

SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. – Tuesday, April 22, 2025

Minutes

1. **CALL TO ORDER:** Ball called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** Chair Carolyn Ball, James Vallette, Noah Burby, Chapin McFarland by Zoom, Town Manager Karen Reddersen, and Town Clerk Jennifer LaHaye.
 - A. **Excused Absences** *Natasha Johnson was absent.*
3. **ADOPTION OF AGENDA:** *Request of the Town Manager for a motion to adopt the agenda as presented.*

Burby motioned to amend the agenda to discuss the Harbor Structure before appointments. Seconded by Vallette. Vote: 4-0-0.

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

A. April 8, 2025-SB Minutes

Burby motioned to amend the minutes. Seconded by McFarland. Vote: 4-0-0

Pg 5 Changes with extra clarification in discussion of H&K firearms used.

5. APPROVAL OF WARRANTS:

Town Payables: w#109

Trust & Agency: W#104,107,108

School Payables: W#105

Town Payroll: W# 0410,0417,0424

School Payroll: W#106

Burby motioned to approve the warrant as presented. Seconded by Vallette: 4-0-4.

6. PUBLIC HEARING:

- A. **Liquor License Renewal – Claremont Hospitality, LLC:** *Request of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH for an On- Premises Beer, Wine, and Spirits liquor license.*

Burby motioned to recommend approval of the application of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH, for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by Vallette Vote:4-0-0.

B. Special Amusement Permit – Claremont Hospitality, LLC: *Request of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road., SWH for a Class E- Special Amusement Permit.*

Burby motioned to recommend approval of the application of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH for a Class E Special Amusement Permit. Seconded by McFarland. Vote: 4-0-0.

C. Liquor License Renewal -The Next Level, LLC: *Request of The Next Level LLC, on behalf of The Next Level Sports Lounge, 386 Main Street, SWH for an On-Premises Beer, Wine, and Spirits Liquor License.*

Burby motioned to recommend approval of the application of The Next Level, LLC on behalf of Next Level Sports Lounge, 386 Main Street, SWH, for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by Vallette. Vote: 4-0-0.

D. Special Amusement Permit – The Next Level, LLC: *Request of The Next Level, LLC on behalf of The Next Level Sports Bar, 386 Main Street, SWH for a Class E- Special Amusement Permit.*

Burby motioned to recommend approval of the application of The Next Level, LLC on behalf of Next Level Sports Lounge, 386 Main Street, SWH for a Class E Special Amusement Permit allowing one or more vocalist and/or instrumentalists with or without mechanical amplification. Seconded by Vallette. Vote: 4-0-0.

E. Liquor License Renewal (New) -Vacationland Coffee Inc.: *Request of Vacationland Coffee Inc., on behalf of Vacationland Coffee Roasters/Coffee Club, 11 Apple Lane, SWH for an On-Premises Beer, Wine, and Spirits Liquor License.*

Burby motioned to recommend approval of the application of Vacationland Coffee Inc on behalf Vacationland Coffee Roasters/Coffee Pub SWH, for an On-Premises Beer & Wine liquor license. Seconded by Vallette. Vote: 4-0-0.

F. Special Amusement Permit – Vacation Coffee Inc.: *Request of Vacationland Coffee Inc. on behalf of Vacationland Coffee Roasters/Coffee Pub, 11 Apple Lane, SWH for a Class D- Special Amusement Permit.*

Burby motioned to recommend approval of the application of Vacationland Coffee Inc. on behalf of Vacationland Coffee Roasters/Coffee Pub, 11 Apple Lane, SWH for a Class D Special Amusement Permit allowing one or more vocalist and/or instrumentals with or without mechanical amplification. Seconded by Vallette Vote: 4-0-0.

G. Shellfish Ordinance Amendments: *Request of Town Clerk to hold a public hearing on the proposed Shellfish Ordinance Amendments*

Town Clerk LaHaye gave a brief explanation of the ordinance's changes. Residents were able to have their questions answered.

H. 911 Addressing Ordinance Amendments: *Request of the Town Clerk to hold a public hearing on the proposed 911 Addressing Ordinance Amendments*

CEO John Larson provided a brief explanation. This ordinance was to change the formatting of the ordinance and include legislative history.

I. Subdivision Ordinance Amendments: *Request of the Town Clerk to hold a public hearing on the proposed Subdivision Ordinance Amendments*

CEO John Larson provided a brief explanation. This ordinance was amended and reflects the legislative history, along with clarifying days vs. business days, this will help to provide clarity for the Board of Appeals in future appeals.

7. APPOINTMENTS:

A. Police Officer Constable: *Request of Town Clerk to confirm Town Manager's appointment for Kristin Roulet as a Police Officer/Constable for the Town of Southwest Harbor.*

Burby motioned to confirm the Town Manager's appointment of Kristen Roulet as a Police Officer/Constable for the Town of Southwest Harbor for a term ending June 30, 2027. Seconded by McFarland. Vote: 4-0-0.

8. REGULAR BUSINESS:

A. Discussion of Harbor Committee Structure: *Request of the Select Board Chair to discuss the structure of the Harbor Committee*

Ball introduced the topic with members to ask how they would like to decide who is to be appointed and how that decision should be made. Vallette expressed concern about making a decision at tonight's meeting.

There was discussion regarding the membership and number of volunteers would be best for the committee. Harbor Committee Chair, Nick Madeira, advised that twelve is a harder number to work with at times. He would recommend it remains the same.

Decision points members made: Many members discussed expanding to twelve or keeping the numbers they are at now. McFarland noted that fewer minds do not provide diversity.

Categories: Fisherman, Harbor Related businesses. Recreational Committee knowledge from other committees. Vallette noted at least five members were commercial fishermen. Harbor Committee Chair Nick Madeira corrected Vallette's statement.

Madeira reported the following:

Nick Madeira- Boat building background

Joshua Ray – Boat Captain, tender for a boat business.

Michael Brzowski – Recreation.
Anne Napier- Recreation, interest in the Town.
Justin Snyder – Beals Lobster, Retail side.
Remmington McLaughlin- Mariane construction,
Billy Norwood, Interested in the Harbor.
John Stanley-Fisherman
Donnie Sullivan – Fisherman

Applications that have applied and were present in tonight's meeting,

Ronald Musetti -Business Owner
Christopher Clark – Boat Builder
Lydia Goetze – Recreation, and involved in Harbor Management Plan
Ryan Donahue – Recreation, Boating business.
Jonthan Dow - Related to Hinckley
Charllotte Gill – Withdrew her interest.

B. Harbor Committee Appointments: *Request of the Town Clerk to review Harbor Committee Applications and appoint up to four members.*

No action taken at this time.

C. Southwest Harbor Fee Schedule: *Request of the Town Manager to present and adopt updated permitting fee schedule.*

CEO Larson reported the last time the fee schedule was updated was in 2019. He explored other neighboring fee schedules in surrounding areas and showed them to be higher than what we currently have. These new adjustments will reflect the cost of the permitting.

Buby motioned to approve the Southwest Harbor Fee Schedule as presented. Seconded by Vallette.

Town Clerk LaHay asked for clarification when this would go into effect. After tonight or July 1st the beginning of the fiscal year. Members agreed July 1st would be best.

Vallette amended the motion to include that the fee schedule go into effect July 1st 2025. Seconded by Burby. Vote: 4-0-0.

D. Planning Board By-laws: *Request of the Town Manager to review and approve bylaws of the Southwest Harbor Planning Board*

The Planning Board By-laws will go back to the Planning Board for another review.

E. Request for Use of Town-Owned Land for Firefighter Training Site: *Request of the Fire Chief to designate Town-Owned land for use for a firefighter training site.*

Burby motioned to designate approximately 2/3 of an acre of town-owned land adjacent to the fire station for a proposed firefighter training site. Seconded by Vallette. Vote: 3-1-0. Ball Nay.

Chief Tom Chisholm presented a plan to establish a small training facility that could be located right next to the station on the land already owned by the Town. This training facility would allow for recruitment and retention of current members. The closest training facility is in Ellsworth. This area would allow the department to set up props and train in smoke and heat conditions. He has been looking into insurance, and planning of the facility, including DEP, and Fire Marshall's office. There would be no extra cost to the Town. This would be funded by the Fire Association. Other departments have done this and been successful. Chief Chisholm assured members they would want to keep a natural buffer, and assured regulations on what could be burned will be followed.

F. Request to Dispose of Excess Property: 2004 International Dump Truck: *Request of Highway Supervisor to dispose of 2004 International Dump Truck via public auction*

Burby motioned to declare the 2004 International Dump Truck as excess property and authorize the Town Manager to submit this vehicle for public auction with the Central Maine Auction Center. Seconded by Vallette. Vote: 4-0-0.

G. Discussion of MMA Memorandum regarding Tax Exempt Bonds: *Request of the Town Manager to approve a resolution by the Select Board in support of the preservation of Federal Tax Exemption of Municipal Bonds.*

Burby motioned to accept a resolution declaring support for the preservation of the Federal Tax Exemption for Municipal Bonds. Seconded by Vallette Vote: 4-0-0.

H. Discussion of Parking Ordinance: *Initial Review of proposed SWH Parking Ordinance updates and fee schedule*

Members discussed the parking ordinance. No action was taken. Burby has been working on various parts of the ordinance. Next Steps will have the Chief of Police and Harbormaster review. Further assessment of other town fee schedules will also be explored.

Members discussed fees and increases. McFarland and others agreed the fines are lower. McFarland proposed increasing all \$25 tickets to \$250, \$200 to \$500 – Burby note noted other towns seem to be around \$250. Ryan Donahue present in the audience advised the board that signage is a problem and historically has been a problem.

9. LIAISON REPORT:

No reports

10. MANAGER REPORT: Please see report filed at Town Office.

- Town Manager Reddersen reported that June 13th is the end of the work on the Main Street project. Currently they are on schedule, but have hit some ledge, she has encouraged them to work weekends to get it complete on time. If they are late in completing, the project fee will start to accrue.
- Town Manager Reddersen reported having a Pre-Bid meeting for the Manset Town Dock. She will create an addendum with questions that have been raised.
- Town Manager Reddersen reported on the League of Towns. They will be meeting again in the fall, she noted James Vallette, Noah Burby, and Town Clerk LaHaye attended.

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

- Election
- New Liaison
- Tax Acquired Properties

12. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next meeting for Tuesday, May 13th at 6:00 p.m. at the Town Office Meeting Room*

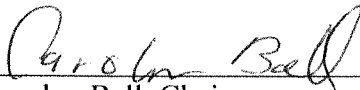
Burby motioned to confirm the next meeting for Tuesday May 13th, at 6:00 p.m. Seconded by Vallette. 4-0-0.

13. ADJOURNMENT:

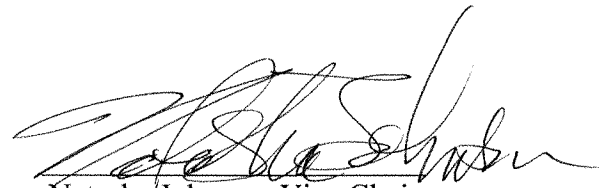
Burby motioned to adjourn the meeting at 8:01 p.m. Seconded by Vallette. Vote: 4-0-0.

Respectfully Submitted,
Jennifer E. LaHaye
Town Clerk

APPROVED

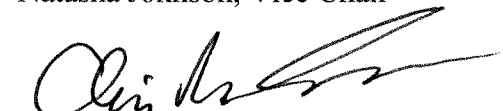


Carolyn Ball, Chair

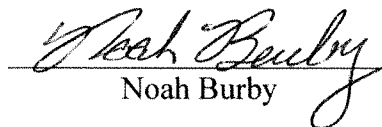


Natasha Johnson, Vice Chair

James Vallette



Chapin McFarland



Noah Burby