



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Southwest Harbor Fire Station**  
**6:00 p.m. ~ Tuesday, February 9, 2021**

**MINUTES**

**1. CALL TO ORDER**

**Chair Kristin Hutchins called the meeting to order at 6:02 pm.**

**2. ROLL CALL: Board Members; Kristin Hutchins, Carolyn Ball, Chad Terry, George Jellison, Allen Willey, and Town Manager Dana Reed.**

**3. ADOPTION OF AGENDA:** Ball requested to add a discussion of the Manset Dock property grant to the agenda, Hutchins suggested it be added after the discussion of the Town Garage.

Motion by Jellison to adopt the agenda as amended. Second Willey. Passed 5-0

**4. APPROVAL OF MINUTES:** Discussion was had regarding the minutes and possible amendments. Consensus of the Board it to table the minutes until the next meeting so the Manager and Admin Assistant Dunbar can amend them.

**5. APPROVAL OF WARRANTS**

Motion by Terry to approve General Fund Warrant FY21 #77. Payroll Warrants FY21 #204, #211, #74 and #76. School Payroll Warrants FY21 #72, #73, and #75. Conservation Warrant FY21 #209. Second Willey. Passed 5-0.

**6. REGULAR BUSINESS:**

**A. Chris's Pond:** Members of the Conservation Committee, Misha Mytar of Maine Coast Heritage Trust and Marla O'Byrn of Island Housing Trust gave the Board a status update on the Chris's Pond Project.

Motion by Ball to have the Town Manager apply for the Land and Water Conservation Fund Grant for the Chris's Pond project. Second Terry. Passed 5-0.

**B. Main Street Sidewalk:** Dana presented the municipal partnership agreement on the drainage project.. The sidewalk portion is separate. The Town Manager gave an update on the sidewalk project.

Motion by Hutchins to have the Town Manager meet with the MDOT and research funding for the next Select Board meeting. Second Terry. Passed 5-0.

**C. Banking:** Request of the Town Manager for action to remove the former Town Manager and add the new Town Manager as signatories on Town bank accounts.

Motion by Ball to authorize the Town Manager to remove the former Town Manager Justin VanDongen and add the new Town Manager, Dana Reed, as signatory on Town bank accounts. Second Terry. Passed 5-0.

**D. Town Manager Search:** Discussion was had amongst the Board and Manager regarding the search for a Town Manager. Hutchins will reach out to Donald Gerish and invite him to attend the next Select Board meeting to go over the service he offers to facilitate the search for a Manager.

**E. Police Chief Search:** The Manager gave an update on the Search for a Police Chief. He has spoken with Bar Harbor and Mt Desert Police Chief Jim Willis who recommended he contact the Bucksport Police Chief about forming a search committee.

Motion by Terry to authorize the Town Manager to work with a search committee comprised of Hancock County Law Enforcement Officers, 2 Select Board members, and Chaired by the Bucksport Police Chief. Second Willey. Passed 5-0.

Members Terry and Ball will serve on the Committee.

**F. Town Garage:** The Town Manager met with Highway Foreman Scott Alley and toured the facility. Discussion was had on the garage condition and how to best move forward with the project. Discussion was had on incorporating Don Lodge's (present on Zoom) recommendations and thoughts on the project presented earlier to the Infrastructure committee Reed recommended that the next step be to set a limit on the cost of the project.

Motion by Ball to add Don Lodge to the Infrastructure Committee. Second Willey. Passed 5-0.

Motion by Ball to have the Infrastructure Committee work with Olver to design a building in the range of \$1.6 million. Second Jellison. Passed 5-0.

**G. Manset Town Dock Property:** Ball gave an update on the Manset Town Dock construction project along with Harbor Committee Chair Anne Napier. The committee has been working with a consultant and has a preliminary design that doesn't include the cost for an office yet. Discussion was had on the condition of the Harbor Master's Office and the Manager will look into interim options.

## 7. APPOINTMENTS:

**A. E911 Addressing Officer:** Request of the Town Manager for appointment of John Larson as the E911 Addressing Officer.

Motion by Terry to affirm the appointment of John Larson as E911 Addressing Officer for the remainder of a 3 year term ending June 30, 2021. Second Willey. Passed 5-0.

**B. Road Commissioner, Treasurer and Tax Collector:** Request of the Town Manager for his appointment as Road Commissioner, Treasurer and Tax Collector.

Motion by Terry to affirm the appointment of Dana Reed as Road Commissioner, Treasurer, and Tax Collector for a 6 month term beginning February 1, 2021 and ending July 31, 2021. Second Jellison. Passed 5-0.

**C. Deputy Clerks:** Request of Town Clerk Marilyn Lowell for appointment of Jesse Dunbar, Becky Gatcomb and Deborah Clark as Deputy Clerks.

Motion by Terry to affirm the appointment of Jesse Dunbar, Becky Gatcomb, and Deborah Clark as Deputy Clerks for a 6 month term beginning February 1, 2021 and ending July 31, 2021. Second Willey. Passed 5-0.

**8. TOWN MANAGER’S REPORT**

The Board received the Managers report from the Manager. Reed has been meeting with department heads and touring facilities.

**9. SUGGESTIONS FOR NEXT AGENDA:** Hutchins informed the Board that the first Marijuana Business License Application would be reviewed at the next meeting, and that the former Manager and Board had discussed having Attorney Ben McCall attend that meeting. The Manager will co-ordinate his attendance.

**10. ADJOURNMENT –**

Motion by Terry to adjourn the meeting at 8:05 pm. Second Willey. Passed 5-0.

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Kristin Hutchins, Chair

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Chad Terry, Vice Chair

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Allen Willey

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George Jellison, Jr.

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Carolyn Ball