



**SELECT BOARD SPECIAL MEETING**  
**Town of Southwest Harbor**  
**Town Office and via ZOOM**  
**6:00 p.m. ~ Wednesday, May 25, 2022**

**MINUTES**

- 1. CALL TO ORDER:** George Jellison, Jr. opened meeting at 6:00pm
- 2. ROLL CALL:** George Jellison, Jr., Chair, Carolyn Ball, Vice Chair, Chad Terry and Allen Willey, Marilyn Lowell, Town Manager and Sarah Anderson, Deputy Clerk.

**A. Excused Absences** (*if any*) There were no absences.

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

Terry motioned to adopt the agenda as presented. Seconded by Willey. Vote 4-0.

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

**A. April 12, 2022 SB meeting:**

Ball motioned to approve the April 12<sup>th</sup> Select Board minutes. Seconded by Terry. Willey was excused from the April 12<sup>th</sup> meeting. Vote 3-0.

**B. May 10, 2022 SB meeting:**

Ball motioned to approve the May 10<sup>th</sup> Select Board minutes. Seconded by Willey. Terry was excused from the May 10<sup>th</sup> meeting. Vote 3-0.

**C. May 16, 2022 Special SB meeting:**

Ball motioned to approve the May 16<sup>th</sup> Select Board minutes. Seconded by Willey. Vote 4-0.

- 5. APPROVAL OF WARRANTS:**

Town Payables W #19  
Town Payroll W#0519, 0526  
Trust & Agency W#115,116  
School Payroll W#114,117  
School Payables W#113,118

Terry motioned to approve the warrants as presented. Seconded by Willey. Vote 4-0.

**6. REGULAR BUSINESS:**

- A. Special Amusement Permit Extension:** *Request of Town Clerk to discuss Extension of Special Amusement Permit to align with State extension of liquor license to 9.2.2022.*

Terry motioned to recommend approval of the request from Debby DuBois on behalf of Upper Deck, LLC, 433 Main Street, for an extension of their Special Amusement permit to align with State extension of liquor license expiring on 9.2.2022. Seconded by Ball. Vote 4-0.

- B. LED Streetlight Conversion Proposal:** *Request of Town Manager to review and discuss the LED Streetlight Conversion Proposal.*

Ball motioned to authorize Town Manager to work with Mark Carter at Smart Solutions to move forward with the LED streetlight Conversion. Seconded by Terry. Vote 4-0

- C. Proposed Acadia N.P. Conservation Easement Amendment on Fernald Point:** *Request of Town Manager to review, discuss, provide questions and/or comments on the new proposed conservation easement amendment of Dreier property parcel on Fernald Point.*

Discussion related to the Drier property parcel on Fernald Point Rd and the proposed conservation easement amendment. It was the consensus of the board members that they were okay with the information as presented.

- D. Peter Trout Parking at Manset Parking Area:** *Request of Town Manager to discuss the designation of 4-5 parking spots for overnight inn customer parking.*

Discussion related to overnight parking signs at the Manset Town Dock. Ball expressed her concerns with the signage becoming unclear to guests and wanted to investigate removing the “No Overnight Parking” signs.

Ball motioned to allot Peter Trout parking spaces, for overnight guest purposes, by displayed permit and to pay charges of \$5 per overnight use accordingly. Seconded by Terry. Vote 4-0.

- E. Contract for RJD Appraisal:** *Request of Town Manager to review contract for complete revaluation for tax purposes by RJD Appraisal.*

Ball motioned to authorize Selectboard members to sign the revaluation contract. Seconded by Terry. Vote 4-0.

- F. ZOOM Meetings:** *Request of Town Manager to review Remote Participation Policy as it deals with the ZOOM meetings.*

Discussion related to review Remote Participation Policy. It was the consensus of the board members to continue with Zoom for regular meetings.

- G. Memorandum of Understanding:** *Request of Town Manager to review Memorandum of Understanding between SWH-Tremont Ambulance Service and Town of Southwest Harbor.*

No motion made related to the Memorandum of Understanding between SWH-Tremont Ambulance Service and the Town of Southwest Harbor.

**7. APPOINTMENTS:**

- A. Treasurer, Tax Collector, Road Commissioner, and Freedom of Access Act Officer:** *Request of the Town Clerk for a motion to appoint Town Manager, Marilyn Lowell as Treasurer, Tax Collector, Road Commissioner, and Freedom of Access Act Officer for a 1-year term.*

Terry motioned to appoint Marilyn Lowell as Treasurer, Tax Collector, Road Commissioner, and Freedom of Access Act Officer for a one-year term effective until June 30, 2023. Seconded by Willey. Vote 4-0.

- B. Deputy Tax Collector and Deputy Treasurer:** *Request of the Town Manager for a motion to appoint Becky L. Gatcomb, Jennifer E. LaHaye, and Sarah E. Anderson as Deputy Tax Collectors and Deputy Treasurers for a 1-year term.*

Terry motioned to appoint Becky L. Gatcomb, Jennifer E. LaHaye and Sarah E. Anderson as Deputy Tax Collectors and Deputy Treasurers for a one-year term effective until June 30, 2023. Seconded by Willey. Vote 4-0.

- C. Warrant Committee:** *Request of the Town Clerk for a motion to appoint John R. Williams and Priscilla R. Ksionzyk as a Warrant Committee member for a 3-year term.*

Terry motioned to appoint John R. Williams and Priscilla R. Ksionzyk as a Warrant Committee member for a three-year term effective until June 30, 2025. Seconded by Willey. Vote 4-0.

- D. Harbor Committee:** *Request of the Town Clerk for a motion to appoint Nicolas Madeira, Donald Sullivan, and Ronald Weiner as Harbor Committee members for a 3-year term.*

Terry motioned to appoint Nicholas Madeira, Donald Sullivan, and Ronald Weiner as Harbor Committee members for a three-year term effective until June 30, 2025. Seconded by Willey. Vote 4-0.

- E. Conservation Commission Associate Member:** *Request of the Town Clerk for a motion to appoint Therese A. Powers and Elena Scotti as Conservation Commissioner Associate Members for a 3-year term.*

Terry motioned to appoint Therese A. Powers and Elena Scotti as non-voting Conservation Commissioner Members for a three-year term effective until June 30, 2025. Seconded by Willey. Vote 4-0

## 8. MANAGER REPORT:

~ Jenn has been out the last week with Winnie home sick. Sarah has been managing out front and we have noticed the office is getting busier. I took the class for the Maine DOT Local Project Administrator and passed the test to receive my certification. This allows me to sign documents for the Main Street project.

~I met with Lee Worcester regarding the recycling trip fees of \$75. Casella has increased the fee to \$150 per trip. During our meeting Lee felt that money allocated to budget should be fine.

~I called Versant on several lights in town for adjustments or light shields. The light shield for pole in front of bicycle shop is working out great. I have not received another call about the one in front of BHBT, so I assume this one is done also.

~Chief Hall will be out this week at training. The Cruisers have new radios installed. The radio upgrade on the roof and tower for police dept. and fire dept. should be done by end of month. There will be rescheduling done for the overnight. Proposed shift will be 6 p.m. – 2 a.m. with on-call coverage 2 a.m. -7 a.m. This will be temporary until another full-time officer is hired.

~I called CMD for generator cleanings. The tower is not working, and Chief Chisholm said he got an alert on his phone as well as Eric from water district. They hooked up and alternate generator to get tower back online. There is breaker that was not replaced and was scheduled to be done Monday the 23<sup>rd</sup>. The fire department generator would not kick in manually, so Tom tried the reboot button and it spit and sputtered and then backfired, so he left it while doing work in the station. He then tried again to manually start it and it worked fine. I spoke with CMD to reconfirm the schedule of service that was set up in late fall last year.

~I met with Scott and the new sweeper was delivered today.

~Scott and I met with Robbie Jardine and Bruce Wilbur from Ring's Paving to walk the section of 102 and look at what can be done to help with the deterioration of the road edges. Robbie sent us a proposal for description and price of work for \$47,819.00. The work includes a shim cap 20' x 1,584' or .3 of a mile. The scope includes grinding & prep of existing pavement, placement of a shim/cap application of 12.5 mm binder that will average 1 ½" after compaction and all flagging associated with the work. We do have \$15,000 that the State will reimburse for us paving since we did not do the skim coat 2 ½ years ago. This would leave a balance of \$32,819.00 as the Town's share. There is money from the General Bond project that could be used and there is money in the general paving reserve totaling \$403,131.04. We have \$82,080.00 designated for

the Freeman Ridge Road and the 334 feet on Shore Road by Hinckley's, which they are going to get us a proposal quote for this project.

Ball motioned to contract with Ring's Paving to improve the 3/10 mile on Main Street for \$47,819. Seconded by Terry. Vote 4-0.

~I received a call from Bill Birdsall from No Frills regarding the 22/23 fuel oil buy in. He was able to lock in at \$3.46 p/gallon with a street price at around \$5.00 +/- . There are several other Towns locked already. He also has propane at \$1.99 p/gallon. I locked this in since the bid with the school is not for propane. I spoke with Nancy Thurlow at the Superintendent's Office, and they will not go to bid for another month or two. Unless the board would like to wait, I would like to lock in with No Frills before we lose our window.

Ball motioned to contract with No Frills at \$3.46 per gallon. Seconded by Terry. Vote 4-0.

~I received a notice from DOT that roadside spraying for small trees will be starting, but none on island was noted.

~Salt bids are in process. They were posted May 23<sup>rd</sup> and will close at 4 p.m. on Friday, June 3, 2022. Tammy Chamberlain Maine Local Roads Center Program Coordinator will do her best to get the results to us by the close of business the following Wednesday.

~ Hampden facility sale progress is moving forward. There has been interest from outside parties. They are taking time to do a thorough review of parties to assess whether they are financially, and technically qualified to own and operate the facility. First round of interviews with potential bid qualifiers has been completed.

~ I received a letter from FEMA with our results of the National Flood Insurance Program informing us that the Department of Homeland Security, Federal Management Agency (FEMA), has determined that the Town of Southwest Harbor will retain our current rating as a Class 9 in the NFIP CRS. This will qualify the community for a 5% discount on flood insurance premiums for most NFIP policies issued or renewed on or after October 1, 2022.

- 9. EXECUTIVE SESSION:** *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 individual's right to privacy, and therefore, to go into executive session to discuss the employment of an individual, as permitted by 1 MRSA 405.6.A.*

Executive session tabled to the next regular board meeting.

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

Suggestion to hold a town garage meeting with the school board chair and Larry Alley to discuss bus storage and available plug-ins.

**11. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, June 14 at 6:00 p.m. at the Town Office meeting room.*

Ball motioned to confirm the date of the next meeting for Tuesday, June 14<sup>th</sup> at 6:00 p.m. in the Town Office meeting room. Seconded by Terry. Vote 4-0.

**12. ADJOURNMENT:**

Terry motioned to adjourn meeting at 8:21 p.m. Seconded by Willey. Vote 4/0.

Respectfully Submitted,  
Sarah E. Anderson  
Deputy Clerk

**APPROVED**

\_\_\_\_\_  
George Jellison, Jr., Chair

\_\_\_\_\_  
Carolyn Ball, Vice Chair

\_\_\_\_\_  
Allen Willey

\_\_\_\_\_  
Chad Terry

\_\_\_\_\_  
Vacant