

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager *JS*
Subject: Weekly Report for November 21, 2025

Town Clerk - Liz Graves

- Posted notice of approved amendments to Chapter 174, and last month's routine amendments to Chapter 102, General Assistance.
- Worked on proposed ordinance amendment for Chapter 14, Amusements, along with draft Council policy and application.
- Received the resignation of Barbara Dunphey from the Warrant Committee and began working with the chair for receiving applications for a new member. Notice will be posted soon.
- Posted information on the Town's website and Facebook page for the Maine Connectivity Authority's survey on cell coverage in Bar Harbor, and circulated a press release. Survey deadline is December 8.
- Finished the next step in post-election tasks from November, entering and proofreading the election day voter registrations. Each town must certify this has been done before any town may start assigning voter participation data. This year we were a week ahead of our deadline!
- Worked on drafting a new Cooperating Agencies application.
- Caught up on dog licensing tasks, reconciling 2025 tags that were not used. Once the calendar year is over, we can donate them to the school for use in art projects!
- The 2026 dog licenses are now available; owners should purchase them before the end of the year. After a January grace period, a mandatory \$25 late fee applies.

Fire Chief – Matt Bartlett

- Staff visited the Sunrise Day care facility and gave tours of a fire truck and ambulance, as well as providing fire safety coloring and activity books for the children to take home.
- Call and full-time staff completed training on fire behavior, including how to interpret smoke conditions and how to select the appropriate nozzle for each type of fire.
- Attended the Symposium in the Sun Conference put on by the International Association of Fire Chiefs. Topics included leading from the front, developing the next generation of firefighters, lithium-ion battery response, emotional intelligence, the influence of integrity, conducting difficult conversations, and recognizing signals in body language. These are valuable subjects to bring back and share with the full staff.
- Attended the Sustainable Tourism visioning workshop.

EMS Section

- Moderated the monthly MDI EMS meeting. Agencies reported training and staffing updates, MDIH gave an update on the construction project and the new ambulance entrance.
- Conducted a Stop the Bleed and Narcan training for staff at Mount Desert Elementary School in Northeast Harbor. The staff were very engaged and interactive during the presentation.
- Attended the quarterly Eastern Maine Community College EMS advisory committee meeting.
- Staff are participating in Lucas CPR device refresher training. The Lucas CPR device is a mechanical cardiopulmonary resuscitation (CPR) device that provides automated, high-quality chest compressions for patients in cardiac arrest.
- We took delivery of the new American Heart Association 2025 CPR curriculum instructor materials. The American Heart Association (AHA) updates its CPR guidelines every 5-years to incorporate the latest scientific research and data on resuscitation.

Finance Director – Sarah Gilbert

- Mailed 16 pending 2023 foreclosure notices.
- Opened up General Fund FY2027 year for Department Heads to begin upload of proposed expenditures.
- Received all CIP draft budgets from departments

Technology Section

- Consulted vendors on website updates/migration project.
- Troubleshooting video upload service at Public Safety along with technicians from Watchguard.
- Setup and deployed a new laptop for the Fire Chief.
- Setup replacement PC at Dispatch.
- Troubleshooting account lockout issues for some users.
- Meeting with Consolidated Communications (Fidium) on account overview and possible additional services.
- Worked on installs and updates as well as user access at Public Works conference room.

Assessing Section

- Continued processing Senior Taxpayer Assistance Applications, we are up to 59 total now.
- Continued working on assigning addresses to ANP properties.
- Worked with GIS Manager on adding a new subdivision and a few lot splits/mergers for tax mapping.
- Updated ownership and mailing addresses as needed

Planning Director – Michele Gagnon

- Met with applicant on potential modification for the Sabah Woods Subdivision.
- Presented potential lodging LUOA's at Planning Board Workshop.
- Sustainable Tourism Management Visioning Workshop.
- Prepared for the 12/3 Planning Board meeting.
- Sent out notices to abutters for LU-2025-01 Holy Redeemer Church – This application would allow Holy Redeemer to change zoning districts from Mount Desert Street Corridor to the Downtown Residential.
- Worked on the MDEP non-point source pollution grant contract.
- Worked on lodging report.
- Made progress on the lodging data report to analyze housing trends.
- Attended a webinar on federal and state funding sources for housing.
- Coordinated Design Review Board meeting to discuss agenda items.
- Organized and attended Sustainable Tourism Management Strategy workshops with local organizations in the morning and Town staff later that afternoon. Consultant also met with the Chamber Board and Noel Musson.
- The Sustainable Tourism Management Resident Survey is currently active and receiving feedback.
- Held a Design Review Board meeting on Friday for review of one application and annual review business (meeting schedule and Appendix A).
- Completed revisions for proposed Article XIII DRB amendment.
- Met with MDI Hospital on signage application for Design Review Board. This application is likely to be submitted after the new year

Code Enforcement Section

- Issued 17 electrical, plumbing, building and/or other permits.
- Conducted 33 onsite inspections.
- Issued one (1) temporary or final occupancy certificates.
- Met with ten (10) project representatives to discuss property development projects.
- Conducted 123 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Presented a workshop on permitting and code regulations at the MDI Adult Education program.
- Attended District Court for an 80K complaint.
- Prepared a mailing to all VR-1 owners in regard to the Chapter 174 updates and the reregistration process for 2026.

Police Chief – Dave Kerns

- Attended the MDI High School Board meeting to discuss School Resource Officer MOU which is up for annual adoption. Tabled for amendments which I am working with the Superintendent on and will get it back in front of the board at a future meeting.
- Continue to work on multiple FOAA requests received.
- Meet with the MD Town Manager and Public Works Director to discuss a citizen petition increase traffic control on Sargent Drive. Worked through options and messaging with the community.
- Submitted our annual grant applications to the Bureau of Justice Assistance for the Patrick Leahy Bulletproof Vest Partnership for both Bar Harbor and Mount Desert.
- Meet with the Town Clerk to begin working on revising the Amusements Ordinance. We are hoping to clean up and streamline the Special Amusement Permit process for both new applicants and annual renewals.
- Met with our officer who is assigned to Maine Drug Enforcement to discuss his future transition back to the agency and plan to re-assign another officer from our agency. This exchange provides valuable experience and strengthens our networking with area law enforcement agencies. Our current Officer has done amazing work while having been assigned for the last ten years and will bring a lot of investigative experience back to the department upon his return.
- Attended the Sustainable Tourism Management Strategy Visioning Lab Workshop with other town staff on Thursday and providing input on the plan.

Harbor Section

- Attended the Ferry Terminal Redevelopment engineering kick off meeting this week with GEI in Bar Harbor. This meeting began the formal engineering design process. We have planned two updates for the Council. The first update will provide an early opportunity for Council input so that expectations and direction are clearly incorporated as the work progresses. The second update will occur when the design reaches the 30% stage. At that point the Council will be able to confirm that the engineered design aligns with the Master Plan and will be asked to take formal action on the design.

Parking Section

- Requested a quote from IPS to replace about thirty MS1 kiosks with MS3 units so our parking system is fully consistent. This upgrade would also allow resident coupons and discount codes at every kiosk, potentially expanding convenient parking options for residents. This quote will clarify the cost of delivering this improved resident program and inform our budget request.

Public Works Director – Bethany Leavitt:

- Prepared updates for the Compost Facility’s temporary closure.
- Performed camera inspection on Norway Drive dry hydrant, installed new Fire Department hose connection and performance tested with Fire Department personnel.
- Closed out MDEP Permit by Rule for Crooked Road and Norway Drive Culvert Replacement Project.
- Reviewed and provided input on proposed test borings for Harbor Lane Improvements Project.
- Examined proposals for replacement of large format scanner/plotter for Public Works (replacement for obsolete equipment).
- Coordinated with IT for communication and electrical upgrade to PW conference room for projector.
- Collaborated with HR on Cyber Security training for staff.
- Clarified contractor questions for upcoming bid on Ireson Hill Water Storage Tank Project.
- Reviewed ASHRAE Level II Energy Audits from consultant.
- Provided update on temporary closure of compost area.
- Completed safety training on storing and handling flammable liquids.
- Completed Utility Pole Permit relocation application at 99 Cottage Street for Versant Power.
- Met with project team to discuss the Cromwell Harbor Road Water Main Loop project schedule and Contractor’s request to close the intersection of Ledgelawn Avenue and Cromwell Harbor Road for 2-3 days. Schedule requires coordination with Transfer Station operations as well as the MDOT Bridge construction project.
- Reviewed sewer deduct meter data and began looking at Chapter 165 Sewer and Drains for modifications/updates.
- Prepared draft FY27 CIP budget requests for public works budgets and updated replacement schedules.

Highway Section

- Continued street sweeping and vacuum operations for fall leaves.
- Repaired the Public Works Facility security gate and re-activated it in order to comply with MDEP requirements for stored materials.
- Contractor performed service to address another propane leak on the PWF boiler, which is scheduled for replacement this fall.
- Performed a permitted and monitored brush pile burn.
- Cleaned-up a smashed glass/bottle in the central parking lot.
- Repaired Code Enforcement vehicle flat tire.
- Received winter road salt deliveries.
- Reviewed plow routes.
- Cleaned up pole barn and salt shed.

Parks and Recreation Section

- Removed trash item from Hadley Point Landing.
- Worked on dog waste signage for Marine Resources

Wastewater Section

- Participated in utility meeting on the corner of Park Street and LedgeLawn Avenue regarding a new house lot.
- Raised three (3) manholes for the Highbrook Road paving work.
- Provided a tour to Connors Emerson School students who are in the Science Olympiad team for water quality.
- Changed sensor on one (1) ADS flow meter.
- Cleaned contact tank at Hulls Cove Treatment Facility and covered with thermal blankets.
- Completed monthly greasing.
- Painted and insulated “doghouse” for Hulls Cove Treatment Plant chemical mixer equipment.
- Removed rotting trim on three-bay garage at Main Treatment Plant.
- Closed circuit televised (CCTVed) stormwater drains on LedgeLawn Avenue from Mount Desert Street to Park Street.
- Repaired supervisory control and data acquisition (SCADA) radio antenna mounting bracket on the Police Department roof.
- Inspected sewer connection at Hulls Cove Harbor Lights subdivision.

Water Section

- Continued winterizing fire hydrants.
- Removed one (1) water meter, turned one (1) curb stop off, and replaced one (1) water meter.
- Oversaw the Town's contractors repair of Main Street curb stop.
- Responded to a service line leak at a Wayman Lane property which had been hit by a contractor.
- Oversaw a new water line connection from the Harbor Lights subdivision to State Highway 3.
- Oversaw water service line connection for 99 Cottage Street (Circle K project).
- Inspected a Mount Desert Street property for pending sale.
- Provided final water and sewer bill numbers for Mount Desert Street and Wayman Lane properties.
- Completed six (6) Dig Safe requests.
- Analyzed potential water rate options provided by our consultant. For each of the options, calculations were made to determine the percentage increase vs. existing rates for annual customers, seasonal customers, and high-water-use customers (annual vs. seasonal). This information will help inform any potential rate adjustment decisions.

Environmental Services Section

- Operated the municipal solid waste (MSW) and recycling facilities, including acceptance of 20.5 gallons of used motor oil, 42 e-waste units, 1 propane container.
- Three (3) MSW trailers and two (2) recycling containers were loaded and hauled for disposal.
- Contractor removal of the compost pile began mid-week in compliance with an MDEP directive. Commercial deposits were terminated, and residents were advised of the opportunity to drop off material until Wednesday, December 03, 2025.

Projects & Construction Highlights:

- Main Street Sewer, Water and Storm Drain Project (Phase II):
 - Marked out water service connections, where known, for our engineer to include on the design plans.
- Cromwell Harbor Road – Water Main Installation Project:
 - Responded to bidder questions and reviewed draft Addendum.
- Hancock Street – Water, Sewer Stormwater and Sidewalk Project:
 - Met with property owner to agree upon a temporary fix to direct driveway water into a drain opening at the end of the driveway.
- West Street – Dry Weather Pump Station.
 - Discussed apparent low bidder qualifications and contractor's concerns with easement area restrictions.
- Up-Island Water Storage Tank Project:
 - Responded to electrical engineer's design questions.
- Harbor Lane Water/Stormwater Replacement Project:
 - Met with consultant regarding the stormwater retaining wall.