



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Fire Dept. & Via Zoom\***  
**6:00 p.m. ~ Tuesday, February 22, 2022**

**MINUTES**

**1. CALL TO ORDER**

Chair George Jellison, Jr. called meeting at 6:00 pm.

**2. ROLL CALL:**

Present: George Jellison, Jr., Chad Terry, Allen Willey, Carolyn Ball, and Manager, Marilyn Lowell.

**A. Excused Absences** - Dan Norwood excused.

**B. Introduction of Sarah Anderson** – Marilyn introduced Sarah as the newest member of the Town Office staff.

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

Motion by Ball to adopt the agenda as presented. Second by Willey.

Motion by Ball to adopt the agenda with amendment to add Natasha Johnson. Second by Willey. Passed 4/0/0.

Natasha Johnson passed out a packet with copies of the first page of the Marijuana Application, page 21 of State Statute for conflict, requested change of Conflict-of-Interest section of Marijuana Application, and personal letter. Natasha is concerned the stringent wording in the application, which is not stated in Marijuana Ordinance, will hinder herself from accepting a position on the Selectboard if elected. The State Statute only makes note of law enforcement officers or correction officers. She would like the Conflict-of-Interest section to be changed.

Discussion continued with mention if elected she would be able to recuse herself from any discussion that showed any potential conflict. This is the practice at present for any of the board members. Board members were not all in agreement that these changes should take place at this time without further information.

Motion by Ball to modify Conflict of Interest to certify that I am not employed by any state agency or a corrections officer. Second by Terry to allow discussion.

Terry added to modify with legal approval.

Amended motion by Ball to modify Conflict of Interest to certify that “I am not

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employed by any state agency or a corrections officer” pending legal approval of this statement. Second by Terry. No passage 2/2/0. Jellison, Jr. and Willey opposed.

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

**A. February 8, 2022 SB Meeting:**

Motion by Ball to defer approval until March 8<sup>th</sup> meeting. Second by Willey. Passed 3/0/1. Terry abstaining.

**5. APPROVAL OF WARRANTS:**

Motion by Terry to approve GF W#86, Trust & Agency W#82 & 85, Town Payroll W#0217 & 0224, School Payroll W#83, and School Payables W#81 & 84. Second by Willey. Passed 4/0/0.

**6. APPOINTMENTS:**

**A. Deputy Treasurer:** *Request of the Town Manager for a motion to confirm appointment of Sarah Anderson as Deputy Treasurer.*

Motion by Terry to confirm appointment of Sarah Anderson as Deputy Treasurer. Second by Willey. Passed 4/0/0.

**B. Deputy Tax Collector:** *Request of the Town Manager for a motion to confirm appointment of Sarah Anderson as Deputy Tax Collector.*

Motion by Terry to confirm appointment of Sarah Anderson as Deputy Tax Collector. Second by Willey. Passed 4/0/0.

**7. REGULAR BUSINESS:**

**A. SWH 911 Addressing Ordinance Order:** *Request of the CEO, John Larson to discuss and sign Order for updated 911 Addressing Ordinance, for placement on ballot of May 2022 Town Meeting.*

Motion by Terry to sign the SWH 911 Addressing Ordinance Order to place Question 1 on the Town Referendum Ballot, May 3,2022. Second by Willey. Passed 3/1/0. Ball against.

**B. SWH Shoreland Zoning Map 4 Lots 41, 42, 43, & 44 amendments:** *Request of the CEO, John Larson to discuss and sign Order for amendments to the SWH Shoreland Zoning Map 4 Lots 41, 42, 43, & 44, changing General Development to Commercial Fishery Maritime Activity, for placement on ballot of May 2022 Town Meeting.*

Motion by Terry to sign the SWH Shoreland Zoning Map 4 Lots 41, 42, 43, & 44 Amendments Order to place Question 2 on the Town Referendum Ballot, May 3, 2022. Second by Willey. Passed 4/0/0.

- C. Purchasing Policy:** *Request of the Town Manager to sign amended Purchasing Policy from February 8, 2022 Selectboard meeting.*

Motion by Ball to sign amended Purchasing Policy from February 8, 2022 Selectboard meeting. Second by Willey. Passed 4/0/0.

- D. Thank you letters:** *Request of the Town Manager to review and sign letters for FF Rowen and FF Jim.*

Consensus of board to sign letters.

## **8. TOWN MANAGER'S REPORT**

- ~ Working with Sarah on training and its going well. Signed up for several workshops.
- ~ Becky helping with front coverage while Jennifer is on vacation.
- ~ Update to Purchasing Policy.
- ~ FF letters.
- ~ Completed agendas, made packets for board and discussed agenda with George.
- ~ Finished information for Town Meeting Ballot and Referendum questions.
- ~ Security cameras being installed at the Harbor.
- ~ New phone system being installed at the Town Office.
- ~ Final transition on Wednesday with Dana.
- ~ Develop Orders for referendum questions to be signed by board.
- ~ ZOOM meeting with Annaliese, Dana, George and myself to discuss fund certifying letter to allow putting Main Street Sidewalk project out to bid. Ask board to authorize Manager to sign and send letter to Aurele Gomerou of ME DOT.

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

- ~ 2.8.22 SB Minutes.
- ~ Comprehensive Plan.
- ~ Conservation Committee
- ~ Ball article for Chris' Pond.
- ~ Public Hearing for Liquor Licenses

- 10. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, March 8 at 6:00 p.m. at the Fire Station meeting room.*

Motion by Willey to confirm the date of the next regular meeting for Tuesday, March 8 at 6:00 p.m. at the Fire Station meeting room. Seconds by Terry. Passed 4/0/0.

**11. ADJOURNMENT**

Motion by Terry to adjourn meeting at 7:11 p.m. Second by Willey. Passed 4/0/0.

Respectfully Submitted,

Marilyn J Lowell  
Town Manager

**APPROVED**

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George Jellison, Jr., Chair

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Carolyn Ball, Vice Chair

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Dan Norwood

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Chad Terry

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Allen Willey