



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Town Office**  
**6:00 p.m. ~ Tuesday, March 24, 2026**  
**MINUTES**

1. **CALL TO ORDER:** Burby called the meeting to order at 6:01 p.m.
2. **ROLL CALL:** Chair Noah Burby, Carolyn Ball, Dan Norwood, Natasha Johnson, and Town Manager Karen Reddersen present in person. Finance Manager Becky Gatcomb present to take minutes.
  - A. **Excused Absences** (*if any*): Vice Chair Chapin McFarland.
3. **ADOPTION OF AGENDA:** *Request of the Town Manager for a motion to adopt the agenda as presented.*

Johnson motioned to adopt the agenda as presented. Seconded by Norwood. Vote: 4-0-0.

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

A. March 10, 2026-SB Minutes

Johnson requested the minutes note that Public Comment by Worcester & Associates relating to town water on Marshall Brook Road and Long Pond took place at the 1/27/26 meeting, not the 2/10/26 meeting as Johnson originally requested. (Upon review of the 1/27/26 meeting recording, this was not discussed. Discussion of this topic was held at the 2/24/26 meeting.)

Johnson motioned to approve the March 10, 2026 Select Board Meeting Minutes as amended. Seconded by Norwood. Vote: 4-0-0.

**5. APPROVAL OF WARRANTS:**

Town Payables: W# 92	Conservation: W# 0324
Town Payroll: W# 0319, 0326	School Payroll: W# 89
Trust & Agency: W# 90, 91	School Payables: W# 88

Johnson motioned to approve the warrants as presented. Seconded by Norwood. Vote: 4-0-0.

**6. REGULAR BUSINESS:**

- A. **Dobbs Productions, Inc.** *Request of the Town Manager for Jeff Dobbs, President of Dobbs Productions, Inc., to receive permission for the use of the Public Access Channel.*

Johnson motioned to approve the use of Public Access channel 2 & 1301 on MDI for summer 2026 & winter 2027, to broadcast The Acadia Channel and all MDI TV Public Access related programming. Seconded by Ball. Vote: 4-0-0.

**B. Seasonal Paid Parking System:** *Request of the Town Manager for discussion related to Seasonal Paid Parking System.*

The Board continued its discussion of a seasonal paid parking system for harbor facilities. Town Manager Reddersen stated that the discussion was intended to start the process of identifying updates for the Parking Ordinance as well as legislative and administrative issues related to the paid parking system. She noted that the equipment had already been approved and purchased at a prior meeting. Nick Madeira stated that the Harbor Committee has been working on the parking issue for some time and views the system primarily as an enforcement tool rather than a revenue generator.

Parking consultant John Burke then presented an overview of the system, which is intended to manage parking demands in the high season. He explained that the system would tie permits, hourly parking, and enforcement to license plates. Burke then discussed options for parameters such as seasonal enforcement schedule, daytime parking hours, and hourly rates. He also explained that some conditions could be lot-specific to shift demand such as time limits and rates. Brad McGee with Park Loyalty spoke about the components of the technology and payments, which consist of kiosks, mobile pay, and text-to-pay options. Citations would have a QR code to appeal or pay. Mark Berling with Intelligent Parking LLC and Mitch Butts with Butts Ticket Systems (BTS) discussed the Flowbird pay stations and shared a video that demonstrated how the terminals would work for the user.

Reddersen concluded discussion by reiterating that decisions still remain, but the Select Board and Harbor Committee will continue to work together to discuss enforcement options and update the Parking Ordinance.

**C. Hazardous Tree Policy:** *Request of the Conservation Committee to review and approve a Hazardous Tree Identification and Removal Policy.*

The Board reviewed a draft Hazardous Tree Identification and Removal Policy prepared by the Conservation Commission. Kristin Hutchins spoke on behalf of the Conservation Commission to explain the proposed policy, suggestions, and draft written notice, which addresses trees on private property that present a safety risk. Norwood asked whether this policy was relevant to trees on private property that are adjacent to public rights of way, or if this would apply to trees that would only affect private property. He noted that the policy should be reviewed by legal counsel to ensure that the town is within its rights to enforce it. Board members discussed other potential changes to the policy's language. Reddersen stated that she would take the draft and the Board's recommended revisions to MMA Legal for review and then work with the Conservation Commission to revise it before bringing it back to the Board.

**D. Approval of the FY27 Draft Budget:** *Request of the Town Manager to review and approve the FY27 draft budget.*

Burby motioned to confirm the amount of (\$1,751,330) for (Non-Property Tax Revenues) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Johnson motioned to confirm the amount of (\$229,202) for (State Revenue Sharing) be approved for placement on the Town Warrant. Seconded by Burby. Vote: 4-0-0.

Ball motioned to confirm the amount of (\$145,000) for (Unassigned Fund Balance Used) be approved for placement on the Town Warrant. Seconded by Norwood. Vote: 4-0-0.

Norwood motioned to confirm the amount of (\$723,893) for (Administration) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Burby motioned to confirm the amount of (\$124,477) for (Code Enforcement) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Johnson motioned to confirm the amount of (\$5,000) for (Boards & Committees) be approved for placement on the Town Warrant. Seconded by Ball. Vote: 4-0-0.

Ball motioned to confirm the amount of (\$841,089) for (Contracted Services) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Norwood motioned to confirm the amount of (\$52,900) for (Insurance) be approved for placement on the Town Warrant. Seconded by Burby. Vote: 4-0-0.

Burby motioned to confirm the amount of (\$52,395) for (Municipal Buildings) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Johnson motioned to confirm the amount of (\$404,942) for (Highway Department) be approved for placement on the Town Warrant. Seconded by Ball. Vote: 4-0-0.

Ball motioned to confirm the amount of (\$1,158,395) for (Police Department) be approved for placement on the Town Warrant. Seconded by Norwood. Vote: 4-0-0.

Norwood motioned to confirm the amount of (\$484,648) for (Dispatch Division) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Burby motioned to confirm the amount of (\$397,069) for (Fire Department) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Johnson motioned to confirm the amount of (\$178,700) for (Harbor) be approved for placement on the Town Warrant. Seconded by Norwood. Vote: 4-0-0.

Ball motioned to confirm the amount of (\$75,000) for the (SWH Public Library) be approved for placement on the Town Warrant. Seconded by Burby. Vote: 4-0-0.

Norwood motioned to confirm the amount of (\$70,950) for (Harbor House Community Center) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Burby motioned to confirm the amount of (\$218,000) for the (SWH-Tremont Nursing Services) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Johnson motioned to confirm the amount of (\$10,000) for the (Downeast Transportation) be approved for placement on the Town Warrant. Seconded by Ball. Vote: 4-0-0.

Ball motioned to confirm the amount of (\$27,374) for (Other Community Service Organizations) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Norwood motioned to confirm the amount of (\$664,403) for (Reserved & Restricted Funds) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Burby motioned to confirm the amount of (\$249,827) for (CIP) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

Johnson motioned to confirm the amount of (\$1,405,459) for (Debt Service) be approved for placement on the Town Warrant. Seconded by Ball. Vote: 4-0-0.

Ball motioned to confirm the amount of (\$7,077,432) for (Schools Appropriations) be approved for placement on the Town Warrant. Seconded by Burby. Vote: 4-0-0.

Norwood motioned to confirm the amount of (\$558,580) for (County Tax) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-0.

- E. Proposed Vote by Select Board for Authorization of Bond Funding for Public Works Garage and Shoreline Repairs Projects:** *Request of Town Manager to review and approve required Select Board actions regarding the proposed Bond funding for the Public Works Garage and Shoreline Repairs projects.*

Reddersen explained that the bond counsel required this Board action, contingent on approval of the bonds at the 3/24/26 Special Municipal Election.

Burby motioned, upon Governing Body approval via Special Election on March 24, 2026:

- (1) That projects consisting of upgrades to the Town's Public Works Garage (\$618,000) and repairs to four storm damaged areas (\$197,000), including transaction costs and other expenses reasonably related thereto, is hereby approved.
- (2) That the Town Treasurer and Chair of the Select Board be authorized to issue a general obligation bond or bonds to the Maine Municipal Bond Bank in an amount not to exceed \$815,000, for the purpose of funding the projects.
- (3) That the Treasurer and Chair be further authorized to fix the dates, maturities, denominations, interest rate, place of payment, form, and other details of said securities, including the execution, sale, and delivery of said securities against payment, therefore.
- (4) That the Treasurer and Chair be further authorized to execute a Loan Agreement with the Maine Municipal Bond Bank in such form as the Bank may require; that the Clerk is directed to affix the corporate seal thereto and attest the signatures of the Treasurer and Chair, and to file a copy of said Loan Agreement, when signed, although the attesting and affixing of the corporate seal thereto shall not be deemed essential to the validity of the Loan Agreement; and that the bonds are hereby sold to the Maine Municipal Bond Bank at par.
- (5) That the Select Board hereby confirms its determination that the term of the Bond does not exceed 120% of the economic life of the Projects.
- (6) That the bonds are designated "qualified tax-exempt obligations" of the Town under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

- (7) That the Treasurer and Chair of the Select Board are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the Town, as may be necessary or convenient to carry out the full purpose and intent of the foregoing vote.

Seconded by Norwood. Vote: 4-0-0.

- F. **Memoriam & Dedication for Town Report:** *Request of the Town Clerk to review Memoriam List & discuss Dedication of 2025 Town Report.*

Several board members expressed their support for dedicating the 2025 Town Report to John Larson, longtime Code Enforcement Officer. Norwood proposed recognizing Larry Alley in memoriam, longtime school bus driver, as well. The Board unanimously agreed to honor both.

Ball motioned to authorize the Town Clerk to notify the families of John Larson and Larry Alley and ask for a picture and a written article for the 2025 Town Report. Seconded by Johnson. Vote: 4-0-0.

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

**8. LIAISON REPORT:**

School Board: Burby shared that Carolyn Todd has been appointed principal at Pemetec Elementary School after serving as interim principal. Johnson asked if Burby had any information regarding the delay of the reorganization vote, but he did not have any information yet as this was a recent decision.

9. **MANAGER REPORT:** See attached Manager Report.

Reddersen also shared that the MDI League of Towns met on 3/24/26 and discussed paving projects with MDOT. Most paving will not occur this season, but the next. They are also planning the Elected Officials meeting for May.

**10. PUBLIC COMMENT:**

Michael Levesque asked if the election results were available yet, but they were not, as polls had just closed. He also asked why the bond questions required a special election rather than waiting for the May election, and Reddersen explained that this timing lined up with the bond schedule and that the vendors were ready to begin the project based on the bid schedule.

**11. SUGGESTIONS FOR THE NEXT MEETING:**

- Parking Ordinance updates
- Liquor licenses
- Settlement agreement on 90 Clark Point Rd
- Sustainability Committee bylaws
- Grant funding w/Musson Group & Land Use Ordinance changes
- Axon contract for Police body/dash cameras
- Appointment of Ballot Clerks

Ball asked if A Climate to Thrive could come to a future meeting to talk about living shorelines and hard-scaping, but not necessarily at the next meeting.

**12. NEXT MEETING DATE:**

Board members discussed that at least two members would be unable to attend a meeting on April 14<sup>th</sup>, and proposed to instead meet on April 15<sup>th</sup>, as they would be sure to have a quorum that day.

Johnson motioned to confirm the date of the next regular Select Board meeting for Wednesday, April 15<sup>th</sup> 2026 at 6:00 p.m. in the Town Office meeting room. Seconded by Norwood. Vote: 4-0-0.

**13. ADJOURNMENT:**

Burby motioned to adjourn the meeting at 8:35 p.m. Seconded by Ball. Vote: 4-0-0.

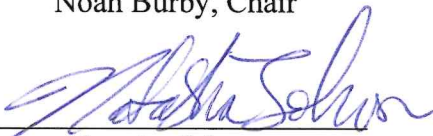
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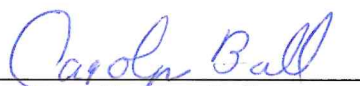
Becky Gatcomb  
Finance Manager

**APPROVED**

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Noah Burby, Chair

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Chapin McFarland, Vice Chair

  
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Natasha Johnson

  
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Carolyn Ball

  
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Dan Norwood