



SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. ~ Tuesday, September 9, 2025

Minutes

1. **CALL TO ORDER:** Burby called the meeting to order at 6:05 p.m.
2. **ROLL CALL:** Noah Burby Chiar, Chapin McFarland Vice Chair, Carolyn Ball, Dan Norwood, Natasha Johnson Via Zoom, Town Manager Karen Reddersen, Town Clerk Jennifer LaHaye.

A. Excused Absences *(if any)*

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

Norwood motioned to adopt the agenda as presented. Seconded by McFarland. Vote: 5-0-0.

4. **APPROVAL OF WARRANTS:**

Town Payables: W# 24 Town Payroll: W# 0828, 0904,0911
Trust & Agency: W# 20,23,25. School Payroll: W#21
School Payables: W# 22 Conservation: W#0909

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

5. **REGULAR BUSINESS:**

A. Update on Main St. Sidewalk Project: *Request of Town Manager for Engineer of Record, Olver Associates Inc., to provide an update and schedule for completion of punch list items for final completion of project*

Annaliese Hafford from Olver Associates provided an update to Select Board members. Currently the project is substantially complete. There are some punch list items left to finish. Hafford hopes to have everything completed between October 6th – October 17th. They have an upcoming walkthrough with DOT; Scott Alley will be involved in this.

B. Update on Public Works Garage Facility: *Request of Town Manager for Engineer of Record, Olver Associates Inc., to provide an update and proposed schedule for the Public Works Garage Facility*

Annaliese Hafford from Olver Associates reported on the status of the Public Works facility. Since she last met with the Select Board, she reported the plans have been reviewed and federal comments have been added, and changes have been made. The night lighting and ADA compliance are completed. Olver Associates is working with the subcontractors, and changes have been made. Hafford believes it could be placed out to bid later in October. A special Town meeting will need to be held with a projected date between November 1st, and December 31st.

- C. Update on Storm Damage Shore Repairs Project:** *Request of Town Manager for Engineer of Record, Olver Associates Inc., to provide an update and proposed schedule for the Storm Damage Shore Repairs Project*

Annalise Hafford from Olver Associates presented the status on the Storm Damage Shore Repairs Project. She reports on some challenging areas, and they are currently being addressed. They are almost complete with the plans. Town Manager Reddersen just received the final FEMA agreement. They are currently waiting on the Army Corp permit for Harbor Avenue. They have already received the DEP permitting. The permitting at Manset is currently pending. DEP permitting is currently pending and no issues are expected.

Members discussed right of way, and Johnson would meet with John Larson to ask further questions related to the steps.

- D. Harbor Avenue Design and Permitting Referral:** *Request of Town Manager to discuss the possibility of adding Mr. Angelbeck's construction at 12 Harbor Ave. to the Town design and permit.*

McFarland motioned to confirm the design and permitting of Mr. Angelbeck's shorefront area of 12 Harbor Avenue be added to the Town's design and permit with the added separation of construction costs for Mr. Angelbeck and the Town, done on the final invoice from Olver Associates for the repair of Harbor Avenue. Seconded by Ball. Vote: 5-0-0.

Town Manager and Annalise Hafford confirmed that the permitting will all be done through one permit process. Mr. Lee Clark's property work would all be included in this permitting process. Norwood confirmed there is no extra cost to the town or taxpayers. Both Mr. Clark and Angelbeck are financially responsible for their share.

- E. Discussion of Request by Board of Appeals for Recording Secretary:** *Request of the Planning Board to have a recording secretary for meetings and site visits.*

Johnson motioned to authorize the town manager to advertise this opportunity and contract an individual to serve as recording secretary for the Southwest Harbor Board of Appeals. Seconded by McFarland. Vote: 5-0-0.

- F. Discussion of Public Comment Requirements at Select Board Meetings:** *Request of Town Manager to discuss potential schedule and timeframe for public comments at Select Board Meetings*

Select Board members discussed ways other towns include a public comment period. Burby provided several examples to members. Ball suggested having the discussion at the end of the meeting and limiting the amount of time people to speak. With it being at the end of the agenda when members discuss future topics for upcoming meetings, they could schedule placement of further discussion.

G. Encroachment on Town Rights of Way: *Request of Select Board Member Natasha Johnson to discuss encroachment on the Town's Rights of Way and the possible formation of a committee to review and provide recommendations to Select Board*

Johnson discussed how incredibly important it is to safeguard the rights of way within the Town. She noted it was discussed at the most recent Conservation Commission meeting. Town Manager Reddersen notes there could be possible funding through MMA that is specific to towns' rights of way. Johnson reported that the Conservation Commission is very interested in reviewing this and exploring this topic further. Board members agree and requested Johnson to bring this back to the commission for further discussion.

6. LIAISON REPORT:

Conservation Commission – Johnson reported that the Rhodes Park Butterfly Release went well. The Tree Warden is discussing an upcoming planting.

Harbor Committee: Norwood reported that the committee is ready to bring the lobster buyer truck policy back to the select board for review.

Planning Board- 200 Seawall is adding five apartments for workforce housing. McFarland noted there was some controversy about a letter that was not provided to the Planning Board in the initial packet. CEO Larson later provided it to the board.

EMS Planning Committee- Town Manager reported updates from the committee.

7. MANAGER REPORT: See manager's report filed at the Town Office.

Town Manager Reddersen provided the board members with up-to-date information related to the amount left in the legal account for the fiscal year. She noted there are anticipated future legal fees and noted the Police Department will be starting contract negotiations.

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

- Chief Chisholm presentation on Fire Department
- Finish-line Chamber – request of Holly Masterson
- Discussion related to public comment
- Liquor License

9. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, September 23rd at 6:00 p.m. in the Town Office meeting room.*

McFarland motioned to confirm the date of the next regular meeting for Tuesday, September 23rd at 6:00 p.m. in the Town Office meeting room. Seconded by Johnson. Vote; 5-0-0.

10. ADJOURNMENT:

McFarland motioned to adjourn the meeting at 7:50 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