

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager *JS*
Subject: Weekly Report July 25, 2025

Police Chief – Dave Kerns

- Worked on our presentation for joint meeting with TOBH Council and MD Selectboard next week to discuss personnel integration.
- Less administrative work and meetings this time of year, by design. Call volume and law enforcement calls remain high for the season.
- On 7/19 at 1:30 AM an officer attempted to stop a vehicle heading toward Otter Creek. The vehicle took off at a high rate of speed to elude the officer. He pursued the vehicle for three miles with lights and sirens and discontinued after the officer determined the speeds to be unsafe. Officers located the vehicle the following day abandoned. Through their diligent investigation they were able to determine the operator at the time of the incident and obtained a warrant for his arrest. Cody Hendrixson (20) of Otter Creek was arrested and charged with Eluding an Officer, Failing to Stop for Officer, Criminal Speed, and Driving to Endanger.
- Officers and our Mental Health Liaison worked with a family who arrived in town without transportation or the ability to afford lodging. We received complaints about the welfare of the children and made a report to DHHS.
- Met with ANP ranger command staff to discuss law enforcement and dispatch operations during the overnight hours when they are not staffed.

Harbor

- Harbor operations are running smooth for the season.

Parking

- We had one of our parking enforcement officers resign, however are still staffed appropriately for our operations until the end of August. We have discussed with our part time harbormaster assistant, working some additional hours for parking enforcement later in the season.

Fire Chief – Matt Bartlett

- Held training for Mount Desert Housing Authority staff on fire extinguisher use, stop-the-bleed procedures, and Narcan use.
- Conducted several training sessions on hose advancement, vehicle extrication tools, first responder CPR, and the LUCAS CPR Device.
- Outdoor burn permits have been suspended until significant rainfall. Campfires are allowed within a contained area.
- Met with the MDI Hospital staff and construction representatives to discuss updates and review their planned phase approach to the renovation. We collectively decided on the need to meet monthly, to keep updated on changes and inspections.
- Roof Systems of Maine inspected the Fire Department roof after the Verizon tower upgrade and found membrane rips, which they repaired under our annual maintenance contract. The inspection report is on file in case we need to follow up with Verizon
- Poland Spring offers a program that provides bottled drinking water to fire departments for use during emergency incidents. Last week, we received our annual pallet of water.

EMS

- Moderated the monthly MDI EMS meeting. Discussions included the interest of Birch Bay Village in conducting an evacuation drill, which was sparked by a large fire at an assisted living facility in Massachusetts. Also discussed in the ongoing topic of OB patients being transferred to MDIH and subsequently transferred to other facilities with labor and delivery capabilities. Shared ongoing training of BHFD staff in labor and delivery. Discussed the upcoming flu season, preparation, outreach, and school vaccination support.
- Participated in a meeting with Maine EMS and the state electronic patient care report (EPCR) vendor relating to integrating their system with the police Department Spillman system, allowing call times and addresses to be populated into the EPCR.
- Participated in the BLSO (Basic Life Support in Obstetrics) course, which is designed to equip non-obstetrical providers, such as emergency department personnel and EMS clinicians, with the skills needed to handle routine and emergency obstetric situations. It focuses on practical skills and knowledge related to managing labor and perinatal emergencies. The course is open to various healthcare professionals, including EMS clinicians, nurses, advanced practice providers, and physicians.
- Met with National Park Rangers to discuss and test radio communications. The BHFD and the NPS work closely together, and our agencies wanted to ensure continued communication interoperability.

Director of Finance Department – Sarah Gilbert

- Completed Water and Wastewater budgets for FY26 to present to Town Council for first review on 8/5/2025
- Reconciled and prepared quarterly Maine Paid Family Medical Leave for Town and School
- Advertised for GIS position – have received some great applicants
- Finalized and released RFQ for Facilities Energy Town Project
- The State of Maine approved our two-year CRP application, which now positions us to apply for eligible grants. This approval reflects the strength of our ongoing work and organizational performance.

Technology

- Resolved Server communication errors
- Organized planned work for FY26
- Meeting with Barracuda representatives on email security
- Continued process of surveillance system migration to Synology

Assessing

- New Assessor begins her tenure on 7/28. Priority one is to solidify the 2025-6 Assessed values of properties and communicate with taxpayers.

Planning Director – Michele Gagnon

- Continued data collection and analysis for Lodging Moratorium.
- Worked in preparation for the upcoming SS4A coordination meeting.
- Coordinated volunteers for the ongoing Northeast Creek River Monitoring project, collecting samples to test nutrient levels.
- Worked in preparation for the 8/6 Planning Board meeting

Code Enforcement

- Issued 24 electrical, plumbing, building and/or other permits.
- Issued 1STR and 1 ELQ licenses.
- Conducted 16 onsite inspections.
- Issued two (2) temporary or final occupancy certificates.
- Met with seven (7) project representatives to discuss property development projects.
- Along with the Fire Chief, met with the Hospital representatives for the first monthly project update meeting.
- Worked with property owners to remove notices of violations.
- Working with Granicus Host Compliance to refine accuracy of STR tracking.
- Attended the Parks & Recreation Committee meeting.

Town Clerk - Liz Graves

- Attended July 23 Warrant Committee meeting where Elissa Chesler was appointed to fill the vacant seat until the June 2026 election. The committee will meet August 13 for staff presentation of the LUO amendments for the fall, and August 25 to take recommendation votes for the warrant and the ballot.
- There was some confusion about applications for the vacancies on the Appeals Board. No applications have been received. Ms. Chesler's Warrant Committee application listed interest in both the Warrant Committee and Appeals Board, but a separate application would be needed.
- Coordinated with Police Department and Mount Desert officials to prepare and post agenda for August 25 joint Town Council workshop with that town's Select Board.
- Completed research project requested by the Division of Elections on unenrolled voters' ballot selections in the June 2024 Primary Election.
- Assisted Finance and Water Division staff with preparing water and wastewater budget books.
- Continued review of training needed for staff to apply for Certified Clerk of Maine status.

Director of Public Works – Bethany Leavitt:

- Continued to progress the public works capacity assessment for an upcoming presentation to the Planning Board.
- Met with FEMA to review the status of the storm damage projects and discussed the process for time extensions if needed.
- Provided municipal approval for a Maine Department of Transportation application for signage on Routes 3 and 102 on behalf of the College of the Atlantic.
- Reviewed the Main WWTF 30% Clarifier Design Plans and Basis of Design Report. Submitted review comments to Engineer.
- Reviewed the Stormwater Hazard Mitigation Plan Report and recommended projects with Engineer.
- Reviewed draft Town Council presentation on the Stormwater Hazard Mitigation project and provided feedback to engineer.
- Reviewed and prioritized the recommended stormwater project list and aligned those projects with other water, sewer, stormwater, road and sidewalk priority projects.
- Interviewed applicant for Highway and prepared written job offer, which has been accepted.

Highway Section

- Continued ongoing equipment repairs; vehicle checks; trash pickups, including additional trash pick-up at end of week; street sweeping / washdown; and cold-patching.
- Performed afternoon trash runs all week, including new trash can at Hadley Point Landing.
- Continued shoulder work on Crooked Road and ditch line tree cutting/ditching on Gilbert Farm Road from Crooked Road to Silent Stream Way. Work included driveway culvert replacement at 22 Gilbert Farm Road and patching asphalt over new culvert. Placed asphalt on Woodward Heights Lane off from Crooked Road.
- Replaced two driveway culverts on Crooked Road.
- Maintenance Worker C employee successfully passed Class B commercial driver's license (CDL) permit test.
- Repaired Holland Avenue sidewalk with an asphalt overlay.
- Installed "Employee Parking ONLY" signs for the municipal building parking lot.
- Purchased a vehicle diagnostic scanning tool, which immediately saved significant outside towing and repair expenses as well as reducing vehicle down-time for vehicles.

Wastewater

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Changed rear belt and scraper on solids handling belt filter press at Main WWTF.
- Replaced effluent sampler line at Main WWTF.
- Finished the safety recommendations list from the MMA safety audit, which included replacement of safety shower and eye wash stations at Main WWTF, and housekeeping (organized front shop, organized inventory, and basement).
- Responded to an emergency after hours dig safe for a utility pole that was hit by a contractor working on lower Ledge lawn Avenue.
- CCTVed 800 linear feet of sewer main on Hancock Street (500 feet of sewer, and 300 feet of stormwater). No defects found on sewer; one (1) potential defect found on stormwater.
- Created wastewater flow graphs of the Main WWTF for the period of 2015 to present to support capacity presentation.

Parks and Recreation

- Dragged and lined the ball fields for the Co-ed team.
- YMCA tennis lessons are in session.
- Removed a tree branch from Agamont Park near the cannons.
- Held Parks and Recreation Meeting on July 21, 2025. Topics included commercialization of Hadley Point Landing and a park bench request.

Water

- Continued to operate the WTF within regulatory requirements.
- Visited 814 State HWY 3 to review request to connect to summer water line. Property was previously connected to an older water main. Resident may be able to connect to summer line after the up-island tank is online.
- Spoke with 104 DeGregoire Road property owner about connecting to the summer water line.
- Assisted the Fire Department with reviewing communications equipment mounted on top of the fire station. The tower footings will need to be replaced.
- Supported water and sewer capacity assessment for an upcoming Planning Board meeting.
- Prepared final water and sewer bills for 54 Greeley Avenue, as the property will be sold later this month.
- Replaced one (1) meter.

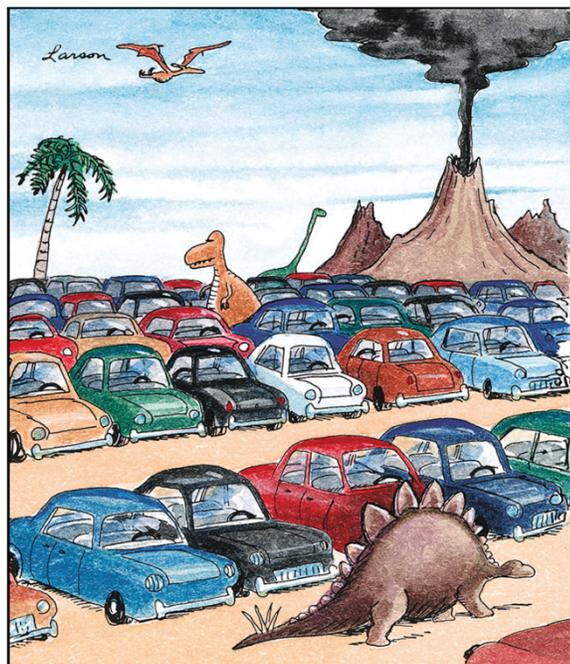
Environmental Services Section (Formally Transfer Station)

- Crews operated the municipal solid waste (MSW) and recycling facilities, including accepting 21 gallons of used motor oil, 127 empty propane tanks of various sizes, e-waste materials; seven (7) MSW trailers and three (3) recycling containers were loaded and hauled for disposal.
- Crew cleaned propane storage area.
- Highway crew placed asphalt swale at the Transfer Station to deflect water from the building.

Project / Construction Highlights:

- Main Street Sewer, Water and Storm Drain Improvement Project:
 - Work on ball field parking lot to prepare for paving continued.
- Maine Department of Transportation (MDOT) – Cromwell Brook Bridge #3 Replacement Project:
 - Met with MDOT and consulting engineer.
 - Existing pedestrian sidewalk was closed on 7/24/2025, and pedestrians were directed to use the detour bridge.
 - Shared a list of concerns on pedestrian use of the detour bridge with MDOT on-site staff and the Contractor for resolution.
- Hancock Street – Water, Sewer Stormwater and Sidewalk Improvements Project:
 - CCTV'd the stormwater main and sewer main to confirm the installation of the work based on site visit.
 - CCTV observations led us to request Engineer verification of the stormwater main at a specific catch basin. Field notes and installation photos confirmed it was acceptable.

- West Street – Wastewater Pump Station and Combined Sewer Overflow (CSO) Storage Tank Project.
 - Provided additional review comments to Engineer.
- West Street – Water Main Relocation Project:
 - Plan is to issue bid in August for Fall 2025 construction.
 - Working on Design Review permit application.
- Cottage Street Sewer, Stormwater, Water, Undergrounding and Streetscape Improvements Project:
 - Working with surveyor on corrections to Town’s right of way.
- Crooked Road / Norway Drive – Stream Crossing Culvert Replacement Project:
 - Held on-site meeting to review the Fire Hydrant reconstruction requirements with Fire Chief and Contractor
 - Crooked Road culvert is in fabrication at the concrete manufacturer’s site in Bangor.
- Glen Mary Road/Shannon Road/Cromwell Harbor Road Improvements:
 - Met with residents that were not able to attend the 6/12 meeting to review project and respond to questions.
- Glen Mary Pool Replacement Project:
 - Met with VIA representative to review project status.
- Athletic Field Life Flight Landing Zone – Helipad Project:
 - New Versant Power electricity account was established; waiting on Versant to schedule the on-site meeting.
 - Reviewed the road grade on Park Street at the Landing Pad access and proposed a regrading solution for the driveway.
- Athletic Field Master Plan Project:
 - Reviewed the site in coordination with stormwater recommendations and Park Street improvement needs, and began developing conceptual layouts.



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Jurassic parking