

To: Chair Peacock and Members of the Town Council
From: James L. Smith, Town Manager 
Subject: Extended Weekly Report for September 19, 2025

Public Works Director – Bethany Leavitt:

- Held preconstruction meeting with three general contractors for the West Street Dry Weather Pump Station Project. Reviewed the project bid documents and addendum.
- Reviewed meeting minutes and proposed Addendum 1 for the West Street Dry Weather Pump Station Project.
- Participated in TRT meetings.
- Coordinated with Contractor and Engineer to wrap up the remaining work on the Lifelight Helipad, and clarified expenses for Finance.
- Municipal Waste Hub (aka Municipal Review Committee) announced that, effective 9/17 Bar Harbor’s municipal solid waste (MSW) will begin off-loading at the Municipal Waste Solutions facility in Hampden. This will result in immediate savings in MSW disposal costs as it eliminates the contract daily by-pass charges paid to the MSW hauler.
- Coordinated with EPA and Maine DEP on YMCA Brownfields Project.
- Coordinated with school contractor/engineer on water main.
- Supported HR on applicant interviews for GIS.
- Submitted time extension requests for storm damage projects.
- Continued to work on moratorium update for 10/8 PB Meeting.
- Met with contractor and reviewed the Town Beach retaining wall and Grant Park storm damage repair projects.

Highway Section

- Continued ongoing equipment repairs; vehicle checks; trash pick-ups; street sweeping / washdown; and cold-patching.
- Performed afternoon trash pick-ups.
- Perform routine repairs on the winter plow gear and trucks.
- Performed ditching, shoulder work, and new driveway culverts, including rip rap at the end of the culverts on Knox Road.
- Completed driveway aprons (asphalt) on Crooked and Knox roads.
- Placed asphalt over top of the sidewalk on Des Isle Avenue.
- Transferred waste oil from PW garage to the Transfer Station.
- Another crew member passed their CDL (class B) test, increasing the total number of licensed CDL drivers available on the crew.
- A visiting Council member from Plymouth, Mass went out of his way to offer praise for the early morning clean-up operations.

Parks and Recreation Section

- Motor coach backed into the Newport Drive comfort station causing roof damage to the building. A police report was completed and we contacted contractors for needed repairs. The facility remains open for continued use.
- Removed trash and dog waste from Hadley Point Landing.
- Ecology technicians from the Acadia National Park Schoodic Institute collected algae measurement data along the shore of Grant Park as part of Project ASCO. This project supports rockweed sustainable management, and no rockweed or other organisms were removed from the area.
- The YMCA hosted the Bar Harbor Bank & Trust Half-marathon and 5K race on the Athletic Field on Saturday 9/13.

Wastewater Section

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Changed oil in both air compressors and rebuilt the three-way valve at the DeGregoire Park Pump Station.
- Continued SCADA work with consultant on-site for two days. The SCADA server was replaced and the operating system updated.
- Tested PLC with MC Electric and Jacobs Engineering prior to our installation planned for next Monday.
- Pulled data from all 26 flow monitoring meters.
- Cleaned 1,500 linear feet of sewer main in accordance with our Year 4 inspection plan for sewer mains.
- Constructed a gravel pad for the new Milton Cat standby generator at the Main Wastewater Treatment Plant.
- Prepared road closure signs and cones for the intersection of Main Street / Cromwell Harbor Road for the stormwater work and generator installation at the Main Street Pump Station next week. The road closure notification was publicized on the Town's website.

Water Section

- Continued to operate the Water Treatment Facility within regulatory requirements.
- Replaced the curb stop at 2 Reef Point after a contractor hit the service line again.
- Met with Versant Power to discuss their power line installation for DeGregoire Park Road.
- Received report of low water pressure at 63 Kebo Street.
- Installed a bypass in the Arata Drive booster station to allow for construction of a new booster station building.
- Collected manual meter reads for the October billing.
- Requested JAX Lab replace a deduct meter that appears to be losing accuracy.

- 2 Mountain Avenue property owner inquired about a new water service line for the recently separated lot.
- 888 Highway Route 3 property owner inquired about the summer line. Water service for this potential customer will not be available until after the new Ireson Hill water tank is installed.
- Completed seven (7) Dig Safe requests.
- Received a bulletin from the Public Utility Commission (PUC) concerning a new state law.
- Replaced plumbing for chlorine receiving and rebuilt chlorine pump #2 roller assembly at the Water Treatment Plant.
- Prepared for SCADA meeting with Jacobs Engineering.
- Met with Planning and Code Enforcement staff to collect their feedback on existing website and future needs for the website.

Environmental Services Section

- Operated the municipal solid waste (MSW) and recycling facilities, including acceptance of 23 gallons of used motor oil, 5 empty propane tanks of various sizes, and 60 e-waste units.
- Six (6) MSW trailers and two (2) recycling containers were loaded and hauled for disposal.
- The Acadia Disposal District (ADD) scheduled the island(s) annual household hazardous waste (HHW) collection event for Saturday, September 20, from 10:00 AM to 2:00 PM at MDI High School rear parking lot. Bar Harbor residents have been registering at the Highway Section to facilitate the management of Bar Harbor's share of the expenses.
- Contractor completed the installation of the MSW compactor concrete pad and guidance bumpers and securing of the compactor with assistance from the crews. Receipt of MSW from residents and small businesses was maintained with rental on-site roll-offs, and recycling operations were conducted as usual.

Projects & Construction Highlights:

- MDOT – Cromwell Brook Bridge #3 Replacement Project:
 - MDOT continues to make progress on the bridge replacement.
 - Next week, minor traffic delays of 5 to 10 minutes on the detour bridge are expected for Tuesday, September 23, 2025. The delays should be short as flaggers will be utilized during the delays. This is necessary as there are 3 superstructure components that need to be placed.
- Crooked Road / Norway Drive –Culvert Replacement Project:
 - Performed daily inspections of the site and provided oversight for the Contractor's work.
- Up-Island Water Storage Tank Project:
 - Coordinated setup of electrical service.

Police Chief – Dave Kerns

- Staff assisted in a lockdown drill at MDIHS on Monday. The administration asked for our assistance and feedback on their drill with staff and students this fall.
- We received two new circuit boards for the school crossing signals on Eden Street. They will be installed this week and hopefully they will resolve the automatic on/off timer issues that we have been having.
- Worked with the vendor selected to conduct our first responder health screening to finalize the service agreement and start scheduling employees for timeslots. They will be on Mount Desert Island in the middle of January to complete the screenings, for all Police, Fire, EMS and Dispatch personnel for the island Town's.
- Attended Department Head meeting and two TRT meetings this week
- Meet with Bar Harbor Finance staff to review our work on calculating costs for Mount Desert employees transition plan to the Town of Bar Harbor. We expect to bring our work back in front of both the Council and Selectboard before budget preparation begins.
- Worked with our vendor on FCC radio frequency license renewals

Harbor Section

- We continue to receive several scheduled grandfathered cruise ships and ACL boats this week. ACL boats only have a few visits remaining this season.
- Transient yacht visits have decreased substantially, as expected for this time of year.
- Working with the commercial fisherman to get input on the hydraulic hoist that is scheduled to be replaced.

Parking Section

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

Town Clerk - Liz Graves

- Set up remote participation for the Parks & Recreation Committee meeting.
- Prepared for and attended Council Goal Setting workshop.
- Cleared November town ballot proof for printing and posted Warrant and Notice of October 21 Public Hearing on warrant articles.
- Processed one (1) General Assistance case.
- Issued licenses for 15 marriages held Sept. 17-20, including 5 held on September 17th.

Fire Chief – Matt Bartlett

- Continue monitoring weather conditions and rural water supply as the dry conditions persist. With cooler evenings, we have experienced several days with moderate fire dangers. However, with this weekend's forecast and increased winds we raised the fire danger level to High.
- Participated in a technical review team meetings.
- Held our fire officers' meeting and discussed streamlining EMS operations, succession planning, long-term goals, progress with new staff, and revamping the Call Department's yearly requirements.
- We requested Safety Works of Maine to visit the fire department for a safety audit. During the inspection, they identified four areas for improvement, which we have now addressed.
- Working with Liz Graves to update the Emergency Operations Plan to be presented to Council for approval.
- The Senate Homeland Security and Governmental Affairs Committee held a hearing on possible collusion and anti-competitive practices among major fire apparatus manufacturers. This includes REV Group, which built our last two trucks. Other firms involved are Pierce, Sutphen, Rosenbauer, and Spartan. Together, these five produce about 90 percent of U.S. fire apparatus.
- Completed annual required flow testing on self-contained breathing apparatus' and air quality testing for the bottle fill station.
- Annual preventive maintenance has been performed on the Public Safety Building generator.

EMS Section

- Friday afternoon, a man went into cardiac arrest on Ocean Drive in the park. Bystanders began CPR before Fire arrived. Crews delivered immediate defibrillation and advanced life support. After about 30 minutes, they restored a pulse. During transport to MDI Hospital, they paced his heart using the monitor. He was transferred by LifeFlight to Northern Light in Bangor. He has since regained consciousness, shows no neurological deficits, and is awaiting a cardiac catheterization. Discharge is expected by the end of the week. Credit to the on-duty crew for rapid response, ALS initiation, and high-quality care during transport.
- Moderated the monthly MDI EMS meeting. Discussions included MDI marathon planning, community paramedicine program on MDI, a CDC update on this season's flu, and COVID vaccinations.
- Staff completed Neonatal Resuscitation training at MDI Hospital. NRP is an evidence based course from the American Academy of Pediatrics and the American Heart Association that teaches providers how to resuscitate and care for newborns at birth.
- Staff participated in emergency splinting and EMS call operations.

Finance Director – Sarah Gilbert

- Processed (1) supplemental tax bill and (11) abatements.
- Billed \$93,000 for cruise ship visitation, July and August.
- Reconciled and billed Lifeflight of Maine for Helipad at Ballfield.
- Processed \$2,560,000 in current year tax payments.

Technology Section

- Completed SCADA Gateway Replacements.
- Performed audit processing for PD.
- Began implementation of the new VPN for remote users.
- Ordered equipment for network updates.
- Setup of new computers for new hires.
- Attended a meeting with MPERS to unlock accounts.
- Troubleshoot recording software for EMS internal calls.

Assessing Section

- Attended the Certified Maine Assessors monthly meeting.
- Mailed Senior Taxpayer Assistance applications.
- Continued reviewing abatement applications.

Planning Director – Michele Gagnon

- Debrief meeting with JEA on last STM Task Force meeting.
- Prepared for the September 22, 1:00 PM Planning Board workshop to review key findings, concerns, and potential solutions. Updated the timeline and organized data sets.
- Prepared for and attended Planning Board and TRT meetings to review stormwater management plan for a project that has steep grades (15%) and shallow soil to bed rock. Distributed meeting notes.
- Requested an external review of potential off site traffic impacts for the Town Hill parcel, requested a legal review, and continued work on an abutter letter and citizen survey.
- Reviewed Placer AI contract extension options.
- Met with a developer to discuss housing.

Code Enforcement Section

- Issued 19 electrical, plumbing, building and/or other permits.
- Conducted 17 onsite inspections.
- Issued seven (7) temporary or final occupancy certificates.
- Met with eight (8) project representatives on development projects.
- Conducted 81 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Attended a STR training with the Host Compliance program.
- Followed up on open permits requiring inspections.
- Drafted the Design Review Board Meeting minutes.
- Completed cybersecurity online trainings.