



SELECT BOARD MEETING
Town of Southwest Harbor
Town Office & Via Zoom*
6:00 p.m. – Tuesday, July 8, 2025

Minutes

1. **CALL TO ORDER:** Burby called the meeting to order 6:00 p.m.
2. **ROLL CALL:** Noah Burby Chair, Chapin McFarland Vice Chair, Natasha Johnson, Carolyn Ball, Dan Norwood, Town Manager Karen Reddersen by Zoom, and Town Clerk Jennifer LaHaye
 - A. **Excused Absences** (*if any*) None.
3. **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 McFarland. 5-0-0.

4. **APPROVAL OF MINUTES:** *Request of the Town Manager for a motion “to approve the minutes of....*
 - A. June 10, 2025

Johnson motioned to approve the June 10, 2025 Select Board minutes. Seconded by McFarland. Vote: 5-0-0.

- B. June 24, 2025

Johnson motioned to approve the June 10, 2025 Select Board minutes. Seconded by McFarland. Vote: 5-0-0.

5. **APPROVAL OF WARRANTS:**
Town Payables (24/25 FY): W#138,139
Town Payables (252/26FY): W#4
Town Payroll: W#0704, 0710
Trust & Agency: W#2,3
Conservation: W#137
School Payables: W#137
School Payroll: W#1

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

6. APPOINTMENTS:

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

Johnson motioned to appoint Janice Reed as a SWH Housing Authority Board of Commissioners as a Tenant Commissioner for a term effective until June 30, 2030. Seconded by McFarland. Vote: 5-0-0.0

7. REGULAR BUSINESS:

- A. Proclamation in Support of Southwest Harbor Public Library:** *Request of Town Manager to issue a Proclamation in Support of Southwest Harbor Public Library and declaring July 21-27, 2025 as Library Week in Southwest Harbor, in celebration of the Library's 130th anniversary.*

Johnson motioned to approve a proclamation for the Southwest Harbor Public Library's 130th Anniversary and declare July 21-27, 2025 Library Week in Southwest Harbor. Seconded by McFarland. Vote: 5-0-0.

- B. Request for Funding-Water and Sewer Infrastructure Reserve:** *Request of Water/Sewer District Director to authorize use of Water and Sewer Infrastructure Reserve for sewer infrastructure project.*

Johnson motioned to authorize the expenditure of \$50,000 from the SWH Water and Sewer Infrastructure Reserve Account (220-09) for a sewer infrastructure project to clean and capture areas of high infiltration. Seconded by McFarland. Vote: 5-0-0.

Aaron Zurek was present in person to provide further information related to the request. He reports the District is looking to clean and camera several sewer lines within the town. They have located a 50% match grant. With this project they are attempting to get the lines up to date with the new treatment plant.

- C. Request for Funding-Capital Improvement Plan (CIP) Police Department Vehicles:** *Request of Police Chief to authorize use of Police Department CIP Vehicle funds to purchase police cruiser*

Johnson motioned to authorize the purchase of a 2025 Chevy Tahoe in the amount of \$83,223.17 and authorize the Town Manager to excess the 2016 Ford vehicle through public auction. Seconded by McFarland. Vote: 5-0-0.

Chief John Hall was present in person at the meeting. He reports locating three different quotes. All three quotes for the physical vehicle were around \$55,000 and change. The biggest difference between the two viable options were, one quote from McGovern would need to have officers travel down to Marlboro, Massachusetts. The second quote from CMG includes a \$1,800.00 trade in amount for the 2016 Ford cruiser and they would deliver it to ITS's (Island Tech Services) and have it outfitted with police specific equipment. ITS is in Levant Maine. They will deliver the outfitted vehicle to Southwest Harbor. They have delivered vehicles in the past to the department. Chief Hall is requesting the Department list 2016 Ford on the List Serve so it could potentially be purchased by another agency. This would prevent travelling to Massachusetts to trade it in. If they were to sell a private sale, they would have to remove all the equipment which can get costly.

D. Request for Recording Secretary and Allocation of funding for Consultation with Legal Counsel by SWH Board of Appeals: *Request of Chair-Southwest Harbor Board of Appeals for a recording secretary and allocation of funding for consultation with legal counsel*

Chairman John Izenour of the Board of Appeals was present at the meeting in person. He discussed the need of a secretary being provided to the committee. He explained the challenges of a member trying to listen and engage in an appeal while making notes for future minutes. Town Clerk LaHaye discussed the Town Office staff cannot take on this extra role as their current workload would not allow it. Izenour discussed the complexity of the minutes being taken. The Town's attorney wrote the last Findings of Fact and Decision. Someone with legal knowledge would be preferred. Select members discussed this as a valid request. Currently the Board of Appeals is budgeted for \$200. Members explored if this could come out of the legal budget. Town Manager Reddersen can further explore where the money could come from. This could also be budgeted for in the future. No action taken at this time.

E. Discussion Regarding Conflict of Interest of Southwest Harbor's Acadia Disposal District (ADD) Board Member and Project with Hancock County Planning Commission: *Request by Southwest Harbor's ADD Board representative to review contract with Hancock County Planning Commission*

Karen reported that she included his letter in the packet. The A.D.D committee does not believe there is a conflict. Burby thanked Jim for the work that he is doing. Johnson does not see this as a conflict, she is excited to see this is going to help our county. Select Board members agree there is no conflict.

F. Planning Board Ordinance: *Request of the Code Enforcement Officer (CEO) to review the proposed changes to the current ordinance*

Ball noted some previous updates that didn't get updated and had several other suggested edits. No action taken.

G. Wireless Telecommunications Facilities Ordinance: *Request of the Code Enforcement Officer (CEO) to review draft Wireless Telecommunications Ordinance*

John Larson advised that currently there are no performance standards outlined to follow in relation to a wireless Telecommunications Facility on Freeman Ridge. He expressed concern for lack

of fall zones and asked what would happen if a one-hundred-foot tower were to fall. These performance standards need to be addressed within an ordinance. Larson reported the Planning Board voted for something against the current ordinance in place. This ordinance presented to-night was developed by Maine Municipal.

H. Discussion of Moratorium for Intoxicating Hemp Derived Products/or Chemically Derived THC Products: *Request of Town Manager to discuss future action by Select Board on Moratorium*

Members agree to hold an executive session to meet with the Town's Attorney to explore a moratorium and seek legal counsel. It will be 5:30 p.m. prior to the next Select Board meeting.

I. Southwest Harbor's Mini-Strategic Plan: *Request of Select Board Chair for semi-annual review of SWH's mini-strategic plan*

- Request the sustainability committee to present to the SB in a future meeting.
- Harbor Ave. Rebuild – Continue to work with FEMA, Karen Reddersen reports she is still working with FEMA.
- Continue to maintain water views: Fernald Point to Norwood Cove. – Members discussed a Memo from Manager Reddersen to the Conservation Commission to remind them of the maintenance needed at Norwood Cove turn around.
- GIS mapping: Gulf of Maine Research Institute will present an update of their work completed to the select board in August.
- Goog's Pond & Chris' safety signage has been put up. Ball reported the Friends need to submit signage language to the SB.
- Identify noxious weeds and plan to eliminate. Hogweed (Near Norwood Cove Appts) and Japanese Knot Weed.
- Create Safe Shoulders and identify existing sidewalks that need to be improved or extended. ~~Seal Cove Road, Seawall Road, Manset (Sidewalk Reserve/Grants)~~ Johnson suggested the Town could explore paying for the work if the State agreed.
- Deer population – Reporter Kip Wing reported to the board that there was no decision made in Tremont the other night related to the deer population. Kip Wing reported that it would be brought to the LOT, but no action was taken. Note: it was later learned after the meeting that Mr. Wing was referencing the Hemp Derived products that was discussed at last night's meeting in Tremont. Not the deer population.
- Hire Staff: Expanding present staff for engineering expertise, independent project consultant for big projects. – Johnson really thinks engineering experience for our town is extremely important. Past and future projects deserve to have a third-party review of them, if the Town doesn't have an engineer in-house for plans. Ball confirmed having an engineer review the plan for Harbor Ave, Johnson added the Public works garage. Johnson understands there is no money in the budget but would like to see in the future for hiring a staff member to be able to do this. Norwood also discussed adding staff to be a legal secretary. McFarland reported adding another Deputy Clerk possibly. Ball noted the topic Hiring staff should be modified to include engineering expertise, and legal secretary, and extra person in the office. Ball expressed she would like to see someone be able to focus on grant writing. Town Manager Reddersen reported she is meeting with the Planning Commission monthly and exploring grants.
- Expand legal engineering and administrative expertise.

- Explore combining public services where possible with other towns (e.g. HR, Code Enforcement, Police, Recycling, Ambulance, grant writer.) ~~Animal control with County.~~
- Expand 3 phase power capability, Update EV Charging stations to receive income. Suggestions around purchasing/ renting a large generator for the Finish line Festival, and other town events. Extensive discussion related to placement of a generator would go.
- Improve electricity capabilities on Main Street as discussed above.
- Emergency Flashing light and sign at entrance to Fire Station (what it allowed by the state)
- Explore extending water and sewer service: Water/Sewer District- Marshall Brook Rd to Town Garage (water), Wood Street, Seal Cove Road, Manset to Seawall. Town Manger reported they submitted congressional funding for potential wood street project.
- Explore year-round daily bus service/earlier bus service in summer. – Burby reported having some connections to further explore bus services.
- Plan for kiosks and parking enforcement for Manset, Lower Town dock, bottom of Clark Point Rd. – Town Manager Reddersen now starting the new fiscal year we can start moving forward on this. Cranberry Isle reached out to the Town to explore having the same kiosk system
- Develop Emergency Management Plan – There was grant funding that was located to help with this plan.
- Protect Town ROWs and ROWs to historic cemeteries: signage. Johnson reports they preserved some ROW and provided some signage. There continues to be work needed with the preservation of ROWs. Burby would like to see the board explore getting easements for ROW.
- Plan for trail on right of way from Long Pond Rd to Main St.

Town Manager Reddersen reports it's good to have guidance from the board surrounding these plans and have a wider view of what we can explore with grants. These projects continue to be worked on.

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

Members discussed the financial reports.

9. LIAISON REPORT:

Harbor Committee - Norwood reported repairs that have been made to the Manset dock and reported committee members walked through the ordinance and made some suggested changes and will be ready for the meeting on July 22nd.

Planning Board – McFarland reported that Worcester recused himself, and they were unable to have a meeting. Johnson brought up the topic of a recent Subdivision Plan – Johnson reported Jim Vallette brought up concerns for contaminated wells, and that is the reason for discussion for watermain to go down the side of Long Pond, and how it could impact the ground water. She would like to discuss this in a future meeting.

EMS Committee – Postponed the committee. Will be held a regularly scheduled time.

School Planning Committee – Burby, Johnson and Norwood attending the public meeting. Johnson felt it was very generic and expressed concern that the presentation was not specifically tailored to the community. They were reciting a general presentation. Members agreed Harbor House should be involved in further discussion when the time came to have a public hearing leading up to the vote.

10. MANAGER REPORT: Please see attached Manager's report.

- Wood Street drains are too high, there is work they need to do in the road, and there are some tip downs that are not correct. McFarland explored what was on the punch list that could still be completed that didn't impact traffic.
- Ship Grant was received; we can't do any work until January, per grant parameters.
- We have moved to the next phase, MDI Housing Authority for the CBG housing grant to update the fire suppression system.
- Municipal closeout is completed.
- Municipal Building update, in the process of getting quotes for sprinkler systems. The Town worked with the Fire Marshalls office.
- Committed taxes, and bills went out July 3rd.
- Tax Liens were filed.
- DOT agreed they made the mistake with the stripping; they don't want to grind into it but will look at it next year.

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

August Meetings:

- Gulf of Maine Research Institute
- Sustainability Committee update
- Audit
- CD update from Manager Reddersen

12. NEXT MEETING DATE: *Adoption of a motion to confirm the date of the next meeting for Tuesday, July 22nd at 6:00 p.m. at the Town Office Meeting Room*

Johnson motioned to confirm the next date McFarland Vote: 5-0-0.


13. ADJOURNMENT:

McFarland motioned to adjourn the meeting seconded by Johnson. Vote: 5-0-0.


Respectfully Submitted,

Jennifer E. LaHaye
Town Clerk

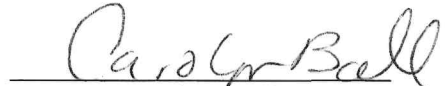
APPROVED


Noah Burby, Chair

Chapin McFarland, Vice Chair



Natasha Johnson



Carolyn Ball,



Dan Norwood