



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	08/04/2021	Department	City Manager
Agenda Item	4.h) Consideration of accepting the June reports from Department Heads		
Est. Cost			

Background Information	
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Requested Action	"I move to accept the June Department Heads report."
City Manager and/or Finance Review	
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:
JUNE 2021**

Monthly Report for City Manager report

Department Head Anne Davis

Month June Year 2021

Summary of Month in General Terms:

I am so proud of our employees as they react to our ever-changing world and to our public health. They are kind and are willing to adapt to any of our residents concerns and worries. We continue working on TAP properties and we have had some success with getting properties back onto the tax rolls.

Current Progress on Projects/Plans/Problems:

Gardiner City Council has hired a consultant to help with the search for a new city manager. Don Gerrish will work with residents, councilors and department heads to seek a new leader that meets the requirements stipulated by City Council.

I also work with each Department Head on any projects that they have in place. I attend as many committee and board meetings that I can so that I may be acquainted with what is going on in the city.

Finally, I have a self-imposed commitment to answer any concerns or problems that come to me from residents. I think that this should be the number one priority of any city manager.

Any other noted updates, concerns, items of which City Council should be aware:

I believe that the Gardiner City Council should begin moving towards a Gardiner City Charter update. Beyond the rather archaic language used in the Charter, there needs to be steps in place that manages the behavior of City Councilors. For most of my tenure as Acting City Manager I have had to endure a barrage of nasty and, sometimes threatening emails from an absentee councilor. This behavior is unacceptable and it is distracting for anyone trying to conduct business in a professional manner.

Finally, we have negotiated and executed a new 3-year union contract with the General Unit and we continue on negotiating with all the other unions. This has been especially challenging during a pandemic but I believe that we have adapted well and hope for a positive outcome for all sides.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month June Year 2021

Summary of Month in General Terms:

Current Progress on Projects/Plans/Problems:

Downtown Master Plan: The committee met on June 17th. The goal was to compile the survey results and prepare for the July 14th Public Visionary Workshop, which will be held at Johnson Hall from 4-7 p.m. This will be a great opportunity to hear from the public and what their vision is for Gardiner Downtown.

During the month of **June**, the planning department issued **89 permits** with an added revenue around **\$7,013**. This is including building, plumbing, subsurface wastewater and general permits. The CEO also conducted **64** project inspections and received **14** complaints. The complaints consisted of odor, noise, trash, tree cutting, apartment issues and roosters.

The **Planning Board** met on June 8, and June 22, 2021 via Zoom. Due to the multiple applications, we continue to meet twice a month.

Agenda for June 8:

1. Marijuana Establishments – The board reviewed an application for Rancho Bufalo LLC for a 500sf Medical Marijuana Cultivation Facility, in an existing building at 378 Costello Road. The second application was for MMK Properties LLC/Flying Fish to retrofit an existing empty industrial building to an indoor 500sf medical marijuana grow at ABJ Drive Unit #2. Both applications received approval.
2. Demolition permits – This item was brought before the planning board on recommendation from the Ordinance Review Committee and City Code Enforcement Officer. While the City has a process and forms for the issuance of demolition permits, the Land Use Ordinance does not have any specific provision as to when a demolition permit is required. Kris asked the ORC to address this so it would be clear when a demolition permit is required. Section 4 of the Land Use Ordinance lists the activities for which a permit is required. The ORC proposed that this section be amended to add a requirement for a permit when a structure is demolished. It calls for a permit when the structure to be demolished is connected to utilities or is larger than 144 square feet. The requirement for a permit will also apply when a portion of a structure is demolished such as removing a previous addition unless the removal is part of a project requiring another permit. This item was approved and sent to Council for consideration.

Agenda for June 22:

1. Proposed Amendments to the Land Use Ordinance to amend Section 6 of the Gardiner LUO to add a new Section 6.3.7 – Notice of Planning Board Meetings. This item was sent back to ORC and will come back to the board in August.

2. Planning Board Workshop with City Solicitor Jon Pottle – Jon reviewed the following topics with the planning board: public records/proceedings, rules of procedure/records, board jurisdiction, conflict of interest, ordinance interpretation, standing, conducting meetings, making decisions and open session. The board was very engaged in the discussion. Jon will also put together some handout information to help the board as well.

The **Ordinance Review Committee** met on **June 21, 2021** via Zoom to discuss:

1. Finalize amendments to PB notice requirements – approved for Planning Board review
2. Finalize proposed standards for Solar Electric Production Facilities (SEPFs) – approved for Planning Board review.
3. Review possible standards for accessory solar installations – discussion
4. Tree Harvesting standards in HDR District - discussion

There will be no ORC meeting in July.

Economic Development Committee met on **June 10** via Zoom: The committee continues to work on the American Recovery Act Plan. The committee interview the various non-profits organizations, Boys & Girls Club, Healthy Communities, Food Pantry's and Gardiner Main Street. The goal was to ask questions about how Covid effected their organizations and its clients. The committee asked Tamara to invite Renee Page from Healthy Communities to the July meeting for a more in-depth look into what they experienced during Covid.

Housing Committee continues to have lack of membership in order to hold productive meetings.

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

Cobbossee Corridor Committee is doing an excellent job working with the city and MDOT in moving this project forward. The committee submitted an RFP for engineering work and updated Council. There will be more updates forthcoming.

Summit Gas: Natural Gas extension has begun along Brunswick Avenue and will continue through Libby Hill Business Park.

Gardiner Age-Friendly Committee: The committee continues to work with Tom Farmer, landscape architect on the renovation of McKay Park. We hope to finalize the plans the end of July.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: June **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service): 285

EMS: 268

 Gardiner: 91

 West Gardiner: 23

 Richmond: 30

 Farmingdale: 36

 Litchfield: 30

 Pittston: 22

 Randolph: 18

 Chelsea: 13

 Other: 5 (Augusta, Whitefield, Monmouth, Bowdoinham)

Fire: 17

Current Progress on Projects/Plans/Problems:

- Still waiting on news regarding the AFG grant.
- We did not receive the Steven King Grant.
- We are actively working with Gay Grant to explore other grant opportunities.
- PPE stock remains healthy.
- Working with area chiefs regarding staffing.

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

- FF Clayton Snelling has completed Paramedic training. He will be testing ASAP.

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: June 2021

Summary of Month in General Terms:

The MSAD #11 election was held on 6/8/2021 – 101 Voters cast votes.
132 tax liens were filed (the least that Tax Collector Cutler has ever filed).
Processed 114 discharges for paid tax/sewer liens.

Current Progress on Projects/Plans/Problem:

The Tax Collector continued work on the eviction process for 4 TAP's, re-notifying one family, and put together an RFP for a licensed realtor to move forward and sell the TAP's that are occupied and/or affected by LD 1629.
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Financial:

Much thanks to the Mayor and City Council for approving the FY22 General Fund, Ambulance and WasteWater Budgets!
The City's auditors came in for two days to work on preliminary FY21 audit work.

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

Union negotiations continue with June seeing the ratification of the General Unit Contract.
Staff continue to seek out training opportunities, as well as continued cross-training.

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

Below are the vehicle and heating fuel price changes, along with a couple years of history:

Historical Fuel Prices				
Year	Propane	#2 Oil	Diesel	Unleaded
FY19	1.7990	2.4475	2.3700	2.1967
FY20	1.1500	2.1490	2.1967	1.9100
FY21	1.1522	1.8575	2.1232	1.9700
FY22	1.3975	2.2975	1.9680	1.9942

Monthly Report for Gardiner Public Library

Department Head Anne Davis

Month June Year 2021

Summary of Month in General Terms:

These last few months have been very hectic as we pivoted from offering library services during a pandemic to getting back to pre-Covid services. We continue to offer take-out window service but we have also opened up the building but mandating masks and regulating the time of a visit to 30 minutes. We hope to offer freer access as the Governor's orders are lifted.

Current Progress on Projects/Plans/Problems:

The library will be experiencing a sea change of employees in mid-summer. Scott Handville will retire and I am also reaching my retirement plans. We have promoted Archivist Dawn Thistle to the Assistant Director, I have promoted Jessica Betit to our new teen librarian and I have hired Erin Leathers Overlock as our part-time librarian. Many new faces, but everyone is enthusiastic and welcoming.

Any other noted updates, concerns, items of which City Council should be aware:

The library will begin bringing back seating spaces and extending the stay period as the numbers of new Covid infections dissipate. We are also so excited to inform Council that we have received a grant from the Davis Family Foundation and we will use that grant money to paint the exterior of the building. The Gardiner Library Association has hired an architect to work with the Building Committee to do the final phase of the building renovations. This will include repairing and pointing all the brick façade, repairing the sandstone lintels over the windows and used as architectural highlights throughout the building. This project will, hopefully, begin next spring.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - June 2021

Summary of Months in General Terms:

- Calls For Service - 685
- ACCIDENTS - 13
- ARRESTS/Criminal Cites – 17
- TRAFFIC TIX – 3

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.):

- 1 Officer currently out on Workers Comp –began 1/29
- 2 patrol officer vacancies – advertising and recruitment is on-going
- In regards to the 2 vacancies, 1 new, conditional offer of employment has been offered – background investigation is ongoing on the perspective employee
- Michael Moody began his field training officer program with the department on 6/2
- Officer Kaleb Marston was on paternity leave from 6/2-6/24 (sick and vacation time)
- Officers used a total of 92 of vacation/comp time during the month and 0 hours of sick leave
- 1 Officer bit by a dog (no lost time) while on scene at a domestic disturbance call -

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

- Gardiner PD and the School Resource Officers facilitated and led the class of 2021 graduate parade and over saw the celebratory fireworks on June 12
- Both school resource officers have been assigned to a night time patrol shift to help fill the voids that have been created by vacancies
- The new, police department replacement vehicle was put into full-time service on June 11

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: June 2021

Summary of Month in General Terms:

- Installed 300 feet of Culvert and a large Catch Basin on Harden Hill
- Fix a major drainage issue at 194 High Holborn
- Pot Hole Patching where needed
- Cut Brush
- Responded to a few Sewer Calls
- Repaired some drainage issues on Riverside Drive
- Screened a bunch of gravel

Building & Grounds:

- Mowing and Weed Whacking City Parks, Business Park and Cemeteries
- Continue to Clean Buildings
- Respond to Special Request
- Planted trees at the common

Current Progress on Projects/Plans/Problems:

- Maine DOT Bridge Project moving along nicely, Project completion date expected to be mid-July
- Working with Wright Pierce on MPI project – waiting on design and cost estimate for retaining wall, mill and fill and sidewalk resurfacing on Brunswick Ave. This project will not go out to bid until spring on 2022
- There is still a big shortage on Traffic Paint – this is a national issue and could be a few months before we can get any traffic paint.
- Went out to bid for the Pedestrian Foot Bridge as part of the Cobbossee Trail

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

- Kendall Cromwell Retired as PW Foreman
- John Cameron was the only internal applicant for foreman and was chosen as the new PW Forman
- We now have a Truck Driver and Mechanic vacancy in the Public Works Department
- Buildings and Grounds Forman resigned and we are advertising for his replacement

Monthly Report for Technology

Department Head Anne Davis

Month June Year 2021

Summary of Month in General Terms:

It has been a challenge working on technology for meetings and for councilors. I feel as if I have met the challenges as best I could. I had to work on a Councilor's iPad numerous times as this councilor kept expressing an inability to get Zoom to work and to download applications from the App Store. I can verify that there is not technological reason for the lack of attendance to Gardiner City Council meetings.

Current Progress on Projects/Plans/Problems:

I have extended our contract for Technology services with API Technology as I feel that it is important to have some continuity with a vendor as we will be replacing many servers and copiers in the next fiscal year.

I continue to triage most tech issues that come up. I have asked our streaming vendor for some suggestions about updating our capabilities to live stream once council returns to in-person meetings. There are solutions, but each one comes with an unbudgeted price tag that will need to be addressed.

Any other noted updates, concerns, items of which City Council should be aware:

I continue to be concerned about our vulnerability to Malware and other potential threats to our data. Our website has repeatedly been compromised via our communications form that we post to the web. I ask that all employees of the city and our councilors to be tech savvy and don't react to everything that comes in an email. We have updated our firewalls and our phone systems but everyone must remain diligent to these phishing expeditions.