

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager 
Subject: Weekly Report July 11, 2025

Town Clerk - Liz Graves

- Prepared orders and minutes for July 15 Council meeting.
- Prepared department Active and Planned Work Report as part of upcoming Council goal-setting workshop.
- Worked on calendar for 2025-2026 Council meetings.
- Deputy Clerk attended Maine Town and City Clerks Association Municipal Law course.
- Processed one (1) General Assistance case.

Director of Public Works – Bethany Leavitt:

- Met with consultant regarding engineering for the Stormwater Hazard Mitigation Grant project.
- Ordered signs for staff parking spaces at the Municipal Building.
- Issued ball field parking lot paving plan to Contractor for pricing.
- Prepared for and attended Union negotiations.
- Fuel tank replacement project at the Public Works Facility continues to progress as the concrete pad was formed for the concrete pour.
- Interviewed candidate for highway position.
- Met with Fire Chief to review status of storm damage projects.
- Met with residents of Roberts Avenue on “no parking” stripping.
- Met with MDEP regarding an Overboard Discharge in Salisbury Cove. The next step for Town is to abandon the drainpipe that is under the sand filter and re-route the stormwater outfall.
- Met with contractor regarding the upcoming Norway Drive/ Crooked Road culvert replacement project.

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.
- Performed afternoon trash runs.
- Cleaned up after the Fourth of July event including removal of all added downtown trash cans, jersey barriers, cones and signage.
- Replaced driveway culvert at Woodward Heights Road and performed ditching work.
- Initiated ditching on Crooked Road from Betsy’s Road to Frenchman’s Hill Road.
- Hauled uni-box from Ledgeawn Avenue to the PWF.
- Contractor performed annual inspection of vehicle lifts, tire machine, and tire balancer.

Wastewater

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Cleaned chlorine contact tanks at Main Wastewater Treatment Facility and Hulls Cove Treatment Facility.
- Replaced leaking chlorine manifold and chlorine pump at Main Wastewater Treatment Facility.
- Replaced 2" valve at chlorine contact tank pump at DeGregoire Park Wastewater Treatment Facility.
- Performed monthly greasing at all treatment facilities and the Main Street pump station.
- Collected data on all ADS flow monitors and changed batteries on 4 of those meters.
- Finished replacement of the last exit signs and replaced eye wash/shower in lab at Main Wastewater Treatment Facility per MMA safety audit requirements.

Water

- Continued to operate the WTF within regulatory requirements.
- Mailed water and sewer bills.
- Received a shipment of wireless radios for water meters.
- Prepared data analytics for water usage by user type (residential, commercial, industrial, government) and number of accounts.
- Inspected the level sensor on the Jackson Lab tank.
- Provided prorated water and sewer billing numbers for a real estate transaction at 8 Maple Avenue.
- Installed one (1) seasonal meter.

Parks and Recreation

- Dragged and lined the ball fields for the Co-ed team.
- Contractor applied vegetation management on the Village Green and Agamont Park. Public Notice was published in the local newspaper and on the Town's Newsflash.

Transfer Station / Recycling Center

- Crews operated the municipal solid waste and recycling facilities, including accepting used motor oil, empty propane tanks, e-waste materials; seven (7) MSW trailers and three (3) recycling containers were loaded and hauled for disposal.

Project / Construction Highlights:

- Maine Department of Transportation (MDOT) – Cromwell Brook Bridge #3 Replacement Project:
 - Weekly project update meeting is scheduled for 7/15.

- Cromwell Harbor Road – Water Main Installation Project (ANP partnership):
 - Final execution of the contract agreement in pending; pre-construction meeting will be scheduled.
- Hancock Street – Water, Sewer Stormwater and Sidewalk Improvements Project:
 - Punch list work remains (driveway apron).
- West Street – Wastewater Pump Station and Combined Sewer Overflow (CSO) Storage Tank Project.
 - 98% plans and specifications were submitted to the Town for final review.
- West Street – Water Main Relocation Project:
 - Plan is to issue bid in August for Fall 2025 construction.
- Crooked Road / Norway Drive – Stream Crossing Culvert Replacement Project:
 - Public Works Director, Construction and Highway Superintendents, consultant and contractor conducted a pre-construction planning session.
- Athletic Field Life Flight Landing Zone – Helipad Project:
 - Construction continues.

Police Chief – Dave Kerns

- The July 4th celebration went very well with no major incidents, despite the large crowds. Both the morning parade and evening fireworks were well attended. There were two arrests for disorderly conduct related to intoxication. Police assisted the Fire Department with ambulance escorts during the parade and again after the fireworks due to heavy traffic. Post-fireworks traffic at major intersections cleared in just over an hour.
- The police officer associations purchased two electric-assist bikes to replace the old patrol bikes prior to the 4th of July celebrations. Our old bikes were determined to no longer be serviceable. Both the officers and community members have voiced their support, and we are looking to utilizing bike patrols more this summer.
- We have had several transient/homeless individuals show up in town over the last week, generating multiple complaints and mental health assistance from our liaison.
- I participated in two more interviews with the planning department for vendors who submitted proposals to develop a sustainable tourism management plan for the Town. One more interview is scheduled for Friday and will complete our first round. We are in hopes of selecting a vendor prior to the end of July.
- Annual agency report submitted to the Attorney General's Office and the District Attorney for Brady/Giglio reporting on officer conduct. Case law changed what we are now required to submit,

- which took extra time this year to go back through all current personnel files to fulfil the new requirements
- A proposal to higher all police and dispatch personnel under one town for operational efficiency was presented to MD Selectboard on Monday evening. Was received well by the elected officials in MD and agreed to a joint meeting with BH to discuss the proposal publicly.

Harbor

- Harbor operations are in full swing for the summer. Commerical fishing operations and transient yacht visits are on par with last season.
- ACL cruise ship visits are going well at the Town pier. We will continue to receive a couple of visits a week through September.

Parking

- We are looking to revise the TOBH Permit and Paid Parking Policy to clarify the requirements for “employee vehicle permits,” specifically regarding the application materials needed. These permits are intended for employees who are required to park in the downtown area for work, rather than for individuals working elsewhere in Bar Harbor. The proposed changes will be presented at an upcoming Council workshop for discussion.

Fire Chief – Matt Bartlett

- The fire department had a busy July 4th weekend. The staff did a great job getting prepared for the activities and responding to calls.
- Met with Betsy Spear to review department wages for the fiscal year.
- Verizon has completed the work on its cell tower. The upgraded tower will now provide 5G service in the immediate downtown area.
- Nick Peppard has completed his two-week orientation phase and has been assigned to C-Shift. Even though Nick is now on shift, he will still be moving through the phases of our new hire training, which takes approximately 6-months to complete.
- Met with Public Works Director to review the Maine Recovery Forms required for by Maine Emergency Management Agency for post-storm contributions.

EMS

- Finalized the details for the new ambulance on order. The delivery date is set for the end of 2027.
- Updated our Standard Operating Guidelines for responding in the National Park.
- Working with Mount Desert Fire Department, to streamline the process for Mount Desert to provide EMS assistance when needed.

Director of Finance Department – Sarah Gilbert

- Human Resource Department conduct employment interviews.
- Completed review of the 7/1 Water and Sewer billing.
- Participate in Union negotiations.

Technology

- Set up Hotspot for general town use.
- Configured new computer for code office general/public use.
- Set up replacement computers Port Security and Highway Administration.

Assessing

- Conducted in-person visits as well as email and telephone outreach with taxpayers to discuss proposed 2025 assessments.
- Continued sales and ratio analysis by RCS Assessments focusing on commercial uses.

Planning Director – Michele Gagnon

- Prepared for and completed the third Northeast Creek Volunteer River Monitoring event on 7/10.
- Prepared draft orders for five (5) land use ordinance amendments for the 7/15 Town Council meeting.
- Completed quarterly report for the Safe Streets for All (SS4A) grant.
- Planning Board deadline for the 8/6 meeting was on 7/10 and there were no new projects submitted.
- Interviewed three tourism consultants. The initial round of interviews is now over and we are looking at two possible finalists. Staff will meet next week to discuss next steps and final selection.
- Updated preliminary housing program for the Town Hill Affordable Workforce Housing consultants.
- Finished a Scope of Work for The Musson Group to provide pre-development services for the Town Hill Affordable Workforce Housing project as part of their DECD Housing Opportunity Program Grant. Started planning and organizing for the next steps for the Town Hill Affordable Housing Project.
- Coordinated the Public Works Planning Board Workshop as part of the moratorium effort. Working on getting the last missing pieces of data and starting on the analysis.
- Prepped for and attended the first Sustainable Tourism Management Taskforce meeting.

Code Enforcement

- Issued 17 Building Permits
- Issued 2 Plumbing Permits
- Issued 2 Electrical Permits
- Issued 2 Long Term Rental Registrations