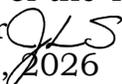


To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager 
Subject: Weekly Report for January 9, 2026

Town Clerk - Liz Graves

- Worked on budget binder redesign. The new format features new ways to present and analyze some of the information. Along the way, we have also improved the process for publishing and printing the final document. This represents a significant efficiency gain for our office, comparable to when we began assembling Council packets digitally.
- Worked on formatting Cooperating Agency applications (submitting as an online form this year) and asked applicants to clarify missing or confusing information.
- Worked on agenda and orders for 1/20 Council meeting.
- Completed the final filing (Statement of Completion) for November 2025 with the Division of Elections.
- Assisted with 1/5 Warrant Committee meeting, where Kevin Knopp was appointed to fill a vacancy. The committee holds an optional orientation meeting for new members on 1/12.
- Processed one (1) General Assistance case.

Public Works Director – Bethany Leavitt:

- Coordinated with Technology regarding the WiFi connection for Public Works Facility (PWF) conference room.
- Reviewed storm drainage improvements easement mark-out with property owner related to the Salsbury Cove overboard discharge.
- Progressed the MDOT's Special Use permit and escrow account required for the West Street Pump Station project.
- Continued the data analysis for the Water Rate Case and prepared materials for Town Council Meeting with support from consultant and Finance Director.
- Reviewed Operations and CIP budget requests for FY27 and began preparing the additional justification requested.
- Met with representatives of ANP related to the location of the existing public water main and the new employee housing private service line. A new option was proposed and initial thoughts were favorable.
- Received pre-blast survey notification from subcontractor working on the Cromwell Harbor Road Water Main Installation Project. Reviewed access impact to residences within the ledge blasting area. Determined that there are 3 properties (2 residential and one cemetery) whose driveways will be impacted by the additional road closure requested by the contractor. An access plan will be discussed at an upcoming construction meeting.

Highway Section

- Maintained resident sand piles and emptied downtown trash cans.
- Completed replacement of the PWF's pellet boiler and propane hot water heater work inside the building. A new propane line from the building to the existing propane tank will be dug across the parking lot this spring; currently we are using propane from a temporary tank set-up.
- Completed the PWF fuel tank replacement project. Fuel was delivered this week, allowing the fuel pumps to be tested. New fuel keys were distributed to town-wide users.
- Replaced the eye wash station in the garage, fulfilling an MMA safety inspection requirement.
- Cleared roads and sidewalks after a 6–8 inch snowstorm.
- Repaired our sidewalk plow which broke down with a hydraulic issue during the snowstorm. Crews salted select sidewalks by hand while the plow was out of service for repairs.
- Called for a winter parking ban to perform snow removal operations, resulting in the clearing of 818 cubic yards of snow.
- Performed snow plowing and sidewalk salting for a second snowstorm that dropped an additional 2-4 inches of snow.

Wastewater Section

- Continued to operate the 3 Wastewater Treatment Plants and 11 Pump Stations within regulatory requirements.
- Cold-patched around the Port Authority Pump Station to keep rainwater out of the station to prevent freezing.
- Checked the bearing housing lubrication on the return activated sludge (RAS) pumps at the Main Treatment Plant.
- Cleaned air filters and cabinets for all variable frequency drive (VFD) electrical cabinets at the Main Treatment Plant.
- Performed monthly greasing (equal to 15 work orders).
- Performed snow removal.
- Repaired the negative post (a grounding issue) on a truck.
- Began review work on all Operation and Maintenance (O&M) manuals, Standard Operating Procedures (SOPs), safety manuals, and emergency procedures.

Parks and Recreation Section

- Moved ice rink components received at the public works facility down to the Athletic Field and assisted volunteers who constructed the temporary ice rink on Ballfield #3 at the Athletic Field along with support from the Fire Department in providing water. The ice rink was the generous donation by the Witham Family Hotels Charitable Fund.
- Completed and installed Ice Rink Use Rules and created “Open” and “Closed” signage.

Water Section

- Contractor serviced the treatment plant generator after recent failure during windstorm and associated power outage event.
- Repaired generator gate, chemical pump fittings and pumps.
- Renewed operator’s license and completed additional training hours through Maine Rural Water Association.
- Responded to no water reports from customers on Bridge Street and Ledgelawn Avenue. Both locations had frozen water service lines. The Bridge Street issue involved a frozen water meter replacement. Additional work to clean out the curb stop was performed on the Ledgelawn Avenue property.
- Oversaw the Town’s contractor’s work on Kavanaugh Place to replace two water curb stops.
- Reviewed January 2026 quarterly water and sewer bills and performed quality control procedures.
- Mailed or emailed 1,862 water and sewer bills.

Environmental Services Section

- Operated the Municipal Solid Waste (MSW) and recycling facilities within regulations, including acceptance of seven (7) gallons of used motor oil, thirty-four (34) e-waste units, and four (4) propane cylinders.
- Two (2) MSW trailers and one (1) recycling containers were loaded and hauled for disposal at Municipal Waste Solution in Hampden.
- Issued thirteen (13) solid waste permit stickers to residential uses after providing proof of residency.
- Greased the skid steer.

Projects & Construction Highlights:

- MDOT – Cromwell Brook Bridge #3 Replacement Project:
 - Winter shutdown of construction activities was initiated on 12/19; Town crews will plow the roadway/bridge during the shutdown.
- Cromwell Harbor Road – Water Main Installation Project:
 - Construction activities continue on non-snow days and activities are continually monitored for progress and quality.
 - Subcontractor plans ledge blasting to begin on 1/26. Contractor requested expanded road closure to expedite blasting operations.
 - Next construction meeting is scheduled for 1/13.
- West Street – Dry Weather Pump Station.
 - Reviewed potential changes to the sewer main connection to terminus manhole on Eden Street.
- Up-Island Ireson Hill Water Storage Tank Project:
 - Contractor is preparing insurance and bond paperwork for contractual paperwork. Construction meeting scheduled for 1/13.
- Glen Mary Road/Shannon Road/Cromwell Harbor Rd Improvements:
 - Received engineer's final plans and specifications for review.
- Wastewater Treatment Plant Aeration Tank Gate Replacement Project:
 - Contractor mobilized to the Main WWTF to perform the slide gate installation.

Fire Chief – Matt Bartlett

- Staff continue to work on converting the current fire reporting system over to our new system.
- We assisted in filling the community skate rink that has been placed at the ballfield. It took approximately 3 hours to fill the rink.
- We were notified by the County that our current Microsoft 10 CAD computers will not be compatible with the Spillman CAD system after March 4th, 2026. We currently have 5 computers affected by this update and we are assisting the Technology Section on a solution before the March deadline.
- Technology hosted a training session on how to create and use Microsoft Forms, manage distribution lists, and utilize AI.

EMS Section

- Staff analyzed departmental responses to cardiac arrests from 2020-2025. Compared with data from the Cardiac Arrest Registry to Enhance Survival, a national database that tracks cardiac arrests out of hospital. Nationally, there is an average 30.6% rate of sustained return of spontaneous circulation upon hospital arrival. Our departmental rate is 52.6%! This success is a direct result of our ongoing EMS training and the dedicated staff committed to delivering high quality, effective EMS care.

- Attended the monthly Maine EMS Board meeting. The current flu season is very active and appears highly infectious, making it more rigorous than previous years. The Director of Maine EMS presented a year in review and future goals and ambitions.
- Staff have been training on cold weather patient response, packaging, and treatment.

Planning Director – Michele Gagnon

- Prepared minutes and 2026 meeting schedule for upcoming Board of Appeals meeting.
- Prepared recitals for proposed Design Review LUO amendment.
- Revised draft LUO amendments based on Planning Board feedback.
- Updated Design Review Certificate of Appropriateness application.
- Revised draft Design Review section for Chapter 31.
- Began research on fire suppression project.
- Prepared for and attended the 1/7 PB meeting.
- Began work on a town-wide mailing for public hearing on 2/4 for Land Use Ordinance Amendments.
- Reviewed the scope of work for the Town Hill Affordable Workforce Housing project and what still needs to get done in preparation to meet with the project manager.
- Attended the Maine Association of Planners meeting and received an update on LD1829, among other legislative news.
- Received an opinion from MMA on how homeowner's associations (HOA) enforce their covenants, conditions and restrictions and what could happen if a HOA was dissolved.
- Worked on the lodging data report.
- Worked on the department workplan and budget narrative.

Code Enforcement Section

- Issued 12 electrical, plumbing, building and/or other permits.
- Issued 4 LTR registrations.
- Conducted 18 onsite inspections.
- Issued three (3) temporary or final occupancy certificates.
- Met with five (5) project representatives to discuss property development projects.
- The Health Officer accompanied the Fire Chief on an apartment inspection where living conditions, fire safety and sanitation were all concerns. The FD & PD are working with the tenant.
- Attended the Planning Board meeting on proposed Land Use Ordinance updates.
- Worked with the Assessor to establish the new VR-2 cap number.
- Began reviewing and processing LTR and STR 2026 applications.
- Completed end of month reporting

Finance Director – Sarah Gilbert

- Continued work on draft FY2027 budget, including General Fund, Parking and Cruise Ship Funds.
- Processed first payroll of the year, updated withholding tables, Federal and State, as well as health & dental insurance deduction tables
- Prepared and presented Water Rate Case to Town Council

Technology Section

- Continued troubleshooting upload service at PD, resolved for now.
- Creating knowledge base articles to support staff in addressing common issues.
- We continue to research and reach out to AV companies to assist in providing technical reviews and recommendations for updating and our streaming system for public meetings.

Assessing Section

- Calculated 2026 dwelling unit number for VR2 cap calculations.
- Mailed Senior Taxpayer Assistance credit letters.
- Calculated new growth value.

GIS Section

- Completed a project for Public Works, drawing study-area boundaries & elevation contour lines to create a set of map layouts for potential wastewater expansion.
- Continued working on an ongoing e911 project for the Fire Department regarding response times for incidents downtown vs. out of town. Main objective this week was to geolocate and process Fire Department excel sheets of emergency calls.

Police Chief – Dave Kerns

- Continue to work on new FOAA requests. FOAA requests are becoming more frequent and time consuming.
- MD Town Manager and I finalized patrol and dispatch wages for FY27 and will be presenting to the MD Selectboard on Monday evening. This acclamation is in anticipation for future full employee merger for FY28.
- SS4A Steering Committee met on Tuesday to finalize our Safety Action Plan with Stantec in anticipation of presenting it to Town Council.
- Met with Town Manager and Finance Director to finalize the budgets and CIP for Police, Dispatch, Harbor, and Parking.
- Supervisors meeting for patrol supervisors to discuss operational, training, and accreditation goals for the upcoming year.
- Met with MD Finance Department to discuss new payroll and overtime coding requirements for calendar year 2026.
- One of the new School Crossing Flashing Speed Signs was struck by a vehicle and not reported. There was substantial damage to the sign and the mount. We were able to remount the damaged sign to the

pole, and it is functional but will be making an insurance claim with Maine Municipal on the damage for repairs.

Harbor Section

- Worked on coordinating repair estimates for the surface of the boat ramp at the town pier.
- Awarded second hoist bid replacement to Frenchman's Bay Boating Company to be completed prior to spring of 2026.
- Continue to work with GEI on developing a basis of design for the ferry terminal and are planning on a February update with Town Council for review and approval.

Parking Section

- Met with IPS to determine the amount they will offer the Town for buy-back of our MS1 kiosks. We should have an amount of buy back for the MS1's soon.



"An Afterglow" Winslow Homer (1883) Watercolor over graphite.