

To: Chair Peacock and Members of the Town Council  
From: James Smith, Town Manager *JLS*  
Subject: Extended Weekly Report for August 22, 2025

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

- Attended 8/18 Sustainable Tourism Management Task Force meeting.
- JE Austin were in Town from Sunday to Wednesday. During that time they met with all Task Force members individually. Collected data for to their data person, and discussed an engagement road map plan.
- Staff continue to work on developing and advancing the Safe Streets for All program in order to develop a Safety Action Plan.
- Held a TRT meeting on the Eastern Bay Estates project SD-2025-01.
- Continued preparation for the 9/3 Planning Board meeting.
- Continued with work on the Moratorium.
- Attended the 8/21 Warrant Committee General Governance sub-committee to answer question on the proposed LUO amendments.
- Continued work with ANP on the Town Hill housing project, looking at road standards and ROW access issues. Staff are also preparing for an upcoming meeting the town managers of Bar Harbor, Southwest Harbor, Mount Desert, and Tremont and preparing to provide a public update to the Town Council at an upcoming meeting.
- Conducted a TRT meeting for discussion about town road standards regarding a potential right-of-way for the Town Hill housing project.
- Reviewing options for proposing possible amendments to the land use ordinance that could help address housing challenges.

### **Code Enforcement Section**

- Issued 26 electrical, plumbing, building and/or other permits.
- Issued 1 STR license.
- Conducted 22 onsite inspections.
- Issued fourteen (14) temporary or final occupancy certificates.
- Met with eight (8) project representatives to discuss property development projects.
- Conducted 79 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- The Deputy Code Enforcement Officer has now obtained the required credentials to be certified as a CEO by the State for plumbing, subsurface wastewater, land use and shoreland zoning.

**Public Works Director – Bethany Leavitt:**

- Review SS4A and met with department heads to discuss findings.
- Supported a road closure by a private contractor for Kennebec Street.
- Performed site visit and gathered field survey data for possible relocation of a stormwater outfall on Harbor Lane.
- Continued review of the Up-Island Water Storage Tank Project.
- Continued work on the relocation of an outfall pipe in Salisbury Cove.
- To support current and future needs, we met with the Wastewater Section to discuss a career progression ladder as part of our department realignment.
- Interviewed applicant for vacant highway position.
- Held team meeting to discuss the scope and limits of work required in the Highbrook/Bloomfield area.
- Held team meeting to discuss the scope and limits of work required to connect Oak Street to Route 3 through the Conner’s Emerson school property.
- Continued work on the Public Works capacity assessment.

**Highway Section**

- Continued ongoing equipment repairs; vehicle checks; trash pick-ups, street sweeping / washdown; and cold-patching in the downtown area.
- Performed afternoon trash runs all week, including an additional trash pick-up at end of week.
- Crews took advantage of the road closure and conducted additional road patching/maintenance work including shoulder and culvert work as well as tree trimming within the detour route of Norway Drive and Old Norway Drive.
- Began our winter preparation work with routine repairs on the plowing gear, dump trucks, and light plow trucks.
- Ordered parts for the Rectangular Rapid Flashing Beacon (RRFB) on Route 102 near the Town Hill Playground.
- Responded to a downed tree across Cromwell Harbor Road.
- Initiated purchase orders for plow trucks in hopes to receive completed truck and chassis before winter season.

**Parks and Recreation Section**

- Highway crew dragged and lined the ball fields for the Co-ed softball team championship games.
- Executed extension of contracted lawn maintenance services.
- Prepared purchase order for the re-surface of the tennis and basketball courts and communicated schedule to the public.
- Cancelled Parks and Recreation meeting due to a lack of quorum.

## **Wastewater Section**

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Cleaned oil sump breather and changed oil on all blowers at Main Wastewater Treatment Facility.
- Changed oil in pump 3 and compressor at Main St Pump Station.
- Changed oil in plant water pumps at the Main Treatment Facility.
- Changed and cleaned filters for 5 control panel cabinets at Main Treatment Facility.
- Greased blower motors, RAS motors, and plant water motors at Main Wastewater Treatment Facility.
- Cleaned and reorganized the Administration and Garage areas of the Main Wastewater Treatment Facility in preparation for an upcoming MDEP Inspection.
- Changed flap valve at the Ocean Ave Pump Station.
- Cleaned and lubricated the roller assemblies for chemical pumps.
- Greased blowers at DeGregoire Park Treatment Facility.
- Cleaned seal filters and exercised valves at the Hancock Street and Rodick Street Pump Stations.

## **Water Section**

- Continued to operate the Water Treatment Facility within regulatory requirements.
- Assisted a plumber with tracking down a water leak at 56 Main Street buildings.
- Oversaw contractor's work to connect the new water service line for the Emerson School to water main on Eagle Lake Road.
- Greased fire hydrants in the distribution system.
- Responded to a call for a water leak near 57 East Strawberry Hill Road. The heavy rains the prior day caused significant runoff and there was no water leak.
- Completed four (4) Dig Safes requests.
- Visited 1 Norman Road to discuss a potential project and the possibility of a new water service line location for a residential dwelling unit. A significant amount of ledge is on the property.
- Repaired a leak on the summer line near Bay View Drive.
- Met with a contractor and homeowner to discuss a new water service line for 30 Crooked Road.
- Provided final water billing information for 135 State HWY3 as the property is selling this month.
- Updated the Water section of the website. Learned more about how the Civic Plus web content management application works, as a result of this effort.

### **Environmental Services Section (Formally Transfer Station)**

- Crews operated the municipal solid waste (MSW) and recycling facilities, including accepting 50 gallons of used motor oil, 4 empty propane tanks of various sizes, and 52 e-waste units.
- Seven (7) MSW trailers and two (2) recycling containers were loaded and hauled for disposal.
- Recycling contractor picked up ten pallets and one box of e-waste materials.

### **Projects & Construction Highlights:**

- Crooked Road / Norway Drive –Culvert Replacement Project:
  - Contractor is coordinating with subcontractors to schedule the installation of the first two culvert sections for Crooked Road.
  - First section is expected to be installed next week.

### **Police Chief – Dave Kerns**

- All prosecution cases were submitted to the District Attorney on time, despite multiple software and security updates. Thank you to Ben for restoring systems and keeping us on deadline.
- Officers and dispatch are still running Spillman from our cruisers, which is working as we work to fully restore our network and re-establish our connection to the county systems.
- Officer Shelby O'Neil is finishing her first week at the academy and is doing well. Officers attending the academy participate in a support and check in program, which includes a weekly check in with Sgt. Dickens.
- Held a supervisors meeting on Wednesday to discuss various topics. The network failure exposed a few minor issues for us to work on as a group and we have begun implementing some new processes in order to address them.
- Call volume remains extremely high with the large amounts of people in town and vehicle traffic.
- Spoke to Island Explorer Executive Director Paul Murphy in reference to some complaints received about Island Explorer buses speeding and driving aggressively. Paul will be sending out information to all of the drivers about this issue and asked that we also monitor his buses and take action if we see issues. Paul and I will continue to monitor the situation together and check in on the issues periodically.
- Worked with Millard Dority to develop a plan to re-open School Street. The street will be open first thing Monday morning and will remain open unless they have a large delivery. If they have a delivery the street will only be closed until the truck can be unloaded and removed from the area. The safety fence will be moved to the west side of the street and stay in place around the site for safety reasons.

### **Harbor Section**

- Hurricane Erin is expected to bring some very high surf conditions to the region this week and have prepared out infrastructure for this. All of the gangways on the east side of the town pier have been removed and chains connecting floats to moorings have been slacked off so they ride the swells more effectively.
- ACL ships for Wednesday and Saturday cancelled due to the high surf conditions. They will be busing some passengers in from Bangor to visit the downtown.

### **Parking Section**

- Parking revenue remains high and citation numbers are at expected levels for this point in the summer.
- Our parking staff has been greatly reduced due to high school and college starting next week. We are hoping to hire one person to help fill any gaps for the fall season.

### **Town Clerk - Liz Graves**

- Worked on multiple press releases and announcements.
- Sent abutters' notices for the 9/2 public hearing for a new Class 1 Special Amusement Permit application from Table Salt. They are a new restaurant in the former China Joy building.
- Continued wrapping up post-election tasks from the June Town election and early work for the November 4th election, which will be both a State Referendum Election with two citizen initiative questions and a Special Town Meeting election with four LUO amendments.
- Assisted with concert event for the school fundraising group.
- Attended a retreat meeting of the Executive Board of the Maine Town and City Clerks Association.

### **Fire Chief – Matt Bartlett**

- Late Friday evening, we responded to a 20 by 30 foot wildland fire near Aunt Betty's Pond, about 0.25 miles off the carriage road, started by a lightning strike from the prior day's storm. Key challenges were locating the fire, moving crews in safely in the dark, and full accountability, with mutual aid from ANP, Mount Desert Fire, and Southwest Harbor Fire.
- Wednesday afternoon, after a report of smoke odor at Eagle Lake, we searched the area extensively, including a Maine Forest Service overflight. No fire was found, and all personnel were released. ANP will increase patrols in the area for the next couple of days.
- Maine Forest Service forecasts elevated wildland fire potential statewide. We will continue to monitor conditions and request mutual aid if we receive reports of smoke or fire.
- The department has performed fire safety inspections at Connors Emerson and MDI High School. We will collaborate with Connors,

Emerson, and Wright Ryan on emergency exit locations and evacuation plans for the school year.

- We are soliciting quotes to install split heat/AC units for the second floor of the fire station. We are also obtaining quotes from PDQ Door to determine the cost of installing automatic closures for the apparatus floor overhead doors.
- Attended two technical review team meetings with Planning.

### **EMS Section**

- Moderated the monthly MDI EMS meeting. Discussions included the end of a COVID outbreak at Birch Bay Village, planning for an evacuation drill, and preparations for a marathon in October.
- Staff attended Spinal Motion Restriction (SMR): Evidence-Based Practice, a focused educational session designed to enhance clinical decision-making and protocol adherence in the prehospital management of suspected spinal injuries.
- Met with a candidate for the position of MDI EMS Medical Director to discuss expectations, availability, and vision. The current EMS Medical Director is retiring after several years of filling this important position for MDI EMS agencies.
- Conducted a quality assurance review with all staff, with a focus on interfacility transfers.

### **Finance Director – Sarah Gilbert**

- Tax Collector and Assessor have been working collaboratively to upload data files for FY26 tax commitment
- Enter the FY26 approved Water and Sewer budget amounts into our Financial Software.
- Processed accounts payable warrants for all three funds and payroll

### **Technology Section**

- Rolled out new Quarantine Gateway for Cloud Email.
- Working on setting up new Infrastructure management Server.
- Adding additional MFA requirements to onsite applications.
- Met with a vendor on new remote access application for employees
- Working with HR for Cybersecurity trainings for all employees.
- Updating technology policies to be reviewed by management.
- Deploying new tools for network and device policy management.
- Continue implementing recommendations from CrowdStrike.
- Applied server updates for added security.

### **Assessing Section**

- Updating parcels with spring review data.
- Continued working with taxpayers to answer questions.
- Continued reverting current database back to 2024 cost tables.
- Prepping for commitment – in progress