



To: Chair Peacock and Members of the Town Council  
From: James Smith, Town Manager  
Subject: Weekly Report for January 30, 2026

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

- Continued building zoning consistency template.
- Discussed future amendments and planning staff 2027 workplan.
- Working with sustainable tourism consultant for upcoming meetings.
- Published a newsflash and Facebook post to notify the public of engagement events for the Draft Vision Zero Safety Action Plan.
- Staff were successful in having the Draft Vision Zero Safety Action Plan included in 2 news articles, 1 with the Bar Harbor Story and another with the MDI Islander.
- Prepared for engagement events during the week of February 2, including targeted engagement meetings, an advisory group meeting, and a feedback session for the general public.
- Received 40 responses to Draft Vision Zero Safety Action Plan survey.
- Published the agenda and packet for the 2/4 Planning Board meeting.
- Reviewing a contract from FB Environmental for the non-point source pollution (EPA 604(b)) grant work.
- Conducted research on affordable housing development projects for examples of public-private partnerships.
- Working on a scope of work to help organize and create possible housing targets for Council consideration.
- Reviewed LUOA (2026-2028) timelines and workloads.
- Creating visuals and other aids for the 2/4 Planning Board meeting.
- Met the GIS Coordinator, to discuss analysis of parcels suitable for possible future housing developments.

### **Code Enforcement Section**

- Issued 16 electrical, plumbing, building and/or other permits.
- Issued 96 LTR registrations.
- Issued 56 STR registrations.
- Conducted 24 onsite inspections.
- Issued four (4) temporary or final occupancy certificates.
- Met with six (6) project representatives to discuss property development projects.
- Attended the State Electrical Inspectors meeting.
- Attended a Floodplain Management webinar.
- Contacted MDEP permit holders about local Shoreland permit requirements.
- Assisted homeowners that were struggling with the online registrations by speaking with them and emailing applications.

**Finance Director – Sarah Gilbert**

- Completed and distributed 2025 year-end W2's
- Attended and presented at FY27 Budget meetings, Connors Emerson School, Service Partnerships and Cooperating Agencies.
- Coordinate with EMS for two First Aid training classes for town employees, Stop the Bleed and Narcan training.

**Technology Section**

- Setup and deployed new UOS Router that will be swapped over once all departments/switches are migrated.
- Completed PD Cruiser updates to Windows 11.
- Finishing FD migration to Windows 11.
- Renewed AV/EDR Software.
- Printer troubleshooting with Munis.

**Assessing Section**

- Assisted a taxpayer with analysis of downtown residential district.
- Analyzed sales and began figuring required adjustments.
- Brainstormed ways to make the office more efficient.
- Joined the group working on finding a new website for the town and conducted some research.

**GIS Section**

- Continued working on a town-wide housing suitability geospatial model for the Planning Department.
- Continued working on the geospatial audit and analysis of the Water Section for the Public Works Department.

**Police Chief – Dave Kerns**

- Attended the Mt. Desert warrant committee meeting on Tuesday night. Lots of good questions and discussion surrounding the merger and the meeting went very well with no negative comments regarding the merger.
- Submitted all of our annual reporting forms to the Maine Criminal Justice Academy.
- Continued work on multiple FOAA requests
- Worked a multi-agency response to a stranded hiker on Wednesday evening on Bar Island who ended up in the water and was located on Thursday in the water. This was an ANP and Marine Patrol case that also involved the Maine State Police and the Maine Warden Service. We debriefed the incident and have some things in relation to a water-based response to an emergency that we will be working on moving forward.

### **Harbor Section**

- A boat sank on its mooring in the harbor. All appropriate response agencies have been notified, including the USCG and MDEP. There will be an attempt on Saturday to bring the boat to surface and tow it back to Winter Harbor. MDEP will be on scene to ensure there are no hazmat issues.
- SHIP grant is moving forward for the new gangway as we wait on additional quotes to get underway with purchasing.

### **Parking Section**

- We are testing the coupon codes function in the parking system this week. We will need to pull the trigger on the purchase of the new kiosks very soon if we want them to be operational for May.
- Worked with Highway on snow removal parking bans. We got the word out to the press and the Chamber for this round but Highway still needed to tow several vehicles.

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

- Assisted with Town Council/Warrant Committee budget workshops and provided support for two Warrant Committee Subcommittee meetings. The Warrant Committee meets again on 2/2.
- Mailed notice to abutters for 2/3 Council meeting on public hearing for indoor Special Amusement Permit for Terramor Outdoor Resort. This permit, if approved, would allow a wedding reception scheduled for the upcoming season to be held inside the lodge building.
- January 31<sup>st</sup> is the end of the State's grace period for purchasing 2026 dog licenses. A \$25 late fee is mandated by statute beginning February 1st. The online licensing system is down until the 2027 licensing begins next October.
- Worked on one ongoing General Assistance case.

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

- Held internal coordination meeting to discuss the list of employees that require CDL licenses and/or endorsements, as well as reviewed paving list for spring, summer and fall. Some underground utilities need to be replaced before some of the streets on the list are paved. Another coordination meeting will be held next week to finalize.
- Prepared a cover letter for the MPUC Notification form that is required to be post marked by 2/3. Mailing is planned for 1/30.
- Discussed site options for the West Street Storage Tank.
- Updated public works project deadline list.
- Continued to adjust the snow parking ban notification procedures with PD, including street specific parking bans.
- Continued to work with Contractor to address commissioning issues with the new Public Works Facility (PWF) heat and hot water system.

### **Highway Section**

- Initiated overnight parking ban for downtown snow plowing and removal operations between 1/21 - 1/23.
- Snowstorm dropped approximately 18-inches of snow starting at 7:30 pm on Sunday and ending on Monday.
- Prepped equipment on Tuesday and Wednesday for snow hauling.
- Initiated overnight parking ban for downtown snow plowing and removal operations again on 1/27 - 1/28. Removed snow from primary and side streets downtown. Tried a borrowed snow pusher to determine if it would increase productivity in clearing snow from sidewalks and streets. Removed 2,456 cubic yards (CY) off snow off the streets and disposed of it in accordance with the MDEP Snow Waste Discharge Permit over the course of two days.
- Continued snow removal on 1/29 from a few side streets and some parking lots to make room for more forecasted snow.
- Replaced damaged mailboxes on Schooner Head Road and County Road.

### **Wastewater Section**

- Continued work on the annual combined sewer overflow (CSO) progress report to document annual CSO data and inflow and infiltration (I&I) removal achieved.
- Diagnosed oxidation ditch rotor issue at the Hulls Cove Treatment Plant and determined that the shaft had frozen. Crews thawed it with a hot water pressure washer and installed new belts on the rotor and motor.
- Cleared an undervoltage fault caused by the generator transfer on pump #2 at the Main Street Pump Station; contacted electrician for testing and a proposed remedy.
- Repaired two (2) manhole frames and covers on Main Street toward Jackson Laboratory that were damaged by plowing during the heavy snowstorm.
- Plowed snow at facilities to maintain access.
- Inspected two (2) Wescott Avenue sewer services.
- Responded to an emergency Edgewood Street dig safe request.
- Picked up new trailer in Turner, Maine; trailer will be used with the existing generator from the West Street Pump Station to make a mobile generator unit that can be used at other pump stations during power outages, as needed.
- Conducted interview for Wastewater Laboratory Analyst applicant.

### **Parks and Recreation Section**

- Prepared agenda and meeting package for 2/2 Parks and Recreation Committee Meeting.

## **Water Section**

- Drafted an operations plan for the water treatment plant.
- Completed generator assessment ahead of anticipated winter storms and monitored propane levels throughout the week.
- Reviewed power outage reporting procedure with dispatch at Public Safety. Submitted monthly system sample for compliance.
- Removed ammonia circulation pump #2 in anticipation of replacement.
- Installed a new pre-CO2 #2 pH analyzer probe and calibrated remaining pH analyzers.
- Replaced Duck Brook PC UPS supply unit.
- Continued with raw water pump flush program.
- Cleared snow from fire hydrants after Sunday's snowstorm.
- Plowed snow at facilities to maintain access.
- Received a report about a possible water leak on Edgewood Street. Obtained samples for and tested for chlorine and fluoride. Investigated the issue and determined it was a water leak. Exercised the water main valve in preparation for Contractor to repair the leak.
- Contacted three (3) customers who appeared in the high-water-use report, indicating a possible water leak. One (1) customer on Kennebec Street did, in fact have a water leak.
- Provided Eden Street property owner with water use charts as this customer had a high water and sewer bill in January; appears to have an ongoing leak at this time.
- Reviewed inventory of 111 seasonal meters and as a result will convert 27 accounts from seasonal to quarterly meters because the meters have not been returned at the end of the season.
- Provided final water and sewer numbers for pending First South Street property sale.
- Resolved network/communications issues with the automated meter reading software and postage machine.
- Deposited 180 checks during this week's reporting period.

## **Environmental Services Section**

- Accepted ten and a half (10½) gallons of used motor oil, four (4) e-waste units, eight (8) propane cylinders, two (2) batteries, and one (1) miscellaneous item.
- One (1) municipal solid waste (MSW) trailer was loaded and hauled for disposal at Municipal Waste Solutions in Hampden and no (0) recycling containers were loaded or hauled.
- Issued four (4) solid waste permit stickers to users that provided proper proof of Bar Harbor residency.
- Updated MSW and SSR tonnage report.

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

- MDOT – Cromwell Brook Bridge #3 Replacement Project:
  - Town crews are plowing the roadway over the bridge during the contractor's winter shutdown.
- Cromwell Harbor Road – Water Main Installation Project:
  - Construction activities continue on non-snow days; activities are monitored and coordinated.
  - Coordinated ongoing construction activities and blasting for ledge removal; publicized blasting operation for upcoming drilling and blasting work beginning on 1/29 and expected to be completed over a two-week period, weather dependent.
- West Street – Dry Weather Pump Station.
  - Submitted revised MDOT permits.
  - Reviewed draft work change directive, changing the sewer force main discharge location.
  - Met with Contractor and engineer to clarify tree cutting limits on the site and discuss the demo of the generator pad.
- YMCA Parking Lot Brownfields Remediation Project:
  - Reviewed and began addressing Environmental Protection Agency (EPA) comments.
- Bridge Street Storm Damage Project:
  - Received final Permit By Rule from MDEP and will begin obtaining contractor quotes to make repairs approved by FEMA.

### **Fire Chief – Matt Bartlett**

- Conducted training on initial scene size up for fire incidents and reviewed our alarm response procedures.
- Held our front-line supervisor training conducted by Dirigo Safety. This training is part of our succession planning, and staff gave positive feedback. This training was partly funded by the Alford Foundation.
- Received and reviewed hazmat Tier 2 reports. Any facility that stores hazardous material must submit a Tier 2 report to the fire department where each report is then reviewed and filed.

### **EMS Section**

- We were informed by Senator Collins' office that the congressional spending grant funding bill will be voted on in both the House and Senate over the next two weeks. If the congressional funding bill is approved, we will be in line to receive \$225,000, which will be put towards the cost of a new ambulance.
- Firefighters Cal Travers and Wyatt Smith were able to help a resident who received a new walker that needed assembly. With no one able to help her, Cal and Wyatt went to her home and assembled it for her.
- Staff have been training on the topic of stroke. EMS is reviewing the pathophysiology, identification, and treatments.