



Board of Selectmen
Tuesday February 12, 2019 @ 6:00 P.M.
Southwest Harbor Town Office

MINUTES

I. Vice-Chair Lydia Goetze called the regular Selectmen's meeting to order at 6:08 pm. In attendance Kristin Hutchins, George Jellison, Ryan Donahue, Assistant Manager Marylin Lowell and Manager Justin VanDongen. Chad Terry was excused due to travel out of town. There were approximately 2 members of the public also present.

II. Daniel Farley was invited to attend the meeting to discuss the open position on the Water and Sewer District. They discussed why he was interested in the position and his background in accounting.

III. Minutes of January 22, 2019 tabled until next meeting.

Motion made by Kristin Hutchins to approve the Selectboard Budget Meeting minutes of January 14, 2019, seconded by George Jellison, 4-0-0.

Motion made by Kristin Hutchins to approve the Selectboard Budget Meeting minutes of January 14, 2019, seconded by Ryan Donahue, 4-0-0.

Motion made by Kristin Hutchins to approve the Selectboard Budget Meeting minutes of January 14, 2019, seconded by Ryan Donahue, 3-0-1, George Jellison abstained.

IV. Justin VanDongen reviewed the attached Manager's Report. The Board also reviewed the Parking and Traffic summary report. It included the goals and action plan which will be included in the full report.

V. A. The Board discussed formal adoption of the Harbor Management Plan. Anne Napier has made some basic edits and will produce an addendum to reflect the actions already taken by the Town. The Board feels that formal adoption would be useful in getting grants. Consensus of the Board was to adopt it as an amendment to the Comprehensive Plan.

While Harbormaster Adam Thurston was here the Board discussed the balance in the Hoist CIP which he thought had \$10,000 in it. The money had been used for cross bracing that was costlier than originally anticipated. Kristen Hutchins made a motion to utilize funds from the Manset Town Dock CIP to pay for the hoists, seconded by Ryan Donahue, approved 4-0-0.

B. The Board reviewed the Fund Balance Policy from 2016. Manager VanDongen explained the types of fund balance and the recommendations of the Government Finance

Officers Association. The Board asked him to update the policy to reflect those recommendations and keep a 25% unrestricted fund balance.

VI. A. Marilyn Lowell explained that a check that was issued in 2014 was never cashed and the person it was issued to has since passed. The widow of the deceased asked if the Town could reissue the check to her. Kristin Hutchins made a motion to reissue the check for a mooring fee refund for David Chotkowski to Patricia Kennedy, seconded by Ryan Donahue, approved 4-0-0.

B. The Board discussed the list of residents that passed in 2018 with regard to the Town Report dedications. There were numerous residents that contributed to Town business and will revisit this at a later meeting.

C. A Municipal Quitclaim Deed was presented to the Board for Map 1 Lot 42-001 as the total back taxes have been paid in full. Kristin Hutchins made a motion to accept and sign the Municipal Quitclaim Deed, seconded by George Jellison, approved 4-0-0.

VII. The Board discussed when to have a meeting with the School and Warrant Committee to review the Pemetic School Budget. The Board decided to hold the joint meeting at the school and to have their regular meeting on February 26, 2019. (This meeting was later moved to February 28)

VIII. Kristin Hutchins made a motion to enter Executive Session at 8:18pm pursuant to 1 M.R.S.A § 405(6)A to discuss a personnel matter, seconded by Ryan Donahue, approved 4-0-0.

Kristin Hutchins made a motion to exit Executive Session at 8:55pm pursuant to 1 M.R.S.A § 405(6)A to discuss a personnel matter, seconded by Ryan Donahue, approved 4-0-0.

IX. Kristin Hutchins made a motion to adjourn at 8:56 pm, seconded by George Jellison, approved 4-0-0.