



TOWN OF SOUTHWEST HARBOR  
BOARD OF SELECTMEN SPECIAL MEETING  
Tuesday, December 18, 2012 5:15 pm  
Southwest Harbor Town Office

- I. **Call to Order/Roll Call:** Tom Benson, David Minctons, Dan Norwood, Ralph Dunbar, Jr., George Jellison, Jr. and Town Manager, Don Lagrange.
- II. **Approval of Minutes:** Before the approval of minutes, the BOS observed a moment of silence in honor of the recent Conn. Shootings. A Motion by Jellison, Jr. and Seconded by Norwood to accept the December 11, 2012 BOS meeting minutes as written. Vote 5/0.
- III. **Old Business:**
  - a. **Olver Contract:** Annaleis Hafford presented the BOS with an overview of the contract. She explained the ways the contract was set up. The funding packages were explained by her to the BOS. The BOS had questions for her and they had a group discussion about the upcoming project. She did let the BOS know that easement work is outside of this particular contract, which means it is not included for this Main Street project. The BOS did ask her specifically how often an engineer would come on the work site. She answered that they should come once a month—could be done more often if needed. She said that the inspectors on site are in contact with the engineers daily, reporting back to the office to notify the engineer of the progress of the job, and if any problems should arise.
  - b. **Budget Scheduling:**
    - 1) **Community Service Warrants:** Lagrange discussed with the BOS about the Community Service Organizations Funding requests that had been received. Binders are being made up for the requests and organized to make the process easier and more convenient for the BOS and the Warrant Committee members for the upcoming scheduled meetings in January 2013. The BOS decided to not interview each individual organization this year, but only those that had requested more funding and the major money contribution receivers. (SWH Library, Harbor House, Ambulance and School).
    - 2) **Department Review Scheduling:** Lagrange presented the BOS with an agenda of scheduling of all departments beginning with a Special Budget Meeting on Monday, January 7, 2013 at 5:30 pm and continuing through to Thursday, January 10, 2013 with a budget review scheduled for Monday, January 14, 2013 at 5:30 pm. Dunbar, Jr. did ask Lagrange if the auditors for the Town could come to the BOS regular meeting on January 22, 2013 to explain to them about the outcome of the audit.
- IV. **New Business:**

**a. Landscaping Nursery:** The BOS signed an appreciation letter to Landscaping Nursery for donating the Christmas tree this year for the Town.

- V. Accept & Sign Warrants:** Administration: 88, 91, Water: Sewer: 90, School: Special Projects: 89.  
A Motion by Dunbar, Jr. and Seconded by Minctons to accept and sign warrants as presented. Vote 5/0.
- VI. Next scheduled meeting:** January 8, 2013 at 5:30 pm (Warrants Only)  
January 22, 2013 (Invite Auditors)
- VII. Adjourn:** A Motion by Jellison, Jr. and Seconded by Minctons to adjourn the meeting.