AGENDA
Bar Harbor Town Council
November 19, 2019

I. CALL TO ORDER – 7:00 P.M.
   A. Excused Absence(s)

II. PUBLIC COMMENT PERIOD - The Town Council allows at this time up to fifteen minutes of public comment on any subject not on the agenda and not in litigation with a maximum of three minutes per person

III. APPROVAL OF MINUTES –
   1. October 15, 2019 Regular Meeting
   2. November 4, 2019 Special Meeting – Annual Goal Setting

IV. ADOPTION OF AGENDA

V. FINANCIAL REPORT - Review and possible adoption of a motion to accept the financial statements as presented.

VI. CONSENT AGENDA - A single vote has been scheduled to approve the following routine items of business without discussion, unless individual agenda item action is requested by a Councilor:
   A. 2020 Council Meeting Schedule – Possible motion to adopt the 2020 Council Meeting Schedule as presented.
   B. Quit Claim Deed - Possible motion to authorize the Town Manager to sign the Quit Claim Deed on behalf of the Inhabitants of the Municipality of Bar Harbor to Rocky Coast Real Estate Group, LLC, on the property located at 30 Cottage Street, Tax Map 104 Lot 369.
   C. Health Insurance Reimbursement Plan – Possible motion to adjust the maximum annual payouts, on a calendar year basis, available to eligible employees who choose to opt out of the Town’s health insurance coverage, as requested in the Payroll Supervisor’s memo dated November 1, 2019.

VII. PUBLIC HEARINGS
   A. Chapter 31 Boards and Committees Ordinance Amendment #2019-13 – Public comment and possible motion to adopt.

VIII. REGULAR BUSINESS
   A. Proposed LUO Amendments June 2020 – Update by Assistant Planner Steve Fuller.
   B. Resolutions
      1. Recognizing Sheldon Goldthwait for his service to the Fire Department.
      2. Endorsing the Declaration of a Climate Emergency.
   C. Fire Engine #5 – Discussion and possible motion to either repair or replace.
D. **Ambulance Collections** – Possible motion to use Council contingency to purchase software to aid in billing.

E. **Public Works Director Appointment** – Possible motion to confirm Town Manager’s appointment of new director.

F. **Treasurer’s Warrant** - Request of Treasurer to authorize paid bills.

IX. **TOWN MANAGER’S COMMENTS**

X. **COUNCIL COMMENTS AND REQUESTS FOR FUTURE AGENDAS**

XI. **EXECUTIVE SESSION**: (None Scheduled)

XII. **ADJOURNMENT**

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To assure your full participation in this meeting, please inform us of any special requirements you might have due to a disability. Call 288-4098
To: Bar Harbor Town Council
cc: Department Heads
From: Cornell Knight, Town Manager
Date: Friday, November 15, 2019
Re: Town Council Meeting of November 19th

I. A. Excused Absence(s) – Councilor Minutolo requested to be excused. Motion: to excuse Councilor Minutolo as provided by Town Charter section C-12.B(1)(d).

V. FINANCIAL REPORT - Finance Director Stan Harmon has enclosed his report covering the first third of the 2020 fiscal year. He will attend to review the highlights. If acceptable, a possible motion: to accept the Financial Report as presented.

VI. CONSENT AGENDA
   A. 2020 Council Meeting Schedule – Possible motion: to adopt the 2020 Council Meeting Schedule as presented.
   B. Quit Claim Deed – See the memo from Sarah Gilbert, Tax Collector regarding a sewer lien foreclosure. A possible motion: to authorize the Town Manager to sign the Quit Claim Deed on behalf of the Inhabitants of the Municipality of Bar Harbor to Rocky Coast Real Estate Group, LLC, on the property located at 30 Cottage Street, Tax Map 104 Lot 369.
   C. Health Insurance Reimbursement Plan- See the memo from Sarah Gilbert, Payroll Supervisor regarding the opt out program. Possible motion: to adjust the maximum annual payouts, on a calendar year basis, under the Town’s Heath Reimbursement Plan as follows: Family or Couples Coverage $18,834; Employee with Child(ren) $13,700; Employee Coverage $8,346 and to establish the maximum annual payouts under the Wage Stipend as follows: Family or Couples Coverage $7137; Employee with Child(ren) $5192; Employee Coverage $3182.

A possible motion: to approve the Consent Agenda as published.

VII. Public Hearings
   A. Chapter 31 Boards and Committees Ordinance Amendment #2019-13 – Enclosed is the replacement of Chapter 31 of the Municipal Code. This draft does not change Conservation and Marine Resources (Chapter 170) because they have not completed their projects. It does not change Design Review Board because that is Chapter 125. The new Registered Voter requirement Article X is in conflict with Article IV of CTTF, Article VI of Cruise Ship and Article VIII of Parks and Rec. There is a proposed change in the Cruise Ship Committee membership,
changing the Planning Director to Deputy Town Clerk. Also enclosed are changes proposed by Councilor Dobbs. Following public comment a possible motion: to adopt the replacement of Chapter 31 Boards and Committees of the Municipal Code as presented (amended).

VIII. REGULAR BUSINESS:

A. **Proposed LUO Amendments June 2020** - Steve Fuller, Assistant Planner will attend to give an update. No action needed.

B. **Resolutions**

1. Recognizing Sheldon Goldthwait - see the enclosed resolution for Sheldon recognizing his 48 years on the department. A possible motion: to approve the Resolution for Sheldon Goldthwait as presented.

2. Endorsing the Declaration of a Climate Emergency- see the enclosed memo and resolution from Ania Wright. Councilor Friedmann asked that this be on the agenda and asked that two lots (maps included) be considered for solar projects. To accomplish these goals we would need to add a staff person to coordinate the plan. The resolution calls for 1% of the town budget be dedicated to this endeavor. A possible motion: to approve the Resolution on Climate Emergency as written.

C. **Fire Engine #5** – see the enclosed memo from Chief Bartlett regarding the costly maintenance issues with Engine 5. This is similar to the ladder truck problem, which the cost to repair an older vehicle to get to a 30 year life might not be worth it. There are funds in the Fire Dept CIP to purchase a new vehicle. Chief Bartlett will attend to answer questions. There are two motions to consider. A possible motion: to authorize the treasure to transfer $209,870 to Engine 5 CIP account # 2142-6220 from CIP accounts #2142-6214 & #2142-6218. A possible motion: to authorize the Fire Chief to spend up to $533,786 and enter into a purchase and sale agreement with Greenwood Emergency Vehicles for the replacement of Engine 5.

D. **Ambulance Collections**- see the enclosed memo from Stan Harmon, Finance Director regarding a proposal to increase ambulance revenue. Stan will attend to answer questions. A possible motion: to authorize the Treasurer to sign a contract with Nsure up to $7,188 and transfer said amount from Council Contingency #1036-5906 to the Ambulance software account 1042-5368.

E. **Appointment of Public Works Director**- I am pleased to appoint Bethany Leavitt, of Alexandria, VA (but moving to her home in Sullivan) as Public Works Director. She went to high school in Ellsworth, has a Master’s Degree in Civil Engineering from the University of Maine and is a professional engineer. She currently works for Jacobs Engineering in Washington DC. She will start December 30th. A possible motion: to approve the town manager’s appointment of Bethany Leavitt as Public Works Director.

F. **Treasurer’s Warrant** – A possible motion: to sign the Treasurer’s Warrants for paid bills.
Minutes
Bar Harbor Town Council
October 15, 2019

I. CALL TO ORDER – 7:00 P.M.-In attendance were Councilors: Jefferson Dobbs, Matthew Hochman, Stephen Coston, Gary Friedmann, Erin Cough, Joe Minutolo and Judith Noonan; and Town Manager Cornell Knight.

A. Excused Absence(s) – all present.

II. PUBLIC COMMENT PERIOD - The Town Council allows at this time up to fifteen minutes of public comment on any subject not on the agenda and not in litigation with a maximum of three minutes per person. – Rob Jordan asked Council to consider making adjustments to the Ethics training and the need to do it every time people are re-appointed or re-elected. Jim O’Connell shared the results of the survey he conducted on the parking meters’ red flashing lights, extrapolating on the numbers not paying and stating no one is happy with it.

III. APPROVAL OF MINUTES – October 1, 2019 Regular Meeting
Mr. Hochman, with second by Ms. Noonan, moved to approve the minutes of the October 1, 2019 Regular Meeting as presented. Motion passed 7-0.

IV. ADOPTION OF AGENDA – Mr. Hochman, with second by Ms. Noonan, moved to adopt the agenda as presented. Motion passed 7-0.

V. FINANCIAL REPORT - Review and possible adoption of a motion to accept the financial statements as presented. – Finance Director Stan Harmon presented the report and answered Council questions. Mr. Hochman, with second by Ms. Noonan, moved to accept the Financial Report as presented. Motion passed 7-0.

VI. CONSENT AGENDA - A single vote has been scheduled to approve the following routine items of business without discussion, unless individual agenda item action is requested by a Councilor:

A. Veterans’ Day Bell Ringing – Possible motion to request Bar Harbor churches and schools to sound their bells in observance of Veteran’s Day, per state statute 30A-MRSA §2901.4.

B. Vehicle for Hire Bar Harbor Coastal Cab – Police Department approved and proof of insurance provided. Possible motion to approve the request for one additional taxi license as submitted by Craig Wood.

Mr. Hochman, with second by Ms. Noonan, moved to approve the Consent Agenda as published. Motion passed 7-0.

VII. PUBLIC HEARINGS

A. General Assistance Ordinance Amendment #2019-11 – Public comment and possible motion to adopt the ordinance amendment and sign the DHHS Adoption Form. There being no comments, Mr. Hochman, with second by Ms. Noonan, moved to adopt the ordinance amendments to General Assistance Chapter 102 of
the Municipal Code as presented and sign the DHHS Adoption Form. Motion passed 7-0.

Effective: 10/01/19

General Assistance Ordinance Amendment of Maximum Benefit Levels for
Appendices A-F and H
Town of Bar Harbor
#2019-11

An Ordinance Amendment for the annual revision of the maximum benefit levels for
Appendices A-F and H.

The Town of Bar Harbor hereby ordains that Chapter 102, General Assistance, of the Town Code is amended as follows:

[P lease Note: Old language is stricken. New language is underlined.]

CHAPTER 102 – GENERAL ASSISTANCE

The Town of Bar Harbor hereby ordains that Chapter 102, General Assistance Ordinance of the Town of Bar Harbor code is hereby amended by replacing Appendixes A-F and H for the period of October 1, 2018 to September 30, 2019, pursuant to 22 MRSA 4305(4).

Appendix A
Effective: 10/01/18-09/30/19
Effective: 10/01/19-09/30/20

GA OVERALL MAXIMUMS

<table>
<thead>
<tr>
<th>Persons in Household</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hancock County</td>
<td>698</td>
<td>818</td>
<td>798</td>
<td>855</td>
<td>1,009</td>
</tr>
<tr>
<td></td>
<td>1,109</td>
<td>1,186</td>
<td>1,200</td>
<td>1,307</td>
<td>1,397</td>
</tr>
</tbody>
</table>

Please Note: add $75 for each additional person.

Appendix B
Effective: 10/01/18-09/30/19
Effective: 10/01/19-09/30/20

FOOD MAXIMUMS

Please Note: The maximum amounts allowed for food are established in accordance with the USDA Thrifty Food Plan. As of October 1, 2018, those amounts are:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Weekly Maximum</th>
<th>Monthly Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>44.65 45.12</td>
<td>192 194</td>
</tr>
<tr>
<td>2</td>
<td>82.09 82.56</td>
<td>353 355</td>
</tr>
<tr>
<td>3</td>
<td>117.44 118.37</td>
<td>505 509</td>
</tr>
<tr>
<td>4</td>
<td>149.30 150.22</td>
<td>642 648</td>
</tr>
<tr>
<td>5</td>
<td>177.21 178.60</td>
<td>762 768</td>
</tr>
<tr>
<td>6</td>
<td>212.56 214.19</td>
<td>914 921</td>
</tr>
<tr>
<td>7</td>
<td>235.42 236.74</td>
<td>1,014 1,018</td>
</tr>
<tr>
<td>8</td>
<td>268.60 270.70</td>
<td>1,155 1,164</td>
</tr>
</tbody>
</table>

Note: For each additional person add $44146 per month.

Appendix C
Effective: 10/01/18-09/30/19

10/16/2019 11:47 AM
Effective: 10/01/19-09/30/20

GA HOUSING MAXIMUMS

<table>
<thead>
<tr>
<th>Bedrooms</th>
<th>Hancock County</th>
<th>Unheated Weekly</th>
<th>Monthly</th>
<th>Heated Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>124 155</td>
<td>535 667</td>
<td>447 178</td>
<td>633 764</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>140 155</td>
<td>602 667</td>
<td>469 184</td>
<td>726 791</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>183 184</td>
<td>788 792</td>
<td>245 223</td>
<td>924 958</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>230 234</td>
<td>988 1,007</td>
<td>273 283</td>
<td>1,175 1,216</td>
<td></td>
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<tr>
<td>4</td>
<td>246 248</td>
<td>1,058 1,067</td>
<td>299 308</td>
<td>1,285 1,324</td>
<td></td>
</tr>
</tbody>
</table>

Appendix D
Effective: 10/01/18-09/30/19
Effective: 10/01/19-09/30/20

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ELECTRIC UTILITY MAXIMUM

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Appendix E
Effective: 10/01/18-09/30/19
Effective: 10/01/19-09/30/20

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Appendix F
Effective: 10/01/18-09/30/19
Effective: 10/01/19-09/30/20

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PERSONAL CARE AND HOUSEHOLD SUPPLIES

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Appendix H
Effective: 10/01/18-09/30/19
Effective: 10/01/19-09/30/20

FUNERAL MAXIMUM

A. Burial maximums.

(1) The maximum amount of general assistance granted for the purpose of burial is $1,251,475. Additional costs may be allowed by the GA Administrator, where there is an actual cost, for:
   (a) The wholesale cost of a cement liner if the cemetery bylaws require one;
   (b) The opening and closing of the grave site; and
   (c) A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

(2) The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:
   (a) Removal of the body from a local residence or institution
   (b) A secured death certificate or obituary
   (c) Embalming
(d) A minimum casket
(e) A reasonable cost for necessary transportation
(f) Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal Administrator.

B. Cremation maximums. The maximum amount of assistance granted for a cremation shall be $781,025. Additional costs may be allowed by the GA Administrator where there is an actual cost, for:

1. A cremation lot in the least expensive section of the cemetery
2. A reasonable cost for a burial urn not to exceed $595.50

Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility

B. Addressing Ordinance #2019-12 – Public comment and possible adoption of the ordinance. There was no public comment. Town Clerk Sharon Linscott stated that she received a call from a resident identifying a grammatical error - five instances where the word ‘principle’ was used instead of ‘principal’ - and that she made the correction. Mr. Hochman, with second by Ms. Noonan, moved to adopt the Addressing Ordinance Chapter 5 of the Municipal Code as presented. Motion passed 7-0.

Addressing Ordinance
Town of Bar Harbor
#2019-12

The Town of Bar Harbor hereby ordains that the following chapter shall be added to the Town of Bar Harbor Code.

WHEREAS, it is the responsibility of the municipality to protect the lives and property of the residents of the Town of Bar Harbor, and

WHEREAS, it is the desire of the municipality to operate efficient and effective public safety services, and

WHEREAS, these efficient and effective public safety operations are inhibited by absent building and street numbering;

THEREFORE the Town of Bar Harbor hereby ordains that the following ordinance entitled “Addresses, Street Ordinance” be enacted.

Chapter 5, ADDRESSES, STREET ORDINANCE

§ 5-1. Title

This ordinance will henceforth be known as the “Addressing Ordinance”.

§ 5-2. Purpose

The purpose of this ordinance is to establish an official street numbering method for the Town of Bar Harbor that will provide an actual physical location in conformity with an address and to enhance the efficiency and effective rapid location of structures by law enforcement, fire, rescue, emergency, medical and other public safety services personnel in the municipality of Bar Harbor as part of the State Enhanced 9-1-1 (E911) response service program.

§ 5-3. Authority

This ordinance is adopted pursuant to and consistent with Municipal Home Rule as provided for in Article VIII, Part Second, Section 1 of the Constitution of the State of Maine and Maine Revised Statutes, Title 30-A, Part 2, Subpart 4, Chapter 141 (30-A M.R.S.A. § 3001, et seq.).

§ 5-4. Administration
A. The Town Manager shall designate an Addressing Officer(s), who shall have the authorization to initiate, assign, correct, maintain and provide all required addressing information within the boundary lines of the Town of Bar Harbor, in accordance with the criteria set forth in this Addressing Ordinance, to the State agency responsible for database management and implementation of Enhanced 9-1-1 Emergency response services.

B. All structures requiring an address shall bear a distinctive address, known as its physical address, that shall be the official address used for property identification for Town records (Master Address Table) as maintained in the Town of Bar Harbor Assessing Department. The Addressing Officer or his designee shall be responsible for updating and maintaining these official records and shall provide information regarding these records upon request.

§ 5-5. Definitions

Addressing Officer – refers to the designated individual appointed by the Town Manager who has the authority to administer the criteria set forth in this Addressing Ordinance

Driveway – a paved or unpaved surface providing access into a property from a public or private street or travel way

Numbering Origin – the location at which street numbering begins; ascending away from the direction in which the closest emergency responders would approach

Physical Address – a permanent, unique address that clearly identifies where a property is physically located using number and street naming guidelines set forth in this Ordinance

Private street – a private way which affords the principal means of access to property(s), which is not dedicated for acceptance as a public street and is maintained or intended to be privately maintained and remain privately owned

Property – refers to any parcel of land on which a more or less occupied and permanent structure has been erected or could be erected

Public street – a public way which affords the principal means of access to abutting properties and accepted or intended to be accepted and maintained by Town, State or Federal authority until such a time which the street is no longer accepted as such

Secondary Location Indicator – Identification assigned to a dwelling unit in addition to the primary physical address (Ex. Unit 101 or Garage Apt)

Travel way – any form of principal means of access to abutting properties

§ 5-6. Assignment of Street Names

A. Street names shall be assigned by the Addressing Officer for the Town of Bar Harbor in accordance with criteria set forth in this ordinance.

B. A road name assigned by the municipality shall not constitute or imply acceptance of the road as a public street.

C. Any travel way that serves two or more structures may be named regardless of whether the ownership is public or private.

D. Any lengthy travel way or driveway servicing only one structure, may be named if the potential exists to erect additional structures along that way.

E. The following criteria shall govern the naming system:

(1) No two travel ways shall be given the substantively same name (e.g., Pine Road & Pine Lane)
(2) No two travel ways shall have similar-sounding names (e.g., Beech Street & Beach Street)

(3) Travel way names shall not contain numbers, punctuations or profanity.

(4) Each travel way should have the same name throughout its entire length.

F. Property owners may request that a street name be changed by having all property owners abutting that street, as determined by the Addressing Officer, sign an affidavit requesting that change. The requested name shall meet all the requirements of this section.

§ 5-7. Assignment of Street Numbers

A. Street numbers for all structures shall be assigned by the Addressing Officer in accordance with criteria set forth in this ordinance.

B. The following criteria shall govern the numbering system:

(1) Numbers shall be assigned at every 50 (fifty) foot interval along both sides of the road (with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road) ascending in numerical sequence from the numbering origin.

(2) The number assigned to each structure shall be that of the numbered interval falling closest to the front door of the main structure. If the front door cannot be seen from the main road at all times of the year, the number will be that of the interval falling closest to the intersection of the travel way and driveway of said structure.

(3) There shall be no fractional addresses, (34 ½ Ash Street), alphanumeric address numbers (123A Main Street), nor hyphenated address numbers (41-656 Bell Street).

(4) Dead-End Roads - Numbering shall originate at the location of the intersecting road and terminate at the dead end.

(5) Circular Roads – Numbering shall begin at the point where emergency responders are most likely to enter the road so numbers will ascend as responders search for a location. The outside of the circle is numbered first, based on standard numbering interval criteria listed in § 5-7. B (1, 2). The inside is then numbered to coincide spatially with the outside, resulting, in some cases, fewer numbers on the inside, with some gaps in the numbering sequence.

(6) Corner Lots - Shall be numbered according to the location where the front door faces the road. However, when the front door is obscured or if the structure is more likely or best reached for emergency purposes by the driveway, the structure shall be numbered according to where the driveway falls on the road.

(7) Cul-de-sacs - Those without buildings in the center portion, shall be numbered as if the center line of the street bisects the cul-de-sac with odd numbers on the right and even numbers on the left. The numbers shall meet at the far end of the center area.

C. Every structure or property with more than one principal use or occupancy shall be assigned a distinctive address for each use or occupancy as defined in this section.

(1) Apartment Building – The main structure shall be assigned a primary physical address based on standard numbering interval criteria listed in § 5-7. B (1, 2).
(a) Individual dwelling units contained within a Multi-Unit Structure – In addition to the primary structure physical address assignment, each unit shall be assigned a secondary location indicator containing three (3) digit numbers (not letters). Unit numbers shall begin with the number of the corresponding floor in which the unit is located, followed by a 2 digit number (beginning with 01) indicating which side of the structure the unit is located with even numbers for left and odd numbers for right (e.g., Unit 101 or 102). Double zero (00) shall not be used (e.g., Unit 100 or 200). Unit numbers should ascend away from primary approach to the structure (e.g., Unit 104 to the rear, behind 102).

(2) Duplexes / Triples / Multi-Unit / Condominium(s) – Individual dwelling units shall be assigned a physical address based on standard numbering interval criteria listed in § 5-7. B (1, 2). OR § 5-7. C (1a), depending on configuration of individual dwelling units.

(3) Office suites – Shall be numbered as with Apartments as described in § 5-7. C (1)

(4) Other – Structures not identified as a dwelling unit, yet may require a physical address for purposes of identifying its location, if the Addressing Officer so determines. These include but are not limited to emergency call boxes, pay phones, comfort stations, storage buildings, and telecommunication towers. These structures shall be assigned a physical address based on the standard numbering interval criteria listed in § 5-7. B (1, 2).

§ 5-8. Posting of Designated Street Name Signs

A. All street name signs shall be constructed of extruded aluminum blades and made of materials which are reflective, and erected on steel posts under the direction of the Public Works Director or their respective designees (unless otherwise stated in this ordinance).

B. Public street signs shall be green in color with white lettering.

C. Private street signs shall be blue in color with white lettering along with the abbreviation “PVT” appearing after the street name on the sign.

D. All street signs and posts are to be installed and maintained by the Public Works Director or their respective designees and considered the property of the Town of Bar Harbor.

E. No person(s) shall erect a street name sign in such a manner as to confuse the proper location or proper name of any street or travel way as designated by the Addressing Officer.

F. No person(s) shall remove or cause to be removed or otherwise alter the location or hinder the visibility of any street sign.

G. All street name signs within the boundaries of Acadia National Park shall be constructed, erected and maintained under the guidelines set forth by the National Park Service or its governing entity.

H. All street name signs within the boundaries of a privately owned and maintained facility containing multiple travel ways, such as a multi-building hotel complex, campus setting or campground shall be erected and maintained by the owner of such property. Street signs may be constructed of materials consistent with other signage throughout the property provided they are consistent within the boundaries of the property and easily visible at all times.

(1) Property(s) falling under § 5-8. H are encouraged to enact an Emergency Management Plan coordinated with the Addressing Officer, local
telecommunication facilitators and Fire Chief and/or their designees so as to maximize emergency response efficiency to those facilities.

§ 5-9. Posting of Designated Street Addresses

A. All premises shall bear a distinctive assigned number in accordance with the criteria set forth in this ordinance.

B. Grandfathering. Those structures previously addressed prior to the effective date of this ordinance are hereby grandfathered, provided they are addressed and identified in such a manner as to not prohibit the efficiency and effectiveness of an emergency response to that location.

C. Numbering of structure or residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or approaching entry. Numbers shall be of a color that contrasts with the building or background color to which they are attached and shall be affixed no less than three (3) feet above ground level at the road and be a minimum of three (3) inches in height or otherwise readily visible from the edge of the road right-of-way to the structure or residence in both travel directions, at all times of the year, in all weather conditions.

(1) Every structure or property with more than one principal use or occupancy shall also display its assigned secondary location indicator at the primary entrance to each, in accordance with this ordinance.

D. Numbering of structure or residence (not visible from road). Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way or not visible from the access way or driveway entrance at all times of the year, the assigned number shall also be displayed in a clear manner on a post, fence, wall, tree, mail box, or other object, located adjacent (same side) to the access way or driveway entrance, and shall be of a color that contrasts with background color to which it's attached and readily visible from the edge of the road right-of-way in both travel directions at all times of the year, in all weather conditions.

E. No person shall affix or allow to be affixed, a different number than the one designated by the Addressing Officer or considered grandfathered in accordance with this ordinance.

F. It shall be the duty of the owner of a premises, upon affixing the assigned number, to remove any different number that might be mistaken for or confused with, the number assigned in conformity with this ordinance.

G. Interior Locations. All occupants of a dwelling unit are requested to post the assigned physical address (Ex. 123 Main Street or 56 Cottage Street, Apt 202) next to each landline telephone or at another other easily noticed location for emergency reference.

§ 5-10. Compliance

It shall be the duty of each property owner to comply with this ordinance. Failure to comply with the guidelines set forth in this ordinance is not subject to § 1-18. General penalty, however, may result in a delay of emergency response, when time is of the essence.

C. Special Town Meeting, November 5, 2019 – Public comment on the following ballot articles:

- **Article 2 – LAND USE ORDINANCE AMENDMENT – An amendment to the definition of Vacation Rental.** Earl Brechlin spoke to this article.

- **Article 3 – LAND USE ORDINANCE AMENDMENT – An amendment to Site Plan Review Procedure.** No public comment.
VIII. REGULAR BUSINESS:

A. Charter Commission – Presentation of preliminary report by Mike Gurtler, Chair. The preliminary report was provided as a handout. Mr. Gurtler highlighted the report and spoke to the process. The Commission is recommending changes to 19 sections of the Charter, which per Home Rule is considered a revision not an amendment, so the changes would be presented to the voters as a whole. Mr. Gurtler addressed Council comments and questions. No action taken.

B. Parks & Recreation Committee – Recommendation to investigate construction of the Conners-Emerson school on the little league field and possible motion to fund landscape architect plans. Mr. Minutolo summarized the presentation he made to the Parks & Recreation Committee. Mr. Dobbs followed with additional introductory comments. A lengthy discussion ensued. Principal Barb Neilly and School Committee Chair Kristi Losquadro participated in the discussion. Mr. Friedmann, with second by Ms. Noonan, moved to fund the estimated $14,000 from account # 1036-5906 Council Contingency for architect fees for further exploration of siteing a school at the Little League field lot. Motion passed 4-3 (Nay: Mr. Coston, Mr. Hochman, Ms. Cough).

C. Boards and Committees Ordinance Amendment – Review of draft to repeal and replace Chapter 31 and possible motion to schedule a public hearing for November 19, 2019. Town Manager Cornell Knight introduced the amendment. Mr. Hochman identified an error in §31-117 where it should read, “may not be an officer”; it currently has “office”. Mr. Hochman, with second by Ms. Noonan, moved to schedule a public hearing for November 19, 2019 to repeal and replace Chapter 31 of the Municipal Code as amended. Motion passed 7-0.

D. Treasurer’s Warrant - Request of Treasurer to authorize paid bills. – Mr. Hochman, with second by Ms. Noonan, moved to sign the Treasurer’s Warrants for paid bills. Motion passed 7-0.

IX. TOWN MANAGER’S COMMENTS – Mr. Knight reminded Council the League of Towns annual meeting is Thursday night at 5:00 at the Somesville Fire Station. In regards to the comments Mr. O’Connell made about the parking meters, flashing red does not necessarily mean it is expired. If they are using ParkMobile, it does not show on the meter, but will show up as paid when the plate is read. Flashing red can also mean it needs maintenance. As far as it affecting tourism, according to state statistics for restaurant sales in June and July when we had the full parking program compared to 2018 when we didn’t, sales are up 3.3% for Bar Harbor. We will have August and September numbers later in the year.

X. COUNCIL COMMENTS AND REQUESTS FOR FUTURE AGENDAS

Ms. Cough stated she finds the whole way the option for the ball field was handled was really inappropriate. I hope we can be more transparent and follow procedures. Let the committees do their work. She also thanked Judie for being here even though she had quite a bit to deal with the past few years.

Ms. Noonan said it has been an absolute honor to be on Town Council. We don’t always agree but we listen to each other. I had no political experience but you have made it a
pleasure to serve. She thanked Cornell and all the town staff. She also thanked the public for their support, electing her and their comments and criticisms.

**Mr. Minutolo, Mr. Hochman and Mr. Coston** also expressed their sentiments to Judie.

**Mr. Friedmann** added his best wishes. He also acknowledged Officer Chris Wharff for performing with outstanding sensitivity and empathy and care in a very difficult situation. It also speaks to the service and care the whole force shows every day.

**Mr. Hobbs** expressed appreciation to Judie. Whether we all agree or not, what’s most important to me is we go home being friends.

**Mr. Hochman** added a very happy birthday to Jeff today.

**XI. EXECUTIVE SESSION:**

A. **Council Seat Vacancy – To be held in executive session as permitted by 1 M.R.S.A. §405(6)(A) to discuss the…appointment…of an individual.** Mr. Coston, with second by Mr. Hochman, moved to go into executive session at 8:40 p.m. as permitted by 1 M.R.S.A. §405(6)(A) to discuss the…appointment…of an individual. Motion passed 7-0.

B. **Return to Regular Session – Possible motion to fill the vacancy.** Council returned to regular session at 8:53 p.m. Mr. Friedmann nominated Jill Goldthwait to fill the vacant seat. Ms. Noonan seconded. **With 4 yea votes, Jill Goldthwait was appointed.**

**XII. ADJOURNMENT** – Mr. Hochman, with second by Ms. Noonan, moved to adjourn at 8:55 p.m. Motion passed 7-0.

__________________________________________
Sharon M Linscott, Town Clerk
Minutes

Bar Harbor Town Council Special Meeting

Monday, November 4, 2019
5:00 p.m. – 8:00 p.m.

Public Works Facility – 50 Public Works Way

Annual Goal Setting Meeting

I. CALL TO ORDER – 5:00 p.m. - In the Conference Room at Public Works Complex, Hulls Cove – In attendance were Councilors: Jeff Dobbs, Gary Friedmann, Matthew Hochman, Stephen Coston, Erin Cough, Joe Minutolo and Jill Goldthwait. Also present were Town Manager Cornell Knight and Facilitator Ron Beard.

II. COUNCIL’S GOAL SETTING – Discussion of goals. – The Town Council reviewed and edited the list of goals from last year. Council discussed new goals to be added to the list. Facilitator Ron Beard will send out a draft of the goals in the next week so the Council can consider them at a meeting in December.

III. ADJOURNMENT – The meeting adjourned by acclamation at 7:45 p.m.
Memo

To: Town Councilors; Cornell Knight
From: Stan Harmon, Finance Director
CC: Department Heads
Date: 11/13/2019
Re: Fiscal Year 2020 – October 31, 2019 – 4 Months Results

General Fund

Attached are the financial results for 4 months of operations for FY 2020 through the end of October. The audit “field” work for FY19 is completed but staff has not seen all the draft statements yet, likely because the school portion is still incomplete.

Expenditures (33% goal)

The October summary statements show 36.7% spent versus 37.7% of the budget spent last year, about where we expect to be with the heavier seasonality of summer spending. 33.3% of the $4.1 million in budgeted municipal wages are spent year-to-date compared to 35.0% in October 2018. The Town just received notice that health insurance rates will increase by 7% on January 1st and that is exactly what the budget projected.

Non-Property Tax Revenues (33% goal)

40% of the budget for non-property tax revenues is now collected versus 44% at this point last year. With four months of activity booked we remain on an early path to hit the various budget targets for the year.

Ambulance Revenues - Loss of Sonogee helps explain the lower runs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>4 Months YTD Runs billed</th>
<th>Ave. Gross Billing (per run)</th>
<th>Net Collections (per run)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020</td>
<td>272</td>
<td>$693</td>
<td>$432</td>
</tr>
<tr>
<td>FY 2019</td>
<td>346</td>
<td>$660</td>
<td>$468</td>
</tr>
<tr>
<td>FY 2018</td>
<td>356</td>
<td>$662</td>
<td>$540</td>
</tr>
<tr>
<td>Ambulance Accounts Receivable</td>
<td>10/31/2019</td>
<td>10/31/2018</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$311,160</td>
<td>$279,275</td>
<td></td>
</tr>
</tbody>
</table>

Excise-Motor Vehicle Revenues: data indicates we are up 2% in units & 4% in $.

| FY 2020 | 4 Months YTD | 1966 units | $411,673 | =$209 / per vehicle |
| FY 2019 | 4 Months YTD | 1927 units | $392,572 | =$204 / per vehicle |
| FY 2018 | 4 Months YTD | 1803 units | $374,184 | =$207 / per vehicle |
| FY 2017 | 4 Months YTD | 1773 units | $362,780 | =$204 / per vehicle |

Building Permitting Revenue:

| FY 2020 | 4 Months YTD | 100 permits | $42,896 | =$429 / permit |
| FY 2019 | 4 Months YTD | 115 permits | $30,648 | =$267 / permit |
| FY 2018 | 4 Months YTD | 100 permits | $52,285 | =$522 / permit |

Vacation Rentals—rentals expire & renew May 31st

| FY2020 | 4 Months YTD | Budget  | Actual |
| FY2019 | 4 Months YTD | $175,000 | $13,800 |

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$900</td>
<td>$1,450</td>
</tr>
</tbody>
</table>

FY ‘18 Previously Authorized Council Budget Adjustments or Transfers:

Contingency Fund Activity for FY ’20:

- Beginning Balance (Town Meeting Approval) $53,366
  Minutes-10/15/10-Park St. School Landscape Design -14,000

Ending Balance @ 10/31/19 (available #1036-5906) $39,366

Other General Fund Transfers: Town Council 10/1/2019
From: #1022-5700 -TSA Comp. Eqpmt $10,000

Capital Improvement Transfers/Adjustments:
To: #2122-6117 -PD-Virtual Desktops $ 5,000
To: #2122-6124 -PD-Car Video Storage $ 5,000

Cruise Ship Fund Transfers: NONE
Parking Fund Transfers: NONE

Property Tax Collection & Receivable Update:
The 2019 tax collections are fairly comparable to the prior year.

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Property Taxes Outstanding Balance @ 10/31/19</th>
<th>%</th>
<th>Balance @ 10/31/18</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-12</td>
<td>$ 20,177</td>
<td>0.1%</td>
<td>$ 20,655</td>
<td>0.1%</td>
</tr>
<tr>
<td>2013</td>
<td>$ 2,870</td>
<td>0.1%</td>
<td>$ 3,097</td>
<td>0.1%</td>
</tr>
<tr>
<td>2014</td>
<td>$ 3,071</td>
<td>0.1%</td>
<td>$ 3,105</td>
<td>0.1%</td>
</tr>
<tr>
<td>2015</td>
<td>$ 3,728</td>
<td>0.1%</td>
<td>$ 3,535</td>
<td>0.1%</td>
</tr>
<tr>
<td>2016</td>
<td>$ 3,725</td>
<td>0.1%</td>
<td>$ 89,681</td>
<td>0.6%</td>
</tr>
<tr>
<td>2017</td>
<td>$114,935</td>
<td>0.7%</td>
<td>$ 244,929</td>
<td>1.5%</td>
</tr>
<tr>
<td>2018</td>
<td>$ 396,622</td>
<td>2.3%</td>
<td>$ 7,537,200</td>
<td>43.3%</td>
</tr>
<tr>
<td>2019</td>
<td>$ 7,925,058</td>
<td>44.2%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cash Investment and Status Report / Banking
On October 31st, the Town had $20,000,000 on hand in all funds—approximately $3 million more than last year’s total balances at this same time period, due to new Parking fees received, the timing of payments and higher fund balances. Checking interest rates are at 1.60% vs. 1.79% last year.

Wastewater Division Fund
Financials (33% - 4 month Benchmark)

<table>
<thead>
<tr>
<th>Spending shows the following:</th>
<th>Annual Budget</th>
<th>Oct YTD Actual</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oper &amp; Maint-FY2020-this year</td>
<td>$1,505,039</td>
<td>$484,819</td>
<td>32%</td>
</tr>
<tr>
<td>Oper &amp; Maint-FY2019-last year</td>
<td>$1,469,846</td>
<td>$413,292</td>
<td>28%</td>
</tr>
</tbody>
</table>

Accounts Receivable-Wastewater

<table>
<thead>
<tr>
<th>10/31/2019</th>
<th>10/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$420,571</td>
<td>$392,904</td>
</tr>
</tbody>
</table>

Water Division Fund
Financials (33%-4 month Benchmark)

<table>
<thead>
<tr>
<th>Spending shows the following:</th>
<th>Annual Budget</th>
<th>Oct YTD Actual</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oper &amp; Maint-FY2020-this year</td>
<td>$1,126,055</td>
<td>$308,843</td>
<td>27%</td>
</tr>
<tr>
<td>Oper &amp; Maint-FY2019-last year</td>
<td>$1,106,634</td>
<td>$342,445</td>
<td>30%</td>
</tr>
</tbody>
</table>

Accounts Receivable-Water

<table>
<thead>
<tr>
<th>10/31/2019</th>
<th>10/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$202,079</td>
<td>$239,960</td>
</tr>
</tbody>
</table>

Technology
In October, Steve built new PC profiles for various new hires in Town, including 2 dispatchers and a new deputy clerk, update all PC’s for a major Windows 10 update, build 4 replacement PC’s at Water and Wastewater as well as replace 2 budgeted PC’s in Finance; update every single PC/Laptop on the town network due to an anti-virus issue, review with Casco Bay Advisors the first draft of the fiber engineering study and then meet on the same study with the CTTF members, met with the architect on the PD renovation project and finally met with certain departments on their technology needs for the upcoming budget year.

Assessing
October is the month where Assessing fills out and returns State reimbursement forms for the BETR program. This is for new business equipment that the local taxpayers placed in service. Steve also completed and returned the annual Valuation return as well as the annual sales reporting to Maine Revenue Services. He also worked with Planning on creating data extracts to assist in pending LUO amendments. With the 911 Addressing Ordinance behind us, this enables Bar Harbor to be fully compliant with NG-911, one of the first communities in Maine, since the Town’s GIS system already had a master address system which shows where a house actually is located, rather than an address without a physical location point along with the address.
### Cruise Ship Fund – Direct Expenses:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY20</td>
<td>$173,139</td>
<td>$67,235</td>
<td>39%</td>
</tr>
<tr>
<td>FY19</td>
<td>$150,112</td>
<td>$71,107</td>
<td>47%</td>
</tr>
</tbody>
</table>

### Recap of Parking Fund:

**Parking Fund Revenues**
- Meters/Kiosks: $523,000
- Permits: $14,750
- Enf. Citations: $30,000
- Interest: $1,000
- Rev Subtotal: $568,750
- Less: Transaction Fees: $58,000
- Net Revenue (Jul-Oct): $510,750

**Parking Fund Expenses**
- Direct Exps (wages, signs, etc.): $142,865
- Transfer to GenFund Operations: $59,746
- Transfer to CIP Fund: $260,000
- Subtotal: $462,611
- Net Gain YTD: $48,139

**Parking Revenues – Full Season Est:**
- (net of cc/IPS/PM fees): $1,580,000
<table>
<thead>
<tr>
<th>General Fund</th>
<th>Dept</th>
<th>FY '20 Annual Adj'd Budget</th>
<th>B FY '20 4 Months Actual</th>
<th>C FY '19 12 Months Pre-Audit</th>
<th>D Bud Variance Under (over) Col. A-B</th>
<th>E % Spent of Budget (B/A=E)</th>
<th>FY '18 12 Months Actual</th>
<th>Comments on variances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Council</td>
<td>10</td>
<td>$39,992</td>
<td>$6,742</td>
<td>$35,212</td>
<td>$6,455</td>
<td>16.9%</td>
<td>$33,267</td>
<td>Timing</td>
</tr>
<tr>
<td>Town Manager</td>
<td>12</td>
<td>$131,109</td>
<td>$44,575</td>
<td>$124,862</td>
<td>(1,309)</td>
<td>34.0%</td>
<td>$120,121</td>
<td></td>
</tr>
<tr>
<td>Town Clerk</td>
<td>14</td>
<td>$126,986</td>
<td>$41,874</td>
<td>$118,345</td>
<td>31</td>
<td>33.0%</td>
<td>$111,685</td>
<td></td>
</tr>
<tr>
<td>Finance Dept.</td>
<td>16</td>
<td>$357,476</td>
<td>$144,530</td>
<td>$352,773</td>
<td>(26,562)</td>
<td>40.4%</td>
<td>$322,520</td>
<td>Timing</td>
</tr>
<tr>
<td>Town Attorney</td>
<td>18</td>
<td>$47,950</td>
<td>$15,960</td>
<td>$54,220</td>
<td>(137)</td>
<td>33.3%</td>
<td>$18,858</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td>20</td>
<td>$18,734</td>
<td>$1,852</td>
<td>$13,189</td>
<td>$4,330</td>
<td>9.9%</td>
<td>$18,326</td>
<td>Timing</td>
</tr>
<tr>
<td>Technology</td>
<td>22</td>
<td>$165,474</td>
<td>$66,444</td>
<td>$155,231</td>
<td>(11,838)</td>
<td>40.2%</td>
<td>$125,165</td>
<td>Timing</td>
</tr>
<tr>
<td>Municipal Building</td>
<td>24</td>
<td>$79,511</td>
<td>$23,443</td>
<td>$86,046</td>
<td>2,796</td>
<td>29.5%</td>
<td>$73,551</td>
<td></td>
</tr>
<tr>
<td>Town Offices</td>
<td>26</td>
<td>$42,745</td>
<td>$22,133</td>
<td>$43,163</td>
<td>(8,027)</td>
<td>51.8%</td>
<td>$37,465</td>
<td>Timing</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>28</td>
<td>$1,606,159</td>
<td>$511,003</td>
<td>$1,507,882</td>
<td>19,029</td>
<td>31.8%</td>
<td>$1,436,019</td>
<td></td>
</tr>
<tr>
<td>Code Enforcement</td>
<td>30</td>
<td>$101,923</td>
<td>$27,211</td>
<td>$74,430</td>
<td>$6,424</td>
<td>26.7%</td>
<td>$65,125</td>
<td>Timing</td>
</tr>
<tr>
<td>Assessing Dept.</td>
<td>32</td>
<td>$151,158</td>
<td>$51,496</td>
<td>$137,892</td>
<td>(1,614)</td>
<td>34.1%</td>
<td>$126,884</td>
<td></td>
</tr>
<tr>
<td>Planning Dept.</td>
<td>34</td>
<td>$221,203</td>
<td>$60,166</td>
<td>$126,426</td>
<td>12,831</td>
<td>27.2%</td>
<td>$134,624</td>
<td>Timing</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>36</td>
<td>$246,583</td>
<td>$106,085</td>
<td>$204,128</td>
<td>(24,713)</td>
<td>43.0%</td>
<td>$209,267</td>
<td>Timing</td>
</tr>
<tr>
<td>Fire / Ambulance Dept</td>
<td>42</td>
<td>$934,597</td>
<td>$321,572</td>
<td>$885,013</td>
<td>(13,155)</td>
<td>34.4%</td>
<td>$800,244</td>
<td></td>
</tr>
<tr>
<td>Hydrants-Public Fire</td>
<td>43</td>
<td>$585,602</td>
<td>$292,802</td>
<td>$585,604</td>
<td>(99,553)</td>
<td>50.0%</td>
<td>$585,604</td>
<td>Timing</td>
</tr>
<tr>
<td>Police Dept.</td>
<td>45</td>
<td>$1,283,376</td>
<td>$436,408</td>
<td>$1,268,776</td>
<td>(12,894)</td>
<td>34.0%</td>
<td>$1,036,534</td>
<td></td>
</tr>
<tr>
<td>Dispatch Division</td>
<td>47</td>
<td>$234,854</td>
<td>$81,162</td>
<td>$220,185</td>
<td>(3,660)</td>
<td>34.6%</td>
<td>$214,261</td>
<td></td>
</tr>
<tr>
<td>Public Safety Bldg.</td>
<td>49</td>
<td>$49,904</td>
<td>$18,510</td>
<td>$45,930</td>
<td>(2,042)</td>
<td>37.1%</td>
<td>$35,282</td>
<td>Timing</td>
</tr>
<tr>
<td>Street Lights</td>
<td>51</td>
<td>$73,575</td>
<td>$23,560</td>
<td>$65,925</td>
<td>720</td>
<td>32.0%</td>
<td>$71,608</td>
<td></td>
</tr>
<tr>
<td>Harbor Dept.</td>
<td>53</td>
<td>$125,758</td>
<td>$46,952</td>
<td>$126,722</td>
<td>(5,452)</td>
<td>37.3%</td>
<td>$111,474</td>
<td>Timing-seasonal</td>
</tr>
<tr>
<td>Parks &amp; Rec &amp; Glen M</td>
<td>59</td>
<td>$438,577</td>
<td>$229,294</td>
<td>$416,358</td>
<td>(84,564)</td>
<td>52.3%</td>
<td>$236,375</td>
<td>Timing-seasonal</td>
</tr>
<tr>
<td>General Assistance</td>
<td>63/66</td>
<td>$1,187</td>
<td>(59)</td>
<td>$496</td>
<td>451</td>
<td>-5.0%</td>
<td>$1,700</td>
<td></td>
</tr>
<tr>
<td>Cooperating Agencies</td>
<td>68</td>
<td>$57,681</td>
<td>$49,462</td>
<td>$45,092</td>
<td>(30,427)</td>
<td>85.8%</td>
<td>$40,038</td>
<td>Timing</td>
</tr>
<tr>
<td>Comfort Station</td>
<td>70</td>
<td>$99,728</td>
<td>$46,468</td>
<td>$97,975</td>
<td>(13,558)</td>
<td>46.6%</td>
<td>$93,438</td>
<td>Timing-seasonal</td>
</tr>
<tr>
<td>Public Works</td>
<td>75</td>
<td>$153,081</td>
<td>$40,401</td>
<td>$148,951</td>
<td>10,116</td>
<td>26.4%</td>
<td>$143,258</td>
<td>Staff vacancy</td>
</tr>
<tr>
<td>Highway Dept.</td>
<td>77</td>
<td>$1,125,114</td>
<td>$365,559</td>
<td>$1,082,238</td>
<td>5,729</td>
<td>32.5%</td>
<td>$1,033,837</td>
<td></td>
</tr>
<tr>
<td>Solid Waste</td>
<td>79</td>
<td>$727,340</td>
<td>$314,496</td>
<td>$773,154</td>
<td>(74,474)</td>
<td>43.2%</td>
<td>$641,258</td>
<td>Timing-seasonal</td>
</tr>
</tbody>
</table>

General Fund Totals: $9,227,377 $3,390,101 $8,796,218 $(345,067) 36.7% $7,877,788

Payroll Periods: 26 9 26 34.6% 26

FY20 Budget Includes $55,776 in carryover encumbrances from FY2019
## General Fund - Revenues

**Town of Bar Harbor**  
**YTD October 31, 2019**  
**33.3% - 4 Months**

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget FY'20 12 Months</th>
<th>Budget FY'20 4 Months</th>
<th>Actual FY'20 12 Months</th>
<th>Actual FY'20 4 Months</th>
<th>Pre-Audit FY'19 12 Months</th>
<th>Pre-Audit FY'19 4 Months</th>
<th>Bud. Var. Favorable (Unfavorable)</th>
<th>% Rev's Received 33.3% Goal</th>
<th>Variances From Budget Goal Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Clerk Fees</td>
<td>$24,320</td>
<td>$8,391</td>
<td>$28,183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>365</td>
<td>35%</td>
</tr>
<tr>
<td>Finance Department</td>
<td>$179,396</td>
<td>$48,121</td>
<td>$181,058</td>
<td></td>
<td>(11,080)</td>
<td></td>
<td></td>
<td>27%</td>
<td>Timing-prepayments</td>
</tr>
<tr>
<td>Municipal Building Rents</td>
<td>$33,000</td>
<td>$16,165</td>
<td>$36,705</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>49%</td>
<td>Timing</td>
</tr>
<tr>
<td>Code Enforcement Permits</td>
<td>$328,800</td>
<td>$80,757</td>
<td>$214,213</td>
<td></td>
<td>(27,747)</td>
<td></td>
<td></td>
<td>25%</td>
<td>Timing</td>
</tr>
<tr>
<td>Planning Fees</td>
<td>$16,550</td>
<td>$4,520</td>
<td>$29,347</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27%</td>
<td>Timing</td>
</tr>
<tr>
<td>Ambulance/Fire Fees</td>
<td>$333,200</td>
<td>$117,692</td>
<td>$342,254</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35%</td>
<td>Timing</td>
</tr>
<tr>
<td>Police/Dispatch Department</td>
<td>$170,727</td>
<td>$34,372</td>
<td>$216,826</td>
<td></td>
<td>(21,968)</td>
<td></td>
<td></td>
<td>20%</td>
<td>Timing</td>
</tr>
<tr>
<td>Harbor Department</td>
<td>$58,900</td>
<td>$55,804</td>
<td>$68,667</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>95%</td>
<td>Timing-Seasonal</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>$800</td>
<td>$200</td>
<td>$900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25%</td>
<td>Timing</td>
</tr>
<tr>
<td>Highway Division</td>
<td>$11,785</td>
<td>$15,578</td>
<td>$13,442</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>132%</td>
<td>Timing</td>
</tr>
<tr>
<td>Solid Waste-Recycling</td>
<td>$420</td>
<td>$3,067</td>
<td>$10,275</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>730%</td>
<td></td>
</tr>
<tr>
<td><strong>Departmental</strong></td>
<td><strong>$1,157,898</strong></td>
<td><strong>$384,667</strong></td>
<td><strong>$1,141,330</strong></td>
<td></td>
<td><strong>2,561</strong></td>
<td></td>
<td></td>
<td><strong>33%</strong></td>
<td></td>
</tr>
<tr>
<td>P.I.O.T.'s</td>
<td>$137,765</td>
<td>$42,014</td>
<td>$147,061</td>
<td></td>
<td>(3,283)</td>
<td></td>
<td></td>
<td>31%</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$54,000</td>
<td>$32,633</td>
<td>$149,787</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14,813</td>
<td>Timing-Higher trend</td>
</tr>
<tr>
<td>Misc, Cable Franch., other</td>
<td>$124,910</td>
<td>$75,918</td>
<td>$135,754</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>34,698</td>
<td>Timing</td>
</tr>
<tr>
<td>Excise &amp; Other Taxes</td>
<td>$1,035,000</td>
<td>$420,850</td>
<td>$1,167,837</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>79,300</td>
<td>Timing-Seasonal</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>$396,369</td>
<td>$215,836</td>
<td>$336,068</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>85,034</td>
<td>Timing</td>
</tr>
<tr>
<td><strong>Revenues-Subtotal</strong></td>
<td><strong>$2,905,442</strong></td>
<td><strong>$1,171,918</strong></td>
<td><strong>$3,077,837</strong></td>
<td></td>
<td>213,122</td>
<td></td>
<td></td>
<td><strong>40%</strong></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$17,892,429</td>
<td>$17,917,087</td>
<td>$17,241,788</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Transfers In-CS &amp; Other Funds</td>
<td>$435,692</td>
<td>$59,746</td>
<td>$364,326</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14%</td>
<td></td>
</tr>
<tr>
<td>Fund Balance Used</td>
<td>$55,000</td>
<td>$70,000</td>
<td>$55,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total-General Fund</strong></td>
<td><strong>$21,288,563</strong></td>
<td><strong>$19,148,751</strong></td>
<td><strong>$20,753,951</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>89.9%</td>
<td></td>
</tr>
<tr>
<td>Wastewater Revenues</td>
<td>$2,144,400</td>
<td>$887,830</td>
<td>$2,411,183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41%</td>
<td>1 Qtr-Summer billed</td>
</tr>
<tr>
<td>Water Revenues</td>
<td>$2,151,302</td>
<td>$1,167,985</td>
<td>$2,295,858</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>54%</td>
<td>2 qtrs billed in Advance</td>
</tr>
<tr>
<td>CIP Fund Rev's/Transfers</td>
<td>$3,759,290</td>
<td>$2,850,028</td>
<td>$7,328,506</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>76%</td>
<td>Timing</td>
</tr>
<tr>
<td>Cruise Ship Fund Rev's</td>
<td>$1,133,839</td>
<td>$909,298</td>
<td>$1,023,708</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Parking Fund (net of Trans Fees)</td>
<td>$510,750</td>
<td>$1,312,775</td>
<td>$315,765</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>257%</td>
<td>Exceeds budget</td>
</tr>
</tbody>
</table>
TOWN OF BAR HARBOR
CASH / INVESTMENT STATUS @ October 31, 2019

**CHECKING ACCOUNTS**

<table>
<thead>
<tr>
<th>Note</th>
<th>Bank</th>
<th>Acct. No.</th>
<th>Purchase</th>
<th>Maturity</th>
<th>Interest Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL</td>
<td>BHBT</td>
<td>77548521</td>
<td>GL #10-1140</td>
<td>1.60%</td>
<td>$9,025,000</td>
<td></td>
</tr>
<tr>
<td>SEWER</td>
<td>MACHIAS SB</td>
<td>810033860 / 930</td>
<td>GL #35-1135</td>
<td>0.05%</td>
<td>$33,000</td>
<td></td>
</tr>
<tr>
<td>PARKING</td>
<td>MACHIAS SB</td>
<td>100168437</td>
<td>GL #64-1140</td>
<td>0.25%</td>
<td>$125,000</td>
<td></td>
</tr>
<tr>
<td>SEWER</td>
<td>BHBT</td>
<td>77548513</td>
<td>GL #35-1140</td>
<td>1.60%</td>
<td>$1,976,000</td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td>BHBT</td>
<td>77548596</td>
<td>GL #40-1140</td>
<td>1.60%</td>
<td>$1,840,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Checking Accounts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$13,059,000</strong></td>
</tr>
</tbody>
</table>

**CERTIFICATES OF DEPOSIT: money market**

<table>
<thead>
<tr>
<th>Note</th>
<th>Bank</th>
<th>Acct. No.</th>
<th>Purchase</th>
<th>Maturity</th>
<th>Interest Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Fnd</td>
<td>The First</td>
<td></td>
<td>collaterized securities</td>
<td>GL #10-1145</td>
<td>1.26%</td>
<td>$1,196,000</td>
</tr>
<tr>
<td>Gen Fnd</td>
<td>BHS&amp;L</td>
<td>18 Months</td>
<td>collaterized securities</td>
<td>GL #10-1146</td>
<td>1.26%</td>
<td>$1,041,000</td>
</tr>
<tr>
<td>Gen Fnd</td>
<td>BHS&amp;L</td>
<td>18 Months</td>
<td>FDIC custodial bank deposits</td>
<td>GL #64-1120</td>
<td>1.10%</td>
<td>$1,475,000</td>
</tr>
<tr>
<td>Gen Fnd</td>
<td>UTC-Camden</td>
<td>18 Month CD</td>
<td>FDIC custodial bank deposits</td>
<td>GL #35-1120</td>
<td>1.10%</td>
<td>$298,000</td>
</tr>
<tr>
<td>Gen Fnd</td>
<td>UTC-Camden</td>
<td>12 Month CD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen Fnd</td>
<td>UTC-Camden</td>
<td>6 Mos.-CDARS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>#10-1160</strong></td>
<td>Total Certificates of Deposit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$783,694</strong></td>
</tr>
</tbody>
</table>

**CIP Reserves: Bar Harbor Banking & Trust - Trust Department**

<table>
<thead>
<tr>
<th>Note</th>
<th>Bank</th>
<th>Acct. No.</th>
<th>Purchase</th>
<th>Maturity</th>
<th>Interest Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL</td>
<td>Mkt Funds Sweep</td>
<td></td>
<td>Money Mkt Funds Sweep</td>
<td>#930/19</td>
<td>2.20%</td>
<td>$210,286</td>
</tr>
<tr>
<td>Toyota Motor Credit Corp</td>
<td>Bond - AA - S&amp;P</td>
<td>4/13/2021</td>
<td>Bond - AA - S&amp;P</td>
<td>2.95%</td>
<td>$101,611</td>
<td></td>
</tr>
<tr>
<td>Apple, Inc.</td>
<td>Bond - AA+ S&amp;P</td>
<td>11/13/2020</td>
<td>Bond - AA+ S&amp;P</td>
<td>2.00%</td>
<td>$110,231</td>
<td></td>
</tr>
<tr>
<td>Discover Bank</td>
<td>CD - AAA S&amp;P</td>
<td>10/17/2019</td>
<td>CD - AAA S&amp;P</td>
<td>1.70%</td>
<td>$149,988</td>
<td></td>
</tr>
<tr>
<td>Qualcomm Inc.</td>
<td>Bond - A S&amp;P</td>
<td>5/20/2020</td>
<td>Bond - A S&amp;P</td>
<td>2.27%</td>
<td>$100,042</td>
<td></td>
</tr>
<tr>
<td>Boeing</td>
<td>Bond - A+ S&amp;P</td>
<td>10/30/2021</td>
<td>Bond - A+ S&amp;P</td>
<td>2.35%</td>
<td>$50,334</td>
<td></td>
</tr>
<tr>
<td>Morgan Stanley</td>
<td>CD</td>
<td>1/5/2021</td>
<td>CD</td>
<td>2.00%</td>
<td>$150,373</td>
<td></td>
</tr>
<tr>
<td>US Treasury Note</td>
<td>Note - AAA S&amp;P</td>
<td>9/30/2020</td>
<td>Note - AAA S&amp;P</td>
<td>2.75%</td>
<td>$201,842</td>
<td></td>
</tr>
<tr>
<td>Goldman Sachs Bank</td>
<td>CD - AAA S&amp;P</td>
<td>1/31/2020</td>
<td>CD - AAA S&amp;P</td>
<td>2.30%</td>
<td>$150,214</td>
<td></td>
</tr>
<tr>
<td>IBM Credit LLC</td>
<td>Bond - A S&amp;P</td>
<td>11/30/2020</td>
<td>Bond - A S&amp;P</td>
<td>3.51%</td>
<td>$103,336</td>
<td></td>
</tr>
<tr>
<td>Bank of Montreal</td>
<td>Bond - A+ S&amp;P</td>
<td>12/19/2019</td>
<td>Bond - A+ S&amp;P</td>
<td>2.10%</td>
<td>$100,008</td>
<td></td>
</tr>
<tr>
<td>Intercontinental Exchange</td>
<td>Bond - A S&amp;P</td>
<td>12/1/2020</td>
<td>Bond - A S&amp;P</td>
<td>2.74%</td>
<td>$100,845</td>
<td></td>
</tr>
<tr>
<td>Wells Fargo Bank NA</td>
<td>CD</td>
<td>9/8/2021</td>
<td>CD</td>
<td>3.06%</td>
<td>$102,545</td>
<td></td>
</tr>
<tr>
<td><strong>#10-1170</strong></td>
<td>Total in Trust Fund</td>
<td>(45/50-1170)</td>
<td></td>
<td></td>
<td></td>
<td><strong>$2,103,787</strong></td>
</tr>
</tbody>
</table>

TOTALS: All CASH & INVESTMENTS

**$19,996,481**

Notes:
Checking Accounts and money markets above $250,000 are protected by Bar Harbor Bank's collateral (US Gov't or agency securities) that are held in joint custody at the Federal Reserve Bank of Boston.

GENERAL = Combined General, CIP, School and Cruise Ship Cash

**BHBT** – Bar Harbor Bank & Trust Co.
The First = First National Bank
Of Damariscotta
UTC = Camden National Bank
BHS&L = Bar Harbor Savings & Loan Co.
MSB = Machias Savings

Town Bond Rating: Affirmed March '19 Aa2 Moody's
Affirmed March '19 AAA S & P's

State of Maine Bond Rating: May '12 AA S & P's
State of Maine Bond Rating: June '14 Aa2 Moody's
State of Maine Bond Rating: Jan '13 AA Fitch
Hancock County Rating: Jan '11 Aa2 Moody's
Hancock County Rating: Jan '11 AA S & P's
U.S. Government Rating: August '11 AA S & P's
# 2020 Council Meeting Schedule

**Town of Bar Harbor**

The Bar Harbor Town Council will meet on the following dates during the coming year. All meetings are scheduled Tuesday for 7:00 p.m. in the Municipal Building, unless otherwise noted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>7 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21 Regular Meeting</td>
<td>Manager introduces budget.</td>
</tr>
<tr>
<td>Thursday</td>
<td>23 Special Meeting</td>
<td><strong>6:00 pm</strong> Budget Workshop – Cooperating Agencies, General Assistance, General Government, remaining Revenues</td>
</tr>
<tr>
<td>Tuesday</td>
<td>28 Special Meeting</td>
<td><strong>6:00 pm</strong> Budget Workshop – Harbor and Public Works</td>
</tr>
<tr>
<td>Thursday</td>
<td>30 Special Meeting</td>
<td><strong>6:00 pm</strong> Budget Workshop – Education and Protections - Tentative Budget Adoption pending a public hearing</td>
</tr>
<tr>
<td>February</td>
<td>4 Regular Meeting</td>
<td>Sign proposed LUO article Certifications and call for public hearing per §125-9B for annual town meeting.</td>
</tr>
<tr>
<td></td>
<td>18 Regular Meeting</td>
<td>Public Hearing and Adoption of Budget; Required LUO Public Hearing per §125-9B and sign Orders</td>
</tr>
<tr>
<td>March</td>
<td>3 Regular Meeting</td>
<td><strong>Presidential Primary Election - Cancelled</strong></td>
</tr>
<tr>
<td></td>
<td>17 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 Special Meeting</td>
<td>Joint meeting with Warrant Comm. to review budget &amp; Council makes final recommendations.</td>
</tr>
<tr>
<td>April</td>
<td>7 Regular Meeting</td>
<td>Review of <em>Draft</em> Warrant &amp; Public Hearing Notice</td>
</tr>
<tr>
<td></td>
<td>21 Regular Meeting</td>
<td>Deadline to sign Warrant &amp; Public Hearing Notice</td>
</tr>
<tr>
<td>May</td>
<td>5 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19 Regular Meeting</td>
<td>Deadline for Public Hearing on Warrant Articles per MRSA 30-A 2528(5)</td>
</tr>
<tr>
<td>June</td>
<td>2 Regular Meeting</td>
<td><strong>ANNUAL OPEN TOWN MEETING Cancelled</strong></td>
</tr>
<tr>
<td></td>
<td>9 Town Elections</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 Organizational Mtg</td>
<td><strong>5:30 pm</strong> Swearing-In Council, Election of Officers</td>
</tr>
<tr>
<td></td>
<td>16 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>7 Regular Meeting</td>
<td><strong>Cancelled</strong></td>
</tr>
<tr>
<td></td>
<td>21 Regular Meeting</td>
<td>Sign proposed LUO article Certifications and call for public hearing per §125-9B for special town meeting.</td>
</tr>
<tr>
<td>August</td>
<td>4 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 Regular Meeting</td>
<td>Required LUO Public Hearing per §125-9B and sign Orders</td>
</tr>
<tr>
<td>September</td>
<td>1 Regular Meeting</td>
<td>Review of <em>Draft</em> Warrant &amp; Notice of Public Hearing</td>
</tr>
<tr>
<td></td>
<td>15 Regular Meeting</td>
<td>Deadline to sign Warrant &amp; Notice of Public Hearing</td>
</tr>
<tr>
<td>October</td>
<td>6 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>20 Regular Meeting</td>
<td>Deadline for Public Hearing on Warrant Articles per MRSA 30-A 2528(5)</td>
</tr>
<tr>
<td></td>
<td>2 Annual Goal Setting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Regular Meeting</td>
<td><strong>Election Day – Cancelled</strong></td>
</tr>
<tr>
<td></td>
<td>17 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>1 Regular Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 Regular Meeting</td>
<td></td>
</tr>
</tbody>
</table>

*Council adopted 11/19/2019*
Memo

To: Stan Harmon, Treasurer
From: Sarah M. Gilbert, Tax Collector
Date: 10/28/2019
Re: Quit Claim Deed for Rocky Coast Real Estate Group, LLC

On August 1, 2019 the Town of Bar Harbor foreclosed on Rocky Coast Real Estate Group, LLC, 30 Cottage Street property, due to a matured 2018 Sewer Lien, recorded on February 1, 2018. On 9/11/2019, all outstanding sewer charges were paid in full. The customer is also current on real estate taxes. I am requesting the Town Council vote to authorize the Town Manager to sign a Quit Claim Deed, releasing the Town's interest in the property, which I have attached.

Thank You.
MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

The Inhabitants of the Municipality of the Town of Bar Harbor, a body corporate and politic located in Hancock County, State of Maine, for consideration paid, does hereby acknowledge, release, convey and forever quitclaim unto:

Rocky Coast Real Estate Group, LLC, 34 Mines Road, Blue Hill, ME 04614

a certain parcel of land located in the Municipality of Bar Harbor, Hancock County, State of Maine, identified as follows:

Tax Map 104-369-000
Property Location: 30 Cottage Street, Bar Harbor, Maine 04609

This deed is given for the purpose of releasing and conveying any and all rights which this grantor may have acquired by virtue of the following sewer liens which were imposed against the above property and recorded in said Registry of Deeds as follows:

Book 6873, Page 153    Recorded on February 1, 2018

The Inhabitants of the Municipality of Bar Harbor have caused this instrument to be signed in its corporate name by Cornell Knight, its Town Manager, thereunto duly authorized.

Witness my hand and seal this ___ day of November, 2019.

INHABITANTS OF TOWN OF BAR HARBOR

By:________________________
   Cornell Knight, Town Manager

STATE OF MAINE
HANCOCK COUNTY, ss.      November ___, 2019

Personally appeared before me the above-named Cornell Knight, Town Manager of the Municipality of Bar Harbor, and acknowledged the foregoing to be his free act and deed in his said capacity and the free act and deed of the Inhabitants of said Municipality.

__________________________________________________________
Notary Public
Printed Name:__________________________________________
My Commission Expires:_________________________________
Memo

To: Town Council

From: Sarah Gilbert, Payroll Supervisor

Cc: Cornell Knight, Town Manager
    Stan Harmon, Finance Director

Date: November 1, 2019

Re: Health Insurance Reimbursement Plan
Annual Revisions to Health Insurance Opt Out Limits

Per the Town of Bar Harbor’s Health Insurance Reimbursement Program, and the Resolution that was adopted December 2, 2002, the Town Council must annually determine the maximum reimbursement payable available to eligible employees who choose to Opt Out of the Town’s health insurance coverage and participate in a qualifying alternative health insurance program. Health Insurance premiums for 2020 will increase by 7.0%, as the Town now offers the PPO 1500 plan as a member of the non rated Trust pool.

For Fiscal Year 2019 the town had an average of twenty one employees who chose the Opt Out reimbursement method and three employees who chose the Wage Stipend. For the twelve months ended June 30, 2019, for all funds, these plans have resulted in a direct premium savings to the Town of $180,661 down from $184,851 last year. Since the inception of the program, one participant has reached the annual maximum payout level.

Appropriate order would be:

Move to adjust the maximum annual payouts, on a calendar year basis, under the Town’s Health Reimbursement Plan as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family or Couples Coverage</td>
<td>$18,834</td>
</tr>
<tr>
<td>Employee with Child(ren)</td>
<td>$13,700</td>
</tr>
<tr>
<td>Employee Coverage</td>
<td>$8,396</td>
</tr>
</tbody>
</table>

Move to establish the maximum annual payouts under the Wage Stipend as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family or Couples Coverage</td>
<td>$7,137</td>
</tr>
<tr>
<td>Employee with Child(ren)</td>
<td>$5,192</td>
</tr>
<tr>
<td>Employee Coverage</td>
<td>$3,182</td>
</tr>
</tbody>
</table>
Boards, Committees and Commissions Ordinance Amendment
Town of Bar Harbor
#2019-13

An amendment that repeals Town of Bar Harbor Code Chapter 31, Boards, Committees and Commissions and replaces it with language that creates committee consistency as approved by Town Council September 3, 2019. With this amendment, the Parking & Traffic Committee is dissolved and the Communications and Technology Task Force becomes a standing committee.

The Town of Bar Harbor hereby ordains that Chapter 31, Boards, Committees and Commissions, of the Town of Bar Harbor Code is repealed in its entirety and replaced with the following:

Chapter 31, Boards, Committees and Commissions

GENERAL REFERENCES
Departments — See Ch. 58.
Design Review Board — See Ch. 125, Art. XIII.
Marine Resources Committee — See Ch. 170.

ARTICLE I, Age Friendly Committee

§ 31-1 Mission.
The Age Friendly Committee is to provide services and advocacy that enable all residents of Bar Harbor to live in their homes for as long as possible as well as provide programs geared to keeping older adults active and engaged in the community.

§ 31-2 Powers and Duties.
A. Identify needs of residents in the community
B. Provide opportunity for public input into strategic planning and delivery of services for all citizens
C. Recommend to Town Council services to fill those needs
D. Pursue outside funding sources with Town Council’s approval to advance the work of the Committee
E. Explore ways to make Bar Harbor Age Friendly in the following areas:
   (1) Transportation
   (2) Housing
   (3) Outdoor spaces and buildings
   (4) Social participation
   (5) Respect and social inclusion
   (6) Civic participation and employment
   (7) Communication and information
   (8) Community support and health services
F. Provide an annual report to the Town Council
§ 31-3 Qualification & Skills.
Knowledge of seniors needs in the community

§ 31-4 Appointment Process.
A general boards and committee application is available from the Town Clerk or at barharbormaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-5 Membership.
This committee has seven (7) regular members. All members must be Bar Harbor residents. All regular members are voting members. There will also be two (2) alternate members that serve one (1) year terms and do not have voting rights. The alternate member may not hold any office on the Board and does not have voting rights unless designated by the Chair to act in the stead of a member who is unable to act due to interest, physical incapacity, or any other reason satisfactory to the Chair. When the alternate member is designated to act, they shall have all the authority and responsibility of a member.

§ 31-6 Term of Office.
The term of each regular member shall be three years. Alternate members will serve for a one (1) year term. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-7 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Committee openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.

§ 31-8 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the committee.

§ 31-9 Public Notice.
All meetings of the Committee shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.
§ 31-10 Meetings.
The Chair shall call a meeting at least once a month unless there are no agenda items, however
the committee must meet a minimum of four (4) times a year, including an organizational
meeting. Meeting agendas shall maintain the following order:
1) Call to Order with roll call
2) Review of Guidelines and Conduct
3) Public Comments – up to 15 minutes
4) Approval of Meeting Minutes
5) Adoption of Agenda
6) Regular Business
7) Other Business
8) Committee Comments and Requests for Future Agenda Items
9) Adjourn

§ 31-11 Quorum and Voting.
A quorum of four (4) members is necessary to call a meeting to order as well as take a vote. If a
regular member is absent, an alternate shall substitute for that member.

§ 31-12 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Committee after
August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading
meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to
preside over a meeting. The Secretary shall take minutes at each meeting and send approved
minutes to the Town Clerk.

§ 31-13 By-laws.
Bylaws may be adopted and amended only by the Town Council. The Committee may suggest
bylaws to the Town Council for its consideration.

§ 31-14 Procedures.
The Committee shall follow Robert’s Rules of Order for all other procedures.

§ 31-15 Social Media Policy.
All committee members, voting and non-voting, are subject to the Town Council approved social
media policy found at barharbormaine.gov and in the Committee Handbook.

ARTICLE II, Board of Appeals

§ 31-16 Mission.
The Board shall have the power to hear and decide any appeal by any person, affected directly or
indirectly, from any decision, order, rule, or failure to act of any officer, board, agency, or other
body where such appeal has been authorized by the Town of Bar Harbor by ordinance specifying
the precise subject matter that may be appealed to the Board and the official(s) whose action or
nonaction may be appealed to the Board.
§ 31-17 Powers and Duties.
All powers are listed in 30-A M.R.S.A. §2691 and re-stated in the mission statement above.

§ 31-18 Qualification & Skills.
A. Knowledge of the Land Use Ordinances of the Town of Bar Harbor.
B. Experience in either the Planning Board and/or Design Review

§ 31-19 Appointment Process.
A general boards and committee application is available from the Town Clerk or at barharbormaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-20 Membership.
This Board shall have five (5) members, with one (1) associate member as appointed by the Town Council. The associate member may not hold any office on the Board and does not have voting rights unless designated by the Chair to act in the stead of a member who is unable to act due to interest, physical incapacity, or any other reason satisfactory to the Chair. When the associate member is designated to act, they shall have all the authority and responsibility of a member. All members must be Bar Harbor residents. No municipal officer or direct relative of a municipal officer may serve on this Board.

§ 31-21 Term of Office.
The term of each member shall be three (3) years. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-22 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Board openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.

§ 31-23 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the board.

§ 31-24 Public Notice.
All meetings of the Board shall be open to the public and notice thereof shall be given that all
members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.

§ 31-25 Meetings.
The Chair shall call a meeting as needed. Meetings will be announced as stated in the Bar Harbor Town Charter.

§ 31-26 Quorum and Voting.
A simple majority of appointed members is necessary to call a meeting to order as well as take a vote.

§ 31-27 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Board after August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk. Associate members may not hold an office.

§ 31-28 By-laws.
Bylaws may be adopted and amended only by the Town Council. The Board may suggest bylaws to the Town Council for its consideration.

§ 31-29 Procedures.
Except to the extent that they are inconsistent with the provisions of this article, all the provisions of 30-A M.R.S.A. §2691, as amended, shall apply to and govern the organization, procedures, and jurisdiction of the Board of Appeals.

§ 31-30 Social Media Policy.
All board members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbornmaine.gov and in the Committees and Boards Handbook.

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ARTICLE III, Board of Assessment Review

§ 31-31 Mission.
The purpose of the Board of Assessment Review is to handle appeals pursuant to 36 M.R.S.A. §843(1) and 30-A M.R.S.A. §2526(6) and Bar Harbor Municipal Code Article III §31-45.

§ 31-32 Powers and Duties.
The Board of Assessment Review shall have all the powers and duties given to it by the Constitution and laws of the State of Maine, by the Charter of the Town of Bar Harbor and by this article.

§ 31-33 Qualification & Skills.
None specified.
§ 31-34 Appointment Process.
A general boards and committee application is available from the Town Clerk or at barharbormaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-35 Membership.
This board has five (5) members. All members must be Bar Harbor residents. All members are voting members.

§ 31-36 Term of Office.
The term of each member shall be three (3) years. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-37 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Board openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.

§ 31-38 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the board.

§ 31-39 Public Notice.
All meetings of the Board shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.

§ 31-40 Meetings.
Following its organizational meeting, the Board of Assessment Review shall meet on an as-needed basis and always within thirty (30) days after the Town Office receives an appeal pursuant to 36 M.R.S.A. §843.

§ 31-41 Quorum and Voting.
No meeting of the Board of Assessment Review shall be held without the presence of a quorum
which shall consist of at least three (3) members. The Board shall act by a majority vote of the members present and voting.

§ 31-42 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Board after August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk. Meetings are open to the public and shall be electronically or stenographically recorded.

§ 31-43 By-laws.
Bylaws may be adopted and amended only by the Town Council. The Board may suggest bylaws to the Town Council for its consideration.

§ 31-44 Procedures.
All meetings of the Board shall be conducted in accordance with 30-A M.R.S.A. §2691(3) and in accordance with Robert’s Rules of Order unless the Board shall adopt its own rules which shall supersede Robert’s Rules of Order to the extent, they are contrary to the same. Board Procedures for hearings and meetings are stated in their guidelines. The Board may, at its own discretion or on advice of counsel apply, not apply, or waiver application of any of the Guidelines. These Guidelines are advisory in nature and not intended to be strictly applied or dispositive on any issue or procedure before the Board.

§ 31-45 Social Media Policy.
All board members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbormaine.gov and in the Committee Handbook.

ARTICLE IV, Communication and Technologies Committee

§ 31-46 Mission.
The Communication and Technologies Committee (CTC) mission is to develop or enhance the Town of Bar Harbor’s voice, data, and video communication systems for its department network, television channels (public, education, and government), internet web site and other such evolving communication needs.

§ 31-47 Powers and Duties.
The CTC is to work with the public, municipality, other state and local agencies, and business/neighborhood groups in the identification and analysis of state-of-the-art communication technologies to establish priorities, coordinate findings, and formulate any recommendations, as well as serve as a resource to the Town in its technology planning processes. CTC recommendations may be submitted at any time for the Town Council approval. The duties of the Communications and Technologies Committee are as follows:
A. Facilitate public access to government information
B. Enhance participation in Town governance
C. Community relationships
D. Enhance public education, economic development and efficient secure communications among Town departments and employees.
E. Formulate technologies strategic planning
F. Act as Bar Harbor’s Cable Consortium representation and make the following recommendations to the Town Council:
   (1) Policy making
   (2) Prioritization
   (3) Implementation
   (4) System maintenance
   (5) Funding

§ 31-48 Qualification & Skills.
Knowledge of the internet, information technologies, and/or other communications skills

§ 31-49 Appointment Process.
A general boards and committee application is available from the Town Clerk or at barharbornmaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-50 Membership.
This committee has five (5) members. Town Staff (Finance Director and/or the Technical Systems Administrator or their designees) will be non-voting members and act as advisors. Members need not be Bar Harbor residents.

§ 31-51 Term of Office.
The term of each member shall be three years. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-52 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Committee openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.

§ 31-53 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be
recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the committee.

§ 31-54 Public Notice.
All meetings of the Committee shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.

§ 31-55 Meetings.
The Chair shall call a meeting at least once a month unless there are no agenda items, however the committee must meet a minimum of four (4) times a year, including an organizational meeting. Meeting agendas shall maintain the following order:
1) Call to Order with Roll call
2) Review of Guidelines and Conduct
3) Public Comments – up to 15 minutes
4) Approval of Meeting Minutes
5) Adoption of Agenda
6) Regular Business
7) Other Business
8) Committee Comments and Requests for Future Agenda Items
9) Adjourn

§ 31-56 Quorum and Voting.
A simple majority of appointed members is necessary to call a meeting to order as well as take a vote.

§ 31-57 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Committee after August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk.

§ 31-58 By-laws.
By-laws may be adopted and amended only by the Town Council. The Committee may suggest bylaws to the Town Council for its consideration.

§ 31-59 Procedures.
The Committee shall follow Robert’s Rules of Order for all other procedures.

§ 31-60 Social Media Policy.
All committee members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbormaine.gov and in the Committee Handbook.
ARTICLE V, Conservation Commission

§ 31-61 Mission.
To enhance the conservation of natural or scenic resources, to protect natural streams or water supplies, to promote conservation of swamps, wetlands, beaches or tidal marshes, to enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open areas or open spaces, to effect or enhance public recreations opportunities, to preserve historic sites, to implement that plan of development adopted by the Planning Board of the municipality, and to promote orderly urban or suburban development.

§ 31-62 Powers and Duties.
A. The Conservation Commission shall conduct research, in conjunction with the Planning Board, if any into the local land areas and shall seek to coordinate the activities of conservation bodies organized for similar purposes and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary. It shall keep an index of all open areas, publicly or privately owned, within the municipality, including open marsh lands, swamps and other wetlands, for the purpose of obtaining information pertinent to proper utilization, protection, development or use of such open areas and may recommend to the municipal officers and any municipal body or board, or any body politic or public agency of the State of Maine, a program for the better utilization, protection, development or use of such areas, which may include the acquisition of conservation easements. The Conservation Commission shall keep records of its meetings and activities and shall make an annual report to the municipality to be published as part of the Annual Municipal Report.

B. With the approval to the Town by vote of any Special or Annual Town Meeting, the Commission may acquire land or any interest therein in the name of the municipality for any purpose set forth in 30-A M.R.S.A. §3264, as amended, and may accept gifts of land, money or easements for conservation purposes.

C. The Commission shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least thirty (30) days in advance.

D. Nothing in this section shall be construed to conflict with or usurp any duties, powers, or functions of the existing Parks and Recreation Committee as set forth in §106-120 of this Chapter.

§ 31-63 Qualification & Skills.
A. Knowledge and/or understanding of natural environments
B. Experience in any of the conservation fields

§ 31-64 Appointment Process.
A general boards and committee application is available from the Town Clerk or at
Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-65 Membership.
This commission has seven (7) members. All members are voting members.

§ 31-66 Term of Office.
The term of each member shall be three (3) years. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-67 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Commission openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.

§ 31-68 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the commission.

§ 31-69 Public Notice.
All meetings of the Commission shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.

§ 31-70 Meetings.
The Chair shall call a meeting at least once a month unless there are no agenda items, however, the commission must meet a minimum of four (4) times a year, including an organizational meeting. Meeting agendas shall maintain the following order:

1) Call to Order with Roll call
2) Review of Guidelines and Conduct
3) Public Comments – up to 15 minutes
4) Approval of Meeting Minutes
5) Adoption of Agenda
6) Regular Business
7) Other Business
8) Committee Comments and Requests for Future Agenda Items
9) Adjourn

§ 31-71 Quorum and Voting.
A majority of members appointed on the Commission shall constitute a quorum. A quorum is necessary to call a meeting to order as well as take a vote.

§ 31-72 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Commission after August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk.

§ 31-73 By-laws.
Bylaws may be adopted and amended only by the Town Council. The Commission may suggest bylaws to the Town Council for its consideration.

§ 31-74 Procedures.
The Commission shall follow Robert’s Rules of Order for all other procedures.

§ 31-75 Social Media Policy.
All commission members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbormaine.gov and in the Committee Handbook.

ARTICLE VI, Cruise Ship Committee

§ 31-76 Mission.
To advise the Town Council on all matters related to cruise ships visiting Bar Harbor.

§ 31-77 Powers and Duties.
The Cruise Ship Committee shall have the following duties:
A. Conduct a yearly review of the cruise season to identify operational and environmental issues.
B. Conduct a yearly review of passenger service fees, port development fees, and to review annual cruise ship budget.
C. Maintain and further industry relations and communications
D. Provide a yearly report to the Town Council and share with the cruise ship industry.
E. At the request of the Town Council or on its own initiative, make recommendations to the Town Council regarding cruise ship visitation.

§ 31-78 Qualification & Skills.
Experience and/or knowledge of maritime activities.
§ 31-79 Appointment Process.
A general boards and committee application is available from the Town Clerk or at barharbormaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-80 Membership.
The Committee shall be composed of 17 members, including one member of the Town Council, the Harbor Master, the Planning Director, Deputy Clerk, the Police Chief, one representative from the maritime industry, two representatives from downtown businesses, two residents at large, one representative from the Bar Harbor Chamber of Commerce, one representative from CruiseMaine, one member with working knowledge of the cruise ship industry in the State of Maine, one representative from a shore excursion company serving the cruise ship industry, one representative from the taxi tours industry serving cruise ship passengers, one representative from an entity receiving cruise ship tenders, one representative of the scientific community and one representative of Acadia National Park.

§ 31-81 Term of Office.
The term of each member shall be three (3) years, except the Town Council liaison which is a one (1) year appointment. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-82 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Committee openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.

§ 31-83 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the committee.

§ 31-84 Public Notice.
All meetings of the Committee shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.
§ 31-85 **Meetings.**
The Chair shall call a meeting at least once a month unless there are no agenda items, however the committee must meet a minimum of four (4) times a year, including an organizational meeting. Meeting agendas shall maintain the following order:
1) Call to Order with Roll call
2) Review of Guidelines and Conduct
3) Public Comments – up to 15 minutes
4) Approval of Meeting Minutes
5) Adoption of Agenda
6) Regular Business
7) Other Business
8) Committee Comments and Requests for Future Agenda Items
9) Adjourn

§ 31-86 **Quorum and Voting.**
A simple majority of appointed members is necessary to call a meeting to order as well as take a vote.

§ 31-87 **Election of Officers.**
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Committee after August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk.

§ 31-88 **By-laws.**
Bylaws may be adopted and amended only by the Town Council. The Committee may suggest bylaws to the Town Council for its consideration.

§ 31-89 **Procedures.**
The Committee shall follow Robert’s Rules of Order for all other procedures.

§ 31-90 **Social Media Policy.**
All committee members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbormaine.gov and in the Committee Handbook.

**ARTICLE VII, Harbor Committee**

§ 31-91 **Mission.**
The Harbor Committee shall assist in planning, development, and establishment of policy for the harbor areas.

§ 31-92 **Powers and Duties.**
A. Prepare a plan for the waterfront at 121 Eden Street, that may include an international ferry terminal, recreational marina, tendering facility, commercial dock, all tide launching ramp, transportation hub, information and education center, parking facility, and recreation area.
B. Assist the Harbor Master in the resolution of conflicts which may arise as a result from harbor rules and regulations regarding the use of the harbor and its facilities and establish an appeals process for this purpose.
C. Recommend rules and regulations, including all non-cruise ship fees, for the use of the harbor.
D. Review the activities of the Harbor Master
E. Review the Harbor Master’s assignments of mooring locations
F. Provide an annual report and other reports, as requested, to the Town Council and Town Manager.

§ 31-93 Qualification & Skills.
Familiar with the harbor and its activities.

§ 31-94 Appointment Process.
A general boards and committee application is available from the Town Clerk or at barharbormaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-95 Membership.
This committee has eleven (11) members. All members must be Bar Harbor residents.

§ 31-96 Term of Office.
The term of each member shall be three (3) years. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-97 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Committee openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.

§ 31-98 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the committee.
§ 31-99 Public Notice.
All meetings of the Committee shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.

§ 31-100 Meetings.
The Chair shall call a meeting at least once a month unless there are no agenda items, however the committee must meet a minimum of four (4) times a year, including an organizational meeting. Meeting agendas shall maintain the following order:
1) Call to Order with Roll call
2) Review of Guidelines and Conduct
3) Public Comments – up to 15 minutes
4) Approval of Meeting Minutes
5) Adoption of Agenda
6) Regular Business
7) Other Business
8) Committee Comments and Requests for Future Agenda Items
9) Adjourn

§ 31-101 Quorum and Voting.
A simple majority of appointed members is necessary to call a meeting to order as well as take a vote.

§ 31-102 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Committee after August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk.

§ 31-103 By-laws.
Bylaws may be adopted and amended only by the Town Council. The Committee may suggest bylaws to the Town Council for its consideration.

§ 31-104 Procedures.
The Committee shall follow Robert’s Rules of Order for all other procedures.

§ 31-105 Social Media Policy.
All committee members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbormaine.gov and in the Committee Handbook.
ARTICLE VIII, Parks and Recreation Committee

§ 31-106 Mission.
The Parks and Recreation Committee shall act in an advisory capacity to the Town Council and Town Manager in all matters relating to the development and management of the Town’s parks and recreations facilities.

§ 31-107 Powers and Duties.
A. Make recommendations for the use, maintenance, improvement, and development of Glen Mary Park, Park Street Playground, Athletic Field, Grant Park, the Village Green, Agamont Park, and the Town Beach and such other recreational facilities and areas as the Town may acquire.
B. Provide an annual report and other reports as requested to the Town Council and Town Manager
C. Approve applications for special event permit, as provide by §144-25.

§ 31-108 Qualification & Skills.
None specified.

§ 31-109 Appointment Process.
A general board and committee application is available from the Town Clerk or at barharbormaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-110 Membership.
This committee has five (5) members, with one representative from the YMCA, and one of whom may be a Town Councilor, who is familiar with the Town’s parks and related recreational activities. All members must be Bar Harbor residents, except the YMCA representative, who may or may not be a resident. All members are voting members.

§ 31-111 Term of Office.
The term of each member shall be three (3) years. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-112 Vacancy.
Vacancies occurring during the middle of a term served shall be filled by the Town Council from recommendations from the Appointments Committee. The candidate will serve out the remainder of the vacated term. Committee openings shall be filled by vote to the Town Council from recommendations from the Appointments Committee.
§ 31-113 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the committee.

§ 31-114 Public Notice.
All meetings of the Committee shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.

§ 31-115 Meetings.
The Chair shall call a meeting at least once a month unless there are no agenda items, however the committee must meet a minimum of four (4) times a year, including an organizational meeting. Meeting agendas shall maintain the following order:
1) Call to Order with Roll call
2) Review of Guidelines and Conduct
3) Public Comments – up to 15 minutes
4) Approval of Meeting Minutes
5) Adoption of Agenda
6) Regular Business
7) Other Business
8) Committee Comments and Requests for Future Agenda Items
9) Adjourn

§ 31-116 Quorum and Voting.
A simple majority of appointed members is necessary to call a meeting to order as well as take a vote.

§ 31-117 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Committee after August 1st. Town Councilor representative may not be an officer of this committee. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk.

§ 31-118 By-laws.
Bylaws may be adopted and amended only by the Town Council. The Committee may suggest bylaws to the Town Council for its consideration.

§ 31-119 Procedures.
The Committee shall follow Robert’s Rules of Order for all other procedures.
§ 31-120 Social Media Policy.
All committee members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbormaine.gov and in the Committee Handbook.

ARTICLE IX, Planning Board

§ 31-121 Mission.
The Planning Board shall have all the authority and be subject to all the duties set out in the provisions of the Maine Statutes relating to municipal planning boards.

§ 31-122 Powers and Duties.
A. The Planning Board may adopt bylaws, consistent with statutes and ordinances, governing its deliberations. In the absence of any other applicable relates, ordinances or statutes, proceedings of the Board shall be governed by the latest edition of Robert’s Rules of Order.
B. The Planning Board may request the Planning Department to obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.

§ 31-123 Qualification & Skills.
A. Working knowledge of the Land Use Ordinances of the Town of Bar Harbor
B. Experience with planning and/or construction

§ 31-124 Appointment Process.
A general boards and committee application is available from the Town Clerk or at barharbormaine.gov. Applications should be returned to the Town Clerk for consideration by the Town Council Appointments Committee. The Appointments Committee will contact candidates with interview times and make their recommendation to the Town Council at the next Town Council Meeting. The Town Council will vote on the nominations. It is best to attend the nominating meeting, in case Councilors have questions. Approved members will need to be sworn in by the Town Clerk and take an ethics training exam. Members cannot vote in their committee until these steps have been completed.

§ 31-125 Membership.
This Board has five (5) members. All members must be Bar Harbor residents and registered voters. All members are voting members.

§ 31-126 Term of Office.
The term of each member shall be three years. There are no limits to the number of terms served. All appointments run from August 1st to July 31st.

§ 31-127 Vacancy.
When there is a permanent vacancy, the Town Council shall within sixty (60) days of its occurrence appoint person to service for the unexpired term. When a vacancy occurs, the
Planning Director shall immediately advise the Town Council in writing. The Board may recommend to the Town Council that the attendance provision be waived for cause, in which case no vacancy will then exist until the Town Council disapproves the recommendation.

§ 31-128 Attendance.
All absences must be excused prior to the start of the meeting and all attendance shall be recorded in meeting minutes. If a member missed more than 75% of the regular meetings within a twelve (12) month period, regardless of being excused, the member forfeits their membership on the board.

§ 31-129 Public Notice.
All meetings of the Board shall be open to the public and notice thereof shall be given that all members shall have reasonable opportunity to make plans to attend. Notices shall be posted on the bulletin board in the Town Hall, on the town calendar, and on social media at least three (3) days prior to the meeting.

§ 31-130 Meetings.
The Chair shall call a meeting at least once a month unless there are no agenda items, however the board must meet a minimum of four (4) times a year, including an organizational meeting. Meeting agendas shall maintain the following order:
1) Call to Order with Roll call
2) Review of Guidelines and Conduct
3) Public Comments – up to 15 minutes
4) Approval of Meeting Minutes
5) Adoption of Agenda
6) Regular Business
7) Other Business
8) Board Comments and Requests for Future Agenda Items
9) Adjourn

§ 31-131 Quorum and Voting.
No meeting of the Board shall be held without a quorum consisting of three (3) members. The Board shall act by majority vote of the members present and voting.

§ 31-132 Election of Officers.
A Chair, Vice-Chair, and Secretary should be elected at the first meeting of the Committee after August 1st. The Chair is responsible for calling meetings, the meeting agenda, and leading meetings. Vice-Chair will take over the responsibilities for the Chair if the Chair is unable to preside over a meeting. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk.

§ 31-133 By-laws.
Bylaws may be adopted and amended only by the Town Council. The Board may suggest bylaws to the Town Council for its consideration.
§ 31-134 Procedures.
The Board shall follow Robert’s Rules of Order for all other procedures.

§ 31-135 Social Media Policy.
All board members, voting and non-voting, are subject to the Town Council approved social media policy found at barharbormaine.gov and in the Committee Handbook.

ARTICLE X, General

§ 31-136 Residency a prerequisite to voting.
All voting members of all boards, committees and commissions that are appointed by the Bar Harbor Town Council, or that are appointed to any subsidiary board, committee or commission of said Council, shall be persons who are registered to vote in the Town of Bar Harbor. If permitted by this chapter or by other chapters of this Code, or by the Charter of the Town of Bar Harbor, persons who are not registered to vote in the Town of Bar Harbor may be appointed to such boards, committees or commissions, but they shall not be permitted to vote on any business that comes before such boards, committees or commissions.

[end of ordinance]
Chapter 31, Boards, Committees and Commissions

GENERAL REFERENCES
Departments — See Ch. 58.
Design Review Board — See Ch. 125, Art. XIII.
Marine Resources Committee — See Ch. 170.

ARTICLE I, Planning Board

§ 31-1 Membership; term of office; vacancies.
A. The Town Council shall appoint a Planning Board consisting of five members. The term of office shall be for three years or such shorter term as the Town Council may determine. Board members shall be sworn by the Town Clerk or other person authorized to administer oaths.

B. When there is a permanent vacancy, the Town Council shall within 60 days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a voting resident of the Town, or when a member fails to attend at least 50% of all meetings during the preceding twelve-month period, or when a member fails to attend four consecutive regular meetings. When a vacancy occurs, the Planning Director shall immediately advise the Town Council in writing. The Board may recommend to the Town Council that the attendance provision be waived for cause, in which case no vacancy will then exist until the Town Council disapproves the recommendation.

§ 31-2 Authority and duties.
A. The Planning Board shall have all the authority and be subject to all the duties set out in the provisions of the Maine Statutes relating to municipal planning boards.

B. The Planning Board may adopt bylaws, consistent with statutes and ordinances, governing its deliberations. In the absence of any other applicable rules, ordinances or statutes, proceedings of the Board shall be governed by the latest edition of Robert’s Rules of Order.

C. The Planning Board may request the Planning Department to obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.

§ 31-3 Organization; meetings; quorum.
A. At the first meeting in July of each year, the Planning Board shall organize, elect a Chair, Vice Chair and Secretary, and shall file in the Town Clerk’s office within five days from the date of its organizational meeting the record of said meeting and the names of the Chair, Vice Chair and Secretary. The terms of all officers shall be one year with eligibility for re-election.

B. The Chair shall call at least one regular meeting of the Board each month. No meeting of the Board shall be held without a quorum consisting of three members. The Board shall act by majority vote of the members present and voting.

§ 31-4 Restrictions on membership; disqualification from voting.
A. A Town Councilor may not be a member of the Board.

B. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members, excluding the member who is
being challenged.

§ 31-5 Compensation.
The members of said Planning Board shall serve without compensation.

§ 31-6 Record of meetings.
The record of the meetings of the Planning Board shall be a public record. The Planning Director shall file in the Town Clerk's office of the Town of Bar Harbor, in a book kept especially for that purpose, the record of each meeting of the Board within 30 days from the date of any meeting of the Board to which the record pertains.

ARTICLE II, Board of Appeals

§ 31-7 Establishment.
Pursuant to the provisions of 30-A M.R.S.A. § 2691, as amended, there is hereby established a Board of Appeals for the Town of Bar Harbor.

§ 31-8 Membership; term of office; officers; vacancies.
A. The Board shall consist of five members and one associate member, all of whom shall be residents of Bar Harbor. The members and associate member of the Board shall be appointed by the Town Council for terms of three years. The associate member may not hold any office on the Board. At the first meeting of the Board in July of each year, the members elect one of their number Chair to preside at all meetings of the Board; one of their number Vice Chair, to serve as Chair in the absence of the Chair; and one of their number Secretary. A person shall forfeit their membership on said Board if they fail to attend three meetings of the Board in any one calendar year without being excused by the Board.

B. When a member is unable to act because of interest, physical incapacity, or any other reason satisfactory to the Chair, the Chair shall designate the associate member to act in their stead. When designated by the Chair to act, the associate member shall have all the authority and responsibility of a member.

C. In the event that a vacancy occurs by nonacceptance of appointment, resignation, abandonment, death, disability, incompetency, forfeiture or failure to qualify after written demand from the Town Council; the Town Council shall appoint a resident of Bar Harbor to fill the unexpired term.

§ 31-9 Jurisdiction.
The Board shall have the power to hear and decide any appeal by any person, affected directly or indirectly, from any decision, order, rule or failure to act of any officer, board, agency or other body where such appeal has been authorized by the Town of Bar Harbor by ordinance specifying the precise subject matter that may be appealed to the Board and the official or officials whose action or nonaction may be appealed to the Board.

§ 31-10 Applicability of state law.
Except to the extent that they are inconsistent with the provisions of this article, all the provisions of 30-A M.R.S.A. § 2691, as amended, shall apply to and govern the organization, procedures and jurisdiction of the Board of Appeals.
ARTICLE III, Conservation Commission

§ 31-11 Establishment; membership; purpose.
There is hereby established a Conservation Commission for the Town of Bar Harbor to consist of seven members to be appointed by the Town Council pursuant to the authority provided in 30-A M.R.S.A. § 3261, as amended. It is the intent of the Town of Bar Harbor to establish a Conservation Commission in order to maintain or enhance the conservation of natural or scenic resources, to protect natural streams or water supplies, to promote conservation of swamps, wetlands, beaches or tidal marshes, to enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open areas or open spaces, to effect or enhance public recreation opportunities, to preserve historic sites, to implement the plan of development adopted by the Planning Commission of the municipality, and to promote orderly urban or suburban development.

§ 31-12 Appointment; term of office.
Each member of the Conservation Commission shall be appointed by the Town Council for a three-year term, except that with respect to the initial appointments, two members shall be appointed for a one-year term, two members shall be appointed for a two-year term and three members shall be appointed for a three-year term.

§ 31-13 Powers and duties.
A. The Conservation Commission shall conduct research, in conjunction with the Planning Board, if any, into the local land areas and shall seek to coordinate the activities of conservation bodies organized for similar purposes and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary. It shall keep an index of all open areas, publicly or privately owned, within the municipality, including open marsh lands, swamps and other wetlands, for the purpose of obtaining information pertinent to proper utilization, protection, development or use of such open areas and may recommend to the municipal officers or any municipal body or board, or any body politic or public agency of the State of Maine, a program for the better utilization, protection, development or use of such areas, which may include the acquisition of conservation easements. The Conservation Commission shall keep records of its meetings and activities and shall make an annual report to the municipality to be published as part of the Annual Municipal Report.

B. With the approval of the Town by vote of any Special or Annual Town Meeting, the Commission may acquire land or any interest therein in the name of the municipality for any purpose set forth in 30-A M.R.S.A. § 3264, as amended, and may accept gifts of land, money or easements for conservation purposes.

C. The Commission shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least 30 days in advance.

D. Nothing in this section shall be construed to conflict with or usurp any duties, powers or functions of the existing Parks and Recreation Committee as set forth in § 31-23 of the Town of Bar Harbor Code.

§ 31-14 Meetings.
The Commission shall meet every month unless it agrees to meet more frequently. Except when otherwise provided by vote of the Commission, all meetings shall be conducted by Robert's Rules of Order.
§ 31-15 Voting and quorum.
The Commission's decision shall be made by a vote of the majority of the members present and voting provided a quorum is present. A majority of the members appointed and serving on the Commission shall constitute a quorum.

ARTICLE IV, Harbor Committee

§ 31-16 Appointment.
The Town Council shall appoint a committee of 11 individuals familiar with the harbor and its activities, all of whom shall be Bar Harbor residents. This committee shall act in an advisory capacity to the Town Council with respect to harbor management.

§ 31-17 Powers and duties.
The Harbor Committee shall:

A. Assist in the planning, development and establishment of a policy for the harbor area.

B. Prepare a plan for the waterfront at 121 Eden Street, that may include an international ferry terminal, recreational marina, tendering facility, commercial dock, all-tide launching ramp, transportation hub, information and education center and parking facility and recreational areas.

C. Be organized with a Chairman, Vice Chairman and Secretary and shall keep minutes, with copies of said minutes being provided to the Town Clerk.

D. Assist the Harbor Master in the resolution of conflicts which may arise as a result of harbor rules and regulations regarding the use of the harbor and its facilities and establish an appeals process for this purpose.

E. Recommend rules and regulations, including all fees, for use of the harbor.

F. Review the activities of the Harbor Master.

G. Review the Harbor Master's assignments of mooring locations.

H. Provide an annual report and other reports as requested to the Town Council and Town Manager.

§ 31-18 Term of office.
Each member shall be appointed for a three-year term, except that the persons initially appointed to the seats created in 1993 shall be appointed to terms of one year.

§ 31-19 Meetings.
The Committee shall meet a minimum of four times a year, one of which shall be for organizational purposes. Except when otherwise provided by vote of the Committee, all meetings shall be conducted by Robert's Rules of Order.

§ 31-20 Voting.
The Committee's decision shall be made by vote of a majority of the members present and voting, provided a quorum is present.

§ 31-21 Quorum.
A majority of the members appointed and serving on the Committee shall constitute a quorum.
ARTICLE V, Parks and Recreation Committee

§ 31-22 Appointment.
The Town Council shall appoint a committee of five individuals, including one representative from the YMCA, and one of whom may be a Town Councillor, who are familiar with the Town's parks and related recreational activities. All members shall be Bar Harbor residents, except the YMCA representative, who may or may not be a resident.

§ 31-23 Powers and duties.
The Parks and Recreation Committee shall:

A. Act in an advisory capacity to the Town Council and Town Manager in all matters relating to the development and management of the Town's parks and recreational facilities.

B. Each July, elect a Chairman, Vice Chairman and Secretary, none of whom shall be a Town Councilor, and shall keep minutes, with copies of said minutes being provided to the Town Clerk.

C. Provide an annual report and other reports as requested to the Town Council and Town Manager.

D. Make recommendations for the use, maintenance, improvement and development of Glen Mary Park, Park Street Playground, Athletic Field, Grant Park, the Village Green, Agamont Park and the Town Beach and such other recreational facilities and areas as the Town may acquire.

E. Approve applications for special event permits, as provided by § 144-25.

§ 31-24 Term of office.
Each member shall be appointed for a three-year term. All terms shall expire in June.

§ 31-25 Meetings.
The Committee shall meet every month unless the Committee agrees to meet more frequently. Except when otherwise provided by vote of the Committee, all meetings shall be conducted by Robert's Rules of Order.

§ 31-26 Voting and quorum.
The Committee's decision shall be made by a vote of a majority of the members present and voting provided a quorum is present. A majority of the members appointed and serving on the Committee shall constitute a quorum.

ARTICLE VI, Parking and Traffic Committee

§ 31-27 Creation; membership; terms of office.
There is hereby created a Parking and Traffic Committee, the membership of which shall be the current Police Chief, Fire Chief, Public Works Director, and Deputy Clerk as Secretary, together with five members of the community at large, at least two of whom shall be business persons in the community. The Town Council shall appoint the at-large members of said Committee for terms of two years.

§ 31-28 Powers and duties.
The Parking and Traffic Committee shall, at the request of the Town Council or on its own
initiative, make recommendations to the Town Council regarding amendment of Chapter 194, Vehicles and Traffic, of this Code and other parking and traffic matters.

§ 31-29 Organization; meetings.
A. The Parking and Traffic Committee shall meet within 20 days of the date of the appointment of new members and organize by electing a Chairman and Vice Chairman and shall file in the Town Clerk's office within five days from the date of its organizational meeting the record of and names of its officers. The terms of all officers shall be one year with eligibility for re-election.

B. Meetings of the Parking and Traffic Committee shall be held on the call of the Chairman or as otherwise provided by the Committee.

C. No meeting of the Parking and Traffic Committee shall be held without a quorum of five members. The Committee shall act by majority vote of the members present and voting and shall follow the most recent edition of Robert's Rules of Order.

§ 31-30 Vacancies.
When there is a permanent vacancy among the at-large members of the Parking and Traffic Committee, the Town Council shall, within 60 days of its occurrence, appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member or when any member fails to attend at least 75% of all meetings during the preceding twelve-month period. When a vacancy occurs, the Chairman of the Committee shall immediately so advise the Town Council in writing. The Committee may recommend to the Town Council that the attendance provision be waived for cause, in which case no vacancy will then exist until the Town Council rejects the recommendation.

ARTICLE VII, Board of Assessment Review

§ 31-31 Purpose.
The purpose of this article is to establish a Board of Assessment Review in the Town of Bar Harbor to handle appeals pursuant to 36 M.R.S.A. § 843(1).

§ 31-32 Membership; term of office.
The Board of Assessment Review shall consist of five members, all of whom shall be residents of Bar Harbor. Members shall be appointed by the Town Council for terms of three years, except upon initial appointment two members shall be appointed for terms of three years, two members shall be appointed for terms of two years, and one member shall be appointed for a term of one year. All members shall be sworn by the Town Clerk or other person authorized to administer oaths.

§ 31-33 Vacancies.
When there is a permanent vacancy in the Board of Assessment Review, the Town Council shall, within 60 days of its occurrence, appoint a person to serve the remainder of the unexpired term. A vacancy shall occur upon the resignation or death of any member, when a member ceases to be a resident of the Town of Bar Harbor, or when a member fails to attend at least 75% of all meetings during the preceding 12 months.

§ 31-34 Compensation.
Members of the Board of Assessment Review shall not receive compensation for their services.
§ 31-35 Organization.
A. The Board of Assessment Review shall meet within 10 days of its date of appointment and elect from its membership a Chairman, Vice Chairman and Secretary and shall file with the Town Clerk within five days of said meeting the record thereof, including the names of its officers. The terms of all officers shall be one year with eligibility for re-election.

B. The Chairman shall preside at all meetings. The Vice Chairman shall preside at meetings in the absence of the Chairman. The Secretary shall keep minutes of all meetings. The Board may fill any vacancies of officers during the year for the remainder of a term. The members present at a meeting may elect a Chairman Pro Tem for said meeting in the absence of the Chairman and Vice Chairman and may elect a Secretary Pro Tem for said meeting in the absence of the Secretary.

§ 31-36 Meetings.
Following its organizational meeting, the Board of Assessment Review shall meet on an as-needed basis and always within 30 days after the Town Office receives an appeal pursuant to 36 M.R.S.A. § 843.

§ 31-37 Quorum and rules of order.
A. No meeting of the Board of Assessment Review shall be held without the presence of a quorum, which shall consist of at least three members. The Board shall act by a majority vote of the members present and voting.

B. All meetings of the Board shall be conducted in accordance with 30-A M.R.S.A. § 2691(3) and in accordance with Robert’s Rules of Order unless the Board shall adopt its own rules which shall supersede Robert’s Rules of Order to the extent they are contrary to the same. All meetings shall be electronically or stenographically recorded.

§ 31-38 Powers and duties.
The Board of Assessment Review shall have all of the powers and duties given to it by the Constitution and laws of the State of Maine, by the Charter of the Town of Bar Harbor and by this article.

§ 31-39 through § 31-40. (Reserved)

ARTICLE VIII, Cruise Ship Committee

§ 31-41 Creation, mission and goals.
There is hereby created a Cruise Ship Committee, with a mission to advise the Town Council on all matters related to cruise ships visiting Bar Harbor. To further this mission, the Committee shall.

A. Conduct a yearly review of the cruise season to identify operational and environmental issues.

B. Conduct a yearly review of passenger service fees, port development fees, and the use and allocation of these funds.

C. Maintain and further industry relations and communications.

D. Provide a yearly report to the Town Council and cruise industry on goals in Subsections A through C above.
E. At the request of the Town Council or on its own initiative, make recommendations to the Town Council regarding cruise ship visitation.

§ 31-42 Membership composition.
The Committee shall be composed of 17 members, including one member of the Town Council, the Harbor Master, the Planning Director, the Police Chief, one representative from the maritime industry, two representatives from downtown businesses, two residents at large, one representative from the Bar Harbor Chamber of Commerce, one representative from CruiseMaine, one member with working knowledge of the cruise ship industry in the State of Maine, one representative from a shore excursion company serving the cruise ship industry, one representative from the taxi tours industry serving cruise ship passengers, one representative from an entity receiving cruise ship tenders, one representative of the scientific community and one representative of Acadia National Park.

§ 31-43 (Reserved)

§ 31-44 Appointment, resignation and terms of office.
A. Terms.
   (1) The terms of the Harbor Master, Planning Director and Police Chief shall continue as long as they hold their respective office.
   (2) All non-Town official members shall serve terms of three years, except that the initial term of the representative of Acadia National Park shall expire June 30, 2014.
   (3) The terms of all members, other than Town officials, shall expire on July 31.
B. Organizational representatives. Nominations for representatives of the Bar Harbor Chamber of Commerce, CruiseMaine and Acadia National Park shall be solicited from those respective organizations.
   (1) Organizations shall forward the names of their nominees to the Town Clerk, who shall refer them to the Town Council for its review and consideration.
   (2) The Town Council may appoint a member from either the nominations received or such other individual as the Council feels would adequately represent the interest of that organization.
C. Residency. Members need not be residents of the Town of Bar Harbor.
D. Resignations. Members wishing to resign from the Committee shall submit their resignation to the Town Clerk, who shall forward the resignation to the Town Council for acceptance. As a courtesy, the resigning member should also inform staff and the Committee Chair.
E. Attendance. A person shall forfeit their membership on the Committee if they fail to attend 75% of all meetings in any twelve-month period. The Committee may vote to recommend to the Town Council that the attendance provision be waived for cause, in which case no vacancy will then exist until the Town Council rejects the recommendation.
F. Vacancies.
   (1) When there is a vacancy among the non-Town official members of the Committee,
the Town Council shall appoint a person to serve for the unexpired term.

(2) A vacancy shall occur upon the resignation or death of any member or when any member fails to meet the attendance requirement above.

(3) When a vacancy occurs, the Chair should immediately advise the Town Clerk in writing.

§ 31-45 Organization.
A. Election of officers. At its first scheduled meeting, the Committee shall organize itself by electing a Chair, Vice Chair and Secretary. Thereafter, elections shall be held each July for all positions.

B. Duties of the Chair.

(1) When present, the Chair shall preside at all meetings of the Committee.

(2) The role of the Chair is to facilitate discussion and seek consensus of the Committee in order to fulfill the Committee mission.

(3) The Chair shall serve as the primary point of contact for staff for the coordination of follow-up, Committee and staff assignments and the assembly of agendas.

(4) The Chair, or his/her designee, shall present progress reports to the Town Council as requested.

C. Duties of the Vice Chair.

(1) In the absence of the Chair, the Vice Chair shall perform all duties of the Chair.

D. Duties of the Secretary.

(1) The Secretary shall keep a faithful record of all meetings, including attendance and any action taken, and provide a signed, true copy of the minutes to the Planning Department, which shall forward copies to the Town Council.

(2) In the absence of the Chair and the Vice Chair, the Secretary shall serve in the capacity of Chair and may appoint a Secretary Pro Tem.

§ 31-46 Organization representatives.
It shall be the duty of each member representing an organization to serve as its liaison, keep them informed of Committee progress and involve them in decisionmaking.

§ 31-47 Transparency; notice; agendas.
A. Right to know. Discussion of Committee business by five or more members outside of a properly posted meeting is illegal under the Maine Freedom of Access Act and is forbidden.

B. Public notice.

(1) All meetings of the Committee shall be open to the public and notice thereof shall be given as provided below.

(2) Notice of the meetings of the Committee shall be so given that all members shall have reasonable opportunity to make plans to attend.

C. Agendas.
(1) Regular meetings shall be conducted utilizing the following order of business:
   (a) Call to order.
   (b) Approval of minutes.
   (c) Adoption of agenda.
   (d) Regular business.
   (e) Matters for next meeting.
   (f) Date/time/location for next meeting.
   (g) Adjournment.

(2) The Chair, in consultation with the Planning Director, shall draft the agenda.

(3) Copies of the agenda shall be e-mailed to the Committee, Town Clerk, Town Council and the local press at least five business days prior to each meeting.

(4) The agenda shall be posted in the Municipal Offices at least five days prior to a meeting.

(5) Items for the agenda shall be submitted to the Planning Director by 12:00 noon six days prior to the meeting.

(6) Once the agenda is posted, no items may be added to the agenda, except that by a two-thirds vote of the Committee members present and voting, the Committee may add items where:
   (a) Significant inconvenience may result if the matter is postponed; or
   (b) The routine nature of the request is expected to be of little public interest.

§ 31-48 Procedure.
A. Robert's Rules. Officers and members shall conduct all meetings as set forth in the latest edition of Robert's Rules of Order, unless otherwise provided by ordinance or in the committee bylaws.

B. Quorum.
   (1) A quorum of the Committee shall consist of nine members.
   (2) Once a quorum is established, passage of a motion shall require the affirmative vote of a majority of those members present and voting.

C. Meeting schedule. Meetings shall be conducted quarterly at a minimum, with the schedule of meetings approved by the Committee. The Planning Director shall schedule the first meeting of the Committee at a time convenient for a majority of the members.

D. Staff support. The Planning Department shall function as the primary professional and administrative support to the Committee.

§ 31-49 Bylaws.
A. Bylaws may be adopted and amended only by the Town Council.

B. The Committee may suggest bylaws to the Town Council for its consideration.
ARTICLE IX, Age Friendly Committee

§ 31-50 Mission.
There is hereby created the Age Friendly Committee, with a mission to provide services and advocacy that enable all residents of Bar Harbor to live in their homes for as long as possible as well as provide programs geared to keeping older adults active and engaged in the community.

§ 31-51 Appointment.
A. The Town Council shall appoint Bar Harbor residents to the Committee.

B. The Committee shall consist of seven members with one member being a Town Councilor. There will also be two alternate members that serve one-year terms and do not have voting rights.

C. The term of each resident member shall be for three years, except the initial appointments which shall be two appointments for one year; two appointments for two years and two appointments for three years. The Council representative shall be appointed annually. All newly designated committee members are to be sworn in by the Town Clerk.

§ 31-52 Meetings.
The Committee shall elect a Chair, Vice Chair and Secretary at the first regular meeting of each year for a one year term. The Chair shall call a meeting at least once a month unless there are no agenda items. The Secretary shall take minutes at each meeting and send approved minutes to the Town Clerk. A quorum is four members of the Committee. Meeting agendas shall be posted on the bulletin board in the Municipal Building lobby and on the Town's website.

§ 31-53 Duties and responsibilities.
The Committee will:

A. Identify needs of residents in the community.

B. Provide opportunity for public input into strategic planning and delivery of services for all citizens.

C. Recommend to Town Council services to fill those needs.

D. Pursue outside funding sources to advance the work of the Committee.

E. Explore ways to make Bar Harbor Age Friendly in the following eight areas:
   (1) Transportation.
   (2) Housing.
   (3) Outdoor spaces and building.
   (4) Social participation.
   (5) Respect and social inclusion.
   (6) Civic participation and employment.
   (7) Communication and information.
(8) Community support and health services.

F. Provide an annual report to the Town Council.

ARTICLE X, General

§ 31-54 Residency a prerequisite to voting.
All voting members of all boards, committees and commissions that are appointed by the Bar Harbor Town Council, or that are appointed to any subsidiary board, committee or commission of said Council, shall be persons who are registered to vote in the Town of Bar Harbor. If permitted by this chapter or by other chapters of this Code, or by the Charter of the Town of Bar Harbor, persons who are not registered to vote in the Town of Bar Harbor may be appointed to such boards, committees or commissions, but they shall not be permitted to vote on any business that comes before such boards, committees or commissions.

[end of ordinance]
Recommendations for changes to the “Boards, Committees and Commissions Amendment,” scheduled for November 19th Town Council Meeting Agenda

Recommendation # 1: Strike sentence in Parks and Recreation Election of Officers paragraph that states “Town councilor representative may not be an officer of this committee.”

Recommendation#2: Strike the words “or direct relative of municipal officer,” from the Board of Appeals Membership paragraph. The sentence would now read “No municipal officer may serve on this board.”

Recommendation#3: Add the sentence “No municipal officer may serve on this board.” to the Membership paragraph in Planning Board section.

The only committee Membership and Election of Officers paragraphs that specifically mention town officials or town councilor are highlighted in red. The only committee that specifically says a town councilor or town official can’t be an officer is The Parks and Recreation Committee,

1. Age Friendly Committee
   Membership: No reference to public official being on the board.
   Election of Officers: No reference that public official can’t be officer.

2. Board of Appeals
   Membership: No municipal officer or direct relative of a municipal officer can serve on this board.
   Election of Officers: No reference to public official.

3. Board of Assessment Review
   Membership: No reference to public official being on the board.
   Election of Officers: No reference that public official can’t be officer.

4. Communications and Technologies Committee
   Membership: No reference to public official being on the board.
   Election of Officers: No reference that public official can’t be officer.

5. Conservation Commission
   Membership: No reference to public official being on the board.
   Election of Officers: No reference that public official can’t be officer.

6. Cruise Ship Committee
   Membership: One Town Councilor permitted on committee.
   Election of Officers: No reference that public official can’t be officer.

7. Harbor Committee
   Membership: No reference to public official being on the board.
   Election of Officers: No reference that public official can’t be officer.

8. Parks and Recreation Committee
   Membership: One Town Councilor permitted on committee.
   Election of Officers: Town Councilor cannot be an officer.

9. Planning Board
   Membership: No reference to public official being on the board.
   Election of Officers: No reference that public official can’t be officer.

Sincerely Yours, Jefferson Dobbs-Chair Bar Harbor Town Council
Memo
To: Town Council
CC: Cornell Knight and Sharon Linscott
Fr: Michele Gagnon, Angie Chamberlain, Steve Fuller
RE: Proposed Land Use Amendments for June 2020

I am writing to inform you of the proposed land use amendments presented by the Department to the Planning Board on November 13, 2019: 1) E911, 2) Multi-Family I (MFI), 3) Employee Living Quarters and Shared Accommodations (these will be presented to voters as two separate questions). On December 4, 2019 – the start of the formal LUO amendment process – we expect the Planning Board to call for public hearings on all four proposals. The goal is to have the proposals on the June 2020 ballot.

E911

The Town Council recently approved a new municipal ordinance (Chapter 5, Addressing Ordinance). Among other things, it creates a new designation of “addressing officer,” who will be entrusted with street names and other addressing matters.

Currently in the LUO (specifically in Article V, Site Plan Review) there are references to the “Municipal Tax Assessor” having that responsibility. For the LUO to be properly aligned with the new Addressing Ordinance, Assessor Steve Weed has requested a LUO amendment to replace two existing references to “Municipal Tax Assessor,” in the Site Plan Review section, with references to “Addressing Officer.”
MF I - multi-family 3 to 4 units

We are proposing to amend the approval authority from Planning Board to CEO for MF I (3 to 4 dwelling units).

The problem is that the ordinance currently requires all MF I uses to receive site plan approval through the Planning Board process, which is a costly and time-consuming layer of permitting that discourages residential development. The purpose of site plan review is to allow the Planning Board to review uses and/or structures that have significant impacts on neighborhoods or to the environment to ensure compatibility.

The CEO and Planning Board utilize the same review standards. The difference is that the Planning Board holds a public hearing but the CEO does not. It is important to note that if three or more units are proposed within any five-year period, subdivision review by the Planning Board will automatically apply (per state law).

Below are three examples of the problem:

1. Bob owns a duplex he constructed in 2005 on a ten-acre parcel in the Salisbury Cove Corridor. In 2018, he proposed to construct a single-family dwelling in another building on the lot. Because this use meets the definition of MFI, he would be required to seek site plan approval through the Planning Board to permit the single-family dwelling. His lot meets the minimum area per family standard for three dwelling units, and he is able to meet all the other minimum dimensional standards. He does not need subdivision review because his first two units were constructed more than five years ago. He opts not to build the single family dwelling because he does not want to go through the site plan approval process.

   The cost and process to obtain site plan approval for a single-family dwelling is too burdensome to make it worth pursuing. Does the PB want to review projects of low impact?

2. Nancy owns a single-family dwelling located on a 3,500 square foot lot in the Downtown Village Transitional district. Her dwelling is 100 years old and has been in her family for years. She would like to construct a duplex on the lot and may tear down the 100-year-old building in the next few years. She would not trigger subdivision review, but constructing a duplex will require site plan review because MFI requires site plan approval. There is no minimum area per family standard in the Downtown Village Transitional district and she can meet all the other dimensional requirements.

   Again, does the Planning Board want to review an application for a two family dwelling? If this were the only structure on the lot, it would only require approval by the CEO.
3. Peter owns a 2,500 square foot parcel in the Downtown Village I district with one building, which houses two dwelling units and a restaurant. The dwellings and restaurant were permitted in 1995. Peter would like to close his restaurant and convert the space to a third dwelling. This would be considered a MFI use and would require site plan approval.

There are no changes to the site, no parking requirements, and no changes to the façade of the building. What is the purpose of site plan review? The process should not be so difficult that the result is to discourage the creation of dwelling units.

We also propose to have the CEO permit 2-family dwellings in the Village Historic district to mirror how all other 2-family dwellings are approved throughout the town. Presently, the ordinance has a conflict. It states that both the CEO and Planning Board are the permitting authority. In such case the most stringent – site plan – would prevail which again is costly and not time efficient.

Lastly, we propose to allow 2-family dwellings in the Shoreland General Development II district by CEO. Presently, MF I and II are allowed; however, a 2-family dwelling is not.

The proposal is consistent with the October 1, 2019 "Housing Policy Framework" adopted by the Town Council. It furthers the overall goal of increasing year-round housing availability and affordability in Bar Harbor and supports Strategy # 4 (to identify zoning barriers to housing) and Strategy #10 (to reduce red tape).
Employee Living Quarters and Shared Accommodations

DRAFT

November 14, 2019
INTRODUCTION

This report is a blueprint for possible revisions to the Land Use Ordinance to address employee housing. The proposal is to add two new uses – Employee Living Quarters and Shared Accommodations – as well as related special development requirements to the Land Use Ordinance and to create a related licensing ordinance.

Background

Bar Harbor has struggled for many years to find the right balance between fostering a variety of employee housing and protecting single-family neighborhoods. A proposed amendment to the Land Use Ordinance, relating to employee housing (known generally as the Dormitory amendment) was brought forward, discussed, and debated earlier this year. On July 16, 2019, the Town Council voted not to place the proposed Dormitory amendment on the November 2019 ballot. The Planning and Code Department, with help from the ad hoc Zoning Advisory Group (ZAG), reviewed and revised the proposed Dormitory amendment. All correspondence pertaining to this process has been, and will continue to be, sent to the Town Council, Planning Board, and the ZAG. In the following pages are presented: 1) Process; 2) Proposed framework for the Employee Living Quarters; and 3) Proposed framework for Shared Accommodations.
01. PROCESS

ZAG
An ad hoc ZAG provided Planning & Code staff with feedback and direction with this effort. The ZAG consisted of the following four people: 1) Kevin DesVeaux - resident, co-owner of West Street Café; 2) Misha Mytar - resident, project manager with Maine Coast Heritage Trust; 3) Tom St. Germain - resident, owner of Jack Russell's Steakhouse & Brewery, and Planning Board chairman; and 4) Lilea Simis - resident, co-owner of Town Hill Market. During September and October, staff met with the ZAG six times.

WORKSHOPS
Drafts of the work, prepared by staff, were presented on the following dates:

- October 2, 2019: to the Planning Board in a workshop as part of its regular meeting.
- October 16, 2019: to the Planning Board at a workshop
- October 23, 2019: to the Town Council and the Planning Board at a joint workshop.
- October 30, 2019: to the Planning Board in a workshop as part of its regular meeting.
- November 13, 2019: to the Planning Board at a workshop.

Listening Session
A public listening session was held on September 11, 2019 after a mass mailing (more than 1,400 pieces) went out to property owners in 17 zoning districts (plus abutters with 300 feet of these districts) and a notice was published in the Islander. The listening session was attended by 57 residents. Of those, 53% reside in the Downtown Residential District.

What we heard is that residents:
- Value their neighborhoods for the sense of community.
- Are concerned with dark houses/neighborhoods, noise and trash in the summer, and lack of available housing for families and year-round workers who are starting out here.
- Are concerned with too many workers housed on one site.
- Want to see standards for health and life safety; adequate egress, sprinklers, etc.
- Want the town to enforce/ensure compliance.
- Are concerned that the de-facto rooming houses are poorly maintained/unsafe, and may be dangerous.
- Almost unanimously support the concept of employee housing as an on-site accessory use but are concerned with its siting at the edge of a property, possibly raising issues with abutters.
• Want to see workers housed out of town/off-island and bused in, although one resident said keeping them away from the community they work in is not acceptable.

**Public Information Session**

A public information session was held on November 6, 2019. At the meeting staff presented a version of this document. We heard comments and answered questions. We advertised the meeting in the same way as we did in September for the listening session. The November 6 information session was attended by 45 citizens.

The majority of the people attending were not in favor of allowing any Shared Accommodations, namely SA-1 (3 to 8 people), in the Downtown Village Transitional and Downtown Residential districts. They felt that more data was needed to gauge the need for SAs. They feared that the proposal could result in numerous SA-1 in these two districts which could negatively affect neighborhoods and that SA-1 would compete with single-family homes by possibly taking them off the market. However, there was also recognition that SAs are important as they will benefit many small businesses and that the town needs more employee housing options. Similar to the September meeting, there was support for workers to be housed outside of the village and be bussed in. Some people said they would rather live next door to well-maintained vacation rentals than employee housing.

**Written Comments**

Since this summer, we have received more than 10 written comments on the proposed Dormitory/employee housing amendments which have been shared as the review/revision process has taken place. Authors of these comments included town councilors, business owners and private citizens.

**Site Visits**

YWCA - On September 23, 2019, staff (Planning Director Michele Gagnon, Assistant Planner Steve Fuller, and Code Enforcement Officer Angela Chamberlain) toured the YWCA building on Mount Desert Street. We learned that there are 45 beds in 26 rooms. Rooms with two beds work well. The solarium (third-floor room with 7 beds) works well as each person has a defined space. There is a waiting list. They are licensed by the state as a place of lodging (they provide linens); therefore, the lodgers are not tenants and can be evicted if they cause trouble. Guests, smoking/drinking, and firearms are not allowed. There is no curfew. There is management around the clock. There is one kitchen for 45 women (they house only women, and any children up to age 7). Many of the occupants eat at work. There is one washer/dryer. There are three bathing facilities and seven toilets.
Acadia Corp. Housing - On October 17, 2019, the Planning Director along with Alf Anderson from the Bar Harbor Chamber of Commerce toured three of Acadia Corporation's housing structures on Main Street. During the site visit we were able to ask questions directly of the tenants and again we heard that it is not the size of the room that is important but the ability to have a defined private space. If it was not in violation of the family definition of the Land Use Ordinance (maximum of 5 unrelated people), they would put up to three people in certain bedrooms as there is a lot of wasted space. Most of these rooms could not be divided because of egress issues. The apartments at 134 Main Street that were renovated in the mid-2010s work well, have double occupancy and room sizes ranging between 140 to 157 square feet (70 to 79 SF/person). Acadia Corporation has a greater need for kitchens than an employer that provides an employee dining room (EDR – a place where food is provided to staff). The number of kitchens per person is dependent on the size of the kitchen and if they have access to an EDR. They also have apartments with only efficiency kitchens (refrigerator, microwave, and radiant plate). Although efficiency kitchens are great in terms of fire safety, the tenants said that they would prefer having an oven/stove. One bathroom for 4-5 occupants works but one bathroom for 2 occupants is more favorable. They provide linens. Although some apartments do not have a washer/dryer, it works better with them.

MDI Hospital - On October 18, 2019 staff met with Art Blank, President/CEO of the MDI Hospital. The hospital houses about 17 people in the Village area. On-call and some temporary staff are housed in sleep rooms (ex-hotel rooms) which are intended for them to rest in while they are on call. The visiting residents and students, as well as travelling staff, share houses that are either hospital-owned or rented. It was mentioned that it would be more cost effective and decrease the need to use single-family homes if these temporary living arrangements would not have to comply with the definition of family in the Land Use Ordinance. Of the hospital's 550 staff members (full and part time), about 50% live off island, 27% live in Bar Harbor, and 23% live elsewhere on the island.

Ocean Properties Hotels and Resorts - On October 29, 2019, staff (Planning Director Michele Gagnon and Assistant Planner Steve Fuller) met with Eben Salvatore, local director of operations for Ocean Properties Hotels and Resorts (OP). The company houses about 320 worker in Bar Harbor. We visited five sites.

LedgeLawn Inn - These buildings were approved as transient accommodations and therefore do not need to comply with the area per (and definition of) family requirements. There are about 75 workers housed into two buildings — 50 in the main building and 25 in the adjacent carriage house. Building management/oversight is the most important factor to having such housing work well. There are security cameras in both buildings. A night security guard lives in the main building and is on-duty for the entire site between 9 PM and 3 AM. Buildings have keypad entry controls. OP has pest control for all of its employee housing, as prevention is the best way to go. There are around 25 parking spaces but only six workers had cars this summer.
There is not a lot of cooking taking place as the workers get one free meal per shift. There is one common kitchen (in the main building) equipped with two stoves, two refrigerators, two sinks, and one dishwasher. The kitchen door is locked at 11 PM. There is one small common room. Unit occupancy size varies from two to six occupants per unit with most units having either three or four occupants. Some of the larger units have privacy walls. There are no bunk beds. There is one full bathroom, one microwave, and one mini fridge for approximately every three occupants. There are five stackable washer/dryer units (all in the main building) for the 75 occupants. Laundry detergent, toilet paper, and linens are provided.

RainWise - The building, a former meteorological equipment plant, was converted to apartments in 2015. It meets the area per (and definition of) family requirements. There are security cameras. Building/room access is by swipe card. Forty people live in eight efficiency units located on three floors. Each unit has one bedroom with three beds and a shared full bathroom, one bedroom with two beds and a shared full bathroom, a small common room, and an efficiency kitchen (radiant plate/no stove). The average floor space per occupant is 85 square feet. There are four stackable washer/dryer units for the entire building. There are 11 parking spaces but this year none of the residents had cars. Security is provided by OP – not dedicated on-site staff, but they are on-call, nearby and able to respond in a reasonable amount of time.

Rodick House and Acadia Apartments - Meet the area per (and definition of) family requirements. All have pretty much the same layout of one house or unit with five people in three bedrooms. One kitchen, one living room, two bathrooms, and one washer/dryer (with the exception of Acadia Apartments that has one bathroom per unit and one laundry room for the whole 16-unit complex). We did not visit the Lenox House and the Yellow House, both of which are on West Street, but it is our understanding that they are set up in pretty much the same way.

7 Billings Avenue - There are two units; each with 5, single-occupancy bedrooms and individual bathrooms. We did not visit the adjacent/associated property at 96 West Street, but it is our understanding that there is one unit there which is set up in similar fashion. This housing is for OP’s management-level staff. Each unit has a shared kitchen, living room space and stackable washer/dryer.

Stronholtz House – This house was converted to employee housing a long time ago. We did not visit it, and do not have details about how it is set up inside.

Survey

To ensure due diligence and help us better frame employers’ housing needs now and in the future, we have developed a housing needs survey in coordination with the Bar Harbor Chamber of Commerce and the town’s Polco Engagement Coordinator. It will be sent out in the near future.
Purpose
Curtail the displacement of working families out of town and off-island and increase the availability of housing for year-round residents by encouraging employers to provide quality and safe employee housing for their seasonal workforce that does not require the use of year-round housing stock.

Method
- Develop land use regulations that allow employers to provide affordable and adequate employee housing by reducing their need to use residential homes.
- Provide opportunities for employers to locate employees on site.
- Develop licensing and inspection provisions for quality employee housing that ensures the health, safety and welfare of the seasonal employees and of the community while protecting the character and quality of life of neighborhoods.

Benefits
- Improved living conditions for employees.
- Protect the character and quality of life of the neighborhoods.
- Reduce reliance on single-family homes by employers to house seasonal employees, and eventually return those homes to year-round occupancy.
- Reduce the need of employee transportation (and by extension, help traffic overall).

Consistency with Comprehensive Plan
The proposal is consistent with the Comprehensive Plan (2007 update) as follows:

The opening paragraph of the Comprehensive Plan's Vision Statement states, in part, that it "is the varied population of young and old, new comers and old timers, students, retirees and workforce members that makes Bar Harbor Special." (II-1)

Goal 2: To encourage orderly growth that protects the character of the Town and its economy, allows commercial and residential growth, and prevents development sprawl. (III.A-17)

Policy 2A: To preserve and enhance the present level of tourism and encourage managed-growth in this sector. (III.A-17)

Strategy 2A3: Continue to seek ways to make regulations more user friendly, efficient, and streamlined to reduce costs to businesses while providing adequate protection of town character (III.A-18)
Goal 3: To encourage economic development that increases job opportunities, has a low environmental impact, and supports a sustainable year-round economy. (III.A-34)

Strategy 3A2: Identify and implement ways to support the strategic plans of Acadia National Park, the Jackson Laboratory, MDI Biological Lab, College of the Atlantic, MDI Hospital, the hospitality industry [lodging, restaurants, and specialty retail], and the fishing industry, including regulatory and capital support, as appropriate. (III.A-35)

Goal 6: To encourage and promote decent and affordable housing opportunities and slow off-island migration. (III.A-56)

Strategy 6A2: Amend the LUO to allow dormitory type structures for workers near businesses that generate seasonal or year-round jobs and to provide other incentives that encourage affordability, including but not limited to height restriction and lot coverage requirements. (III.A-56)

Strategy 6B1: Work with public, private, and non-profit interests in the community and region to provide more affordable and work force housing in Bar Harbor and the rest of the island. (III.A-57)

Policy 6C: To continue to support and expand municipal code enforcement to ensure that property owners comply with the LUO, building code standards are met, and weekly rentals and transient accommodations are safe for visitors. (III.A-58)
Consistency with the Housing Policy Framework
The proposal is consistent with the Housing Policy Framework adopted by the Town Council on October 2, 2019, as follows:

**Strategy 2:** Develop Zoning for Employee Housing

**Purpose:**
Provide affordable seasonal employee housing, preferably in the village area and on land that is served by water and sewer, and in close proximity to places of employment.

**Actions:**
- Hear from people in the districts where the dormitory uses are proposed.
- Revise the proposed land use regulations
- Develop licensing regulations to ensure that the housing does not become a nuisance.
02. EMPLOYEE LIVING QUARTERS

DEFINITION

Employee Living Quarters (ELQ): An accessory use in an accessory structure, or in part of the principal structure, consisting of a series of rooms containing beds, where the occupants do not constitute a family or a single housekeeping unit. It shall be used exclusively for the accommodation of employees, for more than 30 days (needs further discussion), that are employed on- or off-site, as long as the off-site employees are employed by the same company, a parent company, or a subsidiary company that owns the parcel where the principal structure is located.

Relationship to Definition of Family: Boarding house, lodging house, Transient Accommodations, and other forms of group living are listed in the definition of Family as groups that are different than (and which do not constitute) a family. Employee Living Quarters will be added to the list.

PROPOSED ZONING DISTRICTS

125-17 Bar Harbor Gateway
125-19 Mount Desert Street Corridor
125-20 Village Residential
125-21 Downtown Village I
125-21.1 Downtown Village II
125-24 Hulls Cove Business
125-31 Ireson Hill Corridor (no sewer)
125-40 Salisbury Cove Village
125-43 Town Hill Business (no sewer)
125-45 Town Hill Residential - only for TA2, TA3, TA4, TA5, TA6, & TA7 located on the north side of Rt. 3 shoreward for 500 feet from the Trenton line to Jones Marsh Resource Protection District and district-wide for campground
125-47 Shoreland General Development I
125-40 Shoreland General Development II (Hullo Cove)
125-49.1 Shoreland General Development III
125-49.3 Shoreland Maritime Activities

LEVEL OF REVIEW

Planning Board/Major Site Plan
In the Village Residential District allowed by Conditional Use
1. As an accessory structure, ELQ shall meet the same setbacks as the primary structure.

2. Design Review Board applies to ELQs located in Town Hill Business, Downtown Village I and II, and Shoreland General Development I and II if the ELQ is visible from the street.

3. When an ELQ is visible from the street or from an abutter to the side or back lot lines that is under different ownership or control, the ELQ shall be visually compatible with the principal building and shall provide for rooftlines that are similar in pitch and materials and building materials that are similar in regard to type and color scheme as the principal building.

4. Buffering and Screening standards for this use and any associated parking shall adhere to those listed in §125-67 of the Land Use Ordinance.

5. The floor area of the ELQ shall not exceed 25% of the floor area of the principal building(s) on the lot.

6. Density bonus (lot coverage increases, reserved to the ELQ only) are allowed as follows (generally, increased by 25%):
   125-17 Bar Harbor Gateway - Increased from 50 to 63%
   125-19 Mount Desert Street Corridor - Increased from 35 to 44%
   125-20 Village Residential - Increased w/ sewers from 50 to 63% and w/out sewer from 25 to 31%
   125-21 Downtown Village I - Stays at 100%
   125-21.1 Downtown Village II - Stays at 70-90%
   125-24 Hulls Cove Business - Increased from 75 to 85%
   125-31 Ireson Hill Corridor - Increased from 25 to 31%
   125-40 Salisbury Cove Village - Increased from 35 to 44%
   125-43 Town Hill Business - Increased from 50% to 63%
   125-45 Town Hill Residential - Increased from 15 to 19%
   125-47 Shoreland General Development I - no change
   125-49 Shoreland General Development II - no change
   125-49.1 Shoreland General Development III - no change
   125-49.3 Shoreland Maritime Activities - no change

7. Every bedroom shall contain not less than 70 square feet of habitable floor area for each occupant excluding enclosed spaces such as closets and bathrooms, and shall not be any less than 7 feet in any plan dimensions.
MINIMUM PARKING REQUIREMENTS

None (as this is an accessory use, on-site at an existing use)

CONVERSION

Any future changes of use to another use will require compliance with the lot coverage standards.

LICENSING

1. Every bedroom shall contain not less than 70 square feet of habitable floor area for each occupant excluding enclosed spaces such as closets and bathrooms, and shall not be any less than 7 feet in any plan dimensions.

2. Linen (bed sheets, pillowcases, blankets, and pillows) shall be provided.

3. There shall be a minimum of one toilet and one shower for every 5 occupants.

4. Community Kitchen - A minimum of one community kitchen with facilities for cooking, refrigeration, and washing utensils shall be provided for the first 8 occupants, and 1 per 12 occupants thereafter. If the employees have access to an employee dining room (EDR) or shift meals, a community kitchen shall be provided for every 45 occupants.

5. Outdoor storage (the keeping of any goods, junk or material of any kind with the exception of functioning bicycles, in the same place for more than 24 hours) shall be screened from public view and neighbors by a fence, wall, roof, and/or landscaping.

6. Provide washer and dryer.

7. Provide pest control.

8. Management 24/7. If off-site, available on-site within X minutes of being called.


03. SHARED ACCOMMODATIONS

DEFINITION

Shared Accommodations: Any group of three or more rooms, other than lodging or vacation rental, where for direct or indirect compensation the occupants live in furnished rooms with shared kitchens for more than 30 days (needs further discussion). The occupants do not constitute a family or a single housekeeping unit. The makeup of the occupants is determined by the landlord, property manager, or other third party and not by the occupants themselves. There are three different types of Shared Accommodations:

A. SA-1: 3 to 8 people/structure
B. SA-2: 9 to 32 people/structure
C. SA-3: 33 or more people/structure

Relationship to Definition of Family: Boarding house, lodging house, Transient Accommodations, and other forms of group living are listed in the definition of Family as groups that are different than (and which do not constitute) a family. Shared Accommodations will be added to the list.
<table>
<thead>
<tr>
<th><strong>SA-1</strong></th>
<th><strong>SA-2</strong></th>
<th><strong>SA-3</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3-8 people</td>
<td>9-32 people</td>
<td>33+ people</td>
</tr>
</tbody>
</table>

**PROPOSED ZONING DISTRICTS**

- **§125-17 Bar Harbor Gateway**
  - MF I & II, BnB, TA
  - Min lot size 20,000 sf w/ sewers and 40,000 sf w/out sewers
  - Max lot coverage 50%
  - Min area/family 5,000 square feet with sewers and 10,000 square feet without sewers

- **§125-19 Mount Desert Street Corridor**
  - MF I & II, BnB
  - Min lot size 20,000 square feet
  - = setback for accessory structures
  - Max lot coverage 35%
  - Max height 40 feet
  - Min area/family 10,000 square feet
  - DRB for historic properties

- **§125-21 Downtown Village I**
  - MF I & II
  - Min lot size 1,000 square feet
  - Max lot coverage 100%, exclusive of setbacks
  - Min area/family 750 square foot
  - No parking except TA and school
  - DRB
<table>
<thead>
<tr>
<th>Section</th>
<th>SA-1</th>
<th>SA-2</th>
<th>SA-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>§125-21.1 Downtown Village II</td>
<td>3-8 people</td>
<td>9-32 people</td>
<td>33+ people</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>§125-24 Hulls Cove Business</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>§125-31 Ireson Hill Corridor</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>§125-43 Town Hill Business</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

- MF I & II, BnB
- Min lot size 1,000 square feet
- Max lot coverage 70 to 90%
- Min area/family 750 square feet
- No parking except TA, school, professional office, clinics, hospital
- DRB

- MF I & II, TA
- Min lot size 10,000 sf w/sewers, and 40,000 sf w/out sewers
- Max lot coverage 75%
- Min area/family 5,000 sf w/sewers, and 20,000 sf w/out sewers

- MF I & II, TA
- Min lot size 20,000 sf w/sewers and 40,000 sf w/out sewers
- Maximum lot coverage 25%
- Min area/family 5,000 sf w/sewers and 10,000 sf w/out sewers

- MF I & II, TA
- Minimum lot size 40,000 sf
- Maximum lot coverage 50%
- Minimum area/family
- 10,000 square feet
- DRB
§125-44 Town Hill Residential Corridor

- MF I & II, TA
- Minimum lot size 40,000 square feet
- Maximum lot coverage 15%
- Minimum area/family
- 20,000 square feet

<table>
<thead>
<tr>
<th>SA-1</th>
<th>SA-2</th>
<th>SA-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-8 people</td>
<td>9-32 people</td>
<td>33+ people</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

LEVEL OF REVIEW

- CEO
- Planning Board w/ Major Site Plan
- Planning Board w/ Major Site Plan

DEVELOPMENT REQUIREMENTS (IN ADDITION TO SITE PLAN STANDARDS)

1. Design Review Board will apply to all Shared Accommodations in addition to Town Hill Business and Downtown Village I and II (where it is already applicable when visible from the street).

2. Every bedroom shall contain not less than 70 square feet of habitable floor area for each occupant excluding enclosed spaces such as closets and bathrooms, and shall not be any less than 7 feet in any plan dimensions.
<table>
<thead>
<tr>
<th>MINIMUM PARKING REQUIREMENTS</th>
<th>SA-1</th>
<th>SA-2</th>
<th>SA-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking spaces per occupants based on maximum occupancy</td>
<td>3-8 people</td>
<td>8-32 people</td>
<td>33+ people</td>
</tr>
<tr>
<td>0.5 occupant allowed in tandem (max of two in a row) with a minimum of 136 SF/vehicle in:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- BH Gateway</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Mt Desert Street Corridor</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- DT Residential</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Hulls Cove Bus.</td>
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<td></td>
<td></td>
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<tr>
<td>- Hulls Cove Rural</td>
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<td></td>
</tr>
<tr>
<td>- Ireson Hill Corridor</td>
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<tr>
<td>- Town Hill Business</td>
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<tr>
<td>- Town Hill Res. Corridor</td>
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<tr>
<td>0.2 occupant in:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- Bar Harbor Gateway</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- Hulls Cove Business</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>0.1 occupant in:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Mount Desert Street Corridor</td>
<td></td>
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</tr>
</tbody>
</table>

* - The districts at right do not have minimum parking requirements in the LUO currently →

*None required in:  
DT Village I  
DT Village II

*None required in:  
DT Village I  
DT Village II

*None required in:  
DT Village I  
DT Village II
1. Every bedroom shall contain not less than 70 square feet of habitable floor area for each occupant excluding enclosed spaces such as closets and bathrooms, and shall not be any less than 7 feet in any plan dimensions.

2. Linen (bed sheets, pillowcases, blankets, and pillows) shall be provided.

3. There shall be a minimum of one toilet and one shower for every 5 occupants.

4. Community Kitchen - A minimum of one community kitchen with facilities for cooking, refrigeration, and washing utensils shall be provided for the first 8 occupants, and 1 per 12 occupants thereafter. If the employees have access to an employee dining room (EDR) or shift meals, a community kitchen shall be provided for every 45 occupants.

5. Outdoor storage (the keeping of any goods, junk or material of any kind with the exception of functioning bicycles, in the same place for more than 24 hours) shall be screened from public view by a fence, wall, roof, and/or landscaping.

6. Provide washer and dryer.

7. Provide pest control.

8. Management 24/7. For SA-1 can be off-site but must be available 24/7 and on-site within X minutes of being called. Must be on-site for SA-2 & SA-3 between 9 PM and 3 AM. Can otherwise be off-site for SA-2 & SA-3, but must meet same X minute/on-site rule as SA-1.


Resolution of the
Bar Harbor Town Council

WHEREAS, Firefighter Sheldon Goldthwait is to be congratulated after 48 years of
dedicated service to the Town of Bar Harbor; and

WHEREAS, Sheldon is known for his dedication, personal commitment, confident manner,
steadfast support of the Bar Harbor Fire Department; and

WHEREAS, Sheldon served many years as a Captain of the Call Division, financial overseer
of the past Fireman’s Relief Fund, and was instrumental in the development of the now
Bar Harbor Firefighters Association; and

WHEREAS, Sheldon, as a local business leader, your involvement has paved the way for
others in such occupations to join and serve the fire department; and

WHEREAS, Sheldon helped mentor and train new firefighters to the fire department; and

WHEREAS, Sheldon was instrumental in identifying, and mapping out landing zone
locations for Bar Harbor, and was a leader in rural water supply for the entire Island; now
therefore

BE IT RESOLVED, that the Honorable members of the Bar Harbor Town Council do hereby
recognize and express their appreciation to Sheldon Goldthwait for his 48 years of service
to his community, friends, neighbors and the Town of Bar Harbor; and it be further

RESOLVED, that the members of the Bar Harbor Town Council wish to extend their best
wishes to Sheldon Goldthwait for much success and enjoyment in his retirement.

Given under our hands and seal at Bar Harbor this 19th day of November 2019.

Municipal Officers of the Town of Bar Harbor

__________________________  ______________________________
Jefferson Dobbs, Chair      Matthew A. Hochman, Vice-Chair

__________________________
Gary Friedmann

__________________________
Jill Goldthwait

__________________________
Stephen Coston

__________________________
Erin E. Cough

__________________________
Joseph Minutolo
MEMO

To: Bar Harbor Town Councilors; Cornell Knight, Town Manager
From: MDI High School Eco-Team and COA’s Earth in Brackets, on behalf of the youth of Bar Harbor and future generations
CC: Department heads
Date: November 14th, 2019

Re: November 19th Town Council Meeting - Introduction of Climate Emergency Resolution

On September 20th, 2019, over three hundred youth and community members from Mount Desert Island came together to demonstrate on the Bar Harbor Village Green to demand action on climate change from our elected officials, joining hundreds of thousands of young people across the world during the historic School Climate Strikes.

Attached is a draft resolution submitted on behalf of the youth and future generations of Bar Harbor for the Town of Bar Harbor to declare a climate emergency, recognizing the existential threat posed by climate change to the future of youth and communities in Bar Harbor, Mount Desert Island, and across the world. Young people from MDI High School and College of the Atlantic are calling on the Town Council to take comprehensive action to address the causes and impacts of climate change in our community, and advocate on our behalf to the State of Maine and the federal government to mobilize all necessary resources to protect our futures and restore a safe climate.

Thank you for your consideration.
RESOLUTION ENDORSING THE DECLARATION OF A CLIMATE EMERGENCY AND EMERGENCY MOBILIZATION EFFORT TO RESTORE A SAFE CLIMATE

WHEREAS, in October 2018, the United Nations released a special report which projected that limiting warming to even the dangerous 1.5°C target this century will require an unprecedented transformation of every sector of the global economy by 2030;

WHEREAS, climate change and the global industrialized economy’s overshoot of ecological limits are driving the Sixth Mass Extinction of species, could devastate much of life on Earth for many millennia, and may pose as great a risk to humanity as climate change, according to the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services;

WHEREAS, the death and destruction already wrought by current average global warming of 1°C demonstrate that the Earth is already too hot for safety and justice, as attested by increased and intensifying wildfires, floods, rising seas, diseases, droughts, and extreme weather worldwide;

WHEREAS, the Gulf of Maine is warming 99% faster than other oceans around the world, and ocean acidification and warming ocean temperatures pose a serious economic and cultural risk to lobstering and other fishing industries in Bar Harbor and across Mount Desert Island;

WHEREAS, climate change has led to marked shifts in local seasonal temperature changes and thus threatens the natural ecosystems and weather patterns of Mount Desert Island, economic activity such as tourism and seasonal recreation including snowshoeing and skiing, and public health due to increased local incidence of tick borne illnesses such as Lyme Disease;

WHEREAS, rising sea levels due to climate change are eroding wetlands and beaches across the coast of Maine, increasing damage and vulnerability of Bar Harbor and other coastal towns during severe storms;

WHEREAS, over 1175 local, county, and national governments worldwide, have passed a declaration of Climate Emergency and committed to taking emergency action to restore a safe and stable climate;

WHEREAS, restoring a safe and stable climate requires a Climate Mobilization: an emergency mobilization on a scale not seen since World War II in order to reach zero greenhouse gas emissions across all sectors of the economy, rapidly and safely drawdown and remove all the excess carbon from the atmosphere at emergency speed and with utmost care until safe, pre-industrial climate conditions are restored, and to implement measures to protect all people and species from the impacts of abrupt climate breakdown;

WHEREAS, such necessary measures to restore a safe climate include a rapid, just, managed phase-out of fossil fuels, ending greenhouse gas emissions as quickly as possible to establish a zero-emissions economy, a widespread effort to safely drawdown excess carbon from the atmosphere and an end to the Sixth Mass Extinction through widespread conservation and restoration of ecosystems;

WHEREAS, Bar Harbor, Maine can act as a leader in the State of Maine and worldwide through initiating an emergency Climate Mobilization to convert to an ecologically, socially, and economically regenerative local economy at emergency speed, as well as advocating for regional, national, and international efforts necessary to reverse global warming and the ecological crisis;
NOW BE IT THEREFORE RESOLVED, the Town of Bar Harbor, Maine declares that a climate and ecological emergency threatens our town, state, nation, civilization, humanity, and the natural world;

BE IT FURTHER RESOLVED, the Town of Bar Harbor commits to a town-wide mobilization effort to reverse global warming and the ecological crisis, which, with appropriate financial and regulatory assistance from State and Federal authorities:

a) Ends town-wide greenhouse gas emissions and initiates additional greenhouse gas drawdown efforts as quickly as possible and no later than December 31, 2030;

b) Contributes towards the goal of an energy-independent Mount Desert Island as quickly as possible and no later than December 31st, 2030, prioritizing zero-carbon solutions for local electricity, heating, and transportation systems; and

c) Ensures a just transition for local residents and accelerates local adaptation and resilience strategies in preparation for intensifying local climate impacts;

BE IT FURTHER RESOLVED, the Town of Bar Harbor recognizes that the full participation, inclusion, support, and leadership of youth, community organizations, faith communities, academic institutions, indigenous groups, labor organizations, and racial, gender, immigrant, and disability justice organizations and other allies are integral to the climate emergency response and mobilization efforts;

BE IT FURTHER RESOLVED, the Bar Harbor Town Council directs that an all-staff meeting be held to educate Bar Harbor Municipal staff on the latest climate science, climate risk to Bar Harbor and MDI, and the mobilization of resources needed in response within two weeks of the date of this resolution;

BE IT FURTHER RESOLVED, the Bar Harbor Town Council directs all Bar Harbor departments, proprietary, and commissions to report back within 60 days of the date of the all-staff meeting referenced above on maximum emergency reductions in greenhouse gas emissions from their operations feasible by the end of 2030;

BE IT FURTHER RESOLVED, the Bar Harbor Town Council directs the Town Manager to report back on opportunities for radical greenhouse gas emissions reductions opportunities through new local ordinances, building codes, and permitting processes facilitating the rapid phase out of fossil fuel use and adoption of renewable energy within the community in collaboration with local organizations;

BE IT FURTHER RESOLVED, the Bar Harbor Town Council will report back within 60 days on the establishment of Bar Harbor Climate Emergency Task Force, with representatives from town staff, local youth, and other stakeholders, responsible for collaboratively planning and coordinating the town’s climate emergency response, including emergency climate mitigation, education, resilience and adaptation programs, and the development of a “Climate Mobilization Action Plan” to guide efforts to reach the goals stated in this resolution;

BE IT FURTHER RESOLVED, that the Town of Bar Harbor commits to designating at least 1% of its annual budget to accelerate greenhouse gas emissions reductions in the community and to hire staff to coordinate implementation of the Bar Harbor Climate Mobilization Action Plan implementation, including the rapid expansion of renewable energy, energy efficiency, and sustainable transportation initiatives within its jurisdiction, as well as other projects to rapidly eliminate community-wide greenhouse gas emissions;

BE IT FURTHER RESOLVED, the Town of Bar Harbor commits to engaging our residents and local stakeholders in education and public deliberations on the climate emergency, ensuring that local voices
will directly inform the creation of the Bar Harbor Climate Mobilization Action Plan as well as ensure a just transition with the full democratic participation of the residents of Bar Harbor;

**BE IT FURTHER RESOLVED**, The Town of Bar Harbor joins the global Climate Emergency Movement and calls on the State of Maine, the United States Congress, the President of the United States, and all governments and people worldwide to declare a climate emergency, initiate a Climate Mobilization to reverse global warming and the ecological crisis, and provide maximum protection for all people and species of the world; and,

**BE IT FURTHER RESOLVED**, in furtherance of this resolution, the Town of Bar Harbor shall submit a certified copy of this resolution to Hancock County Commissioners office, State Representative Brian Hubbell and State Senator Louis Luchini, Representative Jared Golden and Senators Susan Collins and Angus King, Governor Janet Mills, and the newly convened Maine Climate Council and request that all relevant support and assistance in effectuating this resolution be provided.

Given under our hands and seal at Bar Harbor this 19th day of November 2019.

**Municipal Officers of the Town of Bar Harbor**

_____________________________  ________________________________
Jefferson Dobbs, Chair         Matthew A. Hochman, Vice-Chair
_____________________________  ________________________________
Gary Friedmann                 Stephen Coston
_____________________________  ________________________________
Jill Goldthwait                Erin E. Cough
_____________________________
Joseph Minutolo
To: Cornell Knight, Town Manager  
From: Matthew Bartlett, Fire Chief
Date: Nov 5, 2019
Subject: Engine 5

The Bar Harbor Fire Department is currently experiencing significant mechanical problems with one of our two firefighting engines. Engine 5 is budgeted to be replaced in FY24 when the engine is 30 years old, but due to increased repair costs, it may be wise to replace this engine before investing any more money into repairing it.

Since July 2019, this engine has been out of service due to transmission and electrical problems. This engine is responsible for providing extra water and drafting support at fires where fire hydrants are not available which consists of 90% of the town. It also acts as our reserve engine when one of the other fire apparatus are out for maintenance.

I have consulted with the highway department mechanics along with a drivetrain specialist from Camerota Truck Parts on the options for fixing these problems. They have to this date invested over 50 hours of time into fixing this truck and their solutions are:

1. Attempt to repair the transmission at an estimated cost of $6,000. This option is only a temporary fix and will not provide the reliability required for an emergency response vehicle.

2. Replace the transmission by Highway Department mechanics at a cost of $12,000. This option would fix the problem, but due to winter time constraints, it would not be able to be completed until next spring.

3. Replace the transmission using private mechanics with an estimated cost of $30,000. This option while considerably more expensive would allow the apparatus to be fixed and returned to service in a reasonable timeframe.

Along with these transmission problems, this engine has experienced ongoing electrical, starter and pump problems. Superintendent Rich Jamison, along with Highway Department mechanics agree that there will be numerous ongoing and unforeseen problems with this engine due to its age. This engine is currently 25 years in age and is budgeted to be replaced at 30 years (FY24). We recently experienced similar issues with our last ladder truck which needed to be replaced earlier than expected due to ongoing mechanical problems. Due to these ongoing issues, it has become unrealistic to operate a front line fire apparatus for 30 years reliably.
It is my recommendation that due to these ongoing mechanical problems, cost of repairs and age of this engine, that we replace this engine immediately. This action will save the town money on current and future repairs, along with providing the town with a reliable fire engine.

As part of this recommendation, I believe that the best course of action is to purchase this new fire engine through Greenwood Emergency Vehicles. This is a trusted company that we currently do business with and have purchased vehicles from in the past. At this time, they have a new in production E-One demo engine that meets our department’s specifications. The benefits of choosing this engine from this dealer include:

- $39,000 savings by purchasing a 2019 demo
- Decreased production to delivery time
- Excellent service department
- Closest emergency vehicle service facility
- A loaner engine will be provided until the delivery of the new engine at no charge.

The anticipated price for the new fire engine will be $513,786.00. Additionally, I would like to add $20,000 as a contingency fund to cover the cost of radios, computer and other unexpected costs. The total cost of this engine will be $533,786.00. Engine 5's CIP account currently has a balance of $323,916.00, Ladder 4 and Tanker 1 have a combined total of $248,500.00 in their CIP account. A transfer amount of $209,870.00 from the other two accounts will need to be approved by Council should they agree with this recommendation.

**Recommended transfer motion:** Authorize the treasurer to transfer $209,870.00 to Engine 5 CIP account #2142-6220 from CIP Accounts #2142-6214 & 2142-6218.

**Recommended purchase motion:** Authorize the Fire Chief to spend up to $533,786.00 and enter into a purchase and sale agreement with Greenwood Emergency Vehicles for replacement of engine 5.

Cc: Sharon Linscott, Town Clerk
    Stan Harmon, Treasurer
    Members of the Town Council
Memorandum

To: Cornell Knight, Town Manager
From: Stan Harmon, Finance Director
Date: 11/4/2019
cc: Matt Bartlett, Fire Chief; Jen Turcotte, Amb Billing Agent; Asst Fire Chief John Lennon
Re: Software Proposal to Increase & Expedite Ambulance Collections

On Wednesday October 23rd, Asst. Fire Chief John Lennon, Jen Turcotte and I participated in a webinar presented by a vendor offering a new service that has a proven success record of both increasing collections and expediting the timing of those cash collections.

*Why have we looked at this on line service?*

Jen spends a considerable amount of her ambulance processing time dealing with re-submittals due to inaccurate information, or straight denials due to a lack of correct information, incomplete information, or missing information. All of these issues take time to chase down and locate the missing information, if it can be done at all. If it is not able to be done on a timely basis (within 90 days for the commercial carriers), then the claims would be denied; and we have experienced many denials and thus not recovered any monies for a particular run. Our ambulance supervisors in the Fire Department generally write up very good and accurate reports (run sheets) for Jen to use, but the section with billing information is data that is made available to them by either the transported patient or the hospital. So, many times our ambulance team is furnished with old insurers, inaccurate names, transposed SS numbers, changes to Medicare or Medicaid, old addresses, etc. As a result of these information hurdles, the Town eventually loses out on a certain percentage of paid claims. We utilize a collection agent in the industry after no or little payer response and we discovered at times the collection agency had better information than the Town and contractually took off 40% (as their commission) of those collections. Jen’s biggest frustration in billing is obtaining accurate billing information on a timely basis.

*What service NSurecorp offers:*

Basically for a base software fee, the Town will utilize the company’s access to USpostal service information and TransUnion, the latter being a consolidated database of credit agency and insurance discovery and verification on the ambulance patients. This would allow Jen to properly and timely bill the patient insurance companies and avoid all the chasing down information time that she does now. This is especially helpful when, due to poor information,
the Town assumes a self pay patient with poor results when there is active insurance available. It will allow Jen to better focus on private pay collections and stay more current on the patient billings. By using this service, NSurecorp conservatively estimated that the Town would pick up an additional net $42,000 in revenue per year, based on our 800 billable runs per year. Our experience may be less since some of our lost claims are out of the Country where Nsure does not work. Because of the newly added finance burdens of parking & permits, it is difficult to always stay current on our ambulance billing and this quick reference tool will greatly improve those efforts. I believe we can spend more time on effective collection followup at our end (vs an agency with a 40% fee) dealing with documented insurance companies, power of attorneys, etc.

Reference Checks

Jen and I reached out to 7 different ambulance agencies as to the effectiveness of this service; both public/government and private services with the postive results. The sample agencies ranged from a small service of 500 runs to the high end of 7000 runs. They were all satisfied with the service, likely because the information they sought came back timely, more accurate and resulted in more payments and faster cash flow. The annual costs were scaled by number of runs and the Town’s quote was in that ballpark. In reaching out to the other agencies we did not see any red flags to the cloud based software or to its apparent ease of use. However, the feedback we received was from public ambulance services, rather than private agencies which are always reluctant to share information.

What does this service cost?

The NSure annual fee is estimated to be $7,188, but with NSure’s estimate of additional revenues to be found of $42,000, the Town could net a return on investment of 584% in one year. The Town is offered a 60 day trial where it could terminate the contract if the added revenue is not beginning to see the expected results. The Town is currently not budgeted for the estimated cost of $7,188 to start this. Should the Council agree to utilizing this service,

An appropriate Council order would be:

Order that the Treasurer be authorized to sign a contract with Nsure up to $7,188 and transfer said amount from Council Contingency (Acct# 1036-5906) to the Ambulance software account 1042-5368.
Have you ever had...

- Claim Rejections?
- Claim Denials?
- Returned Mail?
  - Incomplete or missing SSNs?
  - Missing patient information?
Have you ever had to...

- Waste time trying to locate missing information?
- Use multiple payer websites?
- Constantly tell your crew or clients to write better reports?!
By partnering with us you will...

- Capture retroactive Medicaid plans
- Afford new equipment
- Provide better care to patients
- Increase your revenue by 5-15%
- Reduce payroll costs
- Reduce statement costs
- Reduce returned mail by 60%
- Avoid deductibles entirely
- Focus time and money on the RIGHT patients
- Accelerate cash flow / GET YOUR MONEY FASTER
- Never pay a bad-debt firm what they don't deserve!
- Automate pre-billing insurance verification from one location / Never go to multiple payer websites again!
- Spike your collections over the next 60-days by locating historical self-pay with active insurance coverage.
- Free up time to focus on more profitable tasks, ex. following up with payers
- Experience a 15-45% reduction in post-effort self-pay by locating active primary and secondary insurance
From: Stan Harmon <sharmon@barharbormaine.gov>
Sent: Tuesday, November 19, 2019 1:25 PM
To: Cornell Knight
Subject: Impact on climate Emerg resolution

Re: add 1% to the municipal budget and add 2 full timers

2 employees + benefits ($100k + 40k) = $140,000

1% of municipal appropriations voted on at last Town meeting = $145,000
(exclude school and assessments)

Total = $285,000
$285,000/$17,892,429 = 1.6% increase on all tax bills

1.6% of mill rate of 11.85 = .19 mill rate increase

.19 cents x 289,300 mhv = $55 per year in more taxes on every home.

Stanley Harmon
Finance Director, Treasurer
Town of Bar Harbor
93 Cottage St.
Bar Harbor, ME 04609
207-288-5096