



SELECT BOARD MEETING
Town of Southwest Harbor
Southwest Harbor Fire Station & Via Zoom*
Tuesday, April 27, 2021

MINUTES

5:00 P.M. EXECUTIVE SESSION

1. CALL TO ORDER

Vice Chair Chad Terry called the meeting to order at 5pm.

2. ROLL CALL: Board members; Chad Terry, Allen Willey, Carolyn Ball and George Jellison, Jr.

A. Excused Absence Select Board Member Hutchins.

3. Town Manager Search: *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.*

Motion by Ball to leave executive session. Second Willey. Passed 4-0-0.

6:00 P.M. PUBLIC SESSION

1. ADOPTION OF AGENDA: Reed requested to amend agenda to include Special Amusement Permit for Café Drydock and Inn, which was advertised and posted as such.

2. PUBLIC HEARINGS:

A. Liquor License Renewal – Café Drydock and Inn: *Request of Martha Jane Hanscom, Inc., on behalf of Café Drydock and Inn, 357 Main Street, for an On-Premises Beer, Wine and Spirits liquor license renewal.*

Motion by Jellison to approve Café Drydock and Inn Liquor License renewal application. Second Willey. Passed 4-0-0.

Motion by Jellison to approve Café Drydock and Inn Special Amusement application. Second Willey. Passed 4-0-0.

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

- B. Liquor License Renewal – Clark Point Catering:** *Request of Clark Point Catering, LLC, on behalf of Clark Point Catering, 54A Clark Point Road, for an On-Premises Beer, Wine and Spirits liquor license renewal.*

Motion by Ball to approve Clark Point Catering Liquor License renewal application expiring May 30, 2022. Second Willey. Passed 4-0-0.

- C. Liquor License Renewal – Causeway Club:** *Request of the Causeway Club, Inc., on behalf of the Causeway Club, 10 Fernald Point Road, for an On-Premises Beer, Wine and Spirits liquor license renewal.*

Motion by Jellison to approve Causeway Club Liquor License renewal application. Second Willey. Passed 4-0-0.

- D. Special Amusement Permit – Causeway Club:** *Request of the Causeway Club, Inc., on behalf of the Causeway Club, 10 Fernald Point Road, for a Class D Special Amusement Permit allowing one or more vocalists and/or instrumentalists, with amplification.*

Motion by Jellison to approve Causeway Club Special Amusement Permit. Second Willey. Passed 4-0-0.

- E. Liquor License Renewal – SIPS:** *Request of J.J. Worcester, LLC, on behalf of SIPS, 4 Clark Point Road, for an On-Premises Beer, Wine and Spirits liquor license renewal.*

Motion by Willey to approve SIPS Liquor License renewal application. Second Ball. Passed 4-0-0.

- F. Special Amusement Permit – SIPS:** *Request of J.J. Worcester, LLC, on behalf of SIPS, 4 Clark Point Road, for a Class D Special Amusement Permit allowing one or more vocalists and/or instrumentalists, with or without amplification.*

Motion by Willey to approve SIPS Special Amusement Permit. Second Ball. Passed 4-0-0.

- 3. APPROVAL OF MINUTES:** *Request of the Town Manager for a motion “to approve the minutes of April 13, 2021”.*

Motion by Ball to approve the minutes of April 13, 2021, with the amendment of adding Chad Terry to members present. Second Willey. Passed 4-0-0.

- 4. APPROVAL OF WARRANTS:**

Motion by Ball to approve GF W#108, Town Payroll W#105, 107, 422, 429, School W#104, & 106. Second Jellison. Passed 4-0-0.

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

Reed is not overly concerned with the department budgets being over budget. Some expense lines are little over, but the overall department budgets are good. Administration salaries are over due to paying 2 manager salaries for 3 months.

6. REGULAR BUSINESS:

A. FY20 Audit: *Report of James Wadman, CPA on the Town's audited financial statements for the year ending June 30, 2020.*

James Wadman & Amy Atherton gave an overview of the completed 19/20 Audit and answered any questions the board members had.

B. Water and Sewer Infrastructure Reserve: *Request of District Manager Steven Kenney for Town funding of the relocation of nine water services on Main Street from Lawler Lane to Seawall Road and emergency repair of the six-inch water main on Seawall Road.*

Motion by Ball to approve the Steve Kenny's proposal for the use of Town funding of the relocation of nine water services on Main Street. Second Jellison. Passed 3-0-1. Willey abstained.

C. Cable TV: *Request of Jeff Dobbs, on behalf of Dobbs Productions, for permission to use Public Access channel 2 for the summer of 2021 and winter 2022.*

Motion by Willey to authorize the request of Jeff Dobbs for permission to use Public Access channel 2 for the summer of 2021 and winter 2022. Second Ball. Passed 4-0-0.

D. Broadband Expansion: *Request of Charter Communications, d/b/a Spectrum, for suggested areas where they might use Federal and/or State funding to explore broadband opportunities.*

No one has heard of any complaints.

E. Manager's Performance Evaluation: *Review and possible approval of a job description and performance evaluation for the new Town Manager.*

Motion by Ball to approve Town Manager's job description. Second Jellison. Passed 4-0-0.

Motion by Ball to approve Town Manager Performance Appraisal (Trait Based) form. Second Willey. Passed 4-0-0.

Motion by Ball to approve Town Manager Goals (Management by Objectives). Second Willey. Passed 4-0-0.

- F. Liquor Policy:** *Request of the Town Clerk for an increase in fees charged for processing liquor license applications due to increased publishing costs.*

Motion by Ball to adopt new Liquor License Policy. Second Willey. Passed 4-0-0.

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

~Chief Chisholm will have Fire Station equipment dispersed to they are easily accessible for use. There are 80-100 chairs for use. With the doors open Chisholm feels there should be no problem with egress.

~By end of May there will be 75% of maximum capacity allowed by the Governor.

~Question of renting speaker system and having enough microphones so as not to pass them around much.

~There was a question of ZOOMING meeting, but it was felt there was sufficient room at the Fire Dept. for in person.

~Looking into traffic control with parking for meeting day.

~Ball will informally let Ingrid Kachmar know about using their buses for transporting pedestrians to the Fire Dept.

7. TOWN MANAGER'S REPORT:

~Reed gave an overview of projects he is working on. ~Met on site with new Haley Ward person for the Manset Project.

~Public works will be putting fence back up at the Municipal Upper Parking Lot.

~Deputy Harbor Master ad should be ready for next week. Also, finishing up Police Chief Duties & job description and working on panel for job search.

~Maine DOT finalized project pole easements.

~Chris' Pond presentation possibly ready for next meeting.

8. SUGGESTIONS FOR NEXT MEETING: ~Liquor Policy ready for signing.

~Liquor licenses and Special Amusement Permits for review.

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

Motion by Jellison to confirm the date of Tuesday, May 11 at 6:00 p.m. as next meeting date. Second Willey. Passed 4-0-0.

10. ADJOURNMENT:

Motion by Jellison to adjourn at 8:10pm. Second Willey. Passed 4-0-0.

Kristin Hutchins, Chair

Chad Terry, Vice Chair

Allen Willey

George Jellison, Jr.

Carolyn Ball