By _____

Its Municipal Officers

Its Municipal Officers

Town Seal

Town Seal