



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Town Office & Via Zoom\***  
**6:00 p.m. ~ Tuesday, June 13, 2023**

**Minutes**

- 1. CALL TO ORDER:** Chair Carolyn Ball called the meeting to order at 6:00p.m.
- 2. ROLL CALL:** Carolyn Ball, Chair, Natasha Johnson, Vice Chair, James Vallette, and Luke Damon.

**A. Excused Absences:** George Jellison, Jr. not present.

- 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 Damon. Vote: 4-0-0.

**4. PUBLIC HEARING:**

**A. License for an Incorporated Civic Organization – Harbor House Community Service Center** *Request of Ingrid Kachmar on behalf of Harbor House Community Service Center, 329 Main Str., SWH for an Incorporated Civic Organization License for Lobsters on the Sound Fundraiser.*

Johnson motioned to recommend approval of the application from Ingrid Kachmar, on behalf of Harbor House Community Service Center, 329 Main Str., SWH, for an Incorporated Civic Organization License for Lobsters on the Sound Fundraiser. Seconded by Damon. Vote: 4-0-0.

**B. License for an Incorporated Civic Organization – Harbor House Community Service Center** *Request of Ingrid Kachmar on behalf of Harbor House Community Service Center, 329 Main Str., SWH for an Incorporated Civic Organization License for Polo & Yacht Club Party Fundraiser.*

Johnson motioned to recommend approval of the application from Ingrid Kachmar, on behalf of Harbor House Community Service Center, 329 Main Str., SWH, for an Incorporated Civic Organization License for Polo & Yacht Club Party Fundraiser. Seconded by Damon. Vote: 4-0-0.

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

**A. May 23, 2023 –SB Meeting**

Johnson motioned to approve the minutes as amended. Seconded by Damon. Vote: 4-0-0.

Vallette – request pg. 3 be edited – to include “to remove Mr. Wolak’s appointment for a later time.

**6. APPROVAL OF WARRANTS:**

Town Payables: W#129	Main Street Project: W#128
Town Payroll: W# 0601,0608,0615	School Payables: W#123
Trust & Agency: W#124,125,127	School Payroll: W#122,126

Johnson motioned to approve the warrants as presented. Seconded by Damon. Vote: 4-0-0.

**7. APPOINTMENTS:**

**A. Co-Tree Warden:** *Request of Town Clerk to appoint Jeff Dutra, Eleanor Park, and Ann Ratcliff as Co-Tree Wardens.*

Johnson motioned to appoint Eleanor Park and Ann Ratcliff as Co-Tree Wardens for a term effective until June 30, 2026. Seconded by Damon. Vote: 4-0-0.

Mr. Dutra decided to withdraw his application for renewal of appointment.

**B. SWH Housing Authority Commissioner:** *Request of Town Clerk to appoint Sonia Field as a SWH Housing Authority Commissioner.*

Johnson motioned to re-appoint Sonia Field as a SWH Housing Authority Commissioner for a term effective until May 31, 2028. Seconded by Damon. Vote: 4-0-0.

**C. Planning Board:** *Request of Town Clerk to appoint Joel Wolak to the Planning Board.*

Johnson motioned to appoint Joel Wolak as a Planning Board Member for a term effective until June 30, 2026. Seconded by Damon. Vote: 4-0-0.

**D. Harbor Committee:** *Request of Town Clerk to appoint John Stanley, Anne Napier, and Corey Pettegrow as Harbor Committee Members.*

Johnson motioned to re-appoint John Stanley, Anne Napier, and Corey Pettegrow as Harbor Committee Members for a term effective until June 30, 2026. Seconded by Damon. Vote: 4-0-0.

**E. Shellfish Committee:** *Request of Town Clerk to appoint John Stanley as a Shellfish Committee Member.*

Johnson motioned to re-appoint John Stanley as a Shellfish Committee Member for a term effective until June 30, 2026. Seconded by Damon. Vote: 4-0-0.

**F. Warrant Committee:** *Request of Town Clerk to appoint Ellen Pope as a Warrant Committee Member.*

Johnson motioned to re-appoint Ellen Pope as a Warrant Committee Member for a term effective until June 30, 2026. Seconded by Damon. Vote: 4-0-0.

## **8. REGULAR BUSINESS:**

**A. Water/Sewer Line Transfers on Main Street:** *Request of Town Manager to have Steve Kenney, W/S District Mgr. attend to discuss the transfer of lines.*

District Manager Steve Kenney was present at the meeting in person. Kenney answered various questions the board had about the transfers of lines on Main Street. Kenney advised that in 2016 they knew they would need to abandon the six-inch watermain. At that time, the state was going to be paying a portion of this project. In 2018 he sat down with Olver and discussed which service needed to be removed. He noted that he received a letter with a list of things included in the project. When Town Manager Don Lagrange was asked to leave, the new Town Manager Justin VanDongen took the lead in the project, and Kenney reported being less involved. The plan was to renew only the twelve-inch water main the town was going to originally pay for it. There are now new services included that were not originally in the plan.

Select Board members discussed who should be taking fiscal responsibility for the mistakes. It was decided more information was needed. Mr. Kenney will review his plans. Manager Lowell will reach out to Olver, and request they review the plans and find what was given to the contractors for Bid/Spec package. This should include the site and written plan to decide who is financially responsible.

**B. Solid Waste Reduction Task Force:** *Request of Ellen Pope to give the Selectboard an update on the progress the SWRTF is making.*

Ellen Pope was present in person. She provided the board with an update from the Solid Waste Task Force and answered any questions the board had. No action was taken by the board at this time.

- C. Employee Leasing Agreement:** *Request of Town Manager to receive authorization to sign Employee Leasing Agreement with Tremont.*

Johnson motioned to authorize the Town Manager to sign the Employee Leasing Agreement for the Deputy Code Enforcement Officer position as presented. Seconded by Damon. Vote: 4-0-0.

- D. R.F. Jordan & Sons:** *Request of Ben Sekulich, RF Jordan Project Manager to extend “One-Way” alternating traffic.*

Johnson motioned to authorize R.F. Jordan & Sons the extension of “One-Way” traffic from June 14<sup>th</sup> 2023 – June 21<sup>st</sup> 2023. Seconded by Damon. Vote: 4-0-0.

- E. Salt Bid FY23-24 Winter Pricing:** *Request of Town Manager to approve Salt Bid for 23-24 winter.*

Johnson motioned to accept Southwest Harbor’s salt bid price of \$78.10 per ton for FY23-24 season. Seconded by Damon. Vote: 4-0-0.

- F. Year End Closure:** *Request of Town Manager to receive authorization to close the office at 3:00 pm on June 30<sup>th</sup> for year-end close out of all financials.*

Damon motioned to authorize the Town Manager to close the Town Office at 3:00 pm on June 30, 2023 for Year End reporting completion. Seconded by Vallette. Vote: 4-0-0.

- G. FY22 Budget Transfer:** *Request of Town Manager for the transfer of unused FY22 appropriations as authorized by Town Meeting Article 38.*

Johnson motioned to authorize the transfer of \$100,000 to the Paving Reserve, G 1-220-39. Seconded by Damon. Vote: 4-0-0.

## **9. LIAISON REPORT:**

Damon will start attending the Harbor Committee meetings.

## **10. MANAGER REPORT:** She attached report.

Manager Lowell said that she spoke with the lighting design specialist, she supplied a cost of \$1,476 to roll out a truck to put any shields on. Johnson asked about a specific light at the

intersection of Clark Point Road, Herrick, High Road, and Ships Lane. Manager Lowell advised in speaking with the lighting design specialist they do not recommend dimming that light due to it being a safety concern with such a big intersection. Johnson and Vallette suggested dimming it. Manager Lowell said the specialists explained dimming the light enough to be effective would need to be around 70%, which they have recommended not dimming. It was the consensus of the board to request Manager Lowell to dim the lights. Manager Lowell noted several times she wants it on record that she is not responsible or liable, as she is listening to the board to go against the recommendations of the Company who she consulted with.

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

- Johnson -Discuss idea of a new public works Director – November ballot.
- Mini Strategic Plans – to discuss in the July meeting.
- ADD Representative – next meeting.
- Liaison spots.
- A meeting will need to take place June 27, 2023 to discuss/sign the union contract.

Ball motioned to take a recess and then return to executive session. Seconded by Johnson. Vote: 4-0-0.

**12. EXECUTIVE SESSION:**

- A. 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 individual's right to privacy, and therefore, to go into executive session to discuss personnel matter, as permitted by 1 MRSA 405(6)(A).*

Johnson motioned to enter executive session at 7:34pm. Seconded by Damon. Vote: 4-0-0.

Johnson motioned to exit executive session at 8:28pm. Seconded by Damon. Vote: 4-0-0.

**13. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, July 11<sup>th</sup> at 6:00 p.m. in the Town Office meeting room.*

Jonson motion to confirm the date of the next regular meeting for Tuesday, June 27<sup>th</sup> at 6:00 p.m. in the Town Office meeting room. Seconded by Damon. Vote: 4-0-0.

**14. ADJOURNMENT:**

Jonson motioned to adjourn the meeting 8:30p.m. Seconded by Damon. 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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George Jellison, Jr.

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James Vallette

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Luke Damon