

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager
Subject: Weekly Report July 18, 2025 

Director of Public Works – Bethany Leavitt:

- Met with Conner’s Emerson Contractor to discuss the Eagle Lake Road water main tap planned for the end of July. Also discussed the Oak Street water main and potential to loop it to Eden Street through the Town property. Requested engineer to recommend water main size utilizing the water hydraulic model.
- Discussed the chemical system modifications needed to meet year-round chlorination requirement at the Hulls Cove and DeGregoire Park WWTFs.
- Reviewed the generator proposals for the Main Pump Station and Main WWTF and met with engineer to go over questions.
- Participated in TRT Meetings with Planning.
- Met with planning to discuss public works capacity presentation to the Planning Board and updated graphs and charts for presentation.
- Finalized MOU for YMCA soccer and tennis programs.
- Reviewed road designations on E911 road map book.
- Performed interview for highway openings.
- Prepared for the 7/21 Parks and Recreation Committee meeting.
- Fuel tank replacement project is on-going at the PW Facility, with the concrete pad now poured and curing prior to tank installation.
- Submitted the YMCA – Brownfield application to EPA.

Highway Section

- Continued ongoing equipment repairs; vehicle checks; trash pick-ups, including additional trash pick-up at end of week; street sweeping / washdown; and cold-patching.
- Performed afternoon trash runs all week.
- Continued shoulder work on Crooked Road from Betsy’s Road to Frenchman’s Hill Road.
- Picked up vehicle repair parts in Bangor.
- Initiated ditching on Gilbert Farm Road from Crooked Road to Silent Stream Way, including a culvert at 22 Gilbert Farm Road.
- We’ve had another employee successfully passed his Class B commercial driver’s license (CDL) test.

Wastewater

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Mowed and weed-whacked around all facilities.

- Replaced eye wash/shower station in lab at Main WWTF.
- Checked bearing and seal oil levels in pump 3 and greased bearings for the biofilter blower at the Main Street Pump Station.
- Reorganized and cleaned front shop at the Main WWTF.
- Cleaned Chloring Contact Tanks at Hulls Cove WWTF.
- Replaced the last remaining exit signs per MMA safety audit.
- CCTVed 1,200 linear feet of sewer main on Ledge lawn Avenue and Park Street for Year 4 inspection rotation.
- Marked out four (4) Dig Safe requests.

Water

- Continued to operate the WTF within regulatory requirements.
- Continued training a staff technician at the WTP.
- Rebuilt the ultraviolet disinfection unit and calibrated sensors.
- Performed maintenance on chlorine pump, lime pump, and fluoride saturator at WTP.
- Oversaw a test dig on the Town's water main on the Eagle Lake Road as part of the Conner's Emerson School project.
- Investigated report of low water pressure at 45 Main Street and determined the issue is on the customer's side.
- Repaired a curb stop at 19 Wayman Lane.
- Inspected 54 Greeley Ave, as property is selling later this month.
- Assisted contractor with water pressure test for Jesup Library.
- Completed six (6) Dig Safe requests.
- Installed two (2) seasonal meters, replaced one (1) meter.
- July 2025 Water and Sewer bills overview:
 - 1,478 bills delivered via postal mail.
 - 449 bills delivered via email.
 - Payments due August 11th.
- Office Manager / Business Analyst passed the Water Distribution 2 exam, furthering our team's qualifications.

Parks and Recreation

- Replaced a hot water heater in the men's room at the Town Pier.
- Dragged and lined the ball fields for the Co-ed team.
- YMCA tennis lessons are in session.
- Fabricated and installed a new secure trash receptacle at Hadley Point Landing to address increased usage of the landing.

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 one (1) recycling container were loaded and hauled for disposal.

Project / Construction Highlights:

- Main Street Sewer, Water and Storm Drain Improvement Project:
 - Inspected active work at the Ball Field parking lot to prepare the site for paving.
- Maine Department of Transportation (MDOT) – Cromwell Brook Bridge #3 Replacement Project:
 - Participated in the MDOT’s Cromwell Bridge Replacement Project progress meeting.
 - Coordinated with CEO to accommodate overnight paving of the newly built temporary access road.
- 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:
 - Held final punch list / field work for Hancock Street Improvements Project.
- West Street – Wastewater Pump Station and Combined Sewer Overflow (CSO) Storage Tank Project.
 - Reviewed and marked up 98% West Street Pump Station plan documents and provided feedback to engineer.
 - Discussed permitting requirements with CEO, who determined that no planning board or design review board permits are required since it’s an infrastructure project.
- West Street – Water Main Relocation Project:
 - Plan is to issue bid in August for Fall 2025 construction.
- Cottage Street Sewer, Stormwater, Water, Undergrounding and Streetscape Improvements Project:
 - Surveyor provided a plan showing the right-of-way discrepancies that need to be addressed as part of the project.
- Crooked Road / Norway Drive – Stream Crossing Culvert Replacement Project:
 - Culvert order is in progress.
 - Contractor will be submitting a traffic control / detour plan and a baseline project schedule next week for review.
- Athletic Field Life Flight Landing Zone – Helipad Project:
 - Construction is in progress. New Versant Power electricity account is being initiated, and on-site construction meeting project team to be coordinated by Versant.

Police Chief – Dave Kerns

- Signed contract with the State of Maine for grant money to start wellness screenings among MDI public safety agencies.
- Attended Spillman user group meeting for continued progress on correcting permissions and making the system operate as it should, with input from all county agencies.
- Officer Shelby O'Neil is attending academy orientation and will start BLETP in August.
- Scheduled joint meeting between Council and Select Board for Police and Dispatch staff integration into Bar Harbor. Continued work on presentation for that meeting and budget numbers.
- Working on new signage for areas where people commonly camp overnight. We have made a concerted effort to move campers along and believe new signage will assist in the matter.
- Continuing handling a high call volume of transient and mental health calls.
- SRO Elias Brune attended active shooter response instructor training, which will certify him as an instructor. The training was provided by the National Tactical Officers Association and will allow Officer Brune to instruct the material in-house for our staff.
- Officer Kaleb Payson is attending the crash reconstructionist training at the academy. Once completed, he will need to reconstruct a few crashes and then will be certified to operate independently. He will be the first crash recon officer we've had on staff in some time.
- Dispatch transitioned to the 12-hour shift schedule on 7/13. It has provided us with more coverage during the busiest times of the day and improved work-life balance for staff.
- We are working on sending out bid requests for two new cruisers.

Harbor

- ACL ships have continued to operate at the town pier with no reported issues.
- Transient slip and mooring reservations are up from last year.
- With the nice weather, the harbor has been very active, and the Assistant Harbormaster has been busy responding to issues on the water and managing transient boat traffic.

Parking

- We are planning to have the Parking Permit Policy on an agenda this fall, for a workshop meeting with Council. Staff are working on updating this policy to clarify who qualifies for which permit.
- The parking kiosks are running well with minimal issues.
- ParkMobile use continues to be higher this year than in past years, which is great as it relieves pressure on the physical system.
- We have issued over 3,600 citations in the first 60 days of paid parking.

Fire Chief – Matt Bartlett

- We are teaming up with the American Red Cross on their Home Fire Safety Campaign. The Red Cross provides smoke detectors and other fire safety materials to homes that lack them. The Red Cross will supply the fire safety materials, and we will visit the homes to install smoke detectors and provide fire safety materials to the occupants. We anticipate starting this project in the fall.
- Attended two (2) tech review meetings with the Planning Department.
- Collaborating on fire department response requirements for automatic fire alarm notifications across multiple commercial properties that have recently switched fire alarm monitoring companies.
- We have been reviewing our wildland fire response plans and equipment, as we typically experience drier wildland conditions in August and September. We have also begun to check water levels at our rural water supply locations.

EMS

- Conducted all hands training on EMS quality assurance and documentation requirements.
- Attended a meeting with Maine EMS and Acadia National Park staff. ANP aims to enhance their EMS capabilities to include limited Advanced Life Support for pain management. Their goal is to be able to expand their EMS capabilities, in order to not rely too heavily on local resources. BHFD invited Maine EMS to assist with navigating the interoperability requirements and ensure compliance with Maine EMS regulations. More coordination and meetings between BHFD and ANP will occur moving forward.
- A pre-meeting with Maine EMS on various topics revealed that in three years, EMS agencies will need to procure and manage their own inventory of medications. This change aims to comply with current and future Medicare anti-kickback laws and rules. Currently, BHFD obtains medications from MDIH at no cost, which is in conflict with applicable laws and regulations. The main expense will be having a pharmaceutical dispenser on site to secure, store, manage stock, and track medication dispensing. With an estimated cost of \$20,000 for a medication dispenser and inventory, we will work with finance to establish a CIP account to begin budgeting in FY27 to cover these costs.
- Held an initial meeting with Maine EMS regarding the fire department becoming a recognized EMS training center.

Director of Finance Department – Sarah Gilbert

- Compiling a draft RFQ for Facilities and Energy projects for Town owned assets.
- Connors Emerson build spending, \$16,746,229.

- Finalize FY2026 Water and Wastewater budgets to present at 8/5/25 Town Council meeting.

Technology

- Troubleshooting active directory sync issues.
- Attended monthly AI discussion in Brewer. This is a group of municipalities in the Bangor and Hancock County area focusing on best practices for AI.
- Kiosk computer in Planning and Code set up.

Assessing

- Met with RCS, Town Manager, Finance Director, and Assessor to solidify next steps for the 2025-2026 proposed assessments.

Planning Director – Michele Gagnon

- Attended the 7/14 Conservation Commission Workshop. Discussed the Town's effort with the Northeast Creek project.
- Held TRT meetings to discuss SD-2025-01 Eastern Bay Estates.
- Scheduled a site visit for SD-2025-01 Eastern Bay Estates to take place on 8/6 at 2:30 PM and sent out mailings for both Eastern Bay Estates and Gurney Investments.
- Scheduled a meeting with Acadia National Park staff to discuss Safe Streets for All (SS4A) recommendations that pertains to the park.
- Submitted quarterly report documents for the Safe Streets for All (SS4A) grant
- Worked on data analysis for the moratorium effort including finalizing hotel room counts.
- Worked on getting four sets of Appeal Board minutes.
- Began investigation on the Record Management Plan project.
- Staff continue to review and interview finalists for the Sustainable Tourism Management consultant.
- Prepared minutes from the Sustainable Tourism Management Task Force 7/10 meeting.
- Finalized a revised job description for the Sustainable Economic Development Coordinator position.

Code Enforcement

- Issued 18 electrical, plumbing, building and/or other permits.
- Issued 3 VR-1 and 1 S/A registrations.
- Conducted 16 onsite inspections.
- Issued four (4) temporary or final occupancy certificates.
- Met with nine (9) project representatives to discuss property development projects.

- Conducted 60 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.
- The Deputy Code Enforcement officer passed the Legal Issues component of the State training requirements for CEO certification.

Town Clerk - Liz Graves

- Gathered last few years' Council Goals and Council Priorities records to inform upcoming Council goal-setting workshop.
- Worked with Warrant Committee leadership to schedule upcoming meetings. A Nominating Committee will meet on 7/21 to review the (two, as of Thursday) applications in order to fill the vacancy. The full committee will meet on 7/23 in order to vote on the appointment of a new member. In August, the committee will meet in order to review and make recommendations on the LUO amendments planned for November 2025.
- Processed pay for June election clerks and Town Meeting Moderator.
- Assisted with written decision for denial of Special Amusement Permit.
- Supported School Fundraising Group—follow-up from July Fourth activities and planning next steps.