

To: Chair Peacock and Members of the Town Council  
From: James Smith, Town Manager  
Subject: Weekly Report for December 5, 2025

### **Fire Chief – Matt Bartlett**

- With the season's first significant snowfall, we responded to multiple accidents at the same time, with one of the accidents involving an individual driving a scooter on Rte. 3. Thankfully, none of the accidents resulted in any significant injuries.
- Captain Randy Lowe has completed and passed his final exam for his Fire Officer III class.
- Completed annual preventive maintenance on Engine 5 and Tanker 1.
- Crews are training and reviewing procedures for chimney fires.
- Working on our FY27 budget request.
- We received a grant from the Harold Alfond Center for the Advancement of Maine's Workforce to support first-line supervisor training. The grant will cover 50% of the class costs, with Dirigo Safety conducting the training. This training is part of the Department's succession planning program.
- Firefighter/Advanced EMT Smithe and Firefighter/Paramedic Peppard successfully completed their six-month probation period. Both have proven valuable members of our department, bringing a range of qualities that strengthen the services we deliver to the community.
- Cold water/ice rescue equipment has been serviced and placed on the apparatus and staff are reviewing cold water rescue procedures.
- Heat shields have been placed on all fire apparatus.

### **EMS Section**

- Updated EMS treatment protocols that went into effect on 12/1.
- Staff reviewed cold weather emergencies and treatments.
- Attended a training on child passenger safety for ATV's.
- Attended the Maine EMS monthly board meeting.

### **Finance Director – Sarah Gilbert**

- Fiscal Year 2025 Financial Audit underway.
- Reviewing rate options and structures for Water Rate case meeting.
- Continued work on draft FY2027 budget.

### **Technology Section**

- Deployed a Highway Section safety laptop.
- Tested new conference room setup at Public Works.
- Installed new hotspot for Fire Department.
- Continued troubleshooting of video uploads/imports at MD.
- Resolving issues caused by power outage (Loss of battery Backups, systems losing saved configurations).

### **Assessing Section**

- Started analyzing sales data for FY2027
- Finished processing Senior Taxpayer Assistance applications (71 total) and requested missing documentation from 3 applicants.
- Resolved an addressing issue within a neighborhood

### **GIS Section**

- Finished updating all of the parcels that have changed (split/merged/etc.) since the previous Assessor left.
- Continued geolocating data for the Volunteer River Management Program, and started a Northeast Creek Monitoring GIS StoryMap for the Planning Department.
- Completed a small mapping project for the Planning Department with zoning and lot size analysis.

### **Planning Director – Michele Gagnon**

- Wrapped up final comments on design review Chapter 13.
- Worked on a second version of proposed lodging LUO amendments.
- Prepped for follow up department priorities meeting.
- Revised Article XIII proposed amendment.
- Updated LUO Appendix A, Design Review application form, and Findings of Fact checklist.
- Compiled and processed STM meeting package for 12/10.
- Inputted STM survey feedback into Polco; survey closure 12/4.
- Coordinated DRB meeting/workshop to discuss Article XIII amendment.
- Posted a final reminder on Facebook to fill out the resident survey. The survey closed at 11:59 PM on 12/4 and ended with about 375 total responses.
- Completed a land use analysis of potential residential land use changes for the June Ballot to be discussed at the 12/3 Planning Board meeting.
- Continued working on the lodging report to compile all the data collection completed during the Lodging Moratorium
- Completed some research on programs compatible with GIS to help visualize future land use changes in preparation for a meeting with the GIS Coordinator to determine the best option(s).
- Coordinated with applicants for potential Planning Board projects.
- Worked on Safe Streets for All engagement and next steps.
- Set-up a kick-off meeting for a non-point source pollution watershed-based planning grant.
- Processed the Conservation Commission agenda & minutes.
- Created example floorplans for lodging discussions.

### **Code Enforcement Section**

- Issued 10 electrical, plumbing, building and/or other permits.
- Conducted 28 onsite inspections.
- Issued one (1) temporary or final occupancy certificates.
- Met with two (2) project representatives to discuss property development projects.
- Attended an online training for updated Subsurface Wastewater Systems forms presented by the State DEP.
- Completed the end of month reporting.
- Continued to develop a Campground/Campsite LUO amendment for June 2026.
- Followed up with STR advertising using the Host Compliance.
- Met to prepare for a VR-1 Zoom meeting and to review STR renewal procedures for 2026.

### **Police Chief – Dave Kerns**

- As the Maine Chiefs of Police Association District VII representative, I held a district meeting in Ellsworth this week with rough twenty law enforcement members from Hancock and Washington Counties.
- Worked on operational budgets for both Bar Harbor and Mount Desert police and dispatch, to include entry into Munis.
- Attended a Department Head meeting for Mount Desert on Tuesday.
- Meet with MDIslander. They're looking to write on our Mental Health Liaison.
- Held a Field Training Officer (FTO) meeting this week. We hold these meetings annually in order to sit down as a group and refine our process to ensure we are providing the best possible product for our new officers and identify any changes needed moving forward.
- Met with Real Term Energy (RTE), the vendor that originally switch our streetlights over to LED. We've been struggling to get electrical repairs done and RTE offers a service to provide reporting of issues and dispatching contractors for repairs. They will provide a quote for us to consider. We believe this could be a more cost-effective solution that also ensures efficient and timely repairs.

### **Harbor Section**

- Attended a Harbor Master Association Board Meeting.
- Bids for the new fisherman's hoist on the end of the town pier are due today and we will be awarding the bid next week.
- Waiting on the contract from the State for a Small Harbor Improvement Program grant for a replacement of the gangway.

### **Parking Section**

- Still waiting on a quote from IPS for replacing all of our MS1 kiosks, approximately 30 kiosks, with MS3 kiosks to remain consistent with our parking technology. This will allow us more flexibility to implement coupon and discount codes for residents across all kiosks.

### **Town Clerk - Liz Graves**

- Completed operating budget request (Clerk, Elections, and GA).
- Worked on re-design of budget binder.
- Began assigning Voter Participation History from November election.
- Administered one (1) General Assistance case.
- Worked on two (2) FOAA requests.
- Prepared newspaper and abutters' notices for 12/16 public hearing for a Class 3ad (indoor) Special Amusement Permit application from Kebo Valley Golf Club, which is resuming management of the pub.
- Submitted monthly reports to State for November:
  - Vital records: 10 birth certificates, 1 death certificate, 2 marriage licenses, 17 marriages filed including 4 local couples, 25 marriage certificates
  - Hunt/fish: 3 transactions
  - Dogs: 33 licenses issued, not including online transactions (this year these are issued directly by state Animal Welfare staff)

### **Public Works Director – Bethany Leavitt:**

- Meet with engineer to review the schedule and the proposed CIP budget for the Main Wastewater Treatment Facility plant upgrades. A preliminary 7-year plan with funding requirements was reviewed.
- Held pre-construction meeting with contractor, engineer and site inspectors for the Cromwell Harbor Road Water Main Connection Project; coordinated with MDOT on the bridge work to minimize community impacts between the two construction projects.
- Completed upgrades to the Public Works Facility (PWF) conference room and moved plotter to conference room for temporary holding.
- Held job description review meetings with staff and revised job descriptions as appropriate.
- Initiated FY27 operational budget review with operational team.
- Met with engineer to review water rate increase options. Discussed schedule to be able to share results with the Town Council and needed timing for PUC submissions and a required public hearing.
- Discussed SCADA options for wastewater system, and PLC alternatives for the remote control of equipment.
- Met with electrical contractor to determine approach to run new power to a light pole on Cottage Street onto the Town's electrical

service; currently the light pole is on a private service that is not energized. Electrician is preparing a price proposal.

### **Highway Section**

- Continued street sweeping and vacuum operations for fall leaves.
- PWF security gate experienced timing issues and was again deactivated until it is resolved.
- Conducted refresher training on plow operations.
- Rigged dump trucks with plows, wings, and spreaders.
- Prepped for snow on 12/2. 1-2 inches fell downtown and up island. The weather switched to rain later in the evening.
- A crew was called out on 12/3 for plowing and salt, beginning around midnight. Approximately 2-3 inches of snow fell; dropping temperatures made the roads slippery.
- Provided backhoe training for new crew members.
- Loaded resident sand piles at the PWF in Hulls Cove and at the old salt shed (red building) on lower Ledgelawn Avenue.
- Cleared and salted the LifeFlight helipad.

### **Parks and Recreation Section**

- Newport Drive and Pier comfort stations are closed for the winter. Signage refers users to the Village Green comfort station which is open year-round.

### **Wastewater Section**

- Replaced wasting pump at the Main Treatment Plant.
- Complete two dog house buildings for the chemical mixers at the Hulls Cove Treatment Plant.
- Changed oil in all system-wide air blowers.
- Participated in job description review meeting.
- An employee attended JETCC class for wastewater certification.

### **Water Section**

- Shut down the Duck Brook seasonal water line.
- Removed two (2) water meters and turned off three (3) curb stops.
- Provided water and sewer billing numbers for 54 Crooked Road, as the property is selling.
- Met with a contractor to discuss domestic water service for the new Connors Emerson School.
- Winterized the Town pier hydrant.
- Completed two (2) Dig Safe requests.

- Distributed 144 delinquent notices to customers with past due water bills.
- Water Superintendent applicant offer was accepted, and pre-employment examinations were conducted.

### **Environmental Services Section**

- Continued to operate the Municipal Solid Waste (MSW) and recycling facilities within regulations, including acceptance of used motor oil, e-waste units, propane containers; and the loading of MSW trailers and recycling containers for hauling / disposal at Municipal Waste Solution in Hampden.
- Contractor continued removal of the PWF compost pile in compliance with a Maine Department of Environmental Protection (DEP) directive. This is in anticipation of a potential DEP permitted compost area. Acceptance of any deposits was terminated at 2:00 PM on Wednesday, 12/3/205.

### **Projects & Construction Highlights:**

- Main Street Sewer, Water and Storm Drain Project (Phase II):
  - Engineer shared preliminary plans with contractor to gain feedback on design.
- MDOT – Cromwell Brook Bridge #3 Replacement Project:
  - Met with MDOT regarding the upcoming Cromwell Harbor Road Water Main Connection project on 12/4.
  - We were advised that the MDOT project may shut down this winter but they did not have dates yet. One lane alternating traffic would remain during the shut-down since the bridge is not ready for two-way traffic yet.
- Cromwell Harbor Road – Water Main Installation Project (ANP partnership):
  - Construction contractor staged equipment and secured the area on Monday, 12/1. The section is along Cromwell Harbor Road from the intersection of Ledgelawn Avenue to the intersection of Glen Mary Road. Prior notification was made on the Town’s website, door hangers hung at affected properties, and letters mailed to property owners.
- West Street – Dry Weather Pump Station.
  - Discussed project with engineer during weekly coordination call.
- Up-Island Water Storage Tank Project:
  - Bids were opened on 12/4. Received four bids from contractors and all were close and under our engineer’s estimate.