

To: Chair Peacock and Members of the Town Council  
From: James Smith, Town Manager  
Subject: Weekly Report for October 3, 2025

### **Police Chief – Dave Kerns**

- The new school crossing lights are fixed and working properly.
- We have hired a new patrol officer for the vacant MD patrol opening. She starts on Monday and will begin the MCJA full time certification waiver and field training processes. She comes to us from Ohio where she was fully certified as an officer and worked patrol for two years.
- Continue to receive applications for the second open MD patrol position. Our hiring website seems to be getting a lot of interest for those looking to get into law enforcement.
- Attended a walkthrough of the construction process for the new school with other Town department heads.
- Opened cruiser bids on Monday and are in the process of awarding bids for both BH and MD
- Worked through some issues with an establishment that has been operating without a special amusement permit which is required by ordinance.

### **Harbor Section**

- Continue to receive scheduled grandfathered cruise ships.
- Gangways on the eastside were removed this week as a precaution for the anticipated storm surge. One will be replaced on the outer float for the remainder of the season. The other will remain out for the winter. We are planning to remove the inner floats for the season as there are no other yachts scheduled to visit.
- Assisted a 45-foot sailboat that was adrift with no one aboard. The harbormaster's boat was used to relocate the boat from the ferry terminal area of the bay back to a mooring in the harbor.

### **Parking Section**

- Seasonal staff remain in place through the end of the season and have been assisting with cruise ship visits.

### **Town Clerk - Liz Graves**

- Issued 68 absentee ballots for the November election. In-person early voting begins Monday, October 6. Last day for online or mailed voter registration is Tuesday, October 14. Last day to request an absentee ballot is Thursday, October 30.
- Issued notice to a business with a liquor license that they need a Special Amusement Permit to hold live music events and any future events hosted without first obtaining a permit will result in enforcement action.
- Worked with several voters who were traveling or studying outside the U.S. during the November 2024 election, and are now home, to update their status.
- Prepared monthly reports to state. Our office filed 64 marriages in September, compared with just 35 in September last year.
- Completed a follow-up on a General Assistance case from last week.

### **Fire Chief – Matt Bartlett**

- Provided stand-by coverage for Trenton and Mt. Desert FD while they were operating at a wildland fire in Trenton.
- Visited the MDI YMCA day care program and discussed fire safety with the kids and provided free fire safety coloring books.
- We are collaborating with the American Red Cross on its smoke detector giveaway program. The goal is to target residential homes that lack proper smoke detection.
- The Fire Chief was invited to speak to Acadia National Park's lands committee regarding Island wide readiness to deal with a wildfire.
- Participated with the Town Manager and Department Heads on a walking tour of the construction progress of the new school. The tour was conducted by Wright Ryan Staff.
- Successfully held a ribbon cutting ceremony for the new Lifeflight landing pad.

### **EMS Section**

- Staff are training on Chest Pain (Myocardial Infarction) with a mix of classroom lectures and scenario-based training.
- The Zoll monitor/defibrillators underwent their annual servicing.
- BHFD is a partner with the State of Maine to provide certified car seat technician installation, education, and guidance.
- Staff are coordinating for school flu vaccination clinics, partnering with island wide school nurses to ensure a smooth rollout.

### **Finance Director – Sarah Gilbert**

- The May 15 to Sept 30 paid parking revenues were \$3,678,500 versus the same period last year which were \$3,569,500. A 3% increase.
- 2025 tax collections are at \$7.2MM.
- Toured the Connors Emerson school construction site.

### **Technology Section**

- Configured VPN with ability to access Munis Remotely.
- Met with Ricoh sales rep for possible Xerox replacements.
- Met with Schnider Geospatial to install and setup new data reporting software for GIS and CAMA data.
- Setup new PD user to start October 6.
- Restored Assessors PC after Hard drive failure.
- Continued configurations and the installation of new network infrastructure.

### **Assessing Section**

- Updated more ownership records.
- Met with Josh Berry, RCS to discuss abatements and visited 2 properties.
- Issued 5 abatements and denied 1 abatement.
- Received 26 applications for the Senior Taxpayer Assistance Program.
- Worked on required cybersecurity trainings.

### **Planning Director – Michele Gagnon**

- Reviewed final changes to the moratorium.
- Met with JE Austin in preparation for the Sustainable Tourism Management Task Force meeting.
- Followed up with Placer AI on data sharing with JE Austin.
- Reviewed a Town Hill project update letter and a draft Polco survey.
- Prepared for 10/8 Planning Board meeting, which includes a compliance review, public hearing for SD-2025-01 Eastern Bay Estates, and a Public Works presentation relating to the Moratorium.
- Reviewed and reported initial data from the Northeast Creek Volunteer River Monitoring Program to MDEP. We are still waiting on a data report from Pace Labs to finalize our data for the season.
- Coordinated October meetings to discuss the latest draft of the Safe Streets for All Safety Action Plan and began planning for the next public engagement events once the draft is ready.
- Submitted the 6th quarterly report for the Safe Streets for All grant to the Federal Highway Administration.
- Drafted Article XIII revisions for the 10/9 Design Review workshop.
- Reviewed Design Review application submission history for feasibility of meeting frequency reduction.

- Met with the Town Attorney to review right-of-way standards for access to the 55-acre parcel as part of the Town Hill Affordable Workforce Housing Project.
- Met with Island Housing Trust staff and John Kelly, ANP, to review the potential right-of-way layout to access the National Park Service 55-acre parcel and answered their questions.
- Organized next steps for community engagement on the Town Hill Affordable Housing Project.
- Reviewing possible land use amendment that would change the definition and standards for affordable housing. The goal is to determine solutions to making housing development easier.
- Continued formatting lodging moratorium data into a report format.
- Worked on a DECD reimbursement for the Town Hill Affordable Workforce Housing Project.

### **Code Enforcement Section**

- Issued 26 electrical, plumbing, building and/or other permits.
- Conducted 12 onsite inspections.
- Issued six (6) temporary or final occupancy certificates.
- Met with six (6) project representatives to discuss property development projects.
- Conducted 68 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Continued auditing permit files to find any incomplete or unissued final occupancy certificates.

### **Public Works Director – Bethany Leavitt:**

- Met with Contractor to go over the site modifications needed at the Transfer Station to capture run-off from the MSW Trailers.
- Completed final punch list activities to ensure the Lifeflight Landing Pad was ready and operational for ribbon cutting ceremony.
- Provided supplemental information for the Design Review Board application for the West Street dry weather pump station.
- Two employment offers were made for vacant mechanics positions. We have scheduled pre-employment physicals, drug/alcohol tests, and background checks.
- Updated job descriptions for all service areas.
- Scheduled and issued the quarterly random drug and alcohol testing of wastewater and highway crew members.
- Discussed the Main WWTF Secondary Clarifier mechanism design choices for the new mechanisms and requested engineer review a previous 2019 study to confirm type of replacement mechanism.

- Requested engineer to provide layout plan and associated easement language for Harbor Lane storm drain outfall pipe in order to begin a conversation with the property owner.
- Shared updated stormwater cleaning and maintenance table with engineer for Hazard Mitigation Grant to reflect work completed.
- Reviewed FY26 paving list and prepared bid form.
- Coordinated with engineer and contractor on the paving design elevation for the Crooked Road / Norway Drive project.
- Met with Contractor to finalize the scope of replacing a cross culvert on Crooked Road near the current project site.
- Contractor was on-site at the Public Works Facility (PWF) to progress the fuel tank replacement project.

### **Highway Section**

- Continued to perform repairs on winter plow gear and trucks.
- Performed up island catch basin and culvert work.
- Performed tree trimming and chipping along Gilbert Farm Road.
- Took delivery of a new 2026 Ford F550 cab and chassis. The vehicle has been added to the Town's insurance coverage and is being outfitted with dump body, plow and spreader. A 2017 Chevy 3500HD was traded toward this purchase.
- Published bulky item pick-up program notification in the *Mt. Desert Islander*, as well as the Town's website, Transfer Station and the Municipal Building. This program provides for the pick-up of bulky waste and other large items. Interested participants pay pick-up and disposal fees at the Finance office or the Highway Section schedules the pick-ups at resident curbsides.

### **Parks and Recreation Section**

- Performed tree branch and grounds clean-up on a section of Glen Mary Woods. Additional clean-up days will still be needed this fall.
- Met with contractor to review work at the Town Beach retaining wall and access ramp in anticipation of a quote.

### **Wastewater Section**

- Changed gearbox oil in both clarifiers at Hulls Cove Facility.
- Cleaned and lubricated all chemical pump roller assemblies.
- Performed monthly equipment greasing.
- Cleaned contact tanks at the Main Wastewater Treatment Facility.
- Replaced slide gate operator for the contact tank at the Main Wastewater Treatment Facility.
- Pulled all data from meters and uploaded it to the ADS Prism site.
- Initiated flow meter and rainfall analysis work for identification of areas with high inflow and infiltration (I&I).
- Performed grounds maintenance at all facility properties.

- Completed work with Allen Environmental to vacuum and clean 75 stormwater catch basins.
- Electrical contractor repaired alarms at the Ocean Avenue pump station. Oil was changed for both pumps at this location.

### **Water Section**

- Removed two (2) seasonal meters for customers.
- Inspected 19 Bloomfield Road and issued a new water meter.
- Spoke with 78 and 80 Ledgeawn Avenue property owners about adding a service line. Currently, one water service line serves both.
- Shared draft water and sewer bills with Finance for a final review.
- Created list of non-communicating water meters for replacement as part of the billing process.
- Replaced the curb stop at the Town's Transfer Station.
- Assisted contractor with repairs at the Arata Drive pump station.
- Continued to progress the Town website update project.

### **Environmental Services Section**

- Received 49 gallons of used motor oil and 41 e-waste units.
- Processed seven (7) MSW trailers and one (1) recycling container.
- Posted notice to the Town's website for the Transfer Station & Recycling Center winter hours effective 10/125 through 5/31/26.

### **Projects & Construction Highlights:**

- MDOT – Cromwell Brook Bridge #3 Replacement Project:
  - Maine DOT's project continues to progress.
- Cromwell Harbor Road – Water Main Installation Project:
  - Pre-construction meeting scheduled for October 9<sup>th</sup>.
- Crooked Road / Norway Drive – Culvert Replacement Project:
  - Performed daily on-site inspections of the project. Culverts are in place, backfill and slope stabilization have been completed.
- Up-Island Water Storage Tank Project:
  - Pre-bid meeting is scheduled for Mid October.
- Athletic Field Life Flight Landing Zone – Helipad Project:
  - Successfully held the ribbon cutting ceremony!