

To: Chair Peacock and Members of the Town Council  
From: James Smith, Town Manager *JS*  
Subject: Extended Weekly Report for August 8, 2025

### **Fire Chief – Matt Bartlett**

- Staff continues ongoing training in between calls and daily duties. Training has consisted of hose advancement drills, victim extrication, pumping and drafting.
- Training and orientation continue for new staff; driving apparatus, operator qualification, and equipment proficiency.

### **EMS**

- Attended or moderated several meetings: Birch Bay Village quarterly, MDI Opiate Task Force monthly, Maine EMS Board monthly.
- Presented Blood Borne Pathogen training for public works staff.
- Presented Narcan training for staff at Camp Beach Cliff.
- Staff trained in several areas: when to call for Advanced Life Support, transitioning from Basic Life Support Care to Advanced Life Support, and the importance of a good handoff.

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

- With the Town's computer system down, staff were able to:
  - Process bi-weekly payroll with physical checks not ACH deposits.
  - Updated passwords for software and internet-based platforms.
  - Closed out and opened new banking accounts.
  - Implement positive pay for Water and Wastewater bank accounts. The General Fund operating account was already using this additional method of security.
  - Organized and clean offices and work spaces.
  - All access to financial software now requires two factor authentication.

### **Technology**

- Rolled out Multi Factor authentication for all town emails.
- Changed password policy for all town employees in order to be much more aggressive.
- Built a new active directory server.
- Created Help Desk Knowledge base articles to assist employees with Multi-Factor Authentication (MFA) service on devices.

- Creating new emails in M365 email Tennant for users that were not migrated previously migrated.
- Migrating email data for users as needed
- Migrating .gov domain to M365 Tennant in order to house all emails in one location and enforce MFA.
- Changed all admin credentials across network.
- Removed all previous remote access to town infrastructure.
- Continue to provide support to Crowd Strike Emergency Response team to perform audit of cloud and on-premise services and server applications.
- Providing aid to town employees as new systems are deployed and informing them of increased security policies.
- Working with vendors and consultants externally to gather best practices and procedures as new security policies are implemented.

### **Assessing**

- Presented to Town Council the path forward for current year assessments. The Town will be reverting back to the current assessments, with a market adjustment of 6 to 8%.
- Staff will know more once all new construction is assessed.
- Begin correspondence to taxpayers who inquired about potential assessments.
- Working on restoration of said current year assessments.

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

- Coordinated and attended 8/6 Planning Board meeting to review SD-2025-01 Eastern Bay Estates for completeness.
- Held a site visit for SD-2025-01 Eastern Bay Estates. 13 members of the public attended.
- Began preparing a grant application to support our Stewardship of Resources initiative, focusing on septic systems outside the NEC watershed.
- Received a copy of the Draft Safety Action Plan for internal review.
- Prepared for the 8/14 Design Review Board meeting. There are three (3) applications being reviewed.
- Prepared for the 8/11 Conservation Commission Meeting to discuss the Northeast Creek Volunteer River Monitoring Project.
- Began working on the 9/9 Appeals Board meeting.
- Attended Zero Energy Homes Company launch in Searsport – affordable net zero houses.
- Worked on residential conversions as part of the moratorium.
- Cleaned and organized records in the basement.
- Finalized contract with JE Austin for the Sustainable Tourism Management Strategy and began preparing for the 8/18 meeting.

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

- Submitted updated Brownfields grant application paperwork.
- Met with CEO and MDEP to conduct an on-site inspection for Salsbury Cover overboard discharge (OBD) issue. Discussed plan to relocate the Town's stormwater pipe.
- Coordinated with Assistant Fire Chief who provided training on bloodborne pathogens for all Public Works employees.
- Town-wide fleet fuel tank was installed on the new concrete pad.
- Reviewed Main Wastewater Treatment Facility Plan Report.
- Prepared for and attended SS4A meeting with ANP representatives.
- Reviewed next steps needed related to the Stormwater Model results and the impacts to ongoing design projects (Glen Mary and Shannon Road, Harbor Lane, and Park Street).
- Met with MDOT regarding Route 3 road failure located near the Bluffs. The proposed plan is to place large boulders at the toe of the slope and build up a stone riprap. They anticipate the work to take about a week to complete and will begin after September 1st. One lane traffic would be maintained at the work zone throughout the project.
- Met with consultant to go over the status of various water, sewer and stormwater projects, including the Up-Island Water Storage Tank and Rate Study and progress the work.
- Attended Department of the Interior's Strengthening Coordination with National Park Gateway Communities Webinar.
- Met with Planning Department regarding potential projects for the Maine Community Resilience Partnership grant opportunity.
- Worked with consultant to submit 10 stormwater project applications for MEMA grant/loan program.

### **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 in the downtown area.
- Performed afternoon trash runs all week.
- Contractor performed Public Works Facility (PWF) sprinkler inspection.
- Maintenance Workers B and C were interviewed, hired and joined the crew this week.
- Brought vehicle to Ellsworth for an alignment.
- Relocated a storage container from the old highway garage site along Ledgeawn Avenue to the Public Works Facility to be used for tire and other miscellaneous item storage. This change allows us to discontinue the practice of carrying heavy tires up and down stairs which is tricky to do safely.
- Addressed neighborhood concerns with the yellow curb paint designating no parking that was implemented this spring to adhere to the MDOT standards.

- Trimmed trees and riprapped cross culvert ends along Gilbert Farm Road in preparation for shoulder work.
- Performed shoulder work, installed driveway culverts with riprap and hand-placed six (6) tons of asphalt on Gilbert Farm Rd.
- Participated in an on-site neighborhood meeting on Sand Point Road (near DeGregoire Park Rd) regarding proposed home construction projects.

### **Wastewater**

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Monitored the wastewater treatment plants and pump stations in-person during the Town's network outage.
- Picked up parts from Russell Resources in Bangor for rebuild of pump volutes and stands at the Eddie Brook pump station.
- CATS Pump Service replaced the pump module, seal and impeller at Eddie Brook pump station.
- Changed Chemical Intake Valves for Main Wastewater Treatment Plant.
- Pulled pump #1 at the Hulls Cove pump station and sent it to AC Electric for a rebuild and ordered an air exchanger.
- Removed aeration train from service and washed down the tank walls at the Main Wastewater Treatment Facility.
- De-ragged the south return at the Hulls Cove Treatment Plant.
- Diagnosed the mag meter pump for the Main Treatment Plant.
- A pre-dig meeting was conducted for the Hulls Cove outfall.
- CCTV'ed 1,000ft on Park Street and two defects were found.
- Found a sewer manhole bench was not poured and reported deficiency to Contractor to address.
- CCTV'ed a manhole on Eagle Lake Road for the contractor doing the Connors Emerson School water dig.
- Met with Olver Associates to discuss Main Wastewater Treatment Facility Operations.
- Hung new fire cabinet in the shop to address MMA safety inspection items.

### **Parks and Recreation**

- Crew dragged and lined the ball fields for the Co-ed softball team.
- The Marty Lyons Little League Classic Tournament hosted by Acadian Youth Sports concluded on the Athletic Field ballfields on Sunday, August 3<sup>rd</sup>.
- Picked up trash from Hadley Point Landing.
- Athletic field parking lot off of Main Street was paved, line striped with 25 parking spaces, including one Handicapped space and was opening for use on August 6<sup>th</sup>.

## **Water**

- Continued to operate the Water Treatment Facility within regulatory requirements.
- Monitored the water treatment plant in-person during the Town's network outage.
- Oversaw contractor work to connect a water line to Conners Emerson School water service line to the water main on Eagle Lake Road. A second water service line connection to the water main will be required at a future date.
- Installed a second sign at Eagle Lake to discourage people from accessing the restricted area around the public drinking water supply.
- Repaired a valve on one of our pressure tanks at 864 State Highway 3 (Rose Eden Cottages).
- Discussed water pressure problems with contractor working for 45 Main Street. Issue is likely a result of a faulty pressure reducing valve.
- Responded to a complaint of low water pressure at 7 Hancock Street. Pressure was fine when we visited. Issue may have resulted from high water use in the local area in addition to the subject service lines being galvanized pipe.
- Met with Kebo Valley Golf Club to discuss best times for irrigating the course.
- Met with North Graff Road resident to discuss water service lines and recent contractor work in the area.
- Installed one water meter and one seasonal meter.
- Assisted contractor with pressure test for Jesup Memorial Library's new building. Also discussed new water meters for the building.
- Continued to progress the Public Works presentation related to the Lodging Moratorium.
- As of July 31, water production is 2.5% greater than last year at this time.

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

- Crews operated the municipal solid waste (MSW) and recycling facilities, including accepting 54 gallons of used motor oil, 30 empty propane tanks of various sizes, 79 units of e-waste materials; fourteen (14) MSW trailers and five (5) recycling containers were loaded and hauled for disposal.

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

- Main Street Sewer, Water and Storm Drain Improvement Project:
  - Wastewater crew closed a section of Park Street from Main Street to the YMCA entrance to allow the contractor to pour sewer manhole benching, while maintaining access to the YMCA and other Park Street amenities.
- Maine Department of Transportation (MDOT) – Cromwell Brook Bridge #3 Replacement Project:
  - Continued project coordination with MDOT.
  - The existing pedestrian sidewalk was closed on 7/24/2025, and pedestrians were directed to use the detour bridge.
  - Provided list of concerns about the current set up for pedestrian use of the detour bridge to the MDOT on-site representatives and the Contractor for a resolution.
- Cromwell Harbor Road – Water Main Installation Project (ANP partnership):
  - Pre-construction kick-off meeting will be held in September. Contractor indicated they will begin work in November.
- Hancock Street – Water, Sewer Stormwater and Sidewalk Improvements Project:
  - Contractor completed punch list items.
- West Street – Wastewater Pump Station and Combined Sewer Overflow (CSO) Storage Tank Project.
  - Preparing the application for a Design Review Board meeting.
- Crooked Road / Norway Drive – Stream Crossing Culvert Replacement Project:
  - Construction contractor began work on the project. Water is being pumped out of the area to allow for the work. Traffic is being detoured around this site. Public notification will be posted on the Town’s website.
  - Conducted daily on-site inspections.
  - Investigated compliant that water was flooding Norway Drive.
  - Contractor met with Versant on-site to resolve an issue with working around the power line.
- Up-Island Water Storage Tank Project:
  - Consultant progressed the electrical and tank design plans.
- Glen Mary Pool Replacement Project:
  - Reviewed pricing plan documents and reviewed stormwater system capacity to accept additional stormwater from the site.
- Glen Mary Rd/Shannon Rd/Cromwell Harbor Rd Improvements:
  - Consultant is preparing final project plans to bid project.
  - Met with resident on concerns with objects in the right-of-way.
- Harbor Lane Water Maine Placement:
  - Met with the Foss property representative to discuss progress, timing, and next steps. The property owner will have their attorney draft an easement based on the Town’s sketch plan.

## **Police Chief – Dave Kerns**

- Participated in two final interviews for the Town’s sustainable tourism plan. Selected one firm and began preparing an agreement to start immediately and capture the busy August season.
- Met with Acadia National Park officials to review SS4A concept plans and ensure alignment between the Town’s and Park Service’s visions and goals.
- Attended Motorola Solutions' Command Central kickoff meeting. This new software will integrate records management and in-car video systems to streamline case file submission to the DA’s Office.
- Call volume remains high. This week, we continued investigating a motor vehicle burglary and, in a separate trespassing incident, arrested two individuals for drug possession and eluding apprehension.
- 12-hour shifts continue to be effective in covering full-time employees' summer leave, reducing overtime costs while maintaining adequate coverage.
- Experienced an extended town network outage:
  - Police/Dispatch systems were down for approximately 40 minutes while we re-configured our connection to the county's RMS/CAD server.
  - Non-emergency phone systems were down for several hours, as we worked with IT to air-gap the phone system.
  - 911 call transfers and emergency dispatch through Hancock County Regional Communications Center remained uninterrupted.
- Successfully utilized our new mobile command during the outage:
  - Officers completed and submitted reports through a secure, independent connection to the county server.
  - The mobile unit ensured continuity of operations while remaining off the Town's network domain.

## **Harbor**

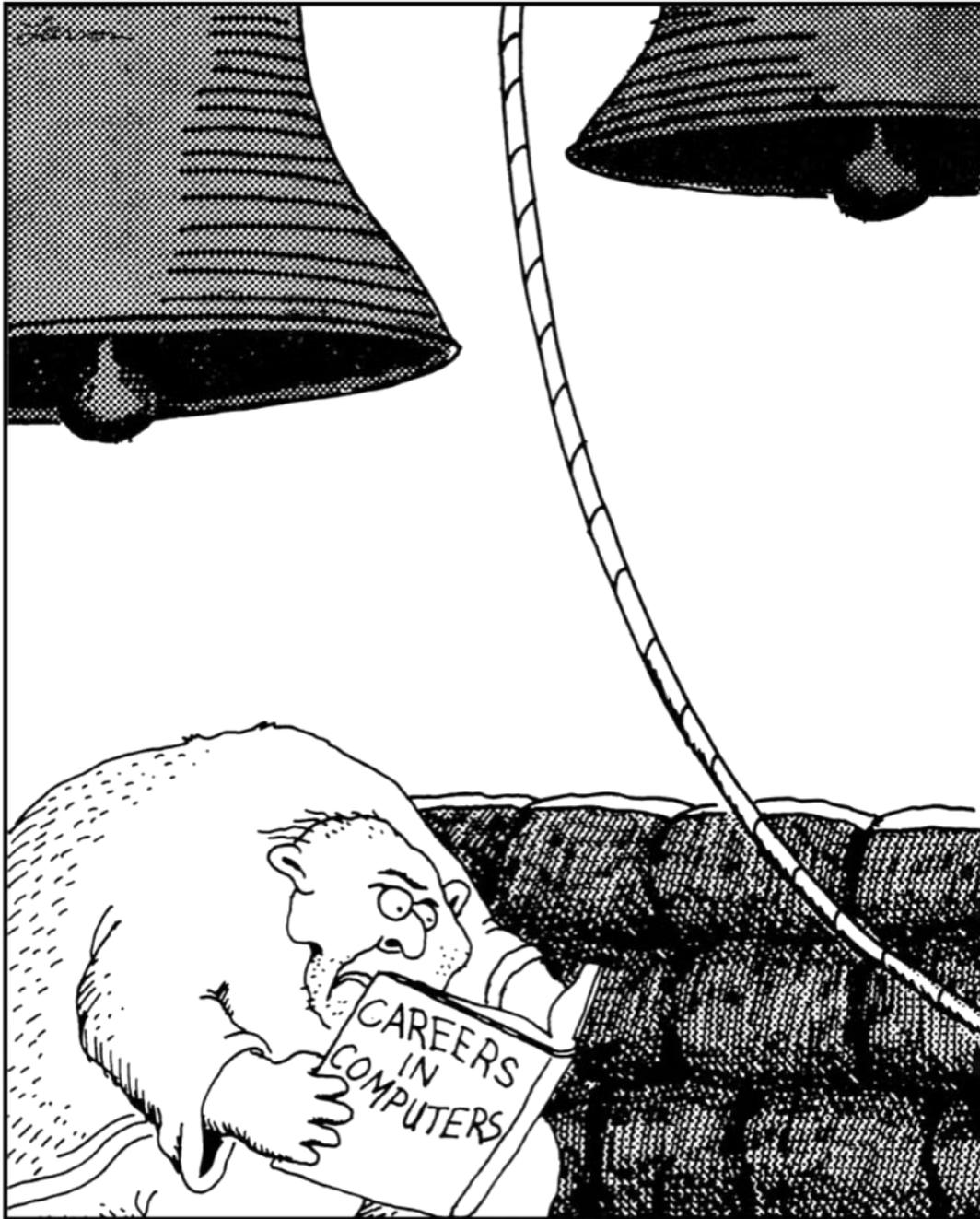
- Transient boat and yacht traffic remains heavy.
- Float docks are typically full, with waitlists for both float space and rental moorings.
- We are hosting 2–3 American Cruise Lines ship visits weekly without issues.

## **Parking**

- ParkMobile app usage continues to rise monthly.
- July parking occupancy appears higher compared to the previous year.
- Seasonal parking staff levels remain stable through the end of the month.

### Town Clerk - Liz Graves

- Successfully worked with the State to ensure marriage licenses were able to be issued throughout the network disruption.
- Assisted with Finance to ensure setup of new operating bank accounts.
- Worked on filing, organizing, and achieves.



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