

To: Chair Peacock and Members of the Town Council
From:  James Smith, Town Manager
Subject: Weekly Report for November 7, 2025

Planning Director – Michele Gagnon

- The CEO coordinated and led a roundtable meeting for campground owners to gather feedback about what constitutes a campground in 2025 and the different types of temporary living that are being made available to people. Next week we will be meeting with the community to hear their comments on campgrounds and campsites. The information is being gathered to assist in crafting a LUO amendment on the definition of campgrounds and campsites as well as where to allow campsites.
- Closed the Town Hill Affordable Workforce Housing Survey which received over 175 responses.
- Checklist meeting for a change of use project, which would turn an existing garage space into an office space.
- Met with Stantec to begin planning for the next round of engagement for the Safe Streets for All project.
- Attended the Planning Board meeting and reviewed proposed Land Use Ordinance Amendments for the upcoming June 2026 ballot.
- Meeting with the Holy Redeemer Church to prepare for an application for a Land Use Ordinance Amendment, expected to be submitted for review at the 12/3 Planning Board Meeting.
- After more than 4 hours of dedicated work, Deputy CEO Desjardin managed to get a problem fix with the Polco platform allowing us to release the Polco survey for the sustainable tourism management.
- Paper copies of the survey that are available for pickup at Town Hall.
- Coordinated STM Visioning Lab details with consultant
- Met with IHT to discuss the Town Hill Affordable Housing Project.
- Made significant progress on the lodging data report. Finished a first draft of one of the appendices for the residential conversions which describes the methodology and raw data used in the analysis.
- Formatted and edited minutes and prepared the agenda for Conservation Commission.

Code Enforcement Section

- Met with campground owners to discuss possible LUO updates around the definition of Campgrounds.
- Issued 22 electrical, plumbing, building and/or other permits.
- Conducted 20 onsite inspections.
- Issued one (1) temporary or final occupancy certificates.
- Met with seven (7) project representatives to discuss property development projects.

- Conducted 121 phone/email discussions with property owners or representatives concerning building codes, regulations, short-term rentals and land use ordinance questions.
- Attended the Planning board meeting.
- Contacted STR owners (201), by email, about inspections due prior to May 2026.
- Met to discuss the interpretation and application of the LUO's lighted sign requirements.
- Completed the required end of month reporting.
- Attended webinar training for the STR compliance program.
- Began the implementation of a new method of tracking and following up on phone messages and walk-in inquiries.
- Sent out reminders for upcoming STR inspection notices.

Public Works Director – Bethany Leavitt:

- Continued work with the MDEP to address their inspection comments, including the leachate from MSW trailers. Received additional direction from MDEP related to the leaf compost operations at the PWF and the scrap metal staging location.
- Reviewed the West Street Dry Weather Pump Station bids and held an internal value engineering discussion to identify possible savings.
- Reviewed Main WWTF and Old Highway Garage sites and laid out an optimized use of these locations for CSO related expansion of the Main WWTF and other related facility plan recommendations.
- Met internally to review the current water rate structure and sewer rates. Performed a high-level analysis of the water rate (\$/100 cubic feet) that would be needed if the cost of water was the same for all users and was not discounted to volume users. We will give this feedback to the consultant next week after reviewing with finance.
- Reviewed PUC rules around water meter replacement and confirmed that meters need to be replaced on a specific schedule. We are using this requirement to work with customers to gain access to properties in order to replace meters on schedule.

Highway Section

- Investigated propane gas odor at Public Works Facility office building. The propane leak was promptly located and repaired.
- Ordered, received, and set up fuel tank user keys for distribution.
- Supported the Ledgelawn Avenue Halloween festivities.
- Picked up plow steel in Bangor.
- Performed basin & culvert checks pre-rainfall and performed sweeping operations post rainfall.
- Began removal of benches, trash cans, and kiosks from downtown.
- Repaired School Street sign and removed dead tree limb.
- Reviewed sidewalk plow routes.

Parks and Recreation Section

- Installed fountain covers at the Village Green and Agamont Park.
- Paused the Versant Power Athletic Field snack shack account from November 2025 through April 2026. This pause saved the Town over \$340 last winter.
- Closed the Athletic Field comfort station for the season.

Wastewater Section

- Replaced manhole at the Chart Room parking lot (near Hulls Cove).
- Drained and cleaned Hulls Cove oxidation ditch – Terry’s Tank Services, Royal Flush, and Allen Environmental provided support.
- Cleaned and prepped chlorine contact tank at the DeGregoire Park Wastewater Treatment Facility for winter.
- Met with electric contractor about the programmable logic controller (PLC) upgrade needed for Hulls Cove Treatment Facility.
- Diagnosed a DeGregoire Park Treatment Facility return activated sludge (RAS) pump leak. A new assembly will be required.

Water Section

- Completed a Maine Drinking Water sanitary survey and annual watershed inspection. No deficiencies were found.
- Installed a new chlorine analyzer at the treatment facility.
- Local contractor inspected and cleaned the main water intake.
- Resolved an HVAC issue at the treatment facility.
- Spoke with engineering consultant regarding water and sewer for the Harbor Lights subdivision development in Hulls Cove.
- Oversaw contractor work for a summer line repair.
- Repaired Port Security building bleeder line to prevent freezing.
- Began winterizing fire hydrants.
- Completed seven (7) Dig Safes.
- Removed meters and turned off curb stops for 19 accounts.
- Provided final water and sewer data for a West Street unit and two Albert Meadow properties that will be sold this month.

Environmental Services Section

- Accepted 36 gallons of used motor oil, 25 e-waste units, and 3 propane containers.
- Loaded and hauled 4 MSW trailers and 2 recycling containers.
- The Fall Clean-up Program concluded at the end of last week with residents disposing of bulky waste items into contractor-supplied roll-offs at the Transfer Station.
- Emailed notification to Town employees that leaf compost, ditching materials, and wood chips are available at the public works facility on a first-come /first-serve basis in an effort to remove these materials from the site.

Projects & Construction Highlights:

- Main Street Sewer, Water and Storm Drain Project, Phase II:
 - Walked the site with engineer and reviewed proposed streetscape changes to address SS4A recommendations and the continuation of traffic bump-outs for the Main Street project.
- Cromwell Harbor Road Bridge – Water Main Relocation Project:
 - Finalized easement paperwork for two properties and quantified impacts for Town Manager review.
- MDOT – Cromwell Brook Bridge #3 Replacement Project:
 - Continued to monitor progress of the MDOT work.
- Hancock Street – Water, Sewer Stormwater and Sidewalk Project:
 - Coordinated with engineer to confirm pre-construction photos to determine if the Town’s project impacted private property.
- West Street – Dry Weather Wastewater Pump Station Project.
 - Reviewed construction contractor project bids and submitted information to the Engineer of Record to review bid packages.
- West Street – Wet Weather Wastewater Pump Station and Combined Sewer Overflow (CSO) Storage Tank Project.
 - Reviewed concept plans for three options to prepare for a, to be scheduled, meeting with the Bar Harbor Historical Society.
- Crooked Road / Norway Drive –Culvert Replacement Project:
 - Performed daily on-site inspections of the project progress and maintained traffic control devices.
 - Final road grading and paving work was completed.
 - Road line striping, shoulder work, and loam and seed are expected to be completed by the end of this week.
 - The guardrail installation is expected next week.
- Up-Island Water Storage Tank Project:
 - Discussed supervisory control and data acquisition (SCADA) integration with our contractor.
 - Reviewed Addendum prior to engineer issuing bids.
 - Bid opening date is scheduled for November 26, 2025.
- Village Green Bandstand Project:
 - Revised engineer’s estimate for a simpler design for fund raising purposes.
- Harbor Lane Water/Stormwater Replacement Project:
 - Shared files (30% layout) with local landscape architect working on a new private seawall design for 9 Harbor Lane.

Town Clerk - Liz Graves

- The November 4 election likely set a Bar Harbor record for turnout for an odd-year election, higher even the November 2021 election which included the LUO amendments creating the current system of vacation rental rules. Fewer town ballots (2,297) were cast than state ballots (2,307); the discrepancy is due to absentee voters who were issued both a state and a town ballot but only returned the state ballot.

- Training on emergency preparedness for elections paid off when the fire department was called for a report of a strong smell of smoke in the building Saturday morning during early processing of absentee ballots. The generator came on for a test cycle and the strong winds that morning may have blown the smell into the building. The ballots remained in the custody of the Clerk while the team briefly evacuated the building to allow firefighters to be sure there was no danger.
- Posted agenda packet for lodging moratorium workshop.
- Began post-election activities: disassembling and storing the tabulator machines, cancelling absentee ballots that were not returned by the deadline, and entering Election Day voter registration.

Fire Chief – Matt Bartlett

- Through our collaboration with the Red Cross on smoke detectors, we received several requests for detectors and have helped install them. We also assisted a hearing-impaired resident in obtaining a bed-shaking detector that connects to their existing smoke alarm system.
- We toured the new Maintenance Facility at Acadia National Park. The building has been completed; however, exterior site work remains. They will not occupy the building until all site work is complete.
- On-duty staff handed out Halloween candy to trick-or-treaters on Ledgelawn Ave and here at the station.
- Filled out an application for the Workforce Development/Alfond Grant to provide a First Line Supervisor training for staff. This training is part of our departmental succession planning.
- Department training focused on hoses and nozzles, involving both classroom instruction and hands-on practice.
- Ladder 4 will be out of service while it is undergoing a required aerial ladder test, and preventive maintenance.
- With recent rain and decreased fire risk, we will begin issuing permits for outdoor brush fires. Permits will be granted daily based on current weather conditions and the Maine Forestry Fire Danger daily report.

EMS Section

- Several staff members finished their required HeartSaver and BLS instructor updates.
- Attended the Maine EMS Board Meeting. Key discussion centered on the Protecting Patient Access to Emergency Medications Act. This law confirms that EMS providers may administer controlled medications under standing orders from a medical director, supporting long-standing practice. For BHFD, this allows continued field use of these medications provided we maintain appropriate DEA registration or a supply and oversight agreement with a hospital pharmacy. The law also reinforces requirements for secure storage, documentation, and medical oversight. A meeting has been scheduled with MDI Hospital Pharmacy to review

compliance. Maine EMS noted there are still questions about enforcement timing and will issue further guidance.

- In the event we are no longer able to obtain our medications from MDI Hospital, we will work with Finance to start a CIP program to purchase a medication dispensing machine, required medication, and training for staff.
- Attended the first meeting of the newly reorganized EMS Region 3. Key items included forming the Regional Advisory Council and establishing its working structure, recruiting members for all council roles (hospital, EMS service, dispatch, and resident representatives), setting a meeting schedule, confirming that agencies are updating their pharmacy agreements with partner hospitals to meet new compliance requirements, and preparing for new protocols that take effect December 1.

Finance Director – Sarah Gilbert

- Followed up with delinquent tax accounts, informing of past due balances, and started researching and preparing to send Automatic Foreclosure Notices in a week or two.
- Completed MainePERS Limited Open Enrollment (annual).
- Continued preparing for upcoming Financial Audit in December.

Technology Section

- Applied firmware updates to network infrastructure.
- Configuring Fire Chief new PC, updates to M365 accounts for new video manager system at PD.
- Creation of new Email groups for departments, PD, Fire, Planning/Code, Finance, WW, Water, HW/Solid Waste.
- Connecting with Vendors over website updates/migration project.
- Resolving issues with Motorola systems.
- Resolving Tickets and other troubleshooting as needed.

Assessing Section

- Approved 4 abatement requests, denied a few others.
- Completed site visit per request of property owner questioning their valuation figure, identified unassessed structures to capture for next year's commitment.