

To: Chair Peacock and Members of the Town Council  
From: James Smith, Town Manager  
Subject: Weekly Report July 4, 2025



### **Planning Director – Michele Gagnon**

- Submitted an update to the DECD for a Housing Opportunity Program grant.
- Coordinated details for the upcoming Moratorium Workshop.
- Coordinated the date and time for the first Sustainable Tourism Management Taskforce meeting.
- Met with Maine Housing to discuss their new methodology for their affordable housing index and affordable housing prices.
- Coordinated with the Town's consultants on the Town Hill Affordable Workforce Housing project.
- Met with the Musson Group to discuss the scope of work for the draft Housing Land Use Ordinance audit.
- Met with staff to discuss moratorium workload and next steps.
- Conducted interviews for Sustainable Tourism consultants.
- Worked with attorney on Appeals Board decision, to ensure the final decision was signed and processed.
- Supported the Planning Board meeting on 7/2. This meeting included a sketch plan review of SD-2025-01, determination of whether SP-2024-04 fell under the moratorium, and a public hearing for 5 Land Use Ordinance Amendments.
- Planning Staff met with MDEP to discuss the first sampling event for the Northeast Creek Volunteer River Monitoring Program.

### **Code Enforcement**

- Issued 21 electrical, plumbing, building and/or other permits.
- Conducted 14 onsite inspections.
- Issued three (3) temporary or final occupancy certificates.
- Met with six (6) project representatives to discuss property development projects.
- Conducted 72 phone conference discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Worked with property owners to remove notices of violations.
- Attended DEP Rule Change training.
- Worked with Police Department to address neighbor concerns about business activity at Hadley Point.
- Met with project representatives, Town staff and the MDOT on the updates to Ocean Avenue at the Park Entrance Hotel site.
- Along with the Fire Chief conducted a Shared Accommodation inspection at the Kogod Building.

**Town Clerk - Liz Graves**

- Organized Appointments Committee interviews of 10 sitting members of boards and committees for reappointment and 4 new applicants. Council will make appointments July 15. A new round of interviews will need to be scheduled later this month for August appointments for members and applicants who missed the application deadline or did not appear for their interview time.
- Processed one (1) General Assistance case.
- State General Assistance Program specialist conducted a follow-up audit of the Town's program and found it to be in compliance with state statute and Department of Health and Human Services policy.
- Assisted School Fundraising Group with logistics for Fourth of July activities and the upcoming coaster campaign aimed at restaurant customers.
- Advertised July 18 application deadline for Warrant Committee. The nominating subcommittee will meet 7/21 to review applications and the full the committee will meet 7/23 to vote on the appointment.
- Sent abutters' notices for Special Amusement Permit (The Links Pub), Shared Accommodations (Project Social) and Employee Living Quarters (Atlantic Oceanside) public hearings 7/15.

**Director of Public Works – Bethany Leavitt:**

- Met with the Planning Department several times to prepare for Planning Board Panel Discussion of Public Water and Sewer System capacity as it related to the lodging moratorium.
- Updated MSW and SSR tracking spreadsheets.
- Coordinated the final pavement plan for the gravel parking lot at the Ball Field off of Main Street.
- Coordinated with Marine Resources Committee on actions needed to address reported dog waste contamination threat to the beach.
- Prepared a recruitment flyer for distribution around Town to help recruit new applicants for open positions in Highway and Water.
- Met with Rockwood Avenue property owner regarding separation of the single service connections for water and sewer that are feeding two buildings under separate ownership. Also discussed re-routing the common stormwater main across private property and preparing a new easement for the Town along with service connections.
- Supported the Harbor Master and Town Manager with Phase 1 preliminary design scope of work requirements for the Ferry Terminal Master Plan.
- Contractor progressed the fuel tank replacement project at the Public Works Facility (PWF). The spill pad upgrade is under construction. The appropriate permits were prepared and filed with the CEO.

- YMCA – Brownfields Grant Award Application submitted to EPA for approval.
- Initiated an operations contract for the Main Wastewater Treatment Facility.
- Met with consulting engineer regarding Main WWTF Facility Plan, Clarifier upgrade project and generator replacement options.

### **Highway Section**

- Continued ongoing equipment repairs; vehicle checks; trash pick-ups, including additional trash pick-up at end of week; street sweeping / washdown; cold-patching on Crooked Road.
- Met with Police Chief regarding July 4th plans.
- Fourth of July preparations on Thursday, July 3, included placing additional trash cans, jersey barriers, cones and signage.
- Afternoon trash runs performed all week and will continue for the next few months.
- Contractor repaired bus garage bay doors as identified in the annual maintenance inspection.

### **Wastewater**

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Installed new Programmable Logic Controller (PLC) at DeGregoire Park Wastewater Treatment Plant.
- Met with consulting engineer regarding new SCADA screen for DeGregoire Park Wastewater Treatment Plant.
- Replaced ball valve for wasting pump at DeGregoire Treatment Plant.

### **Water**

- Continued to operate the WTF within regulatory requirements.
- Finished installing number tags on fire hydrants.
- Weed wacked grass around hydrants in preparation for July 4th.
- Responded to a low water pressure concern and found a leak on the customer's service line.
- Investigated report of warm water coming from the Town's main and determined the issue was with the customer's internal plumbing.
- Documented a customer drawing water from a fire hydrant. Incident has been reported to proper individual on customer side for investigation.
- Submitted July water and sewer bills to Finance Department for QA/QC review before finalizing.
- Installed two (2) seasonal meters and replaced one (1) meter.

### **Parks and Recreation**

- Dragged and lined the ball fields for the Co-ed team.
- Trimmed trees and cleared brush at the Tennis Courts.
- Repaired Park Street Playground gates.

### **Transfer Station / Recycling Center**

- Operated the municipal solid waste and recycling facilities, including accepting used motor oil, empty propane tanks, and e-waste materials.
- Six (6) MSW trailers and three (3) recycling containers were loaded and hauled for disposal.
- Finished maintenance on the blue MSW trailer (welding and brake lines) and returned to the Transfer Station for integration back into operations.

### **Project / Construction Highlights:**

- Maine Department of Transportation (MDOT) – Cromwell Brook Bridge #3 Replacement Project:
  - Participated in the bi-monthly project meeting.
- Hancock Street – Water, Sewer Stormwater and Sidewalk Improvements Project:
  - Final paving was completed and performed punch list inspection.
- West Street – Wastewater Pump Station and Combined Sewer Overflow (CSO) Storage Tank Project.
  - Discussed construction schedule with engineer; Fall 2025 start date is anticipated.
- Crooked Road / Norway Drive – Stream Crossing Culvert Replacement Project:
  - Contractor completed the contract paperwork and a pre-construction meeting is scheduled for July 9<sup>th</sup>.
- Athletic Field Life Flight Landing Zone – Helipad Project:
  - Contractor continued excavation for the pad and trenching power feed under Park Street.
- Up-Island Water Storage Tank Project:
  - Prepared minutes for the 6/27 electrical and fiber field visit.

### **Police Chief – Dave Kerns**

- Finalized July 4th planning and schedule for staff. All police and dispatch employees work on the holiday to meet the demands of the day. I would like to recognize their commitment to the Town and our agency to make this day a success and sacrificing the time with their families for this summer holiday.
- Continued to push out information to the public regarding parking restrictions in the Agamont park area and post fireworks traffic routes for the holiday.

- Worked with Island Explorer on a contingency plan for their parking during the parade, as the school construction plan changed last minute and their parking lot is now under construction.
- Call volume for dispatch and patrol has been high but expected for this time of the season.
- We had an administrative meeting to discuss open projects as we closed out the fiscal year.
- Notified that the Town has been granted \$69,000 to conduct medical screens for first responders on MDI. Council Order to accept the grant award will be on the 7/15 agenda.
- Participated in interviews with the planning department for vendors who submitted proposals to develop a sustainable tourism management plan for the Town.

### **Harbor**

- Meet with GEI to discuss the scope of work for the engineering plan for the ferry terminal.
- We responded to two separate swimmers in distress calls with the boat this week. Both resolved with no issues our arrival

### **Parking**

- Parking transactions were higher in June that last year
- We have seen a dramatic increase in the use of the ParkMobile App for parking transactions since 2023. This is a huge benefit to the Town as it reduces wear and tear on the equipment.

### **Fire Chief – Matt Bartlett**

- Conducted our required annual ELQ inspection with the Code Officer.
- Deputy Chief John Lennon had a close-out meeting with the Mount Desert Fire. The shared Deputy Chief position between the two departments ended at the end of fiscal year 2025. With DC Lennon returning back here full-time. This will allow us to enhance our EMS services and provide more consistent coverage during staff shortages.
- With all our positions filled, we were able to adjust the staffing of our shifts. The changes enabled us to ensure a good mix of experienced staff with new hires on each shift.
- Met with all shifts to cover the operational plans for the 4<sup>th</sup> of July. All full-time staff will be on duty for the parade and fireworks.
- Verizon Cellular has completed upgrades to its cell tower on the roof of the FD. In order to ensure there was no damage caused to the roof during upgrades, we have Roof System of Maine conduct a post work inspection. Any damage will be invoiced to Verizon for payment.

## **EMS**

- Last week in Town Hill, we had a successful resuscitation of a person who went into cardiac arrest. The PD on scene immediately started CPR and deployed their AED. The Officers continued CPR until the FD arrived on the scene and started advanced life support. The patient was later transported to Bangor via Lifeflight. This was a great team effort by all those involved, and it showed how the system is designed to work.
- Participated in helicopter hoist training with the Army Air Guard. This training included activation of the Army Air Guard, their mission parameters, communications, safety, patient packaging, and hoisting procedures.
- There was a second helicopter training session with the Maine Forest Service on short-haul procedures. This training was a combination of classroom and hands-on instruction, as weather conditions prohibited helicopter flights to MDI that day.
- Staff participated in several EMS training sessions, including Medications, IV pumps, and cardiac device training.
- We have been experiencing shortages of the Zoll defib pads we use and our oxygen supplies. The cause of the Zoll defib pad shortage is a supply issue, as they are struggling to meet demand. The oxygen supply is affected due to a strike in Massachusetts that supplies our local company with oxygen. At this time, we have sufficient supplies on hand; however, we are actively working to secure additional supplies in the event of prolonged disruptions.

## **Director of Finance Department – Sarah Gilbert**

- Met with Competitive Energy Services regarding Federal rebate for the Connors Emerson geothermal energy systems.
- Paid Parking Revenue FY2025 gross \$4,275,000 – pre audit.
- Working on fiscal year-end reconciliations.

## **Technology**

- Continued upgrade of the camera systems at the Transfer Station.
- Deployed (2) new computers for Wastewater.
- Work on a new/upgraded Town-wide VPN system.

## **Assessing**

- The vacant Assessor position was offered to, and accepted by Hannah Phelps the now former Assistant Town Assessor.
- Continued discussions with taxpayers regarding proposed 2025 valuations.