

Warrant Committee 2020
4th Meeting – Public Works and Harbor
Monday, March 09, 2020

I. Call to Order/Roll Call: 7:00 pm by Chairman Libby; 22 sitting members, with 18 voting members present (basic majority is 10 or more)

Present: J. Berberian, S. Boucher, S. Dyer, R. Gladstone, M. Good, M. Handwerk, C. Jacobi, J. Kelly, M. Kelly, A. Kendall, J. Kitler, S. Libby, W. Matteson, A. Sasner, C. Smith, K. St. Germain, L. Sweet, M. J. Whitney; **Absent:** **Absent Excused:** B. Chaplin, E. Henry, D. Karlson, M. Tadenev

II. Approval of Minutes

Draft minutes for meeting on March 2, 2020 were electronically provided to members prior to this meeting. Mr. Kelly moved and Chairman Libby seconded to approve the minutes for the 03-02-20 meeting.

Motion approved unanimously (18 Yes, 0 No).

III. Introduction of Town Staff

Chairman Libby acknowledged attending Town staff members: Cornell Knight – Town Manager, Stan Harmon – Finance Director, Charles Phippen – Harbormaster, Bethany Leavitt – Public Works Director, Ron Graves – Solid Waste Superintendent, and Rich Jamison – Highway Division Superintendent

IV. Public Comment

No public comments.

V. Public Works and Harbor Subcommittee

Prior to subcommittee's budget presentation, Harbormaster Phippen discussed recent information involving Bar Harbor's efforts with the coronavirus. Federal guidelines have been issued to the travel industry, as well as daily marine information bulletins on coronavirus and ship reporting. Currently, a cruise ship reservation request involves a cruise ship that has previously been in the Asian market and had previous coronavirus issues. Harbormaster Phippen also discussed US Public Health Service procedures with identification and remedy/actions if coronavirus issues exist on a visiting cruise ship, including on-board inspections and if positive levels exist, isolation processes similar to recent Grand Princess cruise ship actions in California.

Also, general public awareness instructions include frequent washing of hands, and if sick, you should wear a protective mask. Lastly, the next cruise ship committee meeting (03-12-20) and next Town Council meeting (03-17-20) will discuss coronavirus issues and updates.

Sub-committee Chair Kitler presented the Public Works and Harbor subcommittee's motions on the following Budget Cost Center items:

A. Harbor Master

a. Revenues

- i. **Harbor Master** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$60,800** for harbor master revenues. Discussion: revenue increase from robust yacht visitations.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. **Harbor Department** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$136,964** for harbor department expenses. Discussion: Submerged land lease expense was discussed, specifically that the CAT Ferry, used commercially on property owned by Town, will require Town to provide a submerged land lease payment to State.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

c. Capital Improvement Program (CIP) Expenses

- i. **Harbor Department** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$344,236** for harbor department CIP expenses. Discussion: Ferry Terminal Lot expense of \$280,000 itemized as follows: \$210,000 for paving on Town-side of property, with balance of expense for engineering work, conduit installation for street lights, and request for vehicle charging stations. Also, any property “vision” should include how required safety zones around Bay Ferries’ operations impact Town’s portion (and public access) to property. Future property development includes a marina, working waterfront, boat ramp, and possible cruise ship tendering.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

B. Cruise Ship Fund

a. Revenue

- i. Total Revenues and Other Sources** - Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$1,106,127** for cruise ship fund revenues. Discussion: Town cruise ship passenger caps are 3500 passengers in summer months (July and August), and 5500 passengers in shoulder months (May, June, September, and October).

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. Direct** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$172,311** for cruise ship fund direct expenses.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

- ii. Operations** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$394,197** for cruise ship fund operations expenses.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

- iii. Capital** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$406,992** for cruise ship fund capital expenses.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

C. Public Works Director

a. Revenues

- i. Highway Division** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$11,830** for highway division revenues.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

- ii. **Solid Waste Division** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$420** for solid waste division revenues.

Discussions included the following:

- Current recycling market creates little revenue
- Sticker program has worked well
- Current solid waste and recycling is transported to Coastal Resources of Maine Fiberight facility for processing
- Previous process interruption(s) at Fiberight cause waste streams to be diverted to Juniper Ridge dump. This is a concern, with possible contamination impacts to the Penobscot River water shed.
- Same “process floor” accommodates Fiberight processing of both solid waste and recyclables
- Fiberight efforts are to reduce processed waste streams by 80% through the company’s recycling process
- Fiberight is an emerging industry and a unique organization
- Glass recycling is currently not considered a viable recycling option (no market and difficulty separating colored glass)
- Town will monitor future tipping fee increases (if tipping fee increases, then Fiberight recycling process is less than 80% effective at reducing waste streams)
- Packaging industry could help with future waste and recycling
- Costing Town slightly more to continue with “separate” hauling of solid waste and recyclables to Fiberight

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. **Public Works Department** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$158,889** for public works department expenses.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

- ii. **Highway Division** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$1,124,436** for highway division expenses.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

- iii. **Solid Waste Division** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$728,530** for solid waste division expenses.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

c. Capital Improvement Program (CIP) Expenses

- i. **Highway Division** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$1,290,547** for highway division CIP expenses. Discussion: Maine DOT will begin Bar Harbor paving/road improvement projects in June, 2020 (Mt. Desert St., Norway Dr., Oak Hill Rd., lower Roddick St., Park St., Crooked Road culverts, etc.)

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

- ii. **Solid Waste Division** – Chair Kitler moved and Ms. Dyer seconded a motion to recommend to the full Warrant Committee to recommend to Town Council the amount of **\$39,590** for solid waste division CIP expenses.

The motion passed unanimously (18 in favor, 0 opposed, 0 abstain).

VI. Other Business

No other business was discussed.

VII. Adjournment

There being no further business, Chairman Libby moved to adjourn meeting. Meeting adjourned at 8:03 pm.

Michael Handwerk
Secretary, Warrant Committee