

## Selectmen Meeting

Southwest Harbor Meeting Room  
Tuesday, May 8, 2018 @ 6:00 PM

- I. Chairman Dan Norwood called the meeting to order at 6:00 PM. In attendance George Jellison Jr., Lydia Goetze, Chad Terry, Ryan Donahue, Asst Manager Marilyn Lowell and Town Manager Don Lagrange.
- II. Engineer Annaleis Hafford of Olvers Engineering presented the scope of the infrastructure project with a conclusion to the design work within a few days and submittals to the State drinking water and clean water programs. The project should be out to bid in June. The base bid will include Claremont Road, Cedar Lane, Village Green Way, Clark Point Road from Main Street to Herrick, Clark Point Bulkhead (Pump station to Town Wharf Road), Robinson Lane and Shore Road. Alternate bids if there are sufficient monies include Fernald Point Road, Freeman Ridge, Village Green Parking area, Hillcrest Acres and Kings Lane. Claremont Road, Clark Point Road and Clark Point Bulkhead to be scheduled in Mid-September.
- III. Auditor Christine Howe of RHR Smith Auditors presented a summary of the recent audit for fiscal year 16-17, ending June 30, 2017. A list of questions were sent prior to the meeting to clarify adjustments made to the general journal. The suggestion was made the Trio computer program installed 8-10 years ago was not set up properly causing numerous annual adjustments in the final audit. Ms. Howe did state the Town is in excellent financial condition with annual increases to the reserves. A representation of 36% unassigned fund balance was questioned and the auditors would check into the calculation. Fund policy is to maintain 20% reserves based on the total fund balance divided by municipal budget.
- IV. Visitors to be heard not on the agenda: None
- V. Approval of Minutes: Ryan Donahue moved to accept Selectmen meeting minutes of April 24, 2018, seconded by Chad Terry and voted in favor 5/0/0.  
Lydia Goetze moved to accept Special meeting minutes of April 25, 2018, seconded by Ryan Donahue and voted in favor 5/0/0.
- VI. Managers Report:
- ~ Dividends received this year from Maine Municipal Association total \$2,433. It will be credited to insurance.
  - ~ An area of approximately 40' x 40' at the upper town dock parking lot was in great disrepair. The asphalt was cut and excavated and the gravel base replaced. Rings was scheduled to pave area on Monday, May 7<sup>th</sup>.
  - ~ Finger floats should be installed by May 15<sup>th</sup>.
  - ~ Town Attorney agrees that the Town must request a warranty deed when purchasing property. The Hook property was conveyed with a warranty deed.
  - ~ Made a deal with Mrs. Beal, Clark Point Road the Town would maintain corner of her driveway due to turning traffic to the upper Town dock. The deal is she will not put a fence to the road which would limit turning traffic.
- VIII. New Business:
- ~ Chairman Norwood took Board of Appeals appointment out of order due to the time of evening so the applicant could go home. Chad Terry moved to appoint John Izenhour to the Board of Appeals for a three year term, seconded by Ryan Donahue and voted in favor 5/0/0.
  - ~ Chairman Norwood took the liquor license out of order for the Causeway Club due to the lateness of the night so the applicant could leave. Lydia Goetze moved to approve the liquor, beer and wine application for the Causeway Club, seconded by Ryan Donahue and voted in favor 5/0/0.
- VII. Old Business:
- ~ Manager Lagrange stated he has three banking proposals to invest Town funds for a greater return on interest and they will be presented at next meeting. A cash flow analysis was presented suggesting the Town should have approximately \$3,304,463 as of September 1 and that \$1,500,000 should be invested in stocks and bonds, \$200,000 left in general checking and the balance of funds in the money market which at today's rate is 1.62%. Cash in the money market is liquid and can be transferred to checking upon notice.
  - ~ Lydia Goetze presented two questions for the Boards review to be placed on the Polco website. It was consensus of board to post the questions.
  - ~ George Jellison moved to approve the liquor license application renewal for Red Sky Restaurant, seconded by Ryan Donahue and voted in favor 5/0/0.

- ~ Ryan Donahue moved to approve the liquor & amusement permit renewal for Sips Restaurant, seconded by Lydia Goetze and voted favor 5/0/0.
- ~ Ryan Donahue moved to approve the liquor and amusement permit renewal for The Claremont, seconded by Chad Terry and voted in favor 5/0/0.
- ~ Lydia Goetze moved to approve the liquor & amusement permit renewal for the Café Dry Dock, seconded by Ryan Donahue and voted in favor 5/0/0.
- ~ George Jellison moved to approve the Bottle Club application for the American Legion, seconded by Ryan Donahue and voted in favor 5/0/0.

VIII. New Business:

- ~ Dan Norwood wanted to initiate a discussion of the Board members to issue a directive to the Harbor Committee regarding the development of the Manset Pier and Hook Property. Anne Napier and John Stanley of the Harbor Committee were present to state the Harbor Committee had discussed these issues in the previous two meetings.
- ~ Manager Lagrange stated the new SCBA air paks and compressor have been delivered to the Fire department. There is the potential of selling the used equipment. Ryan Donahue moved to authorize the Fire Chief to sell existing SCBA equipment with proceeds to be credited to CIP Equipment reserve 221-36. Seconded by Lydia Goetze and voted in favor 5/0/0.

IX. Other Business:

- ~ Chad Terry expressed concern of personal email use for Town business and requested an email address through the Town.

X. Lydia Goetze moved to accept the following town warrants, seconded by George Jellison and voted in favor 5/0/0:

General Fund Warrants, FY 17-18: 120  
Payroll Warrants: FY 17-18: 118, 119  
School FY17-18: 116  
School Payroll FY 17-18: 117

XI. Next Meeting Date: Selectmen Regular Meeting May 22, 2018

XII. Lydia Goetze moved to go into Executive session pursuant to 1 M. R. S. A. § 405 (6) (a) relative to personnel matters at 8:20 PM, seconded by Chad Terry and voted in favor 5/0/0.

~ Lydia Goetze moved to adjourn Executive session at 9:23 PM, seconded by Chad Terry and voted in favor 5/0/0.

XIII. Lydia Goetze moved to adjourn Selectmen meeting at 9:24 PM, seconded by Ryan Donahue and voted in favor 4/0/0 with Chad Terry absent at time of vote.