



# 2011 ANNUAL REPORT

FOR THE  
CITY OF GARDINER  
MAINE



# City of Gardiner

6 Church Street  
Gardiner, ME 04345

Visit the City Hall's website at [www.gardinermaine.com](http://www.gardinermaine.com)  
Our office hours are **Monday through Friday 8:00am to 4:30pm.**

## Contact City Hall

<u>DEPARTMENT</u>	<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
Animal Control	Jamie Dacyczyn	582-5150	jdacyczyn@gardinermaine.com
Assessing	Curt Lebel	582-6892	assessor@gardinermaine.com
City Clerk/Office Manager	Deirdre Berglund	582-4460	clerk@gardinermaine.com
City Manager	Scott Morelli	582-4200	citymanager@gardinermaine.com
Code Enforcement & Assessing Assistant	Dot Morang	582-6892	acoffice@gardinermaine.com
Code Enforcement Officer/ Health Officer	David P. Cichowski	582-6892	ceo@gardinermaine.com
Community Planning, Assistant	A. Jarita Sadler	582-6888	jsadler@gardinermaine.com
Deputy City Clerk	Ruth Glaeser	582-4460	uc1@gardinermaine.com
Economic Development	Nate Rudy	582-6888	enocdev@gardinermaine.com
Executive Assistant	Robin Plourde	582-4200	rplourde@gardinermaine.com
Finance Director	Denise Brown	582-6891	finance@gardinermaine.com
Fire Chief	Mike Minkowsky	582-4535	fire@gardinermaine.com
General Assistance	Dolores Daoust	582-1000	psoffice@gardinermaine.com
Library Director	Anne Davis	582-3312	library@gardinermaine.com
Police Chief	James M. Toman	582-5150	police@gardinermaine.com
Public Safety Assistant	Dolores Daoust	582-5150	psoffice@gardinermaine.com
Public Works Supervisor	Reggie Grant	582-4408	publicworks@gardinermaine.com
Sewer Clerk	Becky Sieberg	588-4070	sewerbill@gardinermaine.com
Tax Collector/Deputy Treasurer	Kathleen Cutler	582-2223	taxcollector@gardinermaine.com
Wastewater Treatment	Chuck Applebee	582-1351	wwtp@gardinermaine.com

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### **Additional Phone Numbers:**

School Superintendent	582-5346	Laura E. Richards Elementary School	582-3612
Gardiner Area High School	582-3150	Riverview Elementary School	582-3402
Gardiner Regional Middle School	582-1326	Adult Education	582-3774
Boy's and Girl's Club	582-8458		

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## **PUBLIC SAFETY NUMBERS**

Police, Fire, Ambulance (emergency)	9-1-1
Police (non-emergency)	582-3211
Fire Department (non-emergency and burn permits)	582-4535
Augusta Regional Communications Center (Dispatch)	624-7076

# Dedication

## W. Brian Rines 1941-2011

This 2011 City of Gardiner Annual Report is dedicated to Brian Rines who committed much of his life to Gardiner's civic affairs. We are especially grateful for his 14 year tenure as Mayor from 1993 to 2006.

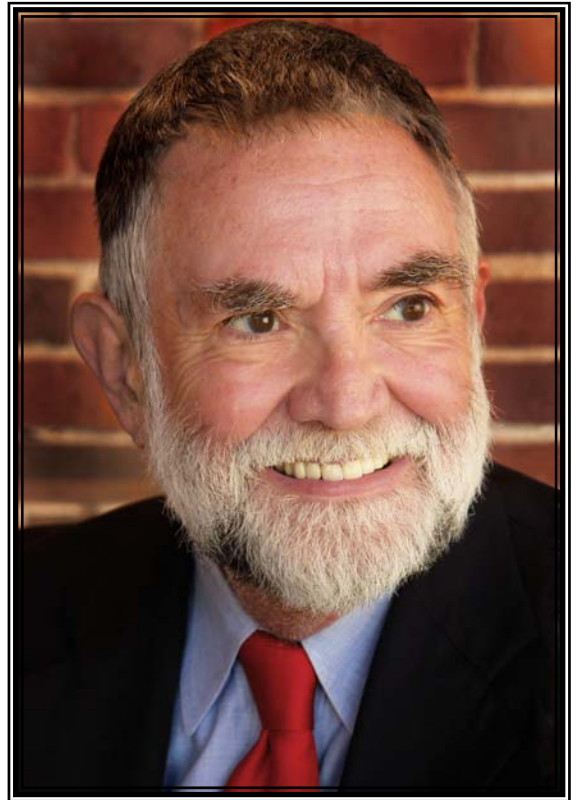
Brian developed a vision and the will to insist that the City adapt to a post-industrial economy – to transform itself from a traditional Maine mill town to a service center community at the southern gateway to Kennebec County with strategically located business parks at the intersection of Maine's two principal highways and a historic downtown district with a spectacular waterfront park at the northernmost deep water point on the Kennebec River.

Brian played a key role in each of the important economic and community development projects we see in the community today, including:

- ◆ The Gardiner Main Street Program and a revitalized downtown;
- ◆ The newly renovated, and nearly complete, waterfront park;
- ◆ The Libby Hill Business Park;
- ◆ The Kennebec River Rail Trail; and
- ◆ The Boys & Girls Club of Greater Gardiner.

Each of these projects is a part of Brian's legacy and the city is now, and will be for future generations, a much better place to live and work because of his efforts. We are thankful for Brian's true dedication to his hometown – his support of local businesses, the mentoring of our community's young people, the acknowledgement at a Council meeting of an individual for a significant personal accomplishment or contribution to the community.

To honor Brian's service as Mayor and his many contributions to the city, we dedicate this annual report to him and we posthumously thank him for all he has done for the Greater Gardiner community.



## MAYOR'S GREETING

To: The Honorable City Council and Citizens of the City of Gardiner, Maine

From: Andrew B. MacLean, Mayor

Re: ANNUAL REPORT FOR CALENDAR YEAR 2011

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In accordance with 30-A M.R.S.A. §2801, it is my pleasure to present this Annual Report for the City of Gardiner for calendar year, 2011. In this report, you will find a record of the City's financial transactions; a statement of the City's assets and liabilities, including a list of delinquent taxpayers; and a post-audit report based on the complete report of the City's auditors. We think you will find that these reports demonstrate that the financial condition of the City of Gardiner is sound.

During the past fiscal year, the City Council, City Manager, and Senior Management Team have adhered to a financial management philosophy endorsed by a diverse group of our fellow citizens who have occupied City Council seats or senior staff management positions for more than a decade: to provide a level of municipal services in general government, public works, public safety, and economic and community development that is appropriate for a community of nearly 6000 individuals that views itself as an attractive place to live, work, and raise a family, and is traditionally the service center community for southern Kennebec County. Furthermore, the City has accomplished this while keeping year-to-year budget increases at or below the inflation rate. Within tight budget constraints, the City also has made substantial investments in quality of life with the near completion of our Kennebec River waterfront park and in our future with the replacement of City Hall's heating system with a cost-effective and environmentally friendly pellet system, to name just a couple of highlights of the year.

I appreciate the contributions during the past year of members of the City Council, the City's dedicated work force, and the many citizen volunteers all of whom make Gardiner a very special community. It is a privilege to have served you as Mayor. I respectfully submit for your approval this report of municipal activity.



A handwritten signature in black ink that reads "Andrew B. MacLean".

*Mayor Andrew MacLean presenting the Spirit of America Award to Steve Marson*

# City of Gardiner Mayors

Robert Hallowell Gardiner, First Mayor.....	1850
Parker Sheldon.....	1851
Robert Thompson.....	1852
Noah Woods.....	1854-1858 & 1861-1868
James Nash.....	1863-1864
G.W. Wilcox.....	1867
Joshua Gray.....	1867-1870
D.C. Palmer.....	1871-1873 & 1879-1880
H.M. Wentworth.....	1874-1875
James B. Dingley.....	1876-1878 & 1893
J.E. Ladd.....	1881 & 1886
William Perkins.....	1882-1883
S.E. Johnson.....	1884-1885
John W. Berry.....	1887-1888
A.M. Spear.....	1889-1892
Oliver B. Clason.....	1894-1896
James Walker.....	1897-1898
Freeman Patten.....	1899-1900
Frederic Danforth.....	1901-1902
Edwin L. Bussell.....	1903-1904
Charles A. Knight.....	1905-1906
Will G. Atkins.....	1907-1908
Charles H. Gray.....	1909-1910
B.E. Lamb.....	1911-1917 & 1921-1923
G.L. Bragdon.....	1918-1920
Donald S. McNaughton.....	1924-1925
Wallace N. Price.....	1925-1926
William O. Cobb.....	1927-1934
Edwin P. Ladd.....	1935-1940
Phillip H. Hubbard.....	1940-1952
Percy K. Hanson.....	1953-1954
Russell J. Leighton.....	1956-1958
Dwight Emery.....	1955 & 1959-1962
Wallace E. Shepard, Sr.....	1962-1967
Ralph M. Clark.....	1968-1969
Harold J. Shapiro.....	1970-1975
Robert D. Mooers.....	1976-1977
Irving B. Faunce.....	1978-1979
William F. MacDonald.....	1980-1985
Charles J. McLaughlin, Jr.....	1986-1988
Brian MacMaster.....	1989-1990
Patricia C. Bourgoin.....	1991-1992
Brian Rines.....	1993-2006
Andrew MacLean.....	2007-Current



# Councilor Information

<u>Name/Term</u>	<u>Seat</u>	<u>Phone / Address</u>	<u>Email Addresses</u>
Andrew MacLean / 2012	Mayor	582-6794 / 72 Kingsbury St.	mayormaclean@gardinermaine.com
Christopher Leake / 2013	District 1	582-7452 / 104 Northern Ave	council1@gardinermaine.com
Patricia Hart / 2013	District 2	582-4119 / 34 High Holborn St	council7@gardinermaine.com
Thomas Harnett/2013	District 3	582- 0905/52 Marston Rd	council3@gardinermaine.com
Philip Hart / 2013	District 4	582-1401 / P.O. Box 142 S. Gardiner, ME 04359	council6@gardinermaine.com
Kendall Holmes/2012	At-Large	582-3255 / PO Box 40 S. Gardiner , ME 04359	council4@gardinermaine.com
Robert L Johnston/2012	At-Large	582-2136 / 88 Oaklands Farm	council2@gardinermaine.com
Scott Williams/2012	At-Large	313-4072 / 65 High Holborn St	council5@gardinermaine.com

## MEETINGS

Council meetings are typically scheduled for the first and third Wednesdays of each month. They take place at City Hall, 6 Church Street, and begin at 7pm. Council meeting are available on our website to listen live and are archived for listening at your convenience.



From left to right— Councilors Christopher Leake, Scott Williams, Kendall Holmes, Patricia Hart, Robert Logan Johnston, Philip Hart, Mayor Andrew MacLean and Councilor Thomas Harnett.

## COUNCIL DEFINITIONS

Ordinance - a law enacted by a municipal legislative body, such as a city council or county commission (sometimes called county council or county board of supervisors). Ordinances govern matters not already covered by state or federal laws such as zoning, safety and building regulations. A municipal ordinance is equivalent to a state statute/law. On-going until voted by the body to amend or repeal.

Order – A formal vote by a municipal body, such as a city council or board of selectmen, instructing that something be done, issuing a formal directive that some action occur. Usually refers to a one time action by the body, such as an order to transfer funds from one account to another.

Resolve/Resolution – Expressing an opinion or endorsement of an action or sentiment, expressing that something should be done, non-binding.

# 2011 Select Highlights

## January 2011

- ◆ Mayor MacLean sworn into office for a third term. Kendall Holmes, Logan Johnston, and Scott Williams sworn in as Councilors At-Large. Councilor Williams was sworn in at 18 years of age, the youngest Councilor on record.
- ◆ Chuck Applebee, Director of Wastewater and Public Works, received the Alfred E. Peloquin Award from the New England Water Environment Association (NEWEA)
- ◆ Fire Department secured two grants, totaling nearly \$50,000 from the Maine Emergency Management Agency, for a new generator for an emergency shelter and for a replacement communications tower behind the fire station

## March 2011

- ◆ Planning Department completed “Doing Business in Gardiner” packet

## April 2011

- ◆ City worked with MDOT to install \$50,000 worth of guard rail on River Road near the end of town, at MDOT expense
- ◆ City Council recognized retirement of Fire Department Captain Ron Gay
- ◆ Mayor MacLean addressed the Joint Standing Committee on Health & Human Services to give testimony of City Council’s support of LD286, An act to allow Oak Grove Cemetery to operate a crematorium on a parcel of land less than 20 acres.

## May 2011

- ◆ Firefighter Patrick Saucier graduated the Kennebec Valley Leadership Institute (KLI).
- ◆ City receives a grant for the purchase and installation of a new wood pellet boiler for City Hall

## June 2011

- ◆ City took delivery of new ladder truck
- ◆ Black Diamond Consultants closed on Lot 16 at Libby Hill Business Park
- ◆ City Council approved the updated Flood Plain Map
- ◆ City Council awarded City's Insurance to P&C Insurance, saving the City \$60,000 in annual fees
- ◆ City Council approved the FY12 Appropriations for City Services at \$4,818, 967.
- ◆ City Council approved the FY12 Appropriations for Enterprise Accounts: Ambulance \$968,906 and Wastewater Service \$1,533,110
- ◆ City Council confirmed the City Manager’s appointment of Nate Rudy as Economic Development Director
- ◆ Oak Grove Cemetery Association signed a Purchase and Sale Agreement for Libby Hill Lot 24

## July 2011

- ◆ Resolution honoring Police Officer Nathan McNally for saving a woman from a burning vehicle
- ◆ Resolution in honor of Larry Boynton’s retirement from Public Works
- ◆ Fire Chief Rick Cody retired after 25 years of service
- ◆ City Council confirmed the City Manager’s appointment of Michael Minkowsky as the new Fire Chief



### August 2011

- ♦ Resolution in honor of Children's Librarian, Charlene Wagner, for over 30 years of exemplary service
- ♦ Resolution in honor of Assistant Director/Adult Services Librarian, Scott Handville, for over 30 years of exemplary service
- ♦ Resolution in support of Community Development Block Grant to assist Maine Downtown Center's community development program

### September 2011

- ♦ Resolution Proclaiming 9/17/11 – 9/23/11 Constitution Week

### October 2011

- ♦ Police Safety Officer Jamie Dacyczyn was certified as Child Passenger Safety Technician
- ♦ Kennebec River Rail Trail celebrated 10th anniversary unveiling bell tower in Waterfront Park
- ♦ City Council approved a plan to address West Street odor problem
- ♦ City Council presented Steve Marson, Central Maine Pyrotechnics, with Sprit of America Award
- ♦ Resolution in honor of Wastewater's Arthur Robinson receiving the 2011 JETCC Founder's Award.
- ♦ Resolution in honor of Gardiner Area High School Students' participation in United Way's Day of Caring
- ♦ Public Works sand bids came in \$20,000 less than budgeted

### November 2011

- ♦ Finance entered a contract with Constellation Energy to save an estimated \$1,500/month over our current electricity rate
- ♦ 4-Year General Obligation Bond \$425,000 consolidating FY12 lease/purchases, saving \$57,000 to taxpayers

### December 2011

- ♦ Savings Bank of Maine awarded banking services RFP
- ♦ Gardiner Public Library celebrated its 130th birthday!
- ♦ City Council enacted a 180 day moratorium on use of fireworks
- ♦ City Council authorized the name change of AG Drive to Market Street
- ♦ City of Gardiner awarded \$100,000 Heart & Soul planning grant by Orton Foundation



*A Blue Star Banner supports and honors our local servicemen stationed around the world. If you know someone who is currently serving overseas, please let us know. We will proudly post their name and branch of service at City Hall.*

# City Manager's Annual Report

Scott Morelli, City Manager

As evidenced by the departmental write-ups in this report, 2011 was another productive year for the City of Gardiner.

A major focus in 2011 was economic development. The City revamped its Planning & Economic Development Department by removing planning duties from the director's position so that more focus and emphasis could be placed on attracting and retaining businesses in Gardiner, especially at our Libby Hill Business Park. We then created a part-time Assistant Planner position to help with planning efforts, grant-writing initiatives, and to coordinate the City's role in the Orton *Heart & Soul Community Planning* process. We also made deeper investments in marketing and travel to help with economic development efforts. Although the Libby Hill TIF fund continues to operate in a deficit, we were successful in selling two lots there in 2011, which is more lot sales than in the previous several years combined. And while we lost some businesses during the course of the year – most notably Associated Grocers – those businesses were soon replaced by others to fill their spot, showing that Gardiner remains a place of choice for business owners.

We also implemented several business-friendly practices, including a revision to our purchasing policy that allows for more leeway to grant contracts to local businesses if they are close in price to an out-of-town or out-of-state company. We also eliminated 11 different business fees and created a "Doing Business in Gardiner" packet for those who are interested in opening up shop in Gardiner.

The City also continued with its tradition of conservative budgeting by following a zero percent tax increase for its share of the FY11 budget with a modest 1.25% increase for its share of the FY12 budget. In addition, the City undertook several cost saving efforts to further reduce the burden on property tax payers. These included:

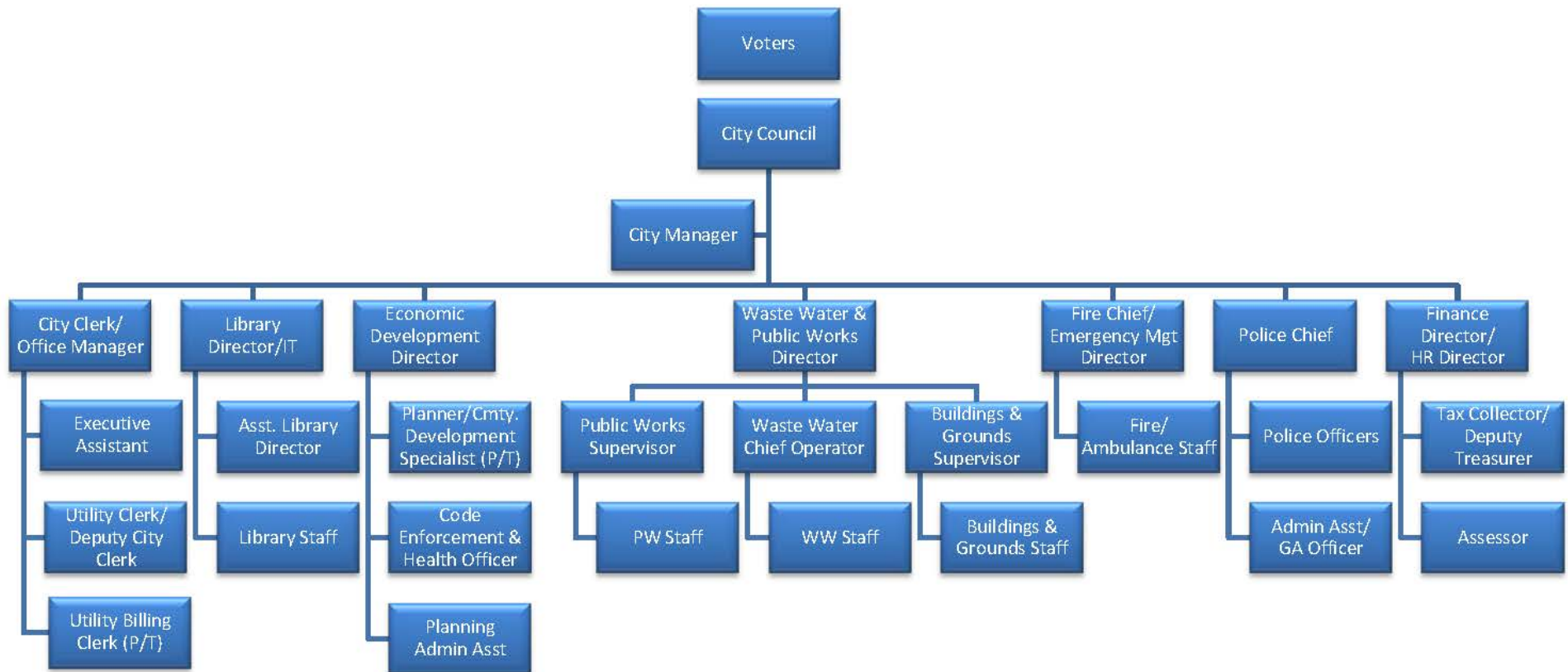
- ◆ The purchase of a pellet boiler to heat City Hall, which will save an estimated \$195,000 in heating oil costs over the next 25 years
- ◆ Bidding out our property and casualty insurance for a savings of approx. \$40,000 a year and a reduction in our deductibles
- ◆ Bidding out banking services for no fees and increased interest rates, as well as bidding out technology support services that resulted in a savings on the hourly rate (and faster service)
- ◆ Estimated savings of \$1,500/month by switching electricity providers
- ◆ Received a \$100,000 grant from the Orton Foundation, part of which will be used to help update our comprehensive plan
- ◆ Consolidated loan for various projects rather than bonding them, which will save approx. \$57,000 over the next four years in interest payments
- ◆ Refinanced a downtown TIF bond, saving over \$16,000

Infrastructure was another priority in 2011, with the Council investing in a new maintenance position to help better maintain our beautiful new waterfront park and our historic downtown. We are nearly complete on phase two of the waterfront and closed out some other projects, including the major work on Harrison Avenue. We also began construction on West Street to address the long standing sewer odor issue and received a no-match grant to improve the crosswalk between The Depot and the Waterfront Park.

These are but a sample of City accomplishments over the last year. I'd like to thank our elected and appointed officials, our staff, and the many community volunteers that work hard every day to make Gardiner a great place to live and work. I'd also like to thank City Clerk Deirdre Berglund and Deputy Clerk Ruth Glaeser for their work in producing this report. As always, it is a privilege to serve the people of Gardiner as city manager.

# City of Gardiner Organizational Chart

*Effective July 1, 2011*



# Assessing Department

Curt Lebel, City Assessor  
Dorothy Morang, Administrative Assistant

The Assessing Department operates under the Finance Department of the City of Gardiner.

The City Assessor is responsible for determining the equalized value of real estate and personal property that is subject to municipal taxation. In Maine, a large portion of Municipal, School and County budgets are funded by the property tax. The City Assessor, acting as an agent of the State, governed by State Law and local management policy is responsible for the equitable distribution of the property tax between all the taxable properties within the City. Ongoing administrative duties involve the maintenance of property information on parcels within the City, municipal budget cap development, maintenance and determination of captured value of the City's Tax Increment Financing districts and production of GIS maps for City projects. Specific records include legal information regarding ownership, parcel maps, property record cards, sales information, etc.

Valuations for the Fiscal Year 2011 assessment were lowered by the Assessor city-wide. The Assessor reduced the City's Taxable valuation by \$34.9 million dollars. This change was made as the result of declining property values within the City. The Assessing Department will continue to monitor real estate market changes within the City to ensure that the property tax continues to be distributed fairly.

## Assessment Statistics for Fiscal Year 2011

Assessment Date: April 1, 2010	Homestead Exemptions: 1,243
Commitment Date: August 2, 2010	Veterans Exemptions: 193
Taxable Valuation: \$362,045,400	Blind Exemptions: 5
Net Assessment: \$6,951,271.68	Parsonages: 8
Tax Rate: .0192	Tree Growth Parcels: 10
Assessment Ratio: 100%	Certified Ratio Farmland Parcels: 6
Transfers Processed: 146 (Apr 10-Mar 11)	Open Space Parcels: 2
Permit Checks: 295	
FY 2011 Municipal Levy Limit: \$3,038,593.04	
FY 2011 Municipal Levy: \$2,669,364.53	
FY 2011 Municipal Levy was: \$369,228.51 less than allowable limit.	

## Important Deadlines:

April 1st- All applications for exemption, or current use programs are due. Statutory date of assessment.

May 1st- All business personal property declarations are due.

# Abatements

In accordance with M.R.S.A Title 36 § 841-5, the following is a list of tax abatements and supplemental assessments made for the period of March 1, 2011 to February 28, 2012.

MRSA 36 § 841-5 reads as follows:

**5. Certification; record.** Whenever abatement is made, other than by the State Tax Assessor, the abating authority shall certify it in writing to the collector, and that certificate shall discharge the collector from further obligation to collect the tax so abated. When the abatement is made, other than an abatement made under subsection 2, a record setting forth the name of the party or parties benefited, the amount of the abatement and the reasons for the abatement shall, within 30 days, be made and kept in suitable book form open to the public at reasonable times. A report of the abatement shall be made to the municipality at its annual meeting or to the mayor and aldermen of cities by the first Monday in each March.

A detailed list of the issued items is below.

Tax Year	#	M/L	OWNER OF RECORD	OLD ASSESSMENT	NEW ASSESSMENT	VALUATION ABATED	TAX AMOUNT	MISCELLANEOUS INFORMATION
2011- 1		PP ACCT# PNH01P	Carlezon, Holly Lynn	\$774,400.00	\$5,800.00	\$768,600.00	\$15,295.14	Clerical typographical error entering personal property data.
2011- 2		16/22	Clark, Kathleen M	\$183,400.00	\$164,100.00	\$19,300.00	\$384.07	Cell Tower and CMP Right of Way not accounted for in assessment resulting in overvaluation
2011- 3		015-009-D	Michael Maschino Personal Rep	\$52,700.00	\$41,700.00	\$11,000.00	\$218.90	Wetlands, Streams and Topography of land not considered in assessment resulting in overvaluation.
2011- 4		022-056	Young, Sharon Bard Young, David B	\$316,700.00	\$291,200.00	\$25,500.00	\$507.45	Present condition of Pool enclosure and pool overestimated due to property damage, resulting in overvaluation.
						<b>\$824,400.00</b>	<b>\$16,405.56</b>	





# Finance Department

Denise Brown, Finance Director  
Fiscal Year Ending June 30, 2011

This report is a narrative overview and analysis of the financial activities of the City of Gardiner for the fiscal year ended June 30, 2011. I encourage readers to consider the information presented here in conjunction with the audited financial report, which contains a complete analysis of the city's financial position. This report is available on the city's website.

## Financial Highlights of Fiscal Year 2011

- ◆ The assets of the City of Gardiner exceeded its liabilities at the close of the fiscal year by \$19,067,117 (*net assets*). Of this amount, \$3,017,659 (*unrestricted net assets*) may be used to meet the City's ongoing obligations to citizens and creditors.
- ◆ The City of Gardiner's total net assets increased by \$1,246,165. This represents an increase of \$950,191 in governmental activities and an increase of \$295,974 in business-type activities (Ambulance and Wastewater).
- ◆ As of the close of the fiscal year, the City of Gardiner's governmental funds reported combined ending fund balances of \$2,598,046, an increase of \$170,884 in comparison with the prior year.
- ◆ At the end of the fiscal year, unassigned fund balance for the general fund was \$1,701,542 or 18% of total general fund expenditures of \$9,270,580.

The City of Gardiner issued new debt totaling \$1,277,715 during the current fiscal year. A new issue of \$767,000 was for the purchase of a new ladder truck, and a \$260,000 general fund bond and a \$236,000 wastewater fund bond was to fund the Harrison Avenue Project. There were new capital leases of \$14,715 during the fiscal year.

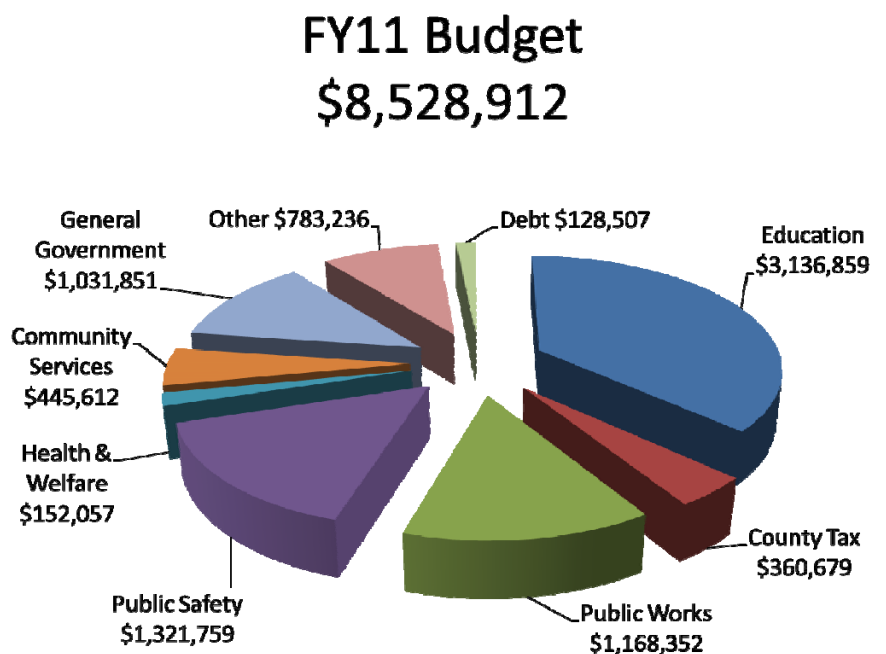
## Financial Overview

The General Fund is the city's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The City of Gardiner adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Government-wide financial information distinguishes functions of the City of Gardiner that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, education, and community services. This information is designed to provide readers with a broad overview of the City of Gardiner's finances, in a manner similar to a private-sector business.

The City has two business-type activities; the operations of the ambulance service and the wastewater treatment plant.





# General Fund Budgetary Highlights

For the fiscal year, revenues exceeded budgetary projections by \$146,041 and expenditures were below appropriations by \$40,047. This created a positive variance of \$186,088 to the fund balance. However, the budgeted use of prior year carry forwards of \$76,599 netted an increase of \$109,489 to the fund balance, as seen below.

**CITY OF GARDINER, MAINE**  
**Required Supplementary Information**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual - General Fund**  
**General Fund**  
**For the year ended June 30, 2011**

	<b>Budget</b>		<b>Actual</b>	<b>Variance with final budget positive (negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues:</b>				
Taxes	\$ 7,786,272	7,786,272	7,737,778	(48,494)
Licenses and permits	67,000	67,000	32,189	(34,811)
Intergovernmental	891,223	891,223	1,125,997	234,774
Charges for services	17,000	17,000	17,609	609
Unclassified	115,250	115,250	104,237	(11,013)
Interest earned	-	-	4,976	4,976
<b>Total revenues</b>	<b>8,876,745</b>	<b>8,876,745</b>	<b>9,022,786</b>	<b>146,041</b>
<b>Expenditures:</b>				
Current:				
General government	1,031,851	1,031,851	937,737	94,114
Public safety	1,321,759	2,088,759	2,104,391	(15,632)
Public works	1,168,352	1,168,352	1,166,993	1,359
Health and welfare	152,057	152,057	150,767	1,290
Community services	445,612	445,612	434,863	10,749
Other expenditures	783,236	783,236	842,054	(58,818)
County	360,679	360,679	360,679	-
Education	3,136,859	3,136,859	3,136,859	-
Debt service	128,507	128,507	121,522	6,985
<b>Total expenditures</b>	<b>8,528,912</b>	<b>9,295,912</b>	<b>9,255,865</b>	<b>40,047</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>347,833</b>	<b>(419,167)</b>	<b>(233,079)</b>	<b>186,088</b>
<b>Other financing sources (uses):</b>				
Use of fund balance	76,599	76,599	-	(76,599)
Proceeds from issuance of debt	-	767,000	767,000	-
Transfer to other funds	(679,432)	(679,432)	(679,432)	-
Transfer from other funds	255,000	255,000	255,000	-
<b>Total other financing sources (uses)</b>	<b>(347,833)</b>	<b>419,167</b>	<b>342,568</b>	<b>(76,599)</b>
<b>Net change in fund balance</b>	<b>-</b>	<b>-</b>	<b>109,489</b>	<b>109,489</b>
<b>Fund balance, beginning of year</b>			<b>1,778,903</b>	
<b>Fund balance, end of year</b>	<b>\$</b>		<b>1,888,392</b>	

# Government-wide Financial Analysis

Net assets may serve over time as a useful indicator of a government's financial position. In the case of the City of Gardiner, assets exceeded liabilities by \$19,067,117 at the close of the most recent fiscal year.

By far the largest portion of the cities net assets (78 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment); less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens.

The City's restricted net assets represent resources subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* (\$3,017,659) may be used to meet the City's ongoing obligations to citizens and creditors.

## CITY OF GARDINER, MAINE Statement of Net Assets June 30, 2011

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash	\$ 3,162,829	95,597	3,258,426
Receivables:			
Taxes receivable	24,010	-	24,010
Tax liens	487,145	-	487,145
Other receivables, net of allowances	149,306	1,095,824	1,245,130
Notes receivable	280,265	-	280,265
Internal balances	(762,404)	762,404	-
Capital assets, not being depreciated	1,188,648	1,028,575	2,217,223
Capital assets, net of accumulated depreciation	14,490,185	9,910,644	24,400,829
Total assets	19,019,984	12,893,044	31,913,028
<b>LIABILITIES</b>			
Accounts payable	217,150	24,756	241,906
Accrued expenses	27,697	13,946	41,643
Due to other governments	5,619	-	5,619
Accrued interest	41,551	47,024	88,575
Deferred revenue	-	6,172	6,172
Noncurrent liabilities:			
Due within one year	595,046	322,752	917,798
Due in more than one year	7,263,358	4,280,840	11,544,198
Total liabilities	8,150,421	4,695,490	12,845,911
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	8,423,193	6,491,077	14,914,270
Restricted for:			
Permanent funds	436,466	-	436,466
Revolving loan funds	646,403	-	646,403
Grants	52,319	-	52,319
Unrestricted	1,311,182	1,706,477	3,017,659
Total net assets	\$ 10,869,563	8,197,554	19,067,117

# Fund Balance Overview

The focus of the City of Gardiner's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. *Unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

**CITY OF GARDINER, MAINE**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2011**

	General	TIF Fund	Revolving Loan Fund	Harrison Ave Fund	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash	\$ 2,043,637	-	427,583	244,002	447,607	3,162,829
Receivables:						
Taxes receivable	24,010	-	-	-	-	24,010
Tax liens	487,145	-	-	-	-	487,145
Other receivables and prepaids	95,748	-	-	53,530	28	149,306
Notes receivable	-	-	280,265	-	-	280,265
Interfund loans receivable	-	-	-	-	59,200	59,200
<b>Total assets</b>	<b>\$ 2,650,540</b>	<b>-</b>	<b>707,848</b>	<b>297,532</b>	<b>506,835</b>	<b>4,162,755</b>
<b>LIABILITIES AND FUND BALANCES</b>						
Liabilities:						
Accrued payroll and related liabilities	27,697	-	-	-	-	27,697
Interfund loans payable	170,108	424,558	61,002	152,345	13,591	821,604
Accounts payable	66,085	976	443	126,447	23,199	217,150
Due to other governments	5,619	-	-	-	-	5,619
Deferred revenue	492,639	-	-	-	-	492,639
<b>Total liabilities</b>	<b>762,148</b>	<b>425,534</b>	<b>61,445</b>	<b>278,792</b>	<b>36,790</b>	<b>1,564,709</b>
Fund balances (deficit):						
Nonspendable	-	-	280,265	-	307,399	587,664
Restricted	-	-	366,138	18,740	162,646	547,524
Committed	-	-	-	-	-	-
Assigned	186,850	-	-	-	-	186,850
Unassigned	1,701,542	(425,534)	-	-	-	1,276,008
<b>Total fund balances (deficit)</b>	<b>1,888,392</b>	<b>(425,534)</b>	<b>646,403</b>	<b>18,740</b>	<b>470,045</b>	<b>2,598,046</b>
<b>Total liabilities and fund balance:</b>	<b>\$ 2,650,540</b>	<b>-</b>	<b>707,848</b>	<b>297,532</b>	<b>506,835</b>	
Amounts reported for governmental activities in the statement of net assets are different because:						
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.						15,678,833
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.						492,639
Long-term liabilities that are not due and payable in the current period and therefore are not reported in the funds:						
Accrued compensated absences						(247,510)
Accrued interest						(41,551)
Capital leases						(445,798)
Bonds payable						(7,165,096)
<b>Net assets of governmental activities</b>						<b>\$ 10,869,563</b>

The fund balance of the City of Gardiner's general fund increased \$109,489 during the fiscal year.

**CITY OF GARDINER, MAINE**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the year ended June 30, 2011**

	General	TIF Fund	Revolving Loan Fund	Harrison Ave Fund	Other Governmental Funds	Total Governmental Funds
Revenues:						
Taxes	\$ 7,737,778	-	-	-	-	7,737,778
Licenses and permits	32,189	-	-	-	-	32,189
Intergovernmental	1,125,997	-	-	566,407	852,966	2,545,370
Charges for services	17,609	-	-	-	31,694	49,303
Unclassified	104,237	89,941	-	-	289,862	484,040
Interest earned	4,976	-	13,340	503	1,010	19,829
<b>Total revenues</b>	<b>9,022,786</b>	<b>89,941</b>	<b>13,340</b>	<b>566,910</b>	<b>1,175,532</b>	<b>10,868,509</b>
Expenditures:						
Current:						
General government	937,737	214,978	-	-	-	1,152,715
Public safety	1,337,391	-	-	-	80,022	1,417,413
Public works	1,166,993	-	-	-	-	1,166,993
Health and welfare	150,767	-	-	-	-	150,767
Community services	434,863	-	-	-	-	434,863
Education	3,136,859	-	-	-	-	3,136,859
County	360,679	-	-	-	-	360,679
Unclassified	842,054	80,031	21,225	-	3,724	947,034
Capital expenditures	781,715	-	-	973,077	741,929	2,496,721
Debt service	121,522	544,686	45,088	-	-	711,296
<b>Total expenditures</b>	<b>9,270,580</b>	<b>839,695</b>	<b>66,313</b>	<b>973,077</b>	<b>825,675</b>	<b>11,975,340</b>
Excess (deficiency) of revenues over (under) expenditures	(247,794)	(749,754)	(52,973)	(406,167)	349,857	(1,106,831)
Other financing sources (uses):						
Proceeds from debt / capital leases	781,715	-	-	496,000	-	1,277,715
Transfers in	-	679,433	-	-	301,349	980,782
Transfers out	(424,432)	(556,350)	-	-	-	(980,782)
<b>Total other financing sources (uses)</b>	<b>357,283</b>	<b>123,083</b>	<b>-</b>	<b>496,000</b>	<b>301,349</b>	<b>1,277,715</b>
<b>Net change in fund balances</b>	<b>109,489</b>	<b>(626,671)</b>	<b>(52,973)</b>	<b>89,833</b>	<b>651,206</b>	<b>170,884</b>
Fund balances (deficit), beginning of year	1,778,903	201,137	699,376	(71,093)	(181,161)	2,427,162
<b>Fund balances (deficit), end of year</b>	<b>\$ 1,888,392</b>	<b>(425,534)</b>	<b>646,403</b>	<b>18,740</b>	<b>470,045</b>	<b>2,598,046</b>

### Capital Asset and Debt Administration

**Capital assets.** The City of Gardiner's investment in capital assets for its governmental activities as of June 30, 2011, amounts to \$15,678,833 (net of accumulated depreciation). This investment in capital assets includes land, buildings, land improvements, vehicles, machinery and equipment, and infrastructure.

Major capital asset events during the current fiscal year included the following:

- ◆ the purchase of a new ladder truck for the fire department;
- ◆ improvements for the Cobbossee Corridor Bike Trail and the Waterfront;
- ◆ improvements for the Harrison Avenue project; and,
- ◆ a new server for City Hall.

**Long-term debt.** At the end of the fiscal year, the City of Gardiner had total bonded debt outstanding of \$11,578,822. Of this amount, \$7,165,096 is governmental activities and \$4,413,726 is business-type activities.

State statutes limit the amount of general obligation debt a municipality may issue to 15 percent of its total state assessed valuation. The current debt limitation for the City of Gardiner is \$54,165,000 which is in excess of the City of Gardiner's outstanding general obligation debt of \$11,578,822.

#### Long-term Debt Payable at June 30, 2011

	<u>Date of Issue</u>	<u>Original Amount Issued</u>	<u>Date of Maturity</u>	<u>Principal Balance 30-Jun-10</u>
<b>Governmental activities:</b>				
1995 General obligation bonds	05/25/95	750,000	11/01/15	172,500
1998 General obligation bonds	05/27/99	2,096,483	11/01/19	943,419
2001 General obligation bonds	05/24/01	257,660	11/01/11	25,766
2004 General obligation bonds	10/28/04	775,000	11/01/19	465,003
2007 General obligation bonds	09/26/07	319,700	11/01/27	271,745
IRP IRP loan (Rural Dev.)	12/20/00	475,000	03/31/29	355,254
2010 General obligation bonds	05/27/10	4,067,093	11/01/34	3,904,409
2010 Ladder Truck	10/28/10	767,000	11/01/25	767,000
2011 General obligation bonds	05/26/11	260,000	11/01/39	260,000
				<u>7,165,096</u>
<b>Business-type activities:</b>				
1197 State revolving loan	03/14/97	1,296,500	11/01/17	453,775
1999 State revolving loan	06/23/99	818,500	11/01/19	327,400
2000 State revolving loan	05/15/00	790,000	04/01/20	440,250
2004 Rural Development	09/07/05	1,507,000	09/07/31	1,183,954
2004 Rural Development	09/07/05	1,635,000	09/07/33	1,309,034
2007 Rural Development	03/23/07	540,900	03/23/35	463,313
2011 Rural Development	05/26/11	236,000	05/26/40	236,000
				<u>4,413,726</u>
				<u>11,578,822</u>

#### American Recovery and Reinvestment Act (ARRA) of 2009

Through competitive award processes, the City was awarded \$1.3 million in ARRA grants. This funding was for six one-time grant awards, as follows;

- ◆ The City successfully obtained a Recovery Zone Economic Development Bond (RZEDB) with a grant subsidy of \$864,894 on a \$4.9 million dollar expansion to the Libby Hill Business Park.
- ◆ As a Community Development Block Grant (CDBG) entitlement community, the city was awarded a \$100,000 grant for improvements to the sewer system on Harrison Avenue and upgrades to the South Gardiner pump station.
- ◆ As part of the same project listed above, the city also received an \$189,000 grant award from the U.S. Department of Agriculture, Rural Development division.
- ◆ The City received a Build America Bond subsidy of \$70,087 on a \$767,000 bond to finance the purchase of a ladder truck.
- ◆ A \$61,000 Public Building Wood to Energy grant was received for a pellet boiler at the Gardiner City Hall.
- ◆ The City was awarded \$17,951 from the Department of Justice, which funded the cost of 11 police portables, 4 in-car radios, and a police records management module used for cross agency checks.

## Economic Factors

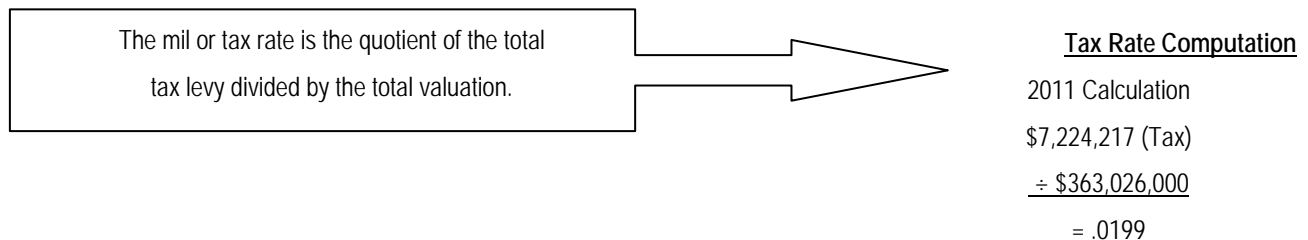
In response to the continued uncertainty surrounding the economy, management has been closely tracking not only revenues and expenditures, but also foreclosures, liens, unemployment rates, and building permit levels. The City has seen only slight increases in foreclosure and lien rates and will continue to monitor these levels and take steps to assist our tax/rate payers in obtaining assistance wherever possible.

The City will continue to pursue new industrial and commercial development in the Libby Hill Business Park, as well as improvements to the downtown and waterfront areas. The City's management team will continue to monitor and evaluate local, state, and national economic conditions to make proactive decisions to put Gardiner in its best financial position.

### Next Year's Budget and Tax Rate

The above economic factors were considered in preparing the City's budget for the 2011-12 fiscal year. The Council's primary objectives were to provide quality City services to its citizens, minimize any increase in the property tax rate, and examine the cost of individual services to determine applicable user and permit fees. To accomplish these goals, staff scrutinized their budgets for savings, examined staff levels, adopted user fees, and refined service delivery methods for efficiencies.

The 2011-12 fiscal year budget adopted by the City Council resulted in a \$0.70 per \$1,000 of property valuation increase to property taxes and a mil rate of 19.9. Contributing factors that resulted in the increase to property taxes are a decrease in excise tax, an increase in health insurance costs, and a 5.34% increase to the school budget.



### Financial Management

The Finance Department is committed to ensuring sound financial management of the public's funds by following the City's financial action plan, maintaining a sufficient fund balance, and adhering to the highest management standards. Functions of the finance department include accounting, human resource management, risk management, purchasing, debt administration, cash management, treasury, tax assessing, and tax collection. The finance staff is dedicated to providing the City Manager & City Council, all city departments, business owners, and the residents of Gardiner with fiscal support. The Finance Department is comprised of the following staff:

- ◆ The Finance/Human Resource Director is responsible for all aspects of the city's financial functions and the management of the Finance Team; as well as the human resource needs of the City.
- ◆ For segregation of duties, Executive Assistant Robin Plourde assists the Finance Director on a part-time basis. The assistant performs the weekly payroll and accounts payable functions.
- ◆ Kathy Cutler is the Tax Collector/Deputy Treasurer and is responsible for the billing, collection, and monitoring of taxes, and filing tax liens; as well as duties of Deputy Treasurer and serving as the City's Motor Vehicle Agent.
- ◆ Curt Lebel, the City's contracted Assessor, is responsible for the assessment of all properties in accordance with State Constitutional and Statutory laws.

Questions concerning any of the information provided or requests for additional financial information should be addressed to the Finance Director, 6 Church Street, Gardiner, Maine 04345.

### Acknowledgement

I would like to thank the finance staff for all their hard work and dedicated service to the City of Gardiner. Their continued insight into cost saving measures and efficiencies are what makes them the key employees they are.



City Council

City of Gardiner, Maine

Independent Auditor's Report

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Gardiner, Maine as of and for the year ended June 30, 2011, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City of Gardiner, Maine's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

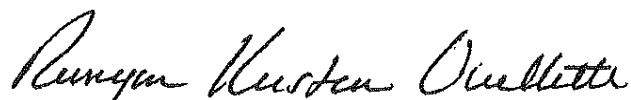
In our opinion the financial statements referred to above, present fairly, in all material respects, the respective financial position of the governmental activities, business type activities, each major fund, and the aggregate remaining fund information of the City of Gardiner, Maine, as of June 30, 2011, and the respective changes in financial position and cash flows, where applicable thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2011, on our consideration of the City of Gardiner, Maine's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and the budgetary comparison information (Exhibit A-2) as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Gardiner, Maine's financial statements as a whole. The combining and individual fund financial statements are presented for the purpose of additional analysis and are not a

required part of the financial statements. The information is the responsibility of management and was derived from and reflects directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.



November 30, 2011

South Portland, Maine

**CITY OF GARDINER,  
MAINE  
Schedule of Comments**

**Preparation of Financial Statements**

In the current year, the accounting records were in good condition when we arrived to perform the audit. There were no material journal entries proposed as a direct result of our auditing procedures. Additionally, we found that the Finance Director took responsibility for reviewing the financial statements in detail, as well as preparing the management discussion and analysis section of the report. We feel she possesses the experience and knowledge to take the next step and prepare the actual statements and footnotes. Since this can be a time consuming project, we would suggest phasing this in over a few years, perhaps taking on the fund statements initially, then the footnotes, and finally the entity-wide full accrual statements. We feel this would be a reasonable approach given other job responsibilities of this position.

**Management Response:**

*One of the Finance Director's goals is to prepare the full financial report for auditing purposes. As this can be a lengthy undertaking, it is agreed that the process should be done over the course of a few years.*

# Office of the Tax Collector

Kathleen Cutler, Tax Collector/Deputy Treasurer

The Tax Collector is a public officer, appointed by the municipal officers, who has the duty of collecting taxes lawfully assessed within the municipality and operates under the Finance Department. The office is open Monday through Friday 8:00 am to 4:30 pm. The Tax Collector's duties include the preparation of the tax bills, administering the tax club, sending out the 30 Day Demand notices, filing liens and processing the foreclosures, working with mortgage holders to provide tax information and assist residents with motor vehicle registrations and boat, snow mobile and ATV registrations. It is our mission to provide every taxpayer with the highest level of customer service while exploring ways to control and minimize costs.

One of the avenues we explored was to bring the tax billing process "in house". By processing and printing the tax bills ourselves last year we were able to save taxpayers approximately \$550.

Reminders for the second half of taxes due are sent yearly at a cost of \$850 per year. Most taxes are paid from escrow and do not require reminder notices, however the previous software could not distinguish between the accounts. The City acquired a software enhancement that separated the accounts and in 2012 the tax collectors office was able to send the reminder notices to half as many residents, saving the taxpayers approximately \$250.

## Excise Tax

Excise tax is an annual tax that must be paid prior to registering your vehicle. Except for a few statutory exemptions, all vehicles registered in the State of Maine are subject to the excise tax.

The amount of tax is determined by two things; the age of the vehicle and MSRP (manufacturer's suggested retail price).

Excise tax is calculated by multiplying the MSRP by the mil rate as shown below. The rates drop back on January 1st of each year.

YEAR 1 mil rate = .0240      YEAR 2 mil rate = .0175      YEAR 3 mil rate = .0135

YEAR 4 mil rate = .0100      YEAR 5 mil rate = .0065      YEAR 6 mil rate = .0040

(For example, a 3 year old car with an MSRP of \$19,500 would pay \$263.25.)

The city uses the excise tax revenue towards the annual budget.

## Excise Tax Report

	Step1	Step 2	Step 3	Step 4	Step 5	Step 6	Total	Collected
FY11	227	187	225	296	363	3876	5174	\$745,885
FY10	179	212	298	332	349	3865	5235	\$716,645

## **Property Tax**

The property tax rate for fiscal year 2010-11 was \$19.20 per thousand dollars of valuation. This represents an 11.63% increase from the prior year's rate of \$17.20 per thousand. The components of this tax rate are City: \$11.26. School: \$7.13, and County: \$.82.

The City's collection rate of 95.47% remained consistent with the previous year.

<b><u>Tax Collectors Report for FY11</u></b>	
Assessed Value	362,045,400
Tax Rate (per \$1,000)	19.20
Commitment	6,951,272
Real Estate	6,637,160
Personal Property	314,112
Commitment	6,951,272
Abatements:	
Migs Properties LLC	259
Joseph Roy	612
Hazel Tracy	2,469
Gardiner Homes LLC	<u>1,252</u>
	4,593
Current Year Collections	6,632,234
Current year taxes receivable at end of year	314,445
Taxes and liens receivable - prior year	<u>196,710</u>
Total taxes and liens receivable at 6/30/11	511,155
Prepayment of FY12 Taxes	12,160
Accounts with balances below \$10	-95
Outstanding tax receivables at 6/30/11	<u>523,220</u>

The city offers a Tax Club which allows residents the option to pay their taxes in nine (9) equal payments. All previous accounts must be paid in full before a Tax Club is issued. Tax Clubs may include both Real Estate and Personal Property.

## Outstanding Tax Receivables as of 6/30/2011

\* denotes payments made between 7/1/11 and 2/15/12.

ABBOTT JUDITH	\$101.48	COTE CINDY L	\$1,330.13
ABDEX INC	\$27.84 *	DAILEY KIM L	\$2,129.87
ALBERT HERSCHEL	\$4,468.60 *	DANIELS SCOTT	\$2,325.57
ALBERT JEFFREY A & RHONDA J	\$350.51	DAWSON JOYCE L	\$1,323.43 *
ALBERT TINA	\$13.48 *	DICENT VALERIO	\$3,057.68
ALLIED INSURANCE AGENCY	\$178.56	DICK T W CO INC	\$21.61
AMBURG GEORGE M	\$425.11 *	DICK T W CO INC	\$60.20
ARMSTRONG JOYCE	\$2,814.20	DICK T W CO INC	\$75.70
ARONSON ALAN	\$1,427.47	DICK T W CO INC	\$5,067.10
ATKINS CATHERINE F	\$327.38 *	DICK T W CO INC	\$5,098.94
AYER RAYMOND	\$174.51 *	DICK TW CO INC	\$1,327.29
BAILEY GEORGE E HEIRS OF	\$1,002.26	DINEEN DAVID JR	\$215.04
BAILEY GERALD	\$3,003.22	DINGUS JOHN W SR	\$2,931.47
BALLEW CASEY B	\$1,175.45	DOLPHIN CAPITAL CORP	\$281.22
BANKVEST CAPITAL CORPE	\$2,876.76	DROSSEL DEVEN D	\$1,801.19 *
BARROWS SUE	\$1,090.63 *	DUNN HEIDI	\$2,615.38 *
BARTER PHILLIP K & MARGARET M	\$1,490.82 *	DYER PAUL	\$1,698.57 *
BECKWITH LEONARD A & ALLISON S	\$6,430.93	EDWARDS ROBERTA C	\$4,157.60
BERMAC PROPERTIES LLC	\$7,551.75	ELLIOTT ROBERT E II	\$2,916.23 *
BERMAC PROPERTIES LLC	\$7,868.07	FB002S	\$409.16
BETHANIS PETER	\$5,752.86 *	FELDER MARK	\$30.72 *
BINETTE KAREN E	\$23,505.11	FERRAILOLO CORPORATION	\$786.24 *
BLEASE DWIGHT S & HEATHER D	\$5,580.48	FILES BRIAN C	\$298.31
BOISSONNEAU ROGER L III	\$1,988.62	FIRST UNION NATIONAL BANK	\$664.56
BRACKETT RICHARD & BRIGITTE	\$1,674.25 *	FITCH RALPH JR	\$1,533.78
BRENDAHL CRICKETT	\$1,258.46	FORTIN MAX (PERSON IN POSSESSION)	\$570.67
BREWER LAURIE	\$329.45	FRIEDRICH HOMER/FRIEDRICH CHARLENE	\$1,487.10 *
BUCKLEY PETER S & DEBORAH B	\$2,502.94	FROST JACQUELINE & ROD A	\$1,581.11 *
C B MAREIC INC	\$688.42	FULLER PAUL F	\$1,486.09
C L REAL ESTATE HOLDINGS LLC	\$9,120.66	GARDINER FEED & GARDEN CTR	\$19.38 *
CALIANDRO MICHELLE A	\$1,187.19	GERRARD MARTIN S	\$698.72 *
CANTY JONATHAN B	\$10.41 *	GIANDREA COLIN R	\$92.16 *
CANTY JONATHAN B	\$296.79	GILBERT GILLES	\$164.19 *
CANTY JONATHAN B	\$516.46	GLIDDEN FREDERICK G	\$1,291.69
CARON CLAUDE R & LYNN A	\$2,882.61	GOEDECKE STEVEN M	\$572.16 *
CARON LYNN	\$310.46	GOWELL MICHELLE	\$1,592.73
CBIZ PROPERTY TAX SOLUTIONS INC	\$137.86	GRANT THOMAS F & LOIS B(PERSONS IN	\$124.76 *
CENTRAL TRANSPORT INC	\$764.16 *	GREEN MOUNTAIN COFFEE ROASTERS	\$74.88
CHETS MARKET	\$202.74	GREGOIRE MARGARET E	\$1,509.69
CHETS MARKET	\$658.01	GREGOIRE MICHAEL D	\$1,521.11
COLD CREEK PLANTATION LLC	\$318.85	GRIEVE DAVID & ELAINE	\$657.71
COLLINS ROBERT J	\$468.36	GUILMET STEVE	\$10.23
CONRADO ROBERTO & SWIDER TOM	\$36.48	HALEY GLORIA M	\$314.56 *
COOK RUSSELL S	\$28.79	HAMILTON RICHARD E SR	\$2,811.82
COOMBS DEVELOPMENT LLC	\$2,532.03	HANNAH & KYLE GREGORY	\$79.75
COOMBS DEVELOPMENT LLC	\$2,571.69	HANSON DARRELL R	\$308.53 *
COOMBS DEVELOPMENT LLC	\$2,585.72	HANSON DARRIN	\$3,719.22
COOMBS DEVELOPMENT LLC	\$2,585.72	HANSON DARRYL	\$2,624.08
COSTA LEONARD R	\$309.78 *	HARPER'S II LLC	\$110,100.09 *

## Outstanding Tax Receivables as of 6/30/2011

\* denotes payments made between 7/1/11 and 2/15/12.

HARVEY WILLIAM K	\$250.56 *	MCGEE PROPERTIES LLC	\$2,292.96 *
HAWES ALTHEA L	\$5,541.12	MCGEE STEVEN A	\$236.41
HEIRS OF DOWNS ANNIE C	\$1,548.96	MCGEE STEVEN A	\$668.83
HERSOM CLAIRE	\$692.85 *	MCGEE STEVEN A	\$955.39 *
HESTER NICHOLAS	\$3,392.86	MCKENZIE WILLIAM W JR PERSONAL REP	\$3,254.73 *
HIGGINSON GARY K	\$2,922.04	MCLAUGHLINS STEVE	\$11.52 *
HILLIARD GARY	\$133.96 *	MEDICINE SHOPPE THE	\$601.64
HINKLEY LEON E JR	\$507.29	MICHAUD DAVID & BROWN ROBERT	\$61.44
HINSON DAVID A	\$1,219.42	MILL STREAM RESTAURANT	\$412.80
HOLBROOK KAY PERSONAL REP	\$13.11 *	MODERN WOODMEN OF AMERICA	\$17.28
HOLT AURILLA	\$30.72	MOLEASE CO	\$38.34 *
HUGHES MARKIE	\$940.20	MOODY CALVIN S	\$2,945.35
JOHNSON ROBERT S	\$1,924.33	MOONEY BROS INC	\$153.60
JONES ELLEN C	\$22.71	MORANG JEFFREY	\$2,134.25
JONES ELLEN C	\$2,303.69	MORGAN MARK	\$4,215.51
JORDAN JAMES	\$2,697.59 *	MORGAN MARK S	\$696.25
JORDAN MICHAEL W	\$1,028.33	MORGAN THE MORGAN FAMILY TRUST	\$2,144.28 *
KALER JENNIFER L	\$1,672.29 *	MORRISSEY PATRICK & BONNIE	\$296.71 *
KANNON COMMUNICATIONS	\$127.47	MUELLER ROBERT W	\$6,648.00
KAY HOLBROOK, PERSONAL REPRESENTATIVE	\$52.18 *	MURI STEPHANIE	\$11.89
KENNEBEC BREWING CO	\$81.12	MURRAY DANIEL SCOTT	\$5,513.81
KENNEBEC SAVINGS BANK	\$45.17 *	NATIONAL MUSIC SERVICE	\$50.87
KEY EQUIPMENT FINANCE INC	\$158.05	NEW ENGLAND GRAPHICS	\$1,251.31
KIRK DAVID T(PERSON IN POSSESSION)	\$1,488.02	NEWTON TAMARA	\$2,262.81
KNEE FRED M & MERCEDES R	\$3,783.20 *	NORTHERN MICRO COMPUTER ASSOC	\$434.40
KOWALSKI ANN C	\$1,740.22 *	NORTON JEROMIAH	\$1,123.00
KRECHKIN SHERRY	\$1,280.43 *	NOVASTAR MORTGAGE INC	\$3,056.33
LAFLIN RODNEY C	\$1,904.24 *	NRT PROPERTIES LLC	\$7,588.81 *
LAPOINTE LUMBER CO INC	\$393.60 *	OBEN PAULINE	\$39.00 *
LAVALLEE JOANNE K	\$1,395.80 *	PALMER MICHAEL E	\$343.20 *
LEATHERS JAMES R	\$534.43 *	PELLETIER PAUL A	\$1,334.80 *
LEIGHTON RICHARD S	\$4,158.36	PURINGTON ADAM	\$727.07
LEMIEUX MICHAEL V & HOLLY A	\$2,205.46 *	PURINGTON ADAM	\$3,898.23
LOADS OF FUN	\$1,035.63	PURINGTON ADAM	\$4,190.90 *
LOVECHENKO EUGENE	\$4,233.02	PUSHARD LORRAINE	\$2,314.98
MACMASTER JASON T	\$4,271.21	QIU XIAUJUN	\$231.36 *
MACMASTER JASON T	\$6,707.47	QUIGLEY ROBERT D	\$5,687.89
MACMASTER MICHAEL	\$6,641.59	REBECCA ADLER	\$180.48
MACMASTER THOMAS	\$92.07	REED ANNETTE D	\$2,959.05
MANDY DARVILLE	\$31.68	RENT-WAY INC	\$1,784.50
MANSIR DONALD R	\$3,096.07	RICHARD G. BUTLER PERSONAL REPRESENTATIVE	\$4,451.49 *
MARSHALL LINDA	\$45.12 *	RICHARD SHARON	\$1,153.16
Marylove Tracy	\$2,790.19	RIVERVIEW FEDERAL CREDIT UNION	\$769.54
MASCHINO ELMER E	\$1,001.39 *	Robinson's Health Care Facility	\$1,011.52
MAXWELL ELAINE A	\$1,387.62	ROGER BECK	\$188.16 *
MCCORMICK JEFF	\$199.68 *	ROSS DANIEL G	\$2,930.36
MCFALLS ROBYN L	\$2,350.36 *	ROY JOSEPH G PERSONAL REP	\$3,505.08
MCFARLAND PAUL A	\$1,037.17 *	RTM GARDINER LLC	\$264.55
MCGEE PROPERTIES LLC	\$293.26	RTM GARDINER LLC	\$1,684.99 *



## Outstanding Tax Receivables as of 6/30/2011

\* denotes payments made between 7/1/11 and 2/15/12.

RTM GARDINER LLC	\$3,433.68 *	STONE DEBRA J	\$1,064.63
RYAN FISH	\$31.68 *	STPHEN CHAISSON	\$112.32
RYAN WHEATON	\$11.52	TARBOX PAULY D	\$3,877.86
SARGENT KARIN P	\$37.49	TERRELL LYNDA J	\$40.69
SAVINGS BANK OF MAINE	\$652.93 *	THE AUGUSTA RUBBER CORP.	\$228.42 *
SAXON BONNY L	\$1,110.45	THE SPORTSMAN'S BARR LLC	\$2,062.57
SHEPARD CAROLY H	\$802.51	TIGER TOWN DISCOUNT BEVERAGE	\$349.44 *
SIDE POCKET BILLIARDS LLC	\$318.72	TRACY HAZEL L HEIRS OF	\$2,675.10
SIDE POCKET BILLIARDS LLC	\$4,307.03	TRM ATM CORP	\$85.63
SIDE POCKET BILLIARDS LLC	\$4,971.49	TRUSSEL CHAD	\$458.96
SIRACUSA RICHARD S	\$2,289.95	Unknown	\$200.56
SIROIS EUGENIA A	\$1,242.94	VIGUE ALLIE W	\$6,972.84
SMITH MICHAEL S	\$1,711.17 *	WALTERS CHRISTOPHER D	\$5,372.94 *
SNUFF-O LLC	\$80.15 *	WEISS MARY	\$13.44
SOLOMON CHRISTINE L	\$2,647.21 *	WHEELER LAURIE	\$562.21
SPARROW LYNNE	\$217.09 *	WHITE FLOUR CATERING LLC	\$91.26
SPARROW LYNNE	\$2,085.34 *	WILLIAMS CATHERINE L	\$1,665.92
SPURWINK SIGNS INC.	\$175.96	WINCHESTER MELISSA (BERENDS)	\$51.64
STEBBINS DANIEL R	\$3,208.27 *	WLODYLO DEBRA WLODYLO PETER M	\$1,678.08 *
STONE DEBRA J	\$1,004.25	WORTHLEY TODD PARTY IN POSSESSION	\$1,946.15
STONE DEBRA J	\$1,041.91	YORK DEAN T & AMY K	\$1,964.21
STONE DEBRA J	\$1,057.05		<u>\$523,219.61 *</u>



# City Clerk

Deirdre Berglund, City Clerk

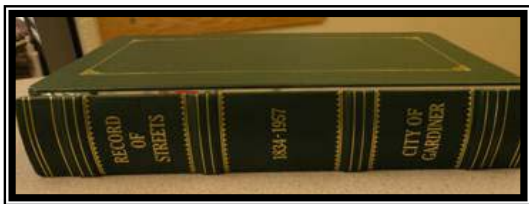
The office of the Town Clerk was first established in 1639 when the Massachusetts' General Court required that each town have a clerk to record births, and deaths, ownership of houses and land, and to do various legal functions. Some 372 years later, the City Clerk still has most of those responsibilities, plus additional ones. The City Clerk works with the City Manager and City Council by producing the weekly packets and agendas for upcoming meetings and maintaining all the City Council meeting minutes and votes of the Council. At one time or another, most citizens of the community will need to come to the clerk's office for one of the following reasons: Register to vote, obtain vital record, marriage license, hunt/fish license, dog license, business license, research genealogy, research historical information about Gardiner.

Before...



## Historical Records

In the city vault, there are original records dating back to 1803 when Gardiner was incorporated as a town by the Legislature of Massachusetts. Over the past few years, we have been fortunate to restore a few original books and records and have begun digitalizing them—Record of the Streets 1834-1957, Selectman Records Vol. 2 1834-1849, City Council Vol. 3, and the 1846 Plan of Gardiner before being incorporated as a city in 1849. There are many, many more records that are in disrepair and the Clerk's office continues the restoration process as funding allows.



...After

## Vital Records

Birth certificates, death certificates and marriage certificates are available at the Clerk's office. The cost is \$15.00 for the first copy, \$6 for each additional copy. Please bring current ID and proof of lineage.



Babies born in 2011: Boys = 35 Girls = 26

## Marriage Licenses:

A marriage license may be obtained from the City Clerk's office. The cost is \$40. If either applicant was previously married, a certificate must be presented indicating the dissolution of the former marriage. The document must have the original signature of the issuer on it or a raised seal attesting that it is a true copy.

2011 Marriages = 49



## In memory of those who left us in 2011

Audette, Muriel F  
Bates, Clara T  
Brown, Francis E.  
Cayford, Andrea Marie  
Clark, Virginia Pearl  
Cromwell, Donald Sterling  
Cunningham, Richard Judson  
Cunningham, Ruth Ellen  
Dill, Patricia  
Dingus, Sally Elaine  
Donovan, Helen L.  
Dorso, Gloria Charlene  
Flewelling, Hollis

Gerrard, Martin Stanley  
Giandrea, Beatrice  
Gross, Nancy B  
Hendsbee, Mary  
Hilton, Stuart Newell  
Hoch, Kimberly  
House, Albert N.  
Hubbard, Scott Dana  
Johnston, Marie R  
Jolin, Peter A.  
Kay, Dennis R  
Labbe, Florence  
Lathrop, Eleanor

Lavallee, Katherine  
MacDiarmid, Joyce  
MacMaster, Alfred  
McClure, Walter L.  
Morris, Bernice  
Norwood, Carlton Robert  
Parlett, Ralph L.  
Perry, Nancy Ann  
Plaisted, Robert Stone  
Purington, Robert Lincoln  
Rines, W Brian  
Sargent, Phyllis Claire  
Small, Frances E.

Smith, Yumiko  
Sweet, Audrey  
Trask, Stacy D  
Truman, Albert Edward  
Wainwright, Alison  
Ware, Danny Elwood  
Waterhouse, Logan James  
Waterhouse, Richard Warren  
Whitten, Donald Richard Perley  
Woytowicz, Lottie Sophia  
Zeng, Mei-Ying

### ***Election Information:***

Voter Registration – Residents may register to vote at the Clerk's office during regular business hours (8:00am to 4:30pm Monday through Friday). First time voters must bring identification and all voters must bring proof of residency—i.e., driver's license, tax bill, mail with resident address. There are four voting districts. Voting for all districts takes place at The Greater Gardiner Boy's and Girl's Club, 14 Pray Street. If residents prefer to vote by Absentee Ballot, requests may be made by mail, phone, online at [www.gardinermaine.com](http://www.gardinermaine.com), or by voting in City Hall during regular business hours within 30 to 45 days prior to any election. Applications for absentee ballots are accepted 90 days before any election.

*Special thanks to the following residents for their help with Elections:*

Matilda Gay      Carole Kellogg      Beverly LaPlante  
Jerome Maschino      Mary Maschino      Dawn McGrath  
Pat McLaughlin      Barbara Pelletier      Catherine Pelletier  
Mary Perkins      Lois Roberts      Carol Schumaker  
Sharon Stevens      Connie Wing

If you are interested in helping with Elections, please contact the Clerk's office.

### ***2012 Election dates to remember:***

**6/12/12 - June Primary**

**11/6/12 - November General Election & Referendum**



### ***Dog Licenses:***

All dogs, older than 6 months, must be licensed in the State of Maine. To license a dog, a current State of Maine rabies certificate must be presented along with a spay/neuter certificate. The fee for unaltered dogs is \$11 and altered dogs is \$6.00.

**Dog Licenses expire on December 31.** We receive tags for the next year on October 15<sup>th</sup>. Per State Law, a late fee of \$25 is charged for renewing your dog license after January 31. You may register your dog at City Hall during office hours or online at [www.gardinermaine.com](http://www.gardinermaine.com).

### ***Clerk Facts:***

- ⇒ Did you know that the clerk's office performs marriage ceremonies? The cost is \$25.
- ⇒ In 2011, we had 652 dogs licensed in Gardiner
- ⇒ We have notary services available and a Dedimus Justice on site

### ***Inland Fisheries & Wildlife***

Boat, ATV and snowmobile registrations, fishing and/or hunting licenses may be purchased at the Clerk's office. We use the State of Maine's system so we have access to residents from other towns (boat registrations must be done in your town of residency). IFW transactions are available online at [www.gardinermaine.com](http://www.gardinermaine.com). If you need current law books, please stop and pick one up.



### **Inland Fisheries Licenses and Registrations Sold in Calendar Year 2011**

Boat Registrations	300
Snowmobile Registrations	118
ATV Registrations	104
Combination Hunting and Fishing Licenses	150
Hunting Licenses	206
Fishing Licenses	214
Resident Over-70 Lifetime License	2

### ***Staff:***

City Clerk/Office Manager:

Deirdre Berglund, Certified Maine City Clerk

Deputy Clerk:

Ruth Glaeser

Assistant Clerk:

Kathleen Cutler, Tax Collector/Dep. Treasurer

Rebecca Sieberg, Part-Time Utility Billing Clerk

Council Clerk:

Robin Plourde



# Code Enforcement

**Dave Cichowski** - Code Enforcement Officer, Building Inspector,  
Plumbing Inspector, Local Health Officer, E-911 Addressing Officer  
**Dorothy Morang** - Administrative Assistant

The Code Enforcement Officer (CEO) assisted with security, structural evaluation, general clean up, and sale of four properties under tax lien foreclosure; including Partridge Drive lots, 18 Dennis St, 13 Clinton St, and 14 Warren Ave. The mobile home at 14 Warren Ave was disassembled and the materials removed from the site.

The CEO completed the abatement of two lots declared “Dangerous Properties”; 41 Clinton, a derelict swimming pool, and 11 Sherburne Ave, the remains of an abandoned house.

The CEO assisted many new businesses locate or relocate to Gardiner, including Lisa’s Legit Burrito Shop, Sara Sara’ Clothing Store, Bank of Maine’s new staffing location at Libby Hill Park, the new Oak Grove Crematory location at Libby Hill Park, and the added location of Pine State Distributors after the acquisition of the former Associated Grocers complex.

The Maine legislatures voted to adopt Uniformed Building Codes throughout the state , mandatory for all towns and cities with populations over 4000 and currently using an existing code. This required the CEO to attain seven new certifications through the State Planning Office.

Gardiner hosted a DEP Certification Training for Earth Contractors, mandatory by 2013 to do work in the shore land zone. With the help of The Central Public Health District, Gardiner hosted a Lead Poison Prevention Program open to the public to help people to be aware of the dangers of lead paint in many of Gardiner’s older homes.

## **2011 Building Permits**

New 1/2 Family	6/0	1/2 Family Alteration	56/3
Multi Family New	0	Multi Family Alteration	2
Business/Commercial	22	Sewer	9
Change of Use	2	Excavation	10
Sign	17	Flood Plain Major/Minor	0/2
Demo	12	Accessory Structure/Building	13/14
Shoreland	0	Mobile Home Removal	5
Mobile Home Install	6	Street Opening	10
Total Permits Issued:			190
Total Project/Construction Costs:			\$3,854,768.00
Total Permit Fees Assessed:			\$ 4,760.00

## **Plumbing/Subsurface Permits**

Total Plumbing Permits Issued:	51
Total Subsurface Permits Issued:	13
Total Plumbing/Subsurface Permit Fees Assessed:	\$ 6,397.00
City’s Share	\$ 4651.50
State’s Share – Health Engineering	\$ 1670.50
MDEP subsurface surcharge	\$ 120.00

# Gardiner Fire and Rescue

Michael J. Minkowsky, Fire Chief

It is an honor to submit the Gardiner Fire & Rescue Department 2011 annual report. The intent of the report is to inform you of your fire department's activities, statistics, and delivery of service enhancements. Each year your department touches the lives of thousands of people in need of emergency services. For the men and women of Gardiner Fire & Rescue this is more than just a job; it is a privilege!



## *Gardiner Fire & Rescue Department Mission Statement*

*The purpose of Gardiner Fire & Rescue is to protect the lives and property of all our residents and businesses in our service area; this is reflective in our values and daily activities.*

## **Personnel**

2011 was a year of transition. Fire Chief Rick Cody retired in July with over 25 years of dedicated service. Also, in February Captain Ron Gay retired after 30 years service. Both men committed themselves to excellence in serving the public's needs for fire & rescue services.

Mike Minkowsky was appointed as fire chief in July. Chief Minkowsky has over 24 years of experience in the fire & rescue field. Prior to his Gardiner appointment the chief worked for the Auburn Fire Department where he managed personnel, EMS, fire prevention and operations.

Fire Lieutenant EMT-P Rich Kindelan was promoted to the rank of captain in May. Captain Kindelan has been an employee of the City of Gardiner for 6 years. Prior to Gardiner, Captain Kindelan served as a military crash/rescue firefighter for 11 years at the Brunswick Naval Air Station.

FF/EMT-P Nate Sutherburg was promoted to the rank of lieutenant in May. Lt. Sutherburg is a lifelong Gardiner resident and has worked for the City for 5 years. Lt. Sutherburg handles many of our department's IT issues and is working directly with the fire chief to develop and implement a fire inspection program.

FF/EMT-P Jay McKinnon was hired in June. As well as an excellent FF/EMT-P, FF McKinnon serves in the National Guard as a diesel mechanic. Those skills continue to be of great benefit to the department, minimizing our need to call outside vendors.

## **Gardiner Fire & Rescue Staff**

Chief Michael Minkowsky	Firefighter/Paramedic Dustin Barry
Administrative Assistant Dolores Daoust	Firefighter/Paramedic Justin Cerbarano
Captain/Paramedic Rich Kindelan	Firefighter/Paramedic Daniel Freeman
Captain/Paramedic Dave Smith	Firefighter/Paramedic Joshua Johnson
Lieutenant/Paramedic Marcel Deforge	Firefighter/Paramedic Joshua LaBonte
Lieutenant/Paramedic Patrick Saucier	Firefighter/Paramedic Jason McKinnon
Lieutenant/Paramedic Richard Sieberg	Firefighter/Paramedic Andrew Santheson
Lieutenant/Paramedic Nathan Sutherburg	Firefighter/Intermediate Megan Breau

## **Fire Prevention**

### **Life Safety Inspections**

The fire department launched its Life Safety Inspection Program for assembly/food serving occupancies. The primary goal is to work with business owners for the purpose of identifying life safety deficiencies before they become issues. Lt. Nate Sutherburg and Lt. Pat Saucier successfully completed certificate level Fire Inspector I & II training. Both officers will work under the direct supervision of the fire chief.

Life Safety inspections will cover means of egress, suppression/alarm systems, occupancy loads, and fuel loads. In most cases deficiencies can be corrected at little to no cost. In the event of more comprehensive issues the City will work with owners to develop a corrective action plan with a reasonable compliance timeline.

### **Fire Prevention and Education**

Fire Prevention and Education had a productive year. Lt. EMT-P Pat Saucier, AKA Lt. Pat by his students, reached out to over 500 children in our local schools teaching subjects such as: when to call for help, stop drop and roll, and Exit Drills in the Home (EDITH).

Fire Prevention Week began with a Fire Department (FD) open house. FD staff started with a parade of fire apparatus from Gardiner and our mutual aid partners. Staff used interactive demonstrations including a smoke house and fire suppression props from the forestry service. Also, demonstrations of high angle rescue techniques using Gardiner Ladder 1 and vehicle extrication demos using extrication equipment from Rescue 4 were conducted. The Fire Union generously provided off duty time, and food and drinks for a cook out. An estimated 300 people attended the event.

## **Training - Fire and EMS**

Developing and maintaining the skills to efficiently suppress fire, conduct technical rescues, and perform advanced life support is the key to Gardiner Fire & Rescue's excellent performance record. We are also required by law to meet training and safety standards to ensure employees have the ability to enter situations that are immediately dangerous to life and health (IDLH) in the safest possible manner.

### **Fire Training**

Training cost efficiencies have been implemented through the development of an annual training planner that lays out department training goals for the year. With a training planner, we can be better coordinated with full time staff, mutual aid, and call force members to eliminate duplication of training types.

Gardiner Firefighters participated in 728.25 personnel hours of firefighter training including fire behavior, fire suppression, search and rescue, rapid intervention, incident command, and many other fire related subjects.

### **EMS Training**

Each year Advanced Life Support (ALS) providers are required to attend a minimum of 72 hours of continued education. Gardiner Fire & Rescue's ALS provider mix is comprised of 12 EMT-Paramedics and two EMT-Intermediates. Managerially the department's goal is to decrease the cost of this type of training and improve its delivery through a regionalized approach. Gardiner Fire & Rescue is working closely with Atlantic Partners EMS and is now hosting training for area providers at Gardiner City Hall. By becoming a service center host with open enrollment to other EMS services and providers the city will save about \$650 in employee tuition per class. Added benefits are the classes are available to on duty employees and the need for employees to drive as far as Bangor, in some cases, to attend required training is minimized.



Gardiner FF/Paramedics and Intermediates participated in approximately 1200 personnel hours of emergency medical training. This includes nearly 75 hours of continuing education per FF/Paramedic, as well as various specialized courses. (Pre-hospital Trauma Life Support, Advanced Cardiac Life Support, Advanced Medical Life Support, Pediatric Education for the Pre-hospital Provider)

## **Responses**

Gardiner Fire/Rescue serves a population of over 22,000 encompassing 220 square miles. At present ambulance service contracts include the towns of: Litchfield, West Gardiner, Farmingdale, Randolph, Chelsea and Pittston. In 2011, Gardiner Fire/Rescue responded to 1893 rescue calls and 200 fire calls.

### **Emergency Medical Call Totals (1893)**

- 835 Basic Life Support (44%)
- 911 Advanced Life Support Level 1 (48%)
- 21 Advance Life Support Level 2 (1.11%)
- 125 Not Billed due to Cancellation (6.60%)
- 1 Specialty Care Transport (Emergency Transfer)

### **Fire Call Totals (200)**

- |                                |  |
|--------------------------------|--|
| -20 Structure Fires            | - 2 Water Rescues                      |
| -11 Vehicle Fires              | - 25 Hazardous Conditions/Spills/Leaks |
| -17 Brush/Outside Fires        | - 12 Carbon Monoxide Emergencies       |
| -15 Vehicle Crash/Extrications | - 13 Electrical Fires/Problems         |
| -1 Bomb Scare Incident         | - 21 Public Service/Assistance         |
| -48 False Calls/Alarms         | -15 Smoke Investigations               |

-Property Value Lost is \$59,000 vs. \$514,000 Saved (estimates)

## **Capitol Improvements**

### **Ladder 1**

In June the City took delivery of Gardiner Ladder 1, a 2011 pre-piped Pierce 105' ladder truck. Ladder 1 purchase was a necessary upgrade to the fire department fleet. The previous Ladder was over 30 years old and was no longer serviceable.

Ladder 1 is financed through a \$767,000, 15-year bond. The City received \$70,000 in ARRA stimulus funds to defray some interest on the bond.

### **Communications Antennae**

The Fire Department was awarded a FEMA grant to replace the aged antennae tower behind central station. The competitive grant award of \$60,000 is non-matching; no City funds are required to complete the project. Black Diamond Engineering, a local company, was awarded the contract for engineering and installation. This project is expected to be complete in May, 2012.

*Gardiner took delivery of  
the new ladder truck in 2011*



## **Other Activities**

### **Licensure**

In 2011 Gardiner Fire & Rescue earned the highest level of licensure issued by the State of Maine Dept. of Public Safety EMS division. The service achieving licensure at the paramedic level indicates Gardiner Firefighters offer the highest level of emergency medical care 100% of the time. There are only 16 services in the state and three in Kennebec County that have been able to achieve this designation.

### **Area Chiefs**

The City has active mutual aid agreements with: Augusta, Farmingdale, Hallowell, Litchfield, Pittston, Randolph, Richmond, West Gardiner, Winthrop, and Togus. Communications and adequate staffing continues to be a challenge for all departments. In October, the first Area Chief's meeting was held with our mutual aid partners in Gardiner council chambers. Primary discussions for future enhancements included radio communications/tactical frequencies and staging concepts for firefighters responding in their own vehicles. The meeting was well received and the next meeting is planned for April, 2012.

### **Wellness**

The Fire Chief assigned FF EMT-I Meagan Breau as wellness outreach coordinator. FF Breau's duties will include BP clinics and public CPR education. The department's overall goal is to receive the Heart Safe Community designation in 2012. Heart Safe Communities is a recognition program based on the "Chain of Survival" which has been implemented in other states and countries to help improve outcomes associated with cardiovascular events. Its purpose is to recognize the excellent work being done by Emergency Medical Services (EMS) programs throughout Maine, and to provide further opportunities to enhance community partnerships, resources and services to improve cardiovascular health, and decrease deaths due to cardiovascular-related events, including sudden cardiac arrest, heart attack and stroke.

### **Call Force**

Due to stringent Bureau of Labor Standards requirements, call force and volunteer services throughout the State have struggled to maintain adequate numbers. This is of particular concern with so many firefighters working away from the towns they serve. Further, to compliantly outfit, medically clear, and train one call force firefighter it will cost the City over \$3,000.

To ensure the City is getting a good return on their investment, a Call Force Committee was formed in October. The committee is made up of two full time firefighters, two call force members, and the fire chief. The first meeting identified the benefit of developing a call force employee manual that clearly identifies roles & responsibilities, response requirements, and training attendance.

Future call force employees will be required to successfully serve a six month probationary period prior to being issued turnout gear. During the probationary period call force firefighters will need to complete all BLS requirements, maintain a set number of training sessions and respond to a set number of call backs for observation only.

# Committees

The following committees are active in Gardiner. A big thank you to the many residents who volunteer their time. If you are interested in volunteering your time to any of the following committees, please contact the clerk's office at 582-4460.

Ambulance Advisory Board	Library Board
Board of Appeals	New Mills Dam
Board of Assessment	Ordinance Review Committee
Conservation Committee	Planning Board
Economic Community Development	Recycling Advisory Committee
First Park	Water District
Historic Preservation	Waterfront Task Force
KVCOG	

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## General Assistance

Dolores Daoust, General Assistance Director

The General Assistance Program is available Monday through Friday to assist eligible people who are in need of basic necessities such as rent, fuel, electricity, food and medication. All recipients must meet the state-mandated requirements to be eligible and are responsible for meeting their own basic needs by any means available before applying for General Assistance. This program is not an ongoing assistance program, it is intended to solve the immediate emergency.

**Number of Applications:** 74

### Expenditures for 2011:

Housing	\$10,639.95
Fuel	\$ 2,515.50
Electric	\$ 606.88
Baby Supplies	\$ 85.38
Household Supplies	\$ 214.96
Prescriptions	<u>\$ 497.48</u>
<b>Total</b>	<b>\$14,560.15</b>

Funding Sources for the above expenditures include:

State of Maine, DHHS (Reimbursement 50%)	\$ 7,280.08
SSI Interim Assistance Reimbursement	<u>\$ 1,418.50</u>
Net Cost to Gardiner	\$ 5,861.57

The Gardiner Public Library is a department of the City of Gardiner with an annual budget of \$297,694 for FY12. It is a true regional library as it offers library services to the surrounding towns of Litchfield, Pittston, Randolph, and West Gardiner. The population of the service area is approximately 17,300. By creating a regional system, the library is able to add \$83,828 to the City's General Fund. The director is a department head and is also responsible for the daily management of the facilities. There is a Gardiner Public Library Board of Trustees that is advisory in nature and makes recommendations to the Gardiner City Council. Membership of the Board includes three Gardiner residents and one resident from each of the partner towns.

The library is in the central district of a regional statewide system created by the Maine State Library. The main library is opened 40.5 hours a week from Monday through Saturday. The Gardiner Public Library also maintains a satellite library at our local Boys and Girls Club and staff manages a collection specific to the members of the Club. The library staff is comprised of five full-time librarians and five part-time librarians. Staff also relies on over 1,500 hours of volunteer time so that they may meet the needs of the library users.

Though the library is a department of the City, the library building and the surrounding grounds are owned and maintained by a private association called the Gardiner Library Association. This 501(c)3 organization also contributes funds for acquiring about one-third of the total materials purchased throughout the year. This Association conducts an annual appeal drive with estimated donations of about \$10,000. It also rents, stocks and manages a "gently" used bookstore at 242 Water Street in Gardiner all with volunteer staff and donated items. This 131-year-old building is part of the Historic District of downtown Gardiner. The Gardiner Library Association has about 150 members, an executive committee and a board of directors.

For a true indication of the library's economic impact on the downtown, one needs to look at the statistics:

- The library circulated 131,566 items. This is an increase of 12% from the previous year.
- The library sponsored more than 100 programs throughout the year with an estimated audience of 2,500 attendees.
- From July 1, 2010 through June 30, 2011 (FY11) 58,641 people visited the library. That is an average of 1,128 visitors a week.
- Our public computers were accessed approximately 24,000 times during the same dates.

The Gardiner Public Library enjoys support from both the residents and the City. A stable operational budget, dedicated staff members, a huge volunteer group and a robust donor base all create a true, full service library.

### Some highlights at the Gardiner Public Library for this year:

- Gardiner Public Library users have access to a program that allows any patron to upload audio books onto their own MP3 players.
- GPL is a partner in a consortium that allows residents to download EBooks for Kindles, Nooks and iPads.
- Anyone with a valid card from the Gardiner Public Library may also use their library card at the Lithgow Library in Augusta, and the Waterville Public Library. This gives GPL patrons access to more collections as well as access to libraries with longer hours.
- GPL belongs to the Minerva Library System. This group of over 90 libraries in Maine includes Bates, Bowdoin, Colby and the University of Maine System. Users may request a book or item from any of these libraries and that item will be delivered to the GPL in less than one week, usually!
- GPL provides **Theater Thursdays** movie events (with popcorn) so that citizens may turn down their heat at home and visit the library to watch a movie and be with friends.







- The GPL sponsors **Babies Love Babies** on Fridays so that new parents may get together and share stories of their newborns while their babies make their own friends.
- **Saturday Story Hour** is on the first Saturday of the month.
- Fax service available for a nominal fee to cover costs.
- The Community Archive Room is open and includes resources for the lower Kennebec Valley. It is staffed by a professional librarian who offers many genealogical and local history workshops throughout the year.
- GPL librarians continue to visit area schools and provide library instruction classes for students in the library.
- GPL supports the curriculum of many home-schooled students.

The five full-time employees of the library have more than 100 years of service to the City of Gardiner between them. It is the mission of everyone working at the library to offer exemplary library service that includes unfiltered and unimpeded access to information for anyone who needs it.



## Gardiner Library Staff

Director of Library and Information Services: Anne Davis

Assistant Director: Scott Handville

Children's Librarian: Charlene Wagner

Young Adult Librarian: Virginia Nichols

Technology Librarian: Ann Russell

Special Collections Librarian: Dawn Thistle

Library aides: Claire Parker

Audrey Littlefield

Melissa Abbott

Robert Fagan

Student aides: Lucien Oliveri

Meryl Kus

Annie Schide

# Planning and Economic Development

Nate Rudy, Economic Development Director

Sara Martin, Assistant Community Planner

The planning department provides staff support to the following City committees and groups: Planning Board; Board of Appeals, Historic Preservation Commission, Ordinance Review Committee, Conservation Committee, Economic Development Committee, Waterfront Committee, and Comprehensive Plan Committee. Staff support activities included ensuring that rooms were scheduled and set up for meetings with necessary recording and streaming equipment in place. In addition, staff ensured that completed application/information and sufficient copies were received and abutter/newspaper public hearing notices, if applicable, were completed and met the requirements of the ordinance. Copies of applications and supporting documentation were sent to the board/committee members. Meetings were recorded and streamed to the public as needed, and notes were taken for each meeting. Minutes were prepared for review by the board/committee members. As applicable, board orders were prepared for signature by chairs of boards/committees to reflect the finding of fact and decisions made by the board/committee members. Original applications and supporting documentation were logged and filed including the signed copy of the order. A copy of the order was added to the land use map/lot file and a copy mailed to the applicant. Minutes were filed electronically and a copy put into a notebook by year.

The Department was fortunate to have been directed by Jason Simcock for over five years, during which time the Libby Hill Phase II and Gardiner Waterfront Park and Marina projects were completed. Mr. Simcock is presently employed with Androscoggin Bank, and was succeeded by the current Director of Economic Development, Nate Rudy. Mr. Rudy has focused on matters of economic and community development including marketing and promotion of the Libby Hill Business Park, co-branding Gardiner's entrepreneurial and innovative culture with the Gardiner Main Street program, and collaborating with community leaders, volunteer groups, and non-profit organizations on development opportunities for businesses, arts and culture, and Gardiner youth. Among these efforts were successful grant applications for Project Canopy funds, which will help to re-populate downtown Gardiner and the Common with new trees, and the Orton Family Foundation Heart & Soul Community Planning grant, which will provide expert staff support, resources, and \$100,000 in grant funds to assist with a two-year effort to strengthen community efforts around a shared vision for future prosperity.

**The Planning Board** conducted reviews on the following proposals:

Site Plan Review:	4 applications; 4 approved
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Planning Board Review:	5 applications; 5 approved
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**The Ordinance Review and Comprehensive Plan Committees** did not meet.

**The Waterfront Park Task Force** met three times in the fall to discuss prospects for developing the Waterfront Park.

**The Conservation Committee** met regularly to discuss topics detailed in a separate report.

**The Economic Development Committee** met regularly with the Director of Economic and Community Development to provide support and analysis on matters pertaining to business development at the Libby Hill Business Park, and to review Tax Increment Financing and Credit Enhancement Agreement (TIF/CEA) opportunities for potential business prospects. The Committee also oversaw the Gardiner Revolving Loan Fund, which it manages with support from the Kennebec Valley Council of Governments (KVCOG).





# Gardiner Police Department

James M. Toman, Police Chief

The Gardiner Police Department maintains twenty-four hour police protection 365 days a year. Our staff includes three sergeants, a detective, a school resource officer, a public safety officer and six patrol staff who work fixed shifts. There is always a minimum of one patrol officer on duty between the hours of 7 am to 3 pm and a minimum of two patrol officers on duty from 3 pm to 7 am.

Our mission is to enhance the quality of life and provide a sense of safety and security within the City of Gardiner. Through highly dedicated employees, we are committed to the protection of constitutional guarantees, maintenance of order and safeguarding of life and property. The continued success of the Gardiner Police Department is dependent on a shared vision. In order to create an environment in which our employees are proud to work, it is vital we encourage open communication, individual responsibility, cooperation and respect among members of the department. Through this positive interaction we will uphold and promote the highest level of working morale. We will strive to remain a highly regarded professional organization. We will strengthen our partnership with the community through trust, honesty, integrity and strong community relations. We will continue to respect the rights and dignity of all individuals. Through a process of continuous improvement and self-evaluation we will plan for a future enhanced by technology, education and training, remaining open to new ideas and concepts in law enforcement.

The Gardiner Police Department is dedicated to making sure all services are being provided in an efficient and effective manner by:

- ◆ Delivering progressive and cost effective law enforcement services.
- ◆ Maintaining high standards of excellence utilizing training and technology.
- ◆ Maintaining a safe community through crime prevention, aggressive traffic and criminal law enforcement.
- ◆ Identify and meet the challenges of an increasingly diverse community.
- ◆ Seeking input and feedback from citizenry and employees.

## **Grants:**

To ease the financial burden on the residents, the Gardiner Police Department aggressively pursues grant funding opportunities. Since 2008, we have received \$42,898.55 from the Bureau of Highway Safety for OUI/seatbelt/speed details, \$32,988.38 from the Justice Assistance Council since 2009, \$9,542.00 from Homeland Security and \$2,661.74 from Maine Municipal for safety items.

## **Calls for Service and Arrests:**

Over the last several years, the Gardiner Police Department has averaged 8,200 calls for service and in 2011, the police department had 8,923 calls for service. A call for service is defined as anything that the Gardiner Police Department has done and includes all citizen complaints. Some of these offenses included: 112 felonies (burglary, sex offenses, robbery, arson, aggravated assault, etc.), 375 crime related incidents (assault, theft, bad checks, OUI, etc.), and 83 non-violent crimes (disorderly conduct, criminal trespass, liquor law violations, etc.). Further, the Gardiner Police Department stopped 2,787 motor vehicles, we had 98 reports of criminal mischief, and we responded to 141 domestic disputes. The Gardiner Police Department has averaged 420 arrests/summons issued over the last several years, with a total of over 400 in 2011. An arrest is defined as anytime someone is issued a summons with an arraignment court date or anytime an individual is arrested on a warrant, probation hold, crime committed in the officer's presence, felonious crime etc. Of the 400 in 2011, 117 were warrant based arrests, 164 summons arrests and there were 51 juvenile arrests.

## **Gardiner Animal Control:**

There were 352 domestic animal calls during 2011. These included 223 dog complaints, 87 calls regarding cats and 24 for other domestic animals (goats, chickens, cows, rabbits, and birds).



In addition to domestic animal calls, 18 calls were received for wildlife animals. We are more than happy to assist with general questions or give advice on nuisance animals, however, wildlife animal calls should be directed to the Maine Warden Service. They can be contacted directly at 207-624-7076.

To help control the pet population, please have your pet spayed or neutered and as a reminder, the State of Maine requires the registration of your dog with Gardiner City Hall by January 31st each year to avoid a State mandated \$25.00 fine/late fee.

### **Parking Tickets:**

In 2011, 230 parking tickets were issued. We would like to remind everyone of the winter parking ban that is in effect between the hours of 12 o'clock midnight and 6:00 a.m. from November 1st to April 30th regardless of weather conditions. During this time, parking is not allowed on any City street, to include Water St., Winter St. and Mechanic St. Vehicles found in violation are subject to fine and may be towed at the owner's expense.

### **Harbormaster:**

Along with the improved sidewalks, boardwalk, and landscaping, several security cameras have been installed to help increase security at the waterfront.

We would like to remind residents and visitors that the Gardiner Marina has 15 dock spaces (slips) available for overnight docking. Fees to dock overnight are as follows:

Nightly Fees:	Resident: \$10.00	Visitor: \$15.00
Weekly Fees:	Resident: \$60.00	Visitor: \$100.00
Monthly ALL :	\$10.00 per foot	
Seasonal ALL:	\$30 per foot	



### **Community Events:**

**3rd Annual Bike Rodeo:** The Bike Rodeo is a bicycle safety clinic featuring bike safety inspections, safety lectures about the rules of the road and a ride on a miniature "chalk street" course where young cyclists (kindergarten to 4th graders or so) are shown where and how to apply the rules. Activities include helmet fitting, prizes and drawings. This is held annually at the Laura E. Richards School in June.

**National Night Out (NNO):** A community program to heighten crime and drug prevention awareness; generate support for, and participation in, local anticrime programs; strengthen neighborhood spirit and police-community partnerships; and send a message to criminals letting them know that neighborhoods are organized and fighting back. This year's program included a bouncy house, National Guard climbing wall, the Operation Game Thief Wall of Shame trailer, Best Buy gaming consoles, face painting, a barbecue and more. Chief James Toman, Detective Michael Durham, and School Resource Officer Marcus Niedner participated in the dunk tank challenge, raising over \$160 for the Maine Special Olympics, despite cutting the event short due to rain. We look forward to seeing everyone on the first Tuesday of August, 2012 for our next NNO.

The Gardiner Police Department offers Certified Child Passenger Safety Inspections. An inspection of your children's safety or booster seat can assure that they are properly buckled. These inspections help reveal any possible defects in the child seat, point out installation errors, and teach parents how to put a child's seat in properly. For more information, please call 207-582-5150 ext. 344 to arrange an appointment.

The Gardiner Police Department is working to prevent prescription (Rx) and over-the-counter (OTC) drug abuse. While the Rx and OTC medication take back events provide opportunities to raise awareness and promote safe disposal of medications, our permanent drop box provides a continuous opportunity to dispose of unwanted, expired, and unused medications. The box is located in the public safety lobby and the community may access the drug box return Monday – Friday (excluding holidays), between the hours of 8:00 a.m. to 4:30 p.m.



We strive to keep our residents well informed of major events that are happening, are about to happen or are predicted to happen in the City. To that end, the use of technology greatly assists us in getting ‘the word’ out. As such, we encourage our residents and businesses owners to visit the City of Gardiner’s website – [www.GardinerMaine.com](http://www.GardinerMaine.com) frequently. On the City’s website you will find a web page dedicated to the Gardiner Police Department. On the PD’s web page you will find several very useful links that link you to the Maine Sex Offender registry, the City’s firearms ordinance, crime prevention tips, Homeland Security and many others. The Gardiner Police Department also maintains a Facebook page that is updated frequently, we encourage you to “like” the Gardiner Police Department page and visit it often. Lastly, sign up for NIXLE, ([nixle.com](http://nixle.com)). NIXLE is a Community Information Service dedicated to helping you stay connected to your local police department and other local community agencies and organizations. Your NIXLE account can be customized so you receive the information that matters most to you. NIXLE delivers information that has been entered by Gardiner Public Safety to your mobile phone via text messages and it sends email to your computer.

I have been and will always be committed to allowing the public and all employees input into the police department. The administration of this police agency believes that the participation of all staff, sworn and civilian, should provide input into this agency. With the present state of the economy, increased demands, and the many challenges we face with tight fiscal restraints, the Gardiner Police Department will do everything possible to maintain our current level of service to the City of Gardiner.

As the Chief of Police, I am extremely proud of the sworn and civilian members of this department. Their commitment to the police department and community are second to none. I also recognize that the Gardiner Police Department cannot fight crime and improve the quality of life without the assistance our residents. I would also like to take a moment to express my appreciation to the community for their continued support and assistance. The citizens of Gardiner are our greatest asset and we recognize that they are an important component in helping us to “protect and serve”.

### **POLICE DEPARTMENT STAFF**

Chief James M. Toman	<a href="mailto:Police@gardinermaine.com">Police@gardinermaine.com</a>
Sgt. Todd Pilsbury	<a href="mailto:Tpilsbury@gardinermaine.com">Tpilsbury@gardinermaine.com</a>
Sgt. Stacey Blair	<a href="mailto:Sblair@gardinermaine.com">Sblair@gardinermaine.com</a>
Sgt. Isaiah Peppard	<a href="mailto:Ipeppard@gardinermaine.com">Ipeppard@gardinermaine.com</a>
Detective Michael Durham	<a href="mailto:Mdurham@gardinermaine.com">Mdurham@gardinermaine.com</a>
School Resource Officer Marcus Niedner	<a href="mailto:Mniedner@gardinermaine.com">Mniedner@gardinermaine.com</a>
Officer Daniel Murray	<a href="mailto:Dmurray@gardinermaine.com">Dmurray@gardinermaine.com</a>
Officer Normand Gove	<a href="mailto:Ngove@gardinermaine.com">Ngove@gardinermaine.com</a>
Officer Eric Testerman	<a href="mailto:Etesterman@gardinermaine.com">Etesterman@gardinermaine.com</a>
Officer Peter Griffin	<a href="mailto:Pgriffin@gardinermaine.com">Pgriffin@gardinermaine.com</a>
Officer Allen Alexander	<a href="mailto:Aalexander@gardinermaine.com">Aalexander@gardinermaine.com</a>
Officer David Tims	<a href="mailto:Dtims@gardinermaine.com">Dtims@gardinermaine.com</a>
Reserve Officer Greg Lumbert	
Safety Officer Jamie Dacyczyn	<a href="mailto:Jdacyczyn@gardinermaine.com">Jdacyczyn@gardinermaine.com</a>
Public Safety Administrative Assistant Dolores Daoust	<a href="mailto:Psoffice@gardinermaine.com">Psoffice@gardinermaine.com</a>

# Buildings and Grounds, Public Works and Wastewater

Chuck Applebee, Director  
Robin Plourde, Administrative Assistant

The Public Works budget for fiscal year 2011 totaled \$2,846,821. The major services provided were: building maintenance, road maintenance, parks maintenance, community events, cemetery maintenance, street lighting and wastewater treatment.

## Street and Sidewalk Sweeping

The spring program involves the clean up of winter sand that has accumulated on the 115+ lane miles of streets from the winter operations. The main arterials will be the first priority and then the sweeper will work until the side roads are complete. In addition to roadways, the sidewalks on the main arterials are also swept.

## Spring Repairs

Crews worked late into May repairing lawns, guardrails, fences and other damages caused that resulted from the snow plowing/removal operations.

The State of Maine Pre-Release Program painted the bases on all downtown street lights, while the County Pre-Release Program cut brush along the waterfront and Cobbossee Stream.

In May the City participated in the household hazardous waste collection held at Augusta Public Works. This is an opportunity for Gardiner residents to dispose of hazardous waste at little or no cost. The program will be repeated in May of 2012.

June brought two heavy rain events that caused several washouts around the city. Most notably Harden Hill and the end of Chestnut received heavy damage. The Public Works Department along with area contractors completed these repairs.

## Street and Crosswalk Painting

Once the weather warmed up and the streets were swept, a line striping firm was hired to repaint center lines, edge lines and white stripes on the city streets and roads. The Public Works Department painted crosswalks and parking spots in the downtown and common areas. This work was finished later than normal due to the wet start in the month of June.

## Summer Work

St Laurent and Sons completed most of the work on the Harrison Avenue Construction Project. A small punch list remains and will be completed this spring. This project replaced the sewer main, water main, storm drainage, road surface and sidewalks.

Paving was delayed in 2011 and will start around June 2012. A paving list will be developed in the middle of April to identify roads scheduled for the coming year. The Public Works Department was busy repairing additional washouts, culvert replacement and road repairs.

Fall clean up was preformed in October with Public Works hauling away wood, metal and other materials from residents' homes. This program continues to be popular and successful with residents.

The Buildings and Grounds Department took on the maintenance of our new waterfront as well as the other 30-plus lawns and areas that the city maintains.

Additional benches and bicycle racks will be added to the Waterfront and Arcade Parking areas in early summer, 2012.

Resident Dorothy Washburn helped the city secure a Canopy Grant and new trees that will be added to the downtown area. Thank you Dorothy!



*New Public Works dump truck*



*Benches at Gardiner Landing*

### **Wastewater Facility**

The wastewater staff was busy operating and maintaining the city's \$53 million dollar facility with one goal in mind: to protect the water quality of the Kennebec River and the health of those who use it. A new roof was installed on the clarifier room section of the plant. Combined sewer overflow work is continuing at the plant. New procedures have been implemented by the wastewater staff that has cut heating oil by \$20,000 annually. We invite any resident who would like a tour to call 582-1351 to make arrangements.

After an 18-month long review process, the City of Gardiner will change the way in which it bills for sewage discharge into its wastewater system. Beginning on July 1, 2012, the City will switch from the current

Equivalent User Rating (EUR) model to a new formula that charges all users a base fee, which allows them to contribute a certain amount of sewage into the system. This formula was adopted after a study by a consultant, an informational mailing sent to all Gardiner sewer customers in November, and several public hearings in front of both the Wastewater Advisory Board and City Council.

All Sewer Customers will receive a letter explaining the new billing system in May of 2012.

### **Request for Service:**

Any resident with a Request for Service should call 207-582-4408.

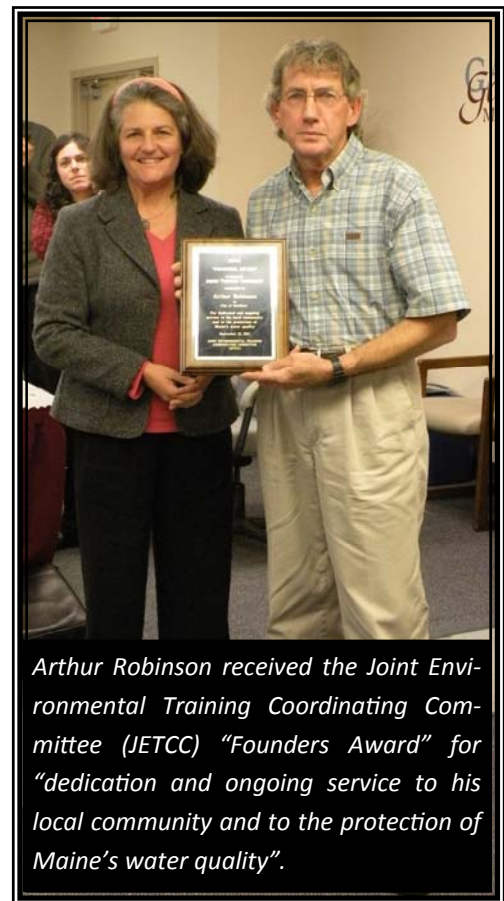
### **Dates to remember:**

May – Household Hazardous Waste Collection

October – Fall Clean-up City Wide (permits sold at City Hall)



*Public Works setting up the docks at the Gardiner Landing*



*Arthur Robinson received the Joint Environmental Training Coordinating Committee (JETCC) "Founders Award" for "dedication and ongoing service to his local community and to the protection of Maine's water quality".*

### **Public Works Employees**

Chuck Applebee - Director  
Reggie Grant- Supervisor  
Kendall Cromwell- Foreman/Operator  
David Grover- Equipment Operator  
Jay Jamison- Equipment Operator  
Steve Willard- Truck Driver  
Gerry Quintal- Truck Driver  
Philip Hodgkins- Mechanic  
John Gorman- Truck Driver

### **Wastewater Employees**

Chuck Applebee - Director  
Arthur Robinson- Chief Operator  
Richard Gaeth- Lab  
Larry Whitmore-Mechanic  
Doug MacMaster- Operator

### **Buildings and Grounds Employees**

Chuck Applebee - Director  
Pat Chadwick- Supervisor  
Rodney Baker- Maintenance Worker  
Dan Robideau- Maintenance Worker  
Richard Beaulieu- Maintenance Worker



## BOARD OF ASSESSMENT REVIEW

Peter Giampetruzzi, Chairman

Board Members:        David Preble,  
                                 James Murphy  
                                 Wayne Jortner

The Board of Assessment Review is a quasi judicial board authorized by Statute and organized by the City Charter. The Board meets on an as needed basis to consider appeals of assessment of the local Assessor and appeals of poverty abatements of the City Council. The Board of Assessment Review did not meet in calendar year 2011.

## GARDINER CONSERVATION COMMITTEE

The GCC organized in 2007 and began a yearly program of planting flowers in the downtown and Gardiner Common. We continued this program in 2011 and, also, maintained McKay and Johnson Hall Parks.

We supported the Environmental Studies class at Gardiner Area High School in their five-year program to eradicate the very invasive plant, garlic mustard, growing along Cobbossee Stream and Harrison Avenue. Each spring the class pulls this plant before it has a chance to reseed.

We continued development of the Steamboat Lane Nature Trail, part of the waterfront park. Identification tags were attached to trees along the trail to acquaint walkers with the variety of trees growing there. Work continued on the native fern and wildflower garden at the south end of the trail.



*Conservation Committee member planting at city hall*

In the fall, we worked with the Gardiner Rotary Club to clear and clean-up a space for a "Fairy Village", a place where younger citizens can build "houses" from natural materials for their "fairy friends". Approximately 25 children attended the opening of the village. It has become a very popular spot for families.



*"Fairy Village" on Steamboat Lane.*

Looking ahead to 2012 we plan to establish a "Healthy Community Forest" program for Gardiner to raise awareness about the importance of having healthy, beautiful trees in our community. During Arbor Week in May, we will be planting trees in the downtown and in the Gardiner Common, hold a public workshop on the proper pruning of trees and conduct a nature walk along Steamboat Lane.

We are always looking for volunteers to help with our projects. If you would like to help, please call Dorothy Morang at City Hall, 582-6892.

Last spring the recycling committee sold composters, water barrels, wingdiggers and kitchen pails. We sold:

COMPOSTERS	25
WINGDIGGER	11
RAIN BARREL	5
KITCHEN PAIL	<u>6</u>
TOTAL	47

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS**  
OF ANY LOCATION  
WITH A VERY LONG NAME

*Thank you to City of Gardiner residents  
who have generously supported the development  
and sustainability of the Boys & Girls Club!*

- ◆ The Club is our community center.
- ◆ Programs offered; child care, teen center, tutoring and sports.
- ◆ The Club is used for community voting, youth sports, birthday parties, family gatherings, Gardiner Rotary and community meetings.
- ◆ In 2011, the Club served 1,191 individual girls and boys ages six weeks to those graduating high school.
- ◆ 564 of these boys and girls were from Gardiner
- ◆ The Club has 62 full and part-time employees
- ◆ 44 of these employees are Gardiner residents
- ◆ Total yearly operating budget \$1,081,608
- ◆ City of Gardiner's contribution to the operating budget is \$51,572. This has been the same level funding for the past 5 years. This contribution calculates into \$19.08 per tax bill.



14 Pray Street

Gardiner, ME 04345

Phone 582-8458 [www.club4me.org](http://www.club4me.org)

Find us on Facebook





Gardiner Main Street  
(207) 582-3100  
PO Box 194 - Gardiner, ME 04345  
[www.gardinermainstreet.org](http://www.gardinermainstreet.org)  
[info@gardinermainstreet.org](mailto:info@gardinermainstreet.org)

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## Annual Report Submission by Gardiner Main Street for 2011

Gardiner Main Street (GMS) is pleased to submit this report to the City of Gardiner. GMS is a 501(c)3 non-profit, community based, volunteer driven organization. Its purpose is to create and maintain vibrancy in the cultural hub of Downtown Gardiner. We accomplish this through community events, promotion of existing business, and economic development in the context of historic and cultural preservation.

GMS is an accredited program as member of the National Main Street Program, one of four original Main Street programs in the state of Maine. GMS proudly celebrated its 10<sup>th</sup> anniversary in 2011. The organization is largely run by volunteers, who have dedicated more than 8,000 hours to community service since its inception. About one-third of the funding for Gardiner Main Street comes from the taxpayers of the City of Gardiner. The remaining budget is covered by donations from individuals and businesses, and income from special events. Since its inception, for every \$1 invested in the Main Street program, Downtown Gardiner has seen \$15.50 of public and private investment.

In 2011, Gardiner Main Street hired a new executive director with experience in economic, business, and community development. The board and its four standing committees have undertaken an aggressive work plan for 2012, and are committed to bringing the program – and Downtown Gardiner to its full potential.

Some of the highlights of the Gardiner Main Street program for 2011 include:

- Ribbon cutting ceremonies for 8 new or relocated businesses
- Launch of a new “Gift of Gardiner” gift check program, accepted by over 30 Downtown merchants
- A map for visitors featuring Downtown businesses and attractions
- Completion of the crosswalk connecting Downtown with the waterfront park
- Receipt of a Grant as part of the “Green Downtowns” program to put in bike racks in various locations downtown and benches at the Waterfront park (to be installed Spring 2012)
- Downtown clean-up day
- Coordination and promotions of special events that brought more than 10,000 people to Downtown Gardiner including:
  - Easter Parade and Egg Hunt
  - Haws, Pies, and Fireworks Memorial weekend event
  - Greater Gardiner River Festival
  - Barks in the Park event
  - Swine and Stein Oktoberfest
  - Halloween Trick-or-Treating
  - Early Bird Sale
  - Gardiner Days of Light Holiday Celebration

For more information on events, volunteering, or all that GMS does, visit [www.gardinermainstreet.org](http://www.gardinermainstreet.org)

Respectfully Submitted,  
Patrick Wright, Executive Director, Gardiner Main Street

# Historic Preservation Program

Sara K. Martin, Historic Preservation Program Manager

David Cichowski, the Code Enforcement Officer (CEO), and Dorothy Morang, the Administrative Assistant to the Economic and Community Development Office, staffed the Gardiner Historic Preservation Commission (HPC) during 2011. They discussed proposed alterations to buildings within the historic district with applicants to determine if the proposed work needed to be reviewed by the HPC or the CEO. They distributed applications and gave assistance in preparing them, providing maps, deeds, and other information needed for the application. Once the applications were received, they were reviewed to ensure completeness. Ms. Morang sent copies of the applications and supporting documentation to HPC members and posted notices of the meetings on the City of Gardiner's website and bulletin board. In addition, she scheduled rooms and prepared the rooms for the meeting, including making sure the recording equipment was in place. During HPC meetings, Ms. Morang took meeting minutes.

Following the meetings, Ms. Morang prepared Certificates of Appropriateness (COA) for signature by the chair of the HPC to reflect the finding of fact and decisions made by the HPC members. She logged and filed original applications and supporting documentation, including a signed copy of the COA. She mailed a copy of the order to the applicant, added a copy to the land use map/lot file and filed minutes of the meetings electronically and put a paper copy into a notebook arranged by year. Ms. Morang prepared the Certificates of Appropriateness for Applications approved by the HPC.

Mr. Cichowski attended HPC meetings to answer questions about proposed projects. He issued CEO Certificates of Appropriateness for work that he approved.

Sara Martin, in her capacity as Assistant Planner, wrote a grant application to the Maine Historic Preservation Commission (MHPC) to fund a Historic Preservation Program Manager position from April 15, 2012-February 15, 2013. (The grant application was due at the end of 2011; MHPC has since decided to award the grant.)

## *2011 Certificates of Appropriateness:*

HPC Certificates of Appropriateness:	3 applications: 2 approved; 1 application withdrawn
CEO Certificates of Appropriateness:	6 applications: 6 approved

## *2012 to date:*

Sara Martin was hired on February 14 as the Historic Preservation Program Manager. Her responsibilities will be to staff the HPC and to create building façade studies and building files on properties in Gardiner's Historic District. In her role as a staff member of the HPC, she will ensure that their decisions comply with Gardiner's Historic Preservation Code and the *Secretary of the Interior's Standards for the Treatment for Historic Properties*, write necessary reports to the Maine Historic Preservation Commission, and conduct training workshops every month, which will be open to the general public as well as to the members of the HPC. Topics will include the *Secretary of the Interior's Standards for Rehabilitation*; procedures for conducting HPC meetings; architectural styles in Gardiner/character-defining features; understanding the significance of historic properties; understanding the integrity of historic properties; windows and doors in historic buildings; chimneys in historic buildings. The Building Façade Study will include architectural descriptions of the primary facades of each building; a chronology of alterations; photographic annotations of the significant character-defining features of the building; and recommendations that outline an approach to repairs and the parameters for compatible contemporary designs for alterations or additions. Copies of documents found in the course of researching the properties will be assembled and kept on file at the Gardiner Public Library and the Economic and Community Development Office at City Hall. Mr. Cichowski and Mrs. Morang will continue with their duties to the HPC in 2012.





# Johnson Hall Performing Arts Center

*Kennebec Valley Chamber of Commerce Community Service Award, 2012*

[www.johnsonhall.org](http://www.johnsonhall.org) [facebook.com/Johnson-Hall](https://facebook.com/Johnson-Hall) 582-7144

- Successful non-profit organization since 1990—21 years of creative activity
- Professional staff —Executive Dir., Artistic Dir., Bookkeeper/Office Mgr.
- Board of Directors—10 members from Gardiner, West Gardiner and Augusta
- Regional Advisory Board — 18 members from Capital region
- Members and donors: 300 ▪ Active volunteers: 50
- Usage: 150+ days/yr. ▪ Children served: 1,000/yr. ▪ Patrons/year: 4,000

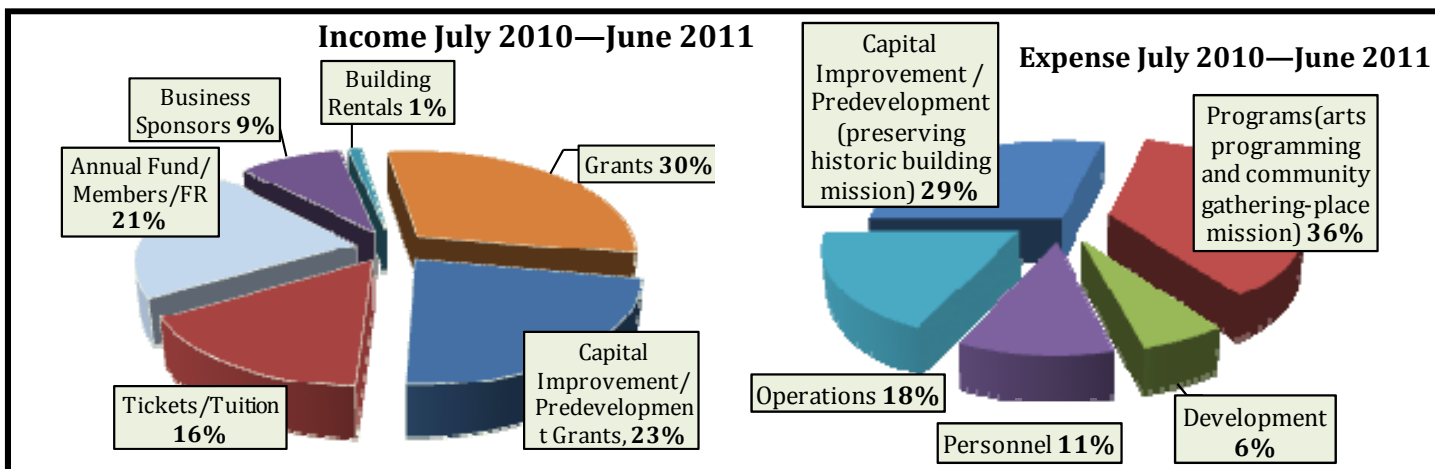


**Diverse Programming All Year** –Something for Everyone, adults, families, teens, children— professional performances, Maine artists, teen band shows, touring artists, arts education, local children presenting original plays, day camps, after-school art and theater, community readers' theater, dance recitals, visual art displays, Talent Show, and rentals for community meetings, workshops, parties, rehearsals, concerts...

**Investment in the future**—Capital improvements to the downtown. Projects completed since 2004— new roof, repointing and repairing masonry, removal of unsafe exterior ramp, restoring historic windows, replacing floor in performance hall, installing water infiltration control system. Proposed 2012 project—installing store- front windows on Water Street. The vision of renovation into a 360-seat theater with lobbies and meeting rooms, which would transform the downtown, is guided by a Master Plan: architectural concept drawings, construction estimates, business plan, community focus groups, historic tax credit legal plan, historic preservation consultation, structural study, organizational plan, and fundraising feasibility study. We seek lead donors.

**Balanced budget**—\$150,000/yr. Gardiner Economic Development funds are multiplied by 6.

**Varied Revenue Sources** — individual contributions, business sponsorships, tickets/tuitions, rentals, City of Gardiner Economic Development, fundraisers, foundation and state grants. Expenses for personnel and operations are kept low; the building needs constant maintenance. Mission: 65%, Administrative/bldg. 34%.





# MSAD #11

Patricia Hopkins, Superintendent of Schools  
Rebecca Fles, School Board Chair

The 2011-2012 school year has been both busy and productive for students, staff, and the School Board of MSAD #11. We have much to be proud of in our district and are fortunate to have dedicated individuals who work hard to support our students.

In recent months, much attention has been focused on the need for the overall structure of schools to change in order to better meet the needs of students today. The staff and administration are currently engaged in these conversations and have implemented numerous changes over the past few years that are proving to be successful, as demonstrated by a steady increase in student performance on state and local assessments.

In October 2012, the School Board intends to hold a one and a half day workshop for community members, business leaders, elected officials, students, educators, and administrators to discuss the values that are important to our communities and the direction our district needs to move to ensure all students are prepared for life beyond MSAD #11. At the conclusion of the workshop, a strategic plan will be developed and honored as a living document. This document will help drive decisions made by the School Board and administration. Information regarding the event will be available in the fall. We hope approximately 100 people throughout our district will participate in this process.

Anyone interested in participating should contact the Superintendent's Office.

Declines in revenue and in student enrollment are making the development of the 2012-2013 budget a challenge. The ultimate goal of the School Board and administration will be a final budget with as minimal an increase as possible. Accomplishing that will necessitate making difficult decisions, including the reduction of employed teaching staff to adjust for the decline in enrollment. Throughout the year, the School Board has researched and analyzed additional cost saving measures including electrical demand charges, envelope insulation improvements, and heating plant options in an attempt to reduce utility expenses. A significant success has been the 15,000 gallons reduction of fuel oil used at the high school over the past few years. We are fortunate to have an Operations and Maintenance Department who enthusiastically seeks cost savings opportunities and who makes sure our facilities are well maintained. Finally, the School Board is exploring alternative heating sources including natural gas and pellet boilers. It is anxiously awaiting decisions regarding a natural gas pipeline in order for it to continue its investigation into ways to save money, enabling it to make the best use of taxpayer money.

MSAD #11 prides itself on being a model of efficiency. While the K-12 Statewide average of Per Pupil Expenditures for 2010- 2011 are \$9,623.87, our Per Pupil Expenditures were \$8,110.32, 16% below the Statewide average. As a result, MSAD #11 ranks in the bottom 15% of Per Pupil Expenditures for 2010-2011.

As always, we are indebted to our School Board members who give hundreds of hours toward instituting quality educational programs and opportunities for students. Likewise, we are equally indebted to our taxpayers, who provide the means to operate those programs that will help our students aspire to pursue their dreams and ambitions.



# HOUSE OF REPRESENTATIVES

2 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0002

(207) 287-1400

TTY: (207) 287-4469

## Stephen P. Hanley

67 Lincoln Avenue  
Gardiner, ME 04345  
Residence: (207) 582-9073

### REPORT TO THE CITIZENS OF GARDINER

Dear Neighbors:

Thank you again for the trust you have placed in me by allowing me to serve as your State Representative in Augusta. I welcome your contacting me about any state issue that is of concern or anytime I may be of assistance to you.

As I write this letter, Maine is faced with a significant budget gap, due to lagging state revenues and the continuing national economic crisis. The Governor has presented the Legislature with a supplemental budget and submitted a revised budget for the Department of Health and Human Services. These new budgets will have to deal with growing needs and reduced revenues. The Governor faces a delicate balancing act as he formulates his cuts and in the next few weeks my colleagues and I in the Legislature hope to reach a final consensus on these proposals to close the budget.

I understand how deeply these cuts will be felt by families and individuals in all communities and towns. As we seek to make state government more efficient and cost effective we must make sure that the vital services that are so essential during these tough times stay intact.

In addition to carefully reviewing the budget, we are also focused on promoting economic development, job growth, and improving the health and education of Maine citizens. We have the opportunity to make sure that Maine continues to move in the right direction by focusing on these important goals and priorities.

Please feel free to contact me about any issues that are important to you or if you are having trouble with any state agencies. You may reach me at home at 582-9073, or in Augusta at 1-800-423-2900.

Sincerely,

A handwritten signature in cursive script that reads "Stephen P. Hanley".

Stephen Hanley  
State Representative

District 59 Gardiner and Randolph

Printed on recycled paper



## Annual Report to Gardiner A Message from Senator Earle McCormick

January 2012

Dear Friends and Neighbors:

It is an honor to represent you in the Maine Senate, and I am grateful for the trust you have placed in me to work for the citizens of Gardiner and our region.

When Republicans of the 125<sup>th</sup> Legislature took their oath of office last December, we promised to move Maine in a new direction and to make our beloved state more prosperous, affordable and responsive to all Mainers. During those first months, lawmakers were burdened with dire budget projections of a billion dollar shortfall created by years of neglect by previous legislatures. Many thought that this would limit our ability to pass significant legislation. Instead, we chose to view the many difficult challenges facing Maine as opportunities to fix long standing problems. Over the months that ensued, the Legislature approved a number of significant reform measures to our health insurance market, tax policies, and state regulations. We worked hard affect the change we promised, and we succeeded.

While the Legislature dealt with some very contentious issues, the most dramatic improvements resulted from working together in a bipartisan fashion. Difficult decisions were made in an atmosphere of respect and consensus building. I am proud to say that the state budgets and the initiative to promote job creation through regulatory reform and fairness passed with overwhelming support from both sides of the aisle. As a result, Maine citizens will see the largest tax cut in Maine history, increased aid to education, pension reform that will protect pensions while reducing the unpaid liability by \$1.7 billion, and welfare reform that promotes greater independence and protects those unable to take care of their own basic needs.

Though great progress has been made, we still face the daunting task of addressing a staggering \$120 million shortfall within the Department of Health and Human Services and its MaineCare program. In terms of all spending, MaineCare accounts for 32 percent of the state budget and enrollment is expected to grow at more than three times the rate of our revenues over the next four years. Difficult structural changes to the MaineCare program must be made soon to ensure that MaineCare returns to a sustainable and quality system that protects Maine's most at-risk citizens.

Again, thank you for entrusting me to represent you in Augusta. Please feel free to contact me if you ever need my help in navigating the state bureaucracy. I would be happy to help in any way that I can. I can be reached in Augusta at 287-1505.

Sincerely,

Earle McCormick  
Maine State Senator



CONGRESS OF THE UNITED STATES  
HOUSE OF REPRESENTATIVES

CONGRESSWOMAN  
CHELLIE PINGREE

1ST DISTRICT  
MAINE

Dear Friend,

I hope this letter finds you and your family well. It continues to be an honor to represent you, and I wanted to take a moment to share with you some the work I've done in Washington and Maine over the last year.

As you know, times are not easy. The country still struggles to recover from the recession, which is why I'm so frustrated Congress has not been serious about job creation. Voters elected us to Congress with the highest priority of getting the country back to work. While we should have been voting on jobs legislation, we have ended up debating anything but.

I am proud, though, to have worked on my own piece of jobs legislation in 2011. Local food is a growing part of Maine's economy and has helped revitalize a traditional staple of our communities—the family farm. We have seen incredible increases in CSA farm shares, farmers markets, and acres in cultivation.

But outdated federal policy hasn't done enough to support this bright spot, and often hinders it. I've introduced the Local Farms, Food, and Jobs Act to bring local farmers the resources they need to continue growing. If passed, it means investments in our regional food infrastructure, help for local schools to buy food produced in their communities, and giving more and more people affordable access to local food.

Another piece of legislation I introduced in 2011 would help service members who are victims of military sexual assault. This has become an alarming problem as thousands of women—and men—report being sexually assaulted while serving. I've listened to many of them who are from Maine. My legislation would ease the restrictions they currently face to get disability benefits from the VA.

As a member of the House Armed Services Committee, I've been able to work on several policies that affect our military personnel. It also means that I've kept close watch on our operations overseas. In 2011, we saw some good news on this front. First, we finally found and killed Osama bin Laden. The second came with the official end to the war in Iraq.

I am so glad that the Mainers who have served there will be able to return home. But we can't forget the nearly 4,500 soldiers we lost in Iraq—24 of them from Maine—nor the men and women who continue to serve in Afghanistan. I hope we can start to bring them home in 2012.

My thoughts now are also with the many Maine families who can't afford to heat their homes. I'm disappointed to see deep cuts in LIHEAP, a program thousands of Mainers rely on. I've introduced legislation to restore the funding and I will keep fighting to get Mainers the support they need.

I wish you and your families the best—it's a privilege to serve you. If there is anything I can do, please don't hesitate to contact me at (207) 774-5019 or [www.pingree.house.gov](http://www.pingree.house.gov).

Hope to see you in Maine soon,

Chellie Pingree  
Member of Congress

1318 LONGWORTH BUILDING  
WASHINGTON, DC 20515  
202-225-6116  
202-225-5590 FAX



2 PORTLAND FISH PIER  
SUITE 304  
PORTLAND, ME 04101  
207-774-5019  
207-871-0720 FAX

# CITY OF GARDINER CALENDAR

## January

January 31—last day to register your dog without a \$25 late fee

## March

Second Tax Payment Due March 15th

## May

ATV registrations go on sale

Household Hazardous Waste Collection

Memorial Day Events

30 day lien notices for nonpayment of taxes

## June

Annual Bike Rodeo at Laura E. Richard's Elementary School

Liens filed for nonpayment of taxes

Greater Gardiner River Festival

June 12th— Primary Election (2012)

## August

Applications for absentee ballots become available

City Council and/or Mayor Nomination Papers Available the First Monday

National Night Out—2nd Tuesday

Tax Bills are mailed

## September

First Tax Payment Due September 15th (September 5th for tax club members)

Nominations Papers Due the Second Monday

## October

Absentee Ballots become available

Dog Licenses go on sale October 15th

Fall City Wide Clean-Up

Fire Prevention Week

Halloween Trick-or-Treating

Snowmobile registrations go on sale

Swine and Stein Oktoberfest

## November

November 6—Presidential Election (2012)

## December

Boat registrations go on sale

Fishing and Hunting licenses go on sale

Gardiner Days of Light Holiday Celebration

*Have you visited our web site?*

[www.gardinermaine.com](http://www.gardinermaine.com)

Please subscribe to our web site for up-to-date information about the city. Type of announcements you will receive: weekly packet by City Manager, City Council meeting agendas, library announcements, parking bans and snow removal notices, etc. Our City Council and Planning Board meetings are also available live on our audio streaming. If you can't listen to the live meeting, it will be archived for you to go back and listen at a more convenient time.

*Services available online:*

Dog licensing, boat renewals, ATV renewals, snowmobile renewals, fishing and hunting licenses, car registration renewals, absentee ballot requests, resident comment form, committee interest form.

