

To: Chair Peacock and Members of the Town Council
From: James Smith, Town Manager *JS*
Subject: Weekly Report for January 17, 2026

Public Works Director – Bethany Leavitt:

- Attended a grant presentation on Funding for Resilient Projects under the Maine Infrastructure Adaptation Fund, administered by the MDOT. Applications are due mid-March.
- Prepared and Submitted Quarterly Grant update for the Stormwater Hazard Mitigation Plan under the FEMA Disaster DR-4522 Program.
- Preparing additional information for the Town Council, and public, on the proposed water rate adjustment and will present at the next Council meeting.
- Participated in mediation session for the Teamsters Union for Public Works employees.
- Coordinated with Versant Power for upcoming projects.
- Implemented operational changes to Public Works, including the designation of a “Customer Service and Administration” section of the department, emphasizing the public and customer service aspects of our work.
- Participated in Ferry Terminal progress meeting and provided verbal review comments to the consultant.
- Provided written professional reference for K.J. Dugas Construction.
- Upon request, along with Town Manager and Finance Director, we met with Carrie Jones from the Bar Harbor Story who was seeking clarification and information on a news story on the proposed water rate adjustment currently before the Council.
- Prepared an abutter letter for the Up-Island/Ireson Hill Water Storage Tank project to notify property owners of the 1/26 start date.
- Completed utility mark-out, newsflash post and updated traffic message boards to notify the community of the traffic impacts expected at the intersection of Ledgelawn Avenue and Cromwell Harbor Road for the contractor to perform test pits. The test pits expose the actual in the ground location of the utility pipes, exposing any conflicts now in order to work through any changes in advance of the planned water connection date in March. The work is expected to take 2 days, Tuesday and Wednesday (1/21 and 1/22).

Highway Section

- Maintained resident sand piles and emptied downtown trash cans.
- Salted the roads as necessary in the evening and mornings when the temperature dropped.
- Activated and distributed the fuel keys for the new fuel pumps.
- Placed cold patch in the downtown area.
- Swept streets for two days this week; maintaining compliance with our snow dump permit administered by the MDEP.
- Maintained adequate salt pile; however, there is a shortage of salt delivery to the northeast region due to overseas shipping delays.
- Conducted a permitted burn of tree limbs and brush at the PWF.
- Repaired and repainted a Town-owned downtown lamp post.
- Relocated surplus property to the former PWF composite site to stage for an upcoming surplus property bid.

Wastewater Section

- Continued our comprehensive review all operations and maintenance (O&M) manuals, standard operating procedures (SOPs), and Emergency Procedures.
- Organized Septic Receiving including constructing shelves for battery backups, moving an old office desk, and updating septic rate and emergency contact information.
- Installed a new chlorine analyzer at the Hulls Cove Plant.
- Investigated a sewer back-up at a Michigan Avenue property and determined it was the property owner's responsibility. An emergency dig was performed to replace the entire sewer service from house to sewer main.
- Contract electrician tested the new Programmable Logic Controller (PLC) before the old PLC was replaced at the Hulls Cove Plant.
- Changed oil in all three (3) plant water pumps at Main Plant.
- Pulled two (2) ADS flow meter for maintenance.

Parks and Recreation Section

- Received several park use permit applications for 2026 major special events; the deadline is no later than February 1.
- Responded to an inquiry about permitting a wedding reception in 2026; this would be a minor special event application.

Water Section

- Cleared snow and treated ice buildup on various days.
- Contract electrician replaced uninterruptible power supply (UPS) in the ultraviolet (UV) 202 and tested backup for functionality. Confirmed the programmable logic controller (PLC) was intact after recent power fluctuations and worked on replacing the lime pump.

- Diagnosed ammonia circulator pump #2 failure and attempted repairs.
- Contractor assessed the generator systems for possible emergency connections and performed maintenance on power connections.
- Cleaned turbidimeter #2.
- Added the power outage procedure to emergency response plan.
- Repaired the nonfunctioning CO2 regulator and restored CO2 dosing to nominal.
- Initiated the raw water pump flush schedule.
- Reviewing stability of chemical prices with provider.
- Completed and submitted monthly total chloroform rule (TCR) system samples.
- Oversaw a contractor's sewer dig on Holland Avenue associated with new construction at 99 Cottage Street (Circle K). Sewer main excavation work eventually turned into a water main break, which was repaired the next day.
- Completed five (5) Dig Safes utility mark-out requests.
- Replaced four (4) meters.
- Visited Malvern Belmont to investigate a potential water leak. The "leak" was tested and determined to be ground water.
- Oversaw a contractor work to connect a water service line to the School Street water main.
- Discussed development of a formally documented Preventative Maintenance (PM) Program using our existing work order system.

Environmental Services Section

- Operated the Municipal Solid Waste (MSW) and recycling facilities within regulations, including acceptance of 21 e-waste units (3 flat screen televisions, 3 four-foot fluorescent bulbs, 8 miscellaneous items, 5 smoke detectors; and 20 propane cylinders).
- Three (3) MSW trailers and one (1) recycling containers were loaded and hauled for disposal at Municipal Waste Solutions in Hampden.
- Issued twenty-five (25) solid waste permit stickers to users that provided proper proof of residency.
- Denied one (1) non-resident from dumping.
- Performed required MDEP testing on two (2) full ash bins.
- Maintained cleanliness of recycling yard, swept MSW trailer bay, washed under compactor, and cleaned employee areas.
- Transferred scrap metal and recycling materials to PWF sites.

Projects & Construction Highlights:

- Cromwell Harbor Road – Water Main Project (ANP partnership):
 - Held a construction progress meeting. Test pits are scheduled for 1/20 and 1/21 at the intersection of Ledge lawn Avenue and Cromwell Harbor Road.
 - Due to slow progress, mobilization for blasting (ledge removal) is scheduled for 1/26.
 - Property owner notifications are the responsibility of the blasting contractor; however, the Town has made efforts to contact property owners, including leaving notices on doors.
 - Expanded road closure will be in place to allow the blasting work to occur in one mobilization instead of two separate mobilizations, which will save project time.
- Up-Island Ireson Hill Water Storage Tank Project:
 - Held a pre-construction meeting with contract engineer and completed the contract execution with the construction company.

Fire Chief – Matt Bartlett

- Staff conducted refresher CPR training and testing for the PD.
- Visited with fourth grade students to review the importance of dressing appropriately for winter and the risks of not being prepared for cold weather.
- All department personnel participated in our annual mandatory training as required by the Maine Bureau of Labor. Any employee who did not attend the training is put on inactive status until the training is made up.
- Completed annual inspection of personal protective clothing.
- Drain problems at the fire station were identified during repairs to our turnout gear extractor washing machine. The cast iron pipes have significant buildup. A cleaning service is scheduled.
- Several of our self-contained breathing apparatus (SCBA) units are out for maintenance, as it was discovered that 9 of them have stress fractures in the metal frames. Due to these stress fractures, they must be taken out of service immediately and cannot be repaired. The replacement cost per metal frame is \$1,000.00. Our SCBAs are 18 years old, with a scheduled replacement age of 20 years. Considering the cost of new frames and the CIP replacement scheduled in two years, we are considering purchasing new SCBAs sooner. We were also informed that if we order these SCBAs now, they will not be delivered until late this fall.

EMS Section

- Deputy Chief John Lennon attended a two-day Basic Public Information Officers Course. The training equips participants with many of the skills needed to serve as full or part-time Public Information Officers (PIOs).
- The scheduled emergency room access change for the Hospital has been delayed. We assisted the Hospital with some test runs of ambulances accessing the new ED entrance off Wayman Lane.
- We received delivery of a new scoop stretcher. The new scoop replaces a 20-year-old scoop that was still in service.
- Maine EMS is considering requiring EMS personnel to wear body cameras while treating and transporting patients. This is in the early stages of discussion, and we will continue to monitor.

Planning Director – Michele Gagnon

- Submitted Q4 2025 quarterly report for the Safe Streets for All grant.
- Attended the Conservation Commission meeting on 1/12 where the commission discussed potential education plans related to PFAS.
- Met with an applicant about a potential subdivision modification.
- Attended a meeting for the Maine Infrastructure Adaptation Fund to learn about grant opportunities.
- Met with consultants for Safe Streets for All to discuss engagement for the final draft of the Safety Action Plan.
- Met with Public Works and discussed upcoming work for the Northeast Creek Non-Point Source Pollution Grant.
- Planning Board Application Deadline passed with no applications.
- Prepared for a meeting with a potential updates to the Town website.
- Organized for an internal meeting to discuss the progress and next steps for a data report on the work completed during the lodging moratorium.
- Worked on organizing and analyzing the feedback received from the Town Hill housing survey.
- Worked on the update on the project timeline for the Town Hill Affordable Workforce Housing project.
- Reviewed the updated language to implement LD1829.
- Drafted recitals for the Land Use Ordinance amendments including comp plan consistency findings.
- Began work on a presentation to council on the LUO amendments.
- Met with a representative from the NPS to review the progress on the Town Hill Affordable Workforce Housing project.
- Finalized updated Design Review application materials for review.
- Held Appeals Board meeting 1/13.
- Drafted new and processed prior Appeals Board meeting minutes.
- Revised draft Design Review Chapter 31 section.
- Drafted outline for Fire Suppression study.
- Scanned, uploaded, and emailed 200+ rental applications.
- Filed. Processed other Applications.

Code Enforcement Section

- Issued 13 electrical, plumbing, building and/or other permits.
- Issued 38 LTR registrations.
- Issued 43 STR registrations
- Conducted 23 onsite inspections.
- Issued two (2) temporary or final occupancy certificates.
- Met with either (8) project representatives to discuss property development projects.
- Met with the State Health Inspector and a new restaurant owner about renovation of a leased facility downtown
- Attended a minor subdivision checklist meeting with Planning Staff
- Attended the State Electrical Inspectors meeting

Finance Director – Sarah Gilbert

- Continued update budget book format for FY2027
- Attend mediation session.
- Draft W2's for 2025, now offering electronic delivery.

Technology Section

- Patched Firewall, created GEO-location policies, and removed and/or updated outdated rules to increase security posture.
- Finished troubleshooting new wireless system.
- Troubleshot council chambers audio, made new connections and split off outputs separating in room audio, broadcast audio and streaming audio to all be managed separately allowing for higher fidelity and control.
- Resolved partial video upload issues.
- Created Windows 11 deployment to work with current PD and FD vehicles and will be setting up to public safety vehicles.

Assessing Section

- Completed ownership updates.
- Provided several property cards for customers.
- Reviewed an abatement request.
- Processed a deferral application and sent to State.
- Assisted GIS Manager with water/sewer data analysis.

GIS Section

- Began working on a geospatial audit and analysis of the water department and meter/billing compliance. Anticipate this project will be 2-3 weeks.

Police Chief – Dave Kerns

- Presented MD Police and Dispatch budgets to the MD Selectboard.
- Attended the Maine Chiefs of Police Association board meeting this week at the criminal justice academy.
- Members of the agency attended a threat assessment consultation for an individual we have been interacting with in our community. The Maine Threat Assessment Group is comprised of multi-discipline professionals along with law enforcement. This consult was completed at our request to review involvements, behavior, and history to ensure everything is being done to support the individual and protect the community moving forward.
- Continue to work on new FOAA requests.
- Signed a revised School Resource Officer MOU with AOS 91

Harbor Section

- Met with GEI to review the basis of design for the Ferry Terminal.
- Harbor Committee meeting was scheduled for this week; however, they did not have a quorum. This committee size was increased for the purpose of developing the ferry terminal master plan and since that work concluded getting a quorum has been a challenge.

Parking Section

- IPS determined they will not buy back of our MS1 kiosks, as they are discontinuing this model. However, we are still working with them to negotiate some cost savings moving forward and working towards testing resident coupon codes on our existing MS3 kiosks.

Town Clerk - Liz Graves

- Edited and published FY27 budget. This is printed in binders for elected officials and staff and posted online. A print copy is also available for public review at the Jesup Library.
- Worked on ordinance amendments, orders and minutes for January 20 Council meeting.
- Worked on organizing filings in ongoing litigation to post to website.