

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager
Subject: Weekly Report September 5, 2025 

Planning Director – Michele Gagnon

- Planning Board meeting on 9/3. One project was reviewed, SD-2025-01. The Board voted to continue the public hearing at the 10/8 meeting.
- Prepared for a 9/8 Planning Board moratorium workshop. Staff finished their residential conversions analysis and continue to organized and analyze data related to the moratorium as well as reviewing potential regulatory policy recommendations for upcoming conversations.
- Coordinating with attorney and chair for the 9/9 Appeals Board meeting.
- Coordinating with Sustainable Tourism Management Strategy consultant and Task Force co-chairs for the upcoming 9/10 meeting, as well as preparing and distributing meeting packages.
- Prepared for the 9/11 Design Review Board meeting, with one (1) project scheduled to be reviewed.
- Preparing for a 9/25 Design Review Board workshop. Working on cleaning up the proposed Land Use Ordinance amendment overhaul developed by the board. There is concern from staff that they are biting more than they can chew, as they want to adopt by reference a 230-page federal guideline document, which they would then use to review projects. Next step will be public consultation.
- Met with Caroline Pryor of Zero Energy Homes to discuss housing.

Code Enforcement Up

- Issued 18 electrical, plumbing, building and/or other permits.
- Conducted 15 onsite inspections.
- Issued 1 LTR registration.
- Issued five (5) temporary or final occupancy certificates.
- Met with seven (7) project representatives to discuss property development projects.
- Conducted 72 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Updated the STR compliance system dashboard.
- Prepared end of month reporting.
- Attended the Planning Board meeting.
- Prepared for an upcoming Appeals Board meeting.
- The Local Health Officer spoke with a MDI Bio Lab representative about a PFAS water testing program.

Director of Finance Department – Sarah Gilbert

- 2025 Taxes were committed with a final MIL rate of 10.25. This is 0.51 MIL under the estimate at the time of the budget.
- Staff are currently updating the template used for the tax bills.
- Prepared and distributed our new HR Newsletter. This will be completed on a quarterly basis as a way to improve our communications with staff.
- Met with Competitive Energy Services to obtain new electricity supply rates, concentrating on continuing with our 100% renewable product.

Technology

- Installed new PC at Dispatch.
- Created additional users for police access to cloud-based systems.
- Resolved Scanning issues.
- Created new management network.
- Created routing for new network.
- Created People GIS accounts for the Water Section.
- Configuring network infrastructure to be deployed.

Assessing

- Responded to taxpayer inquiries regarding new values.
- Worked with IT to get property cards on the website (ongoing).
- Worked with Vision to start a new 2026 property database.
- Began learning the E-911 system for assigning addresses.
- Contacted PeopleGIS about updating our Property Tax Lookup feature in order to add 2025 info.
- Updated website information for 2025 tax year.

Town Clerk - Liz Graves

- Published packet for 9/2 Council Special Meeting, attended meeting, and assisted with planning for Council goal-setting workshop.
- Processed absentee ballot requests received and for the group of senior (65+) and disabled voters who have requested ongoing absentee status.
- Submitted local November ballot content and information to vendor for printing ballots and programming tabulators.
- Wedding season is ramping up: processed 44 Intentions of Marriage applications in August, mostly for September and October weddings. Our office issued six (6) licenses for weddings for a single day on 9/3.

Director of Public Works – Bethany Leavitt:

- Reviewed the Main WWTF Clarifier Upgrade project with engineer.
- Discussed the draft Stormwater Master Plan with engineer.
- Coordinated with EPA and MDEP on YMCA Brownfields project.
- Performed field work related to the relocation of an existing stormwater outfall on the Foss property located at the end of Harbor Lane.
- Met with Contractor to review the Hadley Point Boat Launch repairs.
- Interviewed local applicant for the mechanic position.
- Supported Finance with GIS position applicant interviews.
- Coordinated with Conner's Emerson Contractor on water main.
- Coordinated with contractor on guardrails, overhead wire access issues, and schedule for the Crooked Rd/Norway Dr. project.

Highway Section

- Continued ongoing equipment repairs; vehicle checks; trash pick-ups, street sweeping / washdown; and cold-patching.
- Performed afternoon trash runs all week.
- Continued to perform routine repairs on the winter plow gear, trucks and light plow trucks.
- Initiated preparation of snow plows and spreader equipment.
- Performed ditching work on Crooked Road, Cromwell Harbor Road, and Kebo Street.
- Installed and programmed new school crossing signs at Eden St.
- Removed deceased deer from West Street.
- Fixed issue with Rectangular Rapid Flashing Beacon (RRFB) on Route 102 near the Town Hill Playground.

Parks and Recreation Section

- Tennis courts and basketball court have new paint. Contractor started on 9/2 and finished on 9/3. The courts should be reopened on 9/8, so long as there is sun and the right temperatures for the surface to fully cure.
- Lined the soccer field and began researching options to replace the soccer goals this year.
- Collected trash and dog waste at Hadley Point Landing.
- Performed weed trimming at Hadley Point Landing.
- Coordinated with the Schoodic Institute on their research request to collect data on rockweed at Grant Park. The ecology technicians will be measuring the size of the area covered by rockweed, and collecting data on the amount and the weight of rockweed present. No rockweed or other organisms will be removed from the area.
- Cleaned up vegetation growing in Glen Mary Pool.

Wastewater Section

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Cleaned Chlorine Contact Tanks at Hulls Cove Wastewater Treatment Plant and DeGregoire Park Wastewater Treatment Plant.
- CCTV'd 500 linear feet of sewer main on Mount Desert Street, where we found and removed a grease block.
- CCTV'd 50 linear feet of sewer main on Amory Lane, where we found and removed roots. Also, performed an emergency dig to repair a joint and remove our jet equipment from pipe. The street was temporarily closed and public notifications were made.
- Jetted 2,500 linear feet of sewer main on Mount Desert and Spring Streets, removing 1/8 of a yard of grease and grit from the line.
- CCTV'd 1,400 linear feet of sewer main on Mount Desert and Spring Streets, where we identified nine (9) defects found in the line.
- Met with G&G Electrical; reviewed scope of work for emergency generators at the Main WWTF and Main Street Pump Station.
- Held work site at 23 Cleftstone Road and One Harbor Lane.
- Inspected a new sewer connection at One Harbor Lane.
- Prepared and submitted monthly reports to MDEP.

Water Section

- Continued to operate the Water Treatment Facility within regulatory requirements.
- Water produced in August totaled 57.1 million gallons, which is our highest monthly volume since August 2011, when we produced 57.6 million gallons. Total water produced for 2025 is expected to be higher than in recent years, but in line with 2022 totals.
- Spoke with property owners on Ledgelawn and Wescott Avenue about connecting to our existing water main.
- Met with a contractor to discuss requirements for re-connecting water at 12 Stephens Lane. Installed a new meter after the backflow device was put in place.
- Entered 19 backflow test results into the Munis ERP application. Backflow devices prevent a private property from contaminating the public water supply. All commercial backflow devices must be tested annually.
- Replaced security locks on 12 water system buildings.
- Sent 114 disconnect notices for past due water bills.
- Assisted a local plumber with finding a water leak at 56 Main St.
- Oversaw a contractor's work to connect a water service line for the Conner's Emerson School to the water main on Eagle Lake Road.
- Investigated a possible water leak near 57 East Strawberry Hill Road. Heavy rains the prior day caused runoff. It was not a result of a leak.
- Completed four (4) Dig Safe utility location requests.
- Repaired a leak on the summer line near Bay View Drive.
- Replaced one (1) water meter.
- Made updates to the Water Section of the Town's website. Updates primarily involved the home page, customer service page, and water quality page. As a result of this effort, the Civic Plus web content management application was learned.

Environmental Services Section

- Crews operated the municipal solid waste (MSW) and recycling facilities, including acceptance of 88 gallons of used motor oil, 6 empty propane tanks of various sizes, 7 e-waste units; seven (7) MSW trailers and seven (7) recycling containers were loaded and hauled for disposal.

Project / Construction Highlights:

- Crooked Road / Norway Drive – Culvert Replacement Project:
 - The contractor completed installation of the top culvert sections for Crooked Road culvert.
 - Performed daily inspections of the work progress.
 - Site continues to be dewatered.
- Athletic Field Life Flight Landing Zone – Helipad Project:
 - Waiting for final electrical work to be completed and concrete base for required windsock post.
- West Street – Dry Weather Pump Station.
 - Project was issued to contractors for bid on 9/4/2025.
- West Street – Water Main Relocation Project:
 - Considering adding this to the Dry Weather PS project as an add/alternate for better pricing.
- Village Green Bandstand Project:
 - Memo issued with a planning level project cost estimate for fundraising purposes.
- Glen Mary/Shannon/Cromwell Harbor Road Improvements:
 - Utility pole was relocated outside of the sidewalk by Versant but not in accordance with Town’s requested location. Pole relocation requirements were re-communicated with Versant.
 - On-site meeting scheduled for 9/8/25.
- Transfer Station Operations Evaluation:
 - Held internal discussions on scale options.

Police Chief – Dave Kerns

- Officers patrolled school bus routes this week for red light violations while children are being picked up and dropped off roadside. This time of year, we have increased violations and wanted to take a proactive role in enforcement and education for motor vehicle operators.
- Attended a meeting with the fire chief and staff planner to discuss Emergency Rapid Response to motor vehicle crashes as part of our SS4A.
- Meet with administrators from ANP law enforcement rangers, MDI Police, Fire and EMS agencies, the ANP Medical Director and the Director for the Hancock County Regional Communication Center to review current processes/procedures for emergency response and calls for service which occur in the National Park
- Attended SS4A Steering Committee meeting to review edits to the draft Safety Action Plan.
- Assisted Public Works with programming the new school crossing signals installed on Eden Street.
- Interviewed an applicant for a patrol officer position
- Handled multiple mental health and protective custody calls this week.

Harbor

- Transient yacht traffic has begun to slow somewhat in the moorings and towns float space, though overall volumes remain steady for this time of year.

- A crew member from a local tour boat fell into the harbor. Harbormaster Assistant Chris Johansen, monitoring the Coast Guard's man-overboard call, responded immediately, retrieved the individual with the harbormaster boat, and brought him safely to shore.
- Three grandfathered cruise ships and three ACL ships arrived this week. No issues reported, everything ran smoothly.

Parking

- Seasonal staff remain in place through the end of the season and have been assisting with cruise ship visits. We are still seeking one additional person to work through October.

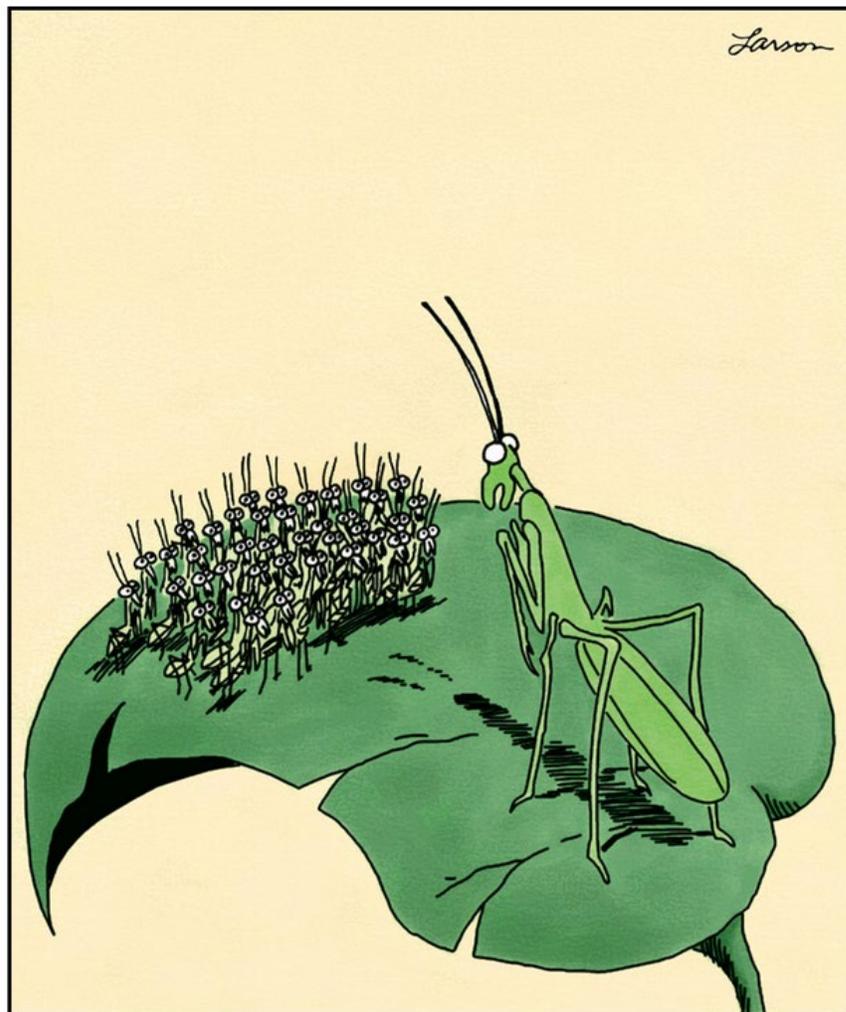
Fire Chief – Matt Bartlett

- Conducted fire exit drills with Conner/Emerson and MDI High School.
- SafetyWorks was invited to conduct a voluntary safety inspection of the department. The review included policies, maintenance records, training documentation, and facility inspections. Our objective is to achieve the Safety and Health Award for Public Employers (SHAPE), which, once granted, exempts the Fire Department from unannounced Bureau of Labor inspections for the duration of the certification.
- Attended a working group to assist the State Fire Marshal in reviewing LD1005. This legislation authorizes municipal fire departments to conduct plan reviews for fire sprinkler systems.
- We have been collaborating with Dirigo Safety to organize a leadership class for staff. This class supports the Department succession planning efforts. Additionally, we have submitted a grant application through Maine Workforce Development to secure partial funding for the training.
- The department continues with a weekly inventory of our rural water supplies. Several of our water supplies are very low; however, they still contain enough water to assist in fire suppression. Currently, we are allowing campfires on a day-to-day basis.
- Acadia National Park held a meeting to review how calls within the Park are dispatched. This meeting arose from a previous discussion about how the Park is enhancing its response to medical calls, recognizing the need to depend less on local EMS services when transport to the Hospital is not warranted.
- Attended Safe Streets for All Steering Committee meeting.

EMS

- Moderated the monthly MDI Opiate Task Force meeting, which covered the recent decline in reported overdoses and emergencies, plans for upcoming Narcan public education, the introduction of the new Maine OPTIONS liaison for Hancock County, and staff transitions at MDIH Behavioral Health related to substance use disorder treatment.

- Following the recent suspension of an EMS license in Maine for one year due to the sharing of computer-aided dispatch information on social media, we used the incident as a timely reminder to staff of the serious consequences that can result from posting department information on personal accounts.
- BHFD received two new stair chairs funded through the second round of the Maine EMS Stabilization Grant. EMS stair chairs are portable devices designed to safely move seated patients up and down stairs and through narrow or hard-to-access areas, where traditional stretchers are not practical.
- Staff trained on a new feature in the EMS electronic patient care reports (PCR), CAD importing. This feature connects the EMS and Dispatch electronic platforms, enabling dispatch data to be imported directly into the EMS PCR, automatically filling in response times and incident addresses.
- Staff is also training on interosseous access (IO access). This is a procedure to quickly establish a vascular (blood vessel) connection in an emergency by inserting a special needle into the marrow cavity of a bone to administer fluids or medications.



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“Of course, long before you mature, most of you will be eaten.”