



SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. – Tuesday, March 11, 2025

MINUTES

1. **CALL TO ORDER:** Ball called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** Chair Carolyn Ball, Vice Chair Natasha Johnson, James Vallette, Chapin McFarland, Noah Burby, Town Manager Karen Reddersen, and Deputy Treasurer Becky Gatcomb present. Town Clerk Jennifer LaHaye via Zoom.

A. Excused Absences: 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

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

A. February 28, 2025-SB Minutes

Several corrections made, such as missing vote in item 6B and change in foreclosure wording in item 7E.

Johnson motioned to approve the minutes as amended. Seconded by Burby. Vote: 5 | 0 | 0

5. PUBLIC HEARING:

A. Shellfish Ordinance Amendments: *Request of Town Clerk to hold a public hearing on the proposed Shellfish Ordinance Amendments*

B. 911 Addressing Ordinance Amendments: *Request of the Town Clerk to hold a public hearing on the proposed 911 Addressing Ordinance Amendments*

C. Subdivision Ordinance Amendments: *Request of the Town Clerk to hold a public hearing on the proposed Subdivision Ordinance Amendments*

Public hearings were opened at 6:04 p.m. Ball gave a brief description of all the changes made to the ordinances and asked if there were any questions. No public comment. Public hearings were closed at 6:08 p.m.

6. APPROVAL OF WARRANTS:

Town Payables: W#92
Town Payroll: W#0306
Trust & Agency: W#90
Conservation: W#0311

Main Street Project: W#91
School Payables: W#88
School Payroll W#89

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

7. APPOINTMENTS:

A. SOUTHWEST HARBOR & TREMONT EMS PLANNING COMMITTEE: *Request of the Town Clerk to appoint Jack Martel (Fire Department Representative), Jeff Prentice (Resident Volunteer) and Kristin Hutchins (Ambulance Service Representative) to the Southwest Harbor and Tremont EMS Planning Committee.*

Town Clerk Jennifer LaHaye clarified that she did not personally nominate Jack Martel for this position, as he is her father. This appointment was recommended by Fire Chief Thomas Chisolm.

Johnson motioned to confirm Town Clerk’s Appointment of Jack Martel as the Fire Department Representative, Jeff Prentice as the resident volunteer and Kristin Hutchins as the Ambulance Service Representative for the Southwest Harbor & Tremont EMS Planning Committee for terms effective until June 30, 2028. Seconded by Burby. Vote: 5 | 0 | 0

B. SOUTHWEST HARBOR & TREMONT EMS PLANNING COMMITTEE: *Request of the Town Clerk to appoint a Select Board member to serve on the Southwest Harbor & Tremont EMS Planning Committee*

Ball asked McFarland if this is a role he would be interested in taking on, and he said he would do it.

Vallette motioned to confirm Select Board Member Chapin McFarland to serve on the Southwest Harbor & Tremont EMS Planning Committee. Seconded by Johnson. Vote: 5 | 0 | 0

8. REGULAR BUSINESS:

A. Review Order and Official Text of proposed Ordinance Changes: *Request of the Town Clerk to review the orders and official text of the proposed Ordinance changes.*

The board removed the periods after “Maine” on all documents.

Burby motioned to authorize the signing of the “Order” for the Shellfish Ordinance, for placement on the ballot of May 6, 2025, by the Select Board. Seconded by Johnson. Vote: 5 | 0 | 0

Johnson motioned to authorize the signing of the “Certification of Official Text of a Proposed Ordinance” for the Shellfish Ordinance, for placement on the ballot of May 6, 2025, by the Select Board. Seconded by Burby. Vote: 5 | 0 | 0

Burby motioned to authorize the signing of the “Order” for the 911 Addressing Ordinance, for placement on the ballot of May 6, 2025, by the Select Board. Seconded by Johnson. Vote: 5 | 0 | 0

Burby motioned to authorize the signing of the “Certification of Official Text of a Proposed Ordinance” for the 911 Addressing Ordinance, for placement on the ballot of May 6, 2025, by the Select Board. Seconded by Johnson. Vote: 5 | 0 | 0

Johnson motioned to authorize the signing of the “Order” for the Subdivision Ordinance, for placement on the ballot of May 6, 2025, by the Select Board. Seconded by Burby. Vote: 5 | 0 | 0

Burby motioned to authorize the signing of the “Certification of Official Text of a Proposed Ordinance” for the Subdivision Ordinance, for placement on the ballot of May 6, 2025, by the Select Board. Seconded by Johnson. Vote: 5 | 0 | 0

B. Review of First Responders’ Package Budget Proposal: *Request of the Town Manager to review the draft First Responders’ Draft Budget Proposal to allocate FY25 Tremont Police funds*

Town Manager Reddersen gave overview of the proposed First Responders’ Package, which would reallocate unbudgeted revenue in the amount of \$332,775 from Tremont for Police Services in FY25 to several CIP and Reserve accounts to reduce FY26 appropriations, and would help offset FY26 Ambulance Expense.

Burby motioned to approve the reallocation of undesignated funds originating from the Tremont Police Service revenue received in FY25, noted as the First Responders’ Package. Seconded by McFarland. Vote: 5 | 0 | 0

C. Warrant Committee Recommendations for FY26 Budget: *Request of Warrant Committee to review recommendation for FY26 Budget with the Select Board.*

Warrant Committee Chair Anne Trotter presented the budget recommendations that the committee had drafted for the Select Board. These recommendations include flat-funding most Community Service Organizations, reductions to the Historic Cemetery and Police Recruitment Reserves, delaying Town Office Security, a second hoist at Manset Dock, and other Harbor CIP projects, and reallocating the CIP funds for the public restroom building. Trotter emphasized that the goal of the Warrant Committee was not to cut funding, but rather to reduce the increase for the taxpayers while prioritizing items such as town infrastructure and the risk that the public garage presents to the staff and equipment it houses. Trotter also noted that there may be instability in federal and state funding. The Select Board and Warrant Committee members discussed these recommendations and provided explanations and information to support their reasoning.

Burby motioned to confirm Warrant Committee recommendations and have them added to the Town Warrant Articles. Seconded by Johnson. Vote: 5 | 0 | 0

D. Discussion of FY26 Draft Budget: *Request of the Town Manager to review FY26 draft budget*

Town Manager Reddersen explained the changes to the budget such as Pemetec School and County Tax appropriations, and outlined some possible changes discussed at her meeting with Ball. The Select Board members reviewed the budget page by page, considering the Warrant Committee recommendations and the changes that would be made now that they'd approved of the First Responders' Package. All changes were given to bookkeeper Becky Gatcomb, who will add these changes to an updated budget to be approved at the next meeting.

The board discussed the requested appropriation for the Historic Cemetery Committee. Johnson recused herself from the discussion, noting that she has family buried in the cemeteries. The board decided to gather more information about the projects planned for the cemeteries and make a decision at the next meeting.

E. Memoriam for Town Report: *Request of the Town Clerk to review Memoriam List & discuss dedication of 2024 Town Report.*

Burby motioned to authorize the Town Clerk to notify the family of Berten W. Willey and ask for a picture and a written article for the 2024 Town Report. Seconded by Johnson. Vote: 5 | 0 | 0

9. LIAISON REPORT:

Burby gave update on Harbor Committee, explaining that they're reviewing and discussing the lobster buyer truck permits, renewals for previous buyers, subletting permits, and a weight limit policy.

10. MANAGER REPORT:

Manager Reddersen provided board members with an update from her manager's memo. A copy of the Manager's Memo has been filed at the Town Office.

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

The Board discussed several suggestions, such as the town's agreement and structure with the Water & Sewer District, the harbor dock weight limit policy, and review of the engineering report. Members decided to delay these discussions until April, as Manager Reddersen will be out of the office next week and will not have time to prepare the requested information for the next meeting.

12. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next meeting for Tuesday, March 25th at 6:00 p.m. at the Town Office Meeting Room.*

Johnson motioned to confirm the date of the next meeting for Tuesday, March 25th at 6:00 p.m. at the Southwest Harbor Town Office. Seconded by Burby. Vote: 5 | 0 | 0

13. ADJOURNMENT:

Burby motioned to adjourn the meeting at 8:58 p.m. Seconded by Johnson. Vote: 5 | 0 | 0

Respectfully Submitted,

Becky Gatcomb
Deputy Treasurer

APPROVED

Carolyn Ball, Chair

Natasha Johnson, Vice Chair

James Vallette

Chapin McFarland

Noah Burby