



Select Board

Regular Meeting

Tuesday December 8, 2020 @ 6:00pm

Via Zoom Remote Access

MINUTES

I. Chair Kristin Hutchins called the meeting to order at 6:00 pm;
Present: Board members Carolyn Ball, Snap Willey, Chad Terry, George Jellison.
Town Manager, Justin VanDongen, and Town Clerk, Marilyn Lowell.

II. Visitors - None

III. Minutes of November 24, 2020.

Hutchins noticed two spelling errors, Mike Carroll's name and Pole Barn vs. Pull Barn.

Motion by Terry to accept the minutes of November 24, 2020 as amended. Second by Willey.
Passed 5-0-0.

IV. Manager's Report:

Budget Update – The Manager has met with the department heads and that portion of the budget is pretty well finished. Scott Alley is working on getting a budget together for small highway projects. Paving is still being worked on as well. The Harbormaster budget has not been worked on yet but the Manager is planning to meet with Harbor Committee Chair Anne Napier to go over any expenses the Harbor Committee was planning. We will also be adding the Deputy Harbormaster position to the budget.

The Manager informed the Board that he received a letter of resignation from Deputy Clerk Debbie Clark, she will be taking the open position at the Water & Sewer District. Debbie's last day will be December 21st. The Manager suggested closing the business office from the 25th- 31st with the exception of one day preferably the 30th, due to the staff shortage. Jellison stated he was not in favor of the office being closed the last week of the year. The Board discussed the importance of advertising the closure everywhere possible and as soon as possible.

Motion by Hutchins to support the Town Manager's recommendation to allow Lowell her time off and close the office with exception of one day provided that we advertise thoroughly. Second by Ball.

Further discussion was had to clarify if the entire Town Office would be closed or just the business portion of the office.

Hutchins amended her motion to reflect the distinction that the business office only would be closed with exception of one day. Second by Ball. Passes 5-0-0.

Motion by Hutchins to support the Town Manager's recommendation to allow Lowell her time off and close the business portion of the office with exception of one day provided that we advertise thoroughly. Second by Ball. Passed 5-0-0.

V. New Business

- a. Liquor License Renewal: Next Level, LLC – Hutchins observed the information from the Police Department that usually accompanies the application was not present. Lowell will check in with Chief Miller.
Motion by Jellison to accept the renewal license for Next Level, LLC for the renewal period December 29, 2020 to December 28, 2021. Second by Terry. Passed 5-0-0.
- b. Appointment – Ellen Pope, Warrant Committee
Pope has lived in Southwest Harbor for 22 years and felt it was time to give back to the community she loves so much. Her career at the Maine Community Foundation will serve the committee well.
Motion by Terry to appoint Ellen Pope to the Warrant Committee for the term beginning December 8, 2020 to June 30, 2023. Second by Willey. Passed 5-0-0.
- c. MRC Ballot –
Motion by Ball to nominate Sophie Wilson to the MRC Board. Second by Hutchins. Passed 5-0-0.
- d. Transfer Treasures Donation
Motion by Hutchins to accept Jill Freundlich's request to donate \$500 from the transfer treasures fund to the Westside Food Pantry. Second by Terry. Passed 5-0-0.

VI. Old Business

- a. Town Garage –
The Infrastructure Committee met again on Monday. The committee recommended reaching back out to the lowest bidder, Maine Coast General Contracting, to go over the plan and see what could be paired down and what the current bid price would look like. The Manager reached out to Matt Gurney at MCGC and will be sitting down with him in the next week or so. Gurney had some suggestions when he spoke with the Manager on the phone. Jellison has reviewed the plan and has spoken with Olver. He feels you are not going to get a 40-50 year building for less money that what was bid back in March. He feels the Board needs to make a motion if they would like to proceed with putting this back out to voters. Ball felt if changes are not made to lower the price the voters may reject it again. Jellison stated he just wants what is best for the Town.

Ball does not feel the school buses should be inside the buildings. She agrees it is nice but all towns do not have the buses inside. Willey stated the buses have been inside since the 60's, he feels the voters don't understand the site work involved and need to be informed better. The Manager reminded the Board that they held public hearings and the plans were on the website, he felt there was a misinformation campaign to defeat the project. Terry agrees with Ball on the subject of buses being indoors, perhaps they could be undercover with something like the Ellsworth School Department, but not heated. Hutchins suggested putting the garage plans back on the website.

VII. Other Business:

Jellison asked about the status of the finger floats and the Harbormaster boat. The Manager will be pulling the boat out this week or next and will have Chalmers pull the floats out.

Lowell asked the Board about closing early on Christmas Eve as we have in the past.

Motion by Terry to close the office early on the upcoming holidays as we did last year. Second by Ball. Passed 5-0-0.

Hutchins asked about the updates to the personnel policy, the Manager will be sitting down with Ball before the next meeting.

Discussion was had on Lowell's vacation time being paid out if she could not take it all. Hutchins recalled making an exception when Lowell filled in for the previous Town Manager's medical leave.

Motion by Terry that any outstanding vacation time of Lowell's that would expire by the end of the year be paid out as compensation. Second by Willey. Passed 5-0-0.

VIII. Motion by Jellison to go into Executive Session pursuant to 1 M.R.S.A § 405(6) (A) to discuss the contract of the Town Manager, at 7:10 PM. Second by Terry. Passed 5-0-0.

Motion by Terry to come out of Executive Session pursuant to 1 M.R.S.A § 405(6) (A) to discuss the contract of the Town Manager, at 8:02 PM. Second by Willey. Passed 5-0-0.

VIII. Accept

Motion by Terry to accept:

General Fund Warrants: FY 21 #54

Payroll Warrants: FY 21: #51, #53, #1203, #1210

School Warrants: FY 21 #52

Conservation Committee FY 21 #1208

Second by Willey. Passed 5-0-0

Next Meeting December 22, 2020 at 6pm via Zoom.

X. Adjourn

Motion by Terry to adjourn the meeting at 8:06 pm. Second by Ball. Passed 5-0-0

JD