

**Minutes**  
**Bar Harbor Town Council**  
**Special Meeting**  
**March 16, 2020**

**I. CALL TO ORDER** – 4:30 P.M.-In attendance were Councilors: Jefferson Dobbs, Matthew Hochman, Gary Friedmann, Erin Cough, Jill Goldthwait, Joe Minutolo; and Town Manager Cornell Knight, Fire Chief Matt Bartlett.

**II. REGULAR BUSINESS:**

**A. Pandemic Emergency Ordinance** – *possible motion to adopt the Pandemic Ordinance as presented.* The town manager reviewed the emergency ordinance that declares a pandemic emergency and closes public access to municipal buildings and lists how each department will function during the closure. There was discussion about banning cruise ships. The ordinance was amended to include the CDC recommendation of not going on cruise ships and a ban of cruise ships in port until at least April 30, 2020. Motion by Councilor Hochman, seconded by Councilor Cough, to approve the emergency ordinance as amended. Vote 6-0.

**Whereas**, the Governor has declared a civil emergency, and

**Whereas**, the Emergency Management Director has recommended to the Town Council that a pandemic emergency exists, and

**Whereas**, the Town Council has the authority to take control measures to reduce the spread of the Covid-19 virus, and

**Whereas**, the Town Council has the authority to enact emergency ordinances under section 16 of the Town Charter, and

**Whereas**, the town is following guidelines established by the Maine CDC, and

**Whereas**, the safety of our residents, especially the seniors and those residents with underlying health issues which make them particularly vulnerable to illness, and

**Whereas**, to reduce the potential of any viral transmission within our community, and

**Whereas**, reducing social interaction will help flatten the curve and reduce the spread of Covid-19,

**Whereas**, the CDC guidelines recommend against cruise ship travel, and

**Now Therefore Be It Ordained**, that the Town Council declares a pandemic emergency and directs staff to take the following actions:

a.) close public access to the Municipal Building offices, Highway Garage and grounds, Wastewater Plant, Police Station, Fire Station and the Harbormaster’s office until March 30, 2020.

b.)Cancel all non-emergency municipal meetings until March 30, 2020,

c.) Set up an expense account for pandemic response costs and utilize the Council Contingency fund for that purpose.

d.) suspend all deadlines for the processing or consideration of applications, permits of any type and budget review etc. as required under the Town Charter Section -31

e.) suspend cruise ship visitations thru at least April, 30,2020.

Services provided by town departments until March 30, 2020 shall be as follows:

**Planning & Codes-** (288-3329)- Staff will continue with permitting and inspection. The Planning Board and Design Review Board meetings will be canceled. The Administrative Assistant will come in daily to check messages, mail, enter permits, etc. Inspections will be done on a case-by-case basis. Some staff will work from home and conduct meetings via Zoom.

**Finance-** a rotating town staff will process payments through a drop box set up in the main lobby and take calls @ 288-5096, residents are encouraged to utilize the online services available through the Town of Bar Harbor website: [www.barharbormaine.gov](http://www.barharbormaine.gov):

Through the Official Payments portal link:

- Pay Town of Bar Harbor bills (taxes, water, sewer, parking tickets, ambulance charges)

Through the Maine.gov portal link:

- Re-register motor vehicles, boats / ATV's, trailers, get a duplicate vehicle registration

Through the Bar Harbor maine.gov website:

- Inspect property tax records, tax maps, assessment information, current taxes owed

Through the IPS portal or Citation link:

- Re-register or newly register all 2020 parking permits or pay citations

**Fire** –(288-5554)- Personnel are split between the Fire Station and Town Hill sub-station 24/7. Fire and vacation rental inspections are suspended, burn permits can be obtained on-line.

**Police-** (288-3391) The Bar Harbor and Mount Desert Police Departments will maintain 24/7 operations for both communities. We have prepared continuing operations guidelines with reliance on mutual aid agreements if necessary. We are developing protocols to which are intended to allow us to operate 24/7 dispatching from one dispatch center for both towns if staffing levels dictate it as a necessity. We will always respond to emergencies and have asked our Police Officers to utilize discretion when handling non-urgent matters by talking with people on the phone rather than meeting them in person when appropriate. The lobby will remain open to the public.

**Public Works-** 288-1026- The Transfer Station will be open but staff will practice social distancing and not assist customers with disposal. Highway will continue operations and practice social distancing. Wastewater and Water Departments will respond to emergency service calls. Water bill payments may be dropped in mailbox located outside the gate. Call ahead at 288-4028 for water meter assistance.

Given under our hands and seal at Bar Harbor this sixteenth day of March 2020.

**III. ADJOURNMENT** – Mr. Hochman, with second by Ms. Cough, moved to adjourn at 5:32 p.m. Motion passed 6-0.

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Cornell Knight, Town Manager