



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**SWH FIRE DEPT. & Via Zoom\***  
**6:00 p.m. ~ Tuesday, July 11, 2023**

**Minutes**

- 1. CALL TO ORDER:** Ball called the meeting to order at 6:00 p.m.
- 2. ROLL CALL:** All present. Chair, Carolyn Ball, Vice Chair, Natasha Johnson, James Vallette, Luke Damon, Chapin McFarland, Town Manager, Marilyn Lowell, and Town Clerk Jennifer LaHaye.
- 3. ADOPTION OF AGENDA:** *Request of the Town Manager for a motion to adopt the agenda as presented.*

Damon motioned to adopt the agenda as presented. Seconded by Johnson. Vote: 5-0-0.

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

**A. June 27, 2023 – SB Meeting**

Damon motioned to approve the minutes as amended for June 27, 2023 Select Board Meeting. Seconded by Johnson. Vote: 5-0-0.

**B. July 5, 2023 – Special SB Meeting**

Johnson motioned to approve the minutes as amended. Seconded by Damon. Vote: 5-0-0.

- 5. APPROVAL OF WARRANTS:**

Town FY 22/23 A/P: W #138  
Town FY 23/24 A/P: W #4  
School Payroll: W #2

Trust & Agency: W #1, 3  
Town Payroll: W #0706, 0713

Johnson motioned to approve the warrants as presented. Seconded by Damon. Vote: 5-0-0.

- 6. REGULAR BUSINESS:**

**A. Discussion of Police Officer Hiring Process:** *Request of Chair, Carolyn Ball to discuss the hiring process with the Chief of Police and the public.*

Ball opened the discussion saying the SB heard loud and clear that residents did not feel the PO was a good match for the Town and the Offer and Award was withdrawn.

Personnel details of hires are confidential and are not discussed. It was also heard that the PO did not have the public's trust. The SB invited Chief Hall to attend the meeting to go over the hiring process of a candidate. Ball turned the discussion over to Chief Hall.

Chief Hall opened his discussion by saying he would be going over the hiring process from beginning to end as if the audience was a 21-year-old candidate.

Chief Hall referred to the 10-page policy for hiring in his discussion. This policy was enacted in November of 2022 because there was none previously. A potential candidate must be 21-years old, pass an alert test and agility test before continuing.

There are 2 phases for a candidate to go through and tests to pass at the end. Each phase costs \$350. There are also standard Academy regulations for field office training (80 hrs.) and integrity testing (9 pages). SWH's field training is 9 weeks, and the integrity test is 27 pages.

After completing the integrity test the Police chief will send to a 3rd party background investigator who sets up a personal interview with the candidate. Once completed the background investigator will send both reports to a polygrapher for use in the polygraph test. All three reports (integrity, background, and polygraph) are then sent to the psychologist for a two day examination. Once this is complete the polygrapher calls the Police Chief and goes over any concerns they may or may not have. Then the Police Chief receives the final report. The paper process takes about 2months.

The audience was given multiple examples of the integrity questions, which covered every aspect of the candidate's life.

Questions after information was presented included: Who does the hiring? Is it possible to include the SB in the hiring process? How do you know the background check investigators are doing their due diligence? Questions were answered to the best of Chief Hall and SB's ability.

**B. Town ROW's Discussion:** *Request of Select Board to discuss the next step for the Town ROW's.*

Damon provided an overview of the past discussions with Town ROW's. Showed the new signs that were made and will be placed by Public Works at N Causeway, Harbor Ave., & Lawler Lane, and Cable Crossing.

There were also a couple of concerns that people do not have access to the cemetery on Fernald Point. This will be discussed at another meeting. There may be a possibility of having signs for the Historic Cemeteries as well.

**C. Acadia Disposal District Director Nominations:** *Request of James Vallette to appoint the ADD Director for SWH.*

Johnson motioned to appoint James Vallette as ADD Director for the Town of SWH. Seconded by McFarland. Vote: 5-0-0.

**7. ELECTION OF OFFICERS:**

**A. Select Board Chair:**

Johnson motioned to have Carolyn Ball continue as Select Board Chair. Seconded by Damon. Vote: 5-0-0.

**B. Select Board Vice-Chair:**

Damon motioned to have Natasha Johnson continue as Select Board Vice Chair. Seconded by McFarland. Vote: 5-0-0.

**8. LIAISON REPORT:**

Jim Vallette had ADD update that Tony Smith would be attending the next meeting of the SWRTF. The ADD is moving forward with Hazardous Waste Facility and received \$350,000 in grant money.

**9. MANAGER REPORT:**

See attached report.

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

- \*Parking Kiosks information from Harbor Committee.
- \*Harbormaster Office.
- \*Board members start time after being elected.
- \*Identification signs for parking, bathrooms.

**11. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, July 25<sup>th</sup> at 6:00 p.m. in the Town Office meeting room.*

Johnson motioned to confirm the next regular meeting for Tuesday, July 25<sup>th</sup> at 6:00 pm. Seconded by Damon. Vote: 5-0-0.

**12. ADJOURNMENT:**

Johnson motioned to adjourn the meeting at 7:32 pm. Seconded by Damon. Vote: 5-0-0.

Respectfully Submitted,

Marilyn J Lowell  
Town Manager

**APPROVED**

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Carolyn Ball, Chair

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Natasha Johnson, Vice Chair

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Jams Vallette

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Luke Damon

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Chapin McFarland