



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	05/12/2021	Department	City Manager
Agenda Item	4.c) Consideration of the March Department Head reports		
Est. Cost			

Background Information	Please find attached the Department Heads' reports for March 2021.		
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Requested Action	"I move to accept the March Department Head reports."
City Manager and/or Finance Review	Acting City Manager recommends the above motion.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



**DEPARTMENTAL UPDATES:
MARCH 2021**

Monthly Report for March (City Manager)

Department Head Anne Davis

Month March Year 2021

Summary of Month in General Terms:

In early March, I returned to working full-time after a medical leave. In my new position as Acting City Manager, I met with each Department Head to be caught up with what they are dealing with on a daily basis. I assured everyone that there would be no major changes but that I would review all projects, etc. so that I might have a working idea of what is going on in the City.

Current Progress on Projects/Plans/Problems:

I also met with front office staff to listen to their concerns and hear about their upcoming projects. I realize that one of City Council's primary concerns is the vacant buildings and, in addition, the TAP that remain off the tax rolls. I went on a city tour with CEO McNeill to see what concerns he has and helped him prioritize what he may wish to concentrate on ahead of other properties. My major concern is life safety issues for residents living in dangerous buildings. We will continue getting updates to Council.

Any other noted updates, concerns, items for City Council:

I hope to work with Gardiner City Council to develop a plan moving forward for City Manager services. Until decisions are made, I am proud to lead this City for a third stint as Acting City Manager.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month March Year 2021

Summary of Month in General Terms:

March was an exciting month for the city as we now have the last lot at the Libby Hill Business Park under contract. Now construction on the various lots will begin.

Current Progress on Projects/Plans/Problems:

Downtown Master Plan: The committee met March 18 to discuss Stakeholder Survey results. Key themes from the survey were Placemaking, Economic Vibrancy, and Environmental Resilience. Key Observation – The plan must be a call to action to move Downtown forward. The goal is to be able to hand this plan to a business owner or elected official to convince them why it is important to invest in Downtown. The Plan is now known as the *Heart of Gardiner Downtown Master Plan*. The next meeting is scheduled for April 15.

During the month of March, the planning department issued **50 permits** with an added revenue around **\$5,845.25**. This is including building, plumbing and general permits. The CEO also conducted 30 project inspections and received 22 complaints. The complaints consisted of timber harvesting, dangerous trees, trash dumping, traffic issues, Covid compliance, odors and trash.

The **Planning Board** met on March 9, and March 23, 2021 via Zoom. Due to the multiple applications, we are meeting twice a month.

Agenda for March 9:

1. Gardiner Green Housing Project – Final Subdivision Plan and Site Plan review. This application has been under PB review since last year. Planning Board requested more information from the developer and asked him to come back for the April 13, 2021 meeting.
2. Preferred Pump – proposed to construct a new building and storage areas for their distribution company on Lot 19 at the Libby Hill Business Park. Project was approved and they will begin construction soon.

Agenda for March 23:

1. AUG Commerce Distr. LLC – Site Plan review to construct a new 50,4000 sf building and paved areas for Pods Storage Company on Lot 15 at the Libby Hill Business Park. This project was approved to move forward. They currently are doing their due diligence and hope to close on the property in April/May 2021. As part of this project, Council voted to discontinue a section of Commerce Drive.
2. Maine Affordable Properties, LLC – Preliminary Subdivision Plan to construct 8 new residential housing units within 4 duplex buildings at 134 Spring Street. There was a

neighborhood meeting with the developer on March 2, 2021 via Zoom to review the project prior to the March 23 meeting. Maine Affordable Properties, LLC received approval to submit a final subdivision and site plan application.

The **Ordinance Review Committee** met on March 22, 2021 via Zoom to discuss:

1. Demolition Permits – Clarity on if you are tearing down a building, you need a permit.
2. Solar Calculations – formula to calculate solar projects
3. Solar Array projects in Residential areas – placement of solar arrays in HDR
4. Daft amendments to PB notice requirements – review Land Use Ordinance on notice requirements

These projects will undergo further discussions at the April ORC meeting.

Economic Development Committee met on March 11, 2021 via Zoom to discuss:

The committee has set meetings dates for the second Thursday of each month. They also wanted to review the committee Roles and Responsibilities adopted by Council in 2015. Dennis Doiron, Tamara Whitmore and Carrie Arsenault offered to review and make edits and bring back to the committee for approval at their April meeting. Once the committee approves the edits, the amended Roles and Responsibilities will go before Council for final approval.

Housing Committee met on March 22, 2021 via Zoom. Two members attended, so no business could be conducted. This committee is in need of volunteers before they can be a productive committee. The next meeting is scheduled for April 26, 2021 at 8:30 a.m.

Any other noted updates, concerns, items for City Council to be Aware of:

Cobbossee Corridor Committee meets on a bi-weekly basis and is making great strides towards presenting Council with a plan. The committee is currently looking at grant opportunities for the trail.

Con Edison conducted another neighborhood meeting on March 30, 2021 to discuss the amendment to their plan. The amendment would move the solar array a further away from the homeowner properties, relocating the transmission box as well as add more buffering. Con Edison will bring their amendment to the Planning Board on April 13.

Libby Hill Phase I and EDA Grant – previously it was discovered that because the city received an EDA grant for Libby Hill, there were certain types of businesses not allowed in the park (marijuana). After multiple conversations with EDA and because Phase I's 20-year commitment with EDA has expired, there are no covenant and release of interest on any of the Phase I properties. MCR Labs had been pre-approved to locate at 11 Technology Drive, now that the city have received information that there is no follow-up with EDA

New Businesses/News:

Renovation projects continue in the downtown area. The property of 316 Water Street is currently undergoing renovations with the potential of a new business opening sometime late

spring early summer. The Harrom a full-service salon and spa recently opened its doors at 215 Water Street.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: March **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service): 255

EMS: 245

Gardiner: 82

West Gardiner: 27

Richmond: 27

Farmingdale: 36

Litchfield: 24

Pittston: 15

Randolph: 21

Chelsea: 11

Other: 2 (Augusta, Dresden, Bowdoinham)

Fire: 10

Current Progress on Projects/Plans/Problems:

- Grant for 3 CPR Machines has been submitted to the Steven King Foundation
- PPE stock remains healthy.
- We have been fit testing City staff for N95's as requested
- The boat is ready to be commissioned once the floats are in place at the water front
- Our forestry gear and UTV is all ready for use

Personnel Updates (promotions, absences, needs, etc.):

- Physical Agility test has been completed. Four candidates have been moved forward for the Chiefs interview.

Any other noted updates, concerns, items for City Council to be Aware of:

- Space at Central Station remains a challenge
- Working toward staffing all three rescues.

Monthly Report for: Front Office/Finance
Department Head: Denise Brown
Month/Year: March 2021

Summary of Month in General Terms:

The second installment of taxes were due March 15 with \$2.3M worth of tax payments collected.
The Election was held on March 9th with little to no hiccups! 1060 Ballots were cast; 476 as absentee and 584 in person.
GA clients consisted of 3 homeless and 9 applications. The GA Director assisted Augusta with a Fair Hearing.

Current Progress on Projects/Plans/Problem:

The Tax Collector continues to focus on and prioritize Tax Acquired Property (TAP). As you can imagine each one of the TAPs take many hours of research, legal counsel, and document preparation. Please be patient, as the Tax Collector has normal day-to-day work as well.
March came with an influx of licenses – DBA’s – Victualers – Liquor.
Work continued on the annual report.

Financial:

The Finance Director, City Manager and Department Heads wrapped up FY22 Budget numbers. Budget books will be put together and a presentation will be created for the April 21 council meeting.

Personnel Updates (promotions, absences, needs, etc.):

All front office staff remain healthy and diligent in their COVID measures. They were all very happy to be able to re-open City Hall and serve the residents of Gardiner face-to-face.

Any other noted updates, concerns, items for City Council to be Aware of:

In March, City Councilors received a letter from the City in regards to MainePERS. Please be sure to fill out form that was enclosed and return it in the self-addressed/stamped envelope to Denise Brown.

Monthly Report for March (Library)

Department Head Anne Davis

Month March Year 2021

Summary of Month in General Terms:

The library staff is busy offering individual service to our customers. This includes genre grab bags, circulating Chromebooks with MiFi connections for folks who do not have access to the Internet at home.

Current Progress on Projects/Plans/Problems:

The towns of Pittston and West Gardiner both voted to remain partner towns with the Gardiner Public Library. In June. We look forward to attending town meetings in Litchfield and Farmingdale. Randolph will hold their meeting in July.

Any other noted updates, concerns, items for City Council to be aware:

Though the COVID infection rates continue to be a real concern for both the staff and the public, we do allow access on the main floor. Visitors may stay for 30 minutes and they have access to newspapers, magazines, books, movies, music and computers. Most visitors are very respectful of the limits and our library public is just grateful to have access to the library. We continue to adhere to the Maine CDC guidelines that recommend items are quarantined for a certain amount of days so that staff may be assured that COVID will not be spread by surface touch. This science keeps evolving and we react to any changes recommended by the Maine State Library and the Maine CDC.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - March 2021

Summary of Months in General Terms:

- Calls For Service - 774
- ACCIDENTS - 13
- ARRESTS/Criminal Cites – 11
- TRAFFIC TIX – 6

Current Progress on Projects/Plans/Problems:

- Covid-19 PPE compilation on hold
- Some of the significant COVID mitigation strategies that have been in effect since fall of 2020 have been eased
- Evidence/property room management project on-going by Officer Quintana & Sgt. Pilsbury

Personnel Updates (promotions, absences, needs, etc.):

- 2 Officer's currently out on Workers Comp – both began 1/29
- 1 patrol officer vacancy – advertising is on going
- 1 officer began a 10 day quarantine on 3/31 due to contact tracing
- Officers used a total of 50 hrs of vacation/comp time during the month and 64 hours of sick leave

Any other noted updates, concerns, items for City Council to be Aware of:

- Chief Toman received 12 hours of leadership training titled – Coaching for Law Enforcement Leadership Excellence.
- Chief Toman was guest speaker at Rotary on March 11 to discuss effects of the pandemic on GPD
- Sgt. Pilsbury received 22 hrs of training in NIBRS (new mandatory crime reporting system)
- Sgt. Pilsbury and Sgt. Blair received 7 hours of leadership training titled – Finding the Leader in You: The More Courageous Path
- Both SROs received 4 hours of training on Active Assailant in School - Planning, Preparation, Mitigation, & Resiliency
- On March 18 all Officers were assigned 12 hours of miscellaneous officer safety training through our PoliceOne on-line training portal. Training to be completed by 4/30

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: March 2021

Summary of Month in General Terms:

- March was extremely light with snow with no storms but a few very light events, nothing to speak of
- We repaired and painted all 24 docks; not all docks needed repair, however, this was a fair amount of work and they look really good
- The crew replaced a driveway culvert on the Marston Road
- Did a fair amount of pot hole patching

Building & Grounds:

- The crew renovated the riverfront bathrooms through a CDBG grant – they look good
- Fulfilling request for odds & ends at City Hall & Library
- Clean and waxed the Fire Station Floors
- Organized the South Gardiner Fire Station
- Cleaning of buildings is ongoing
- Some brown tail moths' nests were removed

Current Progress on Projects/Plans/Problems:

- PPE for COVID-19 is well stocked and monitored, most employees have gotten their first shot
- We received a new plow truck this month
- We shouldn't need to sweep all that much this year (a little) as a result of moving to an anti-icing (salt priority) winter maintenance program – we didn't use any sand this year – it worked out great
- Our April list of issues and/or request across the city continues to grow – we have culvert failures, catch basins to raise, trees and brush to cut, lawns from plow damage to repair, etc...we will do our best to get to these issues as soon as we can

Any other noted updates, concerns, items for City Council to be aware of:

None at this time.

Monthly Report for March (Technology)

Department Head Anne Davis

Month March Year 2021

Summary of Month in General Terms:

The technology around the City remains stable, as more staff members demand broadband for Zoom meetings and other virtual meetings. I am working with the police department to get them access on their mobile units to the city server so that they may be able to get to their internal documents.

Currently, I work remotely with our API tech and that is working well.

Current Progress on Projects/Plans/Problems:

We have finished the installation of a new Wi-Fi network at the library that now has a stronger signal and that gives me usage data that will make it easier for me to meet the needs of the community.

Any other noted updates, concerns, items for City Council to be aware:

Currently, there are no real technology concerns for City Council to be aware. We have purchased two central laptops for the staff that must transcribe Zoom meetings and/or administer them. I am also cross training staff on Zoom so that they have a working knowledge on how a Zoom meeting functions.

TO: Anne Davis, Acting City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: April 9, 2021
RE: Wastewater Activity Report For March 2021

Spring Flows

Looks like we made it through the spring snow melt and high flow seasons without having to go into the high flow "CSO" mode of operation. The last CSO event was back during the Christmas Day storm of 2020. While melting snow and a couple of small to moderate rain events in late March and early April resulted in high flow conditions we did not have to activate the Primary Bypassing Secondary system (DEP jargon for CSO or Combined Sewer Overflow mode). Normal dry weather flow is around 1.0 million gallons per day (695 gallons per minute) but wet weather flows can exceed 10 mgd (6950 gpm). One tractor trailer tanker truck holds about 9,000 gallons so at that rate we could fill one once every minute and 16 seconds. The last two springs and summers were very dry and it looks like this year's weather pattern will be the same.

Sewer Plug

We encountered a very peculiar sewer call on Wednesday 4/7. As you go up Northern Ave. some houses on the left are in Gardiner while some on the right are in Farmingdale. The residences in Gardiner pay their sewer bill to the Town of Farmingdale because they own the line in the street. Getting a report of sewerage coming out of a manhole in someone's backyard I went up and sure enough there was a MH with sludge and other debris all around it. It turns out that the service line from the former Health Tex building, now leased to the State Professional and Financial Regulation Bureau, cuts down through this woman's backyard into the manhole then out to the street main on Northern Ave. (Owned by Farmingdale) So, because the actual plug was on the line from the MH to the PFR building it is the responsibility of the building owner to pay the cost of cleaning. It still would have been anyway because the plug was caused by pine needles and cones that came off the roof of the building into 10 roof drains (illegal by sewer ordinance). I am working with the Town of Farmingdale CEO Greg Lumbert to put pressure on the owner to eliminate the drains. Because a (small) amount of sewerage leaked out onto the ground I had to file a Sanitary Sewerage Overflow (SSO) report with DEP which is mandatory. In discussions with our DEP Inspector Jim Crowley he himself posed the philosophical question of how ethical is it that a State of Maine agency (PFR) leases office space in a building that is in violation not only of local ordinances but also goes against the DEP policy of forcing communities like Gardiner and Farmingdale to eliminate stormwater sources from THEIR buildings. Maybe some pressure on that end might help out. Technically Gardiner can't do anything because the building is in Farmingdale and the Town is within their contracted flow volumes allocated in the 3 Town Agreement, but as I told Greg, if F-dale wants to pay us to treat fresh clear water we would certainly be happy to charge them for it, but it's rather silly and is a waste of rate payer's money. You can't make this stuff up.

Sewer Maintenance Trailer

I ordered a replacement hose for our trailer mounted sewer jetter as the old one was getting chafed and worn. EJP also replaced the control keyboard for the tractor camera and made some other repairs that hopefully will cure the drive problems that have plagued it for years.

South Gardiner Manhole Replacement Project

No bids were received for the replacement of the manhole in front of the Post Office in South Gardiner Village. At this point all I can suggest to do is try to solicit 3 quotes adjusting the schedule and if the lowest is within the project budget then recommend award to that party. Beyond that I would recommend shelving the project for another year or two to see if the bid climate improves. We are sitting on holdover money from last year's budget to do the project that must be used by June 30.