



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Town Office & Via Zoom\***  
**6:00 p.m. – Tuesday, March 25, 2025**

**Minutes**

1. **CALL TO ORDER:** Ball called meeting to order at 6:01 p.m.
2. **ROLL CALL:** Carolyn Ball, Natasha Johnson, James Vallette, Chapin McFarland, Noah Burby via Zoom, Town Manager Karen Reddersen, Deputy Treasurer Becky Gatcomb, and Town Clerk Jennifer LaHaye.

**A. Excused Absences** *(if any) 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. Seconded by James Vallette  
Vallette motioned to amend the motion to move the budget at the end of regular business.  
Seconded by McFarland. Vote: 4-0-1 Ball Nay.

~Vallette suggested moving the budget discussion to the end of the regular business as many people may be attending the meeting for other reasons.

~Ball noted this is not usual practice.

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

**A. March 11, 2025-SB Minutes**

Johnson motioned to approve the minutes as amended. Seconded by McFarland. Vote: 4-0-0.  
Burby was offline at this vote.

5. **APPROVAL OF WARRANTS:**

Town Payables: W#98                      Town Payroll; W#0313,0320  
Trust & Agency: W#95, 96              School Payroll: W#94  
School Payables: W#93,97

Johnson motioned to approve the warrants as presented. Seconded by McFarland. Vote: 4-0-0.  
Burby was offline at this vote.

**6. REGULAR BUSINESS:**

**A. Discussion of Manset Pier Engineering Reports:** *Request of the Select Board to Discuss the Manset Pier Engineering Reports*

Town Manager Reddersen addressed the board members. She noted they have received the Engineering report. Reddersen said that she continues to work with FEMA and provided updates. She reported the Town received emergency funding for \$15,000 from Submerged Lands. This was for the decking on the Manset dock. Harbormaster Rob Leavitt, present in person, reported that the decking is the weakest spot. This limits the amount of weight. Currently the engineer is recommending the Lower Town Dock weigh be 30,000 lbs. and Manset be 20,000 lbs. (All G.V.W). Reddersen reports the bid specifications will be ready shortly and then will be able to advertise for Manset repairs. Harbor Committee Chairman Nick Madeira was also present at the meeting. Ball invited him to attend the FEMA meeting Reddersen was having the following day.

**B. Discussion of Four-Day Work Schedule for Town Office:** *Request of Town Manager to discuss a four-day work schedule for the Town Office*

Reddersen reported on a proposal for a possible four-day work week for the Town Office administrative employees. (non-union employees at the Town Office) She discussed the benefits to residents, having the office open longer hours allowed residents the ability to get business done outside regular work hours. This could also reduce overtime. Possible hours could be: 7:00a.m. -5:30p.m. or 7:30p.m.-5:30p.m. She reports this was employee driven. Town Clerk LaHaye noted that all employees are in favor of this. Many of the employees wish to work earlier and get out earlier. It was noted the Town does have a lot of early risers. This could also allow flexibility for staff. Johnson noted that she appreciates the office being open longer hours as she works in another community. She expressed concern about how it could affect employees. Johnson requested the employees complete an anonymous survey that members could review. Select Board members had brief discussions related to weather, possible impacts on staff, holidays on Mondays were a concern for members and should be discussed more.

**C. Approval of the FY26 Draft Budget:** *Request of the Town Manager to review and approve the FY26 draft budget.*

Town Manager Reddersen gave a budget overview. Currently there is a 12.7% increase in the budget. Select Board members recapped the changes discussed in the earlier meeting with the Warrant Committee. Vallette recapped the amount that was in the budget that the Town had no control over. He noted the following increases: County Taxes, Education, Debt Service and new Bonds for the Water & Sewer Treatment Facility. He also added the CEO position and the Firefighter position would show an increase.

Historic Cemetery: request is \$25,000. Johnson recused herself from the discussion as she has family members buried in one of the cemeteries discussed. Aimee Williams and Julie Fernald were present at the meeting. Aimee provided a quote to complete the fencing at several cemeteries. The fencing will allow them to help preserve and protect the cemetery boundaries. The quote received was \$18,500 and by doing the work at the same time this could reduce the hourly labor rate. Williams said the committee plans to raise some funds through fundraising. All members agreed to \$18,500. No formal vote was made at this time. Ball noted they will be voting later in the meeting as the amount will be included in the warrant article. Becky will make that change to the budget and provide the adjusted number,

~Paving Reserve to Zero – some of the Tremont Police funding was added to that reserve, so money would not be requested from the taxpayers.

~Police Recruitment Reserve – Zeroed out since we have a full roster of officers at this time.

~Discussion of creating a reserve in the name: Harbor Avenue Bench Beautification Reserve. \$12,174 was received as a refund from the State. This was due to the creation of the Marijuana ordinance several years back. This refund was voted on previously to be used for benches at the end of Harbor Avenue. Johnson noted she did not want this to get lost and suggested a transfer of the money from the undesignated fund to a reserve account.

Johnson motioned to establish a Reserve Account entitled Harbor Ave Bench Beatification Reserve in the amount of \$12,174 Seconded by Vallette. Vote: 5-0-0.

### **Revenue**

Burby motioned to confirm the amount of (\$1,594,327) for (Non-Property Tax Revenues) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

McFarland motioned to confirm the amount of (\$175,529) for (State Revenue Sharing) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Ball motioned to confirm the amount of (\$145,000) for (Unassigned Fund Balance Used) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

### **Municipal Operations**

Johnson motioned to confirm the amount of (\$544,301) for (Administration) be approved for placement on the Town Warrant. Seconded by Vallette. Vote: 5-0-0.

Vallette motioned to confirm the amount of (\$120,188) for (Code Enforcement) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Burby motioned to confirm the amount of (\$5,000) for (Boards & Committees) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

McFarland to confirm the amount of (\$738,686) for (Contracted Services) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Ball motioned to confirm the amount of (\$48,533) for (Insurance) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Johnson motioned to confirm the amount of (\$48,576) for (Municipal Buildings) be approved for placement on the Town Warrant. Seconded by Vallette. Vote: 5-0-0.

Vallette motioned to confirm the amount of (\$360,077) for (Highway Department) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Burby motioned to confirm the amount of (\$832,244) for (Police Department) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

McFarland motioned to confirm the amount of (\$420,432) for (Dispatch Division) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Ball motioned to confirm the amount of (\$349,431) for (Fire Department) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-0-1 McFarland abstained.

Johnson motioned to confirm the amount of (\$165,053) for (Harbor) be approved for placement on the Town Warrant. Seconded by McFarland. Vote: 5-0-0.

### **Community Service Organizations**

Valette motioned to confirm the amount of (\$65,000) for the (SWH Public Library) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-1-0 Ball Nay.

Burby motioned to confirm the amount of (\$65,640) for (Harbor House Community Center) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-1-0. Ball Nay.

McFarland motioned to confirm the amount of (\$12,500) for the (Mt. Height Cemetery) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Ball motioned to confirm the amount of (\$160,000) for the (SWH-Tremont Nursing Services) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

Johnson motioned to confirm the amount of (\$10,000) for the (Downeast Transportation) be approved for placement on the Town Warrant. Seconded by Vallette. Vote: 5-0-0.

Valette motioned to confirm the amount of (\$31,602) for (Other Community Service Organizations) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

### **Reserve & CIP Funds**

Burby motioned to confirm the amount of (\$610,998) for (Reserved & Restricted Funds) be approved for placement on the Town Warrant. Seconded by McFarland. Vote: 4-0-1 Johnson abstained.

McFarland motioned to confirm the amount of (\$510,431) for (CIP) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 5-0-0.

### **Debt**

Ball motioned to confirm the amount of (\$1,275,524) for (Debt Service) be approved for placement on the Town Warrant. Seconded Johnson. Vote: 5-0-0.

### **Education**

Johnson motioned to confirm the amount of (\$6,676,686) for (Schools Appropriations) be approved for placement on the Town Warrant. Seconded by McFarland. Vote: 4-0-1 Vallette abstained.

## County Tax

Vallette motioned to confirm the amount of (\$513,965) for (County Tax) be approved for placement on the Town Warrant. Seconded by Johnson. Vote: 4-1-0. Vallette Nay.

### **7. LIAISON REPORTS:**

Planning Board: McFarland said the Planning Board recently completed a performance review of Bell Atlantic Mobile System Verizon Wireless Cell Tower.

ADD: Vallette reported that the committee continues to work with the Senators office, trying to explore funding for the contaminated drinking water near Marshall Brook Road.

### **8. MANAGER REPORT: See Manager's report filed at the Town Office.**

~Town Manager Reddersen provided updates on the Main Street Project. They are scheduled to resume work on March 31<sup>st</sup> of this year and hope to finish in June.

~Town Manager Reddersen has a meeting with FEMA tomorrow to discuss the Manset dock.

~Steve Kenney is no longer employed for the District. Town Manager Reddersen thanked Steve for his service. Currently Aaron Zurek is acting in his place. Zurek has been with the district for several years now. Johnson would like to know what certification level the District Manager should hold. Kenney held a level four certification for Distribution and Treatment. Currently Zurek is level two for Distribution and treatment.

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

- Warrant /Annual Report
- Tax Acquired Property
- Appointments

### **10. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next meeting for Tuesday, April 8<sup>th</sup> at 6:00 p.m. at the Town Office Meeting Room***

Johnson motioned to confirm the date of the next meeting for Tuesday, April 8<sup>th</sup> at 6:00 p.m. at the Town Office meeting room. Seconded by McFarland. Votel 5-0-0.

### **11. EXECUTIVE SESSION: *Personnel Matter: Possible adoption of a motion for the Select Board to find that public discussion of this personnel matter could be reasonably expected to violate the employee's reputation or right to privacy, and therefore, to go into executive session to discuss a personnel matter of an employee, as permitted by 1 MRSA 405.6.A.***

Johnson motioned to enter into executive session at 8:40 p.m. Seconded by McFarland Vote: 5-0-0.

*Burby left at 9:20 p.m.*

McFarland motioned to exit executive session at 9:23 p.m. Seconded by Johnson.  
Vote: 4-0-0

Vallette motioned to enter into regular session at 9:23 p.m. Seconded by Jhonson.  
Vote: 4-0-0.

**12. ADJOURNMENT:**


Johnson motioned to adjourn at 9:23p.m. Seconded by McFarland. Vote: 4-0-0.


Respectfully Submitted,

Jennifer E. LaHaye  
Town Clerk

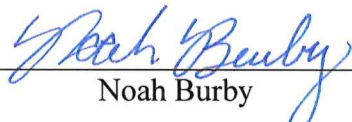
**APPROVED**

  
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Carolyn Ball, Chair

  
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Natasha Johnson, Vice Chair

  
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James Vallette

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Chapin McFarland

  
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Noah Burby