

Warrant Committee 2021

Monday, February 22, 2021

I. Regular Business

- A. **Call to Order/Roll Call:** 7:05 pm by Chair Libby; 20 voting members present (basic majority is 11 or more)

Present: J. Berberian, S. Boucher, B. Chaplin, C. Chappell, J. Collier, C. Cough, S. Dyer, M. Good, E. Henry, D. Karlson, J. Kelly, M. Kelly, J. Kitler, S. Libby, C. Reed, C. Ryan, A. Sasner, C. Smith, K. St. Germain, L. Sweet; **Absent (excused):** A. Kendall

Chair Libby mentioned his remark at the February 8 Warrant Committee meeting about how meetings may be delayed due to snow. With meetings now being held via Zoom, they are likely to proceed regardless of the weather, unless town staff are unable to attend.

- B. **Fill Vacant Seat:** Chair Libby shared that the Warrant Committee's Nominating Committee met by Zoom on February 17, 2021. In addition to Chair Libby, Vice Chair Berberian, and Secretary Smith, Ms. Henry joined as the Chair of the Recreation & Welfare subcommittee; the next member of the Warrant Committee will be joining this subcommittee. Four candidates were reviewed, and Chair Libby stated that he was pleased with all four applications. Ms. Henry was asked what attributes and experiences might be noteworthy among these candidates, and she replied that she was keen to have a person with experience and visibility on the harbor and could offer that perspective. The Nominating Committee ultimately settled on nominating Bailey Stillman to the full Warrant Committee, in a unanimous vote. Chair Libby notified Mr. Stillman, and he was notified and prepared for possible participation in the February 22, 2021 Warrant Committee meeting.

Chair Libby stated that he would like to nominate Bailey Stillman as the newest member, and made a motion to approve this nomination. This motion passed unanimously (20 Yes, 0 No, 0 Abstain). There was a question as to whether Mr. Stillman could be sworn in via Zoom by Town Clerk Linscott. Chair Libby stated that anticipating this approval, Mr. Stillman swore his oath at the Town Clerk's officer earlier in the day. Mr. Kelly expressed concern that the Warrant Committee was under scrutiny, and he wanted to have this process follow the established rules as close as possible. It was agreed that Mr. Stillman could take his oath in person on another time, but continue to view the current meeting as an attendee.

- C. Approval of Minutes – September 8, 2020 and February 8, 2021:** There were two sets of minutes to approve. Chair Libby stated that there had been some question as how to capture a certain discussion from the September 8, 2020 meeting in the minutes. He confirmed that the general sentiments in question were voiced at that meeting. Secretary Smith revisited her notes from that meeting and was able to add additional language from that discussion in the minutes. Mr. Good made a motion to accept the minutes from September 8, 2020 and February 8, 2021, and this was seconded by Mr. Collier. *The motion was approved unanimously (20 Yes, 0 No, 0 Abstain).*
- D. Introduction of Staff:** Chair Libby introduced Town staff present: Cornell Knight – Town Manager, Sharon Linscott – Town Clerk, Sarah Gilbert – Finance Director. Other staff would join the meeting as Zoom panelists as their respective budget sections were discussed.
- E. Announcements:** Chair Libby revisited Mr. Kelly’s comments at a prior meeting about adding efficiencies to the voting process. He noted that another Warrant Committee member had suggested that rather than roll call voting, it would be faster to vote by hand, possibly with an index card for added clarity. Mr. Kelly appreciated the discussion, and noted that some meetings do take longer than others. His concerns are that we use Town staff time efficiently, and that the Warrant Committee avoid the perception that it unnecessarily prolongs the warrant process. Chair Libby stated that the structure of the Warrant Committee meetings could be revisited at the end of the season.
- F. Public Comment:** Chair Libby noted for new Warrant Committee members that at the beginning of meetings the floor is opened to the public to opine and/or ask questions related to items on the agenda. Each member of the public will have 3-5 minutes; the Warrant Committee does not typically respond directly to questions or comments.

Arthur Greif: Mr. Greif wanted to briefly comment on the Warrant Committee meeting dated February 8, 2021; that meeting’s minutes were slated for approval at this evening’s Warrant Committee meeting. Mr. Greif expressed surprise that Town Manager Knight interjected a comment into the Warrant Committee’s internal discussion of its minutes and included what in Mr. Greif’s mind was an irrelevant detail about Ms. Karlson. Mr. Greif noted that there were three different bodies that constitute a government and that his own concerns were about the process undertaken by one of those bodies. He stated that his interest is not financial in nature; he is simply asking if the Town Council complied with the Town’s Charter. Mr. Greif said that this type of questioning is a normal and necessary part of government, and he gently asked Mr. Knight to not interject in the future.

Chair Libby informed the Warrant Committee by email that there was a particular CIP line item in the General Government subcommittee's purview that was not voted on during their subcommittee meeting. His proposal was that the General Government subcommittee meet briefly during this meeting to vote on that single line item, so that it can present the full Warrant Committee a recommendation on which to vote. If this suggestion was deemed not feasible, the General Government subcommittee could meet briefly at another time and present this item to the full Warrant Committee at a later meeting. Mr. Kelly sought input from Town Clerk Linscott as to whether the public notice for this full Warrant Committee meeting would suffice for a public notice for the subcommittee meeting. Ms. Linscott deferred to Town Manager Knight. Mr. Knight stated that as member of the General Government subcommittee are members of the Warrant Committee, the notice of the Warrant Committee meeting would suffice.

With this statement from Mr. Knight, a brief meeting of the General Government subcommittee was convened. Subcommittee Chair Chappell moved and Ms. Ryan seconded a motion to recommend to the full Warrant Committee the amount of \$100,000 for total inter-fund transfers in from General Fund Balance. This motion was passed by the General Government subcommittee unanimously (5 Yes, 0 No, 0 Abstain).

Chair Libby turned the meeting over to Subcommittee Chair Chappell. She reported that the General Government Subcommittee met February 18 at 12:30pm for approximately 3 hours. Town staff were also in attendance and the subcommittee ultimately accepted all articles under their consideration. She hoped to provide a brief synopsis of the subcommittee's discussion for each item.

II. Budget Cost Center

A. Planning Department

a. Revenues

- i. Code Enforcement Division** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$291,300** for Code Enforcement Division revenues.

Chair Chappell noted that parklet permits would most likely be needed this coming summer, and that the Parking Solutions Taskforce was meeting later this week. Late fees may be added to the Vacation Rental fee schedule.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- ii. **Planning Department** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$16,550** for Planning Department revenues.

Chair Chappell noted that Planning Director Gagnon thought that periodic review of fees was appropriate. Ms. Karlson noted that she had asked in the General Government subcommittee meeting how whether the fees are revisited in a systematic way, and suggested that could be revisited in a more defined way. Mr. Collier asked why the Warrant Committee was approving the Town Manager’s estimate. Town Manager Knight noted that the Warrant Committee review budget estimates. Chair Libby added that the Warrant Committee can make recommendations to change a budget item, and then try to reconcile any differences with the Town Council. If those differences cannot be resolved, they are brought to the annual Town Meeting for final determination. The estimates are based upon historical numbers, and so there is a correlation with reality and past numbers.
The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. **Code Enforcement** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$141,310** for Code Enforcement Division expenses.

Chair Chappell noted that both the Code Enforcement Officer and the Deputy Code Enforcement Officer are paid hourly wages, and have an increase of 3%. This level of wage increase is seen throughout the budget. Ms. Karlson noted that the General Government subcommittee had some concern about the application of the 3% wage increase across all wage budget line items, but emphasized that this was not personal and that Town staff do excellent work. The concern is due to this having been a difficult year for many who may have lost their jobs or had businesses that didn’t do well. She suggested that for salaried and non-union employees, in the future this increase could be tied instead to the Social Security Administration’s annual Cost Of Living Adjustment (COLA). That could be more reflective of what the community as a whole is experiencing. Wage levels might also be tiered. But Ms. Karlson acknowledged that Town staff are

anticipating a 3% increase, so will recommend it at this meeting. Mr. Kelly stated that he understood citing an index, and that the current increases may be catching up from earlier years without appropriate increases. Town Manager Knight added that part of the discussion is parity with school and Town raises. Chair Chappell noted that she has spoken with MDI RSS Business Manager Nancy Thurlow about this and hopes to have specific figures to add to this conversation in the future. The Warrant Committee proceeded with the motion, but Chair Chappell had an additional item to mention from the General Government subcommittee meeting. Chair Libby withdrew the motion. Chair Chappell noted that the overtime wages were included so that staff could attend evening meetings. Chair Libby brought the motion to approve the Code Enforcement Division expenses to the floor again, which was seconded by Mr. Kelly.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- ii. **Planning Department** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$224,276** for Planning Department expenses.

Chair Chappell noted that Planning Director Gagnon said that they had been lagging behind other Town departments in terms of staffing, and that growth and development were the ways to increase tax revenues. The Hancock County Planning Commission had been inactive for a period of time, but was now able to offer technical assistance and workshops. Ms. Ryan stated that from her recollection of the General Government Subcommittee meeting, Ms. Gagnon had cited the Code Enforcement Office as being insufficiently staffed, rather than the Planning Department.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- c. **Capital Improvement Program (CIP)**

- i. **Code Enforcement**

- 1. **Expenses** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$3,200** for Code Enforcement Division CIP expenses.

Chair Chappell noted that a Ford Escape hybrid vehicle had just been purchased, and funds were being built up for another vehicle in the future.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

ii. Planning Department

- 1. Expenses** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$170,000** for Planning Department CIP expenses.

Chair Chappell noted that funds were available to update the prior Comprehensive Plan. This project had been delayed by COVID because Town staff hoped for face-to-face meetings with the community as part of the process. They hope to have a contract in place by July 2021. Chair Chappell also noted that the Lower Main Street and Cottage Street streetscape initial concept design work was complete, and will be a multimillion-dollar project. Some of this work has been delayed by the pandemic. She stated that there was also a question of whether there may be hesitation for this large budget item, and less ambitious plans may be sought. Ms. Smith asked what the \$60,000 in the CIP budget was being spent on this year, and the \$30,000 in the next budget year. Town Manager Cornell noted that this was related to a contract for the Comprehensive Plan, and former Finance Director Harmon had given him an estimate of what might be spent.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

B. Town Clerk's Department

- a. Revenues** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$23,770** for Town Clerk's Department revenues.

Mr. Kitler asked if Uber and Lyft were active in the area, and if we charged them fees. Chair Libby responded that they were in the area but we could not charge them a fee. They do not qualify as vehicles for hire under town ordinance.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- b. Expenses**

- i. **Town Clerk** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$129,579** for Town Clerk’s expenses.

Chair Chappell noted that there was a new Deputy Town Clerk, Liz Graves, and those wages were reduced due to the associated probationary period.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- ii. **Elections** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$16,777** for Elections expenses.

Chair Chappell noted that expenses are down from last year, as last year’s presidential elections required additional funds.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

C. Finance Director’s Department

a. Revenues

- i. **Finance Department** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$188,221** for Finance Department revenues.

Chair Chappell noted that these companies pay the Town for the services of collecting payments and other administrative tasks. Chair Libby asked Town Manager Knight if this was like a third-party billing agency. Mr. Knight responded that it was the sewer and water companies reimbursing the Town’s Finance Department for providing labor to those funds.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- ii. **Municipal Building** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$34,000** for Municipal Building revenues.

Chair Libby noted for new Warrant Committee members that this budget item is typically for rent the Town collects for office space in the Municipal Building.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- iii. **Unclassified** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$345,787** for Unclassified revenues.

Chair Libby described the PILOT program for new Warrant Committee members. The term means Payment in Lieu of Taxes, in which Town non-profit organizations voluntarily make payments to the town in lieu of tax payments. Mr. Kelly noted that Acadia National Park makes a similar payment, but it is part of an intergovernmental budget line item. Ms. Karlson asked whether the Town’s investments were FDIC insured. Finance Director Gilbert responded that the largest operating accounts were with local banks and 100% of the investments were FDIC insured.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- iv. **Taxes (other than property)** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$1,096,500** for Taxes (other than property) revenues.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. **Finance Department** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$373,945** for Finance Department expenses.

Chair Chappell noted that the salary line was slightly lower as Finance Director Gilbert was still in the probationary period for this position. The wages for the Tax Collector, Jen Sawyer, were also included in this line. Mr. Collier noted that former Finance Director Stan Harmon would be missed, but he gave a warm welcome to Ms. Gilbert.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- ii. **Technology Division** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$180,285** for Technology Division expenses.

Ms. Smith asked whether the part-time broadcast wages were affected by having meetings move to Zoom. Technology Systems

Administrator Cornell noted that Town staff were still coming in to coordinate the meetings.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- iii. **Municipal Building** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$83,808** for Municipal Building expenses.

Chair Libby asked about the cost of oil. Town Manager Knight replied that he was waiting for the school to be ready to lock in a price.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- iv. **Town Offices** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$46,266** for Town Offices expenses.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- v. **Employee Benefits** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$1,893,100** for Employee Benefits expenses.

Mr. Kitler asked if there were any Town employees not reflected in these benefits. Finance Director Gilbert noted that part-time employees would not have retirement or health insurance benefits. Chair Chappell added that employee benefits were approximately 33% of the employee's salary.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- vi. **Assessing Division** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$161,717** for Assessing Division expenses.

Mr. Collier asked if the upcoming revaluation was in this budget or if it would be happening the following year. Town Assessor Weed responded that the revaluation is in the budget under review, but in the CIP account rather than the General Fund.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

c. **Capital Improvement Program (CIP)**

i. **Technology Division**

1. **Expenses** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$797,744** for Technology Division CIP expenses.

Chair Chappell noted that there was one abstention for this item in the General Government subcommittee meeting. She noted the additional background information that had been made available for review, including the Project Summary prepared by Casco Bay Advisors. Chair Libby stated that Technology Systems Administrator Steve Cornell was in attendance and could make a brief presentation followed by an opportunity for the Warrant Committee to ask questions. He made a motion to let Mr. Cornell present, which was seconded by Mr. Collier. This motion passed unanimously (20 Yes, 0 No, 0 Abstain). Mr. Cornell stated that the dark fiber project would provide a secure, high quality data network to all official town locations, including the school and library. Connectivity is important for all employees, and the service includes the telephone system. He predicts this will save the Town thousands of dollars in fees, as well as not having to create a separate phone system and saving labor at the water and sewer facilities if those can be connected. The impetus for the project is an expired franchise agreement. The Town Communication and Technology Committee recommended that the Town invest in building its own fiber network. Mr. Cornell believes that the Town should be able to attract partner investors to help defray costs. This has other potential benefits, such as attracting ISPs to provide increased consumer options for connectivity. Mr. Kitler asked if this involves running physical cable to all locations. Mr. Cornell replied that it would, and the Bar Harbor cable would meet the Mount Desert cable at the high school. Mr. Kitler asked if within buildings the connections were hard-wired or Wi-Fi. Mr. Cornell responded that most connections would be hard wired, and things are already wired that way. Mr. Cough asked why the Town was paying 100% of the connection to the high school, which would serve other towns. Mr. Cornell replied that as the head of the network, the town donates the connectivity and fire safety in the server room, and

that the school will pay for part of the construction and maintenance of the fiber network. Ms. Dyer asked if there were any figures for us to consider relative to how much Mount Desert was contributing to the expense. She expressed concern that by the time the bond debt was paid, approximately 16 years, then the technology would be totally different. Mr. Cornell replied that there were no figures yet as the project had not officially been out for bid. The \$750,000 estimate assumes no partners, but Casco Bay Advisors believe the project cost could be cut in half with partners. He said potential partners were waiting for the project to move forward, such as with a proposal out for bid. Ms. Dyer noted that the \$750,000 was a conservative figure, and Mr. Cornell responded that this was a worst-case scenario. Mr. Kitler asked about the speed of the proposed connections. Mr. Cornell said that speeds to some places were already quite high, but it could be up to 10G. Mr. Cough asked how many strands were available for partners. Mr. Cornell replied that there were 196 strands, as the cost differential was minimal between 80 or 200 strands. Ms. Karlson noted that the Casco Bay estimate was prepared in 2019, and asked if the \$750,000 estimate was still valid. Mr. Cornell replied that it was. Ms. Karlson also asked if there would be a “clerk of the works” or construction project manager watching the costs and reporting those back to the Town. Mr. Cornell replied in the affirmative. Ms. Karlson added that the Casco Bay summary suggests that maybe the town does not have to pay for leasing pole space, but some of the poles are running along State right of way along Route 3. Mr. Cornell noted that this does not apply, and if the Town were to use that law, we would only be able to connect the Municipal Building and be a private municipal network only and not provide any additional services to others. Chair Libby understands the enthusiasm about dark fiber. He asked about the cable consortium agreement that had been in place, in which the Town was given the right to use dark fiber on the cable network in return for letting them use municipal rights of way. If the agreement goes away, do we charge them a lease rate to be using our rights of way? Mr. Cornell deferred to Town Manager Knight. Mr. Knight responded that they pay a fee. Chair Libby agrees with overbuilding the network, as down the road we will effectively own it. He asked who will be

responsible for maintenance and downed lines, and what would the responsibilities be for other ISPs using the network. Mr. Cornell said that there are companies that would carry out any maintenance to the poles, and we would contract out to them rather than use Town staff time. Other ISPs would operate like tenants.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

ii. Municipal Building

1. **Expenses** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$29,000** for Municipal Building CIP expenses.

Mr. Kitler asked why the amount was reduced to \$29,000. Town Manager Knight responded that this is due to the recent cruise ship fund-related adjustments. Mr. Knight also clarified for Ms. Dyer that the budget still includes parking fund transfers into the CIP, and these are indicated with a single asterisk.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

iii. Assessing Division

1. **Expenses** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$25,233** for Assessing Division CIP expenses.

Chair Chappell noted that the ortho photo update will use a plane rather than drones for the fly over.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

D. Town Manager

a. Revenues

- i. **Intergovernmental Revenues** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$518,700** for Intergovernmental revenues.

Chair Libby noted that this is an area where the Town receives money from the federal and state government, including on behalf of Acadia National Park. Chair Chappell noted that the

revenue sharing was 3.75%, and that was generally seen as better than expected during a pandemic.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. Town Council** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$37,312** for Town Council expenses.

Mr. Kitler asked if there were wages associated with the Town Council. Town Manager Knight confirmed that Town Councilors receive a small stipend, of about \$1,500 a year. Ms. Karlson noted that some councils have a way for that money to be donated back to the Town, even though the stipends were well-deserved. Chair Libby stated that it creates a fiduciary duty for the Town Councilors. Mr. Cough stated that he may have a conflict of interest, as his stepmother serves on Town Council. Chair Libby responded that it appeared to fit the definition of a financial benefit conflict of interest, and informed new Warrant Committee members that it is for the Warrant Committee as a body to determine if a conflict of interest exists. The general law in Maine limits conflicts of interest to financial benefit. Chair Libby made a motion that Mr. Cough had a conflict of interest, and this was seconded by Mr. Collier. This motion was approved (19 Yes, 0 No, 1 Abstain).

The motion passed (19 in favor, 0 opposed, 1 abstain).

- ii. Town Manager** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$136,881** for Town Manager expenses.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- iii. Legal Counsel** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$52,950** for Legal Counsel expenses.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- iv. Miscellaneous** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$284,002** for Miscellaneous expenses.

Chair Chappell noted that funds were used in the Contingency Account for a Racial Equity Forum. Ms. Smith noted that \$7,400 was listed in the Charts section for social media, and asked how that was being spent. Town Manager Knight responded that this was additional support for Nina St. Germain and her Bar Harbor Enterprises firm. He noted that Town Council goals included more collaboration between the Town and the community. Mr. Kitler asked if the Town was looking beyond Polco. Mr. Knight responded that this was not all for Polco, though Planning Director Gagnon does plan to use that for the Comprehensive Plan. Funding would go for other efforts. Ms. Karlson asked if all of this work would be done by Bar Harbor Enterprises or other people. Mr. Knight replied that he anticipated it would all go to Ms. St. Germain. Ms. Karlson asked if this was effectively a contract with Bar Harbor Enterprises. Mr. Knight said that he supposed the Town could use someone else, but this was how the Town Council had lined up their citizen engagement goals. Mr. Kelly asked if the scope of this work was within the capacity of Bar Harbor Enterprises to provide. Mr. Knight responded that it was. *The motion passed (18 in favor, 2 opposed, 0 abstain).*

- v. **Emergency Management/COVID** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$36,400** for Emergency Management/COVID expenses.

Chair Chappell noted that this line item was not in last year's budget, but that it was added due to the COVID pandemic. The Town received a grant to pay for those expenses. Town Manager Knight noted that the current year saw significant funding from the state, but they did not know if there would be more of those funds in the future. For this reason, a little money was set aside just in case. *The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).*

- c. **Capital Improvement Program**

- i. **Revenues**

- 1. **Non-Tax Revenues (excludes bonds)** – Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$404,251** for Non-Tax Revenues.

Chair Libby stated that this revenue was essentially lease income.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

2. Inter-Fund Transfers in from General Fund Balance –

Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$100,000** for total inter-fund transfers in from General Fund Balance.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

3. Transfers from other Funds –

Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$1,281,435** for total Transfers from Other Funds.

Chair Chappell noted that the Cruise Ship Fund/Port Development fees were reduced due a change in the cruise ship schedule.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

- ii. Town Debt Service –** Chair Chappell moved and Ms. Sasner seconded a motion to recommend to the voters of Bar Harbor the amount of **\$1,398,937** for Town Debt Service.

Chair Chappell noted that some payments were scheduled to be paid with cruise ship funds, but that fund balances would be used to cover those payments instead.

The motion passed unanimously (20 in favor, 0 opposed, 0 abstain).

III. Other Business

Mr. Kitler, the Chair of the Public Works & Harbor subcommittee, reminded Warrant Committee members that this subcommittee meeting would be held February 25 at 9am via Zoom. Ms. Henry, the Chair of the Health, Recreation & Welfare subcommittee, also reminded members that this subcommittee meeting would be held February 24 at 11am via Zoom. Chair Libby told all Warrant Committee members that if they wish to attend these meetings, Sharon Linscott could share the appropriate Zoom link. Mr. Collier asked Mr. Kitler about the estimated duration of the Public Works & Harbor subcommittee, and Mr. Kitler responded that 2 hours would be the outside time limit.

IV. Adjournment

There being no further business, Chair Libby moved to adjourn the meeting. The meeting adjourned at 9:41 pm. The next meeting is March 1 at 7pm via Zoom.

Respectfully submitted,

Christine Smith
Secretary, Warrant Committee