



SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. ~ Tuesday, June 27, 2023

Minutes

1. **CALL TO ORDER:** Ball called meeting to order at 6:00 pm.
2. **ROLL CALL:** Chair, Carolyn Ball, Vice Chair, Natasha Johnson, and Luke Damon. James Vallette and Town Manager Marilyn Lowell via ZOOM.
 - A. **Excused Absences:** George Jellison Jr.
3. **ADOPTION OF AGENDA:** *Request of the Town Manager for a motion to adopt the agenda as presented.*
4. **PUBLIC HEARING:**
 - A. **Liquor License Renewal – Clark Point Catering, LLC:** *Request of Clark Point Catering, LLC on behalf of Clark Point Catering, 54A Clark Point Rd., SWH for an On-Premises Beer, Wine, and Spirits liquor license renewal.*

Johnson motioned to approve the request of Liquor License renewal. 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. **June 13, 2023 –SB Meeting**

Johnson motioned to approve the select board minutes as amended. Seconded by Damon. 4/0/0.

Ball suggested a note be added that Mr. Dutra withdrew his request for re-appointment.

6. **APPROVAL OF WARRANTS:**

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

7. **REGULAR BUSINESS:**

- A. **Police Officer Meet and Greet:** *Request of Chief John Hall to introduce our new police officer.*

Chief Hall introduced Officer Richard Strout in person.

- B. **Main Street, Sidewalk, and Infrastructure Project:** *Request of Town Manager to have Annaleis Hafford and/or Eric Hardy attend to answer questions regarding the water lines on the project.*

Board members asked about the undiscovered services and discontinuing the six-inch water main on the ocean side of the project. Eric Handy attended in person, and Annaleis Hafford via Zoom. Eric said the project has been evolving over time. They had focused everything under the sidewalk. He advised initially the water utility had marked out the mains. It was drafted and marked on the bay sheets. They also reviewed it in the field. The contractor RF Jordan also had the utility map it out, and the information did not match the original mapping. There was conflicting information. This was recently discovered. Eric advised this is not uncommon. Once you get into the field you start to dig and may locate others or find things that are not marked correctly. He noted there are seven additional water lines from the original nine, found under the sidewalk. There are eleven water lines on the other side of the road that weren't part of the original project. The project was not designed to include the other side of the road. There may have been discussion to disconnect the six-inch main on the other side, to happen in the future but was not part of the original plan.

Discussion took place related to the other eleven lines being discontinued. The Water & Sewer Reserve currently has ample money to pay for that project. Annaleis said the contractor is willing to work with the Town, they have been good to work this.

C. Predevelopment of Municipal Solar Grant/Community Resilience Project,
Johannah Blackmun: *Request of Chair, Carolyn Ball to discuss information with the Board.*

Beth Woolfolk and Johannah Blackman were both present in person at the meeting. It was discussed that there is only one grant cycle in the 2023 year. The town of Blue Hill recently went for this grant and could be a resource to Southwest Harbor. Johannah and Beth discussed the steps of applying for this grant. They discussed gathering information from electric bills, exploring potential sites/rooftops within the town that could be used. The first step would be to obtain letters of recommendation that would need to be sent by July 7th 2023. It was the consensus of the board that they would like to move forward. This grant has no matching funds, or extra costs that would be coming prior to the grant being issued. The future cost would come after the grant is awarded and the grant would cover those costs.

Board members set a Special Select Board meeting for Wednesday July 5, 2023 to discuss a draft letter Ball will create to move forward on the grant.

D. Mini Strategic Plans: *Request of Jim Vallette to review priority list to see where things stand.*

Board members discussed their mini strategic plans, what has been completed and what still needs to be addressed.

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

The manager said the reports were within budget except for the previously noted WC & IPP in salaries.

9. LIAISON REPORT:

No Liaison reports from Johnson or Damon. Vallette quickly noted some updates about the Hampden Waste Facility may not open until 2025.

10. MANAGER REPORT: Please see attached report on file.

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

- Invite the Harbor Committee to discuss the kiosks.
- Right of way signage
- Possibly Emergency Management Plan
- Add nominations.
- Select Board Member start dates.

12. EXECUTIVE SESSION:

A. Union Contract: *(To be considered in executive session, as permitted by 1 MRSA 405 (6) (D).*

Johnson motioned to enter executive session at 8:00 pm. Seconded by Damon. Vote: 4/0/0.

Johnson motioned to exit executive session at 8:27 pm. Seconded by Damon. Vote: 3/0/0. Vallette lost internet connection.

Johnson motioned to approve the Public Works Union Contract as presented. Seconded by Damon. Vote: 3/0/0.

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

Damon motioned to confirm the date of the next regular meeting for Tuesday July 11, 2023 at the Fire Department meeting room. Seconded by Johnson. Vote: 3/0/0.

14. ADJOURNMENT:

Damon motioned to adjourn the meeting at 8:28 pm. Seconded by Johnson. Vote: 3/0/0.

Respectfully Submitted,

Marilyn J Lowell
Town Manager

APPROVED

Carolyn Ball, Chair

Natasha Johnson, Vice Chair

James Vallette

Luke Damon

Chapin McFarland