



**SELECT BOARD MEETING**  
**Town of Southwest Harbor**  
**Town Office & Via Zoom\***  
**6:00 p.m. ~ Tuesday, September 23, 2025**

**Minutes**

- 1. CALL TO ORDER:** Burby called the meeting to order.
- 2. ROLL CALL:** Noah Burby Chair, Natasha Johnson, Carolyn Ball, Dan Norwood, Town Manager Karen Reddersen, Town Clerk Jennifer LaHaye present. Chapin McFarland Vice Chair attended via Zoom.

**A. Excused Absences** (*if any*)

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

Ball motioned to add to Regular Business 'Board Trainings'. Seconded by Johnson. Vote: 5-0-0.

Johnson motioned to table Regular Business Section B. Seconded by Norwood. Vote: 5-0-0.

Johnson motioned to accept the agenda as amended. Seconded by Norwood. Vote: 5-0-0.

**4. APPOINTMENT:**

- A. SUSTANABILITY COMMITTEE:** *Request of the Town Clerk to appoint Leslie Heilakka to the Sustainability Committee.*

Norwood motioned to table appointment for a later meeting. Seconded by Johnson. Vote: 5-0-0

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

**A. August 26, 2025- SB Meeting**

Johnson motioned to accept the minutes as amended. Seconded by Ball. Vote: 5-0-0.

**B. September 9, 2025-SB Executive Session**

Johnson motioned to approve the minutes as presented. Seconded by Norwood. Vote: 5-0-0.

**C. September 9, 2025-SB Meeting**

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

**6. PUBLIC HEARING:**

- A. Vessel Corporation Liquor License – Claremont Hospitality, LLC:** *Request of Claremont Hospitality, LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH for an On-Premises Vessel Corporation Beer, Wine, and Spirits liquor license.*

Johnson motioned to recommend approval of the application of Claremont Hospitality LLC on behalf of The Claremont Hotel, 22 Claremont Road, SWH, for an On-Premises Vessel Corporation Beer, Wine, and Spirits liquor license. Seconded by Norwood. Vote:5-0-0.

- B. General Assistance Ordinance with Appendices for 2025-2026:** *Request of the Town Manager for a motion to adopt and sign the General Assistance Ordinance with Appendices in its entirety.*

Johnson motioned to adopt and sign the General Assistance Ordinance with Appendices for 2025-2026. Seconded by McFarland. Vote: 5-0-0.

**7. APPROVAL OF WARRANTS:**

Town Payables (24/25FY): W#146  
Town Payroll: W#0918  
School Payables: W#26

Town Payables: (25/26FY): W# 29  
Trust & Agency: W#0918  
School Payroll: W#27

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

**8. REGULAR BUSINESS:**

- A. Acceptance of Resignation by Harbor Committee Member:** *Request of the Town Manager to accept resignation of Harbor Committee Member Donald Sullivan III*

Johnson motioned to accept the resignation of Donald Sullivan III from the Harbor Committee. Seconded by Norwood. Vote: 5-0-0.

- B. Acceptance of Resignation by Board of Appeals Member:** *Request of the Town Manager to accept resignation of Board of Appeals Member Alyson Meiselman*

This topic was tabled.

- C. Presentation by Acadia Southwest Harbor-Tremont Chamber of Commerce:** *Request of Holly Masterson, President-Acadia Chamber of Commerce to update the board on Chamber activities*

Holly Masterson from the Chamber presented updates on Chamber activities. She provided an update related to the upcoming Finish Line Festival concluding the MDI Marathon. Masterson reports having food vendors and a band that will be playing. It was noted Oktoberfest would be held at Archies Lobster in Tremont again this year. This is the longest running Oktoberfest in Maine. Masterson shared that the Chamber is currently looking for a new location, Harbor House

has requested the space back for their programming, this was originally asked right before COVID happened. The Chamber wishes to remain on Main Street, and there may be several options.

**D. Update of SWH Fire Department:** *Request of Chief Chisholm to provide an update on the SWH Fire Department*

Chief Chisholm provided Fire Department update. Chisholm reported the following:

- There has been a substantial increase in calls for service, 87% increase over the number of calls in 2023. These increases have been nearly equal between fire and EMS calls.
- Currently there are 24 members on the Roster
- Active members responding regularly: 16
- Interior-Certified Firefighters living in SWH: Four (all four work out of town for extended shifts)
- Nine members live in Southwest Harbor
- Four members live in Tremont
- Eleven members live in other Towns 15+ minutes away

In addition to emergency response, the department continues to remain active within the community supporting and taking part in events. This includes parades and other events that draw large numbers of people to town. Department members also provide Fire Prevention programs for the school. Department members' morale stays high. The addition of the second full-time firefighter/EMT has significantly improved consistent daytime coverage. Island mutual aid continues to help all towns near Southwest Harbor. Training continues to be relevant and successful. Chisholm discussed pre-planning with commercial entities.

Chisholm discussed challenges with evening and overnight hours, as responses from the few members living in town have become inconsistent. He reports seeing a drop in membership participation due to work/life balance. High home and rental costs continue to reduce the ability of members to live locally. He is currently unable to guarantee that a certified firefighter is always in town. Chisholm discussed short- and long-term solutions and noted the possibility of federal funding through a grant opportunity.

Members were able to ask questions. Johnson discussed the Land Use Ordinance, and explored what capabilities the ladder truck had. Chisholm reported a nine-story building is achievable, the only challenge could be the accessibility around the structure in placement of the apparatus. It was noted that the type of building would be considered, and as well as the type of suppression system in the building.

**E. Lobster Buyer Truck Permit Policy:** *Request of the Town Manager to review and approve the draft Lobster Buyer Truck Permit Policy as submitted by the Harbor Committee*

Norwood motioned to approve the Lobster Buyer Truck Permit Policy as presented. Seconded by Johnson. Vote: 5-0-0.

Nick Madera Chairman of the Harbor Committee presented the Final Harbor Committee Recommendation for Lobster Buyer Truck Permit Policy:

It is the recommendation of the Town of Southwest Harbor Committee to process

Commercial Lobster Buying Permits per the Fee Schedule, under the discretion of the Southwest Harbor Harbormaster, within certain criteria:

1. Commercial Lobster Buyer Truck Permit will be capped to three businesses.
2. Licenses are non-transferable and are issued exclusively to the business owner or entity specified in the application.
3. License holders must meet all renewal criteria set by the town:
  - License holders must demonstrate professional behavior on the docks and in other areas of operation.
  - The license holder must demonstrate regular and active use of the license during the previous year. This could include proof of lobster transactions, tax filings, or other business records.
  - Current license holders will have the first right of refusal to renew their licenses annually.
  - If a license becomes available due to a business not renewing or an increase in the cap, it will be awarded based on merit using the Lobster Buyer Rubric.Buyers will notify the Harbor Master of intent to renew by November 1st. The Harbormaster shall forward all permit renewals to the Harbor Committee with a recommendation of Approval, Approval with Conditions, or Non-Approval. Incomplete applications will not be considered. The Harbor Committee will meet in December to make the final determination on all renewals based on the renewal standards. All renewed permits will be issued by December 31st. In the case of non-renewal there will be public notification and buyers can submit their Lobster Buyer Truck Permit Application to the Harbormaster

**F. Public Comment at Select Board Meetings Policy:** *Request of Town Manager to review and approve draft policy for public comment at Select Board Meetings*

Town Manager, Karen Reddersen, reported that the law that mandates public comment will take effect tomorrow September 24th. She stated that she hopes to have an approved draft tonight. Legal counsel has been included in this draft. Reddersen reviewed the document with members. Ball had several suggestions.

Johnson motioned to approve the public comment policy as amended. Seconded by Ball. Vote; 5-0-0.

**G. Public Works Facility Bid Process:** *Request of the Town Manager to solicit bids for the Public Works Facility*

Johnson motioned to authorize the Town Manager to initiate the Public Works Facility bid process. Seconded by Ball. Vote: 5-0-0.

**H. Municipal WasteHub Board of Directors Nomination Form:** *Request of Town Manager to nominate a candidate for the election of the Municipal WasteHub Board of Directors...*

Johnson motioned to direct the Town Manager to contact Kalie Hess, James Vallette, Craig Kesselhiem to explore interest in possible nomination to the Municipal WasteHub Board of Directors. Seconded by McFarland. Vote 5-0-0.

**I. MMA Voting Delegate:** *Request of Town Manager to have the Select Board designate a voting representative.*

Johnson motioned to nominate Karen Reddersen as official voting delegate and Jennifer LaHaye as the alternate Voting Delegate at the MMA Annual Business Meeting on October 8, 2025. Seconded by Norwood. Vote: 5-0-0.

**J. Board Training Opportunities:**

Reddersen proposed a framework of training that would be provided by legal counsel. Members discussed having it mandatory for the Board of Appeals and Planning Board to attend. Legal counsel also encouraged Select Board members to attend. Reddersen will move forward on this.

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

Board members reviewed the financial reports.

**10. LIAISON REPORT:**

- No updates noted.

**11. MANAGER REPORT:**

Reddersen discussed the following dates coming up:

- October 7<sup>th</sup> Planning Board Meeting will hold their public hearing on Citizen Initiative amendments to the Land Use Ordinance
- Special Select Board meeting October 21<sup>st</sup> to hold public hearing on referendum questions
- Text MyGov will go live October 1<sup>st</sup>
- Community Resiliency Listening Session held at the Library October 27<sup>th</sup>
- League of Towns – Thursday October 30<sup>th</sup> 5:30-8:00 p.m.
- Department budget process is starting, meeting with the Department Heads
- Acadia National Park – John Kelly referenced they worked with DOT and ANP has helped provide funding and came into an agreement with DOT and there is no future funding requirement from the town
- Select Board members discussed planning an annual celebration July 26<sup>th</sup> of next year to celebrate Seawall opening
- Parking Kiosk quotes – Biddeford and Bar Harbor are sending some bid documents to Reddersen to review

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

- Police Department update
- Harbormaster update
- Ambulance Service possibly in the future.

**13. NEXT MEETING DATE:** *Adoption of a motion to confirm the date of the next regular meeting for Tuesday, October 14<sup>th</sup> at 6:00 p.m. in the Town Office meeting room.*

Johnson motioned to confirm the next meeting date to be Tuesday October 14<sup>th</sup> at 6:00 p.m. in the Town Office meeting room. Seconded by Norwood. Vote:5-0-0.

**14. ADJOURNMENT:**

McFarland motioned to adjourn at 7:45 p.m. Seconded by Norwood. 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