

To: Chair Peacock and Members of the Town Council  
From: James Smith, Town Manager *JS*  
Subject: Weekly Report for October 17, 2025

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

- Prepared orders and minutes for 10/21 Council meeting.
- Developing a planning tool to schedule Council updates and actions on Departmental Work Plan items that advance Council goals.
- Issued absentee ballots for November election: 346 ballots issued and 104 returned through Thursday. Last day to request an absentee ballot is Thursday, October 30.
- Voter registration “closed period” began Wednesday, so online or mailed voter registration applications are no longer accepted. Clerk’s office will be open extra hours on Tuesday, October 28 from 5:00 – 7:00 p.m. for voter registration and absentee ballots.
- Began issuing 2026 dog licenses on October 15 and the online licensing system went live for the season. This is the second year with the new statewide PetPoint system, a cost savings as the Town can discontinue subscription to the dog module in our financial software.
- Sent notice to abutters for Special Amusement Permit public hearing for Terramor Outdoor Resort.
- Conducted ballot testing.

### **Fire Chief – Matt Bartlett**

- Crews assisted Jackson Lab with their on-campus fire drills. Crews also toured the facilities and were able to perform radio testing.
- Met with the Call Staff Division Officers to discuss annual minimum training requirements, incident response, and training needs.
- Due to recent rain, we have received requests for permits to burn brush; however, we are maintaining our burn ban until we get significant rainfall.
- Met with Mount Desert Fire and Acadia National Park on improving our inter-agency operational efficiency.
- Four full-time employees completed confined space rescue training.

### **EMS Section**

- Conducted annual town employee flu vaccinations, which included immediate household members of employees.
- BHFD has loaned the Mass Casualty Trailer to the Southwest Harbor Fire Department in support of the MDI Marathon.
- Conducted Medivax training for staff. This module allows EMS staff to administer nasal flu mist and flu injection vaccinations.
- Began “Reporter” training: Staff are mandated to report suspected child abuse, neglect, and exploitation of vulnerable adults.
- Staff are also training on burns, chest pains/myocardial infarctions, and conducting medical scenarios in the field.

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

- Continued FY' 25 audit work, auditors will be on site in December.
- Received \$352,628 from FEMA and MEMA for January 2024 storm damage. These funds will fully reimburse the town as well as assist in building the infrastructure needs that were identified.
- Processed debt service payment. The semi-annual debt service to US Bank is \$4MM.

### **Technology Section**

- Setup New PC's for Maintenance and Water Service Sections.
- Continued meetings with the Website re-vamp team.
- Meeting with Wastewater Section on Plant SCADA system updates.
- Resolved phone issues.
- Creating updated network diagrams for projects.
- Researching plotter replacements and maintenance contracts.
- Researching SCADA engineering firms for consultation as needed.
- Planning and outfitting council chambers with a new timer setup for public comments.

### **Assessing Section**

- Continued reviewing abatement requests.
- Began analyzing neighborhood codes to ensure accuracy, using a map created by GIS.
- Continued working on the Municipal Valuation Return.
- Meeting with CAI Technologies for a demo of their GIS platform for Assessing.

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

- Held a special Planning Board meeting on the lodging moratorium.
- Working on a memo to the Town Manager summarizing the work accomplished to date on the Lodging Moratorium, the Planning Board final recommendations, and a timeline with next steps for Council.
- Met with the Steering Committee for the Safe Streets for All project to discuss the draft Safety Action Plan.
- Deadline for the November 5th Planning Board meeting passed on Thursday (10/16) with no applications received.
- Began preparation for a tentative November engagement effort for the Safe Streets for All project.
- Met with a potential subdivision applicant.
- Met with a potential applicant for a variance request.
- Working on a final report of data collected throughout the lodging moratorium effort.
- Reviewed current Article XIII draft amendments and coordinated revisions with members of the Design Review Board.
- Consulted MMA legal team to assess the proposed amendment to Article XIII and ensure it does not introduce new legal concerns.

- Cross-examined existing ordinance, reference material, and associated law for consistency with proposed Article XIII amendment.
- Created draft Certificate of Appropriateness application checklist to support proposed amendment and simplify process for applicants.
- Drafted minutes for 10/9 Design Review Board meeting.
- Prepared agenda for 10/21 Design Review Board workshop.
- Strategized approach to anticipated Board of Appeals application.
- Continued organizing for a land use amendment on the definitions and standards of affordable housing.
- Began work on a road setback amendment

### **Code Enforcement Section**

- Issued 16 electrical, plumbing, building and/or other permits.
- Conducted 16 onsite inspections.
- Issued three (3) temporary or final occupancy certificates.
- Met with five (5) project representatives to discuss property development projects.
- Conducted 80 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- The Deputy Code Enforcement Officer continued training in Shoreland Zoning.
- The Code Enforcement Officers conducted joint inspections in order to prepare the Deputy for some regular inspection duties.
- Updated the database of the STR monitoring software and followed up on unauthorized listings.
- Kept working on the COO audit.

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

- Met with engineer and vendor to review options for replacing the Main WWTF clarifier mechanism.
- Conducted interviews for Water Superintendent applicant.
- Met with engineer and Planning to review the updated SS4A report.
- Conducted field visit to EMR in Southwest Harbor to get an overview of their solid waste and recycling operations.
- Finalized employment offers for a new mechanic and environmental services employee.
- Scheduled pre-employment physical and drug screenings.
- Met pool repair contractor at the Glen Mary Pool.
- Reviewed example RFP for the Qualified Environmental Professional and EPA contract requirements for adaptation to the Town's YMCA Brownfield Project.
- Coordinated with EPA to enroll the Town in the ASAP framework for the Town's YMCA Brownfield Project.
- Progressed internal options related to the MSW trailer site run-off.

### **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.
- Street sweeping operations will continue during the morning hours beyond 6:30am to keep up with the seasonal falling leaves.
- Continued to perform routine repairs on the winter plow gear, trucks, and light plow trucks.
- Safety orientation was provided for a new staff member.
- Internal applicants accepted the Foreman position offer and the Equipment Operator position offer.
- Performed roadside tree trimming on Meadow and Folkestone.
- Made 2,400 gallons of salt brine for winter operations.
- Helped prepare the Town for the upcoming marathon.

### **Parks and Recreation Section**

- Performed parking lot grading at Hadley Point Landing.
- Performed additional clean-up work at Glen Mary Woods.

### **Wastewater Section**

- Continued to operate the three Wastewater Treatment Plants and eleven Pump Stations within regulatory requirements.
- Installed a new control box for Rodick Street pump station.
- Cleaned contact tanks and clarifier at the Main Treatment Plant.
- Drained and inspected the grit machine, removed the grit pump and started installing a new one at our Main Treatment Plant.
- Continued working on our inflow and infiltration (I&I) study.

### **Water Section**

- Continued to operate the Water Treatment Facility within regulatory requirements.
- Continued flushing program, with anticipated completion of 10/17.
- Summer line water main will be turned water off on 10/25.
- Completed relate estate billing for 76 Hamilton Hill Road and 231 State Highway 3 due to property sale.
- Set up new water and sewer accounts for 19 Bloomfield and 34 Mount Desert Street.
- Replaced three (3) meters and removed three (3) seasonal meters.
- Water and sewer bills were mailed.
- Versant Power damaged a customer's water service line in DeGregoire Park and is responsible for the repair.
- Installed radio repeater near 70 Old Farm Road for data collection.
- Confirmed water meter radio numbers for 120 State Highway 3.

### **Environmental Services Section**

- Operated municipal solid waste (MSW) and recycling facilities. Accepting 4 gallons of used motor oil and 29 e-waste units.
- Five (5) MSW trailers and one (1) recycling container were loaded and hauled for disposal.
- The Fall Clean-up Program is now in progress and residents may register and pay pick-up and disposals fees at the Finance Department. All pick-ups are scheduled by the Highway Section.

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

- YMCA Brownfields Project:
  - Town is working to get enrolled in the ASAP framework for grant reimbursements.
- MDOT – Cromwell Brook Bridge #3 Replacement Project:
  - Coordinated with Contractor regarding the sidewalk closure and sent a newflash notification.
- West Street – Dry Weather Wastewater Pump Station Project.
  - Engineer issued addendum to bidders.
  - Bid opening is scheduled for October 22<sup>nd</sup>.
- Crooked Road / Norway Drive – Culvert Replacement Project:
  - Performed daily inspections on the project. Culverts are in place, backfill and slope stabilization has been completed, and the grading preparation work for paving is ongoing.
  - Crooked Road cross culvert replacement is nearly complete.
  - Riprap is planned for completion on Monday.
- Up-Island Water Storage Tank Project:
  - Reviewed plans and provided feedback to the electrical engineer.
  - Pre-bid meeting is scheduled for October 24<sup>th</sup>.
- Harbor Lane Drainage Outfall:
  - Coordinated with the property owner's architect on the location of the storm drain outfall in relation to the sea wall rebuild.

### **Police Chief – Dave Kerns**

- Officers spent a large amount time this week with an individual with mental illness in the community. We responded to a fight in progress at a local business that was resolved without issues, however over the next several days the involved individual continued to cause problems and threaten violence towards others, including law enforcement. We obtained a weapons restriction order which was granted and then ultimately an arrest warrant for terrorizing.
- Call volume remains high as fall visitations remain strong.
- Completed four 4-hour training sessions on mechanics of arrest, restraint, and control for our sworn law enforcement officers.
- Continue to make final weekend preparations for the MDI Marathon.
- Attended SS4A meeting to review final revisions on safety action plan.
- Started planning for Ledgelawn Avenue Halloween activities.

**Harbor Section**

- Harbor activity has dropped drastically
- Staff continue to monitor cold and storm activity in order to protect our float infrastructure.

**Parking Section**

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



“My boy made the frame.”