



SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. ~ Tuesday, June 14, 2022

MINUTES

- 1. CALL TO ORDER:** George Jellison, Jr. opened meeting at 6 p.m. in person and via ZOOM.
- 2. ROLL CALL:** George Jellison, Jr., Chair, Carolyn Ball, Vice Chair, Allen Willey, and Marilyn Lowell, Town Manager.

A. Excused Absences: Chad Terry excused.

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

Ball motioned to adopt the agenda as presented. Seconded by Willey. Vote 3/0/0.

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

A. May 25, 2022 SB meeting:

Ball motion to approve the May 25, 2022 Select Board Minutes. Seconded by Willey. Vote 3/0/0.

- 5. APPROVAL OF WARRANTS:**

Town Payable W#125
Town Payroll W#0602, 0609, & 0616
Trust & Agency W#120, 121, & 124
School Payroll W#123
School Payables W#122
Conservation Commission W#0614

Ball motioned to approve the warrants as presented. Seconded by Willey. Vote 3/0/0.

- 6. APPOINTMENT:**

A. Comprehensive Plan Update Task Force: *Request of the Town Clerk for a motion to appoint Anne Napier, Ben Worcester, III, John R. Williams and John Izenour to the Comprehensive Plan Update Task Force.*

* To access the meeting using Zoom, please click the meeting link on the home page of the Town's website www.southwestharbormaine.org

Ball motioned to appoint Anne Napier, Ben Worcester, III, John R. Williams, and John Izenour as Comprehensive Plan Update Task Force Members for term effective until October 15, 2022. Seconded by Willey. Vote 3/0/0.

- 7. FINANCIAL REPORTS:** *Presentation of the monthly Budget Variance Report, Reserves Report and Revenue Variance Report.*

Financial reports reviewed by board.

8. REGULAR BUSINESS:

- A. Resolution of the Town of SWH:** *Request of Town Manager to sign resolution for John Wellington for years of service on SWH Housing Authority Board of Commissioners.*

Ball motioned to authorize the board to sign the Resolution of the Town of Southwest Harbor for John Wellington. Seconded by Willey. Vote 3/0/0.

- B. Professional Services Agreement for the Street Light Conversion:** *Request of Town Manager to review, discuss and accept or reject agreement.*

Jellison motioned to approve the Professional Services Agreement Between Town of SW Harbor, Maine and RealTerm Energy US, L.P. For the Conversion of Public Street Lighting to LED. Seconded by Willey. Vote 3/0/0.

Ball motioned to authorize Town Manager to sign the Professional Services Agreement Between Town of SW Harbor, Maine and RealTerm Energy US, L.P. For the Conversion of Public Street Lighting to LED. Seconded by Willey. Vote 3/0/0.

- C. Task Force Bylaws:** *Request of Town Manager to review and adopt presented Bylaws of the Comprehensive Plan Update Task Force.*

Ball motioned to approve and adopt the Bylaws of the Comprehensive Plan Update Task Force as presented. Seconded by Willey. Vote 3/0/0.

- D. Salt Bids:** *Request of Town Manager for Selectboard to accept or reject our salt bid price.*

Ball motioned to accept Southwest Harbor's salt bid price of \$75.00 per ton from State Bureau of Purchases. Seconded by Willey. Vote 3/0/0.

- E. Seawall Street Light:** *Request of Town Manager to discuss street lighting at 361 & 362 Seawall Road.*

Ball motioned to have Sargent Electric Company put light fixture and hardware back on pole and not activate to come on at dusk. No second. Motion did not pass.

Light fixture and hardware will be reinstalled on new pole and activated.

- F. Dobbs Productions Inc.:** *Request of Town Manager to review Dobbs Productions request to use Public Access channel 2 for summer 2022 and winter 2023.*

Ball motioned to grant permission for Dobbs Productions Inc. to use Public Access channel 2 for summer 2022 and winter 2023 for broadcasting Public Access related programming. Seconded by Willey. Vote 3/0/0.

9. MANAGER REPORT:

~I received confirmation from Eric Hardy of Olver Associates that they received a draft plan from Trillium for the sand/salt shed repair. Olver needs to review and finalize this and then pull together the Bid Packages and should be able to do this in the next 2 weeks.

~I received an email from Susan Caston from MMA Risk Mgmt. Services that the sand/salt building will be excluded for Property coverage effective 7.7.22. They will continue General Liability coverage and when the repairs are completed per the engineer's recommendation, they can consider adding the building back on.

~Ingrid Kachmar called to let board know they are going to shingle the rebuilt section of Harbor House along with the section that was completed prior. They are no longer making the red shingles and are not able to marry them together. This will take about a month to complete.

~The Hampden Facility is working diligently to work through the process to qualify potential bidders on their technical and financial capabilities. The auction will take place on June 14th. A target date for closing remains June 30th. The MRC will provide a more comprehensive update to members once the auction process concludes June 14th. There was a Special Board of Directors Executive Session today, from 3:00 – 5:00 PM, to discuss the financing and contracts for potential new ownership

~The Cranberry Cove Ferry is using the Upper Town Dock until July 11th, as per the six-month grace period given at the January 11, 2022 Select Board meeting. It was determined to charge \$1,250.00 which was half of the prior year ferry fee.

~Eilon has added days to his work schedule to help have coverage at the docks during the process of hiring a new Harbormaster. He has the Town mooring balls ready for installation. The broken float repairs should be completed by the end of this week or first of next. Scott and Mike will be working with Chalmers to put in the last of floats and ramp. Eilon has four more weekends of FF training and that will be completed. The three weekends in July will be covered by myself and two of the town office staff. It may not be complete 8-hour days, but hopefully a presence for a 4–5-hour stretch.

~Chief Hall has two part-time dispatchers pulling solo shifts. The third took a full-time position in Bar Harbor. There may be consideration of the two part-time dispatchers sharing the position of parking meter. There is 20 hours per week budgeted. John is also contracting professional services with Dirigo Safety, LLC to create administrative and operational policies specific to the department and training mandates. All officers will be able to go on the system and go over the policies and document when

completed.

~Freeman Ridge grind and bind started today and will complete by until Friday. The 102-paving project will start on June 20th. A notice is posted on the website, at the Town Office and at the Post Office.

~There will be a Pre-bid meeting on July 1st at 10 a.m. for the Main Street project and the bid opening on July 15th at 2 p.m.

~Town Office is closed on Monday, June 20th for Juneteenth, just as a reminder. A notice is posted at the Town Office, Post Office and on the website.

~Taxes will be committed on July 1st and mailed within the next week or so after.

Motion by Jellison to enter executive session 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. at 7:05 p.m. Seconded by Ball. Vote 3/0/0.

- 10. 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.*

Ball motioned to exit executive session at 7:48 p.m. Seconded by Willey. Vote 3/0/0.

Ball motioned to accept Oliver Curry's resignation from the position of Harbormaster. Seconded by Willey. Vote 3/0/0.

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

Carolyn asked to have an update on meeting with school chair about town garage. Marilyn explained she was still waiting to hear back from chair to set up the meeting.

- 12. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, June 28 at 6:00 p.m. at the Town Office meeting room.*

Ball motioned to confirm the date of the next meeting for Tuesday, June 28th at 6:00 p.m. in the Town Office meeting room. Seconded by Willey. Vote 3/0/0.

- 13. ADJOURNMENT:**

Ball motioned to adjourn meeting at 8:10 p.m. Seconded by Willey. Vote 3/0/0.

Respectfully Submitted,

Marilyn J Lowell
Town Manager

APPROVED

George Jellison, Jr., Chair

Carolyn Ball, Vice Chair

Allen Willey

Chad Terry

Vacant