



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Town Office & Via Zoom\***  
**6:00 p.m. ~ Tuesday, August 12, 2025**

**Minutes**

1. **CALL TO ORDER:** Burby called the meeting to order.
2. **ROLL CALL:** Chair Noah Burby, Vice Chair Chapin McFarland, Natasha Johnson, Carolyn Ball, Dan Norwood, Town Manager Karen Reddersen, Finance Officer Becky Gatcomb, and Town Clerk Jennfier 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 amend the agenda and move items C&D to the end of regular business. Seconded by McFarland. Vote: 5-0-0.

4. **PUBLIC HEARING:**

**A. Liquor License Renewal – Causeway Club, Inc.:** *Request of Causeway Club, Inc. on behalf of The Causeway Club, 10 Fernald Point Rd., SWH for an On-Premises Beer, Wine, and Spirits liquor license renewal.*

Johnson motioned for the approval of the application of Causeway Club, Inc. on behalf of The Causeway Club, 10 Fernald Point Rd., SWH, for an On-Premises Beer, Wine, and Spirits liquor license. Seconded by McFarland. Vote: 5-0-0.

**B. Liquor Auxiliary License – Causeway Club, Inc.:** *Request of Causeway Club, Inc. on behalf of The Causeway Club, 10 Fernald Point Rd., SWH for a Liquor Auxiliary License.*

Johnson motioned for the approval of the application of Causeway Club, Inc. on behalf of The Causeway Club, 10 Fernald Point Rd., SWH, for a Liquor Auxiliary License as an addition to the current liquor license for a mobile service bar on the 9-hole golf course. Seconded by McFarland. Vote: 5-0-0.

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

**A. July 22, 2025 – Ex SB Meeting**

Norwood motioned to approve the July 22, Ex Select Board minutes. Seconded by Johnson. Vote: 4-0-1 McFarland abstained.

**B. July 22, 2025- SB Meeting**

Norwood motioned to approve July 22, minutes as amended. Seconded by Johnson. Vote: 4-0-1 McFarland abstained.

**6. APPROVAL OF WARRANTS:**

Town Payables 24/25 W#143

Town Payroll: W#0724,0731,0807,0814

School Payroll: W#:11

Main Street Project W# 142

Town Payables 25/26: W# 15

Trust & Agency W# 10,12,13,14

Conservation W#: 0812-1,0812-2

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

**7. REGULAR BUSINESS:**

**A. FY24 Audit Overview:** *Request of Town Manager for Auditor, Ron Bean to give an overview of the FY24 Audit-July 1, 2023 to June 30,2024.*

Ron Bean presented the audit overview to Select Board members.

**B. Harbor Ordinance:** *Request of Town Manager to discuss additional changes & additions to the Harbor Ordinance.*

Norwood motioned to authorize the Harbor Committee to move forward with all proposed changes to the Harbor Ordinance and work with Town Clerk to prepare for submission on the Referendum ballot on November 4, 2025. Seconded by McFarland

Nick Madeira presented the Harbor Committee's recommendations. Select Board members agreed to these recommendations.

Ball presented several recommendations she had drafted. Select Board members agreed to these recommendations giving the Harbormaster a bit more authority to act on various issues. A list of the recommendations is filed at that Town Clerks office and will be placed within the ordinance that will go before the Select Board on August 26.

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

Johnson motioned to authorize the Wireless Telecommunications Facilities Ordinance, for placement on the ballot for November 4, 2025. Seconded by McFarland. Vote: 5-0-0.

- D. 80K Action:** *Request of CEO, John Larson to have authorization to file 80K Action against T. Lawson of 125 Bass Harbor Rd., SWH.*

Johnson motioned to authorize the CEO to file the 80K Action against T. Lawson at 125 Bass Harbor Rd., SWH. Seconded by McFarland. Vote: 5-0-0.

John Larson was present via Zoom. John noted John Hammer has been the attorney they have used in the past. Larson provided information within the Select Board packet that outlined the history of the ongoing violation. A Notice of Violation was sent to Ms. Lawson back in June 17<sup>th</sup> 2022. Select Board members agreed the next step was to file legal action.

- E. Municipal Quitclaim Deed:** *Request of Town Manager to release a Sewer Lien Certificate, from 1995 placed on real estate described as Map No. 4, Lot No. 23 (130 Clark Point Road) with a Municipal Quitclaim Deed.*

Jonson motioned to direct the Town Manager to complete a quitclaim deed as presented on real estate described as Map No. 4, Lot No. 23, on Tax Maps of the Municipality of Southwest Harbor. (130 Clark Point Road). Seconded by McFarland. Vote: 5-0-0.

- F. Debt Service Assumption Agreements for WWTP Upgrade:** *Request of Town Manager to complete debt service agreements and submit to Maine Municipal Bond Bank for WWTP upgrade project*

On behalf of the Water and Sewer District, Olver Associates, Inc. submitted paperwork to the Maine Municipal Bond Bank (MMBB) for the CWSRF loan in the amount of \$2.5 million, as part of the funding for the Wastewater Treatment Plant (WWTP) upgrade project. This funding was previously agreed upon, but the loan closing documents were not signed by the previous Water/Sewer District Supervisor. MMBB, upon review of the project, have asked that the Town and District sign debt service agreements for other related on-going loans, as well as an agreement for the requested \$2.5 million CWSRF loan. These documents, as well as an excerpt from our audit that outlines previous debt service for the WWTP upgrade have been included in your packet. These represent the following projects and funds, as outlined by the engineer of record.

1. CWSRF \$2.5 million for the Current WWTP Upgrade
2. RD \$5.0 million for the Current WWTP Upgrade (The Town already signed an agreement for the \$8.0) original loan several years ago.
3. See the attached audit page referencing these older loans the Town agreed to pay for.
  - a. In February 2020, the District was finalized for a general obligation bond with MMBB for the Sewer Department for infrastructure upgrades. The bond was issued for \$205,170 with Principle Forgiveness of \$5,000.
  - b. In October 2020, the District finalized a general obligation bond with the MMBB for the Water Department for raw water pump station upgrades as well as infrastructure upgrades. This bond was issued for \$1,010,300 with principal forgiveness of \$187,860 for a total net principal; amount of \$822,440.

Johnson motioned to authorize the Town Manager to complete the debt service agreements for the pending \$2.5 million CWSRF loan, and debt service agreements for loans previously approved and received for the WWTP upgrade, in the amounts of \$5,000, \$205,170 with principal forgiveness of \$5,000; and 1,010,300 with principal forgiveness of \$187,860 . Seconded by McFarland. Vote: 5-0-0.

**G. MMA Election of V. President & Executive Committee Members:** *Request of MMA to complete Annual Election Ballot.*

Johnson motioned to authorize the Town Manager to mark the official MMA ballot with the Select Board's choice for vice-president and executive committee members. Seconded by McFarland. Vote: 5-0-0.

- First for Vice-President Choice Anthony Ward, Casco Town Manager
- Voting for three: Phill Crowell, Auburn City Manager, Suzette Francis, Lubec Town Administrator, and Marc Leonard, Veazie Town Manager, Chief of Police.

**H. Discussion of Moratorium for Intoxicating Hemp Derived Products/or Chemically Derived THC Products:** *Request of Town Manager to discuss draft Ordinance.*

Burby motioned to direct the Town Manager to seek legal counsel on adding an exception for licensed cannabis retail establishments. Seconded by Ball. Vote: 4-0-1. Johnson recused.

Johnson recused herself from the vote and participating as a Select Board member. Johnson removed herself from the table and sat in the audience. Town Manager Karen Reddersen provided an overview of the ordinance and answered questions members had related to why it was not retroactive moratorium. Reddersen advised this was the most defensible way to establish the ordinance, and the pathway the Town's legal services provided.

- Natasha Johnson and Tyler Johnson discussed the concerns for these products to be readily available on the shelves of the other stores within the municipality. Both suggested this be added to the current Marijuana Ordinance.
- T. Johnson suggested that the Town explore an exemption to the already established licensed Marijuana retail establishments. He went to explain their process of allowing people to come into Meristem. There is an age verification kiosk that determines who comes into the establishment. This is a practice they have put in place for the establishment.
- Reddersen shared it was not recommended to add to our current Marijuana ordinance. She shared that legal counsel presented was described as the most defensible for the Town.
- Chief John Hall was present in the ordinance. He noted that if they were to include an exemption to allow the already established licensed retailers that would make the enforcement relatively easy.
- Members of the board agreed that they would like to explore with the attorney the legality of including an exemption and how that would impact the Town. Norwood advised he would be in support to hold a special meeting to further discuss if needed.
- Reddersen will speak with legal counsel, and she anticipates they possibly will provide a new or updated draft.

**I. Discussion of Retroactive Moratorium on Tobacco Specialty Stores:** *Request of Town Manager to discuss draft Ordinance.*

Norwood motioned to proceed forward with the document presented tonight and to authorize the Ordinance Establishing A Retroactive Moratorium On Tobacco Specialty Stores for placement on the ballot for November 4, 2025. Seconded by McFarland. Vote: 4-0-1 Johnson abstaining from vote.

**8. LIAISON REPORT:**

- Norwood reported the Harbor Committee worked on the document presented at tonight's meeting.
- Johnson reported that the Conservation Commission had a successful butterfly release.
- Sustainability committee meets Thursday.

**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.*

Reddersen noted we have a full schedule already planned for the next meeting. She noted there could be a topic of Fire Safety, but she was still waiting to receive materials from the residents who wished to bring this to the board.

**11. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, August 26<sup>th</sup> at 6:00 p.m. in the Town Office meeting room.*

Johnson motioned to confirm the next meeting date to Tuesday, August 26, at 5:00 p.m. Seconded by McFarland. Vote: 5-0-0.

- Members agreed due to the large agenda and topics needing to be covered the next regular schedule meeting will take place at 5:00 p.m. The Public Hearings regarding the ordinances will start at 6:00 p.m. as advertised in the paper.

**12. ADJOURNMENT:**

McFarland motioned to adjourn the meeting at 8:24 p.m. Seconded by Johnson. Vote: 5-0-0.

Respectfully Submitted,

Jennifer E. LaHaye  
Town Clerk

**APPROVED**

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Noah Burby, Chair

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Chapin McFarland, Vice Chair

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Natasha Johnson

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Carolyn Ball,

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Dan Norwood