

To: Chair Peacock and Members of the Town Council
From:  James Smith, Town Manager
Subject: Weekly Report for January 23, 2026

Fire Chief – Matt Bartlett

- We responded to Jackson Lab regarding a reported fire at their pellet boiler facility. Upon arrival, we found an active fire in one of their pellet hoppers. We activated a second alarm for mutual aid assistance and successfully extinguished the fire within 45 minutes, containing the fire to the hopper. The cause of this has not been determined.
- Conducted CPR and first aid training for the staff of Kids Corner.
- As part of the mandatory respiratory protection policy, staff completed medical questionnaires to be cleared for use of the self-contained breathing apparatus. The questionnaires, and reviews, were conducted by Northern Light Ellsworth Hospital's this year.
- Fire Department wastewater pipes were successfully cleaned and are in good working order again.
- We are monitoring the predicted extreme cold temperatures anticipated for this weekend and have readied staff and equipment to respond if needed. Additionally, Town Clerk Liz Graves posted a link from MEMA on cold weather preparedness and how to find warming centers. There is also a warming center being set up at the Somesville Parish House this Saturday. We will monitor weather conditions this weekend and stay abreast of any local power outages.
- Completed annual inspections on all ground ladders, with no noted defects or issues.

EMS Section

- One of our newest paramedics has completed the Paramedic Interfacility Transfer Training. This specialized training program, developed by Maine EMS, enables paramedics to transport stable patients between facilities with medications or care beyond the standard scope of training.
- Moderated the monthly MDI EMS meeting. Discussions included the ongoing construction at MDIH and how ambulance traffic should access the emergency department
- Within Hancock County, there is an increase in respiratory illnesses, specifically Flu A.
- LD 587: An Act to Require Cardiac Emergency Response Plans and Athletic Emergency Action Plans for Schools and School-sponsored Athletic Events takes effect for the 2026/2027 school year. Starting in the 2026-2027 school year, a school administrative unit must create a cardiac emergency response plan and a separate detailed Athletic emergency action plan. We will reach out to the Grammar and High School to assist in creating plans.

Planning Director – Michele Gagnon

- Prepared to present proposed LUO amendments to Council.
- Met with John Kelly (ANP) on the Town Hill Housing Project.
- Prepared for and attended a meeting to discuss new website domain.
- Added public safety data to Lodging Report
- Drafted Appeals Board minutes for 1/13 meeting
- Revised proposed Design Review application forms
- Organized appeal binders for records
- Working on zoning consistency template which is a tool that will organize the 40 districts in the same format so that we can easily compare uses and dimensional requirements and consider merging districts or proposing similar allowed uses and requirements for, as an example, all corridor districts.
- Prepared for and presented an update on the Safe Streets for All Grant Project at the 1/20 Town Council Meeting
- Posted the [Draft Vision Zero Safety Action Plan](#) (the outcome of the Safe Streets for All Grant work) for public review.
- Published a [survey](#) requesting public feedback on the draft Vision Zero Safety Action Plan.
- Coordination and planning for February engagement events for the Safe Streets for All Grant
- Worked on project applications, (1) in Downtown and (1) on Route 3.

Code Enforcement Section

- Issued 15 electrical, plumbing, building and/or other permits.
- Issued 35 LTR registrations.
- Issued 30 STR registrations.
- Conducted 22 onsite inspections.
- Issued three (3) temporary or final occupancy certificates.
- Met with either (8) project representatives to discuss property development projects.

Finance Director – Sarah Gilbert

- Prepared and mailed 1099M forms for calendar year 2025. These are payments made to independent contractors for services.
- Attend AOS and MDI High School budget meetings.
- Filed quarterly Maine Paid Family Medical Leave with the State.
- Receive Maine Revenue Sharing payment, \$50,767.

Technology Section

- Setup Wireless networks on UOS Server for testing.
- Replaced Wired infrastructure at Harbor Master building.
- Completed 5 of 8 Win 11 deployments for PD Cruisers.
- Resolved VPN issues.

Assessing Section

- Researched case law for a property issue.
- Received and reviewed on 2 new abatements, decisions pending.

GIS Section

- Continued working on a geospatial audit and analysis of the Water Service Section and MUNIS billing for Public Works.
- Began outlining layers and methods for a housing suitability analysis for the Planning Department

Police Chief – Dave Kerns

- Using grant funds, United Diagnostics completed health screenings for most of Fire and Police staff. We'll plan to have a second screening for those staff members who were not able to attend.
- Work completed on new and in progress FOAA requests.
- Chief and Captain spent time working on policy updates for new 2026 MCJA Board of Trustees Standards and in preparation for MLEAP accreditation.
- Sgt. Sundberg has begun putting all of our officers through ICAT training in small blocks while they are on shift in order to avoid overtime for training.
- Hancock County EMA secured \$2 million dollars in CDS funding for law enforcement video recording systems. We do not have a timeline for when the money will be released to us.

Harbor Section

- Had a kick-off meeting the MDOT for the gangway ship grant. Based on early quotes we should be well within our budget of 60K (\$30k from grant & \$30k from ACL) for this project. Delivery is anticipated by this spring.
- Received the final list of ACL calls for 2026, that will be forwarded to the Manager for the permit process.

Parking Section

- Met with IPS and received a demo of the coupon code system. The new software will be pushed to one of our existing MS3's this week so we can test it and see how it functions in real time. This upgrade is intended to afford greater flexibility in the paid parking program in order to explore possible enhanced resident parking programs. Based upon the results of our testing, we plan to present possible revisions to the parking policy for Council consideration for an enhanced residential parking program.

Town Clerk - Liz Graves

- Assisted the Manager and Finance Director in municipal budget presentation to the first joint Town Council/Warrant Committee budget workshop. Remaining budget workshops are January 27, on the school, and January 29, on outside agencies (both at 6:30 p.m.)
- Produced staff copies of the budget, corrected typos, and addressed gaps in the record of past budgets at the Jesup and town archives.
- Assisted with AOS Annual Budget Meeting, where 32 voters from the eight towns approved the \$3,089,028 school system budget. Bar Harbor's assessed share, \$686,073, is included in the Conners Emerson operating budget going to voters at Town Meeting.
- Posted notice of Feb. 3 public hearing for a Class 3ad Special Amusement Permit for Terramor Outdoor Resort for indoor amusements inside the lodge building. The applicant was advised that changes to the ordinance are coming and they will need to apply again under any new system, but said there was one wedding booked for 2026 and they wanted to get a permit in place.
- January 23 is the filing deadline for proponents of state citizen initiatives to submit petitions for municipal certification for the November ballot (they are then returned to the proponents, who file them with the Secretary of State's office). We received petitions for one of the three current initiative campaigns, "An Act to Designate School Sports Participation and Facilities by Sex."
- Continued working on possible amendments to Chapter 14, Amusements, for future Council workshop and consideration.
- Transferred records (vital records applications, shellfish & dog licenses and rabies certificates) that have aged past the required retention period to temporary storage for destruction this year.

Public Works Director – Bethany Leavitt:

- Met with Melvern Belmont and discussed drainage issues on their site to help guide them towards solutions. Shared the Town's mapped stormwater system and pipe material and sizing for their use.
- Developed an internal water user rate reference guide for all meter sizes and all consumption levels for seasonal and year-round customers showing the proposed rates. This information did not previously exist and will help us with rate transparency.
- Prepared and presented second Water Rate Case update for the 1/20 Town Council Meeting, including a bill increase analysis on average and maximum consumption by meter size.
- Began review of winter snow parking ban procedures in order to identify ways to communicate and reach the people parking in the down-town area better.
- Focused on water operations with new Water Superintendent.
- Reviewed Main Street Phase 2 design plans.

Highway Section

- Maintained resident sand piles and emptied downtown trash cans.
- Performed snow plowing on 1/17 and 1/18.
- Suffered sidewalk plow hydraulic leaks and removed equipment for service for repairs on 1/18.
- Cut and cleaned up fallen tree branches on Crooked Road and lower Ledgelawn Avenue on 1/21.
- Performed snow plowing overnight on 1/21 with downtown snow removal planned for the evening of 1/23.
- Initiated clean-up of fallen tree at the Town's cemetery at Indian Point Road & Oak Hill Road.
- Trimmed trees along Indian Point Road to address motor vehicle drivers sight lines, specifically for school bus drivers.

Wastewater Section

- Worked on annual combined sewer overflow (CSO) progress report. The report entails all CSO data and ongoing work throughout the year for inflow and infiltration (I&I) removal calculations.
- Plowed snow at all (14) Wastewater properties.
- Completed (8) work orders on jetting equipment.
- Cleaned and lubricated roller assemblies on all chemical pumps.
- Greased guide and bearings for clarifiers, replaced chemical residual pump hose, and installed a new radar level detector for chemical tanks at the Hulls Cove Treatment Plant.
- Began testing a new odor control technology at the Main Street pump station to proactively address odor concerns.
- Marked out (4) dig safes and responded to (3) blasting requests.
- Performed sewer connection inspections for School Street and Wescott Avenue properties.

Parks and Recreation Section

- Repaired temporary ice rink sign and plowed two paths (one from the Athletic Field parking lot and one from Park Street).

Water Section

- Continued to review and update the operations and maintenance (O&M) manuals, standard operating procedures (SOPs), and Emergency Procedures.
- Developed new option for the ANP Housing project's connection the water main located on Kebo Street.
- Ordered and received one (1) pallet of lime and a two hundred seventy-five (275)-gallon-tote of disinfection chemical.

- Processed repair estimate for chlorine room heat exchanger.
- Adjusted the lime system programmable logic controller (PLC) and performed a test fit on the new lime pump.
- Washed down the chlorine chemical room.
- Submitted 2 raw water samples to a certified laboratory for testing.
- Met with contract engineer to troubleshoot supervisory control and data acquisition (SCADA) alarm pipeline notifications.
- Performed three (3) days of snow plowing and salting at treatment plant, intake house, and PWF. Cleared snow from (108) hydrants.
- Responded to a plant call out caused by power interruption.
- Notified 2 water customers of high-water usage alarms.
- Removed a customer's water meter.
- Completed five (5) Dig Safe requests.
- Worked with Public Works Director to analyze future water rates versus existing rates. Updated spreadsheet to calculate customer bills based on meter size and water consumption.

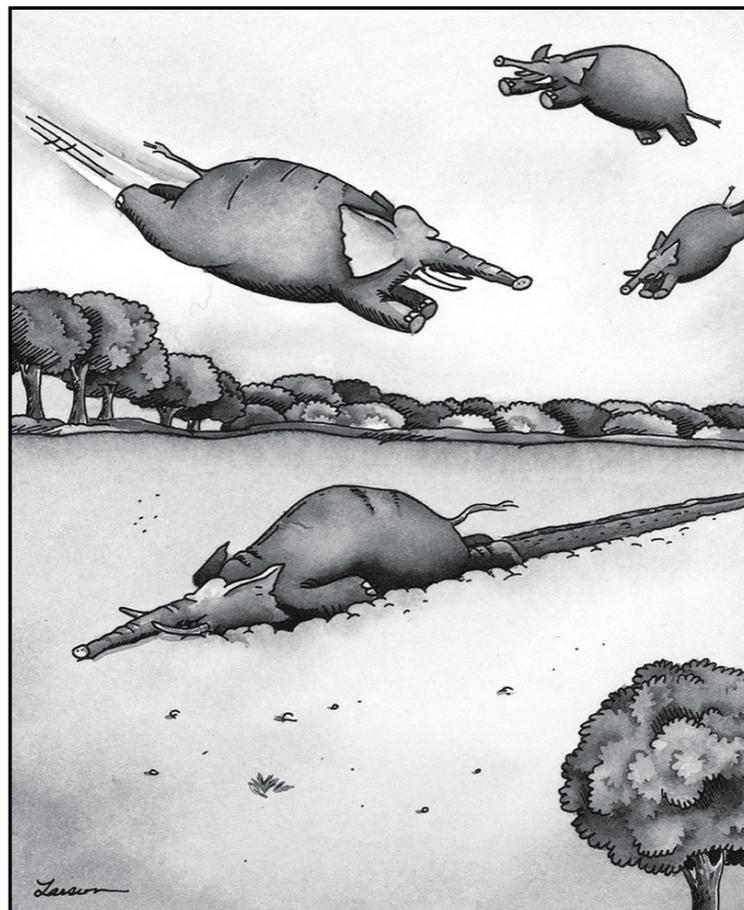
Environmental Services Section

- Accepted two (2) gallons of used motor oil, 10 e-waste units, 1 propane cylinder, 5 fluorescent bulbs, and 11 miscellaneous items.
- Two (2) MSW trailers were loaded and hauled for disposal at Municipal Waste Solutions in Hampden, and one (1) recycling container was loaded and hauled to Casella in Old Town.
- Issued (22) solid waste permit stickers to users that provided proper proof of residence; denied (1) non-resident from dumping.
- Repaired the recycling container landing.
- Picked up debris in the facility yard as needed.
- Assisted with skid steer door replacement and greased equipment.
- Cleaned MSW trailer #2 port holes.

Projects & Construction Highlights:

- Main Street Sewer, Water and Storm Drain Project, Phase II:
 - Held coordination meeting with engineer to review plans.
- MDOT) – Cromwell Brook Bridge #3 Replacement Project:
 - Town crews continue to plow the roadway and clear the bridge during the contractor's winter shutdown.
- West Street –Pump Station and CSO Storage Tank Project.
 - Reviewed force main update proposal.
- Up-Island Ireson Hill Water Storage Tank Project:
 - Reviewed site tree clearing limits with construction contractor.

- Cromwell Harbor Road – Water Main Project (ANP partnership):
 - Construction activities continue on non-snow days; activities are monitored and coordinated.
 - Cleaned five (5) gate valve boxes in preparation for contractor test pit operations on Ledge lawn and Cromwell Harbor Road. Test pit work is rescheduled the 27th & 28th of January.
 - Coordinated with blasting contractors.
- Harbor Lane Water/Stormwater Replacement Project:
 - Reviewed the revised test boring plan; comments on the plan will be provided next week.
- Salsbury Cove Overboard Discharge (OBD) Project:
 - Worked with CEO, MDEP, and property owners to develop option to remove the Town’s storm drain location. It currently sits below the sand filter (on-site wastewater system), which MDEP requires to be replaced as it has failed.
 - Reviewed easement requirements with property owner for relocated storm drainage infrastructure.
- Main Treatment Plant Aeration Tank Gate Replacement Project:
 - Construction contractor progressed work; the next step is to create slip forms for the six (6) gates in preparation for concrete.



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