

## **Cooperating Agencies and Community Service Partnership Policy**

Town of Bar Harbor

10-21-2025

### **Purpose:**

To provide a fair and orderly process for considering requests from not-for-profit organizations seeking Town funding through the annual budget appropriations, and to establish a consistent framework for managing formal service relationships with agencies that perform municipal-type functions.

### **Cooperating Agencies:**

- A. The Town may consider requests from cooperating agencies for services benefiting Bar Harbor residents.
- B. The Town Manager, or designee, shall develop and maintain an application process and deadline to collect information necessary for a full and complete review by the Town Council.
- C. The application deadline will be set early enough for consideration of requests during the annual budget process. Late or incomplete applications may be denied.
- D. The Town Manager, or designee, shall review all applications and forward eligible requests to the Town Council and Warrant Committee in time for their warrant article recommendation(s). Additional information or presentations may also be requested.

### **Community Service Partnerships:**

1. The Jesup Memorial Library, Mount Desert Island YMCA and Downeast Transportation (Island Explorer bus system) provide traditional public services frequently delivered by municipalities throughout the State of Maine.
2. The town shall manage its relationship with these entities through a Memorandum of Understanding (MOU).
3. Each MOU shall be negotiated by the Town Manager at defined intervals.
4. Each MOU shall at a minimum:
  - Define the scope of services provided; and
  - Establish measurable expectations for community benefit and service levels; and
  - Ensure the Town receives value consistent with the level of public funding granted.
5. All funding recommended under any MOU shall be contingent upon Town Meeting vote.
6. The Town Manager, or designee, shall negotiate each MOU and obtain Town Council authorization for its execution, including any extensions or renewals.
7. Following adoption, the Town Manager shall oversee compliance, evaluate outcomes, and recommend modifications as necessary to ensure accountability.

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#### LEGISLATIVE HISTORY

10-21-25 Adopted by Town Council (replaces repealed Cooperating Agencies policy first adopted in 2006)