



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Town Office & Via Zoom\***  
**6:00 p.m. ~ Tuesday, May 14, 2024**

**MINUTES**

1. **CALL TO ORDER:** Ball called the meeting to order at 6:00pm.
2. **ROLL CALL:** Chair Carolyn Ball, Jim Vallette, Chapin McFarland, Noah Burby. Town Manager Marilyn Lowell.
  - A. **Excused Absences:** Natasha Johnson.
3. **ADOPTION OF AGENDA:** *Request of the Town Manager for a motion to adopt the agenda as presented.*

Vallette motioned to adopt the agenda as presented. Seconded by Burby. Vote: 4 | 0 | 0.

4. **PUBLIC HEARING:**

- A. **Liquor License Renewal – Carisa A. Goodell, Inc.:** *Request of Carisa A. Goodell, Inc. on behalf of Café Drydock, 357 Main Street, SWH for an On- Premises Beer, Wine, and Spirits liquor license renewal.*

Burby motioned to recommend approval of the application of Carisa A. Goodell, Inc. on behalf of Café Drydock, 357 Main Street, SWH, for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by McFarland. Vote: 4 | 0 | 0.

- B. **Special Amusement Permit – Carisa A. Goodell, Inc.:** *Request of Carisa A. Goodell, Inc. on behalf of Café Drydock, 357 Main Street, SWH for a Class E - Special Amusement Permit.*

Vallette motioned to recommend approval of the application of Carisa A. Goodell, Inc. on behalf of Café Drydock, 357 Main Street, SWH for a Class E Special Amusement Permit. Seconded by McFarland. Vote: 4 | 0 | 0.

- C. **Liquor License Renewal – The Claremont Hotel:** *Request of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH for an On-Premises Beer, Wine, and Spirits liquor license renewal.*

McFarland motioned to recommend approval of the application of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH, for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by Burby. Vote: 4 | 0 | 0.

\* To access the meeting using Zoom, please click the meeting link on the home page of the Town's website [www.southwestharbormaine.org](http://www.southwestharbormaine.org).

- D. Special Amusement Permit – The Claremont Hotel:** *Request of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH for a Class E – Special Amusement Permit.*

McFarland motioned to recommend approval of the application of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH for a Class E Special Amusement Permit. Seconded by Burby. Vote: 4 | 0 | 0.

- E. Liquor License Renewal – The Upper Deck SWH, LLC:** *Request of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH for an On-Premises Beer, Wine, and Spirits liquor license renewal.*

Burby motioned to recommend approval of the application of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH, for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by McFarland. Vote: 4 | 0 | 0.

- F. Special Amusement Permit - The Upper Deck SWH, LLC:** *Request of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH for a Class D/E Special Amusement Permit.*

Vallette motioned to recommend approval of the application of The Upper Deck SWH, LLC on behalf of The Upper Deck, 433 Main Street, SWH, for a Class D/E Special Amusement Permit. Seconded by Burby. Vote: 4 | 0 | 0.

**5. APPROVAL OF WARRANTS:**

Conservation Commission: W#0514-1, 0514-2, 0514-3, 0514-4  
Town Payables: W#114  
School Payables: W#109  
School Payroll: W#108, 112  
Trust & Agency: W#110, 111, 113  
Town Payroll: W#0502, 0509, 0516

Burby motioned to approve the warrants as presented. Seconded by McFarland. Vote: 4 | 0 | 0.

**6. APPOINTMENTS:**

- A. SWH Housing Authority Commissioner:** *Request of Town Clerk to appoint Ellen Brookes, Sonia Field, Ann Heisey & Karen Craig as SWH Housing Authority Commissioners.*

Vallette motioned to appoint Sonia Field & Ann Heisey as SWH Housing Authority Commissioners for an updated term effective until June 30, 2028. Seconded by Burby. Vote: 4 | 0 | 0.

McFarland to appoint Ellen Brookes as a SWH Housing Authority Commissioner for an updated term effective until June 30, 2027. Seconded by Burby. Vote: 4 | 0 | 0.

Burby motioned to appoint Karen Craig as a SWH Housing Authority Commissioner for an updated term effective until June 30, 2029. Seconded by Vallette. Vote: 4 | 0 | 0.

- B. SWH Housing Authority Board of Commissioners as Tenant Commissioners:**  
*Request of Town Clerk to appoint Janice Reed & Thomas Moorside as SWH Housing Authority Commissioners.*

Vallette motioned to appoint Janice Reed as a SWH Housing Authority Board of Commissioners as Tenant Commissioner for an updated term effective until June 30, 2025. Seconded by Burby. Vote: 4 | 0 | 0.

McFarland motioned to appoint Thomas Moorside as a SWH Housing Authority Board of Commissioners as Tenant Commissioner for an updated term effective until June 30, 2026. Seconded by Vallette. Vote: 4 | 0 | 0.

**7. REGULAR BUSINESS:**

- A. R.F. Jordan & Sons:** *Request of Ben Morren, RF Jordan Superintendent to extend the springtime work window and maintain “one-way” alternating traffic as done last season during the month of June.*

Discussion took place of the timeline of the project, delays based on weather, ledge, water projects, etc. Several local business owners spoke about the impact on their businesses if work continued until the end of June. Representatives from Olver Associates and RF Jordan were present and spoke about the advantages of granting the extension on the overall timeline of the project. Ultimately, the board agreed on an extension only until the 15<sup>th</sup> of June, rather than the 29<sup>th</sup> as was requested by RF Jordan.

Vallette motioned to authorize R.F. Jordan & Sons the extension of the springtime work and maintain “one-way” traffic until June 15th 2024. Seconded by McFarland. Vote: 4 | 0 | 0.

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

- Signage at Seawall closure, detour signs
- Appointments
- Anne Napier’s stormwater runoff concern
- Legislative Policy Committee nomination form
- Medical Center closure (Katie Henry), title search on building
- EMR Solid Waste Contract
- Land behind Fire Station for affordable housing
- Chris’ Pond update
- Chair/Officers elections
- Recap of Town Meeting
- Priorities list for Select Board, Manager

- 9. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next meeting for Tuesday, May 28<sup>th</sup> at 6:00 p.m. in the Town Office meeting room.*

McFarland motioned to confirm the date of the next meeting for Tuesday, May 28th at 6:00 p.m. in the Town Office meeting room. Seconded by Burby. Vote: 4 | 0 | 0.

**10. ADJOURNMENT:**

Vallette motioned to adjourn the meeting at 7:16pm. Seconded by McFarland. Vote: 4 | 0 | 0.

Respectfully Submitted,

Becky Gatcomb  
Deputy Treasurer

**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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Noah Burby

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Chapin McFarland