



SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. ~ Tuesday, October 28, 2025

Minutes

1. **CALL TO ORDER:** Noah Burby called the meeting to order at 6:11 p.m.
2. **ROLL CALL:** Chair Noah Burby, Vice Chair Chapin McFarland, Natasha Johnson, Carolyn Ball, Dan Norwood, 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.*

Johnson motioned to request an amendment to the agenda and add a community bulletin discussion under regular business. Seconded by McFarland. Vote; 5-0-0.

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

A. Executive Session-October 14, 2025

Johnson motioned to approve the minutes of the Executive Session for October 14, 2025. Seconded by McFarland. Vote: 5-0-0.

B. Public Hearing October 21, 2025

Johnson motioned to approve the minutes of the Public Hearing for October 21, 2025. Seconded by McFarland. Vote:5-0-0.

5. APPROVAL OF WARRANTS:

Town Payables: W #40
Trust & Agency: W #1023
School Payroll: W #1028

Town Payroll: W #1023
Conservation: W #31028
School Payables: W #42

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

PUBLIC HEARING:

- A. Liquor License Renewal – The Harbor Restaurant Group, LLC:** *Request of The Harbor Restaurant Group, LLC on behalf of Harbor Table, 336 Main Street, SWH for an On-Premises Beer, Wine, and Spirits liquor license renewal.*

Johnson motioned to recommend approval of the application of the Harbor Restaurant Group, LLC on behalf of Harbor Table, 336 Main Street, SWH for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by McFarland. Vote: 5-0-0.

6. REGULAR BUSINESS:

- A. Presentation by Southwest Harbor-Tremont Ambulance Service:** *Request of the Town Manager to have the Southwest Harbor Tremont Ambulance Service provide an update of the Ambulance Service*

Kristin Hutchins was present in the audience and Andy Cline attended via Zoom. Johnson congratulated the Ambulance service on their raised funds. Hutchins spoke about the Capital Campaign and raising \$500,000 to fund the refurbishment and remounting of Rescue 6 on a new chassis. They have improved their investment strategies and the board is reasonably happy with their investment returns. McFarland asked what the expected cost increase would be for the Towns after deciding to hire an executive director. Hutchins said the position would be advertised at \$80,000, which she considers modest, and noted splitting that cost between the two Towns. McFarland expressed concern about earlier discussion in lowering costs, and part of the purpose of the EMS Committee was to do that. Hutchins stated she was never under the impression that they were going to lower costs. Hutchins reported the labor expenses continue to be challenging, as it turns out to be more difficult to find people to do the work. She would like to see the Committee continue to meet, see continued discussions about long-term plans, and to work more cooperatively with their mutual aid partners, whether locally in Southwest Harbor and Tremont, or off island. The Service will continue to rely on the support of both Tremont and Southwest Harbor and will continue to work with both Fire Departments. With the new leadership of Service Chief Theresa Cousins, Hutchins hopes to improve training, and there is interest in establishing a community paramedicine program. They have been asked to partner with MDI Hospital to provide supportive care to residents that may need extra home support but with a slightly higher level of care. Cline reports that several providers on their roster would be interested in this.

- B. Presentation by the Highway Foreman-Highway/Public Works Department:** *Request of the Town Manager to have the Highway Foreman provide an overview of the Highway/Public Works Department*

Scott Alley, Highway Foreman, presented in person. He provided an overview of completed work and noted that the front-end loader is small and extremely tippy. He said he would like to replace it. He understands this is early, but funds are available. Alley discussed several areas of need and discussed the proposed paving projects for the future. Alley shared the roads listed in his memo need to be shimmed and paved as soon as possible. Johnson estimated over half a million based on the calculations provided by Alley.

Board members discussed the need for a sidewalk down Clark Point Road as that is heavily traveled in the summertime. This would be a priority. Discussion related to the type of curbing took

place. Slip Foam curbing would be less expensive, but granite would last longer over time. Town Manager Reddersen wanted to publicly acknowledge the Highway crew and all their hard work. She noted that the work they have completed often goes unnoticed.

C. Presentation by the Harbormaster-Harbor Department: *Request of the Town Manager to have the Harbormaster provide an overview of the Harbor Department*

Rob Leavitt, the Harbormaster, presented to the select board members in person. He provided a seasonal overview and upcoming projects. He noted his Deputy Harbormaster, Mike Slatter, was unable to attend tonight's meeting and read a message from Deputy Slatter. Harbormaster Leavitt highlighted several major accomplishments within the harbor, including the temporary re-decking and ramp stabilization at the Manset dock. He also reported successful upgrades to safety equipment and lighting, along with the addition of ADA-compliant restrooms. He plans to upgrade the camera system. He continues to collect fees for overdue payments for permits. This winter he reports he will be focusing on the DOT Ship Grant bid for new floats, Lower Town dock bathroom renovation with the help of the Highway Department. He continues to work with Town Manager Reddersen in moving forward in Kiosk implementation. Harbormaster Leavitt acknowledges strong community support and thanks staff, contractors, and harbor users for a successful year.

D. Storm Damage Project Bid Process: *Request of the Town Manager to solicit bids for the Storm Damage Repair project*

McFarland motioned to authorize the Town Manager to initiate the Storm Damage Repair Project bid process. Seconded by Norwood. Vote: 5-0-0.

E. Salt Bid FY24/25 Winter Pricing: *Request of Town Manager for Selectboard to approve Salt Bid for 25/26 winter pricing.*

Town Manager Reddersen received the following price for the salt bid for FY25/26 with New England Salt. Southwest Harbor's price is \$74.25 per ton, and the town is committed to buying at least 75% of our stated quantity of 480 tons. Current reserves of sand may be sufficient for the season. The salt expense was a major expenditure in FY24/25 because of the number of icy roads this past season.

McFarland motioned to accept Southwest Harbor's salt bid price of \$74.25 per ton with New England Salt for the FY25/26 season. Seconded by Johson. Vote: 5-0-0.

F. Resignation Letter: *Request of the Town Manager for a motion to confirm Code Enforcement Officer John Larson's resignation.*

McFarland motioned to confirm acceptance of John Larson's resignation with a sincere thank you for his hard work, dedication and time spent at Southwest Harbor. Seconded by Johnson. Vote: 5-0-0.

G. Select Board Meeting Schedule for November 11, 2025: *Request of Town Manager for Select Board to discuss alternate Select Board Meeting Schedule due to Veteran's Day holiday.*

McFarland motioned to postpone the Select Board meeting scheduled for November 11, 2025 to November 25, 2025 at 6:00 p.m. Seconded by Johnson. Vote: 5-0-0.

H. Request for Early Closure of Town Office on Wednesday, November 26, 2025: *Request of the Town Manager to close the Town Office at 2:00 p.m.*

McFarland motioned to close November 26th at 2:00 p.m. Seconded by Ball. Vote: 5-0-0. Seconded by Johnson. Vote: 5-0-0.

Burby asked whether the board wished to compensate employees for those hours, noting that last year during the Christmas holiday, staff were paid rather than using their comp time. Town Manager Reddersen explained that employees had offered to use their own time. The board agreed to table the discussion and review past meeting minutes.

Later, the review showed that the office had closed at noon the previous year, and staff were not required to use their own time.

Johnson motioned to amend her first motion and close the Town Office November 26th at 12:30 p.m. instead of 2:00 p.m. Seconded by Ball. Vote: 5-0-0.

Ball motioned to allow for town employees to be compensated for the hours that the office is closed. Seconded by Johnson. Vote: 5-0-0.

I. Community Bulletin Discussion:

Johnson shared she recently participated in a community listening session with Climate to Thrive held at the library recently. She explored if there was a way for community members to have a way to engage and have a way community members to know the needs of others. Johnson provided an example of a local organization putting out a request for manpower to help remove many rocks in an area. She explained that many volunteers from COA came out to help. Johnson shared that it would be nice to have a public community bulletin, where those types of needs could be posted, and people then can know what is going on. Johnson feels it is important to bring this topic up to work together and come up with creative solutions. Town Manager advised she had met with Wilson from A Climate to Thrive and has been in the process of early discussions. Town Manager Reddersen stated she did not have answers but was on their radar to explore best way to communicate more with the community.

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

Town Manager Reddersen presented the Financial Reports.

8. LIAISON REPORT: None

9. MANAGER REPORT: See attached report

10. PUBLIC COMMENT: None

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

- Water & Sewer update
- Draft Budget Schedule
- December 9th Representative from the Hancock County Planning committee will come to speak

12. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, November 11th at 6:00 p.m. in the Town Office meeting room.*

Johnson motioned to confirm the next regular meeting for Tuesday, November 25th at 6:00 p.m. in the Town Office meeting room. Seconded by McFarland. Vote: 5-0-0.

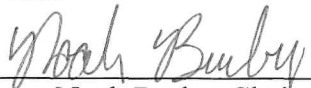
13. ADJOURNMENT:

McFarland motioned to adjourn the meeting at 7:57 p.m. Seconded by Johnson. Vote: 5-0-0.


Respectfully Submitted,

Jennifer E. LaHaye
Town Clerk

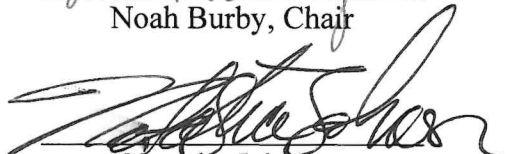
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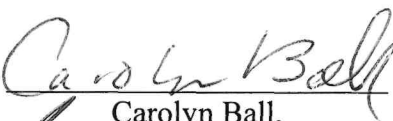
Noah Burby, Chair



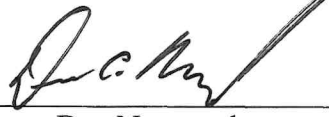
Chapin McFarland, Vice Chair



Natasha Johnson



Carolyn Ball,



Dan Norwood