

**Agenda**  
**Bar Harbor Town Council**  
**July 19, 2016**

- I. **CALL TO ORDER** – 7:00 p.m. – Town Council Chambers
  - A. **Excused Absence(s)** – Councilor Stivers requests to be excused.
- II. **COMMITTEE APPOINTMENTS** –
  - A. Council to consider Appointments Committee recommendations to appoint the following with expiration date of July 31 of their applicable year:
    - 1. **Recycling Task Force:** (includes one Councilor representative)
      - a. Two year term: Martha Searchfield , Michael Handwerk
      - b. Three year term: Arnold Lundquist, Ken Smith, Robert Rechholtz
    - 2. **Cruise Ship Committee:** (All 3 year terms)
      - a. CruiseMaine representative: Amy Powers
      - b. Scientific Industry representative: Chris Maller
    - 3. **Harbor Committee:**
      - a. Three year term: Chris Maller
    - 4. **Appeals Board:**
      - a. Three year term: Linda Martin
  - B. Council to consider appointments from appropriate nominating authority:
    - 1. **Bar Harbor Housing Authority:**
      - a. Five year term: Richard Fox
    - 2. **Voter Registration Appeals Board Chair:**
      - a. Four year term: Jennifer McWain
- III. **PUBLIC COMMENT PERIOD** – The Town Council allows at this time up to fifteen minutes of public comment on any subject not on the agenda and not in litigation with a maximum of three minutes per person.
- IV. **APPROVAL OF MINUTES** –
  - A. July 5, 2016 Regular Meeting
- V. **FINANCIAL STATEMENTS** – Review and possible adoption of a motion to accept the financial statements as presented.
- VI. **ADOPTION OF AGENDA**

- VII. **CONSENT AGENDA** – A single vote has been scheduled to approve the following routine items of business without discussion, unless individual agenda item action is requested by a Councilor:
- A. **Special Amusement Permit: Little A's** – Possible motion to file update status memo from Police Chief.
  - B. **Maine Municipal Association Annual Election** – Possible passage of a motion to vote the slate of candidates for Vice-President and Executive Committee members proposed by the MMA Nominating Committee and authorize the Town Clerk to sign and return the ballot.
  - C. **Maine Municipal Association** – Possible passage of a motion to vote the slate of candidates for MMA's Legislative Policy Committee.
  - D. **Vehicle for Hire** – Possible motion to approve the following taxi licenses:
    - 1. **Moe'z Taxi** request for one additional taxi license as submitted by Maureen Leeman. Proof of Insurance provided. Approved by Police Dept.
    - 2. **Bar Harbor Coastal Cab** request for one additional taxi license as submitted by Craig Wood. Proof of Insurance provided. Approved by Police Dept.
- VIII. **PUBLIC HEARINGS:**
- A. **FY17 Sewer Budget Ordinance Amendment** - Public comment and possible adoption on the proposed FY17 Sewer Budget Ordinance amendment.
  - B. **FY17 Water Budget Ordinance Amendment** - Public comment and possible adoption on the proposed FY17 Water Budget Ordinance amendment
- IX. **REGULAR BUSINESS:**
- A. **YMCA Fee for Service MOU** – Annual report of YMCA executive director on the recreation services provided to Bar Harbor residents in 2015 under the terms of our Memorandum of Understanding.
  - B. **Parking Space Requests:** Parking & Traffic Committee discussed and denied the following requests -
    - 1. Request of Joshua Ehrlich to remove one parking space at the corner of Cottage Street and Greeley Avenue.
    - 2. Request of Ann Zoidis to restore non-compliant handicap parking spaces on Cottage Street.
  - C. **November 2016 Warrant: Land Use Ordinance Amendments** – Update from Planning Director and possible motion to certify LUO amendments for November 2016 and schedule public hearing for August 16, 2016.
  - D. **Solar Farm** – Possible motion to move site from ground mount to pole barn roof.
  - E. **FY17 Budget** – Request of Fire Chief Bartlett to combine the FY17 budgets of Fire and Ambulance Division

F. **Parking Solutions Task Force** – Possible amendment to Parking Solutions Task Force Bylaws to include representation from Acadia National Park.

G. **Appointments Policy Amendment** – Possible motion to approve the amendment dated 07/15/16, deleting the number of terms a member may serve.

H. **Treasurer's Warrant** – Request of Treasurer to authorize paid bills.

X. **TOWN MANAGER'S COMMENTS**

XI. **COUNCIL COMMENTS AND SUGGESTIONS FOR NEXT AGENDA**

XII. **EXECUTIVE SESSION:** (None Anticipated)

XIII. **ADJOURNMENT**

**In order to assure your full participation in this meeting,  
we would appreciate your informing us of any special  
requirements you might have due to a disability.**

**Please call 288-4098**

Manager's  
Memo

To: Bar Harbor Town Council  
cc: Department Heads  
From: Cornell Knight, Town Manager  
Date: Friday, July 15, 2016

Re: **Town Council Meeting of July 19<sup>th</sup>**

---

**CALL TO ORDER – 7:00 P.M.**

- I. A. Excused Absences** – A possible motion: to excuse Councilor Stivers as provided by Town Charter section C-12.B(1)(d).
- II. A. Committee Appointments**
1. **Recycling Task Force:** (includes one Councilor representative)
    - a. Two year term: Martha Searchfield, Michael Handwerk
    - b. Three year term: Arnold Lundquist, Ken Smith, Robert Rechholtz
  2. **Cruise Ship Committee:** (All 3 year terms)
    - a. CruiseMaine representative: Amy Powers
    - b. Scientific Industry representative: Chris Maller
  3. **Harbor Committee:**
    - a. Three year term: Chris Maller
  4. **Appeals Board:**
    - a. Three year term: Linda Martin
- B. Council to consider appointments from appropriate nominating authority:**
1. **Bar Harbor Housing Authority:**
    - a. Five year term: Richard Fox
  2. **Voter Registration Appeals Board Chair:**
    - a. Four year term: Jennifer McWain
- V. FINANCIAL STATEMENTS** - Finance Director Stan Harmon has enclosed his monthly report for full fiscal year 2016, that shows year end with a small surplus. If acceptable, a motion: to accept the Financial Report as presented.
- VII. CONSENT AGENDA** – A single vote has been scheduled to approve the following routine items of business without discussion, unless individual agenda item action is requested by a Councilor:
- A. Special Amusement Permit;** Little A's update– Enclosed is a memo from the Chief. A possible motion: to place the Little A's Special Amusement memo from the Police Chief on file.

- B. MMA Executive Committee Annual Election** -. See the enclosed slate. to approve the slate of candidates for the MMA Executive Committee as proposed
- C. MMA Legislative Policy Committee election**-See the enclosed slate. A motion: to approve the slate of candidates for the MMA Legislative Policy Committee as proposed.
- D. Vehicles for Hire**- Possible motion: to approve the following taxi licenses:
  - 1. Moe'z Taxi-Maureen Leeman, Hulls Cove, one license, proof of insurance and police approved.
  - 2. Bar Harbor Coastal Cab- Craig Wood, 3 Oak Street, one license, proof of insurance and police approved.

A possible motion: to approve the Consent Agenda as published

### **VIII. Public Hearings: (please bring your budget books)**

- A. FY 17 Sewer Budget Ordinance Amendment**-No rate increase proposed. Enclosed are the amendments to the Ordinance for the budget as proposed. If acceptable following the comment period, a motion: to adopt the Sewer Ordinance Amendment Chapter 165 as proposed.
- B. FY 17 Water Budget Ordinance Amendment**- No rate increase proposed. Enclosed are the amendments to the Ordinance for the budget as proposed. If acceptable after the comment period, a motion: to adopt the Water Ordinance Amendments Chapter 201 as proposed and update the water rates effective January 1, 2016 as approved by the Public Utilities Commission.

### **IX. Regular Business**

- A. YMCA Update** – The new Executive Director Tommy Parham will attend to provide the annual update on the Memorandum of Understanding, item # 6 (enclosed).
- B. Parking Space Requests**- See the enclosed memo of the Parking & Traffic committee recommendations. 1. Joshua Ehrlich requested that a parking space be removed from the intersection of Greeley x Cottage to provide better site distance when turning left (see enclosed picture he submitted). The ordinance requires a 15 foot setback from the intersection before the first space. The committee voted not to remove the space. 2. Ann Zoidis requested the 2 handicapped parking spaces that were in front of the Criterion Theater on Cottage Street be restored following the road paving. Since the spaces did not meet ADA guidelines for on street parking, the committee voted not to restore the spaces. Enclosed is note from Ms. Zoidis. Chip and Bob will attend to explain the committee's rationale. A possible motion: to uphold the Parking & Traffic recommendations for not removing a space on Cottage Street and not restoring the handicapped parking spaces on Cottage Street.
- C. November 2016 Warrant: Land Use Ordinance Amendments**- See the memo from Bob Osborne, Planning Director. The Planning Board is recommending that the parking garage questions (previously b-e) be together in one question and the

question regarding the removal of parking garage from Downtown residential and Town Hill districts be postponed until June 2017. So there would be one question (a) with new definitions and one question (b.) for parking garages in the four districts. The Council and the Planning Board had previously agreed to separate questions on the parking garage districts, but after a public hearing and debate, the Planning Board voted 3-2 to put them together. Since there was considerable public comments and board debate it would be good to have public and Planning Board comments on this item. A possible motion: to certify and sign the Parking Ordinance Amendments to the Land Use Ordinance as recommended by the Planning Board for the November 2016 Warrant and schedule a public hearing on the warrant for August 16, 2016 at 7 pm. The Articles enclosed are in both combined and separate formats in the event you wish to keep them separate. It would helpful to decide which format will be used prior to publishing the notice for a public hearing.

- D. Solar Farm Site-** Wetland and setback issues have come up on the proposed site behind the pole barn that make it unusable for the solar array. ReVision Energy is requesting the use of the pole barn roof for the installation. (pole barn picture enclosed). The lease agreement will be considered by the Town Council after the design is finalized and the members approve. A possible motion: to allow the solar farm installation on the roof of the pole barn at the Public Works Facility.
- E. FY 17 Budget-** See the enclosed memo from Fire Chief Matt Bartlett regarding the consolidation of the EMS (Ambulance) budget and the Fire budget. The two departments operate as one unit so it makes sense to make a single budget. The Finance staff recommends the change because of improved budgeting and payroll functions. A possible motion: to consolidate the Ambulance Division budget #1040 into the Fire Department budget #1042.
- F. Parking Solutions Task Force By-Laws amendment to add an ANP representative -** Councilor Hochman asked that this item be considered. Enclosed are the By-Laws with an addition for the Park representative. A possible motion: to amend the Parking Solutions Task Force By-Laws by adding a representative from Acadia National Park to the membership.
- G. Appointments Policy Amendment-** There has not been an abundance of applicants for open seats on town committees (see enclosed list of vacancies). The new policy limits membership to 3 terms. To keep committees as full as possible with qualified individuals', the Appointments Committee is recommending that the 3 term limit be deleted. Enclosed is the policy with that provision lined out. A possible motion: to amend the Appointments Policy by deleting the sentence that limits serving to 3 consecutive terms.
- H. Treasurer's Warrant –** A possible motion: to sign the Treasurer's Warrants for paid bills.

June 24, 2016

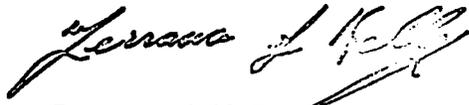
The Honorable:  
Town Council Members and  
Cornell F. Knight, Town Manager  
Town of Bar Harbor  
93 Cottage Street  
Bar Harbor, ME  
04609

Dear Honorable Town Council Members and Mr. Knight:

The Town of Bar Harbor Housing Authority requests your consideration of the reappointment of Dr. Richard Fox to the Bar Harbor Housing Authority Board of Commissioners for another term of five years. His term will expire on June 30, 2021. Dr. Fox has been a commissioner since 2001. Dr. Fox has agreed to reappointment, should the Council approve, and we support his request.

Your consideration of this reappointment will be greatly appreciated by myself and the other board members of the Bar Harbor Housing Authority.

Sincerely,



Terrance J. Kelley  
Executive Director

TJK/th

**Town of Bar Harbor**

# Memo

**To:** Town Council  
**From:** Patricia Gray, Town Clerk  
**CC:** Cornell Knight, Town Manager  
**Date:** 7/14/2016  
**Re:** Appointments to Voter Registration Appeals Board

---

The following is the legislation and explanation of the Town Clerk's nominee for Chair of this board. Pursuant to 21-A section 103; Bar Harbor has exceeded the population of 5,000 and must establish the above board. The board considers the written complaint of a person aggrieved by the decision of the registrar who has cancelled that person's registration in the central voter registration system or has rejected that person's voter registration application.

The municipal major political party committees must nominate two people: one to serve as a member and the second as alternate each for a three year term. *The municipal clerk cannot serve on the board, but must nominate a person who will serve as the Chair for a four year term.*

The qualification is to be a registered voter of the nominating party. There is no criteria for the Clerk's nomination, and there is nothing prohibiting another municipality clerk. The thought of another Clerk and/or Registrar of Voters was to have someone with knowledge of the regulations and who is not employed by the Town.

The Town Clerk's nominee: Jennifer McWain, Deputy Municipal Clerk/Deputy Registrar of Voters of Mount Desert

Please consider a motion to appoint Jennifer McWain to the Voter Registration Appeals Board pursuant to 21-A section 103.1.

Thank you for the consideration.

Pat

7/14/2016 2:22:39 PM

1

**Minutes**  
**Bar Harbor Town Council**  
**July 5, 2016**

I. **CALL TO ORDER** – 7:00 p.m. – In attendance were: Councilors Paul Paradis, Peter St. Germain, Clark Stivers, Matthew Hochman, Burt Barker and Town Manager Cornell Knight.

**A. Excused Absence(s)** – Mr. St. Germain, with second by Mr. Barker, moved to excuse Councilors Friedmann and Greenelee as provided by Town Charter section C-12.B(1)(d). Motion passed 5-0.

II. **COMMITTEE APPOINTMENTS** – *Council to consider Appointments Committee recommendations to appointment the following with expiration date of July 31 of their applicable year:*

1. **Task Force on Aging:**

- a. One year term: Martha Searchfield
- b. Two year term: Dean Booher, Jan Varnum
- c. Three year term: Doreen Willett, Barbara MacPike, Bonnie Lundquist

Councilor Barker made the motion to nominate the following on Task Force on Aging. One year term: Martha Searchfield, Two year term: Dean Booher, Jan Varnum. Three year term: Doreen Willett, Barbara MacPike, Bonnie Lundquist. There being no further nominations, Council voted unanimously as presented.

2. **Planning Board:**

- a. Three year term: Thomas St. Germain

Councilor Barker made the motion to nominate the following on Planning Board. Three year term: Thomas St. Germain. There being no further nominations, Council voted unanimously as presented.

III. **PUBLIC COMMENT PERIOD** – *The Town Council allows at this time up to fifteen minutes of public comment on any subject not on the agenda and not in litigation with a maximum of three minutes per person.* -Ivan Rasmussen had comments about the Town of Bar Harbor's economy, year round businesses and seasonal businesses.

Martha Searchfield from the Chamber of Commerce wanted to thank all the Town of Bar Harbor staff and the Coast Guard for their dedication to the Fourth of July festivities.

IV. **APPROVAL OF MINUTES** – *June 21, 2016 Regular Meeting*

Mr. St. Germain, with second by Mr. Barker, moved to approve the minutes of June 21, 2016 Regular Meeting as presented. Motion passed 5-0.

V. **ADOPTION OF AGENDA-** Mr. St. Germain, with second by Mr. Barker, moved to adopt the agenda as published. Motion passed 5-0.

VI. **CONSENT AGENDA** – *A single vote has been scheduled to approve the following routine items of business without discussion, unless individual agenda item action is requested by a Councilor:*

A. **Certification of Property Owners and Abutters Mailing Lists** – *Possible passage of a motion to sign the certification of the mailing list used for the notice of the Planning Board’s July 6, 2016 public hearings on the Land Use Ordinance Amendments for November 8, 2016.*

B. **Grants: Cromwell Harbor Road** – *Possible motion to accept Maine Department of Environmental Protection “Grants for Stream Crossings Public Infrastructure Improvement Projects” and authorize the Public Works Director, Chip Reeves, to sign said agreement.*

Mr. St. Germain, with second by Mr. Barker moved to approve the consent agenda as published. Motion passed 5-0.

VII. **PUBLIC HEARINGS:**

A. **Special Amusement Permit: Finback Alehouse, 30 Cottage Street, request for a class 3a, three or more musicians with mechanical amplification, as submitted by Matthew Haskell. (Renewal).** There being no public comments, Mr. St. Germain, with second by Mr. Hochman, moved to approve Finback Alehouse for Class 3a Special Amusement Permit as advertised. Motion passed 5-0.

VIII. **REGULAR BUSINESS:**

A. **MDI Skatepark** – *Update and possible extension of the memorandum of understanding-* Following a brief explanation from MDI Skate Park representatives, Mr. Barker, with second by Mr. Stivers moved to extend the MOU for the MDI Skatepark to November 17, 2017. Motion passed 5-0.

B. **Acadia National Park Boundary/Schoodic Legislation** – *Possible letter to Senator Collins and Senator King to consider supporting amendments to the boundary legislation-* Following a brief explanation from Town Manager Cornell Knight, Mr. St. Germain, with second by Mr. Barker moved to send a letter to Senator Collins and Senator King regarding the Acadia National Park Boundary Legislation. Motion passed 5-0.

C. **Treasurer’s Warrant** – *Request of Treasurer to authorize paid bills.* – Mr. St. Germain, with second by Mr. Barker, moved to sign the Treasure’s Warrant for paid bills. Motion passed 5-0.

**IX. TOWN MANAGER'S COMMENTS**

Town Manager Cornell Knight commented on the Cromwell Harbor Bridge project grant of \$95,000 from the State of Maine Department of Environmental Protection. He said, Chip Reeves Director of Public Works stated Brian Henkel and Bruce Connery from the Acadia National Park Service were great help with the grant approval.

Town Manager Cornell Knight reminded council about the Joint Workshop with Conservation Commission scheduled for July 12, 2016 at 6:00 p.m. Please bring their Open Space report.

The Rolls and Responsibility that Ed Bearor can do for the council. He wants to have a meeting with council members. Town Manager Mr. Knight recommended the meeting be held August 02, 2016 45 minutes before Regular Council meeting.

**X. COUNCIL COMMENTS AND SUGGESTIONS FOR NEXT AGENDA**

**Mr. St. Germain** thanked Martha Searchfield for her comments about Town of Bar Harbor staff dedication to the Fourth of July festivities. He also stated that Downeast Transportation did a wonderful job this year with their schedule changes to expedite the flow of traffic.

**Mr. Barker** stated that he also thought the festivities for the Fourth of July went well. He also thanked Mr. Rasmussen for his public comments and stated that they were well thought out.

**Mr. Hochman** wanted to thank the Town of Bar Harbor staff, Chamber of Commerce, Rotary for everything they do for the Fourth of July. He stated that he had a request from John Kelley in Acadia National Park. Acadia would like representation on the Parking Solution Committee. That would require a change to the Bylaws. Mr. Hochman would like that to be discussed on a future agenda. He feels they should have representation do to having parking issues within Acadia National Park. Mr. Hochman also stated that he has had several complaints about the Handicap spots missing on Cottage Street and that is a problem for those folks to get around.

**Mr. Paradis** recognized the Chamber of Commerce, Rotary and Town of Bar Harbor staff for their dedication to the Fourth of July festivities. He stated that he really appreciates all their hard work.

**XI. EXECUTIVE SESSION:** (None)**XII. ADJOURNMENT-** Mr. St. Germain, with second by Mr. Barker, moved to adjourn at 7:25 p.m. Motion passed 5-0.

---

Elizabeth B. Murray, Deputy Clerk

# Memo



To: Town Councilors; Cornell Knight  
 From: Stan Harmon, Finance Director   
 CC: Department Heads *PAT*  
 Date: 7/12/2016  
 Re: Fiscal Year 2016 – June 30, 2016 – 12 Months Est Results – Pre Audit

## General Fund

Attached are the financial results for twelve months of operations for FY 2016. Various factors, such as a budgeted \$110,000 drawdown from Fund Balance, unexpended assessments of \$67,000, revenues almost on budget and the positive underspending of at least \$125,000 below appropriations should collectively contribute to this year's generally positive operating results that I expect will more than offset that fund balance drawdown. I am optimistic that the Town will end up with a net small surplus in the range of \$60,000+.

### **Expenditures (100% goal)**

The June summary statements show 98% spent versus 99% of the budget spent last year. 98.5% of the \$3.6 million in budgeted municipal *wages* are spent year-to-date compared to 97% in June 2015. Recall that last year had some additional budgetary transfer help from Fund Balance due to the high storm expenses. The first detail projection of spending (versus budget) on the summary sheet shows that the Town may end up \$165,000 to the good---this number includes known encumbered items. Assuming some unanticipated invoices trickle in, we should still end up at least \$125,000 under budget for the year. Highway, Employee Benefits, Planning and Fire/Ambulance would be the largest helpful contributors to this underspending for the year. The departments will receive detail spending reports as they usually do, but they will not include encumbered or estimated invoice activity that are part of this estimated summary expense statement prepared for Council.

### **Non-Property Tax Revenues (100% goal)**

99% of the budget for non-property tax revenues was collected versus 97% at this point last year. Vehicle Excise was up 6% over last year (\$60,000) and 9% above the budget (\$95,000). Harbor & Police fees have reached their targets. Recycling income was down \$16,000 from

last year and \$38,000 below budget due to scrap prices. Ambulance revenues were off by \$52,000 from last year and \$97,000 below the budget target; primarily because of less Bangor runs. After factoring in some additional real estate tax supplemental billings, we will likely fall just short of the overall budgeted revenues by \$10,000- \$25,000.; less than ½ of 1%. \$110,000 use of fund balance was also budgeted to be used to balance the FY2016 budget.

Ambulance Revenues -lower volume this year with less Bangor runs

FY 2016	12 Months YTD Runs Billed	818	Ave. <u>Gross</u> Billing (per run)	\$606
FY 2015	12 Months YTD Runs Billed	885	Avg. <u>Gross</u> Billing (per run)	\$639
FY 2014	12 Months YTD Runs Billed	913	Avg. <u>Gross</u> Billing (per run)	\$630
FY 2016	12 Months YTD Runs billed	818	<u>Net</u> Collections (per run)	\$364
FY 2015	12 Months YTD Runs billed	885	<u>Net</u> Collections (per run)	\$396
FY 2014	12 Months YTD Runs billed	913	<u>Net</u> Collections (per run)	\$364

		<u>6/30/2016</u>	<u>6/30/2015</u>
Ambulance Accounts Receivable		\$175,380	\$157,896

Excise-Motor Vehicle Revenues- total revenue data shows we are up 6% over last year.

FY 2016	12 Months YTD	5075 units	\$979,728	=\$193 / per vehicle
FY 2015	12 Months YTD	5014 units	\$918,181	=\$183 / per vehicle
FY 2014	12 Months YTD	5083 units	\$889,453	=\$178 / per vehicle
FY 2013	12 Months YTD	5203 units	\$843,728	=\$164 / per vehicle

Building Permitting Revenue- permit count is up 9% over last year; but down in revenue by 39%

FY 2016	12 Months YTD	330 permits	\$87,955	=\$280 / permit
FY 2015	12 Months YTD	302 permits	\$144,366	=\$478 / permit
FY 2014	12 Months YTD	282 permits	\$169,011	=\$599 / permit
FY 2013	12 Months YTD	293 permits	\$92,763	=\$316 / permit

**FY '16 Previously Authorized Council Budget Adjustments or Transfers:**

**Contingency Fund Activity for FY '16:**

Beginning Balance	(Town Meeting Approval)	\$53,366
Minutes-Town Council Mins 10/20/15-Backyard Study		-\$10,000
Minutes-Town Council Mins 4/19/16-MuniBldg Renovations		-\$22,000
Minutes-Town Council Mins 6/21/16-MuniBldg Renovations		-\$10,000
Ending Balance	@ 6/30/16 (available #1036-5906)	<u>\$11,366</u>

**General Fund Transfers:**

From: Expense #1032-5105 –Assessing Hourly wages (TC Mins 4/19/16)	(\$20,000)
To: Expense #1088-5980 –GF CIP Fund Transfer-MuniBldg Renov.	\$25,000
From: Expense #1012-5334 – Twn Mgr Cont Services (TC Mins 6/21/16)	(\$ 5,000)

**Capital Improvement Transfers/Adjustments:**

From: Assng #2132-6115 GIS Info System (Town Council 7/7/15)	(\$4,000)
HWay #2177-6426 Sidewalks	(\$26,000)

	Undes #2182-6190 Undesignated CIP	(\$20,000)
To:	MuniB #2124-6130 Municipal Building Renovations	\$50,000
From:	HWay #2177-6408 Grader Reserve (Town Council 8/18/15)	(\$84,794)
To:	HWay #2177-6414 FrntEndLoader-Snow Blower	\$84,794
To:	UnDesig #2182-6190 Unallocated CIP (Town Council 10/20/15)	\$13,500
To:	Comft Sta #2170-6352 Pier Comfort Station	\$ 3,100
To:	CIP Revs #2188-4364 CS Fees Transferred In	\$16,600
To:	MuniB #2124-6130 Muni Building Renovations (TCouncil 4/19/16)	\$42,000
To:	MuniB #2124-6130 Muni Building Renovations (TCouncil 6/21/16)	\$15,000
To:	GFTTransfer-CIP Revenues (see above) (#2188-4806)	(\$57,000)

### **Cruise Ship Fund Transfers:**

To:	CIP Fund –Pier Comfort Station Project (Town Council 10/20/15)	\$16,600
From:	CShip Fund Balance-Port Fees	\$16,600
To:	Ferry Terminal Study #6510-5356 (T/C 2/17/15 –MOU signed 10/15/2015)	\$48,000
From:	CShip Fund Balance-Pass Serv Fees	\$48,000
	Reallocate CShip monies for UMaine Economic impact study (TCouncil 4/19/16)	\$ 6,000

### **Property Tax Collection & Receivable Update:**

Outstanding current year's taxes at the end of June, as a percent of total uncollected, decreased from 5.3% outstanding in 2015 to 4.0% in 2016, still good news this year. Tax Collector Sarah Gilbert liened 139 properties on June 28<sup>th</sup>, which is 2 more than the 137 in 2015 but 39 less than in 2014. Outstanding current year's taxes left to collect are approximately \$125,000 less than last year at this point---good news.

Tax Year	Property Taxes @ 6/30/16		@ 6/30/15	
	Outstanding	Balance %	Balance	%
2006-07	\$ 1,262	0.1%	\$ 3,882	0.1% - PersProp
2008	\$ 1,643	0.1%	\$ 6,764	0.1% - PersProp
2009	\$ 3,809	0.1%	\$ 8,799	0.1%
2010	\$ 4,916	0.1%	\$ 9,164	0.1%
2011	\$ 6,150	0.1%	\$ 10,597	0.1%
2012	\$ 5,918	0.1%	\$ 17,748	0.1%
2013	\$ 4,939	0.1%	\$ 175,113	1.2%
2014	\$ 120,475	0.8%	\$ 475,035	3.2%
2015	\$ 348,211	2.3%		

### **Cash Investment and Status Report / Banking**

On June 30th, the Town had \$12,350,000 on hand in all funds—approximately \$300,000 less monies available as last year's total balances at this same time period last year. Checking interest rates remain at .38% vs. .33% in 2015.

### **Wastewater Division Fund**

#### **Financials (100% - 12 month Benchmark)**

#### **Spending shows the following:**

	Annual Budget	May YTD Actual	% Spent
Oper & Maint-FY2016-this year	\$1,330,551	\$1,279,593	96%
Oper & Maint-FY2015-last year	\$1,335,225	\$1,239,093	93%

	<u>6/30/2016</u>	<u>6/30/2015</u>
Accounts Receivable-Wastewater	\$51,566	\$93,224

### Water Division Fund

#### Financials (100%-12 month Benchmark)

#### Spending shows the following:

	<u>Annual</u>	<u>May YTD</u>	<u>%</u>
	<u>Budget</u>	<u>Actual</u>	<u>Spent</u>
<i>Oper &amp; Maint-FY2016-this year</i>	\$1,053,291	\$1,006,857	96%
<i>Oper &amp; Maint-FY2015-last year</i>	\$1,051,000	\$894,377	85%

	<u>6/30/2016</u>	<u>6/30/2015</u>
Accounts Receivable-Water	(\$4,207)	(\$2,971)

### Technology

During June Steve helped the PD prepare for a system audit by the FBI, install pc's & laptops and permissions for new dispatch and PD personnel; repaired the Harbor camera with G&G; spent time researching emails due to a FOA request; assist in the install of a new plotter/printer/scanner for Assessing; build a new SCADA server for a migration in WW; fix VPN issues on new Android phones for Water/Wastewater; attend a PDCC Board meeting in Bangor; focus on VMWare server support issues, record the June Town Meeting and retrained Stan Short on the Hearing Loop system in the Council Chambers.

### Assessing

Justin reported that because of an appeal to his abatement denial that came before the Board of Review, he lost some time previously planned for updating his real estate accounts for the upcoming tax commitment. He indicated that Assessing still plans to have final valuation figures in early August. Justin also spend some time with the Wastewater crew troubleshooting some GIS issues on their software in June.

### Cruise Ship Fund

Expenses-Direct Discretionary Exps:	<u>Budget</u>	<u>Actual</u>	<u>%</u>
<i>FY2016 (include encumb)</i>	\$164,874	\$150,602	91%
Revenue activity – 12 months:	<u>Budget</u>	<u>Actual</u>	<u>%</u>
FY2016	\$605,735	\$590,355	97%
FY2015	\$632,224	\$631,588	100%
FY2014	\$656,933	\$683,844	104%

### Board of Assessment Review

The Board held its first meeting in four years on June 30<sup>th</sup>. This was in consideration of a formal appeal to an abatement request that was denied by the Assessor. The property in question was a 5 acre parcel of land on top of Strawberry Hill. After the hearing, the Board deliberated and voted to deny the appeal, upholding the Assessor's valuation. This was generally based upon a lack of comparable sales data to base any change. Minutes are on the Town's web site.

**Town of Bar Harbor**  
**Expenses - Period Ending**  
**6/30/16**

12-Jul-16

100% of Year Completed

General Fund	Dept	A FY '16 Annual Adj'd Budget	B FY '16 12 Months Pre-Audit	C FY '15 12 Months Actual	D Bud Variance Under (over) Col. A-B	E % Spent of Budget (B/A=E)	FY '14 12 Months Actual	Comments on variances
Town Council	10	\$ 37,952	\$ 33,557	\$ 37,388	4,395	88.4%	\$ 32,920	
Town Manager	12	\$ 122,031	\$ 116,286	\$ 131,270	5,745	95.3%	\$ 131,036	
Town Clerk	14	\$ 140,381	\$ 117,504	\$ 123,202	22,877	83.7%	\$ 119,475	less Ord changes
Finance Dept.	16	\$ 328,189	\$ 327,351	\$ 322,362	838	99.7%	\$ 316,215	
Town Attorney	18	\$ 19,150	\$ 20,044	\$ 36,982	(894)	104.7%	\$ 67,420	
Elections	20	\$ 12,717	\$ 9,764	\$ 12,156	2,953	76.8%	\$ 10,361	
Technology	22	\$ 174,287	\$ 171,050	\$ 147,667	3,237	98.1%	\$ 121,486	
Municipal Building	24	\$ 74,825	\$ 84,456	\$ 96,879	(9,631)	112.9%	\$ 80,273	higher repairs
Town Offices	26	\$ 33,452	\$ 37,177	\$ 35,269	(3,725)	111.1%	\$ 37,566	postage
Employee Benefits	28	\$ 1,376,319	\$ 1,346,068	\$ 1,252,271	30,251	97.8%	\$ 1,345,347	Health Ins.
Code Enforcement	30	\$ 74,851	\$ 71,231	\$ 91,282	3,620	95.2%	\$ 69,142	
Assessing Dept.	32	\$ 119,128	\$ 116,731	\$ 116,759	2,397	98.0%	\$ 115,497	lower trend
Planning Dept.	34	\$ 156,893	\$ 125,795	\$ 91,360	31,098	80.2%	\$ 118,722	less legal exp
Miscellaneous	36	\$ 179,104	\$ 196,292	\$ 211,723	(17,188)	109.6%	\$ 180,505	Accr vacations
Ambulance	40	\$ 450,258	\$ 431,998	\$ 404,660	18,260	95.9%	\$ 391,936	less p.t. wages
Fire Department	42	\$ 357,964	\$ 349,785	\$ 327,018	8,179	97.7%	\$ 316,107	less o.t. wages
Hydrants-Public Fire	42	\$ 523,710	\$ 533,036	\$ 480,468	(9,326)	101.8%	\$ 480,468	rate increase
Police Dept.	45	\$ 1,030,871	\$ 1,033,954	\$ 983,866	(3,083)	100.3%	\$ 919,922	
Dispatch Division	47	\$ 211,054	\$ 217,419	\$ 204,277	(6,365)	103.0%	\$ 201,945	staff turnover
Public Safety Bldg.	49	\$ 38,916	\$ 39,087	\$ 42,602	(171)	100.4%	\$ 45,807	
Street Lights	51	\$ 71,575	\$ 62,587	\$ 69,069	8,988	87.4%	\$ 63,278	
Harbor Dept.	53	\$ 113,786	\$ 112,005	\$ 116,162	1,781	98.4%	\$ 121,891	
Parks & Rec & Glen M	59	\$ 235,251	\$ 228,893	\$ 229,730	6,358	97.3%	\$ 228,873	
Emrg Mgt & Gen Assis	63/66	\$ 1,444	\$ 1,269	\$ 1,170	175	87.9%	\$ 1,445	
Cooperating Agencies	68	\$ 42,843	\$ 42,843	\$ 45,231	-	100.0%	\$ 39,843	all cks issued
Comfort Station	70	\$ 93,361	\$ 95,843	\$ 83,607	(2,482)	102.7%	\$ 90,729	
Public Works	75	\$ 146,122	\$ 142,951	\$ 144,809	3,171	97.8%	\$ 143,623	
Highway Dept	77	\$ 1,007,992	\$ 961,566	\$ 1,160,595	46,426	95.4%	\$ 1,059,443	less storm exps
Solid Waste	79	\$ 655,939	\$ 638,094	\$ 611,136	17,845	97.3%	\$ 601,229	seasonal timing
<b>General Fund Totals</b>		<b>\$ 7,830,365</b>	<b>\$ 7,664,636</b>	<b>\$ 7,610,970</b>	<b>\$ 165,729</b>	<b>97.9%</b>	<b>\$ 7,452,504</b>	
payroll periods		<b>26</b>	<b>26</b>	<b>26</b>		<b>100.0%</b>	<b>26</b>	

FY16 Budget excludes \$57,000 transferred to CIP during FY16

FY16 Budget Includes \$25,374 in carryover encumbrances from FY2016

General Fund - Revenues

Town of Bar Harbor  
YTD June 30, 2016  
100% - 12 Months

<u>Department</u>	<u>Budget FY'16 12 Months</u>	<u>Actual FY'16 12 Months</u>	<u>Actual FY'15 12 Months</u>	<u>Bud. Var. Favorable (Unfavorable)</u>	<u>% Rev's Received 92% Goal</u>	<u>Variances From Budget Goal Comments</u>
Town Clerk Fees	\$ 28,304	\$ 25,321	\$ 27,254	(2,983)	89%	
Finance Department	\$ 181,510	\$ 182,081	\$ 200,066	571	100%	made budget
Municipal Building	\$ 30,000	\$ 34,690	\$ 33,416	4,690	116%	exceeded budget
Code Enforcement Permits	\$ 160,358	\$ 139,234	\$ 187,533	(21,124)	87%	lower trend
Planning Fees	\$ 20,694	\$ 10,737	\$ 10,209	(9,957)	52%	lower trend
Ambulance/Fire Fees	\$ 396,100	\$ 299,376	\$ 351,052	(96,724)	76%	lower trend - # of runs
Police Department	\$ 69,841	\$ 81,315	\$ 77,679	11,474	116%	exceeded budget
Harbor Department	\$ 49,203	\$ 66,708	\$ 54,351	17,505	136%	exceeded budget
Parks & Recreation	\$ 600	\$ 800	\$ 950	200	133%	exceeded budget
Highway Division	\$ 9,953	\$ 12,018	\$ 10,451	2,065	121%	exceeded budget
Solid Waste-Recycling	\$ 86,338	\$ 48,431	\$ 64,434	(37,907)	56%	lower trend - pricing
<b>Departmental</b>	<b>\$ 1,032,901</b>	<b>\$ 900,711</b>	<b>\$ 1,017,395</b>	<b>(132,190)</b>	<b>87%</b>	
P.I.L.O.T.'s	\$ 126,306	\$ 132,862	\$ 129,401	6,556	105%	exceeded budget
Interest Income	\$ 20,350	\$ 32,353	\$ 25,330	12,003	159%	exceeded budget
Misc, Cable Franch., other	\$ 122,992	\$ 121,019	\$ 126,205	(1,973)	98%	made budget
Excise & Other Taxes	\$ 986,441	\$ 1,057,523	\$ 1,013,463	71,082	107%	exceeded budget
Intergovernmental	\$ 218,504	\$ 242,427	\$ 209,123	23,923	111%	exceeded budget
<b>Revenues-Subtotal</b>	<b>\$ 2,507,494</b>	<b>\$ 2,486,895</b>	<b>\$ 2,520,917</b>	<b>(20,599)</b>	<b>99%</b>	
Property Taxes	\$ 15,588,096	\$ 15,602,181	\$ 14,957,966	14,085	100%	
Transfers In-CS & Other Funds	\$ 264,817	\$ 265,440	\$ 268,907	-	100%	
Fund Balance Used	\$ 110,000	\$ -	\$ 412,639		0%	y/end adjustment
<b>Grand Total-General Fund</b>	<b>\$ 18,470,407</b>	<b>\$ 18,354,516</b>	<b>\$ 18,160,429</b>		<b>99.4%</b>	
<b>Wastewater Revenues</b>	\$ 2,212,776	\$ 1,747,577	\$ 2,099,773		79%	3 Qtrs Booked
<b>Water Revenues</b>	\$ 1,930,105	\$ 1,854,635	\$ 1,981,903		96%	4 Qtrs Booked; not seasonal adv.
<b>CIP Fund Rev's/Transfers</b>	\$ 2,626,177	\$ 2,629,723	\$ 4,589,867		100%	made budget
<b>Cruise Ship Fund Rev's</b>	\$ 605,735	\$ 590,354	\$ 631,589		97%	short of budget

**TOWN OF BAR HARBOR**  
**CASH / INVESTMENT STATUS @ June 30, 2016**

Note	Bank	Acct. No.	Purchase	Maturity	Interest Rate	Amount
<b>**CHECKING ACCOUNTS</b>						
GENERAL	BHBT	77548521	GL #10-1140		0.33%	\$ 1,116,800
SEWER	MACHIAS SB	8100333860 / 930	GL #10-1135		0.10%	\$ 55,000
SEWER	BHBT	77548513	GL #35-1140		0.33%	\$ 191,000
WATER	BHBT	77548556	GL #40-1140		0.33%	\$ 577,000
	Total Checking Accounts					\$ 1,939,800
GENERAL	BHBT	ICS - CDARS	FDIC custodial bank deposits	GL #10-1130	0.55%	\$ 2,337,070
GENERAL	The 1st		collateralized securities	GL #10-1145	0.75%	\$ 1,154,000
GENERAL	The 1st		collateralized securities	GL #10-1146	0.45%	\$ 1,009,000
SEWER	BHBT-	ICS - CDARS	FDIC custodial bank deposits	GL #35-1130	0.55%	\$ 954,000
SEWER	MACH S BK	ICS - CDARS	FDIC custodial bank deposits	GL #35-1120		\$ 664,000
WATER	BHBT-bond \$	ICS - CDARS	FDIC custodial bank deposits	GL #40-1130	0.55%	\$ 1,810,000
<b>**CERTIFICATES OF DEPOSIT: money market</b>						
Gen Fnd	The First	14 months	27-Jan-16	27-Jan-17	0.25%	\$ 86,285
Gen Fnd	BHS&L	18 Months	27-Dec-14	27-Jun-16	0.70%	\$ 110,835
Gen Fnd	BHS&L	12 months	04-Dec-15	03-Dec-16	0.65%	\$ 112,416
Gen Fnd	MSB	12 Months	25-Oct-15	25-Oct-16	0.27%	\$ 112,435
Gen Fnd	MSB	1 Year-CDARS	12-Jan-16	12-Jan-17	0.27%	\$ 240,471
Gen Fnd	UTC-Camden	12 Month CD	11-Aug-15	11-Aug-16	0.15%	\$ 107,233
Gen Fnd	UTC-Camden	12 Month CD	10-Feb-16	10-Feb-17	0.15%	\$ 106,910
Gen Fnd	UTC-Camden	1 Year-CDARS	31-Mar-16	29-Sep-16	0.10%	\$ 236,479
#10-1160	Total Certificates of Deposit					\$ 1,113,064
<b>CIP Reserves: Bar Harbor Banking &amp; Trust - Trust Department</b>						
GENERAL	COMB-combined funds		Money Mkt Funds Sweep		0.40%	\$ 206,241
	Microsoft Corp		Bond - AAA	03-Nov-18	1.30%	\$ 100,821
	Statoil ASA		Bond - AA	15-May-18	1.15%	\$ 99,494
	Federal Farm Cr Bank		Bond - AA+	11/27/2017	0.88%	\$ 100,001
	Fed Natl Mtg Assoc		Bond - AAA	2/19/2019	0.88%	\$ 250,990
	Fed Home Loan Mtg Corp		Bond - AAA	1/4/2018	0.00%	\$ 271,310
	Toronto Dominion Bank		Bond - AA-	5/2/2017	1.13%	\$ 100,110
	Nippon Teleg & Tel Corp.		Bond - AA-	7/18/2017	1.41%	\$ 100,080
	US Treasury Note		Note	9/30/2017	0.63%	\$ 250,235
	US Treasury Note		Note	10/15/2018	0.88%	\$ 201,070
	Amerisource		Bond - A-	5/15/2017	1.15%	\$ 99,974
	Capital One Bank		Bond - AA+	4/8/2019	1.25%	\$ 250,000
#10-1170	Total In Trust Fund					\$ 2,030,326
<b>TOTALS: All CASH &amp; INVESTMENTS</b>						<b>\$ 12,347,260</b>

Notes: Checking Accounts and money markets above \$250,000 are protected by Bar Harbor Bank's collateral (US Gov't or agency securities) that are held in joint custody at the Federal Reserve Bank of Boston.

COMB = Combined General, CIP, School and Cruise Ship Cash Accounts  
 SWR = Sewer Fund  
 WTR = Water Fund

BHBT = Bar Harbor Bank & Trust Co.  
 The First = First National Bank Of Damariscotta  
 UTC = Union Trust Company & now Camden National Bank  
 BHS&L = Bar Harbor Savings & Loan Co.  
 MSB = Machias Savings

Town Bond Rating: Affirmed August '15 Aa2 Moody's  
 Affirmed August '15 AAA S & P's

State of Maine Bond Rating: May '12 AA S & P's  
 State of Maine Bond Rating: June '14 Aa2 Moody's  
 State of Maine Bond Rating: Jan '13 AA Fitch  
 Hancock County Rating: Jan '11 Aa2 Moody's  
 Hancock County Rating: Jan '11 AA S & P's  
 U.S. Government Rating: August '11 AA S & P's



**MOUNT DESERT POLICE DEPARTMENT  
BAR HARBOR POLICE DEPARTMENT**

**James K. Willis, Chief of Police**

[jwillis@mdpolic.org](mailto:jwillis@mdpolic.org)



BHPD

Lt. David Kerns  
37 Firefly Lane  
Bar Harbor, Maine 04609  
Tel: 207-288-3391  
[dkerns@barharbormaine.gov](mailto:dkerns@barharbormaine.gov)

MDPD

Lt. Kevin Edgecomb  
21 Sea Street, PO Box 248  
NE Harbor, ME 04662  
Tel: 207-276-5111  
[kedgecomb@mdpolic.org](mailto:kedgecomb@mdpolic.org)

Date: July 12, 2016  
To: Town Manager Cornell Knight  
From: Chief James Willis  
Subject: Update on Little A's Special Amusement Permit

Since my June 16, 2016 update, no new complaints have been received about the Little A's Special Amusement permit.

Officer Sundberg continues to coordinate our liaison efforts with Little A's and its neighbors. He is currently working day shift, so other Officers are conducting proactive visits during late evening hours and informing him of the results.

Officer Sundberg met with the owner of Little A's on July 01 and learned that he has increased proactive efforts to mitigate noise. He now has a staff member at the door to help keep patrons who go outside quiet.

If and when necessary, we will use the process outlined in outlined in the town's ordinance relating to Special Amusement Permits, which calls for us to use our noise meter and follow through with warnings for violations. When substantiated violations are documented, Town Council is notified as part of our regular process.



Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations  
FROM: Stephen W. Gove, MMA Executive Director  
DATE: July 5, 2016  
SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 12, 2016 by 12:00 noon**

**Nomination Process** – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2017 to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 1, by 4:30 pm. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 12. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Stephan Bunker.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at [www.memun.org](http://www.memun.org) on Friday, August 12, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 5, at the Bangor Cross Insurance Center**. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon and Annual Business Meeting and officially take office on January 1, 2017.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you.



**MAINE MUNICIPAL ASSOCIATION**  
**VOTING BALLOT**

**Election of Vice President and Executive Committee Members**  
*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 12, 2016*

**VICE-PRESIDENT - 1 YEAR TERM**

Vote for One

Proposed by MMA Nominating Committee:

Linda Cohen, Councilor, City of South Portland

**DIRECTORS - 3 YEAR TERM**

Vote for Three

Proposed by MMA Nominating Committee:

James Gardner, Jr., Town Manager, Town of Easton

Christine Landes, Town Manager, Town of Bethel

Mary Sabins, Town Manager, Town of Vassalboro

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_

**OR** Signed by a Majority of Municipal Officers      Current # of Municipal Officers: \_\_\_\_\_

Print Names: \_\_\_\_\_ Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return To:**  
MMA Annual Election  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358 or 626-5947  
Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)

**MAINE MUNICIPAL ASSOCIATION  
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2017**

**MMA VICE PRESIDENT  
(1-Year Term)**

**LINDA COHEN, COUNCILOR, CITY OF SOUTH PORTLAND**

**Professional & Municipal Experience:**

- City of South Portland, Maine – City Council (December 2012 – present; Mayor 2014-2015)
- City of Portland, Maine – City Clerk (June 2001 – January 2011)
- City of South Portland, Maine – City Clerk (January 1989 – June 2001)
- Cross Country Mortgage, Mortgage Loan Originator (PT) (January 2016 – present)
- Bangor Savings Bank, Assistant Vice President (December 2014 – January 2016)
- Learning Works, Director of Development (January 2013 – December 2014)
- PMAC Lending Services, Mortgage Loan Originator (PT) (August 2011 – December 2014)
- City of Auburn, Consultant/City Clerk Hiring Committee (October 2011 – July 2012)

**Education:**

- University of Southern Maine – BS, Business Administration
- Southern Maine Vocational Technical Institute, Associate Degree, Law Enforcement
- Master Municipal Clerk – International Institute of Municipal Clerks
- Certified Clerk of Maine – Maine Town & City Clerks Association
- Maine Notary Public
- Maine Dedimus Justice
- Licensed Maine Mortgage Loan Originator

**Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association Executive Committee ( April 2013 – present)  
Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2013 – present)
- Member, Maine Municipal Association Workers Compensation Board of Trustees, (2013 – present)
- Member, MMA Nominating Committee (2013)
- Member or Alternate, Maine Municipal Association Legislative Policy Committee (1989 – 2011)
- Member, Maine Town & City Clerks Association (Served as President two terms and as Chair of the Legislative Policy Committee) (January 1989 – present)
- Member, New England Association of City & Town Clerks (Former President; served on Budget Committee, Legislative Committee, Two New England Conference Planning Committees) (1989 – 2015)

**Awards and Certifications:**

- Maine Town & City Clerks Association, Ethelyn Stuart Marthia Award – 2011
- Maine Legislative Sentiment – 1999 and 2011
- Maine Town & City Clerks Association, Maine Clerk of the Year – 1999
- Maine Town & City Clerks Association, Lorraine Fleury Award - 1995

**MMA EXECUTIVE COMMITTEE MEMBERS**  
**(Three 3-Year Terms)**

**JAMES GARDNER, JR, TOWN MANAGER, TOWN OF EASTON**

**Professional & Municipal Experience:**

- Town of Easton, Maine, Manager (2011 – present)
- Town of Ashland, Maine, Manager (2005 – 2010)
- Town of Washburn, Maine, Manager (1999 – 2005)
- City of Presque Isle, Maine – Code Enforcement Officer (1994 – 1999)
- Department of Defense, Loring Airforce Base, Civil Service (1983 – 1994)

**Education:**

- Ricker College, Small Business Administration – one year
- Unity College, Business Law, one year
- Northern Maine Technical College, Business Administration, two years
- Department of Defense, Non-Commission Officer Primary Leadership graduate
- Certified State of Maine Code Enforcement Officer
- Certified State of Maine Local Plumbing Inspector
- Certified State of Maine CDBG Grant
- Writer/Administrator/Technician
- HUD Certification in Community Development Housing Rehabilitation and Construction

**Other Experience, Committees and Affiliations:**

- President, Aroostook Managers Association
- Member, Executive Board of Directors, Northern Maine Development Commission
- Member, Maine Community Development Association
- Member, Maine Town, City & County Management Association
- Member, Maine Town & City Clerks Association

**Awards and Certifications:**

- Department of Defense, Civilian of the Year Award
- Loring Airforce Base, Superior Performance Award

**CHRISTINE LANDES, TOWN MANAGER, TOWN OF BETHEL**

**Professional & Municipal Experience:**

- Town of Bethel, Maine – Town Manager (November 2014 – present)
- City of Brewer, Maine – Deputy City Clerk (December 2012 – May 2014)
- Town of Veazie, Maine – Deputy Town Clerk (September 2012 – December 2012)
- Orange Park, Florida – Clay County Deputy Tax Collector/Clerk (July 2010 – September 2012)
- Town of Warren, Maine – Town Clerk (August 1998 – June 2010)
- The Waldoboro Bank, Rockland Maine – Branch Manager (September 1990 – August 1998)

**Education:**

- Southern New Hampshire University – Enrolled in MPA/Public Administration Program
- University of Southern Maine/Muskie School Policy, Planning and Management (Fall 2015)
- University of Maine at Augusta, BA Public Administration, Cum Laude Graduate (2015)
- Florida State College, Jacksonville – Associate of Arts (2012)
- Thomas College Waterville, Maine – Banking Course

**Other Experience, Committees and Affiliations:**

- Member, Oxford County Emergency Communications Governing Board
- Member, International City Management Association
- Member, Maine Town, City & County Management Association
- Member, Alder River Grange in East Bethel
- Ex-Officio Member, Mahoosuc Pathways Board of Directors
- Manager, Bethel Regional Airport

**MARY SABINS, TOWN MANAGER, TOWN OF VASSALBORO**

**Professional & Municipal Experience:**

- Town of Vassalboro, Maine – Town Manager/Treasurer/Tax Collector (June 2008 – present)
- Town of Chelsea, Maine – Town Manager/ Treasurer/Tax Collector/General Assistance Administrator/Road Commissioner (July 2006 – June 2007)
- Maine School Administrative District #40, Warren, Maine – Facilities Director/Food Service Director (March 2005 – June 2006)
- Town of Windsor, Maine – Town Manager/Treasurer/Tax Collector/General Assistance Administrator (April 2001 – March 2005)
- Town of Hope, Maine – Town Administrator/Treasurer/General Assistance Administrator (July 1997 – April 2001)

**Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association Executive Committee (2014 – present)
- Member, Maine Municipal Association Strategic & Finance Committee (2014 – present)
- Chairperson, Maine Municipal Association Strategic & Finance Committee (2016)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2014 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees, (2014 – present)
- Member, Appointed by MMA Executive Committee to serve on MMEHT Selection Committee (2015-2016)
- Member, Maine Town, City & County Municipal Management Association
- Member of Communications Committee, Maine Town, City & County Municipal Management Association (2015)
- Director, Board of Kennebec Valley Council of Government
- City of Augusta, Maine – Internship with City Manager (September 2000 – December 2000)
- Town of Union, Maine – Certified Town Clerk/Tax Collector/Occasional Acting Town Manager (May 1988 – June 1997)
- As the wife of a volunteer firefighter and EMS worker, I have volunteered often in support of our hometown fire and ambulance services.

**Education:**

- BS in Business Administration with Management Major from University of Maine at Augusta.

**Awards and Certifications:**

- Qualified as a Certified Public Manager, Maine Town, City & County Management Association (2016)



60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

### Memorandum

**To:** Key Municipal Officials of MMA's Member Municipalities  
**From:** Stephan Bunker, President, Maine Municipal Association  
**Date:** June 23, 2016  
**Re:** Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2016-2018 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

#### Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

#### Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

#### Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name you write in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC district. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

**Deadline for returning ballot**  
Return ballot by 5:00 p.m. on **August 5, 2016** to:  
State and Federal Relations Dept.  
Maine Municipal Association  
60 Community Drive, Augusta, ME 04330  
FAX: 624-0129

**Your participation is important - Thank You!**

**OFFICIAL BALLOT – District 7**

**Maine Municipal Association’s Legislative Policy Committee**

July 1, 2016 – June 30, 2018

**VOTE FOR TWO:**

Gary Fortier, Councilor, City of Ellsworth

James Schatz, Selectman, Town of Blue Hill

\_\_\_\_\_ (name) \_\_\_\_\_ (position) \_\_\_\_\_ (municipality)  write in)

**Candidate Profiles Are On Reverse Side**

MUNICIPALITY: \_\_\_\_\_ DATE: \_\_\_\_\_

 BY SELECTMEN/COUNCILORS:

\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

**Return by 5:00 p.m., August 5, 2016 to:**

Laura Ellis, Maine Municipal Association  
60 Community Drive, Augusta, ME 04330

Fax: 624-0129

(over)

## LPC Senate District 7

Amherst  
Aurora  
Bar Harbor  
Blue Hill  
Brooklin  
Brooksville  
Cranberry Isles  
Deer Isle  
Eastbrook

Ellsworth  
Franklin  
Frenchboro  
Hancock  
Lamoine  
Mariaville  
Mount Desert  
Osborn  
Otis

Sedgwick  
Sorrento  
Southwest Harbor  
Stonington  
Surry  
Swans Island  
Tremont  
Trenton  
Waltham

### **Candidate Profile:**

Gary Fortier has served on the Ellsworth City Council for the last 21 years, serving many years as Council Chairman, from 2001-2004 as the Local Cable Access Broadcaster and also served as the City's Recreation Committee as well as its representative to the League of Town. Mr. Fortier also served on the Ellsworth Fire department from 1970 to 2005, retiring as Captain. He currently serves on MMA's Executive Committee, previously served on the Nominating Committee and has served the past two terms on the LPC. He would like to serve again on the LPC in order to work on rebuilding the trust between MMA, the Governor's Office and the Legislature. He feels that without this, nothing will get accomplished.

James Schatz has served as Selectman in the Town of Blue Hill for the past 21 years. He also served for six years as the State Representative for the House District covering the Towns of Blue Hill, Brooksville, Castine, Penobscot, Sedgewick and Surry. Mr. Schatz has served three terms on the LPC and would like to continue his service to work on such issues as infrastructure support, revenue sharing, state role in school funding and jail treatment and funding issues.



MOEZ TAXI

VII D I

Town of Bar Harbor

Application for Bus/Carriage-for-Hire/Limousine/Taxicab/Pedicab License

FEE SCHEDULE	
Taxi, Carriage-for-Hire and Pedicab (1 - 14 passengers)	\$65
Limousine and Bus (15 or more passengers)	\$119

Owner's Name: Maureen Leeman d/b/a: MOEZ TAXI  
 Address: PO Box 452 HULLS COVE, Me. 04644  
 Phone (land): 607-3777 Phone (cell): 206-1478

List all drivers and their Maine Driver's License Number below (use back of application if more space is necessary)

Name: FRANK Stanley ME Driver's Lic #: \_\_\_\_\_  
 Name: \_\_\_\_\_ ME Driver's Lic #: \_\_\_\_\_  
 Name: \_\_\_\_\_ ME Driver's Lic #: \_\_\_\_\_  
 Name: \_\_\_\_\_ ME Driver's Lic #: \_\_\_\_\_

List all the vehicles you wish to include in this application (use additional sheet if more space is necessary)

Type of Vehicle Bus/Carriage/Limo/Taxi/Pedicab	Year/Make/Model/Serial or VIN	# Seats	Own or Lease
<u>TAXI</u>	<u>2003 SUBURBAN 3GNEC16Z33G258920</u>	<u>8</u>	<u>Own</u>

I hereby agree to abide by Chapter 40 of the Bar Harbor Town Code as well as all applicable laws, statutes, ordinances and regulations related to the operation of Buses, Carriages-for-Hire, Limousines, Taxicabs and Pedicabs.

Owner's Signature Maureen Leeman Date 7.11.16

For official use:

Approvals: Police Department [Signature] Date 07-11-16  
 Town Clerk, Fee Paid E. Murray Date 07-11-2016  
 Proof of Insurance (DEC page with VIN) E. Murray Date 07-11-2016



Town of Bar Harbor
Application for Bus/Carriage-for-Hire/Limousine/Taxicab/Pedicab License

Table with 2 columns: License Type, Fee. Rows include Taxi, Carriage-for-Hire and Pedicab (1-14 passengers) for \$65, and Limousine and Bus (15 or more passengers) for \$119.

Owner's Name: CRAIG WOOD d/b/a: BAR HARBOR COASTAL CARS
Address: 3 OAK STREET BAR HARBOR, ME 04609
Phone (land): 207-288-1222 Phone (cell): 207-460-6270

List all drivers and their Maine Driver's License Number below (use back of application if more space is necessary)

Name: CRAIG WOOD ME Driver's Lic #:
Name: ELLEN FINN ME Driver's Lic #:
Name: ME Driver's Lic #:
Name: ME Driver's Lic #:

List all the vehicles you wish to include in this application (use additional sheet if more space is necessary)

Table with 4 columns: Type of Vehicle, Year/Make/Model/Serial or VIN, # Seats, Own or Lease. Row 1: TAXI, 2002 DODGE CARAVAN - VIN (2B4GP44R82R659234), 7, OWN.

I hereby agree to abide by Chapter 40 of the Bar Harbor Town Code as well as all applicable laws, statutes, ordinances and regulations related to the operation of Buses, Carriages-for-Hire, Limousines, Taxicabs and Pedicabs.

Owner's Signature [Signature] Date 7/13/16

For official use:

Approvals: Police Department [Signature] Date 07.13.16
Town Clerk, Fee Paid [Signature] Date 07-14-16
Proof of Insurance (DEC page with VIN) [Signature] Date 07-14-16

Copy of Chapter 40 of the Bar Harbor Town Code provided [ ]

TX 12-136

# Sewer Ordinance Amendment

Town of Bar Harbor

#2016-

**An Amendment to Adopt the Fiscal Year 2017 Sewer Budget, Rates, Fees and Charges.**

*The Town of Bar Harbor hereby ordains that Chapter 165, Sewers, of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

---

## Chapter 165 , SEWERS

---

---

### ARTICLE III, Sewer Budget and Rates

---

\*\*\*\*

§ 165-7.1 Sewer budget, fees and charges.

A. Budget ~~adopted~~ introduced. The fiscal year 2016~~7~~ Sewer Budget, dated ~~August 4, 2015~~ May 13, 2016, is hereby ~~adopted~~ introduced as published and summarized below.

(1) Fund balance. Designated fund balances are estimated as follows:

(a) Estimated starting designated fund balances:

[1] Working Capital: \$440,624.

[2] CIP Projects: ~~\$1,262,846~~ 1,258,950.

(b) Ending designated fund balance:

[1] Working Capital: ~~\$440,624~~ 439,082.

[2] CIP Projects: ~~\$1,258,950~~ 1,569,380.

(2) Revenues.

(a) Total revenues and other sources are estimated to be: ~~\$2,133,000~~ 2,131,500.

(b) Revenue for the sewer rates shall be calculated from the total operating and capital appropriations minus any non-rate revenues:

[1] Total revenue derived from sewer rate: ~~\$2,078,052~~ 2,077,908.

(3) Expenses. Total appropriations shall be:

(a) Operating Fund: ~~\$1,330,551~~ 1,328,664.

(b) Capital Fund: ~~\$865,500~~ 865,744.

(4) Rates.

- (a) Rate of \$7.80 per 100 cubic feet of water used.
- (b) Minimum bills.
  - [1] Residential customers: \$46.80 for up to 600 cubic feet of water used per quarter.
  - [2] Nonresidential customers: \$132.60 for up to 1,700 cubic feet of water used per quarter.
  - [3] Unmetered customers: \$101.40 per quarter (based on 1,300 cubic feet of water used).
- (c) Septic tank pumpage: \$11.22 per 100 gallons.
- (d) Sludge disposal: \$6.72 per 100 gallons.
- (e) Connection fee rate (per inch): \$100 per inch diameter of the service connection.
- (f) Connection fee rate (per gallon): \$10.60 per gallon of sewage per day.
- (g) Late payment penalty: 7.0% per annum.

\*\*\*\*

*[End of Ordinance]*

---

---

LEGISLATIVE HISTORY:

05-13-16 Recommended by Finance Director  
06-21-16 Introduced by Council  
07-19-16 Public Hearing  
          Council Adopted  
          Sent for Codification

# Water Budget Ordinance Amendment

Town of Bar Harbor

#2016-

**An Ordinance Amendment to Adopt the Fiscal Year 2017 Water Budget and update the Water rates effective January 1, 2016 as approved by the PUC.**

*The Town of Bar Harbor hereby ordains that Chapter 201, Water, of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

---

## Chapter 201, Water

---

---

### ARTICLE III, Water Budget, Rates Fees and Charges

---

#### § 201-11 Water Budget.

#### Article III

#### Water Budget, Rates, Fees and Charges

#### § 201-11 Water budget.

- A. Budget ~~introduced~~ adopted. The fiscal year 2016~~7~~ Water Budget, dated ~~June 21, 2016~~ June 16, 2015, is hereby ~~introduced~~ adopted as published and summarized below.
  - (1) Cash. Net cash generated is estimated to be \$~~127,043~~ 37,511.
  - (2) Revenues.
    - (a) PUC regulated revenues are estimated to be \$~~1,919,305~~ 2,073,402.
    - (b) Total water revenues are estimated to be \$~~1,930,105~~ 2,084,202.
  - (3) Expenses. The following appropriations are hereby approved:
    - (a) Nonoperating expenses: \$4,600.
    - (b) Salaries and wages: \$~~291,225~~ 297,674.
    - (c) Payroll benefits: \$~~141,700~~ 143,900.
    - (d) Contractual services: \$~~254,766~~ 256,667.
    - (e) Materials and supplies: \$~~107,400~~ 111,500.
    - (f) Utilities and commodities: \$~~62,100~~ 59,400.
    - (g) Repairs and maintenance: \$~~140,800~~ 145,300.
    - (h) Equipment purchases: \$~~21,600~~ 7,150.
    - (i) Other: insurance, travel, advertising and miscellaneous: \$~~43,200~~ 42,984.

- (j) Interest: ~~\$119,736~~ 167,021.
- (k) Depreciation and amortization: ~~\$284,883~~ 301,883.
- (l) Capital spending: ~~\$1,848,750~~ 248,300.

§ 201-12 **Water rates.**

A. Rates adopted. Effective with the approval of the Maine Public Utilities Commission (PUC), the following rates are hereby established, unless otherwise approved by the PUC:

B. Quarterly and monthly rates for water to metered annual consumers:

(1) Quarterly rate:

- (a) For the first 1,200 cubic feet per quarter: ~~\$56.43~~ 76.17 per quarter.
- (b) For the next 10,800 cubic feet per quarter: ~~\$3.28~~ 4.42 per 100 cubic feet.
- (c) For the next 78,000 cubic feet per quarter: ~~\$1.53~~ 2.07 per 100 cubic feet.
- (d) For all in excess of 90,000 cubic feet per quarter: ~~\$1.01~~ 1.35 per 100 cubic feet.

(2) Monthly rate:

- (a) For the first 400 cubic feet per month: ~~\$18.81~~ 25.39 per month.
- (b) For the next 3,600 cubic feet per month: ~~\$3.28~~ 4.42 per 100 cubic feet.
- (c) For the next 26,000 cubic feet per month: ~~\$1.53~~ 2.07 per 100 cubic feet.
- (d) For all in excess of 30,000 cubic feet per month: ~~\$1.01~~ 1.35 per 100 cubic feet.

(3) Minimum charges:

**Water Allowance**

(cubic feet)

**Minimum Charge**

**Meter Size**

(inches)	Quarterly	Monthly	Quarterly	Monthly
5/8	1,200	400	<del>\$56.43</del> <u>76.17</u>	<del>\$18.81</del> <u>25.39</u>
3/4	1,800	600	<del>\$76.09</del> <u>102.69</u>	<del>\$25.36</del> <u>34.23</u>
1	3,000	1,000	<del>\$115.41</del> <u>155.73</u>	<del>\$38.47</del> <u>51.91</u>
1 1/2	6,000	2,000	<del>\$213.72</del> <u>288.33</u>	<del>\$71.24</del> <u>96.11</u>
2	9,600	3,200	<del>\$331.69</del> <u>447.45</u>	<del>\$110.56</del> <u>149.15</u>
3	18,000	6,000	<del>\$501.90</del> <u>677.72</u>	<del>\$167.30</del> <u>225.91</u>

**Water Allowance**

**(cubic feet)**

**Minimum Charge**

**Meter Size**

<b>(inches)</b>	<b>Quarterly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Monthly</b>
4	30,000	10,000	<del>\$685.03</del> <u>926.13</u>	<del>\$228.34</del> <u>308.71</u>
6	60,000	20,000	<del>\$1,142.85</del> <u>1,547.13</u>	<del>\$380.95</del> <u>515.71</u>

(4) Seasonal rates for metered seasonal consumers:

(a) Seasonal rate:

[1] For the first 1,600 cubic feet per season: ~~\$149.35~~ 201.63 per season.

[2] For the next 10,400 cubic feet per season: ~~\$6.58~~ 8.87 per 100 cubic feet.

[3] For the next 78,000 cubic feet per season: ~~\$3.06~~ 4.13 per 100 cubic feet.

[4] For the next 300,000 cubic feet per season: ~~\$1.53~~ 2.07 per 100 cubic feet.

[5] For all in excess of 390,000 cubic feet per season: ~~\$1.17~~ 1.58 per 100 cubic feet.

(b) Minimum charges:

**Meter Size**

**Water Allowance**

**(inches)**

**(cubic feet)**

**Minimum Charge**

5/8	1,600	<del>\$149.35</del> <u>201.63</u>
3/4	2,400	<del>\$201.97</del> <u>272.66</u>
1	4,000	<del>\$307.21</del> <u>414.73</u>
1 1/2	8,000	<del>\$570.31</del> <u>769.92</u>
2	12,800	<del>\$857.92</del> <u>1,158.19</u>
3	24,000	<del>\$1,201.09</del> <u>1,621.47</u>
4	40,000	<del>\$1,691.32</del> <u>2,283.28</u>
6	80,000	<del>\$2,916.91</del> <u>3,937.81</u>

(5) Private fire protection:

(a) Availability. This rate is available to customers using the Town water service for private fire protection. The following rates apply to fire protection only and include no allowance for water for other than for fire-fighting purposes.

(b) Rates.

- [1] Each private hydrant furnished, installed and maintained by the user for private protection shall be charged for per year: ~~\$1,009~~ 1,362.
- [2] Private fire service rate for automatic sprinklers, standpipes or hose connections to be used only for fire protection inside buildings: a charge per inch of service pipe diameter of ~~\$126.12~~ 170 per year.

(6) Public fire protection:

- (a) Availability. This rate is available to the Town of Bar Harbor for municipal fire protection.

(b) Rates.

- [1] For the existing 105 hydrants installed as of January 1, 200916, a total annual amount of ~~\$410,492~~ 585,602.
- [2] Rates for hydrants installed after the effective date of the PUC order shall be determined in accordance with Chapter 690 of the Public Utilities Commission's Rules and Regulations.

*[end of ordinance]*

---

LEGISLATIVE HISTORY:

01-01-2016 Rates adopted by PUC  
06-21-2016 Recommended by Treasurer & Town Manager  
06-21-2016 Introduced by Council  
07-19-2016 Public Hearing  
Council Adopted  
Sent for Codification

~ Recreation Services ~

# Memorandum of Understanding

between the  
Bar Harbor Town Council  
and the  
Mount Desert Island YMCA

The Bar Harbor Town Council and the Mount Desert Island YMCA, having discussed the need for recreation services, jointly endorse this memorandum to clarify the expectations of both parties regarding the funding and provision of a recreation, health and fitness program.

**Definitions:**

For the purposes of this memorandum, the following terms shall have the meanings indicated below:

- MOU – This Memorandum of Understanding
- Total Fee – The amount for Recreation Services included in the Town budget as approved by Town Meeting.
- Town – The Town of Bar Harbor
- YMCA – The Mount Desert Island YMCA

**YMCA Responsibilities:** In exchange for the fees to be paid by the Town, the YMCA will:

1. Provide leadership, expertise and management of a recreation, health and fitness program including hiring, training and supervising staff; and providing supplies, equipment and facilities.
2. Nominate a professional staff member to serve on the Town of Bar Harbor Parks and Recreation Committee.
3. Deliver the following programs and services to Bar Harbor residents, subject to the YMCA’s customary operating policies, availability of instructors and participant interest:
  - A. Free Camperships – A minimum of \$5500 in financial aid to offset day camp and/or resident camp registration fees.
  - B. Free usage of the locker rooms, restrooms and lobby during games of the Acadian Little League and Middle School soccer, baseball, and softball teams.
  - C. Free Public Restrooms for all requesting use of them.
  - D. Free bus transportation from the Connors Emerson School for afterschool programs at the YMCA.
  - E. Free afterschool access to the YMCA for all Bar Harbor youth in grades 3 through 7, each school day until 5:00 p.m.
  - F. Youth Sports Programming – At a reasonable cost to each participant: organize, advertise, promote, administer, register participants and deliver programs such as Youth Soccer, Youth Basketball, Swim Lessons, Tennis Lessons and Youth Baseball (Acadian Little League).
  - G. Free swimming for 2 hours per day, 2 days per week.
  - H. Free use of the track for 2 hours one morning per week.
  - I. Free Walks & Talks – 32 sessions of 1½ hours each.
  - J. Free Ready Fit Classes – 68 sessions of 1 hour each.
  - K. Free community events including a Halloween Party, Santa’s arrival, New Year’s Eve Celebration and Healthy Kids Day

4. Deliver such additional programs and services to Bar Harbor residents, as may be agreed during the annual budget renewal process, subject to the YMCA's customary operating policies, availability of instructors and participant interest.
5. Provide an annual report to the Town Council, on or before July 1 of each year for the previous calendar year, which contains a financial report, roster of board members, general description of programs offered and the number of Bar Harbor residents served through this MOU.
6. Meet with the Town Council during the month of July each year to present and discuss the written annual report provided as required in the paragraph immediately above.

**Town Responsibilities:**

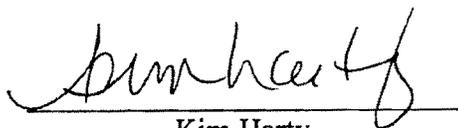
1. On or before October 1 and April 1 of each year, the Town will pay one half of the budget appropriation approved at the immediately preceding annual Town Meeting.
2. Designate appropriate town staff to work closely with the YMCA Executive Director regarding goals, budgets and reporting.

**Termination:**

1. Either party may terminate this agreement by giving written notice to the other between June 1 and July 30 of any year.

**Effective Date:**

1. This agreement shall be retroactive to July 1, 2012 regarding services to be provided and payments to be made.



Kim Harty  
Executive Director  
Mount Desert Island YMCA

2-14-2013  
Date



Dana J. Reed  
Manager  
Town of Bar Harbor

2-13-13  
Date

MEMORANDUM

**To: Cornell Knight, Town Manager**

**From: Bob Osborne, Planning Director**

**Subject: Parking and Traffic Committee Recommendations**

**Date: June 28, 2016**

The Parking and Traffic Committee met on May 31 to discuss the intersection of Cottage and Greeley Avenue.

**a. Request for Parking Limitations**

**Application:** P&T-2016-1

**Applicant:** Joshua Ehrlich

**Project Location:** Corner of Cottage Street and Greeley Avenue

**Proposed Project:** Installation of No Parking Signs/Striping

*On May 31, 2016 Joshua Ehrlich telephoned by speaker phone into the meeting because he was not able to attend in person. He indicated that he is very concerned about the site distance at the corner of Cottage Street and Greeley Avenue. He indicated that the practice is to creep out into traffic entering Cottage Street, until they can see, which creates a traffic hazard.*

*James Willis explained the ordinance (194-12-(7) specified a no-parking distance of 15 feet from intersections. He indicated that this is not subject to change without a policy change and ordinance amendment.*

*Chip Reeves indicated that the Committee is not prepared at this time to make a recommendation for a comprehensive change to the standard.*

**Chip Reeves moved to have a discussion about remove one parking space (as requested). James Willis seconded the motion. The Committee voted none in favor and six against the motion. The motion failed.**

*Sandy McFarland indicated that if Mr. Ehrlich wished to pursue the question it could be scheduled on a Town Council agenda along with the Committee recommendation. It was agreed by the Committee that the site distance at this location was not good.*

The Parking and Traffic Committee met on June 28, 2016 to discuss the restoration of the on-street handicapped spaces in the village.

**b. Request for Parking Limitations**

**Application:** P&T-2016-3

**Applicant:** Ann Zoidis

**Project Location:** Downtown

**Proposed Project:** Restoration of Handicap Parking areas

*On June 28, 2016 Ann Zoidis spoke to the Committee about her concerns that the handicap parking spaces on street have been eliminated and requested that they be restored and thought needs to be put into replacing the handicapped spaces. She noted that not all handicapped individuals are in wheelchairs and some have distance issues only.*

*Chip Reeves noted that the reason that the spaces were removed is because they lack the 60 inch wide parallel access strip along the parking space that is a requirement of ADA.*

*Mr. Reeves noted that there was rationale for placing the handicapped spaces in front of the Criterion that were driven by being helpful but not compliant with regulations.*

*Mr. Reeves noted that on Mount Desert Street and elsewhere the crosswalks are not compliant and do not meet ADA because they lack the proper "tip downs". He indicated that MDOT will come down Mount Desert Street and he does not know what design they will use to address this issue. He reinforced that as Public Works Director he does not have discretion regarding if ADA is met or not.*

*James Willis noted that when the Town places handicapped spaces that it must be certain that they do meet the standard and the space is safe.*

*Matthew Hochman indicated that there have been a number of complaints regarding the elimination of handicapped spaces and that the sentiment is that they be replaced in some fashion. He suggested that a map of all handicapped spaces in the village would be useful for the Council to look at this question.*

**Chip Reeves moved to deny the request to restore the handicapped spaces because they do not meet ADA. Matt Bartlett seconded the motion which was approved unanimously.**

*The Committee made clear that they understand the Town needs handicapped spaces and that they would support an effort to establish conforming handicapped spaces.*

**From:** Ann Zoidis <azoidis@hotmail.com>  
**Sent:** Tuesday, July 12, 2016 9:36 PM  
**To:** manager@barharbormaine.gov  
**Subject:** Input for July 19 meeting  
**Attachments:** Fwd U.S. Access Board Proposed Guidelines.msg

Hi Cornell,

Bob Osbourne suggested I get you some input for the topic I've raised on handicapped parking for the July 19 meeting (town of BHB removed the handicapped parking in the business district in front of the Criterion, and I have raised the question about the town restoring it). I have been in touch with the ADA and they concur that the town should restore it. I've attached the response I got from them on # of spaces recommended.

I have a letter to the Editor that will be in this week's paper, an excerpt of that is also below:

... google search of the ADA states its fundamental civil rights purpose: to protect citizens against discrimination based on their disability and to provide access to those with limited abilities. The Town of Bar Harbor is poised to take the stance that because they cannot exactly fulfill the spacing guidelines of the ADA for parking space measurements, they will therefore not provide them on its streets. While there are still handicap accessible spaces in our parking lots, the ADA states that any city or town should provide accessible spaces on the street in equal percentage to these other spaces. They recommend for every 25 marked parking spaces, the minimum required number marked for handicapped access is 1 (see US Access Board R214: On-Street Parking Spaces).

I am not sure what else to submit in advance. Let me know if you have any suggestions.

Thank you,  
Ann Zoidis

**From:** Ann Zoidis <annzoidis@gmail.com>  
**Sent:** Wednesday, June 29, 2016 9:49 AM  
**To:** Zoidis, Ann  
**Subject:** Fwd: U.S. Access Board Proposed Guidelines

----- Forwarded message -----  
From: **David West** <dwest@ihcdesign.org>  
Date: Tue, Jun 28, 2016 at 2:19 PM  
Subject: U.S. Access Board Proposed Guidelines  
To: [annzoidis@gmail.com](mailto:annzoidis@gmail.com)

Ms. Zoidis,

Below is the table I mentioned from the U.S. Access Board. It is a proposed guideline outlining the number of accessible spaces that should be provided if on-street parking is being provided. As we talked about, if Bar Harbor agrees to provide an accessible space in the area you described, it is usually recommended that it be put as close as possible to a curb cut, so that there is the easiest access to the sidewalk leading to the business you wish to access.

The table can be found at the following link: <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines/chapter-r2-scoping-requirements>

And this link goes to the start of the Public Rights of Way (proposed) Guidelines (PROWAG) <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>

**R214 On-Street Parking Spaces.** Where on-street parking is provided on the block perimeter and the parking is marked or metered, accessible parking spaces complying with R309 shall be provided in accordance with Table R214. Where parking pay stations are provided and the parking is not marked, each 6.1 m (20.0 ft) of block perimeter where parking is permitted shall be counted as one parking space.

**Table R214 On-Street Parking Spaces**

Total Number of Marked or Metered Parking Spaces on the Block Perimeter	Minimum Required Number of Accessible Parking Spaces
1 to 25	1

26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 and over	4% of total

I hope this helps.

David

**David West**

**New England ADA Center**  
*A project of the Institute for Human Centered Design*

**200 Portland Street**

**Boston, MA 02114**

[dwest@IHCDesign.org](mailto:dwest@IHCDesign.org)

**[www.NewEnglandADA.org](http://www.NewEnglandADA.org) [1-800-949-4232](tel:1-800-949-4232)**

**[www.humancentereddesign.org](http://www.humancentereddesign.org)**

The New England ADA Center provides Information, guidance and training on the Americans with Disabilities Act. The Center does not enforce the ADA; but provides informal guidance. The New England ADA Center is part of the National Network of regional ADA Centers.

This message (including any attachments) is confidential and may be privileged. The technical assistance provide herein is intended solely for the use of the intended recipient. If you have received it by mistake, please notify the sender by return e-mail and delete all copies of this from your system. Any unauthorized use or dissemination of this message in whole or in part is strictly prohibited. The information, materials, and/or technical assistance, that are provided by The ADA Center, is intended as general, and are neither a determination of your legal rights or responsibilities under the ADA or any other law nor binding on any agency with enforcement responsibilities under the ADA.

GREELEY X COTTAGE



MEMORANDUM

To: Cornell Knight, Town Manager

From: Bob Osborne, Planning Director

Subject: Planning Board Public Hearing on Parking Land Use Ordinance amendments.

Date: July 13, 2016

Please be advised that the Planning Board held a public hearing at the July 6, 2016 meeting on the six draft warrant articles containing amendments to the Land Use Ordinance (all pertaining to parking regulations). This memorandum contains the actions that the Planning Board took subsequent to the public hearing and a brief summary of the comments received at the hearing.

Recommendations to the Town Council:

*Member Cough made a motion to recommend passage of Agenda Items 2, 3, 4 and 5, Draft Warrant Articles "b, c, d, e" but with the added recommendation that these four changes be presented in a single ballot question. Member St. Germain seconded the motion. The Planning Board voted 3-2 to approve the motion. The ballot question could read as follows to insure the integrity of the individual questions posed in Agenda items 2,3,4,5:*

*" Shall an Ordinance dated June 1, 2016 and entitled "An amendment to restore parking garage use to Bar Harbor Gateway district, Downtown Village district I, Downtown Village II district, and add parking garage use to the Educational Institutional district and Scientific Research for Eleemosynary Purpose district in the Land Use Ordinance be enacted."*

*Member Cough moved to recommend that Agenda Item 6, Draft Warrant Article f not be presented to the voters at this time. It is the intention of the Planning Board to make a recommendation on this proposed amendment which, if passed, would remove parking garage as a permitted use in the Downtown Residential District and Town Hill Business District following the November voting on the other proposed amendments, with its expectation being that the question would be posed to the voters in June, 2017. Member St. Germain seconded the motion. The Planning Board voted 5-0 in favor of the motion.*

*Member Cough made a motion to recommend passage of Agenda item 1, Draft Warrant Article "a" as written. Member St. Germain seconded the motion. The Planning Board voted 4-0 to approve the motion. (Member Fitzpatrick was not present for this vote).*

The Planning Board, on July 6, also held the public hearing on the LUO draft warrant articles and heard the following:

Noreen Hogan cited increasing traffic and parking pressure in the area around the hospital but did not want a parking garage.

David Bowden recounted the long history of parking concerns in the town. Urged the Board that the town, public and private, needs the tools to solve parking issues. Downtown and at Jackson Lab is where parking garages are needed. Urged reducing the number of warrant articles to three.

Suzanne Morrison raised the question about design review and that nothing was contained in the amendments to address design review of parking facilities.

Ed Bearor, Town Attorney was asked by the Board about combination of the warrant articles and indicated that the Board recommendation could include recommendation to do so.

Jake Jagel asked if merging six articles into three was a substantive change? Mr. Bearor indicated that all of the warrant articles contain parking and locations where parking uses are allowed or restricted. If the change was mixed with other topics it would be substantive.

Marie Donnelly asked about parking at the ferry terminal.

Dessa Dancy asked why it was necessary to add parking garage use to the Downtown I district given that municipal uses are contemplated in the district.

Donna Karlson offered suggestions for parking decks and parking garages. She suggested that the parking issue is a summer issue and other solutions were better. Suggested that parking garages and decks should be conditional uses. Noted that storage is stated in the definition of parking garage but not parking deck. Recommended that the articles not be combined. She indicated that she did like many parts of what are being proposed.

Mike Siclosi indicated that parking garage and parking deck are a great first step and that design issues should follow. He did not recommend the articles be combined.

Erin Early-Ward noted that the design of parking garages and decks are tied to the district standards including dimensional standards.

David Bowden indicated that the original West Street Hotel proposal included a parking garage and that it is allowed. Separating the warrants will take away tools. He did not agree that parking was a summer issue only indicating that people circle in February for on-street parking as well.

Marie Donnelly indicated she does not support combining the articles.

Liz Case indicated that she does not support combining the articles. She asked if the Board is satisfied that everything has been looked at? She wants small businesses to succeed.

Matt Hochman reminded the gathering that the parking committee is starting up and urged interested individuals to get involved.

Robert Chapin lauded the walking beauty of the town and suggested that a parking garage would ruin the beauty of the town. He encouraged longer walks. The number one consideration is beauty.

Martha Searchfield spoke about the accessory use language contained in the first article.

Dean Briar spoke about article f and the removal of parking garage from the Town Hill Business and Downtown Residential.

Shortly thereafter Chairman Rasmussen closed the public hearing.

*draft a*

# CERTIFICATION OF ORDINANCE

## Bar Harbor Town Council

The Bar Harbor Town Council hereby certifies to the Town Clerk that the **Parking Ordinance** dated June 1, 2016 and entitled "An amendment to parking regulations in the Land Use Ordinance" is scheduled for public hearing on August 16, 2016 at 7:00 p.m. for public comment and the Town Council's consideration to accept or reject the final Ordinance for the November 2016 town meeting warrant.

Given under our hands and seal at Bar Harbor this nineteenth day of July 2016.

### Municipal Officers of the Town of Bar Harbor

---

Paul A. Paradis, Chair

---

Gary Friedmann, Vice Chair

---

Peter St. Germain

---

Anne R. Greenlee

---

Burt Barker

---

Matthew A. Hochman

---

J. Clark Stivers

## Draft Warrant Article a

**LAND USE ORDINANCE AMENDMENT – Parking** – Shall an Ordinance dated June 1, 2016 and entitled “An amendment to parking regulations in the Land Use Ordinance” be enacted?

---

---

### Parking

**An amendment to add the terms parking garage and parking deck with definitions, to add language to the definition of accessory use, to add certain parking uses and accessory uses to certain districts, delete certain accessory parking uses from certain districts and adds provisions for greater utilization of off-site, off-street parking.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is stricken. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE XII Construction and Definitions

---

#### § 125-109 Definitions.

The following terms shall have the following meanings:

PARKING DECK - A structure used for parking or storage of automobiles parked at grade and a second level of automobiles parked on a deck supported above grade. Parking decks may utilize site grade differential to access both levels of parking without need for internal ramps. Parking decks may be public or private. A parking deck used solely in conjunction with a multifamily dwelling or hotel shall not be construed to be a parking deck but rather a permitted accessory structure and use, even though not on the same premises as the multifamily dwelling or hotel.

~~GARAGE, COMMERCIAL~~ PARKING GARAGE - A multi-story structure used for parking or storage of automobiles, generally available to the public, and involving payment of a charge either public or private, either self-service or valet, for such parking or storage. A garage used solely in conjunction with a multifamily dwelling or hotel shall not be construed to be a ~~commercial~~ parking garage but rather a

permitted accessory structure and use, even though not on the same premises as the multifamily dwelling or hotel.

USE, ACCESSORY

A. A use which is:

- (1) Subordinate to and serves a principal use;
- (2) Subordinate in area, extent and purpose to the principal use served;
- (3) Located on the same lot as the principal use served, except as otherwise expressly authorized by this chapter; and
- (4) Customarily incidental to the principal use.

B. An accessory use shall not include any use injurious or offensive to the neighborhood as initially determined by the Code Enforcement Officer.

C. Off-street parking shall always be considered a permitted accessory use when required or provided to serve a legally constituted use in any district.

[Please Note: Old language is stricken. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE III Land Use Activities and Standards

---

#### § 125-17 Bar Harbor Gateway.

D. Uses allowed by site plan.

(1) The following uses shall be permitted by site plan review in any part of this district: bank; bed-and-breakfast I; bed-and-breakfast II; bed-and-breakfast III; bed-and-breakfast IV; bed-and-breakfast V; child-care center; commercial boat yard; commercial fish pier; ferry terminal; farmers' market; hotel; marina; multifamily dwelling I; multifamily dwelling II; motel; nursing or convalescent homes or congregate housing; parking deck; parking lot; private compulsory school; professional office building; restaurant; retail; road construction; services; take-out restaurant; wind turbines, and wireless communication facilities...

F. Other requirements.

(1) Parking lots shall require buffering and vegetative screening if visible from Route 3. (Also see parking requirements found in 125-67B(4) Off-street parking.)

#### § 125-18 Village Historic.

F. Other requirements.

[Amended 11-2-2010]

(1) All new construction and/or changes to facades and signs shall require Design Review Board approval if visible from a public way. Single-family homes are exempt from this provision unless otherwise included in Appendix A or B of this chapter.

(2) The Planning Board shall ensure that parking for bed-and-breakfast I shall be shielded from the view of neighboring properties located to the side and rear of the property where the bed-and-breakfast is located. Shielding shall consist of vegetative screening. (Also see parking requirements found in 125-67B(4))...

## **§ 125-19 Mount Desert Street Corridor District.**

### **C. Allowed uses.**

(1) Principal uses allowed with a building permit or a change of use permit from the Code Enforcement Officer: art gallery, home occupation, museum, place of worship; public or private park, single- or two-family dwelling; vacation rentals.

(2) Accessory uses that are usual and normal to a principal use are allowed if they are typically permitted by the Code Enforcement Officer or site plan review for the district in which the use is proposed. Accessory uses are allowed by review of the same permitting authority that approved the principal structure.

### **D. Uses allowed by site plan.**

(1) Principal uses allowed by minor site plan approval: wind turbines, offices, all types of schools, bed-and-breakfast I and II.

(2) Principal uses allowed by major site plan: convalescent home; multifamily I and II; parking lot; theaters...

### **F. Other requirements.**

(1) Design Review Board approval shall be required for all changes to existing or new facades if the subject property is listed in Appendix A or B of this chapter. (Also see parking requirements found in 125-67B(4))...

## § 125-20 Village Residential.

D. Uses allowed by site plan.

(1) The following uses shall be permitted by site plan review in any part of this district: multifamily I; nursing/convalescent home in a building constructed before June 8, 2010, road construction...

G. Other requirements:

(1) Accessory structures shall be located in the side and rear yard of the property.

(2) The Planning Board shall ensure that parking lots are shielded from the view of neighboring properties by requiring parking lots to provide buffering and vegetative screening. (Also see parking requirements found in 125-67B(4))...

## § 125-21 Downtown Village I.

C. Allowed uses:

(1) Uses allowed by a building permit or a change of use permit with the Code Enforcement Officer: all retail; public information, municipal and government uses; restaurants and bars; theaters; galleries; services, professional offices; vacation rentals; all bed-and-breakfasts; food-processing establishment; theaters; single- and two-family dwelling units; laundry and dry cleaning; artist studio, eleemosynary institution, place of worship.

[Amended 11-5-2013]

(2) Uses allowed by site plan review: hotel; motel; conference centers; multifamily dwelling I and II; all types of child-care facilities, all types of schools; medical and dental clinics; banks; automobile service stations; hospitals; parking deck; parking lot; road construction.

(3) Accessory uses that are usual and normal to a principal use are allowed if they are typically permitted by the Code Enforcement Officer or site plan review for the district in which the use is proposed.

Accessory uses are allowed by review of the same permitting authority that approved the principal structure...

E. Other requirements.

(1) All changes to facades and signs require Design Review Board approval.

(2) Parking requirements. (Also see parking requirements found in 125-67B(4)).

### § 125-21.1 Downtown Village II.

C. Allowed uses.

(1) Uses allowed by a building permit or a change of use permit with the Code Enforcement Officer: all retail, public information; municipal and government uses; restaurants and bars on lots with frontage on Cottage Street, Main Street, Mount Desert Street or West Street; theaters; galleries; artist studios; banks; services, vacation rentals; theaters; all bed-and-breakfasts; food-processing establishment; professional office buildings; laundry and dry cleaning; artist studio

(2) Uses allowed by site plan review: hotel, motel; multifamily dwelling I and II; parking deck; parking lot; all types of child-care facilities; all types of schools; hospitals, medical and dental clinics; automobile service stations; redemption centers.

(3) Accessory uses that are usual and normal to a principal use are allowed if they are typically permitted by the Code Enforcement Officer or site plan review for the district in which the use is proposed.

Accessory uses are allowed by review of the same permitting authority that approved the principal structure...

E. Other requirements.

(1) All changes to facades and signs require Design Review Board approval.

(2) Parking requirements. (Also see parking requirements found in 125-67B(4))...

## **§ 125-21.2 Downtown Village Transitional.**

C. Allowed uses.

(1) Uses allowed by a building permit or a change of use permit with the Code Enforcement Officer: all retail; public information; municipal uses; galleries; services; professional office buildings; vacation rentals; bed-and-breakfast I, II and III; single- and two-family residential; family child-care; food-processing establishments; laundry and dry cleaning; artist studio.

(2) Uses allowed by site plan review: multifamily dwelling I and II; parking lot; all other types of child-care facilities; medical clinics.

(3) Accessory uses that are usual and normal to a principal use are allowed if they are typically permitted by the Code Enforcement Officer or site plan review for the district in which the use is proposed.

Accessory uses are allowed by review of the same permitting authority that approved the principal structure...

E. Other requirements.

(1) All changes to facades and signs require Design Review Board approval.

(2) Parking requirements: (Also see parking requirements found in 125-67B(4)).

## **§ 125-49.1 Shoreland General Development III.**

D. Uses allowed by site plan.

(1) The following uses shall be permitted by site plan review in any part of this district: bank; bed-and-breakfast I; bed-and-breakfast II; bed-and-breakfast III; bed-and-breakfast IV; bed-and-breakfast V; child-care center; commercial boat yard; commercial fish pier; ferry terminal; farmers' market; hotel; marina; multifamily dwelling I; multifamily dwelling II; motel; nursing or convalescent homes or congregate housing; parking lot and parking deck, private compulsory school; professional office building; restaurant; retail; road construction; services; take-out restaurant; wind turbines, and wireless communication facilities.



## Chapter 125 , LAND USE ORDINANCE

### ARTICLE V, Site Plan Review

#### § 125-67 General review standards.

D. Parking requirements. Any ~~site plan for an~~ activity that can be expected to generate vehicular traffic shall provide for off-street parking in accordance with the following requirements. Parking requirements may be reduced, as determined by the Planning Board, when at least 5% of the required parking spaces are designated for low-emitting and fuel-efficient vehicles, carpools or vanpools or any combination thereof, and are marked as such. Parking requirements may also be reduced, as determined by the Planning Board, for properties that are located on a regularly scheduled bus route.

[Amended 11-5-1991; 5-2-1994; 11-4-1997; 3-24-1998; 5-5-2003; 11-4-2003; 5-3-2004; 5-2-2005; 6-13-2006; 6-8-2010; 11-2-2010]

(1) Off-street parking shall always be considered a permitted accessory use when required or provided to serve a legally constituted use ~~conforming use~~ in any district.

(2) Required off-street parking shall be located on the same lot as the principal building or use that it serves, except that ~~in the Downtown Village and Shoreland General Development Districts~~, with site plan approval and subject to such conditions as the Planning Board may impose, off-street parking spaces may be located on land or premises of the same ownership as the lot containing the principal building or use if said land or premises is dedicated for ~~free public parking and is located anywhere within the aforesaid districts~~.

(a) If parking spaces are on an off-site parking lot, such parking lot may not be farther than 500 feet from each entity requesting utilize those spaces. This distance shall be measured following a reasonable, safe walking route between the primary use and the parking lot being utilized.

**EXPLANATION:** The term commercial garage is defined but not found in any district, this warrant replaces that term with parking garage. The term parking deck is coined and defined to provide a structural alternative somewhere between parking lot and parking garage. This proposal adds language to the definition of accessory use stating that parking shall always be considered a permitted accessory use. This warrant adds parking uses approved by Site Plan review in the following districts: Bar Harbor Gateway, Mount Desert Street Corridor, Downtown Village I, II and Transitional, Shoreland General Development III, Downtown Residential, Education Institution, Hulls Cove Business, Ireson Hill Corridor, Scientific Research, Town Hill Business. This warrant removes redundant accessory parking language from Appendix C. This warrant makes provisions for off-site, off-street parking through Site Plan approval.

*draft b.1  
combined articles  
b-e*

# CERTIFICATION OF ORDINANCE

## Bar Harbor Town Council

The Bar Harbor Town Council hereby certifies to the Town Clerk that the **Parking Ordinance** dated July 6, 2016 and entitled "An amendment to restore parking garage use to Bar Harbor Gateway district, Downtown Village district I, Downtown Village II district, and add parking garage use to the Educational Institutional district and Scientific Research for Eleemosynary Purpose district in the Land Use Ordinance" is scheduled for public hearing on August 16, 2016 at 7:00 p.m. for public comment and the Town Council's consideration to accept or reject the final Ordinance for the November 2016 town meeting warrant.

Given under our hands and seal at Bar Harbor this nineteenth day of July 2016.

### Municipal Officers of the Town of Bar Harbor

---

Paul A. Paradis, Chair

---

Gary Friedmann, Vice Chair

---

Peter St. Germain

---

Anne R. Greenlee

---

Burt Barker

---

Matthew A. Hochman

---

J. Clark Stivers

# Draft Order

Of the Bar Harbor Town Council  
For the November 8, 2016 Town Meeting

It is hereby ordered that the following article be placed on the special town meeting warrant with voting thereon to be held by Australian ballot.

---

---

## Draft Warrant Article b.1 (formerly b, c, d and e)

**LAND USE ORDINANCE AMENDMENT – Parking** – Shall an Ordinance dated July 6, 2016 and entitled “An amendment to restore parking garage use to Bar Harbor Gateway district, Downtown Village district I, Downtown Village II district, and add parking garage use to the Educational Institutional district and Scientific Research for Eleemosynary Purpose district in the Land Use Ordinance” be enacted.”

---

---

### Parking

**An amendment to add parking garage use, to the Bar Harbor Gateway District.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is stricken. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE III Land Use Activities and Standards

---

#### § 125-17 Bar Harbor Gateway.

D. Uses allowed by site plan.

(1) The following uses shall be permitted by site plan review in any part of this district: bank; bed-and-breakfast I; bed-and-breakfast II; bed-and-breakfast III; bed-and-breakfast IV; bed-and-breakfast V; child-care center; commercial boat yard; commercial fish pier; ferry terminal; farmers' market; hotel; marina; multifamily dwelling I; multifamily dwelling II; motel; nursing or convalescent homes or congregate housing; parking garage; private compulsory school; professional office building; restaurant; retail; road construction; services; take-out restaurant; wind turbines, and wireless communication facilities...

F. Other requirements.

(1) Parking lots shall require buffering and vegetative screening if visible from Route 3

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Bar Harbor Gateway district. Parking garage use was previously allowed in the district that preceded the Bar Harbor Gateway district.

---

---

## Parking

**An amendment to add parking garage use, to the Downtown Village I District.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE III Land Use Activities and Standards

---

#### § 125-21 Downtown Village I.

C. Allowed uses:

(1) Uses allowed by a building permit or a change of use permit with the Code Enforcement Officer: all retail; public information, municipal and government uses; restaurants and bars; theaters; galleries; services, professional offices; vacation rentals; all bed-and-breakfasts; food-processing establishment; theaters; single- and two-family dwelling units; laundry and dry cleaning; artist studio, eleemosynary institution, place of worship.

[Amended 11-5-2013]

(2) Uses allowed by site plan review: hotel; motel; conference centers; multifamily dwelling I and II; all types of child-care facilities, all types of schools; medical and dental clinics; banks; automobile service stations; hospitals; parking garage; road construction.

E. Other requirements.

(1) All changes to facades and signs require Design Review Board approval.

(2) Parking requirements.

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Downtown Village I district. Parking garage use was previously allowed in the business district that preceded the Downtown Village I district.

---

---

## Parking

**An amendment to add parking garage use, to the Downtown Village II District.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is stricken. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE III Land Use Activities and Standards

---

#### § 125-21.1 Downtown Village II.

C. Allowed uses.

(1) Uses allowed by a building permit or a change of use permit with the Code Enforcement Officer: all retail, public information; municipal and government uses; restaurants and bars on lots with frontage on Cottage Street, Main Street, Mount Desert Street or West Street; theaters; galleries; artist studios; banks; services, vacation rentals; theaters; all bed-and-breakfasts; food-processing establishment; professional office buildings; laundry and dry cleaning; artist studio

(2) Uses allowed by site plan review: hotel, motel; multifamily dwelling I and II; parking garage; all types of child-care facilities; all types of schools; hospitals, medical and dental clinics; automobile service stations; redemption centers.

E. Other requirements.

(1) All changes to facades and signs require Design Review Board approval.

(2) Parking requirements.

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Downtown Village II district. Parking garage use was previously allowed in the business district that preceded the Downtown Village II district.

---

## Parking

**An amendment to add parking garage use, to Educational Institutional district and Scientific Research for Eleemosynary Purposes district.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is stricken. New language is underlined.]

# Chapter 125 , LAND USE ORDINANCE

## APPENDIX C, Table of Permitted Uses

	<b>Educational Institution</b>	<b>Scientific Research</b>
<u>Parking garage</u>	<u>b</u>	<u>b</u>

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Educational Institutional district and Scientific Research for Eleemosynary Purposes district. The Educational Institutional district is in the area of College of the Atlantic and the Scientific Research district is in that area of The Jackson Laboratory. Parking garages are considered a tool to accommodate parking with reduced lot coverage. This is a new use for both districts.

---

*draft b*

# CERTIFICATION OF ORDINANCE

## Bar Harbor Town Council

The Bar Harbor Town Council hereby certifies to the Town Clerk that the **Parking Ordinance** dated June 1, 2016 and entitled "An amendment to restore parking garage use to the Bar Harbor Gateway district in the Land Use Ordinance" is scheduled for public hearing on August 16, 2016 at 7:00 p.m. for public comment and the Town Council's consideration to accept or reject the final Ordinance for the November 2016 town meeting warrant.

Given under our hands and seal at Bar Harbor this nineteenth day of July 2016.

### Municipal Officers of the Town of Bar Harbor

---

Paul A. Paradis, Chair

---

Gary Friedmann, Vice Chair

---

Peter St. Germain

---

Anne R. Greenlee

---

Burt Barker

---

Matthew A. Hochman

---

J. Clark Stivers

## Draft Warrant Article b

**LAND USE ORDINANCE AMENDMENT – Parking** – Shall an Ordinance dated June 1, 2016 and entitled “An amendment to restore parking garage use to the Bar Harbor Gateway district in the Land Use Ordinance” be enacted?

---

### Parking

**An amendment to add parking garage use, to the Bar Harbor Gateway District.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE III Land Use Activities and Standards

---

#### § 125-17 Bar Harbor Gateway.

D. Uses allowed by site plan.

(1) The following uses shall be permitted by site plan review in any part of this district: bank; bed-and-breakfast I; bed-and-breakfast II; bed-and-breakfast III; bed-and-breakfast IV; bed-and-breakfast V; child-care center; commercial boat yard; commercial fish pier; ferry terminal; farmers' market; hotel; marina; multifamily dwelling I; multifamily dwelling II; motel; nursing or convalescent homes or congregate housing; parking garage; private compulsory school; professional office building; restaurant; retail; road construction; services; take-out restaurant; wind turbines, and wireless communication facilities...

F. Other requirements.

(1) Parking lots shall require buffering and vegetative screening if visible from Route 3

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Bar Harbor Gateway district. Parking garage use was previously allowed in the district that preceded the Bar Harbor Gateway district.

draft c

# CERTIFICATION OF ORDINANCE

## Bar Harbor Town Council

The Bar Harbor Town Council hereby certifies to the Town Clerk that the **Parking Ordinance** dated June 1, 2016 and entitled "An amendment to restore parking garage use to the Downtown Village I district in the Land Use Ordinance" is scheduled for public hearing on August 16, 2016 at 7:00 p.m. for public comment and the Town Council's consideration to accept or reject the final Ordinance for the November 2016 town meeting warrant.

Given under our hands and seal at Bar Harbor this nineteenth day of July 2016.

### Municipal Officers of the Town of Bar Harbor

---

Paul A. Paradis, Chair

---

Gary Friedmann, Vice Chair

---

Peter St. Germain

---

Anne R. Greenlee

---

Burt Barker

---

Matthew A. Hochman

---

J. Clark Stivers

## Draft Warrant Article c

**LAND USE ORDINANCE AMENDMENT – Parking** – Shall an Ordinance dated June 1, 2016 and entitled “An amendment to restore parking garage use to the Downtown Village I district in the Land Use Ordinance” be enacted?

---

---

### Parking

**An amendment to add parking garage use, to the Downtown Village I District.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE III Land Use Activities and Standards

---

#### § 125-21 Downtown Village I.

C. Allowed uses:

(1) Uses allowed by a building permit or a change of use permit with the Code Enforcement Officer: all retail; public information, municipal and government uses; restaurants and bars; theaters; galleries; services, professional offices; vacation rentals; all bed-and-breakfasts; food-processing establishment; theaters; single- and two-family dwelling units; laundry and dry cleaning; artist studio, eleemosynary institution, place of worship.

[Amended 11-5-2013]

(2) Uses allowed by site plan review: hotel; motel; conference centers; multifamily dwelling I and II; all types of child-care facilities, all types of schools; medical and dental clinics; banks; automobile service stations; hospitals; parking garage; road construction.

E. Other requirements.

(1) All changes to facades and signs require Design Review Board approval.

(2) Parking requirements.

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Downtown Village I district. Parking garage use was previously allowed in the business district that preceded the Downtown Village I district.

---

---

*draft d*

# CERTIFICATION OF ORDINANCE

## Bar Harbor Town Council

The Bar Harbor Town Council hereby certifies to the Town Clerk that the **Parking Ordinance** dated June 1, 2016 and entitled "An amendment to restore parking garage use to the to the Downtown Village II district in the Land Use Ordinance" is scheduled for public hearing on August 16, 2016 at 7:00 p.m. for public comment and the Town Council's consideration to accept or reject the final Ordinance for the November 2016 town meeting warrant.

Given under our hands and seal at Bar Harbor this nineteenth day of July 2016.

### Municipal Officers of the Town of Bar Harbor

---

Paul A. Paradis, Chair

---

Gary Friedmann, Vice Chair

---

Peter St. Germain

---

Anne R. Greenlee

---

Burt Barker

---

Matthew A. Hochman

---

J. Clark Stivers

## Draft Warrant Article d

**LAND USE ORDINANCE AMENDMENT – Parking** – Shall an Ordinance dated June 1, 2016 and entitled “An amendment to restore parking garage use to the Downtown Village II district in the Land Use Ordinance” be enacted?

---

---

### Parking

**An amendment to add parking garage use, to the Downtown Village II District.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### ARTICLE III Land Use Activities and Standards

---

#### § 125-21.1 Downtown Village II.

C. Allowed uses.

(1) Uses allowed by a building permit or a change of use permit with the Code Enforcement Officer: all retail, public information; municipal and government uses; restaurants and bars on lots with frontage on Cottage Street, Main Street, Mount Desert Street or West Street; theaters; galleries; artist studios; banks; services, vacation rentals; theaters; all bed-and-breakfasts; food-processing establishment; professional office buildings; laundry and dry cleaning; artist studio

(2) Uses allowed by site plan review: hotel, motel; multifamily dwelling I and II; parking garage; all types of child-care facilities; all types of schools; hospitals, medical and dental clinics; automobile service stations; redemption centers.

E. Other requirements.

(1) All changes to facades and signs require Design Review Board approval.

(2) Parking requirements.

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Downtown Village II district. Parking garage use was previously allowed in the business district that preceded the Downtown Village II district.

*draft e*

# CERTIFICATION OF ORDINANCE

## Bar Harbor Town Council

The Bar Harbor Town Council hereby certifies to the Town Clerk that the **Parking Ordinance** dated June 1, 2016 and entitled "An amendment to add parking garage use to the Educational Institutional district and Scientific Research for Eleemosynary Purposes district in the Land Use Ordinance" is scheduled for public hearing on August 16, 2016 at 7:00 p.m. for public comment and the Town Council's consideration to accept or reject the final Ordinance for the November 2016 town meeting warrant.

Given under our hands and seal at Bar Harbor this nineteenth day of July 2016.

### Municipal Officers of the Town of Bar Harbor

---

Paul A. Paradis, Chair

---

Gary Friedmann, Vice Chair

---

Peter St. Germain

---

Anne R. Greenlee

---

Burt Barker

---

Matthew A. Hochman

---

J. Clark Stivers

# Draft Warrant Article e

**LAND USE ORDINANCE AMENDMENT – Parking** – Shall an Ordinance dated June 1, 2016 and entitled “An amendment to add parking garage use to the Educational Institutional district and Scientific Research for Eleemosynary Purposes district in the Land Use Ordinance” be enacted?

---

---

## Parking

**An amendment to add parking garage use, to Educational Institutional district and Scientific Research for Eleemosynary Purposes district.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is striken. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### APPENDIX C, Table of Permitted Uses

---

	<b>Educational Institution</b>	<b>Scientific Research</b>
<u>Parking garage</u>	<u>b</u>	<u>b</u>

**EXPLANATION:** This warrant adds parking garage use approved by Site Plan review in the Educational Institutional district and Scientific Research for Eleemosynary Purposes district. The Educational Institutional district is in the area of College of the Atlantic and the Scientific Research district is in that area of The Jackson Laboratory. Parking garages are considered a tool to accommodate parking with reduced lot coverage. This is a new use for both districts.

*draft f*

# CERTIFICATION OF ORDINANCE

## Bar Harbor Town Council

The Bar Harbor Town Council hereby certifies to the Town Clerk that the **Parking** Ordinance dated June 1, 2016 and entitled "An amendment to remove parking garage use from the Downtown Residential District and Town Hill Business District in the Land Use Ordinance" is scheduled for public hearing on August 16, 2016 at 7:00 p.m. for public comment and the Town Council's consideration to accept or reject the final Ordinance for the November 2016 town meeting warrant.

Given under our hands and seal at Bar Harbor this nineteenth day of July 2016.

### Municipal Officers of the Town of Bar Harbor

\_\_\_\_\_  
Paul A. Paradis, Chair

\_\_\_\_\_  
Gary Friedmann, Vice Chair

\_\_\_\_\_  
Peter St. Germain

\_\_\_\_\_  
Anne R. Greenlee

\_\_\_\_\_  
Burt Barker

\_\_\_\_\_  
Matthew A. Hochman

\_\_\_\_\_  
J. Clark Stivers

# Draft Warrant Article f

**LAND USE ORDINANCE AMENDMENT – Parking** – Shall an Ordinance dated June 1, 2016 and entitled “An amendment to remove parking garage use from the Downtown Residential District and Town Hill Business District in the Land Use Ordinance” be enacted?

---

---

## Parking

**An amendment to remove parking garage use from the Downtown Residential District and Town Hill Business District.**

*The Town of Bar Harbor hereby ordains that Chapter 125 of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

## Chapter 125 , LAND USE ORDINANCE

---

### APPENDIX C, Table of Permitted Uses

---

	<b>Downtown Residential</b>	<b>Town Hill Business</b>
<del>Parking garage and parking lot</del>	<del>Ⓟ</del>	<del>Ⓟ</del>
<u>Parking garage</u>		
<u>Parking lot</u>	<u>Ⓟ</u>	<u>Ⓟ</u>

**EXPLANATION:** This warrant removes parking garage use approved by Site Plan review in the Downtown Residential district and Town Hill Business district. It continues to allow parking lot.



IX D

POLE ISLAND

**Bar Harbor Fire Department**

37 Firefly Lane

Bar Harbor, Maine 04609

207-288-5554

---

TO: Cornell Knight, Town Manager  
FROM: Matthew Bartlett, Fire Chief  
DATE: June 28, 2016  
SUBJECT: Consolidating the EMS and Fire Budgets

The Fire department is currently operating with two separate operating budgets, Fire and EMS. I would like to propose that we consolidate the two operating budgets into one single operating budget. I have had discussions with both Stan Harmon and Sarah Gilbert on the consolidation and they are in favor of migrating to one budget for the Fire department, effective July 1<sup>st</sup>. Below are reasons we feel it is beneficial for the consolidation of the budgets.

1. The combining of the budgets into one matches how the day to day operations of the department are carried out. All firefighters/EMS personnel operate under the umbrella of the fire department. Tasks are not assigned according to Fire, or EMS. On an average day we have two firefighter/EMTs paid from the EMS budget, but spend a considerable amount of the day on fire related jobs, and vice versa for firefighters paid from the fire budget.
2. During budget season I would present one budget for the fire department. All line items would be combined into a single budget. Some line items, such as ambulance supplies would remain, and moved to the fire. CIP budget would be combined, but still show each CIP item as it is currently shown. There would be some time saved in creating one budget and it would show a clearer picture of the true operating expenses of the entire fire department.
3. We currently have to prepare two bi-weekly payrolls for the finance department. By combining budgets we can consolidate them into one payroll, avoid extensive bookkeeping and thus simplify the whole process, making it easier to do historical and budgetary comparisons.
4. The six EMS employees originally were charged to Fire, but were switched to the EMS budget in 2003. The switch was made to help Council determine at that time if the department was making money as a standalone entity.
5. I have contacted several departments that operate both Fire and EMS. I found that it is split on how departments present their operating budgets. Our two departments operate as one integrated department, and we feel it should be shown that way as one budget.

Cc: Town Council  
Pat Gray, Town Clerk  
Stan Harmon, Finance Director

Town of Bar Harbor

June 2016

### Parking Solutions Task Force

The mission of the Parking Solutions Task Force is to make recommendations to the Town Council to implement the Bar Harbor Backyard Parking Study Final Recommendations presented March 2016.

#### ***Appointment***

The Task Force shall consist of 12 members with one member being a Town Councilor and one representative from Acadia National Park.

The term of each member shall be for three years, except the initial appointments which shall be four appointments for 1 year; four appointments for two years and four appointments for three years. All newly designated task force members are to be sworn in by the Town Clerk.

The Task Force shall elect a Chair, Vice-Chair and Secretary at the first regular meeting of each year for a one year term. The Chair shall call a meeting at least once a month unless there are no agenda items. The secretary shall take minutes at each meeting and send approved minutes to the Town Clerk. A quorum is 7 members of the Task Force. Meeting agendas shall be posted on the bulletin board in the Municipal Building lobby and on the town's website.

#### ***Compensation***

There shall be no compensation provided for the members of the Task Force.

#### ***Duties and Responsibilities***

The Task Force will make recommendations on a Parking Program that will include:

- On-Street and Parking lot Metered Parking Program.
- Town Parking Lot Program (Fee-for-Use).
- Construction of a Garage.
- Residential Parking Program
- On-Street Parking Permit Program

#### ***Amendment***

These bylaws may be amended only by action of the Town Council.

---

#### ***Legislative History:***

06-21-16 Council adopted Bylaws

07-15-16 Introduced Amendment adding ANP representative

IX H.

**Annual Board and Committee Appointments  
Town of Bar Harbor**

*Remaining vacant seats after the anticipated appointment of all nominees on July 19th.*

**Appeals Board**

One member with expiring term of July 2019

**Assessment Review Board**

One member with expiring term of July 2018

One member with expiring term of July 2019

**\*Parking Solutions Task Force (6 pending applicants)**

Twelve members

**Conservation Commission**

One member with expiring term of July 2017

One member with expiring term of July 2019

**Cruise Ship Committee (1 pending applicant)**

One Fishing Industry representative with expiring term of July 2019

One Resident at Large with expiring term of July 2017

\*One Resident at Large with expiring term of July 2019

**Design Review Committee**

Two members with expiring terms of July 2019

**Hancock County Planning Commission**

Two members with expiring term of July 2017

One alternate member with expiring term of July 2017

**Harbor (1 pending applicant)**

\*One member with expiring term of July 2019

**Housing Authority**

One executive board member with expiring term of July 2019

**Marine Resources Committee (1 pending applicant)**

One member with expiring term of July 2017

\*Two members with expiring terms of July 2019

**Parking & Traffic Committee**

One member with expiring term of July 2017

Two members with expiring terms of July 2018

**Parks & Recreation Committee**

One YMCA Representative with expiring term of July 2019

**Recycling Task Force with one member being a Town Councilor**

One member with expiring term of July 2017

*\*Exception- pending applicants*

# Appointments Policy

Town of Bar Harbor

## **Appointments Policy**

The Appointments Committee shall consist of 3 Councilors appointed by the Council Chair annually at the organizational meeting held every June. Terms shall be for one year.

Appointments Committee members may serve a maximum of two consecutive terms, and may serve again after a lapse in service of three years.

The Town Clerk shall annually advertise all expiring terms on standing boards and committees. The advertising shall be in the local newspaper, on the Town's website and on the cable tv access channel. Service as an alternate member shall not count toward the terms allowed as a regular voting member.

Interested citizens, including incumbents up for reappointment shall fill out an application supplied by the Town Clerk.

~~A citizen may serve up to 3 full consecutive terms as a regular member of a standing board or committee.~~

The Appointments Committee shall seek to meet with all prospective appointees in order to discuss special qualifications, expertise and interest of applicants. A telephone interview is acceptable.

The Appointments Committee recommendations will be in the form of nominations to the Town Council at a regular meeting. The nominations are not limited to the number of vacancies on a given board or committee. The Appointments Committee may also choose not to make nominations and request that the Town Council repost the vacancies. This does not preclude another Councilor from making a nomination from the list of interviewed applicants. A nomination to a board or committee does not require a second.

In the event an incumbent member of a board or committee has not reapplied for a position and the member's term has expired, the position will be considered vacant upon the expiration of the term.

Unless otherwise specified in the Code of the Town of Bar Harbor, the Town Council may remove any board or committee member and appoint a successor for the unexpired term of any member who fails to attend four consecutive regular meetings or fails to attend seventy-five percent of all meetings during the preceding 12 month period. The Town Council may waive attendance provisions for due cause. Attendance records will be part of the Appointments Committee review process.

All newly appointed members of a board or committee shall take the Ethics Ordinance Quiz. The quiz shall be repeated by all members at least every three years.

All members of boards and committees must be sworn in by the Town Clerk prior to the first meeting in order to participate and have voting rights.

---

### LEGISLATIVE HISTORY

06-Oct-15 Introduced to Town Council

01-Dec-15 Adopted by Town Council

15-Jul-16 Introduced deleting number of terms served