



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Town Office & Via Zoom\***  
**6:00 p.m. ~ Tuesday, July 12, 2022**

**MINUTES**

1. **CALL TO ORDER:** 18:02
2. **ROLL CALL:** All present: Chair George Jellison, Vice Chair Carolyn Ball, Jim Vallette, Natasha Johnson, Manager Marilyn Lowell, and Town Clerk Jennifer LaHaye.
  - A. **Excused Absences** (*if any*) None
3. **ELECTION OF OFFICERS:**
  - A. **Select Board Chair**  
Vallette motioned Carolyn Ball as Chair. Seconded by Johnson. Vote 4-0
  - B. **Select Board Vice-Chair**  
Ball motioned Natasha Johnson be elected as Vice Chair. Seconded by Vallette. Vote:4-0
4. **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 Vallette. Vote 4-0.
5. **PUBLIC HEARING:**
  - A. **Liquor License Renewal - Clark Point Catering:** Request of Clark Point Catering, LLC on behalf of Clark Point Catering, 54A Clark Point Rd., for a qualified Caterer Beer, Wine, and Spirits liquor license renewal.  
  
Johnson motioned to recommend approval of the application of Clark Point Catering, 54A Clark Point Rd., for a qualified Caterer Beer, Wine, and Spirits liquor license. Seconded by Jellison. Vote 4-0.
6. **APPROVAL OF MINUTES:** *Request of the Town Manager for a motion “to approve the minutes of...”*
  - A. **June 28, 2022, SB meeting**  
  
Jellison motioned to approve the minutes of June 28, 2022, Select Board meeting. Seconded by Johnson. Vote 4-0.

**7. APPROVAL OF WARRANTS:**

School Payroll – Warrant # 1                      FY21/22 Accounts Payable Warrant # 132, 13  
Town Payroll – Warrant # 2                      FY22/23 Accounts Payable Warrant #3

**8. APPOINTMENT:**

**A. SWH Authority Board of Commissioners as Tenant Commissioner:** *Request of the Town Clerk for a motion to appoint Janice Reed as SWH Authority Board of Commissioners as Tenant Commissioner.*

Jellison motioned to appoint Janice Reed as SWH Housing Authority Board of Commissioner as Tenant Commissioner for remainder of 4-year term effective until September 28, 2025. Seconded by Johnson. Vote: 4-0.

**9. REGULAR BUSINESS:**

**A. Harbor House Lease Agreement:** *Request of the Select Board for a discussion of Harbor House Lease Agreement.*

Manager Lowell discussed the lease agreement with Harbor House. She has consulted with MMA about filing a claim on the roof. They advised to file a claim they could only inspect what had been completed and the photos of the damage to the roof. If a claim were to be filed, it would not impact the insurance. Manager Lowell discussed there was money set aside for the Town Office for repairs, but not specifically Harbor House.

Members questioned if there should the there be a CIP account established for Harbor House in the future. Manager Lowell referred to the lease agreement that outlined Harbor House is responsible for the maintenance and upkeep of the building, while the town would be responsible for the structural part of the building. Vallette expressed there could have been better communication between Harbor House and notifying the town of the problem prior to it being repaired by the contractor. Members agreed.

Jellison motioned to table this discussion. Seconded by Vallette. Vote 4-0.

**B. MMA Legislative Policy Committee Ballot:** *Request of the Town Manager for a motion to select and vote for TWO candidates for the MMA Legislative Policy Committee.*

Jellison motioned to vote for Carolyn Ball, and Erin Cough of Bar Harbor for MMA Legislative Policy Committee. Seconded by Vallette. Vote: 3-0-1 Johnson abstained.

**C. MMA Annual Election of Vice President & Executive Committee Members:** *Request of the Town Manager for a motion to select and vote for a Vice-President and three Executive Committee Members.*

Jellison motioned to vote for Vice President for 1 year term Diane Hines, Town Manager, from the Town of Ludlow & Reed Plantation, and executive committee members for three-year terms, Ivan McPike, Mayor, Town of Hampden, Phillip Crowell, City Manager, from the City of Auburn and Anthony Ward, Town Manager, from the Town of Casco. Seconded by Johnson. Vote: 4-0.

**D. Harbor Violators:** *Request of the Town Manager to discuss and/or suggestions for the violations happening at all docks.*

Manager Lowell requested input from the board. Lowell discussed the concerns raised by Ann Hopkins about the boat Vagabond. She also discussed ongoing concerns for various violations at the docks while without a Harbormaster. Manager Lowell and Town Clerk Jennifer LaHaye are taking turns at the harbor to make a presence and collect fees. People at times are not paying the proper fees to use the docks or refusing to pay fees. Manager Lowell expressed she was looking for direction or suggestions.

Manager Lowell discussed several challenges within the harbor she and Jennifer have experienced while working on the weekends. She advised that moorings currently are not being issued at this time.

**10. MANAGER REPORT:**

Taxes were committed on 7.1.22 and will be mailed this week. Our postage ink was low and would not sustain the amount of tax bills. Waiting for new ink to arrive. The mil rate is \$.0147 p/\$1,000.

The radio upgrade project is going (slow). All the equipment has been ordered and RCM is asking that we expect 8-10 weeks to get everything in. This timeline is of course not stable due to supply-line issues. John has asked for two different quotes on an upgraded dispatch console, there are two styles; a newer version of what we currently have and a pc-based radio.

John enrolled two dispatchers in a training course to certify them as “dispatcher trainers” This course is scheduled in September. He also began the process of implementing a policy and procedure manual for dispatch, this will go together with the training.

Officer Bernhardt has been accepted into the MOI course at the academy in Sept. Upon completion he will become a Certified Instructor for the Maine Criminal Justice Academy.

The Axon-Taser implementation is gearing up. This week we will be establishing the communication/computer setup for the body worn cameras and tasers.

Our policy review is well underway. John is meeting weekly via zoom with Dirigo, and they are reviewing 5-10 policies a week. These will be uploaded into the Power MS program, and they will be getting them out to the officers & dispatchers. Each policy must be reviewed, and changes made to meet the departments requirements and the Towns expectations.

No word yet on when the new cruiser will be going to be setup.

We received seven applications for Harbormaster and began the interview process Monday night. We are in hopes to have a full time Harbormaster soon. Jennifer and I have been doing what we can to keep things going in a forward direction. I was able to find a partial commercial fishing list and with the help of a couple fisherman compile a list and mail about forty-five invoices. There are a few we are trying to get mailing addresses for since they do not have moorings in SW or live here. We each took a day this weekend to have a presence there. I managed to get the area behind the shack cleaned up and organized, the shack itself a bit organized, along with taking down eight messages from answering machine. I answered a few questions and collected a couple of ramp fees. I ended the day with weed whacking about a quarter of what needs to be done. Jenn finished calling people on list. She collected money and was given a tough time about the launch fee and person was very rude. I instructed her to call PD to take care of the situation. She also trimmed branches around signs to make them more visible.

We have received three applications for the Public Works Laborer II position and will start interviews on Wednesday.

The FD had trainings last week and we utilized their help to stack twenty misfit traps from the water end of LTD to the parking lot end, under the direction of Jen. Tom was also very considerate with giving us t-shirts to wear during our stints as Harbormaster.

Scott is working solo and doing what needs to be completed. He also ordered Greenings Island Signs for the 24-hour slots. I believe we will need to do some more signage that is more direct.

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

Valette would like to discuss EMR – Recycling. He is concerned for the coast that has increased and wishes to discuss this at the next meeting. He also wishes to discuss Liaisons to the committees and discussing code of conduct to see if one needs to be established or updated.

Ball requested that Don Lodge come to present about saving costs for the town garage.

**12. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, July 26 at 6:00 p.m. at the Town Office meeting room.*

Johnson motioned to confirm the date of the next regular meeting for Tuesday, July 26 at 6:00 p.m. at the Town Office meeting room. Seconded by Vallette. Vote 4-0.

**13. ADJOURNMENT:**

Jellison motioned to adjourn the meeting. Seconded by Johnson. Vote 4-0.  
End of meeting approx. 7:35 p.m.

Respectfully Submitted,  
Jennifer E. LaHaye  
Town Clerk

**APPROVED**

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

\_\_\_\_\_  
Natasha Johnson, Vice Chair

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

\_\_\_\_\_  
James Vallette

\_\_\_\_\_  
Vacant