



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

**Selectmen Executive Session
Town Manager Performance
Evaluation**

5:00 PM

**Town of Boothbay
Board of Selectmen Meeting
Wednesday, April 23, 2014
6:00 PM
Agenda**

5:00 PM

1. **Executive Session pursuant 1 MRSA § 405(6)(A) Town Manager performance evaluation**
2. **Pledge of Allegiance**

6:00 PM

3. **Public Hearings- Annual Town Meeting Warrant Articles 3, 4, and 25-35**
4. **Public Comment**
5. **Scheduled Agenda Requests**
 - a. Boothbay Civic Association- Dawn Gilbert
 - b. Woodchuck- Barclay Shepard and Bill Smith
 - c. Charles Gilbert- RE: Shellfish Committee
6. **Approve minutes of previous meeting- (4/9/2014)**
7. **Reports**
 - a. FY 2015 Appointments
 - b. 2006 GMC 5500 Bid
 - c. Personnel Policy update
 - d. Tax Sale Bid Process
 - e. Road Improvement Workshop
 - f. Flood Risk Tools
 - g. Town Report
 - h. Annual Town Meeting
 - i. Comprehensive Planning Committee
 - j. Department Reports
8. **Old Business**
 - a. Document Scanning Quote
 - b. Spirit of America Nominee
 - c. Boston Port Cane
9. **New Business**
 - a. Hook and Ladder Donation- 2014 Polaris Ranger 6X6
10. **Public Comment**
11. **Review Warrants and sign**
12. **Adjourn Meeting**



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

To: Board of Selectmen
From: James D Chaousis II
Date: 4/18/2014
Sub: Agenda for 4/23/2014

Please Remember: Town Manager Performance Review at 5 PM!!!
Annual Town Meeting Public Hearings at 6 PM!!!

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

Public Hearing

- Annual Town Meeting PH's

Scheduled Agenda Requests

- **Boothbay Civic Association-Dawn Gilbert**
 - a. Mrs. Gilbert will update the BOS on the 250th Anniversary Celebration and ask for any support that may be necessary
- **Woodchucks- Barclay Shepard and Bill Smith**
 - a. The Woodchucks will be looking for support for their alternate location that they have been informally planning with Boothbay Staff support
- **Charles Gilbert- RE: Shellfish Committee**
 - a. Mr. Gilbert has several questions regarding the Shellfish Committee and the Shellfish Conservation Ordinance.
 - b. I suggested that he speak to the BOS because the Shellfish Conservation Ordinance is not regulated by the Town Manager.
 - c. I have included a copy of the ordinance in your packets for reference.

Reports

- ♦ FY 2015 Appointments
 - A preview of expiring appointments is in your packet
 - None of them have been asked to serve another term yet.
- ♦ 2006 GMC 550 Bid
 - I will demonstrate the bid that has already been advertised
- ♦ Personnel Policy Update
 - The personnel policy is scheduled for consideration on 5/14/2014
 - Staff has been notified according to policy
- ♦ Tax Sale Bid Process
 - Basic update
- ♦ Road Improvement Workshop
 - I would like to schedule the workshop for 5/14/2014 at 6 pm
- ♦ Flood Risk Tools
 - I will update everyone on the Flood Risk Tools that were sent to the office
 - All information is digitally loaded into the server.
 - We will load the information into the new website but it is available at the Town Office until then
- ♦ Annual Town Meeting
 - Last minute updates regarding Town Meeting
 - Al Roberts will moderate the meeting



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

- ♦ Comprehensive Planning Committee
 - Regular update
- ♦ Department Reports
 - Departments will meet earlier in the day

Old Business

- ♦ Document Scanning Quote
 - Scott from Records Management Center and I started to work out some of the logistics for this project and I halted the process for more guidance
 - The quote of 10 days at \$250 per day was not accurate
 - The more reasonable quote was 20 days at \$250 per day (\$5,000)
 - I am not sure if that changes the inclination of the BOS from the last meeting
 - Scott will attend the meeting and answer any question that the BOS may have from the quote to document handling skills
- ♦ Spirit of America
 - I have a draft resolution for your consideration that I will distribute that evening.
- ♦ Boston Post Cane
 - I have a draft resolution for your consideration that I will distribute that evening.

New Business

- ♦ Hook and Ladder Donation- 2014 Polaris Ranger 6X6
 - Paul Coulombe has donated this piece of equipment to the Hook and Ladder Association
 - The Hook and Ladder Association is therefore donating it to the Town of Boothbay
 - Before we register, insure, or train on the equipment it must be formally accepted by the BOS
 - It is not ready to be viewed yet because it is still being equipped but a lot of the information is in the packet.
 - We would like to do a full photo op, with the donor, Hook and Ladder, Fire Department, and the Selectmen at a later date, when the equipment is presentable but acceptance should be considered now.

JDC



Town of Boothbay
Notice of Public Hearing – Board of Selectmen & Planning Board

The Boothbay Board of Selectmen and Planning Board will conduct a public hearing on Warrant Articles 3, 4, and 25 through 35 that are scheduled for referendum vote on May 5, 2014. A summary of the warrant articles is set forth below and a copy of the full warrant articles are on file with the Town Clerk at the Boothbay Town Offices for review and inspection during normal business hours. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at the hearing.

Date of Public Hearing: Wednesday, April 30, 2014
Time: 6 P.M.
Place: Boothbay Town Offices, Route 27, 1011 Wiscasset Road, Boothbay

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.

Warrant Article 25: Proposed amendments to the Zoning Ordinance regarding miscellaneous matters.

Warrant Article 26: Proposed amendments to the Zoning Ordinance regarding the Industrial Park District.

Warrant Article 27: Proposed amendments to the Zoning Ordinance regarding the official zoning map.

Warrant Article 28: Proposed amendments to the Zoning Ordinance regarding zoning definitions.

Warrant Article 29: Proposed amendments to the Zoning Ordinance regarding uses in the C1 District.

Warrant Article 30: Proposed amendments to the Zoning Ordinance height limitations in the C3 District.

Warrant Article 31: Proposed amendments to the Zoning Ordinance regarding uses in the Industrial Park District.

Warrant Article 32: Proposed amendments to the Zoning Ordinance regarding subsurface wastewater disposal.

Warrant Article 33: Proposed amendments to the Zoning Ordinance regarding signs generally.

Warrant Article 34: Proposed amendments to the Zoning Ordinance regarding sign placement standards.

Warrant Article 35: Proposed amendments to the Zoning Ordinance regarding nonconforming signs.

(For Newspaper Use Only)

Publish the above notice on the following dates:

Thursday, April 17, 2014
Thursday, April 24, 2014

And charge to:

Town of Boothbay
Boothbay Town Offices
P.O. Box 106
Boothbay, ME 04537-0106

**THE SHELLFISH CONSERVATION ORDINANCE OF
THE TOWNS OF BOOTHBAY, BOOTHBAY HARBOR, SOUTHPORT
AND EDGECOMB, MAINE.**

1 of 11

Article 3 Special Town Meeting May 25, 2000; adopted as amended
Amended May 7, 2001 to add Southport
Amended May 5, 2003, Article 35, no expiration date on ordinance
Amended, May 4, 2009, Article 13 - no rec with comm

I. Title:

This ordinance shall be known and may be cited as, the "Shellfish Conservation Ordinance of the Towns of Boothbay Harbor, Boothbay, Edgecomb, Maine", and will be referred to herein as "this Ordinance".

II. Definitions (as used in this Ordinance):

A. Resident: the term "resident" shall mean a person who has been domiciled in this municipality for at least 12 months prior to the time his claim of such residency is made. Residency will be determined using the criteria in attachment A.

B. Nonresident: The term "nonresident" shall mean anyone not qualified as a resident under this ordinance and not a holder of a resident license from a reciprocating town.

C. Shellfish, Clams and Intertidal Shellfish Resources: Words "shellfish", "clams", and intertidal shellfish resources shall mean soft-shell clams (*Mya arenaria*).

D. Municipality: Shall mean the town of Boothbay, Boothbay Harbor, Southport and Edgecomb as the case may be.

E. Lot: The word "lot" shall mean the total number of soft-shell clams in any bulk pile. Where soft-shell clams are in a box, barrel, or other container, each shall constitute a separate lot.

F. Possess: "Possess" shall mean dig, take, harvest, ship, transport, hold, buy and sell retail, and/or wholesale, soft shell clam shellstock.

III. Authority:

This Ordinance has been prepared in accordance with the provisions of 12 MRSA Section 6671, et seq., as revised and Section 6681, as revised.

IV. Purpose:

To establish a shellfish conservation program for the towns of Boothbay, Boothbay Harbor, Southport and Edgecomb which will insure the protection and optimum utilization of shellfish resources within the limits of these municipalities. These goals will be achieved by means, which may include:

- A. Licensing.
- B. Restricting the time and area where digging is permitted.
- C. Limiting the minimum size of clams taken.
- D. Limiting the amount of clams taken daily by a harvester.

V. Validity and Severability:

If any section, subsection, sentence or part of this Ordinance, is for any reason, held to be invalid or unconstitutional, such decisions shall not affect the validity or the remaining portions of the Ordinance.

VI. Effective Date:

This Ordinance, which has been approved by the Commissioner of Marine Resources, shall become effective June 1, 2001, provided a certified copy of the Ordinance is filed with the Commissioner within (20) days of its adoption.

VII. Shellfish Conservation Committee:

There is hereby established a shellfish Conservation Committee composed of representatives from each of the municipalities which enact this ordinance. The municipal officers of each town shall appoint two of its shellfish committee members and at least one licensed commercial clam digger, to be a member of the Committee. The municipal shellfish warden(s) and a liaison member from the Department of Marine Resources, appointed by the state commissioner, shall be non-voting members of the Committee.

A. The Committee's responsibilities include:

1. Establishing, annually, in conjunction with the Department of Marine Resources, the number of shellfish digging licenses to be issued.
2. Reviewing annually the status of the resource using the results of clam flat, harvester or dealer surveys and other sources of information preparing in conjunction with and subject to the approval of the Department of Marine Resources a plan for implementing conservation measures.
3. Submitting, to the Board of Selectmen, proposals for the expenditures of funds for the purpose of shellfish conservation.
4. Periodically reviewing this ordinance and making recommendations for its amendment.
5. Securing and maintaining records of shellfish harvest from the municipally managed shellfish areas and of closed areas that are conditionally opened by the Department of Marine Resources.
6. Recommending conservation closures and openings to the Board of Selectmen or Council in conjunction with the area biologist of the Department of Marine Resources.

7. Submitting an annual report to the Municipalities and Department of Marine Resources covering the above topics and all other committee activities.

B. Term of Office and Vacancy:

The term of office of any member of the Committee shall be for a period of three years from the date of appointment. The Municipal Officers shall appoint a person to fill a vacancy for any un-expired term.

C. Committee Officers:

The committee shall elect a Chairman, a Vice-Chairman, and Secretary from its members. The Chairman shall preside at all meetings of the Committee; the Vice-Chairman shall preside in his absence; and the Secretary may record and keep minutes of each meeting.

D. The Committee shall advise the officers of each Municipality of all matters pertaining to conservation and harvesting of its shellfish resources, including, but not limited, to the opening and closing of clam flats. It shall act as a liaison between the Municipalities and the State. It shall aid in the development of programs to help each Municipality manage its shellfish resource. It shall represent the interest of the region with regard to shellfish resources, and shall take such action as may be necessary, or desirable, to implement harvesting and conservation management programs.

E. For a meeting to be valid, a quorum of five members must be present.

F. Any member who has more than six un-excused absences a year will be removed from the committee.

G. Elections will be held each year at the January meeting.

H. Meetings will be held monthly with the time and place for next meeting being determined at the current month's meeting.

VIII. Amendments:

A. Initiation: A proposal for an amendment to this Ordinance may be initiated by the following, but may be considered ONLY if accompanied by Department of Marine Resources approval:

1. The Municipal Officers:

or

2. An individual, through a request to the Shellfish Conservation Committee and subsequent favorable majority vote of the Committee:

or

3. A written petition of the number of voters equal to at least ten percent (10%) of the voters in the last gubernatorial election of the municipality in which the petition is originated.

or

4. Any amendment that is adopted in one Community must also be approved in the other two communities for the amendment to take effect.

B. Procedure:

1. Any proposal for an amendment shall be made to the Shellfish Conservation Committee, in writing, stating the specific changes requested. Amendments initiated by petition shall be presented to the Municipal officers who shall transmit them to the Shellfish Conservation Committee, for recommendation. When an amendment proposed by an individual receives a favorable vote of a majority of the committee, the individual shall pay a fee to cover the costs of hearings and advertisements.

2. Within thirty (30) days of receiving a properly initiated amendment, the Committee shall hold a public hearing on the proposal. Notice of the hearing shall be posted and advertised in a newspaper of general circulation in the municipality at least seven days prior to the hearing. The notice shall contain the time, date, and place of hearing, and sufficient detail about the proposed changes as to give adequate notice of their content. If the changes are extensive, a brief summary, together with an indication that a full text is available at the Town Clerk's office shall be adequate notice.

3. Following the public hearing, the Committee shall make a written recommendation regarding passage to the Municipal officers, which will be accompanied by the required Department of Marine Resources approval of the proposal, prior to any action on the amendment by them.

C. Adoption:

Any amendment to this Ordinance shall be by a majority vote of the Town Meeting.

D. Period of Ordinance:

This ordinance and any amendments thereto shall remain in effect until repealed by the municipality or rescinded by the Commissioner of Marine Resources.

(Article 35, May 5, 2003 Town Meeting Amendment)

IX. Licensing:

A municipal Shellfish Digging license is required for any person to dig, or take, shellfish from the shores and flats of the reciprocating municipalities without having a current license issued by a municipality as provided by this Ordinance. Additionally, a commercial digger also must have a valid State of Maine Commercial Shellfish License issued by the Department of Marine Resources or a receipt of payment from the Department of Marine Resources.

A. License Classification:

1. Resident Commercial Shellfish license: This license is only available to residents of the municipality and entitles the holder to dig, and take, any amount of shellfish from the shore and flats of the reciprocating municipalities.

2. Nonresident Commercial Shellfish License: This license is available to nonresidents of the municipality and entitles the holder to dig, and take, any amount of shellfish from the shores and flats of the reciprocating municipalities.

3. Resident Recreational Shellfish License: This license is available to the residents of the municipality and entitles the holder to dig, and take, no more than one peck of shellfish, in any one day, for the use of one-self or one's family, from the shores and flats of the reciprocating municipalities. It shall be unlawful for anyone holding a State commercial shellfish license to obtain a recreational license in the Town of Boothbay.

(Article 13, May 4, 2009 Town Meeting Amendment)

4. Nonresident Recreational Shellfish License: This license is available to nonresidents of the municipality and entitles the holder to dig and take no more than one peck of shellfish, in any one day, for the use of one's-self or one's family, from the shores and flats of the reciprocating municipalities. It shall be unlawful for anyone holding a State commercial shellfish license to obtain a recreational license in the Town of Boothbay.

(Article 13, May 4, 2009 Town Meeting Amendment)

B. Open License Sales:

When the Shellfish Conservation Committee determines limiting shellfish licenses is not an appropriate shellfish management option for one or more license categories for the following year:

1. Notice of the dates, places, times and the procedures for the license sales shall be published in a trade or industry publication, or in a newspaper or combination of newspapers with general circulation, which the municipal officers consider effective in reaching persons affected, not less than 10 days prior to the initial sale date and shall be posted in the municipal offices. A copy of the notice shall be provided to the Commissioner of Marine Resources.

2. For each commercial license category, the Town Clerk shall issue one license to nonresidents when six licenses are issued to residents and one more to nonresidents when four more are issued to residents; thereafter, one nonresident license will be issued for every ten additional resident licenses issued. For each recreational license category, the Town Clerk shall issue one license to a resident and one to a nonresident; thereafter, one nonresident license will be issued for every additional resident license issued.

C. All Shellfish Licenses Must Be Signed:

The Licensee must sign the license to make it valid.

D. Application Procedure:

Any person may apply to the Town Clerk for the licenses required by this Ordinance on forms provided by the municipality (See attachment B.)

E. Contents of Application:

This Application must be in the form of an affidavit and must contain the applicant's name, current address, birth date, height, weight, signature and whatever information the municipality may require.

F. All license fees must accompany the application for the respective license.

G. Misrepresentation:

Any person who gives false information on a license application will cause said license to become invalid and void.

Procedure:

The Town Clerk prepares a form to list the name, address and phone number of license purchasers along with a license number listed sequentially and indicative of residency status (e.g. R1 for resident license #1 and N1 for nonresident license #1). In the case of commercial licenses, the license numbers would begin with R1 and continue through R5; the next number would be N1 followed by R6 through R10. The next set of eleven would begin with N2 followed by R11 through R20. Each successive set of eleven repeats the previous (i.e., N3, R21-R30; N4, R31-40). Because of a difference in the statutes between commercial and recreational licenses, the listing of the first ten for a recreational license differs from commercial licenses. The license numbers would begin with R1 followed by N1 then R2 through R10. Thereafter the listing is the same as for the commercial licenses. A separate but similar form is prepared for each license category for which the municipality has requested open sales.

Since a number of resident licenses need to be sold before a nonresident license becomes available, more nonresidents may apply for licenses than are available, particularly during the initial sales. A second form needs to be prepared. It should contain information on nonresidents who apply for a license listed sequentially. As nonresident licenses become available, as indicated on the first form, the information is transferred from the second to the first and the applicant notified.

A. Each applicant shall perform 8 hours mandatory conservation work or if serving on the Shellfish Conservation Committee must have attended at least 6 meetings before obtaining a Commercial Shellfish License. Conservation work shall be approved by the

Shellfish Conservation Committee and a committee member must be present at the time the work is being performed under supervision of the town warden.

B. All licenses, resident commercial, non-resident commercial, resident recreational and nonresident recreational issued to individuals 65 years of age or older, will be issued free of charge.

C. No individual may hold a valid resident commercial and a valid nonresident commercial license at the same time.

D. All non-resident licenses will be issued by lottery.

X. Violation:

Any person who violates this ordinance shall be punished as provided by 12 MRSA Section 6671 (10) or Section 6681 as appropriate in the circumstances.

XI. Fees/Penalties:

The following license application fees will be charged: Residential Commercial - \$175.00, Non-Resident Commercial - \$350.00, Resident Recreational - \$2.00, Non Resident Recreational - \$5.00 and must accompany, in full, the application for the respective license. Additionally, a \$2.00 agent fee will be charged for each license and shall be retained by the local clerk as payment for issuing the license. (Resident Recreational licenses are not assessed the agent fee) Fees and penalties received shall be used for costs incurred in the enforcement and management of the Shellfish Conservation Ordinance.

XII. Limitation of Diggers:

In that clam resources vary in density and size distribution over the limited soft shell clam producing areas of the municipality, from year to year municipality carefully husband its shellfish resources. Following the annual review of these resources (i.e. size distribution, abundance and the warden's reports) as required by the Shellfish Conservation Committee, in consultation with the DMR's area Biologist, the Shellfish Conservation Committee will determine whether limiting commercial and/or recreational shellfish licenses is an appropriate shellfish management option for the following year.

A. Prior to May 1, each year, the Shellfish Conservation Committee shall document and report its findings, as regards to the allocation of commercial and recreational licenses to be made available for the following license year, to the Commissioner of Marine Resources for approval.

B. After receiving approval of proposed license allocations from the Commissioner of Marine Resources, and prior to May 15, the Shellfish Conservation Committee shall notify the municipal town clerk, in writing, the number and allocation of shellfish licenses to be issued by that municipality.

C. Notice of the number of licenses to be issued, and the procedure for application, shall be published in a newspaper, or combination of newspapers, of general circulation in the municipality not less than 10 days prior to the period of issuance and shall be posted in the municipal offices until said period expires.

D. The municipal Town Clerk shall issue licenses to those residents who have met the requirements of obtaining a resident commercial license. The Town Clerk shall issue licenses to residents and non-residents as allocated (see Article XIII, A.) June 1, to May 31, of the following year.

E. License Expiration Date:

Resident and Nonresident Commercial and Resident Recreational licenses issued under authority of this ordinance expires at midnight on May 31 next following date of issue.

XIII. Reciprocal Harvesting Privileges:

Resident Commercial, Nonresident Commercial, Nonresident Recreational and Resident Recreational license holders may harvest shellfish within any municipality governed by the Ordinance.

XIV. Suspension:

Any shellfish licensee having three or more convictions for a violation of this Ordinance within the preceding three years shall have his shellfish license automatically suspended for a period of thirty (30) days, unless specified elsewhere in this Ordinance.

XV. Opening and Closing of Flats for Conservation Purposes:

The Municipal Officers, conditioned upon the approval of the Commissioner of Marine Resources, may open and/or close, areas for shellfish harvesting. Within Fourteen (14) days of receipt of written request of the Shellfish Conservation Committee, the Municipal officers may hold a public hearing on the proposal. The decision of the Municipal Officers shall be based on the recommendation of the DMR's area biologist and public input. The decision of the Municipal Officers will be in the form of request letter to the Department of Marine Resources.

XVI. Minimum Legal Size of Soft Shell Clams:

A. It is unlawful for any person to possess soft shell clams within the municipality which are less than two inches in the longest diameter except as provided by Subsection B of this Section.

B. Tolerance:

Any person may possess soft shell clams that are less than two inches if they comprise less than 10% of a lot. The tolerance shall be determined by numerical count of not

less than one peck nor more than four pecks taken at random from various parts of the lot or by a count of the entire lot if it contains less than one peck.

XVII. Access:

In that access to that flats across private property is a privilege, not a right, an agreement of access may be made between the property owner and the town and may be registered at the town office. This agreement, which can be modified and re-registered with the town at any time, will detail the limitations and/or constraints on access across that private property where such limitations may include, but is not limited to, items such as:

- *Access only during daylight hours
- *Restrictions of vehicles on property
- *Designated pathways to the flats
- *Areas off bounds

Those granted a clamming license:

- *Shall be shown these agreements and acknowledge that fact.
- *Are responsible for adhering to agreement constraints
- *The first two violations of these agreements will result in written warnings issued by signing the back of the license. The third violation shall constitute a violation of the Ordinance.

XVIII. Depuration Digging:

While Depuration Digging is controlled by the State it is the intent of the clam committee to recommend whenever possible, this digging be done by local diggers. Any moneys received by the towns in the ordinance, shall be turned over to the Shellfish Conservation Committee.

Attachment A - Residence Criteria

1. Motor Vehicle License Address
2. Motor Vehicle Registration Address
3. Voter Registration Address
4. Location of owned residential real estate
5. Location of rented residential real estate
6. Hunter License Address
7. Utility Service Address
8. Address and physical location of spouse and/or children
9. Location of children's school registration
10. Any other physical evidence of physical character demonstrating residency

Attachment B. Application for Commercial Shellfish License Statement of Domicile:

DATE: _____

1. Name _____
2. Home Address _____
3. Phone Number _____
4. Mailing Address _____
5. Address of Motor Vehicle Registration _____
6. Voter Registration Address _____
7. Where is your Permanent Address? _____
8. Social Security Number _____
9. Name of Landlord or Mortgagor _____
10. Copies of Rent Receipts or mortgage payments for Previous 3 Months (Yes/No) _____
11. Place of Birth _____
12. Date of Birth _____
13. Height _____ Weight _____ Eye Color _____ Hair Color _____
14. State Claming License Number _____ ME Drivers License _____

I AFFIRM THAT I AM DOMICILED IN THE TOWN OF _____
And that I DISAVOW ALL CLAIMS AND PRIVILEGES OF DOMICILE IN ANY OTHER
COMMUNITY IN OR OUT OF THE STATE OF MAINE.

SIGNATURE OF APPLICANT _____

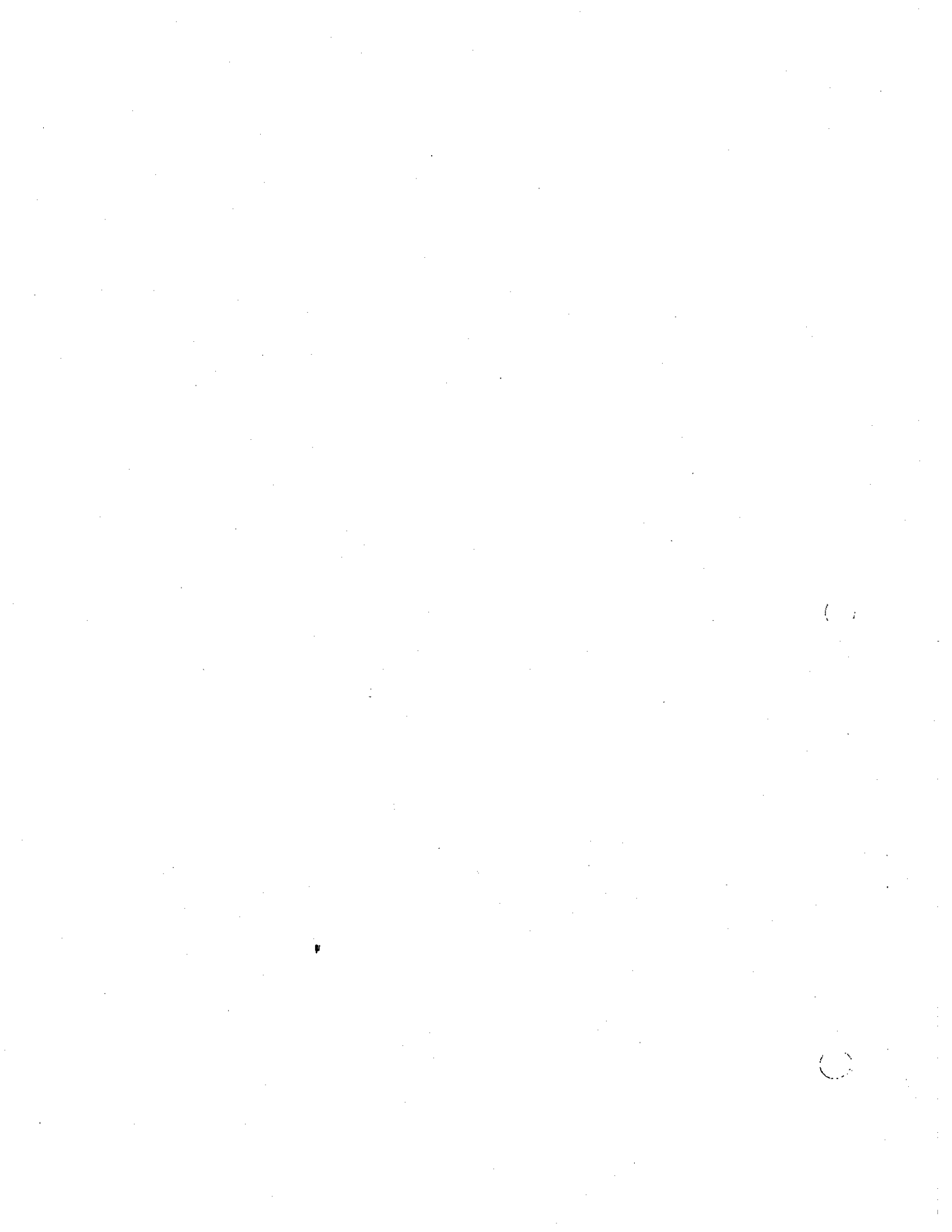
DATE:

WITNESS:

Personally appeared the above named _____
and swore that the statements contained herein are true to the best of the applicants
knowledge and information.

Notary Public _____

11 of 11



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, April 9, 2014
7:00 PM
MINUTES

Present: Steven Lewis, Dale Harmon, Charles Cunningham, Douglas Burnham, Stephen Ham and Town Manager James Chaousis II

1. **Executive Session:** At 6:00PM Steve Ham made a motion to go into Executive Session pursuant 1 MRSA § 405 (6) (A) Interviews with Board of Appeals candidates with the Board of Appeals Chairman and Chuck Cunningham seconded the motion. Vote: 5-0 in favor.
2. **Call Meeting to order:** At 7:00PM Steve Lewis called the regular open session of the meeting to order.
3. **Pledge of Allegiance:**
4. **Public Hearings:**
 - a. **Boothbay harbor Country Club** – Map 27 lot 2-B, located at 33 Country Club Road, Paul G. Coulombe, renewal of liquor license Class I, II, III, IV, (Golf Club), and Auxiliary license. Mr. Chaousis reported the application is complete and the fee has been paid. Steve Lewis made a motion to grant this license as presented and Chuck Cunningham seconded the motion. Vote: 5-0 in favor.
 - b. **Waterford Quay, d/b/a Lobsterman's Wharf** – William Murphy, Map U16 lot 1 located at 224 Ocean Point Road, renewal of liquor license Class XI. Mr. Chaousis reported that the application is complete and the fee has been paid. Chuck Cunningham made a motion to grant the license as presented and Dale Harmon seconded the motion. Vote: 5-0 in favor.
5. **Catherine Fossett, BHRCC, and Mary Ellen Barnes, LCRPC – Damariscotta/Boothbay Shuttle:** Ms. Barnes shared with the Selectmen an Ad that will be going out about the train/shuttle opportunity from Boston to the Damariscotta/Boothbay area. You would buy one ticket; take the DownEaster to Brunswick, then the Maine Eastern Railway to Newcastle and then a shuttle to Boothbay Region. This will run Friday-Sunday during the Tourist Season. Other people would be able to use the trolley for a small fee as well. Originally the plan was for the train to stop in Wiscasset but there was more funding from the Damariscotta area so the plan changed to stop in Newcastle. The trolley will stop at the Railway Village and at the Chamber of Commerce in Boothbay Harbor. Chuck Cunningham said he is not sure how this will benefit Boothbay if there is only one stop in Boothbay. Ms. Fossett and Ms. Barnes said they are talking with CMBG, but right now there is simply not enough money to make extra loops in Boothbay, they have talked about it and hope that in the future it will be able to happen but currently they do not have the money. They will do a survey after this first season to see the benefits. Steve Lewis said he thought it could have potential benefits and that it would be interesting to see the survey results. Steve Lewis and Dale Harmon said there could be potential and they would be remiss not to try this. Steve Lewis said even if Boothbay Harbor businesses benefit more, Boothbay residents work in some of those businesses and there would be an indirect benefit to Boothbay. Dale Harmon made a motion to stick to the original commitment the board made when they

thought the train would stop in Wiscasset and Steve Ham seconded the motion. Vote: 4-1 with Chuck Cunningham casting the one negative vote.

6. **Senator Chris Johnson – LD 369:** Steve Lewis said he had questions on why the Senator sponsored this bill as it reminded him of some of the thinking from the 70's that would hurt places like Boothbay that are property rich. Senator Johnson explained the bill and his reasoning, he wanted the Education Committee to study the problem of how to use the money wisely and create better equality to the schools. Also discussed was the 55% the state should be paying towns for schools. Senator Johnson also talked about the Circuit Breaker program and the Homestead exemption as well as the Picus Report which is an Independent review of Maine's Essential Programs and Services Funding Act.
7. **Minutes:** Chuck Cunningham made a motion to approve the minutes of the 03/26/2014 meeting as presented and Dale Harmon seconded the motion. Vote: 5-0 in favor.
8. **Online Mooring Proposal:** Harbor Master Pete Ripley recently went to a training where he saw a demonstration of an online mooring program that he would like the town to consider. This company would bill for the moorings – it would be paperless -, they would provide google maps of the moorings and all the mooring information would be online so the harbor master could have it at his fingertips while on the water. There would be \$0 set up cost and they would take \$5 for every mooring in the program. They have been in the business since 2007 and there have been good references from other towns that use it. The phone support would only be free for the first three months, and then it would cost \$135 per hour. There would be extra fees to the mooring owners if they pay on line. The town would still own the data. A fee would also be imposed if the town did not allow any advertising on the site. Dale Harmon made a motion to grant permission to Jim Chaousis to contract with Online Mooring and Steve Ham seconded the motion. Vote: 5-0 in favor. The plan would be to try and start this year and have it running for the mooring renewals in August.
9. **Reports:**
 - a. **Website** – The town warrant is now on the website. Mr. Chaousis shared a sneak preview of what the new website will look like. He hopes to launch it in mid-June.
 - b. **Flood Maps** – These are available to look at in the CEO office.
 - c. **Comprehensive Planning Committee** – They have been working on Land Use Planning. Development Transfer fees is a complicated area they looked at, although this will not be put in the plan.
 - d. **FY 2015 Appointments** – A list of appointments was given the Selectmen to review and vote on at another meeting.
 - e. **Tax Sale Bid** – There are still three properties for sale on this list.
 - f. **Lincoln Health Correspondence** – Lincoln Health is not going to be making donations to the towns as they did last year. The Selectmen expressed their disappointment at this.
 - g. **Department Reports** – Safety is still being worked on. The High School kids will be coming again this year to help do a clean-up day. PWD is putting away the plows and working on them as well as working and launching floats. The CEO has slowed a bit this month. Marriner Tower has put in an application to the Board of Appeals for a different piece of property. This puts their lawsuit in a holding pattern pending the result of this appeal.
10. **Old business:**
 - a. **Document Scanning Quote** – To do the scanning on site will cost \$250per day and take approximately 10days. This cost would be in addition to the \$6,000 fee. There was a discussion about the security of doing it here vs. the extra cost. Chuck Cunningham made a motion to accept the quote to do on site as verbally presented tonight and not to exceed a total of \$10,000 and Dale Harmon seconded the motion. Vote: 5-0 in favor.
 - b. **Town Manager Evaluation** – The Selectmen were given an article on how to do Quality Evaluations. The Selectmen were not happy with the process used last year. This would

allow them to get input from the people who work more directly with the Town Manager. They will get input from appointed employees and the standing appointed boards (the chairman and vice chairman will speak for the boards) Steve Lewis said he felt this evaluation needed to be done by May each year so the current board that has worked with the Town Manager and not new Selectmen who have not will be the ones doing the review. Dale Harmon made a motion to adopt this new review process for one year and Chuck Cunningham seconded the motion. Vote: 5-0 in favor.

11. New Business:

- a. **Board of Appeals appointment** – The Selectmen met earlier tonight in Executive Session with two candidates. Chuck Cunningham made a motion to appoint Jeanne Fuller to the Board of Appeals and Lori Campanili-Stone to the Board of Assessment Review and Dale Harmon seconded the motion. Vote: 5-0 in favor.
- b. **2006 GMC 5500 bid** – This is the truck the PWD would like to replace with a new one if voted positively on at the Town Meeting. Chuck Cunningham made a motion to put the 2006 GMC 5500 complete with plow out to bid with the stipulation that the sale is contingent on the new truck being approved at Town Meeting, there is to be a minimum bid set and the bids will be opened by the Selectmen. Steve Ham seconded the motion. Vote: 5-0 in favor.
- c. **FY2015 Paving Bid** – Crooker is willing to roll over his bid price again this year. Chuck Cunningham asked if there was any chance to get a lower dollar amount if they go out to bid with this and Mr. Chaousis said no. It was discussed that the town likes the work that Crooker does and they are easy to work with and the price is good. Dale Harmon made a motion to roll over the paying bid with Crooker again this year and Chuck Cunningham seconded the motion. Vote: 5-0 in favor. The Selectmen will work with the PWD foreman to discuss which roads.
- d. **Internal Control Policy update** – Mr. Chaousis suggested a couple of changes to the policy, one would remove Amber's name and replace it with Heidi and the other change would require two signatures to open a new bank account. Chuck Cunningham made a motion to accept the changes that were suggested by Mr. Chaousis and Dale Harmon seconded the motion. Vote: 5-0 in favor.
- e. **Personnel Policy update** – A 30 day notification of intent to changes this policy needs to be given to employees. Mr. Chaousis reviewed the changes he suggests be made to the policy. The one that generated the most discussion was whether to offer to pay employees who did not use sick time at the end of the year or to offer a bonus for not using sick time. It was decided to try the bonus that would be paid in November and to pro rate it for this year. Chuck Cunningham made a motion to consider the Personnel Policy changes as presented and amended tonight in 30 days and Dale Harmon seconded the motion. Vote: 5-0 in favor.
- f. **Spirit of America Award** – Mr. Chaousis asked Channel 7 to turn the camera off for a few minutes. The board wanted to discuss this award without the nominated recipient knowing ahead of time. Mr. Chaousis said that the town planned to recognize Estelle Appel at the Town Meeting in May and suggested she be given the Spirit of America Award as well. The Selectmen were in full agreement. Mr. Chaousis said they have now discovered who in the town should have the Boston Post Cane and will be making plans to give it to the correct person. The camera was turned back on and Mr. Chaousis explained to the public why it was off for a few minutes.

12. Public Comment:

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

14. Executive Session: Dale Harmon made a motion at 9:30PM to go into Executive Session pursuant 1 MRSA §405(6) (A) Town Manager performance evaluation and not to return to regular session. Steve Ham seconded the motion. Vote: 5-0 in favor.

Town of Boothbay
FY 2015 Appointment Review

Municipal Appointments - July 1, 2014 – June 30, 2015

Town Manager/Tax Collector/Treasurer/Road Commissioner/General Assistance Director/ Public Access Officer	James D. Chaousis, II
Addressing Officer:	Bill Kautzmann
Animal Control Officers:	(Mary) Betsy Pratt, David Pratt and Benjamin J. Rand
Assessor	John E. O'Donnell, III
Code Enforcement Officer/Plumbing Inspector/ Building Inspector/Health Officer	Daniel G. Bryer, Jr and Lori Colton
Fire Chief Asst. Fire Chiefs	Richard Spofford John "Jack" Barry & Gary Arsenault
Regional Emergency Management Director Town EMA	TBD TBD
Harbor Master Deputy Harbor Masters	Peter B. Ripley Mike Leighton and Bradley Simmons
Town Clerk	Bonnie D. Lewis

Board and Committee Appointments

Board of Assessment Review - 3 year renewals

None- Three vacancies

Boothbay Region Refuse Disposal District

None

Board of Appeals - 3 year terms

Scott Adams

~~David Stenmetz~~

Comprehensive Plan Committee

Nicholas Barth

Christopher R. Higgins

Brian C. Blethen

Charles R. Cunningham

David A. Dudley

Charles E. Fuller

P. Andrew Hamblett

Richard E. Palmer

Neil L. Tharpe

Nathaniel Wing

Jonathan E. Ziegra

Joe Palolillo

John Bertolet

Port Committee: 3 year terms

Larry Knapp

Patricia Seaward

Vacancy

Planning Board: 3 year renewals

Francis McBrearty

Andrew Morely

Jim Chaousis

To: Bonnie Lewis (townclerk@townofboothbay.org); Daniel Bryer (ceo@townofboothbay.org); Heidi Fuller (hfuller@townofboothbay.org); Lori Colton (lcolton@townofboothbay.org); Mike Alley (publicworks@townofboothbay.org); Peter Ripley (harbormaster@townofboothbay.org); Tracey Hodgdon Hyson (dTreasurer@townofboothbay.org)

Subject: Personnel Policy Draft

Attachments: Personnel Policy Draft 4-10-2014.pdf

To all employees,

The Board of Selectmen reviewed potential Personnel Policy revisions at last night's meeting. They are expecting to adopt these changes on **May 14th, 2014** at the regular Selectmen's meeting. Pursuant to the Personnel Policy the Board of Selectmen may delete, amend, modify or change any or all of this manual, by posting notice of the change in a conspicuous place at the Town Office and Public Works location and by enclosing such a notice with all employees' pay checks, and in both cases shall be provided at least thirty (30) calendar days in advance of the meeting at which the Board of Selectmen adopts any amendments to the manual.

Since paychecks are not received by a majority of the employees, I will make a conscious and deliberate effort to notify all employee, through their supervisor, of the impending changes and put copies of the proposed changes in Public Works, the Business Office, and the Code Enforcement Office.

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
Office of the Town Manager
James D Chaousis II

Attention Bidders - 2006 GMC 5500 w/Dump Body- Boothbay

The Town of Boothbay is accepting bids for a 2006 GMC 5500 with a dump body, front plow and wing. This truck was an integral part of the Boothbay fleet during the winter plow season but its role is being replaced with a different piece of equipment. There truck has 60,686 miles, four wheel drive, duramax diesel engine, Allison transmission, MG side dump body, and power angle front plow and wing. All plow and sanding equipment was installed by HP Fairfield. All documentation regarding the Town of Boothbay ownership (registration, insurance, maintenance history) is available upon request. Pictures are available upon request. Bid must be received in the following manner:

1. Bidders must submit a bid sheet 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 "Truck Bid" on the exterior.
4. Upon acceptance of the winning bid, the bidder will be required to make full payment in 30 days.
5. The minimum bid required is \$25,000.

All bids must be received at the Boothbay Town Office, Attention Town Manager, PO Box 106, Boothbay, ME 04537, no later than **Wednesday May 28th, 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. Bids will be open and read aloud at the regularly scheduled Board of Selectmen's meeting at 7 pm.

Information regarding the bid process should be directed to the James D Chaousis II, Town Manager, by email, townmanager@townofboothbay.org, or by calling (207)633-2051.

Questions regarding the truck, including scheduled viewings of the truck, should be directed to Mike Alley, PWD Foreman, by email, publicworks@townofboothbay.org, or by calling (207)380-7189.

Town of Boothbay
1011 Wiscasset Road
PO Box 106
Boothbay, ME 04537

1011 Wiscasset Rd
PO Box 106
Boothbay, Maine 04537
Phone (207) 633-2051 Fax (207)633-6620
townmanager@townofboothbay.org www.townofboothbay.org

TRUCK BID SHEET 2014

Town of Boothbay

Name of Bidder: _____

Phone Number: _____

Mailing Address: _____

E-mail Address: _____

Amount of Bid: _____

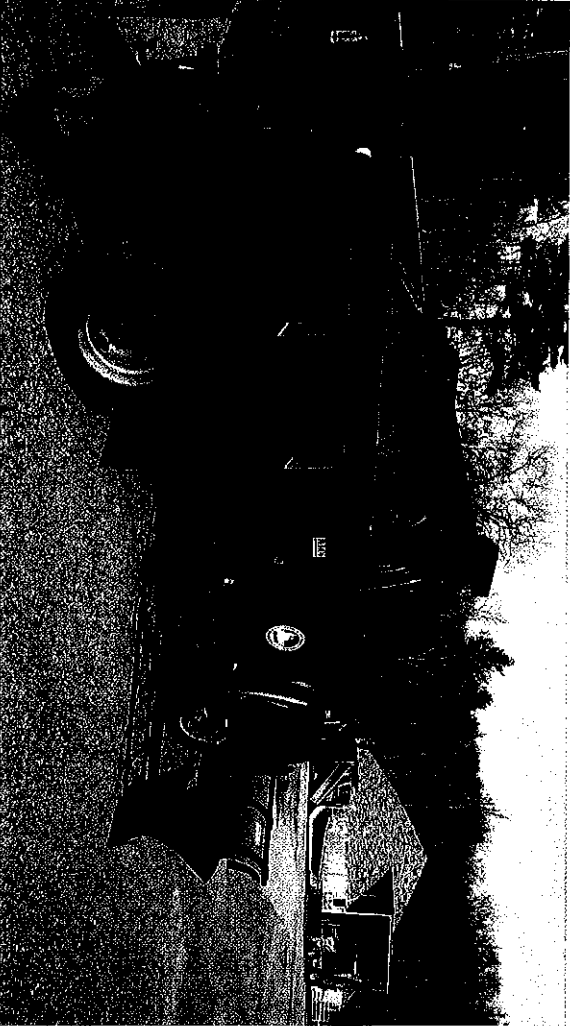
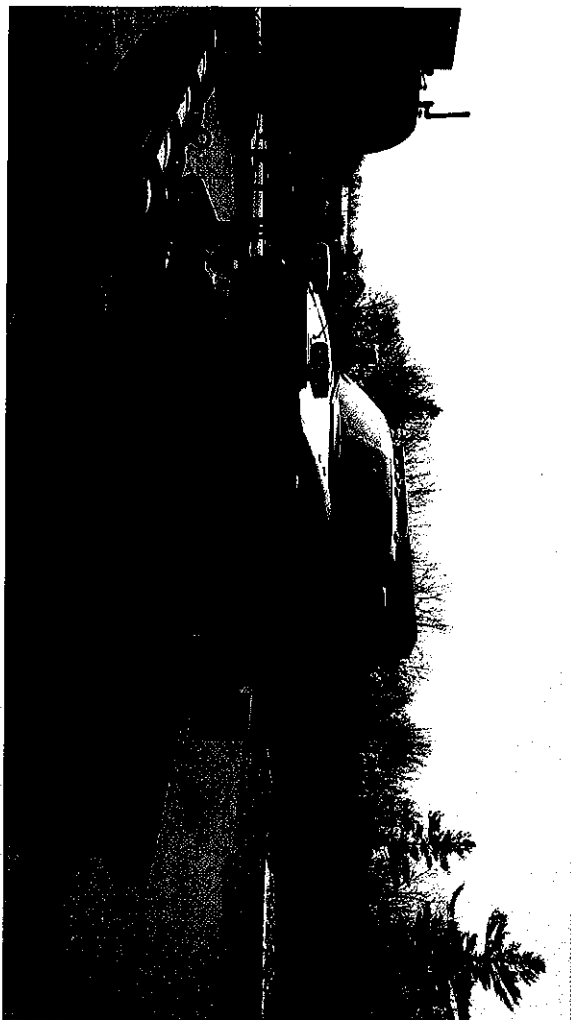
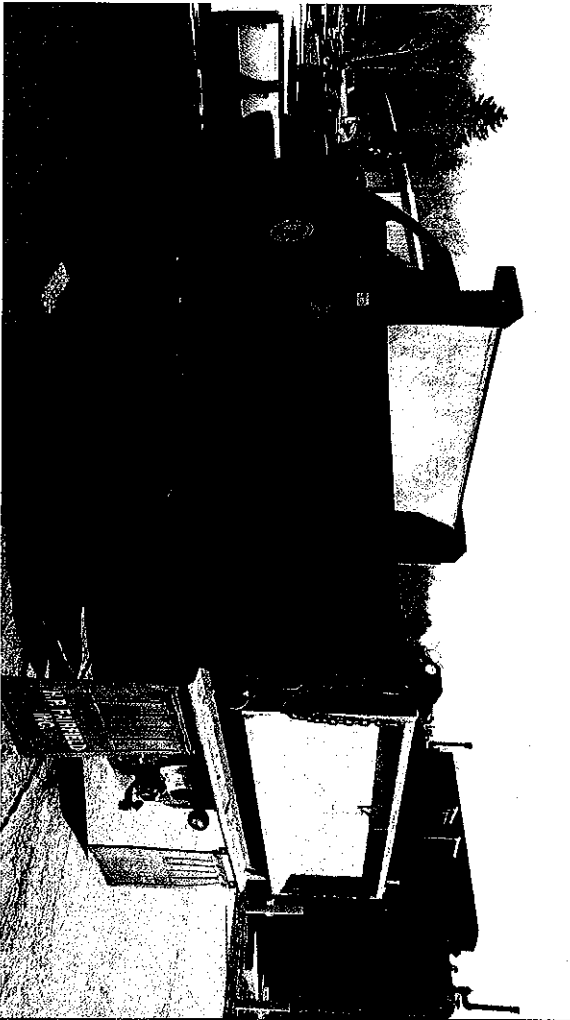
Deposit of 10%: _____

1. Bidders must submit a bid sheet the bid price.
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.
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Questions regarding the truck, including scheduled viewings of the truck, should be directed to Mike Alley, PWD Foreman, by email, publicworks@townofboothbay.org, or by calling (207)380-7189.





April 14, 2014

Steven C. Lewis
Chairperson, Board of Selectmen
Town of Boothbay
1011 Wiscasset Road
Boothbay, Maine 04537

Re: Flood Risk Products for Lincoln County, Maine

Dear Mr. Lewis:

We are pleased to present you with a copy of the Flood Risk Datasets and Products (DVD) developed by FEMA as part of this Risk MAP Project. Please note that these products are not regulatory products and should be used for planning purposes only. The Flood Risk Datasets and Products can be used to communicate the effects of this study and outline the changes since the last FIRM. These products can also be used for mitigation and resource allocation planning. The enclosed DVD includes the following new Flood Risk Datasets and Products that FEMA has introduced under the Risk MAP Program:

- Contributing Engineering Factors
- Flood Risk Assessment Results
- Coastal Hazard Identification Maps
- Flood Risk Database
- Flood Risk Report

We hope the enclosed information is a valuable tool for your emergency response, mitigation planning, and public outreach. Please contact Brian Lee, Project Manager for STARR, by e-mail at Brian.Lee@starr-team.com or by phone at (301) 220-1880 if you have any questions regarding these products. Also available to answer questions is Kerry Bogdan, the FEMA Senior Engineer, at (617) 956-7576.

Sincerely,

Joseph E. Garceau, P.E., CFM
Principal
STARR Region I Lead



cc: Lori Colton, Code Enforcement Officer, Town of Boothbay (hard copy and DVD)
Alan R. Bellows, Chairperson, Planning Board, Town of Boothbay (w/o enclosures)
Richard Perkins, Chairperson, Board of Appeals, Town of Boothbay (w/o enclosures)
James Chaousis II, Town Manager, Town of Boothbay (w/o enclosures)
Bonnie Lewis, Town Clerk, Town of Boothbay (w/o enclosures)
Peter Ripley, Harbor Master, Town of Boothbay (w/o enclosures)
Michael S. Alley, Director, Department of Public Works/Road Foreman,
Town of Boothbay (w/o enclosures)
Richard R. Spofford, Fire Chief, Town of Boothbay (w/o enclosures)
Daniel G. Bryer Jr., Code Enforcement Officer, Town of Boothbay (w/o enclosures)
Clarence L. Campbell, Director, Emergency Management, Town of Boothbay (w/o enclosures)
Tod Hartung, Director of Emergency Management, Lincoln County (w/o enclosures)
Kerry Bogdan, Senior Engineer, FEMA Region I (hard copy and DVD)
Sue Baker, CFM, State NFIP Coordinator, Maine Floodplain Management Program, Department of
Agriculture, Conservation & Forestry (hard copy and DVD)
Alex Sirotek, Regional Service Center, STARR Region I (w/o enclosures)
Brian Lee, CFM, Project Manager, STARR Region I (w/o enclosures)

To: Boothbay CPC
From: Mark Eyerman
Subject: Residential Areas
Date: April 18, 2014

Here is a concept for addressing land use in the balance of the Town to follow up on our discussion about residential uses at the last meeting. My basic concept is to create three land use designations or zoning districts along the following lines:




- **Coastal Residential** – This designation would apply in the area proximate to the coast or in areas with groundwater concerns where year-round public water is not available. This would be the most restrictive of the three designations and would be something of a holding zone until a detailed groundwater study is completed. The concept behind this designation is to manage development based on water demand in addition to the typical considerations. Here is an outline of the Coastal Residential Area:
 - Allowed uses would be limited to the following types of uses:
 - A wide variety of residential uses
 - Home occupations and home businesses subject to water demand limits
 - Small-scale office and service uses, contractors, and similar uses subject to water demand limits
 - B&Bs and inns subject to water demand limits
 - Community and government uses subject to water demand limits
 - Small marine and marine-related uses subject to water demand limits
 - The development standards for this designation would include:
 - A density factor that would require a new or expanded use or a new subdivision to have a minimum of 30,000 square feet of lot area for every 100 gallons per day (gpd) of projected water demand based on the sizing requirements for septic systems in the State Plumbing Code. This translates into about a two-acre minimum lot size for a single-family home. A small commercial use with limited water demand such as an artist's studio might only have a demand of say 50 gpd and therefore would only require a 15,000 square foot lot. And a use that uses a lot of water would either be screened out or would have to be located on a very large lot.
 - The density could be increased if the use will be connected to the year-round public water system or if the owner/applicant demonstrates that a higher intensity of water use will not have a


- negative impact on the quality or quantity of the groundwater.
 - All new development and any expansion of the impervious surface on an existing developed lot would have to be done to meet LID standards.
 - Existing lots that do not conform to the water use density factor would not be allowed to increase their water use but could offset improvements through techniques to reduce existing water use.
 - Non-residential uses would be required to meet performance standards for impacts on the surrounding neighborhood – parking, landscaping, exterior lighting, noise, etc. to assure that they are “good neighbors”.
- Rural Entrepreneurial – This designation would apply to areas that are away from the coast, do not have significant existing residential development, are still somewhat rural in character, and can accommodate a wide range of uses. In a sense this is a mixed-use designation. The concept here is to provide areas for a wide range of uses and activities with the understanding that these are intended to be mixed-use districts. Here is an outline for the Rural Entrepreneurial designation:
 - Allowed uses would include a wide-range of residential uses, home occupations and home businesses, agricultural and related uses, marine and marine-related uses, office and service uses, contractors, warehousing and storage, light manufacturing and assembly, automotive services, community and government facilities and similar uses. Consumer driven uses such as retail businesses and restaurants would not be allowed as the principal use
 - The basic residential density would be a minimum lot area of 40,000 square feet per unit with provisions for small apartments at a somewhat higher density. The frontage requirement would be around 125' with a significant front setback to retain the rural character.
 - The standards for non-residential uses would be tied to the size of building and impervious surface area. A use would be required to have 40,000 square feet of lot area for every 3,000 Square feet of building footprint or 10,000 square feet of impervious surface. The bigger the building, the bigger the lot would need to be.
 - Similarly, the setbacks and buffering requirements would be tied to the size of the building and impervious area – the bigger the building, the greater the setbacks and the more intensive the buffering.
 - All non-residential uses would be required to have a limited number of designated curb cuts and maintain/establish a vegetated buffer strip along

Town of Boothbay

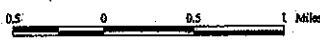
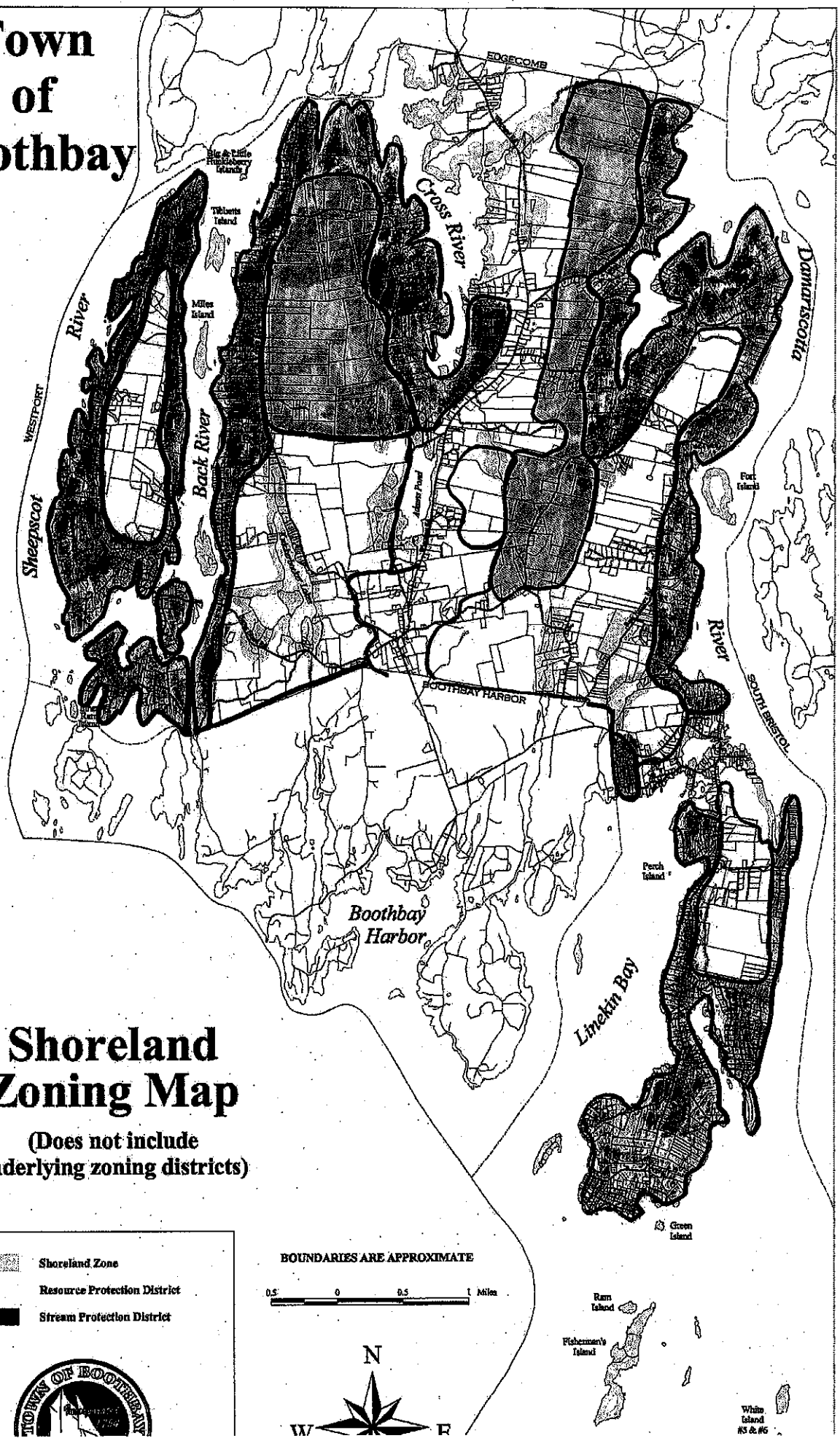
Shoreland Zoning Map

(Does not include underlying zoning districts)

	Shoreland Zone
	Resource Protection District
	Stream Protection District



BOUNDARIES ARE APPROXIMATE

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

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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.

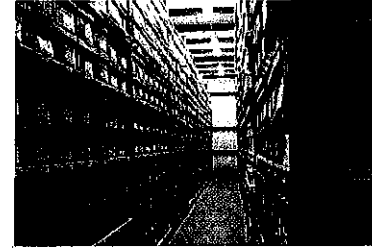
After reviewing this information, should you have any questions or if you would like to schedule a time to review the scope of work, please do not hesitate to contact me at 207-852-3222 (cell) or 207-990-4636 (office), or e-mail me at srichard@rmcmaine.com.

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

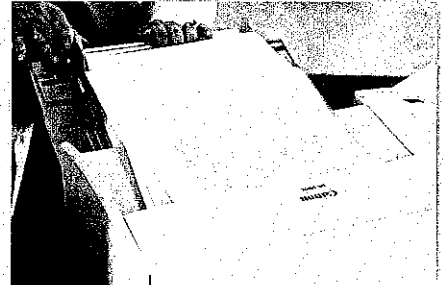
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207.990.4636
Fax: 942.4034
sales@rmcmaine.com



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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.***

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- **Electronic File Transfer**
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- **FREE 90-day Storage**
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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

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Scott Richard
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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.

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

CERTIFICATE OF ORIGIN FOR A VEHICLE



POLARIS
INDUSTRIES INC.

DATE	09/28/13	INVOICE NO.	549132
VEHICLE IDENTIFICATION NO.	4XAHR76A9E4322855	MODEL YEAR	2014
BODY TYPE	RGR-14, 800, 6X6, AV. GRAY HDPE	MAKE	POLARIS
H.P.(S.A.E.)		LENGTH	" 1563
	G.V.W.R.	NO.CYLS.	SERIES OR MODEL
		2	R14HR76AJ
ENGINE SIZE	ENGINE SERIAL NO.	ENGINE MODEL	
760 CC	0120480555628	1204805	

THIS VEHICLE IS NOT INTENDED FOR, AND MAY NOT BE REGISTERED FOR ON-ROAD USE.

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

FRIEND & FRIEND, INC.
227 STATE STREET
PO BOX 688
ELLSWORTH ME 04605

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

POLARIS INDUSTRIES INC.

BY: B. J. Moran President/COO
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

PI004356612

MEDINA, MINNESOTA 55340 USA
CITY-STATE



1859329

STATE OF MAINE
TRANSFER OF OWNERSHIP
THIS FORM NOT VALID FOR TRANSFER OF OWNERSHIP UNLESS ACCOMPANIED BY PRIOR TITLE

YEAR 14	MAKE POLARIS	MODEL RANGER 6X6	VEHICLE IDENTIFICATION NUMBER 4X4HR76A9E4322B55	BODY TYPE UV
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WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this form was transferred to (PRINT):
Name(s) BOOTHBAY HOOK AND LADDER Date of Sale 04/12/14
Address PO BOX 304 BOOTHBAY, ME Zip 04537

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads 1 (NO TENTHS) and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:
 I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again.)
 I certify that the odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

CENTRAL MAINE POWER SPORTS

Seller's signature _____ Date 04/12/14
Seller's signature _____ Date 04/12/14
Seller's address (PRINT) 845 MAIN STREET LEWISTON, ME Zip 04240

LIEN HOLDER TO BE SHOWN ON NEW TITLE (if no lien, print NONE)

Lien holder's name _____ Date of Lien 04/12/14
Lien holder's address _____ Zip _____

BUYER(S) - DO NOT SIGN BELOW UNTIL ALL SECTIONS ABOVE HAVE BEEN COMPLETED AND SIGNED. SIGNING BELOW INDICATES THAT YOU ARE AWARE OF THE ODOMETER DISCLOSURE STATEMENT MADE BY THE SELLER(S).

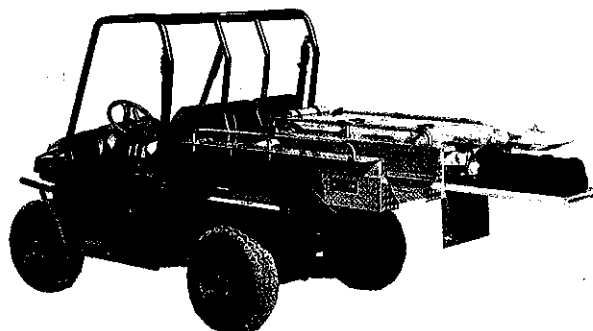
Signature of buyer(s) [Signature] Date 04/12/14
Signature of buyer(s) _____ Date 04/12/14



**KIMTEK
CORPORATION**

2163 VERMONT RT. 5A, WESTMORE, VT 05860 p: 888.546.8358 f: 802.525.3441
KIMTEK@psift.com • KIMTEKRESEARCH.com

EUV
Emergency Utility Vehicle



EUV CUSTOM FIRE/RESCUE/EMS 4X4, 6X6, CREW OR EV POLARIS RANGER

(PICTURE SHOWN ABOVE MAY NOT BE EXACT IMAGE/COLOR OF AVAILABLE EUV)

This is a fully outfitted emergency response vehicle that can be used for off road rescue, sporting events, county fairs, urban crowd protection, snowmobile/ATV accidents and wild land firefighting. Our FIRELITES fit into all of the above chassis, except for the Polaris EV, which only accepts the custom MEDLITE MTEV-11. In addition to all the great features of the Polaris Ranger, the EUV comes complete with the following:

- ◆ Polaris Ranger 6 x 6, 4 x 4, or CREW (RED/BLACK) EFI (Electronic Fuel Injected)
- ◆ New for 2011: Polaris Ranger EV (All electric unit)
- ◆ WHELEN lighting/siren/PA package includes: 1- 100 Watt Concealed Exterior Mounted speaker; 1- BETA 2 full function control head; 1- BETA 112R 100 Watt full function remote siren; 2- Red TIR 3 LED body mounted strobes; 1- L32L *F 360 ROPS mounted Red LED strobe; 3 ROPS mounted scene lights (2 front and 1 rear facing)
- ◆ NFPA style reflective body stripe package with customized lettering package
- ◆ 2 portable radio holders
- ◆ 1- 5# ABC fire extinguisher with custom mounting bracket

PLEASE ASK ABOUT AVAILABLE OPTIONS TO ADD TO THE EUV:

MULTI-MOUNT WINCH / FULL BLACK POLY ROOF / FULL POLY WINDSHIELD

PLEASE CALL TODAY FOR YOUR FREE QUOTE!



POLARIS

WHELEN



(207) 273-3780

Trailers, Truck Equipment & Custom Fabrication
Route 90, Warren, ME 04864

Fax: (207) 273-1780

Web Site: on-the-road.net

E-mail: trailer@midcoast.com

CUSTOMER NAME Beatty's Fire
UM PINK HORN

DATE 1/15/14

DEALER'S NAME PETER

ADDRESS _____

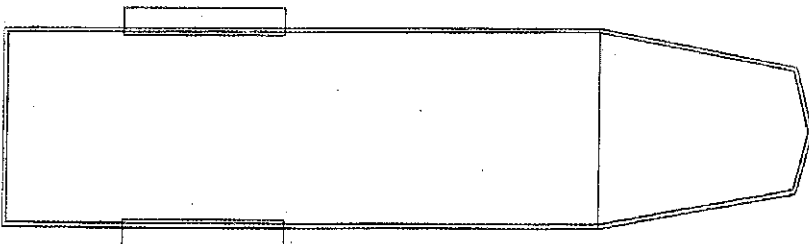
CITY _____ STATE _____ ZIP _____

PHONE _____ FAX NUMBER _____

SERIES HAULMARK MODEL KD7X18WT2

FLOOR LENGTH _____ WIDTH _____ HEIGHT _____ GOOSENECK _____ BASE PRICE _____

STANDARD FEATURES INCLUDE:	
<u>TRAILER BASIS</u>	<u>5589.00</u>
<u>12" EXTRA HEIGHT</u>	<u>476.00</u>
<u>STANDARD DUTY RAMP DOOR</u>	<u>200.00</u>
<u>48x72" AWNING DOOR (2) BASIS</u>	<u>1030.00</u>
<u>36" SIDE TIE DOWN</u>	<u>N/C</u>
<u>SHOWBILT</u>	<u>N/C</u>
<u>LED LIGHTS</u>	<u>N/C</u>
OPTIONS	
<u>12" FOLD DOWN JACKS</u>	<u>N/C</u>
	<u>7295.00</u>
<u>FEE 16% FROM PA</u>	<u>612.00</u>
	<u>\$ 7907.00</u>
<u>Deduct 1 AWNING</u>	<u>515</u>
	<u>\$ 7392.00</u>



SALES PRICE: _____
FREIGHT: _____
LESS TRADE: _____
SALES TAX: _____
BALANCE DUE: _____

SIGNATURE PURCHASER _____
SIGNATURE SELLER _____

WE OWE

504913

NAME BOOTHBAY HOOK AND LADDER STK. NO. 0322855 NEW XX USED

ADDRESS PO BOX 304 YEAR 14 MAKE POLARIS

CITY BOOTHBAY STATE ME ZIP 04537 MODEL RANGER 6X6

PHONE 207-300-5983 SERIAL NO. 4V0H87609E4322855

SALESMAN ELLIOTT G. STEWARD DEL. DATE _____

QTY.	NAME OF ITEM	PART	LABOR

CUSTOMER

I hereby accept this WE-OWE with the understanding that it is valid for only (30) THIRTY DAYS FROM DATE OF ISSUANCE, and that I must make an ADVANCE APPOINTMENT WITH THE SERVICE DEPARTMENT before the above work can be performed.

DATE 04/12/14

(FOR APPOINTMENT CALL SERVICE DEPT.)

APPROVED _____

CUSTOMER BOOTHBAY HOOK AND LADDER

MGR.

YOU OWE

504913

	TO BE RECEIVED BY DATE		TO BE RECEIVED BY DATE
1) Title to Trade In Vehicle	/	5) Other	/
2) All Monies	/	6) Other	/
3) Valid Insurance Card	/	7) Other	/
4) Other	/	8) Other	/

CUSTOMER

I here by agree to provide the above listed item(s) to the dealer. I understand that the sales transaction is not completed until I provide such items.

X: [Signature]

DATE: 4/12/14

APPROVED BY: _____

MGR.



845 Main Street • Lewiston, ME 04240
 Phone: 207-689-2345 • Fax: 207-689-2347

VEHICLE DELIVERY NOTICE

This form is to assure us that you have been offered the following entitlements. After all we want you to have miles and miles of trouble free riding and not have to worry about major repairs down the road.

	Accepted	Declined
1. Extended Service Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4yr \$1280
2. Priority Maintenance Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5yr \$1499
3. Gap Protection	<input type="checkbox"/> N/A	<input type="checkbox"/>
4. Tire & Wheel (M/C Only)	<input type="checkbox"/> N/A	<input type="checkbox"/>

Thank you again for purchasing your Motorcycle/ATV/Snowmobile from Central Maine PowerSports.
 Enjoy!!!

PRIVACY NOTICE

In connection with your transaction, we may acquire information about you described in this notice, which we handle as stated in this notice.

We collect non-public personal information about you from the following sources:

- a. Information we receive from you on applications for credit or other forms
- b. Information about your transactions with us.
- c. Information we receive from consumer reporting agencies

Our dealership does not disclose any non-public personal information about you to anyone except permitted by law.

Our dealership may disclose non-public personal information about you as a consumer, customer or former customer, to non-affiliated third parties, such as companies who perform marketing services for us as permitted by law.

Our dealership restricts access to non-public personal information about you only to those employees who need to know that information in order to provide products or services to you. Our dealership policy is that employees cannot use your information for any other purpose. We maintain, electronic and procedural safeguards that comply with Federal Regulations to personal information.

CUSTOMER ACKNOWLEDGEMENT: The undersigned customer (s) acknowledge receipts of a copy of this notice on date indicated below.

[Signature] 4/12/14
 Customer Signature/Date

Timothy Pinkham Boothbay Hook
 Customer Name (print) Ladder

 Customer Signature/Date

 Customer Name (print)



845 Main Street • Lewiston, ME 04240
 Phone (207) 689-2345 • Fax (207) 689-2349

BILL OF SALE OF MOTOR VEHICLE

Primary Name: BIRTHDAY HOOK AND LADDER
Primary Address: PO BOX 344 BIRTHDAY ME 04527
Secondary Address: _____
Stock #: 0322855 **Year:** 14 **Make:** POLARIS
Model: RANGER EX6 **Serial #:** 4XAR7603E4322855
Date: 04/12/14 **Salesperson:** ELLIOTT G. STEWARD
 CUSTOMER HOME PHONE: 207-380-5983

DESCRIPTION OF TRADE-IN

Year: _____ **Make:** _____
Model: _____ **Mileage:** _____
Serial#: _____

Payoff To: _____

Purchase Price	\$	10,977.00
Accessories	\$	3,022.44
Trade Allowance	\$	0.00
Difference	\$	13,999.44
Doc Fee	\$	150.00
Freight / Set-up / CPO	\$	600.00
Sales Tax	\$	10.35
Title / UCC	\$	0.00
PMP / Ser.Con. / Gap / T&W	\$	0.00
Total	\$	14,900.79
Check / Cash	\$	500.00
Payoff	\$	0.00
Balance Financed	\$	14,400.79

It is expressly understood and agreed that if a check is given in payment for vehicle listed above, title to say vehicle is to remain in the name of ...

CENTRAL MAINE POWERSPORTS

... until check is paid by Bank on which drawn.

Finance Company: _____
Address: _____
By: ELLIOTT G. STEWARD

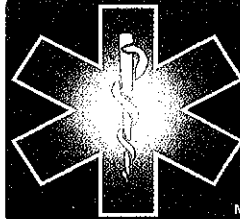
I certify that I am 18 years of age, or older, and hereby acknowledge receipt of a copy of this order. No warranties of guarantees valid unless in writing.

By: H.S. Pif
By: _____



**KIMTEK
CORPORATION**

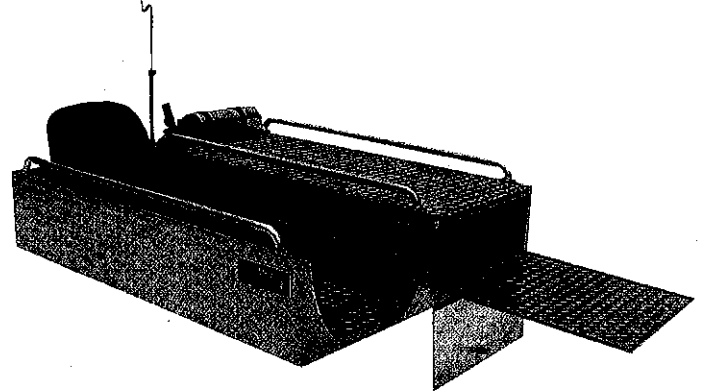
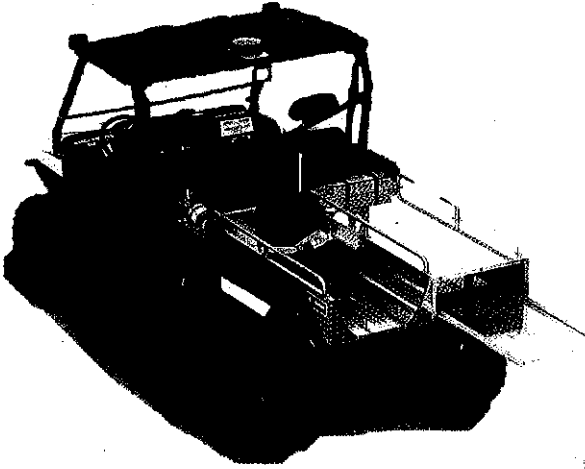
2163 VERMONT RT. 5A, WESTMORE, VT 05860 p: 888.546.8358 f: 802.525.3441
KIMTEK@pshift.com • KIMTEKRESEARCH.com



**MEDLITE
TRANSPORT**

MANUFACTURED BY: KIMTEK RESEARCH, WESTMORE, VT

MEDLITE TRANSPORT DELUXE (MTD-11)



**EMS PRODUCT NEWS TOP 100 PRODUCTS!
EMERGENCY MEDICAL RESCUE SLIDE IN SKID UNIT
MEDLITE TRANSPORT DELUXE # MTD-11**

Universal design to fit most make & model UTV 4x4 and 6x6 vehicles such as the Polaris Ranger, Kubota RTV 900, Kawasaki Mule, John Deere Gator and a host of other off road vehicles.

Designed by Firefighters and Emergency Medical Technicians for use by all public safety agencies. This design puts the patient and the medical care attendant front and center. It is built for rough terrain to be used in all-weather situations. Made of aluminum, it is rugged, rust proof and affordable. This emergency rescue skid unit is designed to quickly turn any UTV utility vehicle into a "mini ambulance".

The MEDLITE™ Transport is designed to carry one patient, one EMS attendant and assorted emergency gear. The long board is easily attached to the unit using 10 Velcro D loop straps which are included. The attendant's seat, with seat belt, glides on wheels the entire length of the unit and is able to be locked in three different locations along the guide rails to meet any emergency situation. It has 9 cubic feet of enclosed storage under the patient area for medical bags, trauma supplies and oxygen. The unit comes standard with a retractable IV pole. When it comes to off road rescues, safety and patient comfort are the key. Whether you are using it as a medical rescue or for a third passenger during search and rescues, the MEDLITE™ Transport slide in skid unit should meet all your needs.

MEDLITE SHIPS FULLY ASSEMBLED

D= 48" W x 55" L x 11" H

46" WIDE UNIT AVAILABLE

MTD-11 FEATURES A THREE-POSITION GUIDE-LOCK SEAT W/ SEAT BELT, IV POLE, & ATTACHMENTS FOR A LONG BOARD OR STOKES BASKET *PLUS:* IT FEATURES A SLIDE-OUT TRAY IN STORAGE AREA, O2 HOLDER FOR "D" SIZED BOTTLE W/ REGULATOR & 3RD ATTENDANT RAIL.

MTD-11: \$3,400.00 + SHIPPING



**KIMTEK
CORPORATION**

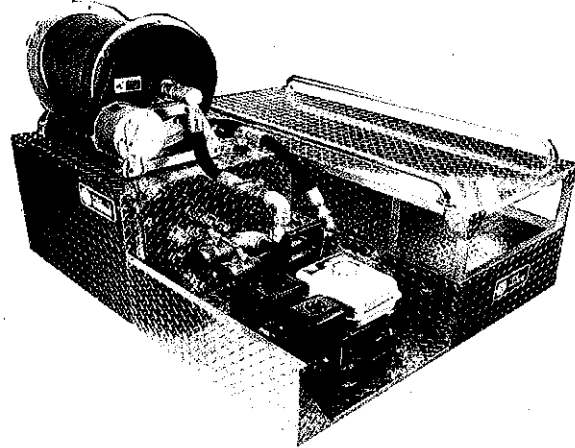
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**FIRELITE
TRANSPORT**

MANUFACTURED BY: KIMTEK RESEARCH, WESTMORE, VT

FIRELITE TRANSPORT DELUXE (FDH-11)



**FIRELITE TRANSPORT DELUXE SKID UNIT # FDH-11
DARLEY-DAVEY PUMP – POLY TANK / HANNAY REEL & RESCUE AREA**

(Picture of Hannay Reel with optional electric rewind shown)

- ◆ All aluminum construction with bright aluminum diamond plate and aluminum tubing sub-frame
- ◆ Hose bed storage section for hard suction, forestry hose, nozzles etc.
- ◆ Pump features all metal piping & valves (pump is stationary-does not remove from skid unit)
- ◆ Unit comes complete with the Darley-Davey® Two Stage High Pressure Pump: Twin impeller, gas driven pump powered by a manual recoil 5.5 HP Honda engine able to self-prime to 19'; Nitrile rubber seal & casing "O" rings; Low oil protection; One Year Pump Warranty; Two Year Engine Warranty
- ◆ Flows 50 GPM @ 68 PSI; 30 GPM @ 97 PSI; 15 GPM @ 112 PSI
- ◆ Comes with 1 gated 1-1/2" discharge; 1 gated 1" discharge*; 1 gated 1" pump to tank refill; 1 gated 1-1/2" to booster reel; 1 gated 1-1/2" auxiliary suction; 1 gated 1-1/2" tank to pump
- ◆ Integrated 55 or 70 gallon poly tank
- ◆ Pre-connected F4000 Series Hannay Reel® Manual Crank with 100' of 3/4" or 50' of 1" Booster Hose
- ◆ Water tank sight gauge
- ◆ 2- 48" x 1" stainless steel grab rails at rescue area for mounting a stokes basket or long board
- ◆ 10 - 24" long Velcro D Loop Straps Included
- ◆ Adapter to refill water back packs in the field without starting pump
- ◆ Tailgate at rear of hose storage area

**FIRELITE SKID DARLEY-DAVEY POLY TANK HANNAY REEL - MANUAL CRANK
UNIT SHIPS FULLY ASSEMBLED**

D = 48" W x 55" L x 38" H

* 1 - gated 1" discharge not available if foam is added

FDH-11: \$6,500.00 + SHIPPING



AVAILABLE OPTIONS TO ADD:

ADD SCOTTY AROUND-THE-PUMP FOAM SYSTEM W/5 GAL FOAM CELL = \$700.00

ADD ELECTRIC REWIND TO HANNAY 4000 SERIES REEL = \$400.00

ADD 3167 ROBOTFLAM POK NOZZLE= \$300