

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager
Subject: Weekly Report for September 26, 2025

Public Works Director – Bethany Leavitt:

- Prepared CIP related purchase orders for water, wastewater, highway, and infrastructure related assets.
- Reviewed status of Helipad punch list items and coordinated with engineer, contractor, and LifeFlight of Maine.
- Discussed West Street pump station bid items with engineer.
- Reviewed 2019 analysis of secondary clarifier mechanisms and performance details for the Main WWTF. Completed review in order to inform an upcoming replacement of clarifier tanks and mechanisms.
- Submitted permit application for West St dry weather pump station.
- Coordinated with engineer on wastewater and stormwater projects.
- Reviewed FY26 paving priorities and prepared for bid process.
- Coordinated with engineer and contractor on the paving for Crooked Road / Norway Drive project. Published public update for traffic delays and Saturday work schedule.
- Issued Water and PW Capacity Statements on TRT project.
- Held staff meeting to review water and sewer billing process along with application fees. Discussed updates to Terms and Conditions.
- Began aligning goals with current and planned public works projects.
- Prepared a draft schedule for the YMCA Brownfields Project and reviewed the same with EPA.
- Interviewed four candidates for various Highway positions and made three employment offers.

Highway Section

- Continued ongoing equipment repairs; vehicle checks; trash pick-ups, street sweeping / washdown; and cold-patching.
- Performed afternoon trash runs, including an additional trash pick-up at end of week.
- Continued to perform routine repairs on the winter plow gear, trucks, and light plow trucks.
- Completed four days of tree trimming on Gilbert Farm Road.
- Repaired pavement on Highbrook Road.
- Prepared for forecasted heavy rain and wind event.
- Contractor continued to work on the Public Works fuel tank replacement project, including setting the fuel pumps on the concrete pad.

Parks and Recreation Section

- Prepared draft minutes for the 9/15 P&R Committee meeting.
- Approved permit application for 2026 Vettes of Maine minor event.
- Met with a contractor to review scope of work for Hadley Point Landing boat ramp in anticipation of the work.
- Met with parent about the status of fund raising for the new fence at the Town Hill Playground and the work that has been done to date by the VIS and the parent.

Wastewater Section

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Replaced a PLC for Hulls Cove Pump Station.
- Oversaw contractor's work vacuuming / cleaning out 60 stormwater catch basins that were identified as part of the stormwater field work performed as part of the Stormwater Hazard Mitigation Grant work.
- Replaced back-up generators for the Main Wastewater Treatment Facility and Main Street Pump Station.
- Met with Champlain Associates regarding supervisory control and data acquisition (SCADA).
- Cleaned contact tanks at Main Wastewater Treatment Facility and Hulls Cove Wastewater Treatment Facility.
- Cleaned west clarifier at Main Wastewater Treatment Facility.
- Sent an employee to attend a two-day training seminar.

Water Section

- Continued to operate the Water Treatment Facility within regulatory requirements.
- Oversaw the contractor's upgrade to hardware for the water treatment plant SCADA system.
- Rebuilt the chlorine pump at the Water Treatment Plant.
- Replaced three (3) water meters.
- Repaired a leak on East Strawberry Hill.
- Inspected the new building at 34 Mount Desert (Jesup Memorial Library) and installed two (2) water meters.
- Responded to a reported water leak at 10 Harbor Lane. Initial inspection indicates a service line issue, but further investigation is needed.
- Provided final billing for 75 Ledge lawn as a new tenant is moving in and the property owner does not want to pay the water and sewer bills.
- Delivered disconnection notices for past due water bills.

- Updated sewer rates on the website and in Munis.
- Completed much of the work for the October water and sewer bills.
- Identified meters that need to be replaced.
- Based on billing data, communicated possible water leaks to customers for their information and action.
- Spoke with a plumber about a meter replacement at 18 Livingston.
- Continued progress on updating the website by interviewing staff for feedback on improvements and revisions for text and photos.

Environmental Services Section

- Operated the municipal solid waste (MSW) and recycling facilities, including acceptance of 2½ gallons of used motor oil, 5 empty propane tanks of various sizes, and 63 e-waste units.
- Six (6) MSW trailers and one (1) recycling containers were loaded and hauled for disposal.
- The Acadia Disposal District (ADD) conducted the island(s) annual household hazardous waste (HHW) collection event on Saturday, September 20. Twenty-two Bar Harbor residents registered to participate in the event.
- Publicized October Fall Clean-up Program whereby bulky waste and other large items will be scheduled and picked up at resident curbsides upon receipt of pick-up and disposal fees paid at the Finance office.

Projects & Construction Highlights:

- MDOT – Cromwell Brook Bridge #3 Replacement Project:
 - Sections of the bridge superstructure were delivered and set with limited impacts to traffic.
- Cromwell Harbor Road – Water Main Project (ANP partnership):
 - Pre-construction meeting with Contractor is scheduled for early October.
- Crooked Road / Norway Drive – Culvert Replacement Project:
 - Performed daily on-site inspections of the project progress. The Norway Dr culvert is in place and backfill operations continue.
- Athletic Field Life Flight Landing Zone – Helipad Project:
 - Electrical sub and Versant completed electrical panel installation and pulled wires this week.
 - Final punch list items are set to occur next week in advance of ribbon cutting ceremony. Electrician, Versant, Lifelight of Maine, Paint Subcontractor and Ranger all have items to finish.
 - Ribbon cutting ceremony is scheduled for 11am on 10/3.

Police Chief – Dave Kerns

- We received two new circuit boards for the school crossing signals on Eden Street. They have been installed, but problems with the sign automatically coming on continue. We are working with the sign vendor to resolve this issue.
- Met with some community members to discuss the town's sanctuary resolution and our local policing model.
- Attended the League of Towns meeting as a possible regional moratorium and LD 1920 which prohibits sales of potentially intoxicating hemp products to persons under the age of 21 were on the agenda for discussion. No action is required at this time.
- Interviewed two potential patrol officer candidates for open positions. Both applicants have earned full-time law enforcement certifications in other States and could possibly be waived from attending the police academy. Both will continue through our hiring process.
- Attended the MDI Marathon planning meeting this week. The marathon will occur on Sunday, October 19th.
- Continue to work with Motorola Solutions for integration of our computer aided dispatch and mobile video system. This is an important step in implementing Command Central Evidence system for seamless submission of our prosecution files to the D.A.
- Cruiser bids are due at the close of business this week and bids will be opened on Monday.
- Meet with the Town Manager and department heads to discuss Council Goals and ongoing staff work to begin the development of a workplan in support of Council goals.

Harbor Section

- We continue to receive grandfathered cruise ships and operations are running smoothly.
- Only two scheduled transient yacht visits remain for the season. However, we are receiving some unscheduled boat traffic, which require either anchorage, or the rental of a mooring.
- Attended Maine Harbor Masters Association meeting

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

- Received absentee ballot applications for November state referendum election and special town meeting election. Will begin mailing out ballots next week; first day of in-person voting is 10/6
- Follow-up work from Council Goal Setting workshop.
- Processed one (1) General Assistance case.
- Reviewed liquor license and event permit applications and answered questions, in cooperation with the Police Chief and liquor inspector.
- Assisted Finance staff with bank account tasks.
- Issued licenses for 18 marriages for the week, including a Romanian couple working at a local business for the season. This required extra logistics to ensure their marriage is valid in their home country.
- The Deputy Clerk attended Voter Registration and Elections Training.

Fire Chief – Matt Bartlett

- Met with Call Firefighters to outline next year's requirements: eight hours of station duty per quarter, 26 call responses per year, and attendance or make-ups for all department trainings. Conducted a follow-up training on rescuing victims trapped inside a structure.
- The Island Fire Chiefs held a meeting in Bar Harbor to review call responses, update the island's alarm plans, and assess readiness for wildland fires.
- Met with the Chief and Deputy Chief Ranger from Acadia National Park to review recent calls between our agencies, Parks' fire crew staffing levels, and our wildland alarm response plans.
- Suspended all open burning, including campfires, due to dry conditions and forecast. Lifted the ban after this week's rain. Notified all campgrounds, which continue to cooperate with shutdowns when needed.

EMS Section

- Attended the pre-planning meeting for the MDI Marathon. BHFD stages the Mass Casualty Incident (MCI) trailer at the South West Harbor Fire Department during the weekend of the marathon.
- Staff attended a webinar on prehospital and surgical management of multiple chest gunshot wounds, focusing on trauma decision-making, airway and hemorrhage control, and EMS-hospital coordination.
- Staff attended a webinar on prehospital and surgical management of multiple chest gunshot wounds, covering scene response, airway and hemorrhage control, and EMS to hospital team coordination.
- Began staff training on the updated statewide EMS protocols taking effect December 1. Sessions run 2 to 2.5 hours and cover all updates, including treatment and pharmacology.
- Met with a COA student to review an internship at BHFD, discussing scope, responsibilities, and scheduling.

Finance Director – Sarah Gilbert

- Processed payment for construction of Connors Emerson, \$5,250,000.
- Continued application of 2025-2026 tax payments, \$4,250,000
- Human Resource coordinated and held employment interviews.
- Received \$225,100 from Lifelight of Maine for Helipad work.

Technology Section

- Continued deployment of new network infrastructure.
- Provided networking aid for PLC upgrades at PW and resolved outage issues.
- Resolved email questions at Fire Department
- Resolved Radio configuration issues at Fire Department
- Deployment and configuration of new VPN
- Working to create new solution to automatic update services used at the public safety building
- Configuring computers and devices for new hires

Assessing Section

- Created an assessing report for the Musson Group.
- Assigned 2 new addresses.
- Reviewed and issued abatements.
- Updated ownership records from April 2025 through August 2025.

Planning Director – Michele Gagnon

- Prepared for review of the Safe Streets for All Draft Safety Action Plan.
- Prepared for the 10/8 Planning Board meeting: public hearing will be held for SD-2025-01 Eastern Bay Estates and a presentation from Public Works to support the lodging moratorium.
- Prepared and attended the 9/25 Design Review Board Workshop.
- Completed the last Northeast Creek Volunteer River Monitoring Program event for the season on 9/25. As soon as we get all lab results (some of them take 3 weeks to come back) we will prepare a report with findings.
- Worked on Town Hill housing DECD grant reimbursement, a butter update letter, survey, and updated project timeline.
- Worked on a land use ordinance amendment on affordable housing.
- Worked on revisions for Chapter 174 for council consideration/action.
- Attended League of Towns meeting.
- Met with a developer on possible amendment to their subdivision.
- Met with staff to discuss how to increase awareness of scamming emails that are being sent to clients that come in front on quasi-judicial boards.

Code Enforcement Section

- Reconciling our list of issued Certificates of Occupancies.
- Issued 17 electrical, plumbing, building and/or other permits.
- Issued 2 long-term rental registrations and added 1 VR-2 to the wait list.
- Conducted 18 onsite inspections.
- Issued four (4) temporary or final occupancy certificates.
- Met with twelve (12) project representatives to discuss property development projects.
- Conducted 84 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.
- Developed draft changes to Chapter 94
- Developed draft changes to Chapter 174
- Assisted the PD with interpretation of Chapter 40
- Assisted a property owner with lead paint remediation resources

