



SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. ~ Tuesday, July 26, 2022

MINUTES

- 1. CALL TO ORDER:** Chair Ball called meeting to order at 6:00 p.m.
- 2. ROLL CALL:** Chair Carolyn Ball, Vice Chair Natasha Johnson, Jim Vallette, Manager Marilyn Lowell, Town Clerk Jennifer LaHaye, and guests via ZOOM.

A. Excused Absences: George Jellison Jr. was absent.

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

Vallette motioned to adopt the agenda as presented. Seconded by Johnson. Vote 3-0.

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

A. July 12, 2022, SB meeting

Vallette requested several edits. Vallette questioned if the name of the concerned citizen should be identified in the minutes. Manager Lowell explained that is all public information. Vallette noted two typos – Page 3: “No word yet on cruiser” typo. Page 4: first paragraph in Managers memo needed to add the word “person” at the end of the third to last sentence. Page 4: 11. Suggestions for next meeting, typo of the word cost. Currently read coasts. Johnson noted that specific discussion related to the floats was not under Harbor discussion in the earlier minutes. It was summarized within the managers’ report.

Johnson motioned to approve the minutes as amended. Seconded by Vallette. Vote 3-0.

- 5. APPROVAL OF WARRANTS:**

21/22 FY Payables: W#134
School Payables: W#5, 8
Trust & Agency: W# 4, 6, 9

22/23 FY Payables: W# 10
School Payroll: W#7
Town Payroll: W#0714, 0721, 0728

Vallette motioned to approve the warrants as presented. Seconded by Johnson. Vote 3-0.

- 6. COMMITTEE LIAISONS:**

A. Planning Board: No liaison established at this time.

- B. Harbor Committee:** Vallette will plan to attend the next Harbor Committee meeting. He will also reach out to Jellison to see if this is something he wishes to do.
- C. Shellfish Committee:** No liaison established at this time.
- D. Conservation Commission:** Johnson wishes to attend.
- E. Historic Cemetery:** No liaison established at this time.
- F. Warrant Committee:** Town Manager/Jim Vallette will attend.
- G. Comprehensive Committee Update Task Force:** Ball will attend.

7. REGULAR BUSINESS:

- A. Don Lodge (Town Garage):** *Request of Donald Lodge for a discussion of cost savings of the new town garage.*

Mr. Lodge presented his ideas in ways to cut costs for the redesign of the Town Garage. A copy of the letter presented to the Board is filed at the Town Office for review. Johnson suggested that Manager Lowell forward the email Mr. Lodge provided the Board to Annalise the current engineer with Olver Associates. Vallette agrees. Discussion will take place next meeting.

- B. No Moorings Issued:** *Request of the Town Manager for a discussion of the non-issuance of harbor moorings until new Harbor Master is on staff.*

Vallette motioned to continue with the non-issuance of moorings until the new Harbormaster takes on the full-time duties. Seconded by Johnson. Vote: 3-0

- C. Goodwin's Groundwork Proposal for Shore Road:** *Request of Town Manager for review and approval of Shore Road (Hinckley area) proposal.*

Vallette motioned to accept and authorize town Manager to sign Goodwin's proposal for groundwork on Shore Road (Hinckley area) for the sum of \$9,845 Seconded by Johnson. Vote 3-0.

- D. Ring's Paving Proposal for Shore Road:** *Request of Town Manager for review and approval of Shore Road (Hinckley area) proposal.*

Johnson motioned to accept and authorize the Town Manager to sign Ring's Paving proposal for paving of Shore Road (Hinckley area) for the sum or \$47,121. Seconded by Vallette. Vote: 3-0.

E. Conduct Policy: *Request of Natasha Johnson to review and discuss draft Conduct Policy for All Committee, Board and Select Board Members.*

The following changes were made to the Conduct Policy.

Under Use section: Remove “Repeated”

Johnson said she would like to revise #5 and insert another item to the policy. Discussion by members concluded the wording to be for #6 “Members must uphold all ordinances related to Board or Committee on which they sit.”

Vallette had questions related to the conflict of interest working in #5. Discussion took place on conflict of interest and how this could relate to the committees and voting. Vallette suggested familial, or prejudicious bias to the wording. No decision was made.

It was noted in the discussion that this conduct policy was more developed for committee Members, while the select board manual produced by MMA has the Select Board policy suggestions.

Ball added wording to the original draft policy when she revised it for the meeting. “The Select Board shall model these standards in its meetings.”

Johnson motioned for an invite be sent to board and committee members to attend the next meeting with the revisions as discussed. Seconded by Vallette. Vote 3-0.

8. MANAGER REPORT:

Please see attached Managers memo.

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

- 2 Liquor Licenses, Causeway Club, and Red Sky.
- Discussion whether to have a Special Town Meeting for Main Street funding.
- Manager Lowell will follow up on UTD – Boat Parking overnight.
- Harbor Ave bench – Harbor Committee agreed to have a bench put down at the end of the avenue. Johnson wishes to follow up on this and discuss.
- Discussion with Lee Worcester – Recycling.

10. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, August 9 at 6:00 p.m. at the Town Office meeting room.*

Vallette motioned to confirm the date of the next regular meeting for Tuesday, August 9 at 6:00 p.m. at the Town Office meeting room. Vote 3-0.

11. ADJOURNMENT:

Vallette motioned to adjourn the meeting at 8:01 p.m. Seconded by Johnson. Vote 3-0.

Respectfully Submitted,
Jennifer E. LaHaye
Town Clerk

APPROVED

Carolyn Ball, Chair

Natasha Johnson, Vice Chair

George Jellison, Jr.

James Vallette

Vacant