



SELECT BOARD MEETING
Town of Southwest Harbor
Southwest Harbor Fire Station & Via Zoom*
6:00 p.m. ~ Tuesday, May 11, 2021

MINUTES

1. CALL TO ORDER

Chair Kristin Hutchins called the meeting to order at 6:19pm.

- 2. ROLL CALL:** Board members: Kristin Hutchins, Chad Terry, George Jellison, Jr., Carolyn Ball, Allen Willey, interim Town Manager Dana Reed via ZOOM and Town Clerk Marilyn Lowell.

A. Excused Absence None

- 3. ADOPTION OF AGENDA:** Hutchins asked to add an executive session for personnel purposes at end of agenda.

Motion by Ball to approve amended agenda as presented. Second Willey. Passed 5/0/0.

4. PUBLIC HEARING:

- A. Liquor License Renewal – The Upper Deck:** *Request of The Upper Deck SWH, LLC, on behalf of The Upper Deck, 433 Main Street, for an On-Premises Beer, Wine and Spirits liquor license renewal.*

Motion by Jellison to approve The Upper Deck Liquor License renewal application. Second Willey. Passed 5-0-0.

- B. Special Amusement Permit – The Upper Deck:** *Request of The Upper Deck SWH, LLC, on behalf of The Upper Deck, 433 Main Street, for a Class E Special Amusement Permit allowing dancing with any source of music.*

Motion by Jellison to approve The Upper Deck Special Amusement application. Second Willey. Passed 5-0-0.

- C. Liquor License Renewal – Harbour Cottage Inn:** *Request of Salvio Holdings, on behalf of the Harbour Cottage Inn, 9 Dirigo Road, for renewal of the existing an On-Premises Beer, Wine and Spirits liquor license.*

Motion by Jellison to approve Harbour Cottage Inn Liquor License renewal application expiring 6.25.2022. Second Willey. Passed 5-0-0.

* To access the meeting using Zoom, please click the meeting link on the home page of the Town's website www.southwestharbormaine.org

D. Liquor License Extension – Harbour Cottage Inn: *Request of Salvio Holdings, on behalf of the Harbour Cottage Inn, 9 Dirigo Road, for extension of the existing an On-Premises Beer, Wine and Spirits liquor license to include an outdoor deck.*

Motion by Jellison to approve request of Harbour Cottage Inn Liquor License Extension. Second Willey. Passed 5-0-0.

5. APPROVAL OF MINUTES: *Request of the Town Manager for a motion “to approve the minutes of April 27, 2021 as proposed” (or revised).*

Motion by Ball to approve the minutes of April 27, 2021 with the amendment of adding Motion, Second & Passed information on #3. Town Manager Search. Second Terry. Passed 4-0-1. Hutchins abstained.

6. FINANCIAL REPORTS: *Presentation of the monthly Budget Variance Report.*

Administration salaries had the possibility of going over budget because of the Manager payout and hiring new interim. The Harbor has a couple expense accounts that are close and Jesse was asked to do an analysis of how to rectify them. Reed is hopeful the overall budget will be fine and not go over full amount.

7. APPROVAL OF WARRANTS:

Motion by Terry to approve GF W#113, Town Payroll W# 109,112,506,513 and School W #110 &111. Second Jellison. Passed 4-0-1. Hutchins abstained.

8. REGULAR BUSINESS:

A. Chris’s Pond: *Report of Conservation Commission Chair Jane Ayres Peabody, Select Board Member Carolyn Ball and Maine Coast Heritage Trust Senior Project Manager Misha Mytar on the layout, planning and funding of the expansion project and their invitation for the Select Board to schedule a site visit.*

Reports of progress and explanation of design for the Grant monies was heard from Jane Ayres Peabody, Carolyn Ball and Misha Mytar.

Motion by Jellison to not go forward with the grant process, not pursue the project and remove from Town Warrant Articles. Second Willey. Passed 3-2-0. Ball and Hutchins opposing.

B. Manset Project: *Report by Select Board Member Carolyn Ball on the May 10 Harbor Committee meeting and the status of the Hook Lot design.*

Harbor committee met on Monday, May 10, 2021 and it was determined they did not want to go forward with the proposed grant process. The committee wants to revisit and discuss what is actually needed without the fluff of what has been designed by CES.

Scott Alley, Public Works Supervisor stated that if the area was filled with gravel for parking, they could sit back and look at function of it all.

- C. Extended Producer Responsibility:** *Request of Dick Atlee, on behalf of the Zero Waste Committee of a Climate to Thrive, for adoption of a resolution in support of Extended Producer Responsibility for solid waste.*

Dick Atlee, a member of the Zero Waste Committee of a Climate to Thrive, gave a nice overview of the Extended Producer Responsibility for solid waste and asked for adoption of a resolution in support.

Ball felt the Board should not give a resolution on State Affairs.

- D. Conduct Policy:** *Request of Natasha Johnson for adoption of a code of conduct for all committee, board and Select Board members.*

Hutchins felt it was a policy that would benefit members on civility and set a standard of committee actions. Jellison felt the Board should have their own items for a policy and not adopt another towns. Jellison will bring items to next board meeting.

- E. Liquor Policy:** *Review of the draft changes approved at the last meeting, and possible adoption of a motion “to approve and sign the revised Liquor Policy dated April 27, 2021”.*

Motion by Terry to approve and sign the revised Liquor Policy date April 27, 2021. Second Jellison. Passed 5-0-0.

- F. Licensing:** *Request of the Manager for suggestions to reduce the time and expense of photocopying the full applications submitted for liquor licensing and special amusement permits.*

Motion by Terry to reduce photo copying of Liquor License & Special Amusement Applications. Second Willey. Passed 5-0-0.

- G. Town Meeting 2021:** *Discussion of the logistics for the annual Town Meeting to be held at 10:00 a.m. on Saturday, June 5 at the Fire Station.*

Hutchins will commit 10-15 chairs from the Chamber of Commerce.

Marilyn will have the Board chairs from Town Meeting room also brought to Fire Station. During the written ballot vote for school items, Marilyn stated the small ballot box will be carried around so residents don't have to be moving about.

There are trash cans from Fire Dept. that will be placed in various areas.

Reed asked about Article #43 on Town Warrant regarding Chris's Pond Grant being removed from warrant.

Motion by Hutchins to direct Town Manager to prepare amended Town Warrant. Second Willey. Passed 5-0-0.

H. June Select Board Meeting Schedule: *Request of the Manager for a possible change to the June Select Board Meeting dates due to a conflict with the annual Town Election on June 8.*

Motion by Jellison to move 6.8.2021 Board meeting to 6.15.2021. Second Terry. Passed 5-0-0.

9. TOWN MANAGER’S REPORT:

Reed has been receiving Police Chief Applications and will review on 5.19.2021 and have copies for the committee.

10. SUGGESTIONS FOR NEXT MEETING: *No action will be taken, other than to place the requested item on the next agenda.*

~Conduct Policy for preview

~Thomas Chisholm for direction from Board as to selling some FD equipment.

Motion by Terry at request of the interim Town Manager for the Select Board to find that public discussion of these personnel matters could be reasonably expected to violate the employee’s right to privacy, and therefore, to go into executive session to discuss the employment of an individual, as permitted by 1 MRSA 405.6.A.. Second Willey. Passed 5-0-0.

Motion to exit Executive Session. Seconded. Passed.

11. NEXT MEETING DATE: *Possible adoption of a motion to confirm the date of the next regular meeting for Tuesday, May 25 at 6:00 p.m. at the Fire Station.*

Motion to confirm date of next meeting for Tuesday, May 25 at 6:00 p.m. at the Fire Station. Second. Passed.

12. ADJOURNMENT

Motion to adjourn. Second. Passed.

Chad Terry, Vice Chair

Carolyn Ball

Allen Willey

George Jellison, Jr.