



SELECT BOARD MEETING
Town of Southwest Harbor
Fire Dept. & Via Zoom*
6:00 p.m. ~ Tuesday, February 8, 2022

Minutes

1. CALL TO ORDER

Chair George Jellison Jr. called meeting to order at 6:00 p.m.

- 2. ROLL CALL:** All present. Chairman George Jellison Jr., Vice Chair Carolyn Ball, Allen Willey, Dan Norwood, Manager Marilyn Lowell, and Town Clerk Jennifer LaHaye.

A. Excused Absences (*if any*) Chad Terry excused.

- 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. Seconded by Willey. Motion passed unanimously.

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

A. January 13, 2022 Budget meeting (Amended)

Motioned by Willey to approve the January 13, 2022 Budget Meeting. Seconded by Norwood. Motion passed unanimously.

B. January 18, 2022 Budget meeting (Amended)

Motion by Norwood to approve the January 18, 2022 Budget Meeting. Seconded by Ball. Passed 3-0-1. Willey abstained.

C. January 25, 2022 Regular SB meeting

Motioned by Willey to approve the January 25, 22 Regular Select Board Meeting. Seconded by Norwood. Passed 4-0.

5. APPROVAL OF WARRANTS

Town Payroll: #0203 & 0210
Town Accounts Payables: #80
Trust & Agency: #77 & 79
School Payroll: #78

Motion by Norwood to approve the warrants as presented. Seconded by Willey. Motion passed unanimously.

6. APPOINTMENTS:

A. Health Officer: *Request of the Town Manager for a motion to appoint John Larson as Health Officer for a 5-month term.*

Motioned by Norwood to appoint John Larson as Health Officer for a 5-month term, such appointment to be effective until June 30, 2022. Seconded by Willey. Motion passed unanimously.

B. Registrar of Voters: *Request of the Town Manager for a motion to confirm appointment of Jennifer LaHaye as Registrar of Voters for the remainder of a 2-year term.*

Motion by Ball to confirm Town Manager's appoint for Jennifer LaHaye as Registrar of Voters for the remainder of a 2-year term, such appointment to be effective until December 31, 2023. Seconded by Willey. Motion passed unanimously.

7. REGULAR BUSINESS:

A. Olver Associates/Annaleis Hafford Senior Engineer: *Request of the Select-board to have an update on the Main Street, Sidewalk Project.*

- Annaleis provided an update. She discussed inflation increase. They need to factor the costs again. Plans are complete we can bid it. Updated cost Oliver Associate have.
- Discussion related to timeframes of when the project could start.
- Once the Board decides to move forward then a letter would need to be drafted to Versant that the process will need to be starting.

Motion by Ball to authorize Olver Associates to verify no cost for Versant to move poles, for the Main Street Sidewalk Project. Seconded by Norwood. Motion passed unanimously.

Motion by Ball to authorize Olver Associates to prepare a letter permitting Versant to move the poles for the Main Street Sidewalk Project. Seconded by Norwood. Motion passed unanimously.

Motion by Ball to authorize Olver Associates to prepare bid proposal and DOT associated paperwork to advertise and put project out to bid. Seconded by Norwood. Motion passed unanimously.

B. Seawall Parking: *Request of the Selectboard to discuss the parking on Seawall Road.*

- Chairman George Jellison addressed the public regarding his position as many had concerns related to him needing to recuse himself from this meeting.
- Michael Sawyer expressed his concern regarding the DOT statues, and regulations of thirty-three feet right of way.
- The State has advised the town that they only own to the pavement.
- Charlotte Gill advised she is not the owner of the trailer park.
- Charlotte provided a prepared written statement to address the board. She expressed concern Chairman Jellison had not recused himself. She agreed she also would like to work to reach a solution to the parking problem.
- Chief Hall reported on the discussion with the DOT the road is wrought state road. The state only owns to the end of the pavement and not on the shoulders. This question was answered back in October. DOT suggested to the Town investigate other possibilities for handling traffic.
- Mr. Norwood disclosure he was the caretaker to a nearby property,
- Kathy Newman owns the property directly behind the lobster pound. Vegetation has been cut back on her property. She did not give any permission to cut the vegetation.
- Mr. Norwood reiterated his concern. There is no parking on the sides of the road that is not on private property. Should these owners protect their private property, it could be a dangerous situation.
- Some town members expressed it be universal one lane parking in the whole town.
- John Williams suggested a universal parking ordinance and committee be formed that included Charlotte, a landowner, along with the police chief.

Motion by Norwood to create a committee to investigate parking around Charlotte's Lobster Pound to meet and come forward on March 22nd with a plan. Seconded by Ball. 3-0-1. Chairman Jellison abstained.

C. SWH-Tremont Ambulance/Andrew Kline: *Request of Andrew Cline to present a report to Selectboard Members.*

Andrew Cline reported on coverage statistics. Crew members have stepped up and covered extra work shifts, eighteen times last year when the Fire Department was called. The Ambulance was grateful that they were able to oversee those calls. The number also includes when the ambulance was already responding to a call.

Mr. Willey requested clarification on the policy regarding transporting a patient from a hospital to another hospital.

Proposal: Mr. Cline reported they recently had a productive discussion between Ambulance Service and Chief Chisholm. Mr. Cline expressed that the data was incorrect about the shifts and referring regarding complaints. They do feel collaboration is important. At this time, they are not able to budget this as they have completed their budget. Their budget is a calendar year running Jan.-Dec.

D. Purchase Policy: *Request of Carolyn Ball to review the Purchase Policy.*

- Ball suggested the lowest limit needed to be raised. It currently doesn't allow for discretion of the Town Manager.

Motioned by Ball to amend the purchasing policy to reflect each bid levels increase by \$2,500 and edit for appropriate language. Seconded by Norwood. Motion passed unanimously.

E. Covid-19 Policy and Operating Procedures: *Request of Selectboard for manager to present a Covid-19 policy for review. Draft copy of managers proposal presented to give board ample time to review and discuss in further detail on February 22, 2022 Selectboard meeting.*

- Manager Lowell was asked to develop a COVID Policy. She located one from the City of Westbrook. Most everything in their policy is what we already do.
- The Board did not want to go forward with developing or adopting a policy.

8. TOWN MANAGER'S REPORT

Manager reported the new Clerk, Sarah Anderson has started this week, and it appears to be going well.

Becky and Manager Lowell have worked on the 1099s and 1096s getting paperwork out on time.

Discussion regarding the auditors continuing to ask for information.

Scott continues to keep up with the plowing.

There is a salt shortage currently. Morton Salt trucks are having to go down state to Portland to fill the salt bid orders for their customers.

Harbor Master has been helping with the plowing and working on the 2022 waterfront bills.

The Town will investigate information regarding a grant for working waterfront, there is a letter of intent that needs to be sent in by the end of February.

Chief Hall has informed Manager Lowell that Officer Bosch-Willette has given his notice.

Letter from Andrew Braylee commending FF Rowen.

Fire Department called out for fire at Hill Crest. Mutual aid from other towns.

Manager Lowell will have weekly phone updates with Dana Reed and finalize the budget.

Manager Lowell received a notice from MRC; they will be having an executive session on the 15th regarding the Hampden Facility. Manager Lowell will attend that meeting by zoom and report back to the Board.

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

~ Conservation Commission would like to present next meeting. Mr. Norwood advised he was not able to attend the next meeting even by Zoom, but he would like to be a part of voting.

~ Orders for Zoning Change – Map 4 Lot 41,42,43,44 and 911-Addressing Ordinance.

~ Executive Session – personnel issues.

~ Ball would like to see an update to the Comprehensive Plan.

10. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, February 22 at 6:00 p.m. at the Fire Station meeting room.*

Motion by Norwood to adopt the next regular meeting for Tuesday, February 22 at 6:00 p.m. at the fire station meeting room. Seconded by Willey.

11. ADJOURNMENT

Motion by Norwood to adjourn at 7:12 pm. Second by Willey. Passed unanimously.

Respectfully Submitted,

Jennifer E. LaHaye
Town Clerk

APPROVED

George Jellison, Jr., Chair

Carolyn Ball, Vice Chair

Dan Norwood

Chad Terry

Allen Willey