

To: Chair Peacock and Members of the Town Council
From:  James Smith, Town Manager
Subject: Weekly Report for December 12, 2025

Planning Director – Michele Gagnon

- Prepared, finalized, and presented materials at the 12/9 Planning Board workshop to discuss potential Land Use Ordinance amendments. A follow up workshop is scheduled for 12/16.
- Working with Code Enforcement and the GIS Coordinator to prepare visuals showing growth of different types of housing since 2022 and the implementation of LD2003 (Increased Housing Opportunities).
- Worked on the FY 27 workplan and budget.
- The Department staff attended a strategic planning effort meeting to prepare for the 2026-2027 fiscal year budget and workplan.
- Attended the conservation commission meeting, the commission decided to move forward with preparing educational material to better inform the public about PFAS and septic tank health.
- Attended a kick-off meeting with the MDEP for a Non-Point Source Pollution Grant for Northeast Creek. This is a \$141,000 project for which we received a \$110,000 grant. This project is part of our Stewardship of Resources effort coming from the Comp Plan and prepared for our procurement process to hire a consultant to assist with this grant.
- Planning Board application deadline was 12/11, no applications received.
- Created a searchable project master list for PB, DRB and AB for internal use.
- Made what we hope are the last revisions to Article XIII and proposed definition updates.
- Held Design Review Board workshop 12/11 to discuss Article XIII and revised application and deliberation materials.
- Held Sustainable Tourism Management Task Force meeting 12/10.
- Preparing for the 12/16 Town Council meeting to provide update on the line up of proposed Land Use Ordinance amendments.
- Prepared examples to support proposed logging changes to the LUO.
- Processed Conservation Commission minutes.

Code Enforcement Section

- Issued 12 electrical, plumbing, building and/or other permits.
- Conducted 28 onsite inspections.
- Issued six (6) temporary or final occupancy certificates.
- Met with six (6) project representatives to discuss property development projects.

- Attended an online training for updated Subsurface Wastewater Systems regulations presented by the State DEP.
- Continued to develop a Campground/Campsite LUO amendments.
- Followed up with STR advertising on Host Compliance system.
- Facilitated a VR-1 Zoom meeting to review STR renewal procedures for 2026 with property owners.
- Attended the Maine State Electrical Inspectors group.
- Code staff met to discuss implementation of STR changes.
- Worked on wrapping up the list of permitted projects that need to be issued final COOs, sent emails that resulted in scheduling a bunch of inspections.

Police Chief – Dave Kerns

- Attended the Maine Chiefs of Police Association executive board meeting at the Maine Criminal Justice Academy on Wednesday.
- Finalized operational budgets for both Bar Harbor and Mount Desert.
- Continued to work through a personnel matter and spent time on several FOAA requests that we have pending.
- Met with Motorola Solutions to discuss options for replacement of in-car video systems and body cameras for patrol.
- Started the integration of our computer aided dispatch and records management system with our in-car camera video recordings.
- Sgt. Dickens and Officer Stanwood assisted with the escort of Wreaths Across America last weekend.
- Officer Stanwood attended Methods of Instruction class this week at MCJA and we had two officers assist with scenario-based training at the academy basic school.

Harbor Section

- Continue meeting with GEI on site designs for the Ferry Terminal.
- A contract from the State of Maine for the Small Harbor Improvement Program (SHIP) Grant should be ready next week. This is for the gangway that is scheduled for replacement.

Parking Section

- Received a quote from IPS for replacing all of our MS1 kiosks, approximately 30 kiosks, with MS3 kiosks to remain consistent with our parking technology. We will have meeting next Tuesday to discuss the buy-back of our MS1 kiosks.

Town Clerk - Liz Graves

- Worked on Moratorium Ordinance amendment and extension. Special Council meeting will be needed Monday, December 29 for public hearing and vote on extension.
- Worked on orders and minutes for December 16 Council meeting.
- Worked on budget binder redesign.
- Completed assigning Voter Participation History.
- Reconciled accounts with vouchers issued to GA clients.
- Began adding 2026 meetings to web calendar and Town Hall Streams.

Public Works Director – Bethany Leavitt:

- Held a pre-construction meeting on 12/12 to review the West Street Dry Weather Pump Station.
- Progressed MDEP road opening and utility location permit for new force main along Eden Street from the West Street Pump Station.
- Continued review and update of the FY27 operational budget.
- Attended training entitled Developing and Conducting Assessments, Audits, and Inspections to Prevent Workplace Injuries.
- Reviewed proposals to replace an obsolete large-format printer.
- Reviewed an Inflow and Infiltration (I&I) program add-on to the ADS flow meter program. This allows us to evaluate flow meter data, informing decisions about where to focus our I&I removal efforts.
- Prepared on-boarding document for new Water Superintendent.
- Reviewed Maine State regulations for contract document retention in order to put those regulations into practice.
- Held second on-site meeting with electrical contractor to finalize the details for their price proposal to run new power to a light pole on Cottage Street. Received price proposal to do the work and issued notice to proceed. In-house sidewalk work is planned for Monday, December 15, as long as the weather is good. A portion of the sidewalk will be closed between Main Street and the Cottage Street entrance to the Testa's complex. No businesses are open in this area of the sidewalk that will be closed.

Highway Section

- Continued trash pick-ups from the downtown trash cans.
- Prepared for snow on 12/10. Two to four inches fell downtown and up island. The weather turned to rain later in the evening.
- Crew was called out on 12/10 for plowing and salt, beginning around 1:00 AM and finishing around 9:00 AM.
- Brewed 600 gallons of salt brine.

- Made resident sand piles available at the Public Works Facility (PWF) in Hulls Cove and at the old salt shed (red building) on lower Ledgelawn Avenue.
- Kept the LifeFlight helipad cleared of snow and salted.
- A Mt. Desert High School student is participating in an internship with the Highway mechanics. He is taking diesel engine and equipment classes at the Hancock County Technical Center.
- Met with a contractor regarding the repair of the roof damage to the Newport Drive Comfort Station and repairs to the building floor, door, exterior trim and roof drip edges for the Town's building on Firefly Lane that is leased to the Island Explorer.
- Trimmed trees over the Town building roof on Firefly Lane.
- Trimmed trees on Indian Point Road at Fire Road 514 to improve the school bus driver's line of sight and installed school bus sign.
- Redirected a construction contractor from sending water onto Ledgelawn Avenue via a foundation sump pump and causing freezing on the sidewalk and street.
- Consolidated vehicle fuel provider responses in anticipation of reactivating the PWF fuel pumps.

Wastewater Section

- Changed oil in the septic receiving pump and blowers at the Main Treatment Plant and changed the automated bar screen gear box oil; and replaced the Modine heater motor.
- Changed the seal filter and exercised valves at the Main Street pump station.
- Exercised three-way valves at the Ocean Avenue, Albert Meadow, and Canadian National pump stations.
- Responded to eight (8) dig safes requests and signed off for 2 Bloomfield Road sewer connection permit.
- Responded to emergency utility location request for utility pole dig at the corner of Cottage Street and upper Holland Avenue.
- Sent the new truck out for service for plow adjustment.
- Performed snow removal as needed to maintain access facilities.

Parks and Recreation Section

- Provided notice of 12/15 Parks and Recreation Committee meeting.
- Coordinated with a resident who wants to share ideas on future plans for the athletic fields.

Water Section

- Began installing the new lime pump at the Duck Brook Water Treatment Facility (WTF).
- Entered 17 back flow test results into the utilities software.
- Investigated a possible leak at a High Street property, the source of which turned out to be ground water.
- Rearranged office staff and prepared office space for newly hired Water Superintendent. Coordinated with IT to get phone and computer set up before arrival on 12/15.
- Cleared snow on Monday and Wednesday around the WTF and Water parking at the PWF.
- Performed an emergency dig safe response when dump truck took down power lines on Cottage Street, West Street, and Holland Ave.
- Investigated valve locations for dig safe requests.
- Four team members attended a Maine Rural Water Association tradeshow in Bangor.
- Requested meter reads from JAX for January 2026 billing.
- Continued to progress work on website.

Environmental Services Section

- Accepted 10.5 gallons of used motor oil.
- Loaded three (3) MSW trailers for hauling and disposal at Municipal Waste Solutions in Hampden.
- Loaded recycling containers.
- Contractor picked up Eleven (11) pallets of e-waste for recycling.
- Contractor continued removal of the PWF compost pile in compliance with a Maine Department of Environmental Protection (DEP) directive. We are no longer accepting commercial or residential deposits.

Projects & Construction Highlights:

- Cromwell Harbor Road – Water Main Installation Project:
 - Coordinated the traffic control plan set-up and initial dewatering activities.
- West Street – Dry Weather Pump Station Project.
 - Coordinated with engineer on project award recommendation and prepared for pre-construction meeting on 12/12.
- Up-Island Ireson Hill Water Storage Tank Project:
 - Notified apparent low bidder of their bid status.
 - Initiated meeting with Versant Power.
- Glen Mary Pool Replacement Project:

- Town Manager coordinated with the Pool Contractor who is looking at rebuild alternatives.
- Glen Mary, Shannon & Cromwell Harbor Roads Improvements:
 - Coordinated easement paperwork with property owners.
- Harbor Lane Water/Stormwater Replacement Project:
 - Requested additional survey needed for the water main portion of the project.

Fire Chief – Matt Bartlett

- Responded to a power line incident caused by a dump truck contacting overhead wire, coordinated with PD to secure the area and close Mt. Desert, Cottage, and West Streets. Fire staff remained on scene until the truck was clear at approx. 8:30 p.m., with a key challenge of pedestrians and vehicles bypassing posted road closures.
- Early Tuesday morning, a structure fire occurred at 165 Indian Point Road. The initial response involved an aggressive attack from both the exterior and interior of the house, minimizing damage to a home valued at over \$8 million. Mutual aid was received from Mt. Desert, Tremont, Trenton, and Southwest Harbor.
- After each fire, staff clean contaminants from their turnout gear using our gear extractor washing machine. Unfortunately, our washing machine has broken down. We contacted Southwest Harbor Fire, which washed our turnout gear. We sincerely appreciate their willingness to assist. We have a service call to the company we purchased the washer from.
- We provided Santa a ride from the YMCA to the Village Green for the Christmas Tree lighting ceremony, and returned him to the Y.

EMS Section

- Conducted a Stop the Bleed class for the 7th grade at Mount Desert Elementary School.
- Conducted a Narcan administration training for the staff at the YMCA. A future follow-up training will be a Stop the Bleed Class.
- EMS quality assurance and documentation review with staff, focused on ensuring consistent, evidence-based patient care, compliance with standards, and identification of improvement areas through documentation review. A parallel review addresses billing compliance to ensure documentation supports timely and accurate reimbursement.
- We have been working with Jillian Knight to schedule CPR, Narcan administration, and Stop the Bleed Class for Town Office staff.