

CRUISE SHIP COMMITTEE

PACKET OF MATERIALS

MEETING JANUARY 11, 2018

Cover page with date

Agenda

Minutes for approval

Supporting Documents

Agenda

Bar Harbor Cruise Ship Committee

Thursday, January 11, 2018

1:00 P.M.

Council Chambers, Municipal Building

93 Cottage Street

- I. Call to Order
- II. Approval of Minutes
 - a. December 13, 2017
- III. Public Comment Period
- IV. Adoption of agenda
- V. Public Comment / Questions
- VI. Staff Reports
- VII. Regular Business
 - a. Update on amending the 2003 Cruise Ship Tour Bus Policy
 - b. Discussion on a breakwater improvement feasibility
 - c. Future budgetary needs
 - d. Update on status of ANP representative on the Committee
- VIII. Public Comment Period
- IX. Items for the next agenda
- X. Set Meeting Date and Time
- XI. Adjournment

**Minutes
Bar Harbor Cruise Ship Committee
Wednesday, December 13, 2017
1:30 P.M.
Council Chambers – Municipal Building
93 Cottage Street**

I. CALL TO ORDER

The Chair called the meeting to order at 1:30 P.M. Mr. Paradis was an excused absence.

Members present: Eben Salvatore, Chair; Jeff Dobbs, Member; Darron Collins, Member; Clair Bingham, Member; Amy Powers, Member; Ken Smith, Member; Charlie Phippen, Member; Sandy McFarland, Member; Skip Strong, Member; Jim Willis, Member; and Angela Chamberlain, Secretary; Martha Searchfield, Vice Chair; and Greg Gordon, Member.

II. APPROVAL OF MINUTES

A. November 15, 2017

Mr. Smith moved to approve the minutes of November 15, 2017 as prepared. Mr. McFarland seconded the motion and the Committee voted 13-0 to approve the motion.

III. ADOPTION OF AGENDA

Mr. Dobbs moved to adopt the agenda as prepared. Mr. Phippen seconded the motion and the Committee voted 13-0 to approve the motion.

IV. PUBLIC COMMENT/QUESTIONS

Carol Chappell spoke and thanked the Committee for providing documents online for the public to review. She noted that she would like the Committee to recommend using cruise ship passenger feeds for the purchase of the Ferry Terminal property. She also suggested that the Committee consider having two public comment periods, one in the middle of the agenda and one at the end. She noted that she had seen that work well for other meetings.

Donna Karlson spoke and said that she was under the impression that the Cruise Ship Committee was going to be discussing the Ferry Terminal Advisory Committee's recommendation and she didn't see that on the agenda.

Joe Minutolo spoke and stated that he would like to see the Committee allocate funds for the Ferry Terminal purchase.

Dessa Dancy added that she thought now was the time for the Cruise Ship Committee to discuss the budget and allow the public to weigh in and collaborate. Mr. Salvatore said

that the role of the Cruise Ship Committee was to review the budget as it had been prepared by Staff.

Patrick Arnold spoke and stated that he was in from Cruise ME and attending the meeting to listen and observe.

V. STAFF REPORTS

Mr. Phippen stated that the numbers from the previous meeting had not changed much, and to date there are 178 visits scheduled for 2018.

Mr. Willis stated that he nothing new to add since the prior meeting.

Mr. Knight noted that the Council was considering approval of a contract with B & A to implement a business plan for the Ferry Terminal site.

VI. REGULAR BUSINESS

a. Update from Harbor Master on cancelation/reservation fees in other communities

Mr. Phippen stated that he had contacted Eastport, Vineyard Haven, Rockland, Providencetown, Newport Rhode Island, and Portland and none of those communities collect a booking or cancellation fee.

b. Update from Cornell Knight on advice from the consultant on cancelation/reservation fees

Mr. Knight stated that Luis Ajamil was not aware of any communities that collect those fees.

c. Review Draft Annual Report

Mr. Phippen offered some language to clarify some of the numbers, it was suggested by Mr. Strong that there be a break down in future reports regarding the cancellations and reasons and whether they were large versus small ships, and Mr. Collins noted that in item 4., the word "I" should be edited to say "Eben Salvatore". There were no other changes and the Committee did not need to see this again before it went to the Council.

d. Review updated 2019 Budget

Mr. Knight explained that the only change was to add a line item for possible future improvements to the breakwater.

Mr. Smith moved to recommend the budget as prepared. Ms. Searchfield seconded the motion and the Committee voted 13-0 to approve the motion.

e. Review Cruise ME membership

Mr. Arnold from Cruise ME and Mr. Steve Lyons from the Maine office of Tourism both spoke on this issue. They explained that due to the recent changes at Cruise ME, they were not able to find all the contracts and written agreements so in the meantime, they would keep the fees the same as the prior year and will reassess next year.

f. Update on amending the 2003 Cruise Ship Tour Bus Policy

Mr. Salvatore said that he, Mr. Gordon, Ms. Searchfield, Mr. Phippen, and Mr. Willis all met to discuss the existing policy. He noted that he had not had an opportunity to prepare a draft showing their recommended changes but he would have it for the next meeting.

g. Discussion on breakwater improvement feasibility

Mr. Strong explained that most of the breakwater is below mean high water and should qualify for funding as maintenance. He added that there is very little money available and this would be a low priority to receive funding even though it would be a benefit to the entire harbor. Any improvements to the breakwater would have to be funded by both the town and the Army Corps of Engineers. Mr. Strong said that he was waiting for more information from Ed O'Donnell from the ACOE and would report back to the Committee at that time.

h. Discussion on where on the agenda public comment should be placed

Mr. Dobbs noted that he liked the idea of splitting it up over the meeting agenda.

Mr. Phippen moved to place half the public comment occur after "approval of minutes" and the second half before "items for the next agenda". Mr. Dobbs seconded the motion and the Committee voted 13-0 to approve the motion.

i. Update on status of ANP transportation plan

There was no one there to speak to the item but Mr. John Kelly from ANP was present and offered to give the Committee some information. He stated that the Park had been gathering public input over the last year and had prepared a 150-page document based on those comments. He added that a draft was slated to be completed and ready for a public hearing next spring.

VII. ITEMS FOR THE NEXT AGENDA

- a. *Update on amending the 2003 Cruise Ship Tour Bus Policy*
- b. *Discussion on a breakwater improvement feasibility*
- c. *Future budgetary needs*
- d. *Update on status of ANP representative on the Committee*

VIII. SET NEXT MEETING TIME, DATE AND PLACE

January 11, 2018 at 1:00 PM.

IX. ADJOURNMENT

Mr. Dobbs moved to adjourn at 2:42 PM. Mr. Smith seconded the motion and the Committee voted 13-0 to approve the motion.

Signed as approved:

**Angela M Chamberlain, Secretary
Cruise Ship Committee, Town of Bar Harbor**

Date

Cruise Ship Tour Bus Policy

In order to address traffic and congestion problems in the vicinity of the Town Pier, the following policy is hereby adopted:

1. ~~4-~~Cruise ship tour buses may utilize the parking lot on the south side of West Street between Agamont Lane and Main Street.
2. ~~2-~~Cruise ship tour buses may utilize the parking spaces ~~for a 2 bus loading zone located~~ on the West side of Agamont Park on Main Street at its intersection with West Street until 11am, motor coaches shall be parked as far towards West Street as practical. After 11Am there shall be no tour bus activity on Main Street.
3. ~~3-~~Cruise ship tour buses may utilize the Newport Drive Parking Lot as operationally necessary at the discretion of the Bar Harbor Police Department.
4. Motor Coaches may utilize parking spaces for 2 busses on the North side of West Street beginning at the entrance to the Harborside Hotel.
5. ~~4-~~Overflow cruise ship tour buses ~~may shall~~ queue between the Park Street athletic fields as operationally necessary at the discretion of the Bar Harbor Police Department.
6. ~~5-~~Cruise ship tour buses shall turn off their engines at all times except when underway. Exceptions shall be permitted to accommodate special circumstances such as wheel chair lift operation.
7. ~~6-~~When utilizing the drop-off area on the South side of Mt. Desert Street ~~at its intersection with Main Street, motor coaches shall be parked as far towards Main Street as practical~~ motor coaches shall park within areas designated by BHPD.
8. ~~7-~~No more than two motor coaches at a time shall be allowed at the drop-off area on the south side of Mt. Desert Street, ~~at its intersection with Main Street.~~
9. ~~8-~~Motor coach drop-off areas shall not be used unless drop-off personnel are present and wearing identifying clothing.
10. ~~9-~~Drop-off coning and signage shall be stored out of view from the public way when not in use.
11. ~~10-~~Prior to the first Cruise Ship visit of each season, staff shall ensure that a mandatory meeting of the Bar Harbor Police, Bar Harbor Chamber of Commerce, tour operators, and motor coach companies is held to ensure that all parties are aware of policies and procedures regarding Cruise Ship Motor Coach tour operations.
12. These rules shall be enforced by officers and / or designated employees of the Bar Harbor Police Department. It is understood that the BHPD may apply alternative rules to address unique conditions at their discretion.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"