

SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. – Tuesday, May 13, 2025

Minutes

1. **CALL TO ORDER:** Ball called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** Carolyn Ball Chair, Natasha Johnson Vice Chair, Noah Burby, Dan Norwood all present. Chapin McFarland via Zoom.
 - A. **Excused Absences** (*if any*) none.
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 Burby. Vote: 5-0-0.

PUBLIC HEARING:

- A. **Liquor License Renewal – The Upper Deck SWH, LLC:** *Request of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH for an On-Premises Beer, Wine, and Spirits liquor license renewal.*

Burby motioned to approve the application of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH, for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by Johnson. Vote: 5-0-0.

- B. **Special Amusement Permit - The Upper Deck SWH, LLC:** *Request of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH for a Class D/E Special Amusement Permit.*

Burby motioned to approve the application of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH, for a Class D/E Special Amusement Permit. Seconded by Johnson. Vote: 5-0-0.

4. APPROVAL OF WARRANTS:

Town Payables; W#117

Trust & Agency: W#113,116

School Payables: W#110,114

Town Payroll: W#0501, 0508

School Payroll: W#111,115

Conservation Commission: #0513

Johnson motioned to approve the warrants as presented. Seconded by Burby. Vote: 5-0-0.

5. APPOINTMENTS:

- A. Assessor:** *Request of Town Clerk to appoint Matt Caldwell and Jeremy Frye as Assessors.*

Burby motioned to appoint Matt Caldwell and Jeremy Frye as Assessors for term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0.

- B. Treasurer, Tax Collector, GA Administrator, and Road Commissioner:**
Request of Town Clerk to appoint Karen Reddersen as Treasurer, Tax Collector, GA Administrator, and Road Commissioner.

Burby motioned to appoint Karen Reddersen as Treasurer, Tax Collector, GA Administrator, and Road Commissioner for term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0.

- C. Deputy Tax Collector/Treasurer:** *Request of Town Clerk to appoint Becky L. Gatcomb, Jennifer E. LaHaye, and Madilynn Michaud as Deputy Tax Collectors/Treasurers.*

Burby motioned to appoint Becky L. Gatcomb, Jennifer E. LaHaye, and Madilynn Michaud as Deputy Tax Collectors/ Treasurers for term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0. Seconded by Johnson. Vote: 5-0-0.

- D. Public Access Officer:** *Request of Town Clerk to appoint Jennifer E. LaHaye as the Public Access Officer.*

Burby motioned to appoint Jennifer E. LaHaye as Public Access Officer for term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0.

- E. Code Enforcement Officer, Plumbing Inspector, E911 Addressing Officer, and Health Officer:** *Request of Town Clerk to confirm Town Manager's appointment for John Larson as Code Enforcement Officer, Plumbing Inspector, E911 Addressing Officer, and Health Officer.*

Johnson motioned to appoint John Larson as Code Enforcement Officer, Plumbing Inspector, E911 Addressing Officer, and Health Officer for term effective until June 30, 2026. Seconded by Burby. Vote: 5-0-0

6. REGULAR BUSINESS:

A. Appointment Confirmation:

- 7. Deputy GA Administrator:** *Request of Town Clerk to confirm Town Manager's appointment for Jennifer LaHaye as Deputy GA Administrator.*

Burby motioned to confirm Town Manager's appointment for Jennifer LaHaye as Deputy GA Administrator for a term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0.

8. **Animal Control Officer:** *Request of the Town Clerk to confirm the Town Manager's appointment for James Kamorski as the Animal Control Officer.*

Burby motioned to confirm the Town Manager's appointment for James Kamorski as the ACO Officer, for a term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0.

9. **Harbormaster:** *Request of Town Clerk to confirm Town Manager's appointment for Robert Leavitt as Harbormaster.*

Johnston motioned to appoint Robert Leavitt as Harbormaster for a term effective until June 30, 2026. Seconded by Burby. Vote: 5-0-0.

10. **Deputy Harbormaster:** *Request of Town Clerk to confirm Town Manager's appointment for Michael Slater as Deputy Harbormaster.*

Burby motioned to appoint Michael Slater as Deputy Harbormaster for a term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0.

11. **Fair Hearing Officer (General Assistance):** *Request of Town Clerk to confirm Town Manager's appointment for Jesse Dunbar as Fair Hearing Officer (GA).*

Burby motion to appoint Jesse Dunbar as Fair Hearing Officer (GA) for a term effective until June 30, 2026. Seconded by Johnson. Vote: 5-0-0.

- A. **Discussion of Harbor Committee Structure and Criteria for Appointment:** *Request of the Select Board Chair to discuss the structure of the Harbor Committee and the criteria for selection of members*

Members discussed the pros and cons of large and smaller working groups. They discussed consecutive term limits. Anne Napier reported there were two votes from the Harbor Committee to have no less than seven , no more than nine volunteers on the committee. Ball referenced the Ordinance stating it gave the select board the authority to appoint up to twelve members but noted that didn't mean they had to. Many members agreed small working groups can be easier, and wanted to see volunteers attend a meeting prior to an appointment made.

- B. **Southwest Harbor Fee Schedule:** *Request of the Town Manager to present and adopt updated transient mooring fee schedule.*

Johnson motioned to update the transient mooring rental fee from \$60 to \$50 and implement the automated payment system. Seconded by Burby. Vote: 5-0-0.

- C. **Discussion of Bid Submissions for Manset Pier Repairs and FEMA Support for Related 2024 Storm Damage:** *Update by the Town Manager on the Manset Pier bid submissions and the level of support anticipated from FEMA on the 2024 storm related damage.*

Town Manager reported the Town received Bid Submissions for the Town Dock. She noted that FEMA has stated bids are cost prohibited. The bids are much higher than what FEMA could

award. Reddersen noted that she is on her fourth FEMA agent. She explained things that are set into four project areas. She noted there is a process for appeal but has been said that the town will not be awarded much more in funds. This has shifted ideas on how to address the Manset dock repairs. Reddersen introduced the idea of a “Community Support Project” and replace the decking of the dock. She is currently working with the Harbormaster and waiting on Bid Specs. Abutters also need to be contacted prior to work being done. This might be the way to get it done. Members discussed the cost of this project and how much was in the CIP. Currently there is \$84,000 for decking.

Burby motioned to expend up to \$84,808 for the CIP decking planking, line item 221-32 for materials related to the installation of decking for the Manset Pier. Seconded by Norwood. Vote: 5-0-0.

D. Water/Sewer District 12” Main Pipe Project Request-Manset: *Request of the Water/Sewer District Manager to approve funds for completion of current phase of Manset 12” main pipe upgrade King’s Lane and Ocean House Road.*

Burby motioned to allocate Maine Municipal Partnership initiative reimbursement funding in the amount of \$209,500. To the Water and Sewer Infrastructure Reserve account # 220-09 Seconded by Johnson. Vote: 5-0-0.

Burby motioned to authorize the use of funds in the amount of \$107,808.00 for the completion of this Water/Sewer District project in Manset between King’s Lane and Ocean House Road from the Water and Sewer Infrastructure Reserve account #220-09. Seconded by Johnson. Vote: 5-0-0.

E. MOU with Town of Tremont for use of Hot Box Paving Trailer: *Request of Town Manager, Town of Tremont to enter into a Memorandum of Understanding for Use of Hot Box Paving Trailer*

Johnson motioned to authorize the Town Manager to sign a MOU allowing the Town of Tremont to utilize the Hot Box Paving Trailer, VIN T4D052812366. Seconded by McFarland. Vote: 5-0-0.

F. Town Meeting Recap: *Request of Select Board Chair to have a recap of the Town Meeting.*

Members and Town Clerk recapped the Town Meeting. Things to think about in the future:

- Additional documentation w/ current numbers. Possibly include a budget variance report.
- Discuss mill rate/valuation in more depth and include the importance of having the valuation completed to be complying with the State to receive reimbursement for homestead and other exemptions.

Questions 37 – Clarifying Language. Town Manager Reddersen reported that she had spoken to the Town Attorney prior to the Town Meeting. He confirms this language is used in many towns. In the future it could be worded differently.

12. ELECTION OF OFFICERS:

A. Select Board Chair:

Jonson motioned to appoint Noah Burby as Chair for the Select Board . Seconded by Norwood.

Vote: 5-0-0.

B. Select Board Vice-Chair:

Norwood motioned to appoint Chapin McFarland as Vice Chair to the Select Board. Seconded by Ball. Vote: 5-0-0.

13. DETERMINATION OF SELECT BOARD LIAISONS:

Harbor Committee- Dan Norwood

Shellfish Committee – Dan Norwood

Planning Board – Chapin McFarland

Appeals Board – Carolyn Ball

Sustainability Committee- Noah Burby

Warrant Committee – Karen will continue to work closely with the committee.

14. LIAISON REPORT:

Conservation Commission: Johnson reported there will be a Chris' Pond celebration on Tuesday June 17th at 4:30 p.m.

15. MANAGER REPORT: See attached report.

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

- Decking and Harbor
- ROW Causeway – Survey
- Foreclosures – decision
- Seal Cove Road resident

17. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next meeting for Tuesday, May 27th at 6:00 p.m. at the Town Office Meeting Room*

Burby motioned to confirm the next meeting for Tuesday, May 27th at 6:00 p.m. at the Town office meeting room. Seconded by Johnson. Vote: 5-0-0.


18. ADJOURNMENT:

McFarland motioned to adjourn the meeting at 8:44 p.m. Seconded by Johnson. Vote: 5-0-0.

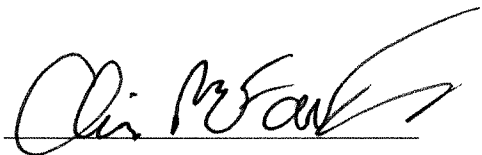
Respectfully Submitted,

Jennifer E. LaHaye
Town Clerk

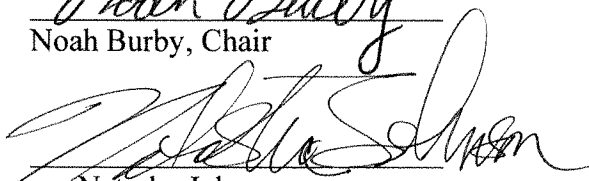
APPROVED




Noah Burby, Chair




Chapin McFarland, Vice Chair



Natasha Johnson



Carolyn Ball



Dan Norwood