

**Minutes**  
**Special Bar Harbor Town Council**  
**January 17, 2019**

I. **CALL TO ORDER** – 6:00 p.m. – In attendance were Councilors Stephen Coston, Paul Paradis, Gary Friedmann, Matthew Hochman, Joe Minutolo, Judie Noonan, Erin Cough; and Town Manager Cornell Knight.

II. **GENERAL GOVERNMENT BUDGET COST CENTER:**

	<u>Page</u>
A. <b>Cooperating Agencies</b> (Separate Tab)	
Expenses	Budget 8
Ms. Cough noted that two agencies asked for less than appropriated in the past. Mr. Hochman stated the same thing happened last year, Council reduced the amounts, but the Warrant Committee added them back in and Council agreed. No action taken.	
B. <b>Outside Agencies</b>	
Island Explorer	Budget 5
Chart (separate TAB)	Chart 17
No action taken.	
C. <b>Cruise Ship Fund</b> (Separate Tab)	
Revenue	CS-1
Following discussion regarding a passenger fee increase and the need to have specific items an increase would fund, no action taken.	
Expense	
Operations	CS-2
Capital	CS-3
The increase in CruiseMaine fees was discussed. No action taken.	
D. <b>Planning Department</b>	
Revenues & Fees Schedule	
Code Enforcement Division	Revenue 1
Discussion re: projected number of vacation rental permits, which is conservative. No action taken.	
Planning Department	Revenue 1
Fees Schedule	Rev: Fees 12-13
Discussion re: difference in fees for residential vs small and large commercial building permits, including the history. No action taken.	
Expense	

Code Enforcement Division Budget 3  
 Planning Department Budget 4

Mr. Paradis, with second by Mr. Hochman, moved that Councilor Minutolo has the appearance of conflict of interest in this matter (Planning Expense and CIP). Motion passed 6-0-1 (Recused: Mr. Minutolo).

Discussion of item 1034-5356, two wells monitored by USGS and question of whether there is any benefit and ramifications if opt out. This is a cost share with Acadia National Park. Town Manager Knight will look into this.

Capital Improvement Program  
 Code Enforcement CIP Expenses 2  
 Planning CIP Expenses 2  
 Narrative CIP Narrative 10, 11  
 No action taken.

**E. Finance Director’s Department**

Revenues & Fees Schedule:

Finance Department Revenue 1  
 Municipal Building Revenue 1  
 Unclassified Revenue Revenue 3

Mr. Knight stated a meeting with Jax Lab is scheduled for January 31, we should know their PILOT amount then.

Taxes (other than property) Revenue 3  
 Finance & Assessing Rev: Fees 9  
 Municipal Building Rev: Fees 10-11

Expenses

Finance Department Budget 1  
 Technology Division Budget 2  
 Municipal Building Budget 2  
 Employee Benefits Budget 3  
 Assessing Division Budget 4

Stan Harmon announced that Catherine Leatherman, current Admin Assistant in Planning, has been hired as Deputy Assessor and will move over in early February.

Capital Improvement Program

Technology Division  
 Expenses CIP Expenses 2  
 Narrative CIP Narrative 9-10  
 Municipal Building  
 Expenses CIP Expenses 2  
 Narrative CIP Narrative 10  
 Assessing Division  
 Expenses CIP Expenses 2

Narrative	CIP Narrative 10-11
List of Equipment	CIP 21

Discussion around Technology and Assessing CIP needs. Ms. Cough raised the possibility of cutting the budget across multiple CIP accounts. Our CIP is one of the reasons we score high on bond ratings and it generates interest revenue. No action taken.

**F. Town Clerk’s Department**

Revenues & Fees Schedule

Revenues	Revenue 1
Fees Schedule	Rev: Fees 7-8

Expense

Town Clerk’s Department	Budget 1
Elections	Budget 2
Town Offices	Budget 3
General Assistance	Budget 8

Following discussion, no action taken.

**G. Town Manager’s Department**

Revenues

Intergovernmental Revenues	Revenue 4
Fund Balance	Revenue 4

Mr. Knight stated the fund balance amount has been dropping and the goal is for it to be zero. The \$55,000 will fund repairs to the tennis court.

Expense

Town Council	Budget 1
Town Manager	Budget 1
Legal Counsel	Budget 1
Miscellaneous	Budget 4-5

Capital Improvement Program

Revenues	CIP Revenue 1
Town Debt Service	CIP Expenses 5
Narrative	CIP Narrative 8

Following discussion, no action taken.

**III. ADJOURNMENT** – After closing remarks by Chair Friedmann, meeting adjourned at 7:55pm.

---

Sharon M. Linscott, Town Clerk