



Board of Selectmen
Tuesday, December 27, 2018 @ 4:00 P.M.
Southwest Harbor Town Office

MINUTES

I. Chairman Chad Terry called the regular Selectmen's meeting to order at 4:00. In attendance Lydia Goetze, Kristin Hutchins, Ryan Donahue, and Manager Justin VanDongen. George Jellison Jr. was excused due to the meeting time change. There were approximately 2 members of the public also present.

II. No one to be heard.

III. Ryan Donahue made a motion to approve Board of Selectmen meeting minutes for 12/11/2018, seconded by Lydia Goetze, approved 4-0-0. Kristin Hutchins noted a spelling correction of Chief Chisholm.

IV. Justin VanDongen reported that his time was spent solely on preparing the budget and Capital Improvement Plan.

V. a. Lydia Goetze made a motion to appoint Ben Worcester III to a three-year term on the Southwest Harbor Water and Sewer District, seconded by Kristin Hutchins, 3-0-1 with Chad Terry abstaining. Chad Terry recused himself from the process of interviewing an additional Trustee. Lydia Goetze nominated Allen Willey for the Southwest Harbor Water and Sewer District Board. The Board spoke to Mr. Willey about what they were seeking in a Trustee. Lydia Goetze expressed that it is sometimes problematic to have a former employee serve on a Board. Kristin Hutchins asked what he envisioned his role on the Board being. Mr. Willey stated that he could help in the operations of the District. Ryan Donahue and Kristin Hutchins stated they would like someone with experience in accounting or finance. Kristin Hutchins made a motion to table the Trustee appointment to an undetermined date, seconded by Lydia Goetze, approved 3-0-1 with Chad Terry abstaining.

VI. a. Justin VanDongen presented the format changes to the Capital Improvement Plan. The plan will include three parts, a narrative of the capital assets of the Town, a fund balance sheet that show the accounts, appropriations and expected expenditures, and the equipment replacement schedule. It will allow the Town to properly plan for the replacement of capital equipment and to properly invest the CIP funds while keeping the funds needed in any given year liquid for capital expenditures.

VII. Kristin Hutchins made a motion to confirm appointment of Deborah Clark as Registrar of Voters to a two-year term, seconded by Lydia Goetze, approved 4-0-0.

VI. (continued) The Board discussed the estimate of leveling the two lots at the Manset Town Dock. Justin VanDongen expressed concern that going ahead with the work may be wasteful without a fully developed plan for the property. He would like to utilize funds to have a professional plan developed for the property. Consensus of the Board that future large purchases, in excess of \$250k would be bond funded. Lydia Goetze inquired about why we vote on separate articles for reserve accounts but not CIP accounts. The Board reviewed the initial CIP submissions from the individual departments. Justin VanDongen asked the Board for direction on the Hook property for budget planning purposes. Board consensus was to develop a plan for the property utilizing professional services prior to expending funds on changes to the property.

Justin VanDongen showed the Board the detail reports that would be included with the budget. The details will show the revenues and expenses for the Town for FY18 and the first half of FY19.

VIII. Kristin Hutchins made a motion to approve warrants:

General Fund Warrants, FY 18-19: 66

Payroll Warrants: FY 18-19: 60,62,65

School FY 18-19: 61,63,64

seconded by Lydia Goetze, approved 3-0-0, Ryan Donahue excused himself prior to the vote.

IX. Next meeting set for January 8, 2019 at 6:00pm.

XI. Lydia Goetze made a motion to adjourn at 6:25 pm, seconded by Kristin Hutchins, approved -0-0.