

# **CRUISE SHIP COMMITTEE**

## **PACKET OF MATERIALS**

### **MEETING MARCH 10, 2016**

Cover page with date

Agenda

Minutes for approval

Supporting Documents

# AGENDA

## Bar Harbor Cruise Ship Committee

Thursday March 10, 2016

12:30 PM

Council Chambers

Municipal Building

93 Cottage Street

- I. Call to Order
- II. Approval of Minutes
  - A. January 11, 2016
- III. Adoption of agenda
- IV. Staff Reports
  - A. Ferry Terminal Property update
- V. Regular Business
  - A. Discussion with U Maine's Todd Gabe for Economic Study
  - B. Sue Stanley requests discussion regarding Cruise Ship excursion passengers and transit drop off points as they relate to supporting local businesses.
  - C. Ferry Terminal Discussion.
  - D. HUB of Bar Harbor request to Town for \$30,000 from Cruise Ship CIP
- VI. Items for the next agenda
- VII. Set next meeting time, date and place for the next meeting.
- VIII. Adjournment

**Minutes**  
**Bar Harbor Cruise Ship Committee**  
**January 11, 2015**  
**Council Chambers – Municipal Building**  
**93 Cottage Street**  
**12:30 P.M.**

**I. CALL TO ORDER**

*Chair Eben Salvatore called the meeting to order at 12:30 P.M.*

*Members present: Eben Salvatore, Chair, James Collier, Vice Chair; Amy Powers, Member, Anne Greenlee, Member, Jeff Dobbs, Member, Paul Paradis, Member, Sandy McFarland, Member; Charlie Phippen, Member; Jim Willis, Member; John Kelly, Member; Ken Smith, Member; Clare Bingham, Member; Lois Maltais; Melanie Graten, and Robert Osborne, Secretary.*

*Also present: Cornell Knight, Town Manager; Basil Eleftheriou, Jr.*

**II. APPROVAL OF MINUTES**

**A. December 10, 2015**

*Mr. Paradis moved to approve the October 15, 2015 minutes as presented. Mr. Phippen seconded the motion, and the Committee voted unanimously to approve the motion.*

**III. ADOPTION OF AGENDA**

*Mr. Paradis moved to adopt the agenda as presented. Mr. Dobbs seconded the motion, and the Committee voted unanimously to approve the motion.*

**IV. STAFF REPORTS**

**A. Ferry Terminal Property Update**

*Cornell Knight told the committee there is a three year lease with an option to buy. He indicated that the state would be requesting an amendment to the Land Use Ordinance that will specify cruise ship operations. He clarified that the state was leasing the facility and that the payments would go toward the purchase price of the facility.*

**V. REGULAR BUSINESS**

**A. Cottage Street Design Plan budget request.**

*Basil Eleftheriou, Jr. spoke about the request to the Committee. He talked about the great projects that the Town has taken on in the past such as Village Green, Agamont Park, and Main Street improvements. He noted the fine work that had been done by private developer on West Street. He indicated that Cottage Street functions as the primary access that visitors have when visiting the Town. He noted that the condition of the street and sidewalk and overhead wiring is in poor condition and that the area would be beautiful with modifications that would not distract from the fine buildings of Cottage Street. He noted that the Planning Board had reviewed the Comprehensive Plan and the Downtown Master Plan and that this work is called for in those documents. The Planning Board made a recommendation to the Council that they proceed with the improvements that the Comprehensive Plan calls for on Cottage Street. What is recommended is that there be \$24,000 funding for a design and cost analysis for the full length of Cottage Street for streetscape improvements.*

*The Committee discussed how the project would be funded beyond the study and no funding source has been identified yet.*

*The Committee discussed the relationship of the Route 3 project and the Cottage Street project.*

*Member Paradis made a motion to allocate \$24,000 of Cruise Ship funds to this request. Member Dobbs seconded the motion.*

*After some discussion the motion was called.*

*The Committee voted 12 in favor and one against the motion.*

#### **B. Acceptance of “Bar Harbor Cruise Ship Monitoring Report 2015”.**

*Chair Salvatore asked if the Committee had an opportunity to fully review the report? Member Paradis made a motion to accept the report. Member Phippen seconded the motion which passed unanimously.*

#### **C. Acadia National Park Transportation Study.**

*John Kelly discussed the timeline for the Acadia National Park Transportation Study and provided the committee with a handout in that regard. He described the methodology going forward. Member Powers requested that the Park provide advance notice of meetings for stake holders.*

#### **D. Budget recommendations.**

*The Committee discussed having Todd Gabe of the University of Maine conduct an economic impact study with students. He will attend a future meeting and develop a proposal. The concept is that it would be similar to the scope of the prior study. The work could be conducted in the spring and summer.*

*Member Dobbs moved to make available up to \$3,000 for a study on demographic spending, average spending per cruise passenger, merchant discussions.*

*After some more discussion Member Dobbs withdrew his motion.*

#### **E. Cruise Ship Committee 2015 Annual Report to Town Council.**

*At the prior meeting Eben passed out a draft list of items that he would suggest be considered during the annual review of the 2015 season. It was suggested that the list would be discussed at the next meeting. The Committee discussed the list provided in the packet. Grant Park not done. Lost ship days. Ferry terminal implementation. Sidewalk reconstruction. \$24,000 for Cottage Street plan. Acadia Park update. Final report on Cruise Symposium.*

*After some discussion on these and other items Member Paradis moved that Eben proceed with the report to Council covering the items as discussed. Member Phippen seconded the motion which passed unanimously.*

#### **VI. ITEMS FOR THE NEXT AGENDA**

*It was suggested that the University of Maine proposal be placed on the March 10, 2016 agenda.*

#### **VII. SET NEXT MEETING TIME, DATE AND PLACE**

*The next meeting was set for Thursday March 10, 2016 at 12:30 PM. in the Council Chambers.*

#### **VIII. ADJOURNMENT**

*Mr. Phippen moved that the meeting be adjourned at 1:50 pm and Mr. Dobbs seconded the motion which passed unanimously.*

*Signed as approved:*

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**Robert Osborne, Secretary**  
**Cruise Ship Committee, Town of Bar Harbor**

**Date**

Iton V. B.

**Robert Osborne**

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**From:** Sue Stanley <sagegrassgallery@gmail.com>  
**Sent:** Monday, February 29, 2016 5:49 PM  
**To:** innkeeper@aysgarth.com; planner@barharbormaine.gov  
**Subject:** Re: Winter Directory January on Update

Hi All,

I will be attending the Cruise Ship Committee meeting on March 10th at 12:30pm. This meeting is open to the public and I would love any input, questions, concerns etc., to bring before this group. In order to get on the agenda for this meeting, I need to give their Secretary, Robert Osborne, some idea of what we would like to discuss with this committee.

I was not surprised to learn, from a recent televised Town Meeting, that only 2,100 cruise ship passengers were dropped off on Mt. Desert Street this summer. I would like to know the total number of cruise ship passengers who disembarked and who went on bus excursions. I would like, specifically, to know why the number of drop offs at the Mt. Desert end of Main Street is so low and what can be done about it.

Please feel free to email me with questions to present to this committee. We can, also, plan a get together to discuss our concerns about the low numbers of cruise ship passengers on the Mt. Desert end of Main Street and what can be done to redistribute and re-direct some of this, much needed, revenue to our end of town. As you know, there are several vacant retail stores on Cottage Street. We need to make sure that Downtown Bar Harbor remains the focal point of our community and remains "Open for Business".

Thanks so much,  
Sue Stanley

On Mon, Feb 29, 2016 at 6:23 AM, Aysgarth Station B&B <[innkeeper@aysgarth.com](mailto:innkeeper@aysgarth.com)> wrote:

Hi Sue, just send me what you want and I'll forward it. I am gone for the afternoon today, but will send it out as soon as I can after that

Jane

**From:** Sue Stanley [mailto:[sagegrassgallery@gmail.com](mailto:sagegrassgallery@gmail.com)]  
**Sent:** Sunday, February 28, 2016 9:23 PM  
**To:** [innkeeper@aysgarth.com](mailto:innkeeper@aysgarth.com)  
**Subject:** RE: Winter Directory January on Update

Thanks Jane. I can write it for all businesses if you will forward for me.  
Sue

Susan Stanley  
Sagegrass Gallery  
156 Main Street  
Bar Harbor, Maine 04609  
[207-288-9442](tel:207-288-9442)

On Feb 28, 2016 4:57 PM, "Aysgarth Station B&B" <[innkeeper@aysgarth.com](mailto:innkeeper@aysgarth.com)> wrote:

Hi Sue,

I can send this out to the group – do you want me just to forward it as is or would you like to write up a version that is orientated to all th businesses?

Jane

**From:** Sue Stanley [mailto:[sagegrassgallery@gmail.com](mailto:sagegrassgallery@gmail.com)]  
**Sent:** Sunday, February 28, 2016 4:10 PM  
**To:** Julie Veilleux <[office@barharbormerchants.com](mailto:office@barharbormerchants.com)>; [linda@rdalessio.com](mailto:linda@rdalessio.com)  
**Subject:** Re: Winter Directory January on Update

Hello Ladies,

I spoke with Robert Osborne at the Planning Department regarding the upcoming Cruise Ship Committee meeting on March 10th at 12:30pm. The meeting was not on the Town website, but Robert was very thoughtful and accommodating.

A few weeks ago, I watched the Bar Harbor Channel as Martha Searchfield presented a report stating that 42,000 cruise ship passengers

came in to our port last summer, and of those 2100 were dropped off on Mt. Desert Street. I knew the drop off numbers were, extremely, low but the confirmation of what I have witnessed was quite discouraging. In Testa's Courtyard, we had that many cruise ship customers in a matter of a few weeks. I messaged Martha in an attempt to find out more facts regarding how many passengers went on the bus excursions from the ships, but never heard back. I realize that as Interim, Martha is not the one to contact regarding these pitiful numbers, so I have sought out the group who should know. The issue now is that I don't have a master email list of Merchant Association Members, who may have an interest in this meeting. I am happy to go it alone, but feel that we need to have a presence at these meetings.

My business relies on the cruise ship buses stopping at our end of town. I understand that the stores on Mt. Desert need representation about the location of these drop offs, as their businesses are negatively affected by fumes, loss of parking, idling etc.. My primary interest, at this time, is to know the figures on exactly how many passengers boarded the buses this year and why the number of drop offs is so low. We, constantly, hear from our visitors that the Tour Guide told them not to get off at our end of town as they won't make it back to the ship in time, despite the drop offs being either 10:30am or 1:30pm.

I need to get myself or a group of us on the agenda for the March 10th meeting and would love this email to go out to our members, the Hub etc.. Also, I would welcome input and questions to present to this group. If anyone is interested in meeting this week to discuss, please feel free to email me.

Please let me know you have received and read this.

# Thanks, Sue

On Tue, Jan 19, 2016 at 9:09 AM, <[office@barharbormerchants.com](mailto:office@barharbormerchants.com)> wrote:

Happy New Year All,

Firstly our apologies for this being late, but unfortunately business issues kept us busy.

Here is the draft for our new winter directory - please check it over well, as I wanted to get it out so didn't give it a second proof!

We'll be working on the website next, so send me any events you have going to list.

Remember that if you chose not to donate to Hub of Bar Harbor (the dues "replacement", but still tax deductible) you will be losing your live links and expanded listing (Supporting level donations will still get a live website link) as we update.

If you wish to receive the full listing, just let us know and we'll send you the donation details.

If you need more info let us know and we can come and chat!

--

Susan B. Stanley  
Owner  
Sagegrass Gallery  
P.O. Box 912  
156 Main Street  
Bar Harbor, Maine 04609  
[207-288-9442](tel:207-288-9442)

[www.sagegrassgallery.com](http://www.sagegrassgallery.com)

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Click [here](#) to mark email as junk.  
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RE: HUB item

See Item  
II C.

**Minutes**  
**Special Bar Harbor Town Council**  
**January 21, 2016**

I. **CALL TO ORDER** – 6:00 p.m. – In attendance were Councilors: Paul Paradis, Gary Friedmann, Anne Greenlee, Peter St. Germain, Burt Barker, David Bowden, Clark Stivers; and Town Manager Cornell Knight.

II. **BUDGET COST CENTER:**

**Budget Page**

A. **Cooperating Agencies (Separate Tab)**  
Expenses

Budget 10

Following discussion the following motions were made:

Ms. Greenlee, with second by Mr. Barker, moved to reduce American Red Cross to \$2,000. Motion passed 7-0. It was noted the list of other towns' appropriations included with their application were notably less than Bar Harbor's.

Ms. Greenlee, with second by Mr. Stivers, moved to remove Washington/Hancock County Agency in accordance with the Council's Cooperating Agency policy, no application was received. Motion passed 7-0.

Mr. Stivers, with second by Mr. Bowden, moved to cut the total Cooperating Agency funding in half in exchange for the use of the auditorium for them to fundraise. Motion failed 1-6 (Nay: Mr. Bowden, Mr. Paradis, Mr. Friedmann, Ms. Greenlee, Mr. St. Germain, Mr. Barker).

Mr. Friedmann, with second by Mr. Barker, moved to reduce Community Health and Counseling Services from \$785 to \$530 as requested in their application. Motion passed 7-0.

Mr. St. Germain, with second by Ms. Greenlee, moved to tentatively adopt the Cooperating Agency total funding for FY17 at \$40,038. Motion passed 7-0.

B. **Outside Agencies**

Island Explorer

Budget 05

Chart (separate TAB)

Chart 15

General consensus was to tentatively adopt as presented, no action taken.

**C. Cruise Ship Fund (Separate Tab)**

	<u>Budget Page</u>
Revenue	CS-1
Expense	
Operations	CS-2
Capital	CS-3

Following discussion, Mr. Friedmann, with second by Mr. Stivers, moved to bring a request to the Cruise Ship Committee for consideration to allocate \$30,000 from Cruise Ship Fund to fund the HUB's request for partial funding a director. Motion passed 4-3 (Nay: Mr. Bowden, Mr. Paradis, Mr. St. Germain).

**D. Planning Department**

Revenues & Fees Schedule	
Code Enforcement Division	Revenue 01
Planning Department	Revenue 01
Fees Schedule	Rev.: Fees 11- 12
Expense	
Code Enforcement Division	Budget 03
Planning Department	Budget 04
Capital Improvement Program	
Code Enforcement	CIP Expenses 15

Upon review, no action taken.

**E. Finance Director's Department**

Revenues & Fees Schedule	
Finance Department	Revenue 01
Municipal Building	Revenue 01
Unclassified Revenue	Revenue 03
Taxes	Revenue 03
Fees Schedule:	
Finance & Assessing	Rev.: Fees 08
Municipal Building	Rev.: Fees 09
Expenses	
Finance Department	Budget 01
Technology Division	Budget 02
Municipal Building	Budget 02
Employee Benefits	Budget 03
Assessing Division	Budget 04
Capital Improvement Program	
Assessing Division	
Narrative	CIP Narrative 03
Expenses	CIP Expenses 15

		<u>Budget Page</u>
Technology Division		
Narrative	CIP Narrative	03
Expenses	CIP Expenses	15
Municipal Building	CIP Expenses	15

No action was taken following the review of the Finance cost center.

**F. Town Clerk's Department**

Revenues & Fees Schedule

Revenues	Revenue	01
Fees Schedule	Rev.: Fees	06-07
Expense		
Town Clerk's Department	Budget	01
Elections	Budget	02
Town Offices	Budget	03
General Assistance	Budget	09

Following a review of the Town Clerk's cost center, no action was taken.

**G. Town Manager's Department**

Revenues

Intergovernmental Revenues	Revenue	03
Expense		
Town Council	Budget	01
Town Manager	Budget	01
Legal Counsel	Budget	02
Miscellaneous	Budget	05
Capital Improvement Program		
Narrative	CIP Narrative	02
Revenues	CIP Revenue	14
Town Debt Service	CIP Expenses	17

Following review of the Town Manager's cost center, no action was taken.

Mr. Friedmann requested a compiled list of the number of bonds and potential bond requests. Mr. Knight stated he would update the current list and send it out.

**III. ADJOURNMENT** – Mr. St. Germain, with second by Ms. Greenlee, moved to adjourn at 7:45 p.m. Motion passed 7-0.

Patricia A. Gray, Town Clerk



## FY 2015 Funding Request

**Needs.** After two years of volunteerism and successful project activity, the Hub of Bar Harbor board of directors are ready to take the organization to the next level of operation, which requires leadership from a paid staff person. This individual, who would ideally serve part-time for the first one to two years and then move into full time status, would be responsible for the development, conduct, execution and documentation of the Main Street program. The executive director is the principal on-site staff person responsible for coordinating all project activities locally as well as for

representing the community regionally as appropriate.

Recognizing that the Hub's volunteers are talented and dedicated, and that the Town is committed to the Hub's success, it is apparent that as the Hub strengthens its impact on Bar Harbor and works with its partners, a paid leader is crucial to keeping the organization on track. He/she will provide insight and entrepreneurial strategies that will allow Bar Harbor's downtown community to grow and thrive.

**Goals.** The Town Council has a number of projects on its list where the Town can join forces with the Hub and/or lead on behalf of the Town. **Currently, the Hub's Design Committee is leading efforts around downtown signage solutions, but future efforts will center on the development of lower Main Street and Cottage Street, continued streetscape improvements, downtown living solutions, outdoor performance space (Albert Meadow) and other special projects as determined by the Hub, working in concert with the Town and its partners.** During the first year, the ED, in his/her part-time capacity will also focus on four core activities:

- Coordinate activity of Main Street Program committees and projects.
- Encourage and coordinate joint activities that promote and boost downtown commerce and historic preservation.
- Promote and support a cooperative climate among Town leadership, partners, business owners, and citizens.
- Secure funding, along with board members and volunteers, for special projects and annual operating costs of the Hub, specifically grants for 501(c)3 organizations.

**Example.** In Rockland, the City government supports Rockland Main Street, Inc. (RMS) with a budgeted amount annually to support the salary of the executive director of RMS. RMS must report to the City each year to quantify the impact that RMS has had on the community at large as well as the business community in order to justify the renewal of the city's contribution to the organization. The City has a Council of five members one of whom is elected by the Council as Mayor. There is a city manager as well as an economic development director (EDD). The economic development director is responsible for the overall economic development of the City while the executive director of RMS works closely with the EDD, the City Manager as well as the City Council so that the interests of the RMS are supported through the efforts of all of these City entities. The RMS board of directors includes a member of City government, members of the downtown retail community and community members.

**Request.** The Hub of Bar Harbor board respectfully requests that the Council, in its budget planning process, allocate 20 hours/week to the position of Hub of Bar Harbor executive director. This role could be part of the Assistant Town Manager's duties, or be part of an economic director/planner's duties. After one budget cycle, we will quantify the impact and return to Council with a status report and a proposal for further support of the Hub of Bar Harbor. **At this time, we ask for the equivalent of at least \$19,000 to support the new Hub of Bar Harbor executive director position (20 hours/week) and our annual participation fee. We are also happy to revise this proposal as needed to align with budget discussions.**

**HUB Budget Worksheet - Cash Basis**

<b>Income &amp; Expense Projections</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Income</b>			
4000 Income - Contributions, Unrestricted	\$15,000.00	\$15,000.00	\$20,000.00
4100 Income - Restricted	\$10,000.00	\$10,000.00	\$25,000.00
4200 Income - Town Contribution	\$30,000.00	\$30,000.00	\$30,000.00
5400 Income - Special Event	\$1,500.00	\$3,000.00	\$5,000.00
<b>Sub Total Income</b>	<b>\$56,500.00</b>	<b>\$58,000.00</b>	<b>\$80,000.00</b>
4600 In-Kind Donations - Goods	\$500.00	\$500.00	\$500.00
4700 In-Kind - Services	\$3,750.00	\$3,750.00	\$3,750.00
<b>Total In Kind Donations</b>	<b>\$4,250.00</b>	<b>\$4,250.00</b>	<b>\$4,250.00</b>
<b>Total Income</b>	<b>\$60,750.00</b>	<b>\$62,250.00</b>	<b>\$84,250.00</b>
<b>Expense</b>			
6000 Salaries/Wages	\$40,000.00	\$42,000.00	\$44,100.00
6100 FICA & Medicare	\$100.00	\$125.00	\$150.00
6110 State Unemployment	\$100.00	\$115.00	\$120.00
6120 Health Insurance	\$0.00	\$0.00	\$0.00
6140 Workers Comp	\$100.00	\$100.00	\$100.00
6150 401K Contribution	\$0.00	\$0.00	\$0.00
6160 Other Taxes	\$100.00	\$0.00	\$100.00
<b>Total Payroll Expenses</b>	<b>\$40,400.00</b>	<b>\$42,340.00</b>	<b>\$44,570.00</b>
7020 Miscellaneous	\$500.00	\$500.00	\$500.00
70201 Bank Fees	\$100.00	\$100.00	\$100.00
7030 Books & Publications	\$100.00	\$100.00	\$100.00
7040 Depreciation Equipment	\$150.00	\$250.00	\$350.00
7050 Participation Fee & Subscriptions	\$100.00	\$100.00	\$150.00
7060 Equipment Lease	\$0.00	\$0.00	\$0.00
7070 In-Kind Expense - Donated Goods	\$0.00	\$0.00	\$0.00
7080 In-Kind Expense - Donated Services	\$3,750.00	\$3,750.00	\$3,750.00
7090 Insurance	\$500.00	\$500.00	\$500.00
7100 Contract Services	\$0.00	\$0.00	\$200.00
7110 IT Services	\$100.00	\$100.00	\$100.00
7120 Legal Fees	\$0.00	\$0.00	\$0.00
7140 Marketing & Adverstising	\$500.00	\$500.00	\$500.00
7145 Design Fees	\$500.00	\$500.00	\$500.00
7150 Office Supplies	\$300.00	\$300.00	\$300.00
7160 Postage	\$250.00	\$250.00	\$250.00
7170 Printing	\$500.00	\$500.00	\$500.00
7180 Rent	\$0.00	\$0.00	\$0.00
7190 Repair & Maintenance	\$0.00	\$0.00	\$0.00
7200 Staff Training	\$1,000.00	\$1,000.00	\$1,000.00
7210 Telephone	\$200.00	\$200.00	\$200.00
7220 Travel & Mileage	\$250.00	\$250.00	\$250.00
7230 Utilities	\$0.00	\$0.00	\$0.00
Restricted funds - potential project	\$0.00	\$0.00	\$20,000.00
Capital Equipment - copier and laptop	\$2,500.00	\$1,500.00	\$0.00
<b>Total Operations Expense</b>	<b>\$11,300.00</b>	<b>\$10,400.00</b>	<b>\$29,250.00</b>
<b>Total Expenses</b>	<b>\$51,700.00</b>	<b>\$52,740.00</b>	<b>\$73,820.00</b>
<b>Profit or Loss</b>	<b>\$9,050.00</b>	<b>\$9,510.00</b>	<b>\$10,430.00</b>

## **Hub of Bar Harbor Executive Director**

### **Job Description:**

The executive director of Hub of Bar Harbor\* coordinates economic development activities within downtown Bar Harbor, Maine with a goal of bringing more people with spendable income to the downtown district. This person functions as the program manager for the Bar Harbor Main Street program and reports to the president of the board of directors.

He/She is responsible for the development, conduct, execution and documentation of the Main Street program. The executive director is the principal on-site staff person responsible for coordinating all project activities locally as well as for representing the community regionally as appropriate.

### **Full range of duties to be performed:**

- Develops and conducts ongoing public awareness programs designed to enhance appreciation of the downtown businesses, to foster an understanding of the Main Street program's goals and objectives, and to keep the program highly visible in the community.
- Assists individual tenants or property owners with physical improvement projects through personal consultation or by obtaining expert assistance and/or providing guidance on financial mechanisms for physical improvements.
- Encourages and coordinates joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management and other special projects.
- Encourages a cooperative climate between Main Street's interests and local public officials and helps build strong and productive working relationships with appropriate public agencies at the local and state levels. Encourages a cooperative climate with other key organizations and companies, with focused attention to our special relationship with the Town of Bar Harbor and the Bar Harbor Chamber of Commerce.
- Advises Main Street's merchants on Main Street program activities and goals and assists in the coordination of joint promotional events that attract people to the Main Street district and/or earn revenue for the program.
- Coordinates activity of Main Street Program committees, ensuring that communication between committees is well established; assists committees with development and implementation of work plan items.
- Manages all administrative aspects of the Main Street program, including purchasing, record keeping, budget development and accounting.
- Prepares all reports required by the coordinating Main Street program and other key funders and administrators.
- Secures funding, along with board members and volunteers, for special projects and annual operating costs.

\*At present, the Hub of Bar Harbor is considered a downtown network. Once the executive director position is filled, we will begin securing the Hub's status as an official Main Street organization.

- Oversees fundraising planning and implementation, including identifying resource requirements, cultivating funding sources, submitting proposals, and administering fundraising records and documentation.
- The executive director supervises any necessary temporary or permanent employees, as well as professional consultants. He/she participates in personnel and project evaluations.
- The executive director maintains local Main Street Program records and reports, establishes technical resource files and libraries, and prepares regular reports as needed.

**Qualifications:**

- The executive director should have education and five or more years' experience in one or more of the following areas: economics, finance, public relations, planning, business administration, public administration, fundraising, marketing, community organizing, nonprofit administration, volunteer coordination, and/or small business development.
- He/she should be sensitive to planning, design, and preservation issues.
- He/she must have excellent public speaking and conflict resolution skills and understand the issues confronting business people, property owners, public agencies and community organizations.
- The executive director must be entrepreneurial, energetic, imaginative, well-organized and capable of functioning effectively in a very independent situation.
- Successful grant writing and administration experience is desired.
- Excellent verbal and written communication skills are important.
- Supervisory skills are desirable.