



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	01/20/2021	Department	City Council
Agenda Item	4.h Review and Accept Monthly Reports from City Manager and Department Heads		
Est. Cost	n/a		

Background Information	Attached are the monthly reports from the City Manager and Department Heads.
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Requested Action	'I move to accept the December 2020 monthly reports from the City Manager and Department Heads.'
City Manager and/or Finance Review	The City Manager recommends the above action.
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 _____

Monthly Report for City Manager's Office

Christine M. Landes, City Manager

December 2020

Summary of Month in General Terms:

- Completed my year as President of MMA with two meeting this month.
- Attended a MTCMA Professional Development Meeting.
- Virtually attended as many evening meetings that my schedule allowed.
- Attended a Rotary meeting where the Chief of Police was honored for his service.

Current Progress on Projects/Plans/Problems:

- Met with representatives from Gardiner Main Street regarding a possible Bailey lot lease.
- Met with Brady Hinckley regarding how to collaborate on the dispatch fee schedule.
- Attended two Gardiner Development Project meetings with the EDD, CEO and Mayor.
- Conducted weekly check-ins with the Mayor.

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

- Attended six (6) departmental holiday luncheons.
- I was out a couple of afternoons for personal doctor appointments.
- Held two Department Head meetings.
- Met one on one with a couple of Department Heads.
- Held a monthly city-wide team meeting.
- Chose an employee-of-the-month for January 2021: Officer Samuel Quintana

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

- The EOC continues to work on COVID-19 issues.
- The City Hall/Library closure seems to be running smoothly. Adjustments for transactions are being conducted as needed.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: December **Year:** 2020

Summary of Month in General Terms:

Total CFS (calls for service):	231
EMS:	219
Gardiner:	67
West Gardiner:	24
Richmond:	35
Farmingdale:	24
Litchfield:	16
Pittston:	17
Randolph:	21
Chelsea:	12
Other:	3 (Augusta, Dresden, Bowdoinham)
Fire:	12

Current Progress on Projects/Plans/Problems:

- The new portable radios are in service.
- Captain Santheson has secured a forestry grant worth \$1105.00.
- PPE stock remains healthy.
- Almost all full time members have received the first dose of the Moderna COVID vaccination.
- We have been fit testing City staff for N95's as requested
- Working on securing a Medical Director.
- The AFG Grant has opened. Ambulances are high priority. Looking into the possibility of replacing Rescue 3 using the AFG Grant.
- Building a training schedule for the Call Company.

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

- Accepting applications for full time Firefighter/Paramedic.

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

- Finding qualified full time personnel remains to be a challenge.

Monthly Report for: Front Office/Finance
Department Head: Denise Brown
Month/Year: December 2020

Summary of Month in General Terms:

December was a busy month at the counter with residents licensing dogs (201), registering snowmobiles, and selling hunting/fishing combo licenses.
The City Clerk has been working on updating the Boards & Committees lists in our software and on the City's website.
7 GA Clients were seen in December and 5 Salvation Army requests were considered. The Salvation Army has an emergency community outreach funding program that the City of Gardiner administers for several surrounding communities.
The Tax Collector reports that time in December was spent on sewer and tax foreclosures.
The City Clerk is wrapping up the November election and starting to organize for the March election.

Current Progress on Projects/Plans/Problem:

Tara Miley has begun working on the Ambulance uncollectables for the upcoming fiscal year. This is a time consuming process that provides each partner community with their portion of the ambulance charges that are very old and have not been able to be collected; and therefore need to be written off from the Ambulance Funds receivables.
Dog licenses expired December 31. January is a courtesy month with late fees starting on February 1. We will try to publicize this as much as possible.

Financial:

The City Manager and I met (via zoom) with Jim Edwards and Jean Claveau, our Camden National Bank representatives to review our banking relationship. They continue to give us excellent service and do great things in our community. Interest rates remain extremely low, which is unfortunate for municipal interest income. However, on the flip side, borrowing money is very cheap.
I started the process for the Proposed FY22 Budget and worked with Chief Sieberg on the Ambulance Budget so that he could provide budget numbers to the partner communities. All Department Heads will begin working on their budgets in January.
We will take delivery of a 2021 Plow Truck some time in January or February. I bid out the lease/purchase and we received a 5 year loan with a 1.92% interest rate from Gorham Leasing.
I bid out the \$3,532,000 interim financing loan for the WW Upgrade project and the winning bank is Androscoggin Bank, with a great interest rate of 1.63%.

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

Annual evaluations were completed for all front office staff in December.
Finance Director attended Rotary on 12/17 for recognition of Chief Toman's 30 years of service.
I conducted Equipment Operator interviews with Public Works Director Jerry Douglass.

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

Three lucky employees each received \$50 from the Wellness Program for leading healthy lifestyles. These drawings were for employees that had a physical, vision or dental appointment during 2020.
All departments were treated with fruit baskets filled with other healthy snacks.

On behalf of the front office staff, I would like to thank the Mayor and City Councilors for the added time off during the holidays, the holiday luncheon, and the Christmas bonus.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month: December 2020

Summary of Months in General Terms:

- Calls For Service - 779
- ACCIDENTS - 22
- ARRESTS/Criminal Cites – 23
- TRAFFIC TIX – 5

Current Progress on Projects/Plans/Problems:

- Covid-19 PPE compilation on going
- Significant COVID mitigation strategies are now in effect – significant reduction in citizen contacts, self-initiated activities, & traffic stops, etc.
- Evidence/property room management project on-going

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

- 0 vacant patrol positions
- 1 Officer is on light duty until 1/4/21 (out since 8/14)
- Officers used a total of 48 hours sick leave during the month
- Officers took a total of 178 hrs of vacation time during the month

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

- Sgt. Gove attended a 1 day class on tactical considerations for supervisors
- SRO Taylor and SRO Quintana participated in a 2 ½hr seminar on truancy
- Chief Toman in collaboration with the Econ Dev office and Gardiner Main Street hosted a 1 hr, coffee with the Chief zoom meeting on 12/7. A program designed for Gardiner merchants to participate in a Q&A on mask mandates etc.
- Throughout the month Sgt. Gove recertified several Kennebec deputies on the Intoxilyzer
- All Officers at GPD have received 6 hours of training on the following topics – Patrol Response to High Risk Incidents (2hrs), Ethics & Integrity (1hr), Career survival – Job preparedness (1hr), Professional Policing and the Public (1hr), and Positive ways to be Successful (1hr)
- All officers at GPD received 2 hours of training and testing on two updated policies, those policies are : Use of Force and Professional Responsibilities
- Sgt. Pilsbury & SRO's Taylor and Quintana participated in a 2 ½ hr Train the Trainor seminar put on by the DEA, with the topic being Heroin & other Opiods – Understanding to action.

TO: Christine Landes, City Manager Mayor and Council
FROM: Douglas E. Clark, Wastewater Director
DATE: December 30, 2020
RE: Wastewater Activity Report For December 2020

Weather

The wild swing in weather continues as the storms of November 23, November 30, December 5 and December 24/25 have resulted in 13.42 inches of rain and has caused us to go into the high flow CSO mode of operation 3 times since November 23 or 5 weeks. For the previous 12 month period we only went into CSO mode twice.

Upgrade Project

The bid opening for the upgrade was December 9 at 2:00 p.m. The apparent low bidder is Apex Corp. at \$3,021,888. They are a reputable firm with good references which has a long history of large Water and Wastewater Facility construction and upgrading. This figure is above the project budget (adding in the engineering fees which the City prepaid and will be reimbursed for) so negotiations are underway with Apex on ways to reduce project costs. One way would be to reduce the 10% contingency figure added in to the project. As there will be no large scale excavation, concrete, dewatering or other areas which can yield surprises I would not have a problem reducing it to, say, 5%. This must be approved by USDA RD first, however. Another way discussed would be to eliminate the Washer-Compactor from the new screen in the headworks. We will see how discussions turn out.

Relicensing

Work will start soon on the 5 year Waste Discharge License relicensing process. Six months prior to the October 6, 2021 expiration date DEP will issue the City a draft license which we will review and make comments on. The WDL is a 107 page document that outlines all the rules, regulations, limits and parameters that the plant, pump stations and sewer collection system must adhere to in order to be in compliance with effluent discharge to the Kennebec. One change I have already been warned about is the addition of an extra month at the beginning and end of the seasonal disinfection schedule. So instead of only having to chlorinate the effluent from May 15 to September 30 of each year we now will have to do so from April 15 to October 30.

Maintenance

Maintenance work over the past month includes scheduled lube and oil changes, replacement of a Variable Frequency Drive on one of the pumps at the Maine Avenue Pump Station, rebuilding parts of the Sodium Hypochlorite feed pump system used in seasonal disinfection and maintenance to the mechanical screen at M.A.P.S.

Monthly Report for December 28, 2020 (technology)

Department Head Anne Davis

Month December Year 2020

Summary of Month in General Terms:

The demand for technology grows exponentially as more and more services are pushed online. I have been working with staff members looking for alternate ways to attend public meetings.

With 2021 just around the corner, I have been busy getting our new Councilor – Elect Sergent comfortable and capable of accessing all City meetings. She now has a new iPad and the capability to Zoom into any meeting she wishes or needs to attend.

I also will work with Past Councilor Ault to “factory” reset his iPad so that it may be utilized elsewhere either publicly or personally.

Due to the spike in COVID, our IT vendor has been working for us remotely and so far, we are able to accomplish all that needs to be done.

Current Progress on Projects/Plans/Problems:

I have been working with Police Chief Toman and Officer Quintana to get him the equipment that he may need to trace and label all items in the evidence room. I have ordered dedicated Dymo labelers, labels and print managers so that this job will be easier for all Police Department employees.

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

City Manager Landes has set up a technology meeting for early in January. Councilor Frey has offered to help city staff in developing a model for the succession of the IT department come the end of FY20.

I am also working with Dan Robideau (Buildings and Grounds) to be sure all that our “smart” street lights are working and able to communicate to each other. This has become a challenge due to the very poor broadband in many sections of the City of Gardiner.

Chief Sieberg has also asked me to investigate the costs of bringing Internet to our communications tower on Libby Hill. He feels that this will make it easier for staff to run maintenance software and triage any other issues.

Finally, I do have some concerns about staff members within the organization that do not have easy access to technology as we see more and more information and documents being pushed out electronically. I would like to see how we may address this gap by either purchasing alternate devices or sharing current devices.

Monthly Report for December (Library)

Department Head Anne Davis

Month December Year 2020

Summary of Month in General Terms:

During this past month, we have been working on a plan of creating a take-out window that will keep both the staff and visitors warm and dry during COVID. I am pleased to report that we have divided the airlock room at the back entrance that now has two access points. One door brings the person to the take-out window and the other door allows access into the main library.

Once the decision of the EOC to close down the building to public access has been completed, I believe that this new access will keep everyone safe and dry.

We continue to serve our 6 library communities as best that we can while understanding that safety has to come first. Though not mandated, I have asked staff to look at ways that they may also protect their eyes when working with the public. We do have head shields and other staff members have purchased goggles or eyeglasses that they find more comfortable.

Current Progress on Projects/Plans/Problems:

Today, December 28th, we have learned that we will be closing the library to the public for at least three weeks to try and contain the spread of the COVID virus. I have reminded staff that they must remain as vigilant as the first day we started realizing how contagious this virus might be.

I am still battling with some “wildlife” that refuses to leave the Children’s Room for good. I have a call out to a pest management company to see what choices we may have in the winter to relocate some stubborn animals.

Beginning in March, 2021, towns will begin grappling with how to run a town meeting in 2021. Pittston has begun looking at the specifics and they have asked for the 2022 fees for library services.

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

The usual time of year when the Gardiner Library Association manages their annual capital appeal is October – December. I am so pleased to announce that our library supporters have all been very generous and the appeal has been wildly successful.

Staff is also running a food drive for our neighbors and friends who are having difficulty during the pandemic. We are working in partnership with the Faith Food Pantry on Brunswick Avenue and we will run the food drive through January.

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: December 2020

Summary of Month in General Terms:

- Major drainage issue at 194 High Holborn, crew started to resolve and it's a bigger job than expected so fixed temporarily for winter and will fix permanently this spring.
- Responded to many sewer calls
- Snow storm on 12/5 (4 to 5 inches of snow/sleet/rain)
- Snow Storm on 12/17 (6 to 7 inches of snow)
- Called crew in on 12/20 for a 1.5" of snow to scrape and treat
- Removed Pellet Furnace from PW Garage will make space a parts room
- PW garage has undergone a nice clean/organization project – is coming along nice
- We have calibrated all the trucks for salt applications rates
- We have screened several hundred yards of 2" minus gravel in the pit
- We've done some cold patching
- High rains have resulted in some culverts issues that need attention

Building & Grounds:

- McGee rebuilt the wall in the fire station
- Continued to put up Christmas Decorations down town
- Snow storm on 12/5 (4 to 5 inches of snow/sleet/rain)
- Snow Storm on 12/17 (6 to 7 inches of snow)
- Fulfilling request for odds & ends at City Hall & Library
- Small painting projects within city hall and police station
- Built vestibule at City Hall to keep customers dry while waiting to go inside to conduct business
- Cleaning of buildings is ongoing

Current Progress on Projects/Plans/Problems:

- PPE for COVID-19 is well stocked and monitored
- Public Works crew continues to disinfect common areas, handles, knobs etc
- Bridge project is wrapped up for the winter – crew will return in the spring to finalize project, i.e., signs, surface paving, striping, etc...
- We should be receiving our new plow truck within 4 to 5 weeks

- The Cirrus controls (the salt application computer) representative will be looking at our trucks/system to make sure we are up to date on firmware and they are working properly as there is an indication that they are not.
- Our biggest problem continues to be navigating Covid-19 – as essential workers we still need to interact with vendors who provide us with supplies and occasional residents who walk into the garage with complaints despite signage saying no entry. We are doing our best to remind people that we need to be good – wear your mask and stay some distance apart!

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

- We have hired an equipment operator after advertising for 3 weeks – his name is Kenny Christopher (the only applicant) and his start date is projected to be January 4th. Kenny lives in Randolph and attended Gardiner area schools growing up. He has previously worked in the construction field with private company's and also has worked for the MaineDOT.

Monthly Report for _____ Economic Development/Planning _____ (Department)

Department Head _____ Tracey Desjardins _____

Month _____ December _____ Year _____ 2020 _____

Summary of Month in General Terms:

As we come to the end of 2020, let us reflect on what the year has brought us; the world of pandemic, something I have never seen in my lifetime and hope we do not see it again. Covid-19 brought everything to a standstill, businesses closed, people lost their jobs and the economy was highly impacted.... Although we saw these things happening we also saw change. Vacant homes were selling due to people looking for more rural areas to live, but also able to work for the large city company via working from home. Home projects became a priority as more and more people were working from home. Vacant buildings are now being purchased in hopes of reviving them and bringing in new businesses. Libby Hill is selling lots for new businesses to move in. Businesses in the market of alcohol provided us with the necessary hand sanitizer, and other PPE products. Retail and Restaurants had to be creative and think outside the box with online shopping and curbside shopping in order to keep their businesses open. Educators had to find a new way of teaching (remote learning or hybrid learning).

I would like to share this article written for the Economic Development Navigator in May of 2020 by Daniel Gundersen.

Although the article was written towards the beginning of the pandemic, it shows a great example of where we are seven months later...and what we are currently experiencing today and will continue to experience in the coming year.

Will We Fare Better in a Post-Pandemic World?

Signs everywhere reads, "*We are all in this together.*"

The words pack a powerful punch. They do not show fear or hide from it. They seek to convey hope and courage. They proclaim a universal truth: we need each other if we are to deal with loss and tragedy in our lives. Sometimes the words soar like flares shot into the universe of common good to be seen by those who might help. They might even grab the attention of those in positions of power who might put aside their own self-interests and get involved.

With the COVID-19 pandemic in full force, the flares are firing in all directions. The decisions that are being made in response, at this moment and in the months to come, will have profound implications for how we experience life years after this crisis has passed.

There is deep respect for the healthcare professionals, emergency responders, researchers, and scientists who are on the front lines. We have faith that they will act in our best interests to conquer this deadly virus. On the economic front, however, there is far less confidence that the decisions made on our behalf will flatten the curve of despair that has been rising for decades.

The pandemic has shown zero regard for jobs, investment, and monetary policies—the rules used for responding to the Great Recession just do not apply. That is probably a blessing because the public's

memory banks are depleted of reassuring examples of how their families benefited from that crisis, and many have good reason to doubt that they will come out better on the other side of this one.

Ode to the Boomer's Dream

The basis for the twentieth century version of the American Dream relied on implied trust that a person could succeed if they had a good education, full-time job with benefits, and a house that would increase in value. That shared belief was destroyed by the Great Recession and never took root in the psyche of the Millennial generation.

As children and young adults, the Millennial generation experienced heartache when homes, some of which they grew up in, foreclosed, and felt the burden of a parent(s) needing to hold down multiple jobs, most in the service and retail sectors, to make ends meet. Many were told not to give up on the Dream, so they followed an outdated formula for success, were buried under student loan debt, and scrambled for jobs to pay rent and bills. Buying a house became nearly impossible for many: a dream deferred.

The public watched on the sidelines as businesses reacted to sluggish financial markets by wringing every dollar of profit out of the bottom line like droplets from a tightly twisted towel and as our federal government developed reactionary policies around a “too big to fail” philosophy that bailed out the financial and automotive industries while directing money to public infrastructure projects. Short-term profits and short-sighted, divisive politics drove the American Dream right off the cliff.

Certainly, in the decade since the Great Recession, incredibly positive cultural, educational, and societal developments occurred as well, but the foundation for widespread economic prosperity—that is to say, our national standard of living—was weakened.

Finding Prosperity ‘On the Other Side’

Will we fare better coming out of a pandemic-induced calamity? What will our world look like?

This much is certain: corporations and the wealthy will adjust to market changes to earn profits. Whether politicians respond in an enabling and reactive manner, as was the case with the Great Recession, or proactively as happened after the Great Depression, will have staggering consequences.






The last thing we need is to return to a “normal” that was broken. This time around, we can do better if our decisions and actions are vetted against criteria for standing up a new American Dream. The focus must be a) achieving greater equity that helps re-establish a middle class; b) prioritizing health and education as the most reasonable assurance for avoiding hardships and poverty; and, c) creating vibrant, healthy places to live and work.

The way to do this is to follow the money. We need to check, balance, and leverage private investment for common purposes. If we understand profit motives of investors and businesses post COVID-19, we can be proactive and positively influence how and where we live, while building in safeguards to ensure that our citizens are in the best position to prosper. In this way, we can redefine the American Dream.

For example, employers once hesitant about remote working have now adjusted to it and will invest in new technologies to enable it. That will have an impact on the built environment and provide new

opportunities in remote areas as the gig economy matures, depressing office markets, and increasing demand for out-of-home shared work and life experiences. Public actions will be required to leverage these developments for a greater social impact, including enacting tax code changes to ensure improved, high-speed broadband coverage for every household and achieving universal childcare.

Other examples of how this might work post COVID-19 are shown below.

Prosperity Post Covid-19			
	Profit Motive →	Impact on the Built Environment →	Required Public Sector Action
	Robotic automation, artificial intelligence, and sensor technologies designed to mitigate risks at work and home will accelerate advanced manufacturing as supply chains adapt and become more agile.	Consolidation of manufacturing will take place on American soil which could benefit rural areas. Companies will segregate offshore facilities to meet demands in foreign markets.	<ul style="list-style-type: none"> - Put in place a national infrastructure investment program. - Ensure greater protections for intellectual capital. - Provide critical thinking and skills-based proficiency for all students.
	Following precedent set by Amazon HQ2, multi-nationals will move quickly to secure large financial incentives from states and localities whose elected leaders and officials will be hungry to show progress is being made to create jobs.	Providing incentives to such firms would compound mistakes of the past by widening equity gaps between rural and urban areas, squeezing cash-strapped municipalities, and accelerating a race to the bottom.	<ul style="list-style-type: none"> - Disrupt the economic incentives-based civil war between states by establishing regional alliances among states. - Develop joint strategies for growing multi-state regional economies to compete in world markets.
	Distribution and logistics channels favoring e-commerce and just-in-time delivery of products to people's doorsteps will become more reliable and sophisticated. Entrepreneurs will fill a void for unique-experience-related offerings.	Large bricks-and-mortar retailers and malls will continue to close, as boutique retail, farm-to-table, outdoor, and small-town getaways, etc. will re-emerge as enjoyable alternatives. Digital technologies will help make Smart Cities a reality.	<ul style="list-style-type: none"> - Invest in cybersecurity safeguards. - Develop national standards for autonomous vehicles and drones. - Conform land use and local zoning to permit new development.
	Increased research and development investments will be made in next gen human genome sequencing that advances precision and personalized medicine. Telemedicine will improve to better manage patient care.	New pharmacogenomics facilities will be constructed, and existing healthcare delivery infrastructure altered. Changes will be made to the built environment to establish conditions required to improve health, treat, and prevent diseases.	<ul style="list-style-type: none"> - Protect patient privacy and confidentiality, and intellectual property. - Find the political courage to overhaul the healthcare system and provide regulatory oversight for the benefit of all Americans.
	Developers will continue to build mixed-use developments with added focus on recreational and environmentally friendly design.	The Boomers' American Dream of owning a house on a third of an acre will be redefined as opportunity to live in a safe, vibrant, and supportive community.	<ul style="list-style-type: none"> - Enact a 21st Century version GI bill to support first time ownership for anyone wishing to live in built and mixed-use, walkable, communities located near existing amenities.

Moving Forward

We face a very long and painful period of economic reactivation.

The universal march towards progress and prosperity teaches us that the world will continue down a path towards density and greater urbanization. We need to be together to succeed. Social distancing cannot become the new norm, but rather a highly infrequent and necessary protocol in times of emergency.

On the health front, let's hope that our leaders will competently manage the next pandemic with timely data, established disaster and resiliency procedures, adequate medical supplies, and with the intellect and confidence that comes from appreciation of scientific discovery and endeavor.

Beyond this, on the economic front, we must heed the wisdom of "We are all in this together." We must support public officials, private sector executives, and economic development leaders, who have the empathy, passion, and a sense of urgency to help us check, balance, and leverage profit motives to rebuild and protect a new American Dream.