

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager
Subject: Weekly Report for November 14, 2025 

Public Works Director – Bethany Leavitt:

- Reviewed and updated the Public Works Substance Abuse policy.
- Provided input on an RFP to manage the implementation of ASHREA recommendations.
- Prepared public updates for the Compost Facility’s temporary closure.
- Staff attended a drainage workshop hosted by the Maine Department of Transportation Local Roads Center.
- Prepared draft FY27 CIP budget for parks and recreation, comfort stations, highway, and solid waste.
- Developed punch list for the Crooked Road and Norway Drive Culvert Replacement Project. Scheduled camera inspection for dry hydrant.
- Inspected eye wash stations and fire extinguishers, as required.
- Reviewed Traffic Control Plan and updated resident outreach letter for Cromwell Harbor Road Water Line Project.
- Inspected downed tree on Cromwell Harbor Road ahead of sidewalk work and property owner easement sign off.
- Followed up on the Maine Department of Environmental Protection (DEP) inspection of the PWF compost pile and the Department’s determination that the operation is to undergo a new permitting process. Discussion was initiated with a contractor to haul away the existing stored material.

Highway Section

- Contractor inspected the PWF propane boiler to support the upcoming replacement project.
- Removed benches, bollards, and signage for winter season.
- Discussed reactivation of fuel pump software with software provider to progress the fuel tank replacement project.
- Cleaned the garage gutters in preparation for winter season.
- Contractor paved Norway Drive between Ridgeway Drive and Bluff Road, and on Highbrook Road from Route 3 (Eden Street) to Bloomfield Road. Mobile message boards were employed.
- Road salt was applied on 11/13/2025.
- Progressed purchase orders, including the winter salt purchase.
- Installed new air compressor at bus garage.

Wastewater Section

- Diagnosed a problem with scum pit at Hulls Cove Wastewater Treatment Facility and found an inoperable valve.
- Installed immersion heater at Port Authority pump station.
- Fabricated and installed an aeration effluent gate at our Hulls Cove Facility and cleaned south clarifier and filled north clarifier.
- Began winterization at Main Wastewater Treatment Facility.
- Changed one (1) ADS flow meter battery.

Water Section

- Received reports of low pressure on Seely Road and Schooner Head Road and determined the location of a Town-owned water main under a retention pond on Jackson Laboratory property. The water main was repaired with assistance from a contractor.
- Inspected a contractor-damaged curb stop on Mount Desert Street.
- Removed eleven (11) water meters, turned off five (5) curb stops, and replaced one (1) water meter.
- Provided final read for a Wayman Lane property.
- Inspected a Wayman Lane property that is selling this month.
- Located a Main Street curb stop at the request of the customer. Contractor assistance will be required for this replacement work.
- Continued winterizing fire hydrants.
- Completed six (6) Dig Safe requests.

Environmental Services Section

- Accepted 17.5 gallons of used motor oil, 53 e-waste units, and 2 propane containers.
- Four (4) MSW trailers were loaded and hauled for disposal.
- Recycling contractor picked up 235 empty propane cylinders.
- MSW contractor transported one MSW trailer from PWF to Ledgelawn Avenue site (across from bus garage) for storage.

Projects & Construction Highlights:

- MDOT – Cromwell Brook Bridge #3 Replacement Project:
 - Contractor is ready to transition traffic to the new bridge.
- Cromwell Harbor Road – Water Main Installation Project:
 - Working with our engineer on project schedule and required test pits at Ledgelawn Ave and Cromwell Harbor Road.
- West Street – Wastewater Pump Station and CSO Storage Tank.
 - Reviewed concept plans and contractor proposals.
- West Street – Dry Weather Pump Station.
 - Met with contract engineer regarding project bid proposals.
- Crooked Road / Norway Drive – Culvert Replacement Project:
 - Performed daily on-site inspections.
 - Intersection line striping was painted, and guardrail installation, loam and seeding applications were completed.

Town Clerk - Liz Graves

- Worked on minutes and orders for Nov. 18 Council meeting.
- Worked on budget timeline and implementation of new Cooperating Agencies and Community Service Partnership Policy.
- Worked on FY27 budget documents.
- Posted notice of County Budget meeting planned for the morning of Tuesday, Nov. 18.
- Submitted approved Land Use Ordinance amendments to ordinance coding contractor.

Fire Chief – Matt Bartlett

- Ladder 4 is back from Auburn. The ladder truck was down in Auburn for annual mandatory aerial ladder testing, preventive maintenance on the pump, ladder, generator, and compressed air foam system.
- Engine 3 is now undergoing repairs to the pump after the engine failed the annual pump test.
- Staff conducted a walk-through and review of the layout and fire suppression systems at Malvern Belmont.
- Staff are working with Public Works to get a dry hydrant at Crooked Road/Norway Drive operational.
- The Call Division Staff completed their CPR refresher class.

EMS Section

- Held a public CPR class at MDI High School with MDI Adult Ed.
- Ordered and received an AED (Automated External Defibrillator) along with its cabinet for the second floor of the Town Hall.
- Renewed our EMS agency license with Maine Emergency Medical Services. This renewal occurs annually each November.

Finance Director – Sarah Gilbert

- Mailed outstanding tax notices to delinquent taxpayers before the 2023 pending foreclosure notices mailed.
- July 1 – Oct 30th Paid Parking revenue, \$3,412,023 a 4% increase over same period last year.

Technology Section

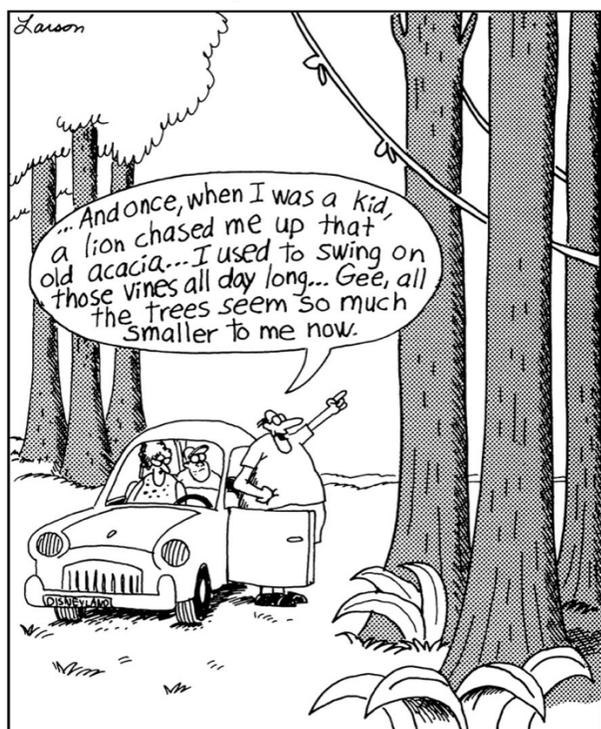
- Continued consulting with Vendors over website updates/migration project.
- Working with Connectivity Point on setting up a fax at Public Works.
- Meeting with badge access companies to review possible system integrations and obtain product quotes.
- Applied server and Cradlepoint updates as needed.
- Working with Watchguard to resolve video manager partial videos.
- Making needed changes to plotter at Public Works for scanning.

Planning Director – Michele Gagnon

- Updated proposed Article XIII amendment to address feedback.
- Held Sustainable Tourism Management Task Force meeting on 11/12.
- Coordinated with STM consultant and responded to public comments.
- Monitored STM Resident Survey results.
- Held Design Review Board meeting on 11/13.
- Helped advertise the resident survey to determine the future of local tourism on Facebook and on the Town's website.
- Made progress on the Lodging Data report.
- Attended the 11/10 Conservation Commission meeting. The meeting discussed PFAS concerns around MDI Highschool and included a conversation with faculty members at MDI Bio lab.
- Met with Patrick Adams from Federal Highway on SS4A project.
- Received an application for a LUOA from the Holy Redeemer Church. This application will be heard at the 12/3 Planning Board meeting
- Prepared for a 11/20 Planning Board meeting.
- Uploaded field data and bacterial sample results from the Northeast Creek River Monitoring effort. Results can be found on the Maine DEP's Volunteer River Monitoring data webpage.

Code Enforcement Section

- Issued 13 electrical, plumbing, building and/or other permits.
- Issued 1 Long-term Rental registration.
- Conducted 17 onsite inspections.
- Issued one (1) temporary or final occupancy certificates.
- Met with three (3) project representatives on development projects.
- Held three (3) public meetings to discuss possible LUO updates around the definition of Campgrounds.
- Attended the DRB meeting.



Tarzan visits his childhood home.

Police Chief – Dave Kerns

- Chief Kerns attending the Maine Chief's of Police Association fall conference and banquet last week. This consisted of one day of leadership training, the election and swearing in of new officers, and the general assembly meeting on Friday morning.
- Several officers, and all supervisors, completed the Job Task Analysis (JTA) distributed by the Maine Criminal Justice Academy (MCJA) to full-time certified officers who graduated since 2018. The MCJA received a grant to restructure its Basic Law Enforcement Training Program curriculum to better align with the needs of law enforcement officers. The seventeen-page JTA required significant effort and reflection from officers on their professional experience to ensure their responses were meaningful and would support future law enforcement officers throughout the state.
- All officers attended 4-hours of firearms skill building and qualifications at the range in Ellsworth last week. They also continue to work on their online annual training to be completed prior to 2026.
- Multiple FOAA requests received over the last couple of weeks. We have acknowledged these requests and added them to our ongoing list to work on compiling the publicly available records.
- Finished our draft CIP budgets for Police, Dispatch, and Harbor, as well as our draft CIP budget for Police and Dispatch in Mount Desert.
- Completed process for purchasing three cruisers, two for Bar Harbor and one for Mount Desert. These purchases were forecasted in each Town's CIP equipment replacement schedule for FY26.

Harbor Section

- All eastside floats and gangways have been removed for the season. Once commercial fisherman finish fishing out of Bar Harbor for the season, we will schedule the skiff floats to be removed and replace them with the single winter float.

Parking Section

- All parking kiosks have been powered down for the winter, and the batteries have been removed. Winter covers have been placed on those kiosks that will remain in their existing locations until spring, and the Public Works Department has removed all that interfere with snow removal.