

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager *JS*
Subject: Weekly Report for October 31, 2025

Finance Director – Sarah Gilbert

- FY2025 Audit work continues
- FY2027 CIP work drafts from department heads are being reviewed
- GIS data points/mapping work continues

Technology Section

- Met with Motorola and Hancock County on new software for PD.
- Continued setup of Fuel master software for fuel tank and updated documentation regarding installation and setup
- Setup two new users at Public Works.
- Troubleshoot fax issues at Public Works
- Continued working on possible web vendors for website updates.
- Setup a new PC for the Fire Chiefs vehicle.
- Setup office at Port Security building as a secure area for officer training and testing.

Assessing Section

- Attended an MMA CommUnity demo via Zoom.
- Issued 2 abatements.
- Worked on E911 addressing for ANP
- Communicated with taxpayers regarding assessment questions.
- Continued property site visits.

Planning Director – Michele Gagnon

- Coordinate with IHT on the Town Hill Affordable Housing Project.
- Worked on the Lodging Report.
- Appeals board deadline passed – no applications received and we the 11/18 meeting was cancelled.
- Prepared planning board agenda and package for 11/5 meeting. With no applications received we are anticipating discussion of possible land use ordinance amendments for June 2026.
- Met with staff to review the draft safe streets for all safety action plan.
- Completed review of the proposed Article XIII amendment with the Design Review Board and shared it on the website. Completed a direct mailer for affected property owners informing them of upcoming meetings and opportunities to provide comments and feedback.
- Finalized Sustainable Tourism Management survey for public input.
- Discussed future road-related LUO amendment and compiled possible revisions to definitions. This amendment is relating to the creation of lots which have posed a problem for developers in the past and could also be a problem for the Town Hill Housing project.
- Finalized 2026 calendars for all quasi-judicial boards.

- Began research on possible regulatory policies and LUO amendments relating to the lodging moratorium for future council discussions.
- Met with STMS consultant to review and discuss vision labs.
- Attended MMA communication workshop
- Attended League of Towns 2025 Elected Officials Meeting part three of a consensus building and goal setting exercise focused on housing, economic development, and transportation.

Code Enforcement Section

- Issued 3 electrical, plumbing, building and/or other permits.
- Issued 7 building permits.
- Issued 4 plumbing permits.
- Conducted 12 onsite inspections.
- Issued three (3) temporary or final occupancy certificates.
- Met with seven (7) project reps to discuss development projects.
- Met onsite with Hospital representatives to review project updates.
- Met onsite with School representatives to review project updates.
- Worked on communication for possible LUO updates for campgrounds and campsites. The CEO contacted campground owners prior to public listening sessions to be held in November.
- Attended three training sessions for wall bracing requirements on residential structures, structural changes to commercial building codes and fire protection systems for commercial structures.
- Reviewed Design Review Board amendment.
- Continued with 80K webinar training.
- Continued to monitor Granicus for rental compliance.

Public Works Director – Bethany Leavitt:

- Met with MDEP to review Transfer Station and Compost operations to confirm a path forward related to metal pile, leaf pile, hot load requirements, MSW trailer leachate options for containment, and requirements for proposing modifications to operations. It was a collaborative, productive meeting with a good exchange of ideas.
- Provided final review comments on the draft SS4A document.
- Made final abutter notifications and Town posting for our environmental permit on the West Street Pump Station project.
- Reviewed Main WWTF clarifier mechanism engineer's recommendations to confirm selection and overall project direction, including construction sequencing issues and addressing concerns.
- Coordinated with engineer and contractor on the existence of a driveway berm that was not replaced during the Hancock Street project. We will work with property owner to confirm the fix needed.
- Visited Gray Road and Grover Avenue to review road layout, condition, and opportunities for re-establishing road connection.

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, trucks, and light plow trucks.
- Continued plow gear preparation (rigging, unrigging, and repairs).
- Continued plow route planning to incorporate new employees.
- Performed roadside tree trimming and chipping on Knox, Clark Cove, Town Landing, Fogg, and Pine Heath Roads.
- Milled and laid asphalt at sewer manholes on Main Street between Cromwell Harbor Road and The JAX Lab first entrance. This work was done in preparation for winter plowing.
- Received a 2025 Ford F550 with dump body, plow and spreader.

Parks and Recreation Section

- Met with resident over Hadley Point Landing concerns.
- Prepared and posted agenda for 11/3 Parks and Recreation Committee Meeting.

Wastewater Section

- Re-stacked and wrapped 24-inch PVC pipe stored at the Old Highway Garage Site on lower Ledgelawn Avenue.
- Investigated an unknown sewer service line at 99 Cottage Street (Irving project) to determine if the line was abandoned.
- Met with electric contractor regarding the programmable logic controller (PLC) upgrade for the Hulls Cove Treatment Facility.
- Changed the batteries in two (2) ADS flow meters.
- Coordinated the installation of flashing lights on a new truck.
- Tested and installed new grit pump at the Main Treatment Facility.

Water Section

- Performed shut-down of summer water line, removing forty (40) seasonal meters and the installation of a new drain valve.
- Repaired water line that services boat tendering at the Town Pier.
- Met with the contractor for the 99 Cottage Street project (Irving).
- Contractor hit a Reef Point water service line. This is the third time in less than two (2) months that crews have responded to a contractor's damage at this location.
- With assistance from IT, we updated the phone line "hunt" feature for redirecting unanswered phone calls with assistance from IT.
- Initiated tracking of water samples for laboratory testing. Following the summer line shutdown, the number of samples is reduced from three (3) to two (2) per week.
- Attended an online demo with Tyler Technologies on their email/phone/text notification product for future consideration. This product could help with notifications of past due water/sewer bills, and water service disruptions.

Environmental Services Section

- Operated the municipal solid waste (MSW) and recycling facilities, including acceptance of 4 gallons of used motor oil, 34 e-waste units, and 4 propane containers.
- Four (4) MSW trailers and one (1) recycling container were loaded and hauled for disposal.
- The Fall Clean-up Program concluded at the end of the week with residents disposing of bulky waste items into contractor-supplied roll-offs at the Transfer Station.

Projects & Construction Highlights:

- West Street – Dry Weather Wastewater Pump Station Project.
 - Held bid opening on October 24th.
 - Reviewed bid packages and confirmed apparent low bidder's package was in compliance with bid documents.
- Cromwell Harbor Road – Water Main Installation Project (ANP):
 - Met with contractor for ANP Harden Farm employee housing project to confirm where the water main ends on Kebo Street. The Contractor will need to extend the Town's water main to meet the new water service at the street.
- Crooked Road / Norway Drive –Culvert Replacement Project:
 - Performed daily on-site inspections of the project progress and maintained traffic control devices.
 - Worked with Contractor to confirm the revised schedule for final grading, paving and guardrail installation. Unfortunately, there have been several delays with required change orders, re-design, survey work and sub-contractor scheduling conflicts and weather delays. However, we are confident the project is coming to completion and will soon be wrapped up.
 - Final grading is now set to be completed on 11/3 and paving work initiated on 11/4 with expected completion by 11/7.
 - The guardrail installation and final loam and seed is planned to be completed by 11/14.
- Up-Island Water Storage Tank Project:
 - Held a pre-bid meeting on October 24th with potential bidders representing five general contractors.
- Harbor Lane Water and Stormwater Project:
 - Reviewed and provided feedback to the contract engineer on the 30% plan set.
 - Met with the landscape architect to review their new seawall design plans for 9 Harbor Lane and discussed the location of the new stormwater outfall in relation to the wall design. Action items were identified, including sharing the Town's survey and CAD files for the proposed stormwater outfall.

Police Chief – Dave Kerns

- Field training of our new officer continues to go well.
- We had an initial meeting with a patrol officer candidate who will be filling out an application.
- The Captain and I met with AOS 91 Superintendent and High School Principal to discuss the SRO MOU that will be discussed at a future school board meeting.
- Reviewed a final draft SS4A Safety Action Plan.
- Assisted Connors Emerson School with their annual Halloween parade for students with an escort from the Village Green down Cottage Street and back to the school on Eden Street.
- Worked on CIP budgets as part of annual budget process.
- PD staff wanted to participate in the Ledgelawn Halloween activities this year and worked with the Baptist Church so we could place our command trailer in their parking lot. They decorated the inside and will be there to hand out candy and reflective wrist bands.
- We will have additional patrol officers on for the Ledgelawn Ave Halloween closure and increased pedestrian volume in the area.

Harbor Section

- The Harbor Master met with GEI to discuss site access for the Ferry Terminal in order to advance this project with needed surveys for the engineering and design work.

Parking Section

- Paid parking is complete for the 2025 season and next week we will begin powering down and covering all kiosks for the winter. Some kiosks will be removed to facilitate snow removal.

Town Clerk - Liz Graves

- At close of business Thursday, which was the deadline for requesting absentee ballots, 821 ballots had been issued and 561 returned. This is 24% more than the Nov. 2023 state referendum election.
- Conducted election clerk training.
- Prepared for early processing of absentee ballots Saturday at 9 a.m.
- Spoke with a local middle school teacher whose students will be conducting exit polling on Election Day, Maine People's Alliance who will be conducting a survey related to the 2026 elections, and League of Women Voters poll watchers.
- Through Thursday, our office filed 72 marriages in October. At least another 25 marriages were held in October, but some will be filed in early November.
- Assisted with next week's workshop on the lodging moratorium.
- Meet with Warrant Committee chair on the budget review schedule.
- Continued work on two FOAA requests.

Fire Chief – Matt Bartlett

- We responded to a fire alarm at a private residence and, upon arrival, found the oil-fired furnace had exploded, causing extensive damage inside the home. An exterior wall was blown out, rupturing the oil tank and damaging an adjacent bathroom, with oil leaking from the tank both inside and outside the house. We notified MDEP, the Fire Marshal's Office, and the Solid Fuel Inspector. Fortunately, no one was home at the time of the incident.
- We participated in the School's Halloween parade by following the parade and blocking traffic, as a safety measure.
- The entire department spent Monday morning at Ellsworth's training facility conducting live-fire exercises. We completed six evolutions, giving each staff member at least 2 opportunities to participate in fire operations. The training offered practical experience in pump handling, hose deployment, fire extinguishment, overhaul, ventilation, and search and rescue. It also helped us outline a future training plan. Two team members stayed in town to handle EMS calls, while the Southwest Harbor Fire Department loaned an engine and crew to stand by at our station.
- Staff have completed mandatory hose testing of 4,000 feet of supply hose, conducting the tests in the parking lot of the Ferry Terminal.
- Participated in the review of the Safe Streets for All action plan.
- The apparatus are now being prepared for winter operations, and staff are reviewing our cold-weather procedures.

EMS Section

- Met with National Park Service at Park HQ. This meeting was scheduled to discuss the EMS calls that BHFD has responded to this summer. Discussions included improving communication between the two agencies and establishing a communications plan for joint responses to incidents. Identified winter tasks are testing Acadia Dispatch's ability to patch together separate radio channels, holding some tabletop scenarios, and planning for combined spring training.
- Collaborating with Town Hall staff to purchase a second AED for the second floor. The new AED will be a Zoll unit, making it compatible with current monitor/defibrillators.
- Assisted with flu shot clinics at the Grammar and High School.