

Agenda

Bar Harbor Town Council Special Meeting

Thursday, October 27, 2016

5:30 p.m. – 9:00 p.m.

Public Works Facility – 50 Public Works Way

Annual Goal Setting Meeting

- I. CALL TO ORDER**
- II. COUNCIL'S GOAL SETTING – *Discussion of goals.***
- III. ADJOURNMENT**

**In order to insure your complete 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.**

Bar Harbor Town Council

Vision

The Bar Harbor Town Council is resolute in its commitment to promoting a sustainable and resilient community. Efficient use of public funds, good governance in accordance with the Town Charter and citizen involvement will ensure ample access to goods, services, housing and education and afford our diverse residents and visitors an outstanding quality of life.

2016 Five Year Goals

~ FY16 through FY21 ~

A. Keep the rate of Property Tax Increases low and Enhance User-based Revenues

1. Work with the manager to draft a Municipal Budget that will keep property tax increases to a minimum, while still considering services that are necessary and appropriate. –

Cornell: Tax increase is estimated at 1.3%. Tax Commitment should be finalized in 2 weeks.

2. Work to identify opportunities to match potential revenues to incurred expenses to minimize impact on property tax and rate-payers, including payments in lieu of property taxes.-

Cornell: Town Council voted not to proceed with a PAYT program but did form a Task Force on Recycling. A \$45,000 grant will be used to replace the pier floats ahead of the CIP schedule. A \$95,000 DEP grant will be used to lower the cost of the Cromwell Harbor bridge construction, which starts by the end of August.

3. Work with the Finance Director and Assessor to understand possible variances/inequities in property assessment to determine the need for and timing of a revaluation of all properties. –

Stan: Expect to obtain new information after the 4/1/16 assessments are firmed up for the 2016 tax bills this summer to re-evaluate any trends which would help to place a focus on any segments that are clearly out of line in market value vs. assessments.

B. Protect the local environment on which much of our economy is based

1. Work with other towns in the region to study in support of solutions to the long-term issue of solid waste management and disposal. –

Chip: Town Council voted in February to join the MRC/Fiberight project in 2018. Fiberight has received approvals from the Town of Hampden and DEP.

2. Explore opportunities to significantly reduce reliance on fossil fuels by the town, local businesses and residents through a town or regional “solarize” program that coordinates education, purchasing, installation and financing options. –

Chip: Solar array on the PW Garage is fully operational. The Community Solar Farm ceremony is August 1st.

C. Create effective plans for a Sustainable Future

1. Work toward a simplified, enforceable Land Use Ordinance. –

Bob: The Town voted to approve Land Use Ordinance amendments that create a clearer review process for approvals of signage. The Town also voted to reinstitute a number of uses to the Downtown Districts that are long-term established uses that will now be expandable.

2. Explore, with the HUB of Bar Harbor and the Chamber of Commerce, creation of a downtown development district or tax increment financing to enhance self-financed planning and economic development within the downtown area, including seeing currently vacant commercial lots fully utilized. –

Bob: The HUB is exploring grant opportunities for supporting their mission.

D. Improve the Effectiveness and Delivery of Municipal Services

1. Promote and support effectiveness and efficiency of public safety services and other municipal services, including current and new collaborations with other towns. –

Chief Willis:

Police Chief Sharing agreement, mutual aid agreement. Combined patrol work schedule has been in place since May 22, 2016. Shared supervision and new supervisor schedule in place as of May 22, 2016. Shared software DHQ is in use for roll call items, centralized policy storage and access along with schedules are being built in DHQ now.

BH and MD contributed equally toward initial engineering costs for new radio frequency on ANP tower, at least fall before anything is final.

Spillman purchase and implementation completed, we are now working on combining MDPD and BHPD into one set of records on Spillman to make things easier for end users. All full time Law Enforcement agencies in Hancock County are now on the same records management system. MDPD and BHPD dispatch are now able to contribute to each others calls electronically.

We've recently trained newer dispatch staff on phone transfers to minimize interruptions when members of public call for us. i.e. if the Chief or a Supervisor is in Bar Harbor and the citizen calls MD for them, the call is just transferred to the BH Office by dispatch and the caller doesn't notice the transition.

BHFD was first FD in Hancock County to be granted live mobile access to Spillman dispatch screens (CAD). They have live up to the minute electronic info about emergency calls in their trucks via laptops. FD "I am responding" text messaging was incorporated to Spillman CAD which greatly improved the speed and quality of info for the FD.

All Officers from both agencies are sworn in in both towns and new deputy commissions are underway to reflect statute change (need to get everyone sworn in again). Officers from both agencies work on regional enforcement teams (grant funded admin by HCSO) for directed patrols for underage drinking and impaired driving enforcement.

Chief continues as Dist 7 rep for Maine Chiefs and is still on Executive Board as immediate past president of MCOPA until September. Lt. Kerns continues to chair the District 7 training council.

Field Training - Our newest entry level hires for part time dispatch and parking enforcement have been cross trained so they can work either job in either town, we have three employees like this now. Our formal field training programs for Officers and Dispatchers have been integrated. Our Officer FTO coordinator is an MDPD veteran officer, he coordinates all FTO training, using BHPD and MDPD trainers. Same is done for dispatchers. Trainees get a greater variety of experience and we have more trainers to utilize. It's facilitated good interagency interactions.

Chief Bartlett:

Improve the Effectiveness and Delivery of Municipal Services

- 1. Consolidated the fire and EMS budgets into one single operating budget.*
 - 2. Ongoing working relationships with the other Island Fire and EMS departments. Strong relationships between departments helps meet the demand, and provide effective services to the Island residents and visitors.*
 - 3. I have been appointed by Hancock County Firefighters Association, to serve on the Board of Directors for Maine Fire Chief's Association.*
 - 4. Promote educations for department members. Education will allow the department to stay relevant in our field, and in turn provide high level fire and EMS services.*
 - 5. Working with Northeast Harbor EMS and Southwest/Tremont Ambulance on purchasing of new monitor/defibrillators. We are looking at making a group purchase for new monitor/defibrillators to get the best price possible, and to keep the continuity of equipment between all the services.*
2. Work through the League of Towns to design professional development opportunities, including encouraging municipal employees to cross-train for appropriate functions and collaborate where appropriate through formal and informal arrangements. –

Cornell: I explored the HR module in MUNIS so training costs and perhaps employee time when shorthanded could be shared with the Town of Mt. Desert. There were some funds remaining in a contract account, but the cost of the module with shared training exceeded \$22,000, so it will need to be considered at budget time.

E. Improve Local Infrastructure

1. Continue to actively engage MDOT and our State and Federal delegations to ensure Route 3 reconstruction is completed –

Chip: DOT is conducting appraisals now and Right of Way negotiations will be finished in September. DOT is anticipating an October 19 bid day and contract award by Thanksgiving.

2. Encourage and assist the Maine Port Authority to acquire the ferry terminal. –

Bob: Planning Board is developing a shoreland district specifically to address the reuse of the ferry terminal lot. The Port Authority is planning to sign the lease/purchase agreement in August.

3. Sustain and grow cruise ship visitation, within limits set by the Town Council on a yearly basis, to ensure that the income stream from cruise visitation continues to make Maine Port Authority acquisition of the ferry terminal viable. –

Charlie: The Harbor Department continues to schedule cruise ship visits well into the future. Currently, the 2016 Cruise Ship Schedule is slightly below the 2015 level; however, 2017 has more large ships scheduled at this point in time than 2015. There are reservations for cruise ships scheduled out to 2025.

Bob: Worked with the Cruise Ship Committee to develop an economic impact survey for cruise ship passengers. Developing RFP to secure a consultant to make much needed improvements to the Cottage Street Corridor.

4. Seek solutions to on-going parking problems in the summer season.

Bob: Planning Board developed draft parking amendments for the November ballot for the Land Use Ordinance to create solutions to longstanding parking issues.

The Town Council reviewed parking recommendations March 10th and referred implementation to the new Parking Solutions Task Force.

5. Adopt a master plan for the transfer station. – ***Pending. The new Recycling Committee will be reviewing the plan.***

6. Design, fund and rebuild Grant Park. –

Chip: In the process of finalizing sprinkler system design and updating estimate. Expect Parks and Recreation Committee to review changes at their August 15 meeting.

7. Explore options for rebuilding Harborview Park. – *No action.*
8. Respond to opportunities for improved broadband service within downtown and areas of the town not currently served. –

Stan: Staff and CTF continue to encourage Fairpoint and Time Warner to provide an estimated cost of build out for fiber for the Municipal network, with equivalent speeds as the Town has currently. Some progress has been made, as GWI has provided a cost estimate, but Fairpoint and TW have not. All vendors have received the specific service locations required from Town staff. CTF is also waiting for more guidance from the Council on a general course of action in regards to public outreach.

9. Study future space needs and options for public safety functions within Bar Harbor, as exploration of collaboration with other towns proceeds –

Chief Willis - BHPD facility is inadequate, it does not meet the needs of the agency and will need to be addressed soon. We are working on plans to reconfigure things so that it works as well as it can for us, but to make one thing better, we give up something else, everyone has to stop working and leave a room so an officer can conduct and interview or we think about giving up a cell to make some office space.

We are using three separate office work spaces which are not connected. They are as follows; the BHPD, the Port Security and MDPD for records and Admin Asst. location.. Additionally, our records archive which is accessed a few times a month, is located in yet another location, the basement of the Town Office. We also use a different space in the Town Office basement for evidence storage. We'll soon be exploring ways to incorporate MDPD's evidence room into our plans to mitigate the space constraints at BHPD. MDPD won't be able to absorb much more of BHPD's overflow, MDDP is filling up. One centralized location for all of our services is needed. There is a building study available, it was paid for from a grant, it summarizes that there are not many options with the current building. We've nearly exhausted our available options to get us by and its beginning to make our jobs more difficult because of the fragmentation and limitations of the work spaces.

Chief Bartlett-

1. *Continue to work with Chief Willis to help address the space needs of the current police station.*
 2. *Soliciting bids to put in heat pumps in the FD and PD. This would replace the current use of window insert AC unit, and reduce the cost of electricity of the public safety building.*
10. Study and create a priority list of in-town roads, noting both short-term needs for resurfacing and long-term needs for reconstruction, with appropriate planning, engineering and funding mechanisms. –

Chip: Consolidated Work Plan on hold due to costs. Maintenance mix paving was applied to Cottage Street, Main Street, Wayman Lane and Hancock Street.

11. Explore potential for and promote construction of additional bike lanes and other amenities for cyclists in the downtown area, and along roadways/routes leading into town, especially when roads are reconstructed, and when collaboration is possible with Acadia National Park and Maine Department of Transportation. –

Chip: An engineering estimate to design Crooked Road bike path is \$32,000.

F. Improve the Effectiveness and Efficiency of our Town Governance and encourage citizen involvement

1. Study appropriate electronic voting technology to improve efficiency and accuracy of tabulating votes at annual open Town Meeting. –

Pat: Until a Charter change, this method is inefficient for our style and regulatory town meeting. Ballots will still be required on certain votes.

2. Improve communications with tax-payers and residents, in part, through periodic council meetings held in the various villages of the town, preceded by opportunities for “conversations”, facilitated by a neutral moderator, that will help council members better understand the needs and hopes of residents and residents to understand the roles and responsibilities of the council. –

Pat: Held a meeting in Town Hill this past spring.

3. Work with town boards and committees to design workshops to increase citizen participation in town government. –

Cornell: The Maine Municipal Association held an Elected Officials Workshop in Bar Harbor in April. But Planning Board, Board of Appeals and Board of Assessment Review training sessions are often in Augusta, too far for volunteers to take a full day to attend. I have asked MMA about webinars.

HISTORY

10-28-14 Results of Goal Setting workshop
11-18-14 Goals adopted by Council
12-2-14 Council amended E.7. to include Grant Park
3-17-15 Staff's update status
7-21-15 Staff's update status
10-29-15 Results of Goal Setting workshop
12-01-15 Goals adopted by Council, amended E. title, deleted #8
03-15-16 Staff's update status
08-03-16 Staff's update status

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