

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager
Subject: Weekly Report for October 24, 2025 

Fire Chief – Matt Bartlett

- We had a structure fire on Friday evening on Kittredge Brook Road in Town Hill. The structure was a shed attached to a lean-to with large amounts of flammable material stored inside. This helped accelerate the fire; however, the damage was limited to the shed and no other structures on the property were affected. We received mutual aid from Mount Desert, Trenton, Tremont, and Southwest Harbor.
- We continue to respond to bicycle accidents within the Park. Within the past two weeks, we had two significant accidents that resulted in multi-system trauma to the victims. Both patients were transported directly to the new LZ and transported by Lifeflight.
- Crews conducted safety training with K-2 students at Connors as part of Fire Prevention Week. Afterwards, the kids toured our apparatus.
- Crews trained on carrying, raising, and deploying ground and roof ladders, as well as operating the aerial ladder.
- We are working with Northeast Emergency Apparatus to fix a pump failure issues with Engine 3. Engine 3 will need to be transported to Lewiston for repairs. Until then, the truck will stay in service; however, it won't be able to pump at full capacity.
- The FD provided the Colors for the MDI Marathon National Anthem.
- The Dry Hydrant at the intersection of Norway Drive and Crooked Road was successfully tested. Since it is operating as designed, we were able to put this hydrant back in service.

EMS Section

- Deputy Chief Lennon participated as a panelist for the Topics in Modern Health Panel: Emergency & First Response hosted by MDI Hospital at the Southwest Harbor Library.
- Moderated the monthly MDI EMS meeting. Discussions included a preliminary report on the MDI Marathon. EMS agencies also shared upcoming trainings at their respective agencies and a report on community respiratory illnesses.
- Staff participated in an island-wide Case Review with the new EMS medical director, Dr. Cecily Swinburne, hosted by BHFD. Dr. Swinburne has been appointed as the new EMS medical director, succeeding Dr. David Sugarman, who retired.
- Conducted a Narcan and Stop the Bleed training for school staff at Pemetec Elementary School in Southwest Harbor.
- Staff reviewed pre-hospital management for burn emergencies.

Finance Director – Sarah Gilbert

- Began the FY2027 budget work, starting with CIP equipment replacement schedules and funding requests.
- Participated in software demonstration for Tyler self-serve as well as purchase order modules for Munis financial software.
- Current spending for school building project is: \$25,588,253

Technology Section

- Met with PW, Assessing, and GIS on new Mapping system to replace online maps.
- Installed a new public speaking timer in council chambers.
- Acquired additional Cybersecurity insurance.
- Created new infrastructure diagrams.
- Implementing setup of Fuel Master system with new fuel tank.
- Applied server updates and maintenance.
- Restructured Dispatch phone screens.
- Setup SharePoint site administration and access.

Assessing Section

- Joined a joint meeting with IT, GIS, and Public Works on CAI software. This program is being considered for replacing our currently online mapping tool.
- Processed 41 Senior Taxpayer Assistance Program applications.
- Worked on the Municipal Valuation Return.
- Continued neighborhood code review.

Planning Director – Michele Gagnon

- Conducted research on proposed road-related Land Use Ordinance amendments.
- Attended 10/21 Design Review Board workshop on Article XIII amendment.
- Drafted and mailed proposed Article XIII amendment notice letters to impacted members of the public.
- Collaborated with Sustainable Tourism Management consultant (JE Austin) on upcoming survey and public updates.
- Coordinated next steps for revised Design Review Board application.
- Drafting a Lodging Data Report to organize the information collected in order to address the Moratorium in a single unified document.
- Prepared for the 11/5 Planning Board meeting with draft LUO amendments for the June 2025 ballot.
- Attended the UMaine Reusables project meeting on a pilot program for reusable containers for participating Bar Harbor businesses.

Code Enforcement Section

- Issued 15 electrical, plumbing, building and/or other permits.
- Issued Long-Term rental registrations.
- Conducted 20 onsite inspections.
- Issued four (4) temporary or final occupancy certificates.
- Met with six (6) project representatives to discuss property development projects.
- Conducted 101 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Conducted joint inspections in order to prepare the Deputy for some regular inspection duties.
- Along with the Fire Chief, we met onsite with the Log Cabin Restaurant representative regarding a renovation project.
- Began drafting new applications, forms and procedures for possible updates to Chapter 174 (STR).
- Developed an outline for pending LUO updates for campgrounds and campsites. The CEO met with the Planning Board chair to discuss the process and initiated discussions with campground owners prior to public listening sessions to be held in November.
- The Deputy Code Enforcement Officer has become certified in Shoreland Zoning.

Public Works Director – Bethany Leavitt:

- Made progress on the RFP for the Qualified Environmental Professional for the Town's YMCA Brownfield Project.
- Coordinated with pool repair vendor and provided design documents.
- Discussed Harbor Lane project with Lark Studio who is developing a sea wall for 9 Harbor Lane.
- Attended GIS meeting about MapsOnline and provided feedback on the functionality needed for new software.

Highway Section

- Reviewed plow routes to incorporate newly hired employees.
- Screened winter sand.
- MDOT cleaned basin at Main Street & Newton Way intersection.
- Performed roadside tree trimming and chipping on Fern Meadow Drive, Folkestone Drive, Knox Road and Old Bar Harbor Road.
- Made 2,400 gallons of salt brine for winter operations.
- Repaired damaged traffic control sign on Kebo Street.
- Continued preparations for upcoming marathon.
- Contractor conducted routine inspections of pressure vessels at the Public Works Facility (PWF) and the bus garage.
- Initiated process to establish our new fuel system at the PWF, including dispensing software and lining up fuel provider(s).
- Worked with Harbormaster on a welding repair for a pier crane.

Parks and Recreation Section

- Graded parking lot at Hadley Point Landing.
- Continued to clean up Glen Mary Park woods.
- Conners Emerson School baseball play-offs concluded at the Athletic Field this week.

Wastewater Section

- Transitioned plant to a “complete mix operation” and added second clarifier into operation at Main Treatment Plant.
- Dismantled the old grit pump and installed the new replacement unit at the Main Treatment Plant.
- Cleaned Main Treatment Plant contact tanks.
- Closed-circuit tele videoed (CCTVed) 3,000 linear feet of sewer main on Amory Lane, Spring Street and Waldron Road; no severe defects were found.
- DIY’ed a sprayer system for Main Plant aeration system.
- Inspected a sewer on Pine Street.
- Met with contractor at 99 Cottage Street (Irving station replacement project) to discuss connection to the sewer main.
- Vacuumed scum off the clarifiers at the Main Treatment Plant.
- Initiated winterization (i.e., heat tape is applied to water and chemical lines) at the Hulls Cove Treatment Plant.

Water Section

- Supervised work to connect a private service line to the Town's water main on Pine Street.
- Inspected the Town Pier water service line and made plans to repair a small leak.
- Repaired an Atlantic Avenue fire hydrant, a Woodlands Lane curb stop, and an Eden Street leaking meter.
- Removed three (3) seasonal meters, turned one (1) curb stop for a plumber and replaced one (1) meter.
- Met with contractor at 99 Cottage Street (Irving station replacement project) to discuss connection to the water main.
- Met with and assisted Boston Fire Sprinklers with a flow test on Wayman Lane.
- Met a Cottage Street property owner to review high water use during past quarter. The issue appears to be related to a walk-in cooler.
- Inspected a Federal Street property prior to property sale.
- Water use charts and history were provided for properties at Barberry Lane, Arata Drive, and Grason Lane. Each of the locations used much more water than normal. Discussed with the Barberry Lane property owner the process for adding an irrigation account to avoid paying sewer charges for water used to water the lawn.

Environmental Services Section

- Received and processed 33 gallons of used motor oil, 29 e-waste units, and 2 propane containers.
- Processed Six (6) MSW trailers and three (3) recycling containers.
- The Fall Clean-up Program is in progress. Residents can register and pay for needed pick-ups and disposals at the Finance Department. Pick-ups are scheduled by the Highway Section.
- The Fall Clean-up Program is concluded with residents bringing their items for disposal to the Transfer Station next Friday (10/31) and Saturday (11/1).
- Toured the EMR facilities in Southwest Harbor in order to review weighing and charging operations.

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:
 - Met with MDOT and reviewed the new design for the sidewalk.
- West Street – Dry Weather Wastewater Pump Station Project.
 - Reviewed questions from bidder and engineer.
 - Issued new addendum to bidders.
 - Bid opening was held on October 24th.
- Crooked Road / Norway Drive –Culvert Replacement Project:
 - Performed daily on-site inspections.
 - Grading is complete and ready for final paving next week.
- Up-Island Water Storage Tank Project:
 - Held pre-bid meeting on October 24th.
- Harbor Lane Drainage Outfall:
 - Reviewed and provided feedback to the contract engineer on the 30% plan set and coordinated stormwater outfall with the landscape architect's replacement wall design.

Police Chief – Dave Kerns

- Captain Wharff and I traveled to Denver and attended the International Association of Chiefs of Police Annual Conference. This four-day event offered extensive professional development and networking opportunities with law enforcement leaders from across the country. We attended sessions on leadership, ethics, use of force, officer character development, community policing and engagement, among other trainings. This conference featured over 230 training sessions and had an estimated 15,000 participants.
- Field training of our new officer continues as she has now completed her background and polygraph. A required psychological evaluation is scheduled for next week. Once these are completed, she will be eligible to obtain a provisional law enforcement certification while

MCJA processes her training transcript from Ohio. This allows a waiver of the Maine Basic Law Enforcement Training Program.

- The MDI Marathon went well, with no issues.
- Town was busier than normal for this time of season with runners and their families visiting the area for the weekend.
- Finalized staffing plan for Halloween on Ledgelawn Avenue.

Harbor Section

- The remaining eastside float will be coming out soon. We never re-installed that gangway after removing it prior to the last storm.
- The commercial fisherman's float and the skiff floats will remain in until the majority of the fisherman are finished hauling traps, or they have moved over to Northeast Harbor for the winter.

Parking Section

- Seasonal parking staff will remain in place for one more week as the paid parking program winds down for this season.

Town Clerk - Liz Graves

- Conducted voting at Birch Bay Village on 10/20.
- Issued absentee ballots for November election:
 - 514 ballots issued
 - 250 returned through Thursday.
 - Last day to request an absentee ballot is Thursday, October 30.
- Scheduled election clerks for early processing of absentee ballots and Election Day.
- Clerk's office will be begin remaining open extra hours on Tuesday, October 28 from 5:00 – 7:00 p.m. for voter registration and absentee ballots. We will also conduct election clerk training during this time.
- Participated in Clerks' Association training on Title 30-A, Town Meeting and Elections.
- Follow-up work on two existing General Assistance cases.