



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Southwest Harbor Fire Station & Via Zoom\***  
**6:00 p.m. ~ Tuesday, December 14, 2021**

**Minutes**

1. **CALL TO ORDER:** Time 6:08 p.m.

2. **ROLL CALL:** All present.

**A. Excused Absences** None.

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

Mr. Norwood motioned to adopt the agenda as present. Seconded by Mr. Terry. Motion passed unanimously

4. **PUBLIC HEARING:**

**A. Harbor Fees:**

5. Mooring Registration: Boat, Lobster Car or Float.  
No changes were made to draft

6. Dinghy Float Use Permit:  
No changes were made to draft

7. Lobster Buyer Truck Permit:  
No changes were made to draft

8. Dock and Ramp Permit: Unlimited Use:  
No changes were made to draft.

9. Dock and Ram Permit Limited Use:  
No changes were made to draft.

10. Commercial Landing Barge:  
No changes were made to draft

11. Commercial Fisherman Permit:  
No changes were made to draft

12. Student Fisherman Permit:

No changes were made to draft.

13. Recreational Launch Ramp:

No changes were made to draft.

14. Kayak Outfitter Permit:

No changes were made to draft.

15. Mooring Rental:

No changes were made to draft.

16. Passenger Ferry Permit:

~Extensive discussion related to the Cranberry Isle Ferry service.

Ms. Ball moved to defer discussion about the ferry service until we examine the ordinance. Seconded by Mr. Norwood. Motion passed unanimously.

~Mr. Dana Reed offered to read the section regarding Ferry Service from the Southwest Harbor Ordinance. The Board request he did.

Mr. Norwood motioned to place Cranberry Isle Ferry on January 11<sup>th</sup> agenda for the next meeting and hold a public hearing with possible vote. Seconded by Mr. Willey. Motion passed unanimously.

17. Float Lease:

~ Harbormaster Oliver Curry advised Mr. Shane Ellis reached out to him advising he was unable to attend the meeting tonight. Mr. Ellis wishes to keep their lease with the town.

~Discussion related to the Ordinance, took place.

Motion by Mr. Norwood to adopt the 2022 Harbor Fee schedule as purposed. Eliminate the lease authorization for boat builder's moving forward. Seconded by Ms. Ball. Motion passed unanimously.

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

**A. November 23, 2021 Executive Session**

Motion made by Mr. Norwood to approve November 23, 2021 Executive Session minutes. Seconded by Mr. Willey. Motion passed unanimously.

**B. November 23, 2021 Regular SB meeting**

Motion made by Mr. Willey to approve November 23, 2021 Regular Select Board Meeting minutes. Seconded by Mr. Terry. Motion passed unanimously.

**C. December 6, 2021**

Motion made by Mr. Norwood to approve the December 6, 2021 minutes. Seconded by Mr. Terry. Motion pass unanimously.

**19. APPROVAL OF WARRANTS**

Payroll Warrants 1202, 1209, and 1216  
Trust & Agency Warrants 57, 58, and 61  
Conservation Commission A.P warrant 1214  
School Payroll Warrants 55, and 60.  
School Payables warrants 56, 59  
A.P General Fund warrants 135, and 62

Motion made by Mr. Norwood to approve the warrants. Seconded by Mr. Terry. Motion passed unanimously.

**20. APPOINTMENTS:**

**A. Warrant Committee:**

Mr. Norwood moved to affirm the appointments of Lydia Goetze, and Donald Lodge for a 3 year term, such re-appointment, to be effective December 14, 2021 until June 30, 2024. Ms. Ball seconded. Motion passed unanimously.

**B. Water/Sewer District:**

Motion to affirm the re-appointment of William Tillman and Ben Worchester III for a 3 year term, such re-appointment, to be effective until December 31, 2024. Seconded by Ms. Ball.

Discussion related to advertisement of this position. Manager Lowell advised it was posted. Board discussed possibly in the future this appointment should be made by the Town Manager.

Vote: 4/0/1 Mr. Terry abstained.

**C. Town Manager: Possible appointment of Marilyn Lowell**

Mr. Norwood moved to affirm the appointment of Marilyn J Lowell as Town Manager for a three year term, such appointment, to be effective until December 12, 2024. Seconded by Mr. Terry. Motion passed unanimously.

**D. Treasurer, Tax Collector, Road Commissioner, and Freedom of Access Act Officer: Possible appointment of Marilyn Lowell**

Mr. Norwood moved to affirm the appointment of Marilyn J Lowell as stated above offices for a six month term, such appointment(s), to be effective until June 30, 2022.

- E. Town Clerk:** *Possible confirmation of the Town Manager's appointment of Jennifer LaHaye as Town Clerk.*

Mr. Norwood motion to affirm the Town Manager appointment of Jennifer E. LaHaye as Town Clerk for a 3 year term, such appointment to be effective until June 30, 2024.

**21. FINANCIAL REPORTS:** *Presentation of the monthly Budget Variance Report, Reserves Report and CIP Report*

- ~Online where is should be at the half year.
  - ~ Conservation Commission a little over their half way mark because of their planting at Pemetic.
  - ~ Fire Department received some grants for additional equipment, they are over by a little bit. The offset of the expenses will show with the revenues with the grants they received. Everything else is pretty much in line where it needs to be.
  - ~Monthly reserve reports: we found several past grants, the Wellness Grant and Septic Grant with a little money in them. Marilyn has yet to find anything on them, and continues to look into this.
  - ~ Trail Grant, and Save Routes to School Grant, part of those would be used towards the Sidewalk Project.
- King Grant Fire Department had been awarded, and had not used all of it.
- ~Revenue sharing up this year 75%-80%. Next year's hope is 100%
  - ~CIPS all look good at this moment.

**22. REGULAR BUSINESS:**

- A. Municipal Review Committee:** *Possible casting of a ballot for MRC Board of Directors.*

Mr. Norwood moved to appoint James Vallette of the Southwest Harbor Warrant Committee to the MRC position for a 3 year term of January 1<sup>st</sup> 2022 to December 31<sup>st</sup> of 2024. Ms. Ball seconded. Motion passed unanimously.

- B. Property Taxes:** *Request of former tax collector Dana J. Reed for property tax settlement and recommitment to the new tax collector, Marilyn Lowell.*

Ms. Ball moved to sign request of former tax collector Dana J Reed for property tax settlement and recommitment to the new tax collector, Marilyn Lowell. Seconded by Mr. Norwood. Motion passed unanimously.

- C. Harbor Security Cameras:**

- ~Seacoast Security, Coastal Computers, and Connectivity were both explored for possible contract.
- ~ Based off what was offered the Harbor Committee is looking to go with Connectivity, they will sub contract with MCM Electric, and the price includes the cameras.
- ~ Looking to have 9 cameras total. 3 per location.

Mr. Norwood motioned to authorize the Town Manager to use the funds in the Harbor – General Capital Improvement Account for the replacement of the Harbor Security Camera System but not exceed \$16,000. Ms. Ball seconded. Motion passed unanimously.

### **23. TOWN MANAGER’S REPORT**

- ~Manager Marilyn Lowell reported the transition between her and Dana. Both are talking daily on what needs to be done, and what responsibilities are coming forth.
- ~Mr. Reed has been working with Manager Lowell as needed. Manager Lowell is thankful for everything he has been doing. At this point he will just work with Manager Lowell as needed, both are working on the budget at this time. Manager Lowell has been meeting with everyone.
- ~ Mr. Reed is working as a mentor with Manager Lowell.
- ~Chief Hall has re-scheduled his training. There are several staff members out within Police and Dispatch. Chief Hall is helping with coverage. Lt. Miller and Officer Burke are doing on call shifts in order to help with coverage when there isn’t any.
- ~Oliver Curry has pulled the floats out, and working on admin work related to Mooring payments along with working with the Harbor Committee with the fee schedule. He is also helping the plowing.
- ~Scott has replaced the stop sign on High Road near the Church.
- ~The town has received the new Bobcat, and hired another person to plow.
- ~John Larson has been working with the Planning Board updated the 911 ordinance, and has a new wireless telecommunications ordinance. Manager Lowell hopes to present this next meeting, also hopes to hold a Public Hearing in the second January Select Board Meeting.
- ~Currently advertising for the Deputy Clerk position. There has been one application thus far.

### **24. SUGGESTIONS FOR NEXT MEETING:**

- ~Mr. Norwood suggested a further look into rentals and housing within the town.
- ~ Mr. Norwood would like to look to expand housing within the town. Concerns there is a huge housing crisis.
- ~Town Garage – create infrastructure committee to be able to move forward.

### **25. NEXT MEETING DATE:**

Mr. Terry motion to confirm the date of the next meeting for Tuesday, January 11<sup>th</sup>, at 6.00 p.m. in the Fire Station Meeting room. Seconded by Mr. Norwood. Motion passed unanimously.

### **26. ADJOURNMENT**

Mr. Terry motioned to adjourn at 8:14pm Seconded by Mr. Norwood. Motion passed unanimously.

Respectfully Submitted,  
Jennifer E. LaHaye  
Town Clerk

**APPROVED**

---

George Jellison, Jr., Chair

---

Carolyn Ball, Vice Chair

---

Dan Norwood

---

Chad Terry

---

Allen Willey