



SELECT BOARD MEETING
Town of Southwest Harbor
SWH Fire Dept. Meeting Room & Via Zoom*
6:00 p.m. ~ Tuesday, September 14, 2021

MINUTES

1. CALL TO ORDER

Chair George Jellison, Jr. called meeting to order at 6:00 pm.

2. ROLL CALL:

Board members: George Jellison, Jr., Carolyn Ball, Chad Terry, Allen Willey, Dan Norwood, Interim Town Manager, Dana Reed via Zoom and Town Clerk, Marilyn Lowell.

A. Excused Absences None

3. ADOPTION OF AGENDA: *Request of the Town Manager for a motion to adopt the agenda as presented (or amended).*

Motion by Terry to adopt agenda as presented. Second Willey. Passed 5/0/0.

4. PUBLIC HEARING:

A. General Assistance Ordinance: *Public comment on and possible adoption of revised Appendices A-H.*

Motion by Norwood to adopt the revised Appendices A through H of General Assistance Ordinance as presented. Second Willey. Passed 5/0/0.

5. APPROVAL OF MINUTES: *Request of the Town Manager for a motion “to approve the minutes of . . .*

A. August 24, 2021

Motion by Ball to approve & sign amended minutes of August 24, 2021. Second Terry. Passed 5/0/0.

B. September 2, 2021

Motion by Willey to approve & sign minutes of September 2, 2021 as presented. Second Norwood. 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

C. September 9, 2021

Motion by Willey to approve & sign minutes of September 7, 2021 as presented. Second Norwood. Passed 5/0/0.

6. COMMITTEE APPOINTMENTS:

A. Historic Cemetery Committee: *Possible appointment of volunteers:*

i. Julie Fernald

ii. David Scull

Motion by Norwood to appoint Julie Fernald and David Scull to seats on the Historic Cemetery Committee for a 1 year term. Second Terry. Passed 5/0/0.

7. APPROVAL OF WARRANTS

Motion by Norwood to approve GF W#30; Town Payroll W#902, 909, 916, 29, 27, 25 & 24; School W#26 & 28 as presented. Second Terry. Passed 5/0/0.

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

Financial Reports reviewed as written.

9. REGULAR BUSINESS:

A. Quit Claim Deed: *Request of the Treasurer for approval and signing of a quitclaim release deed to Frank C. Bauer for Map 006 Lot 126 for which all outstanding tax liens have been resolved.*

Motion by Willey for approval and signing of a quitclaim release deed to Frank C. Bauer for Map 006 Lot 126 for which all outstanding tax liens have been resolved. Second Norwood. Passed 5/0/0.

B. Bobcat Replacement: *Report of the Town Manager on replacement of the skid-steer loader used to plow sidewalks.*

Motion by Willey to award the contract for the Bobcat loader replacement to Jordan Equipment in the amount of \$27,851.67. Second Terry. Passed 5/0/0.

C. Road Work: *Review of road repair plan and possible awarding of a contract for fall paving.*

Motion by Norwood to award the contract to Ring's Paving and authorize the Town Manager to sign their proposal totaling \$184,529 for paving on Freeman Ridge Road, Salem Towne Road and the Shore Road. Second Terry. Passed 5/0/0.

- D. Remote Participation Policy:** *Review of a draft policy allowing Select Board members to participate in meetings remotely and possible scheduling of a public hearing.*

Motion by Norwood to schedule a public hearing and consideration of a Remote Participation Policy for the regular Select Board meeting on October 12 at 6:00p.m. Second Willey. Passed 5/0/0.

- E. Covid-19:** *Request of MDI Hospital for a return to masking and distancing.*

Motion by Norwood to require that all Town employees wear approved face masks covering their mouth and nose when working within six feet of another or unless they are in a private workspace; to require that all visitors to Town facilities wear approved face masks covering their mouth and nose when within six feet of any other person; and to direct that the Town Manager develop a Policy addressing this issue for Select Board consideration. Second Ball. Passed 3/2/0. Jellison, Ball & Norwood in favor and Terry & Willey opposed.

- F. American Recovery Plan Act:** *Request of the Town Manager for various actions related to the \$180,000 covid stimulus grant.*

i. Authorized Representative: *Possible appointment of the Town Manager*

ii. Award Terms and Conditions Agreement: *Possible approval*

iii. Assurance of Compliance with Title VI of the Civil Rights Act of 1964: *Possible approval*

Motion by Norwood to appoint the Town Manager as the Town of Southwest Harbor's "Authorized Representative" in regard to the American Recovery Plan Act and authorize the Manager to sign the Award Terms and Conditions Agreement and the Assurances of Compliance with Title VI of the Civil Rights Act of 1964". Second Ball. Passed 5/0/0.

- G. Causeway:** *Discussion of ownership and maintenance*

Dana stated to the Board that any deeds and or people spoken with about "The Causeway" has proven that it is most likely privately owned and, as such, the Town would be prohibited from spending public funds to maintain it.

10. TOWN MANAGER'S REPORT

- ~Worked on paving analysis and met with Rings.
- ~MDI Marathon is canceled.
- ~Met with Greenings Island Residents about parking.
- ~Both Harbor Master and Part-time Harbor Master took training.
- ~Bid for heating oil with Acadia Fuel was \$2.13 per gallon.

- ~Discussed 2-way radio reception problems with John Hall.
- ~School zone signs are delayed.
- ~Worked on Personnel Policy updates.
- ~Housing Trust is looking at 50 acres in Town Hill for workforce housing.
- ~1 easement left to sign for sidewalk project. Jan. 7th should be the time to be putting out to bid and work in fall of 2022. They will not be working in the summer
- ~Police Chief will be offering a Full-time Dispatch position to selected candidate.
- ~Harbor Committee has recommendations for the Select Board.
- ~Finalizing paving.

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

No suggestions.

12. NEXT MEETING DATE: *Possible adoption of a motion to confirm the date of the next regular meeting for Tuesday, September 28 at 6:00 p.m. at the Fire Station.*

Motion by Terry to confirm the date of the next meeting for Tuesday, September 28 at 6:00 p.m. in the Fire Station meeting room.

13. ADJOURNMENT

Motion by Norwood to adjourn the meeting at 7:03 p.m. Second Terry. Passed 5/0/0.

APPROVED

George Jellison Jr., Chair

Carolyn Ball, Vice Chair

Allen Willey

Chad Terry

Dan Norwood