



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Southwest Harbor Fire Station & Via Zoom\***  
**5:00 p.m. ~ Tuesday, November 23, 2021**

**Minutes**

**1. CALL TO ORDER**

Chair George Jellison, Jr. called the meeting to order at 6:00 p.m.

**2. ROLL CALL:**

Attending the meeting were George Jellison, Jr., Carolyn Ball, Allen Willey, Dan Norwood, Chad Terry, Deputy Town Clerk Jennifer LaHaye and Town Manager Dana Reed via Zoom.

**3. ADOPTION OF AGENDA:**

A motion was made by Mr. Willey and seconded by Mr. Norwood to adopt the agenda as presented. The motion passed unanimously.

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

**A. November 8 Executive Session**

A motion was made by Mr. Norwood to approve and sign the minutes of November 8, 2021. The motion passed unanimously.

**B. November 9**

A motion was made by Mr. Willey and seconded by Mr. Norwood to approve and sign the minutes of November 9, 2021. The motion passed unanimously.

**C. November 15 at 8:30 a.m. Executive Session**

A motion was made by Mr. Norwood and seconded by Mr. Willey to approve and sign the minutes of the meeting on November 15 at 8:30 a.m. The motion passed unanimously.

**D. November 15 at 2:00 p.m. Executive Session**

A motion was made by Mr. Willey and seconded by Mr. Terry to approve and sign the minutes of the meeting on November 15 at 2:00 p.m. The motion passed unanimously.

**5. APPROVAL OF WARRANTS**

A motion was made by Mr. Norwood and seconded by Mr. Terry to approve the warrants for Town Payroll 1118, 1124, Trust and Agency, 52, 53, School Payroll, 50, School Accounts Payable 51, Town Accounts Payable 54, Conservation Committee 1123. The motion passed unanimously.

\* To access the meeting using Zoom, please click the meeting link on the home page of the Town's website [www.southwestharbormaine.org](http://www.southwestharbormaine.org)

**6. FINANCIAL REPORTS:** *Presentation of the monthly financial reports.*

\*Handout 6A, *Budget Variance report*, which analyzes the Town's expenses year to date as compared to the budget. Manager Reed is pleased to report budgets are in pretty good shape.

\* Police is a bit high due to transition expenses with the new Police Chief, however expected to come close to budget.

\* Handout 6B *Revenue Variance Report*, looks very good. Almost 92% of budgeted revenue in so far.

\*Manager Reed added two new reports 6C & 6D similar to quarterly reports, various reserve accounts that the town has. Currently these reports are just showing the balance at this time. Manager Reed noted this could include debits and credits in the future.

\* Overall, things look good. No further discussion.

**7. REGULAR BUSINESS:**

**A. Harbor Fees:** *Report of Harbor Committee Chair Nick Madeira on the fee adjustments recommended by the Committee and possible adoption by the Board.*

Harbor Committee Chairman Nick Madeira presented the recommended harbor fee schedule to the Board.

It was decided that the Board would go line by line, and address each recommended permit fee, to establish a draft that would be presented at a public hearing to be advertised for December 14.

1. **Mooring Registration:** Boat, Lobster Car or Float.

No changes were made to the Harbor Committee's recommended fee.

2. **Dinghy Float Use Permit:**

No changes were made to the Harbor Committee's recommended fee.

3. **Lobster Buyer Truck Permit:**

A motion was made by Ms. Ball and seconded by Mr. Norwood to change the lobster buying truck fee to \$6,000 for resident and \$6,000 for nonresident.

4. **Dock and Ramp Permit: Unlimited Use:**

A motion was made by Mr. Norwood and seconded by Mr. Terry that the Dock and Ramp Permit - Unlimited Use permit be raised to \$1100 for resident, and \$2200 non-resident. The motion passed unanimously.

**5. Dock and Ram Permit Limited Use:**

A motion was made by Mr. Norwood and seconded by Mr. Terry to raise the Dock and Ramp Permit -Limited Use to \$270 resident and \$540 nonresident. The motion passed unanimously.

**6. Commercial Landing Barge Heavy Duty:**

Discussion related to proposing a touch fee and working off the honor system to start with. If further problems arise, they could be addressed by the Harbor-master.

A motion was made by Mr. Norwood and seconded by Mr. Willey for Commercial Landing Barge heavy duty fee be changed to \$15 per touch for residents and nonresidents. The motion passed with four in favor and Ms. Ball abstaining.

**7. Commercial Landing Barge Light Duty:**

A motion was made by Mr. Norwood and seconded by Mr. Terry to not create a new classification for light duty barges. The motion passed with four in favor and Ms. Ball abstaining.

**8. Boom Truck Permit:**

A motion was made by Mr. Terry and seconded by Mr. Norwood to strike the Boom Truck Permit from the fee schedule. The motion passed unanimously.

**9. Commercial Fisherman Permit:**

A motion was made by Mr. Terry and seconded by Mr. Norwood for the Commercial Fisherman Permit to be raised to \$360 for residents and \$720 for nonresidents. The motion passed unanimously.

**10. Student Fisherman Permit:**

Discussion related to the age of a student holding a license, and the payment of a \$360 fee. Suggestion made permit be related to the amount of tags students have.

A motion was made by Mr. Norwood and seconded by Mr. Terry to keep the Student Fisherman Permit at \$25 for resident and nonresident for up to 50 tags. The motion passed unanimously.

**11. Recreational Launch Ramp:**

No changes were made to the Harbor Committee's recommended fee.

**12. Kayak Outfitter Permit:**

A motion was made by Mr. Terry and seconded by Mr. Norwood to raise the Kayak Outfitter Permit to \$480 for resident and \$960 nonresident. The motion passed unanimously.

**13. Float Lease:**

A motion was made by Mr. Norwood and seconded by Mr. Terry to leave the Float Lease struck. The motion passed unanimously.

**14. Mooring Rental:**

A motion was made by Mr. Terry and seconded by Mr. Willey to raise the Mooring Rental to \$35 for both resident, and nonresident. The motion passed unanimously.

**15. Passenger Ferry Permit:**

A motion was made by Mr. Norwood and seconded by Mr. Willey to strike the Passenger Ferry Permit. The motion passed unanimously.

A motion was made by Ms. Ball and seconded by Mr. Terry to schedule a Public Hearing on the draft harbor fee schedule as amended for December 14<sup>th</sup>. The motion passed unanimously.

**8. TOWN MANAGER'S REPORT**

Town Manager Dana Reed reported he is:

- Currently working on the budget preparation so that it can be submitted the beginning of January.
- Working on drug testing which is a requirement related to US DOT regulations.
- Working on the Harbor grant, select board meetings, and manager's search.
- Authorized training for the Harbormaster
- Worked with Harbormaster Oliver Curry on the harbor fee schedule.
- Had a meeting with Code Enforcement Officer John Larson
- The Main Street project, quite a bit correspondence with DOT, gaining extension of a grant, more time spent on that in the future.
- Fielding inquiries related to Cemeteries.
- Working with Deputy Clerk Jennifer LaHaye during the Town Clerk's vacation on a variety of questions related to various tasks such as community service application process, liquor licenses etc.
- Clerk Department: Marilyn Lowell is currently on vacation.
- Harbor Department: Harbormaster Oliver Curry– pulled finger floats, repairing the main float this winter. Winterized town mornings, he also worked on the harbor fee schedule. Oliver also attended recent training in Scarborough.
- Highway Department: Forman Scott Alley reports that he had one person off work for a week due to COVID exposure. He has since returned to work. Public restrooms have been winterized, and the porta potty has been installed. Front end loader is waiting for hydraulic fittings. They hope to have that finished up at the end of the month. The Bobcat has been built, and we are awaiting delivery.
- Police Department – Chief John Hall, currently working on the budget. He will be attending FBI leadership school for a week, and then a week of dispatcher training.

- Manager Reed reports he will be meeting with department heads regarding their budgets.

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

No suggestions were offered.

**10. NEXT MEETING DATE:** *Possible adoption of a motion to confirm the date of the next regular meeting for Tuesday, December 14 at 6:00 p.m. at the Fire Station.*

A motion was made by Mr. Norwood and seconded by Mr. Terry to confirm the date of the next regular meeting for Tuesday December 15 at 6:00 p.m. at the Fire Station. The motion passed unanimously.

**11. ADJOURNMENT**

A motion was made by Mr. Terry and seconded by Mr. Willey to adjourn the meeting at 8:26 p.m. The motion passed unanimously.

Respectfully Submitted,  
Jennifer LaHaye  
Deputy Town Clerk

**APPROVED**

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George Jellison, Jr., Chair

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Carolyn Ball, Vice Chair

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Dan Norwood

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Chad Terry

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Allen Willey