

JLS

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager
Subject: Weekly Report for October 10, 2025

Town Clerk - Liz Graves

- Issued absentee ballots for November election: 166 ballots issued through Thursday including 5 in-person early voters. Last day for online or mailed voter registration is Tuesday, October 14. Last day to request an absentee ballot is Thursday, October 30.
- Posted sample ballots and state Citizen's Guide to the Referendum Election to the website.
- Busy marriage season continues. Updated marriage officiant list and communicated recent law changes to the officiants we work with most often. New record for marriage licenses issued for a single day: 10 marriages on Friday, 10/10/2025.
- Processed one (1) General Assistance case.
- Deputy Clerk attended one day of MMA Convention.

Fire Chief – Matt Bartlett

- Since the ribbon-cutting ceremony of the new landing pad last Friday, Lifeflight has come in on three occasions, twice to the new landing pad and once into Bar Harbor Airport.
- Conducted fire drills at Conners/Emerson and for Friends of Acadia.
- We have been working with the high school and their contractor on the replacement of their fuel oil tanks.
- Call firefighter training for the week was on ladders. Staff worked on carrying, raising, and deploying roof ladders, as well as carrying and operating tools from a ladder.
- The Public Works Department filled in the ruts in front of the station caused by the weight of vehicles entering and leaving the station.
- We conducted our annual pump testing on all four of our apparatus. Engine 3 did not pass the pump test, and we will be working with Northeast Emergency Apparatus to diagnose the issue and perform any necessary repairs to restore the truck to its designed capacity. Engine 3 has been in service for 17 years.
- We continue to closely monitor the weather conditions as high wildfire danger persists. Yesterday's rain offered a brief break, but we are still well below the average rainfall for this year.

EMS Section

- The last MDI Opiate Task Force meeting was held. The group is dissolving due to inconsistent and dwindling attendance. Other groups meet regularly with the same objectives, such as Healthy Acadia and Downeast Substance Treatment Network
- Staff completed the Neonatal Resuscitation Program (NRP) training, with 18 staff members finishing the course. The NRP is a comprehensive, evidence-based training developed by the American Academy of Pediatrics and the American Heart Association to teach healthcare professionals how to resuscitate newborns and improve their outcomes at birth. We have continued to focus training on labor & delivery and obstetrics since the announcement of the closure of the MDIH OB unit.
- Met with MDI Hospital staff to review ambulance entrance and exiting from Hancock Street during this phase of renovations.

Finance Director – Sarah Gilbert

- Welcomed new GIS staff member.
- Filed Maine paid Family medical leave return for the elementary school and town.
- Reviewed the quarterly utility bill run and mailed them on 10/10.
- Staff attended the MMA Conference in Bangor.

Technology Section

- We are training a new AV Technician.
- Reformatting phone speed call options for Public Safety.
- Setup HW Foreman PC.
- Resolving MDI PS internal call routing errors.
- Setup new GIS Manager with necessary equipment/access.
- Contacting RICOH to compare pricing plans to replace Xerox Options currently in use.

Assessing Section

- Attended the two-day MMA Conference.
- Actively working on the Municipal Valuation Return.
- Continued reviewing abatement applications.

Planning Director – Michele Gagnon

- At the request of one member of the Design Review Board, we met to review details of proposed amendments.
- Prepared 2026 meeting schedules for both the Design Review Board and the Appeals Board.
- Prepared for the 10/9 Design Review Board meeting, which included a review of the Public Works proposed West Street Pump Station replacement project and held a workshop to continue review of Article XIII proposed amendments.
- Worked on the development of scam warning language to remind applicants submitting projects that the Town does not collect any money after an application is submitted. We are also working on measures to minimize the ability of scammers to pull and use information from our website in order to scam applicants.
- Met with new GIS person to discuss needs. It was a very productive and constructive discussion; staff are eager to begin working with her.
- Attended Sustainable Tourism Management Task Force meeting focusing on the definition of sustainable tourism and engagement.
- Finalizing details with Placer Ai to allow JE Austin access to our data.
- Returned MDEP River Monitoring Program equipment.
- Reviewed Land Use Ordinance parking requirements to evaluate potential revisions to better support housing needs.
- Completed iWorQ training for updated planning and zoning modules.
- The 10/8 Planning Board meeting approved SD-2025-01, Eastern Bay Estates Subdivision and included a presentation related to the lodging moratorium by the Public Works Director
- Met with a representative from Federal Highway Administration to discuss a potential active transportation study project.
- Attended an iWorQ demo.
- Prepared for a special Planning Board meeting to be held on 10/14.
- Continued developing a draft outline for a LUO amendment to update definitions and standards for “affordable housing”. ensuring they reflect the community’s current and future housing needs.
- Sent an abutter notification letter to property owners within approximately 700 feet of the National Park Service parcel to share updates on the Town Hill Affordable Workforce Housing Project.
- Launched a community survey on the Town Hill Affordable Workforce Housing Project, helping to ensure the project aligns with community values, priorities, and expectations. The survey is open to 11/2 and has already received over 130 responses. Ongoing efforts promote the survey across multiple digital platforms and local public spaces.
- Prepared for discussions related to moratorium agenda items at the 10/8 Planning Board meeting, and prepared for a future meeting to discuss other potential Land Use Amendments.
- Created a directory for department staff contact information.
- Printed and bounded Chapter 125 books for board members.

Code Enforcement Section

- Issued 18 electrical, plumbing, building and/or other permits.
- Conducted 15 onsite inspections.
- Issued four (4) temporary or final occupancy certificates.
- Met with five (5) project representatives to discuss projects.
- Conducted 79 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Attended Design Review Board meeting.
- Completed end of month reporting.
- Continued updating Granicus.
- Continued work on the COO audit, reconciled 130.
- Reconciled permit files.

Public Works Director – Bethany Leavitt:

- Attended Lifelight of Maine, Helicopter Landing Pad ribbon cutting.
- Presented capacity report to the Planning Board for the moratorium.
- Attended pre-construction meeting with the engineer and contractor for the Cromwell Harbor Road Water Main Loop Project.
- Provided feedback to engineer on the Crooked Road and Norway Drive finish grades and material quantities.
- Progressed internal options to address the MSW trailer site run-off in preparation for a discussion with MDEP.
- Initiated Electrical Power service for Ireson Hill Water Tank Project.
- Provided pre-30% submission feedback to engineer on the proposed Harbor Lane Drainage Improvements Project.
- Finalized remaining easement for Glen Mary Road/Shannon Road/Cromwell Harbor Road Improvements Project.
- Submitted purchase order requests for equipment purchases.
- Ordered PPE for new staff.
- Reviewed location of utility pipes found as part of the initial site work at the Irving construction site on Cottage Street.
- Contractor progressed the fuel tank replacement project work at the Public Works Facility (PWF). We expect to have the facility back in service before winter operations begin.

Highway Section

- Street sweeping operations will continue during the morning hours to keep up with the seasonal falling leaves.
- Continued to perform routine repairs on the winter plow gear.
- Performed roadside tree trimming on Gilbert Farm Road.
- Performed ditching on Highbrook Road.
- Patched pavement on Highbrook Road and at the Fire Station.
- Repaired sidewalk ramp on Main Street at Hancock Street in order to correct poor surface condition creating a hazard for pedestrians.
- Contractor performed roadside mowing along out of town roads.

Parks and Recreation Section

- Met with carpenters to review the repairs needed at the Newport Drive Comfort Station that was hit and damaged by a bus.

Wastewater Section

- Changed the gearbox oil in both clarifiers at Hulls Cove Plant.
- Cleaned and lubricated all chemical pump roller assemblies.
- Performed monthly equipment greasing.
- Cleaned the chlorine contact tanks at Main Treatment Plant.
- Continued flow meter and rainfall analysis work for identification of areas with high inflow and infiltration (I&I).
- Met with Route 3 property owner to discuss the condition of the sewer service lateral in the MDOT right-of-way.

Water Section

- Replaced two (2) water meters and removed one (1) from service.
- Turned off one (1) curb stop.
- Investigated a report of low water pressure at 2B Pine Street; the issue was related to their private water filter.
- Contacted the property owner of 45 Main Street on repairing the curb stop later this month.
- Continued to ready the October water and sewer bills for mailing; however, the bills have not been issued yet due to a technical glitch with applying credits to the bills. We are working diligently to resolve the issue in order to mail out accurate bills ASAP.
- Responded to a report of a water leak on Spruce Wind Drive and found the water meter fitting was loose and needed to be tightened.
- Responded to report of no water at a Route 3 property. Our on-site inspection determined the issue to be on the customer's side.
- A no water call on Arata Dr led to repairs at the pump station.
- Produced 308.1 million gallons of water this year as of September 30, which is 10 million more gallons than the same time last year. 2025 year-to-date totals match the same time period for 2022, which was the highest volume year on record. Avg daily peak effluent flows are higher than 2024, but in line with 2022.
- Continued work on the website project. Drafting content for the Planning Department and options for homepage content.

Environmental Services Section

- Acceptance of 7 gals of oil, 77 e-waste units, and 5 propane tanks.
- Loaded and hauled 6 MSW trailers and 3 recycling containers.
- A temporary worker was used to cover planned time off on 10/07.

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 was held on October 9th.
 - Discussed mobilization and site work for early December; however, an official project schedule has not yet been received.
 - Traffic Control Plan will be provided by the Contractor for engineer and Town review.
- West Street – Dry Weather Wastewater Pump Station Project.
 - Design Review Board approved the Town's architectural change to the roofline to look more like 45 Eden Street home.
- West Street – Water Main Relocation Project:
 - Project work has been included in the West Street Dry Weather Pump Station project that is out to bid.
- Crooked Road / Norway Drive –Culvert Replacement Project:
 - Performed daily on-site inspections of the project progress. Culverts are in place, backfill and slope stabilization have been completed. Norway Drive grading preparation is ongoing.
 - As already noted, final grades needed to be revised by the engineer and that caused delays to the work progress. Contractor has new final grades and is actively moving the road base and paving work forward.
- Up-Island Water Storage Tank Project:
 - Project is out to bid and bid set was delivered to Public Works.
 - Pre-bid meeting is scheduled for Mid-October.

Police Chief – Dave Kerns

- Virginia "Ginna" Helton was hired new patrol officer for the vacant MD patrol opening. She started field training this week and has begun the MCJA full-time certification waiver.
- Attended Mount Desert department head meeting on Tuesday.
- We continue to work on the breakdown of the financial costs of moving employees from Mount Desert to Bar Harbor in order to provide the Select Board and Town Council with needed details on the potential changes to the shared services agreement.
- Call volume remains high for this time of year.
- We are scheduling mandatory fall training on the mechanics of arrest, restraint, and control. As well as firearms skill building.
- We awarded bid for new cruisers to Darling Ford of Bangor and are now working with them to complete our purchases.
- Met with the new GIS Manager for the Town of Bar Harbor to discuss what data we have that could assist the Town with future projects.
- Met with AOS 91 Superintendent to discuss school resource officer MOU that is coming up for the three school boards for approval.

Harbor Section

- The inner float and gangway on the eastside have been removed.
- We continue to receive grandfathered reservation visits for the Norwegian Gem and the Norwegian Getaway cruise ships. Only three visits remain for the 2025 season.

Parking Section

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



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“Knock it off, I said! ... This is a still life!”