

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager
Subject: Extended Weekly Report for August 15, 2025

Finance Director – Sarah Gilbert

- Processed accounts payable warrants for all three major funds
- Filed Maine FML quarterly payroll reports for the Town and School.
- Continued setup of new banking for operating accounts.

Technology Section

- Re-appraised Firewall security and made changes as needed.
- Began researching Virtual Private Network (VPN) Client with Multi Factor Authentication (MFA) options for secure remote access.
- Implementing additional security and administrative policies for all town computers.
- Re-building email distribution lists, groups, and aliases.
- Implementing additional security measures for cloud email.
- Implementing additional security measures for onsite applications.
- Redeployed applications after new security policies were applied to ensure correct configurations.
- Continued assisting town employees with setup and use of MFA on email accounts.
- Created system for town employees to safely and securely be able to remote access SCADA Equipment with MFA.

Assessing Section

- Updating parcels with spring review data.
- Updating personal property accounts.
- Reviewing property cards for those that have inquired.
- Reverting current database back to 2024 cost tables.
- Fielding calls/emails from taxpayers.
- Continued ongoing preparation work for the annual commitment.

Planning Director – Michele Gagnon

- Continued with Moratorium work and staff met with a representative from the University of Maine to determine what resources they could offer in the way of data analysis.
- Attended Conservation Commission Meeting on 8/11.
- Coordinated and attended the SS4A monthly meeting along with PW Director and Police Chief to discuss a Draft Safety Action Plan.

- The Northeast Creek Volunteer River Monitoring sampled on Thursday morning. This was the fourth sampling event, with only two remaining for this year. There was a stream that was completely dried, not a drop of water. While the dissolved oxygen in the Brook at Norway and Crooked is improving.
- The Design Review Board Meeting discussed three (3) applications.
- Planning Board application deadline for 9/3 meeting was this Friday and a Public Hearing for SD-2025-01 will be held, with no new project submissions received by the deadline.
- The University of Maine reusable packaging project successfully secured a grant for their PILOT program in Bar Harbor.
- Town Hill Project team met to discuss a sketch plan.
- Compiled a list of 45 key informants, including Task Force members, for meetings with the tourism consultant. Met twice this week to prepare for Monday's session and assembled the briefing packet and backup materials. The consultants will be in Bar Harbor Sunday, August 17 through Wednesday, August 20, with a full itinerary that includes informant interviews, the Task Force meeting, and field familiarization with local tourism.
- Presented LUO amendments to full Warrant Committee.
- Preparing a \$75,000 grant with FB Environmental, due August 29, to complete septic survey and analysis outside the NEC and develop solutions that support gentle density in CP septic areas. If awarded, Stewardship of Resources funding will exceed \$200,000 and align with SS4A concluding at year end.

Code Enforcement Section

- Issued 10 electrical, plumbing, building and/or other permits.
- Issued 1 SA licenses.
- Conducted 35 onsite inspections.
- Issued twenty-three (23) temporary or final occupancy certificates.
- Met with twelve (12) project representatives to discuss property development projects.
- Researched a right-of-way issue on Ledgelawn Avenue.
- Conducted 68 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.
- Working to refine accuracy of STR tracking.
- Attended the Parks & Recreation Committee meeting.
- Attended the DRB meeting.
- Facilitated a resolution to prevent phishing scams.
- Managed the resolution of a food safety concern.
- Managed the resolution of a water quality concern.
- Met with Planning on draft of Chapter 174 proposed changes.
- Met with the Harbormaster to discuss enforcement strategies

Public Works Director – Bethany Leavitt:

- Held stormwater management plan review with engineer to discuss an action plan for maintenance needs.
- Approved a road closure for a private contractor's work on Kennebec Street currently planned for 8/21.
- Prepared for 8/19 Town Council meeting to provide an update on a FEMA/MEMA grant project.
- Reviewed progress on Harbor Lane Stormwater and Water Projects.
- Progressed Main WWTF clarifier and generator design projects.
- Initiated review of plans and specifications for the Up-Island Water Storage Tank Project.
- Reviewed engineer's report for Oak Street Water Main and loop to Route 3; scheduled field work with Conner's Emerson contractor.
- Reviewed temporary construction and permanent construction easements for the Cromwell Harbor Road Water Main project.
- Interviewed applicants for a vacant highway position.
- Updated advertisement for vacant Mechanic position.
- Reviewed resumes for GIS Program Manager applicants.
- Provided municipal approval for signage on Routes 3 and 102 on behalf of the College of the Atlantic.
- Continued work on the Public Works capacity assessment.
- Attended SS4A Vision Zero draft plan review meeting.

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 in the downtown area.
- Performed afternoon trash runs all week.
- Performed ditching on Cromwell Harbor Road and Kebo Street.
- Began new ditching work and culvert replacement on Crooked Rd.
- Resolved an issue with the Rectangular Rapid Flashing Beacon (RRFB) on Route 102 near the Town Hill Playground.

Wastewater Section

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Picked up motor from AC Electric and installed new motor for pump #1 at Hulls Cove.
- Responded to odor complaints for the Main Street Pump Station.
- Cleaned contact tanks at Main Wastewater Treatment Facility and Hulls Cove Wastewater Treatment Facility.
- Drained clarifier at Hulls Cove Wastewater Treatment Facility.
- Cleaned clarifiers at Main Wastewater Treatment Facility.
- Performed monthly greasing of mechanical equipment.
- Replaced sump pump in flow meter wet well at Treatment Facility.
- Prepared and provided monthly Net-DMR reports to MDEP.

Parks and Recreation Section

- Highway crew dragged and lined the ball fields for the Co-ed softball team.
- Added a second portable toilet to Hadley Point Landing.
- Removed float from Hadley Point Landing.
- Cleaned up vegetation growing in Glen Mary Pool.

Water Section

- Continued to operate the Water Treatment Facility within regulatory requirements.
- Repaired the clear well overflow line.
- Provided final water and sewer billing numbers for 22 Ledgelawn Avenue, as the property is selling this month.
- Received customer applications for 11, 25, and 45 Milliken Road as these properties sold this month.
- Received phone calls from people who wish to connect to public water in the DeGregoire Park and Lookout Point areas. Residents expressed concerns that their wells are running dry.
- Bar Harbor Campground (409 HWY 3) reported low water pressure. Issue was investigated and found to be on the customer's side.
- Processed 257 checks in three business days to catch up with water and sewer payments that accumulated during the outage.
- Replaced two (2) meters and installed one (1) new meter.

Environmental Services Section (Formally Transfer Station)

- Crews operated the municipal solid waste (MSW) and recycling facilities, including accepting 70 gallons of used motor oil, 3 empty propane tanks of various sizes, 38 e-waste units.
- Crew cleaned propane storage area.
- Six (6) MSW trailers and four (4) recycling containers were loaded and hauled for disposal.
- Began repairing blue MSW trailer; considering ideas to repurpose this trailer for other Transfer Station needs.

Projects & Construction Highlights:

- MDOT – Cromwell Brook Bridge #3 Replacement Project:
 - Met with MDOT for the bi-weekly construction meeting.
 - Reinstalled a missing ANP sign for Great Meadow Drive.
- Cromwell Harbor Road – Water Main Installation Project:
 - Executed final paperwork with Contractor and scheduled pre-construction meeting for September 12th.
- West Street – Wastewater Pump Station and CSO Storage Tank.
 - Engineer is ready to bid project for Fall start.
- West Street – Water Main Relocation Project:
 - Developed short list of Contractors to bid the project.
- Crooked Road / Norway Drive – Culvert Replacement Project:

- Reviewed Traffic Controls to make changes for increased safety.
- Excavation has begun for the box culvert.
- Contractor is coordinating with subcontractors to schedule the installation of the first two culvert sections for Crooked Road.
- Athletic Field Life Flight Landing Zone – Helipad Project:
 - Remaining electrical is only pending delivery of hardware.
 - Updated completion schedule now planned for end of August.

Police Chief – Dave Kerns

- Still working on direct connection to the Hancock County records management system (RMS) due to network outage.
- Worked with technology to bring individual systems back online slowly in order to ensure there was no unauthorized access to personally identifying information within the systems.
- Reconnected our mobile video cloud storage in order to submit video evidence directly to the DA's office.
- Built a temporary second dispatch VPN connection laptop to access computer aided dispatch system and RMS.
- Worked to re-establish connection to the State of Maine Crash Reporting system for submitting reports to the State.
- With our limited connection to the RMS, the agency got behind in submitting prosecution reports to the DA's office for our August deadline. We spent the majority of our administrative time this week getting these case files pulled together and submitted by Friday.
- Worked with the Sustainable Tourism Management Strategy steering committee to assist the consultant with identifying individuals to speak with so they can get oriented to residents and the community.
- Attended SS4A steering committee meeting this week to review the consultant's draft Safety Action Plan.

Harbor Section

- Harbor operations are running smooth at the peak of our season

Parking Section

- ParkMobile app usage continues to increase.
- This was the last full week for some parking enforcement staff as they begin transitioning back to school.

Town Clerk - Liz Graves

- Worked with finance staff on administrative tasks related to cybersecurity.
- Worked on minutes and orders for the 8/19 Council meeting.
- Prepared for and attended the 7/13 Warrant Committee meeting. Staff presented proposed Land Use Ordinance amendments for November.
- Follow-up work from July board and committee appointments.
- Participated in webinar regarding changes to dog licensing.

Fire Chief – Matt Bartlett

- Responded to a campground brush and grass fire traced to a campfire from the prior night. The Forest Service investigated and noted that current dry conditions can let fires smolder underground for days before surfacing.
- Met with all campgrounds to reinforce guest education on safe setup, full extinguishment, and proper ash disposal. All campgrounds are cooperating and implementing safeguards.
- We monitor fire danger reports daily, and outdoor campfires are prohibited during any red flag warning until the warning is lifted.
- Ongoing drought has lowered rural water sources. Two drafting ponds are currently out of service due. Staff are monitoring conditions, and we have updated response plans to ensure an adequate water supply.
- Met with the contractor building the new school to discuss the water supply for the building's sprinkler system and fire hydrant.

EMS Section

- There have been reported COVID cases in Bar Harbor, so we're monitoring and receiving regular updates from MDI Hospital.
- Met with Park Rangers and MDFD to align Acadia response plans. Agreed to streamline communications for consistent, managed responses, hold regular in season planning and review meetings, and consolidate agencies into one joint meeting.
- Maine EMS reviewed statewide data from the Narcan Leave Behind Program and identified ways to improve leave behind practices and documentation. BHFD has made several referrals in recent months under this program.