

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager *JS*
Subject: Extended Weekly Report for September 12, 2025

Planning Director – Michele Gagnon

- Worked on orders and minutes for September 16 Council meeting.
- Finished proofreading Voter Participation History from June election.
- Attended state clerks' association Networking Day training conference.
- With Fire Chief, began work on updates and edits to the town Emergency Operations Plan.
- Assisted Finance staff with bank account changes.

Code Enforcement Section

- Issued 15 electrical, plumbing, building and/or other permits.
- Conducted 16 onsite inspections.
- Issued six (6) temporary or final occupancy certificates.
- Met with five (5) project representatives and discussed projects.
- Conducted 86 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Attended the Planning Board workshop.
- Attended the Design Review Board Meeting.
- Successfully participated in the Appeals Board meeting.
- Attended a Commercial Ventilation webinar and several IWorQ online trainings.

Public Works Director – Bethany Leavitt:

- Coordinated with EPA and MeDEP on YMCA Brownfields Project.
- Coordinated with contractor/engineer on school project water main.
- Supported Finance with GIS position applicant interviews.
- Met with Eastern Maine Community College in Bangor regarding recruitment outreach for vacancies. Provided handouts to describe the Highway operations and Town benefits package.
- Met with contractor to review the Town Beach retaining wall and Grant Park storm damage repair projects.
- Coordinated with contractor on road opening and crane schedule for the Crooked Road and Norway Drive culvert project.
- Coordinated with Versant Power on utility pole relocation for Glen Mary Road and Shannon Drive project.
- Worked on moratorium update for 10/8 Planning Board Meeting.
- Scheduled a repair to the MSW hopper frame and interface with MSW trailer for Tuesday and Wednesday, September 16-17, 2025. Commercial haulers will be diverted to EMR and residential users will deposit their MSW waste in roll-off containers.

Highway Section

- Continued ongoing equipment repairs; vehicle checks; trash pick-ups, street sweeping / washdown; and cold-patching.
- Swept high school parking lot.
- Performed afternoon trash runs, with one additional trash pick-up.
- Continued to perform routine repairs on the winter plow gear, trucks, and light plow trucks.
- Installed new school zone sign provided free of charge by MDOT.
- Received and installed rectangular rapid flashing beacon (RRFB) replacement part on Route 102 near the Town Hill Playground.
- Performed ditching, brush removal, and culvert work on Knox Rd.
- Made adjustments to staffing to temporarily fill the Foreman position while recruitment is on-going for mechanic position(s).
- A crew member continued prepping for his Commercial Driver's License (CDL) class B driving test with cone course, driving, and pre-trip inspections.

Parks and Recreation Section

- Tennis and basketball courts were successfully re-opened.
- Crew lined the soccer field.
- Removed trash, dog waste, and a dead tree from Hadley Point.

Wastewater Section

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Took the east clarifier, at Main Treatment Facility, off line in order to clean and inspect it.
- Cleaned both contact tanks at Main Treatment Facility.
- Kats Pumps rebuilt and installed new pumps, volutes, stands and piping at West Street pump station, with assistance of two employees for three days. This pump station will remain in operation while the new West Street Pump Station is built.
- Met with contractors about site work for the installation of new generators for Main Plant Facility and Main Street pump station.
- Processed a Pine Street sewer connection permit and signed off on two additional permits.

Water Section

- Continued to operate the WTF within regulatory requirements.
- Coordinated with King Construction on the new Cromwell Harbor Road water main for the Harden Farm employee housing project.
- Spoke with 55 Lookout Point Road property owner about connecting to public water.
- Repaired a small leak on the summer line near 951 State HWY 3.

- Responded to report of a contractor hitting a service line at 2 Reef Point. Shut off curb stop.
- Replaced three (3) water meters.
- Met with electrician and plumber about scope of work needed to rebuild the Arata Drive booster station.
- Processed final billing for 22 Ledgelawn Avenue, as this property sold in late August.
- Provided final billing for 715 State Highway 3 (Coach Stop Inn) as this property is selling in September.
- In preparation for October billing, requested water and deduct meter reads from Jackson Laboratory. Also contacted Wastewater Section about sewer deduct meter reads.

Environmental Services Section (Formally Transfer Station)

- Operated the municipal solid waste (MSW) and recycling facilities, including acceptance of 9 gallons of used motor oil, 6 empty propane tanks of various sizes, and 44 e-waste units.
- Four (4) MSW trailers and three (3) recycling containers were loaded and hauled for disposal.
- The Acadia Disposal District (ADD) has scheduled the island(s) annual household hazardous waste (HHW) collection event for Saturday, September 20th, from 10:00 AM to 2:00 PM at MDI High School rear parking lot. Bar Harbor residents must register at the Highway Section in order to manage Bar Harbor's share of the expenses. The event has been publicized on the Town's website and at the Solid Waste Section, in addition to notifications published by ADD.

Projects & Construction Highlights:

- West Street – Wastewater Pump Station and Combined Sewer Overflow (CSO) Storage Tank Project.
 - Invitation to bid was issued to contractors and a pre-bid meeting is scheduled for 9/18.
- Crooked Road / Norway Drive –Culvert Replacement Project:
 - Performed daily inspections of the work progress.
 - Bottom section of Norway Drive Culvert was installed.
 - Contractor switched road closure from Crooked Road to Norway Drive and the Town's website was updated.
- Glen Mary /Shannon /Cromwell Harbor Road Improvements:
 - Met on-site with property owners regarding an easement for the new sidewalk along Cromwell Harbor Road.

Police Chief – Dave Kerns

- Hosted a community cookout in Northeast Harbor on Sunday. We had intended to have this outdoors in the Village Green, but due to possible weather concerns, the Neighborhood House was gracious and provided us with an alternate location. We had a great turnout and look forward to our next community event.
- Our newest dispatcher for Bar Harbor resigned this week for personal reasons. We have been able to move one of our trained part-time dispatchers into the schedule to fill the shifts until we fill the position permanently, without disruption to our 24/7 coverage.
- Received multiple FOAA requests and worked on HR related issues.
- Meet with finance department to ensure correct payroll processing based on the personnel rule changes moving forward.
- Worked with sign vendor to troubleshoot programming of new school crossing signals installed on Eden Street. They are sending out two new circuit boards to resolve issues with the crossing lights coming on at the scheduled times.
- Resolved issues with the bus radio network with our radio vendor and the town's technical services administrator.
- Met with command staff to discuss grant opportunities through the Bureau of Highway Safety.

Harbor Section

- Harbor operations continue to slow down and are running smooth.
- Continue to receive prior scheduled grandfathered cruise ships and ACL boats without issues.

Parking Section

- 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.

Town Clerk - Liz Graves

- Worked on orders and minutes for 9/16 Council meeting.
- Finished proofreading Voter Participation History from June election.
- Attended state clerks' association Networking Day training conference.
- Along with the Fire Chief, began working on updates and edits to the Emergency Operations Plan.
- Assisted Finance staff with bank account changes.

Fire Chief – Matt Bartlett

- We responded to MDI High School for a general fire alarm. Initial information stated there was smoke odor and haze in the school, so we requested a 2nd alarm for mutual aid assistance. Upon inspection, we were able to determine that the cause of the smoke and haze was a ceiling-mounted heat unit fan motor.
- Conducted rural water supply training with the Call Firefighters. The training was conducted at the parking lot by the ball field.
- The Fire Department staff set up a 9/11 memorial outside the station, attracting numerous visitors who came to pay their respects.

EMS Section

- Full-time staff and call force trained on patient packaging. Training consisted of identifying the proper packaging device, securing the patient, and moving the patient from various locations, such as downstairs and confined areas, to the ambulance.
- Attended the monthly Maine EMS Education Committee meeting. The discussion included the upcoming implementation of new statewide EMS protocols on December 1st, along with the training platform, and considered if enough time has been allotted to complete the training.
- We checked with Autotronics to see if they had any updates or changes to when our new ambulance we be delivered. They are still estimating the time of delivery to be in FY27.

Finance Director – Sarah Gilbert

- Executed Competitive Energy Services supply contract for the next twelve months, a 100% renewable product at \$0.108 per kWh.
- Printed and mailed 2025-2026 tax bills. The bills are prepared in house, with staff, including Assessor assisting in the process.
- Continued preparation for annual fiscal audit.

Technology Section

- Troubleshoot SCADA system for Wastewater.
- Participated in GIS interviews along with Finance Director, Human Resource Manager, and Construction Superintendent.
- Interviewed a videographer candidate.

Assessing Section

- Met with five (5) taxpayers regarding their assessment.
- Completed a webinar on DataScout/Vision for an online database.
- Worked with PeopleGIS to get the Property Tax Lookup and Assessor's Online Database updated.
- Issued abatements as needed.
- Assigned 3 new addresses and mailed letters to owners.