



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	01/19/2022	Department	City Manager
Agenda Item	4.h) Discussion of the Department Heads' reports for November, 2021 and December, 2021		
Est. Cost			

Background Information

Please find attached the reports for November and December. Our Department Heads will be happy to answer any questions.

Requested Action	No action is needed as this is a discussion item.
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:
NOVEMBER 2021**

Monthly Report for Acting City Manager

Department Head Anne Davis

Month November Year 2021

Summary of Month in General Terms:

Tax Collector Cutler has done a wonderful job getting the 4 TAPs back onto the tax rolls. We have met some delays, but we have closed on Cannard Street.

The front office staff continues to be friendly and professional with everyone that walks through the doors. I admire their patience with people who are frustrated with their situation or are just much stressed because of the pandemic.

I continue to manage the front office staff and I also have been keeping an eye on the financial needs throughout the City. Tara Merrill has taken up much of the duties for this department, and I am very grateful. I have taken on any personnel issues that have cropped up since Denise Brown's resignation.

Current Progress on Projects/Plans/Problems:

In the December report, I hope to begin discussing plans for the upcoming year. I will be setting up a goal setting workshop for City Council and I will begin Department Head discussions about FY23 budget.

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

The Acting City Manager is very grateful to the search committee that helped in the interviews for our new Finance/HR Director. We have made an offer to the successful candidate and we will be introducing her to Council very soon.

I would also like to thank our Buildings and Grounds crew, along with their supporting elves, Angie Christopher, Sherry Emmons and Alisha Ballard for decorating downtown Gardiner. The lights, banners and decorative wreaths simply made Gardiner sparkle for the holiday season.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month November Year 2021

Summary of Month in General Terms:

The planning department continues to be very busy in regards of permitting, committee meetings and inspections. We are expecting an uptick in projects for planning board review during the fall/winter months.

Current Progress on Projects/Plans/Problems:

Downtown Master Plan: The committee held a public meeting on November 4th at the library facility. This was an opportunity for the public to see a draft plan as well as add comments in preparation for the Council presentation on December 1.

Public Comments Due: Wednesday, November 17

Council Presentation & Possible Adoption: Wednesday, December 1, 6:00 p.m.

Libby Hill: Pods continues to progress with the construction of their building and will be closing it in to work inside during the winter.

During the month of **November**, the planning department issued **110 permits** with an added revenue around **\$1,666**. This is including **20** new building, **2** subsurface wastewater and **8** general permits. The CEO also conducted **89** project inspections and received **8** complaints. The complaints consisted of trash, safety issues, landlord issues, rats, and property maintenance issues. There was also **9** new addresses issued.

The **Planning Board** met on November 9, 2021 in the Council Room.

Agenda:

- 1. Public Hearing for Draft Amendments to the Land Use Ordinance dealing with Accessory Solar Arrays** – This included adding the definition for Solar Array to the Land Use Ordinance. Building-Mounted Accessory Solar Array: An Accessory Solar Array that is mounted on the roof or exterior wall surface of a building. Ground-mounted Accessory Solar Array- an Accessory Solar Array that is mounted on the ground or on a supporting structure other than a building. This item was moved to City Council for adoption.

Board of Appeals met on November 30, 2021 to discuss Dimensional Requirements Variance. Derek Usher of Usher Properties is proposing to increase units at 556 Water St. City Tax Map 030 Lot 113. The building currently houses 2 apartment units, and Mr. Usher would like to

request a variance to add a third unit. The current lot size is 13,086sf in the High Density Residential Zone. The board denied the appeal due to not enough sq. ft. based on City Ordinance.

The **Ordinance Review Committee** met November 15, 2021. Items discussed were;

Blasting (sent back for review from Council) – Mark presented the amendments to the city code pertaining to Blasting. He changed the purpose statement, to reflect that we were not regulating or controlling, but just outlined the notification process. Mark deleted the requirement for posting a sign at blast sites. He also changed the well testing requirements from documenting the flow rate to instead check turbidity- tiny particles in the water that can make it cloudy. He changed the working in the definitions, and took out flyrock- as this term is not used. This is ready to go to the blasting companies for review. After they offer input, this will come back to ORC for final review.

Marijuana – Mark made a few of the requested changes. He worked on the language about submission requirements. One change is to the submission requirements for a marijuana license. Information about stormwater, parking will not be necessary anymore. In regards to separation distance-, it now reads that it will be measure straight property line to property line with 500' separation. He made a change to the provision that allowed PB to decrease the 1000' distance to 500'. Mark also clearly defined a cultivation facility. The changes reflects that the cultivation will need to be enclosed by 4 walls and a roof. Not outside. Mark will add a standard as Kris will need to use the provision to present to outside growers. In regards to marijuana licensing requirements, applicants will no longer need to supply the original application from the state and just need to give their caregiver/local authorization documentation renewal info. Committee members are pleased with the changes Mark has presented and this will come back to ORC in December to review the changes Mark will make.

Multifamily Subdivision v. Site Plan – This topic was discussed at the November meeting and will be addressed in more detail at the December meeting.

Economic Development Committee met on October 18, 2021. The committee continues to work on the American Recovery Act Plan. The committee will be bringing their recommendations to Council in January.

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

Cobbossee Corridor Committee continues to be aggressive in moving forward with a plan. They did take some time off this summer as they were reviewing engineer firms that will guide them to the next step of expanding the Cobbossee Trail.

Gardiner Age-Friendly Committee: Tom Farmer, landscape architect is working on the final drawings and scope of work for the McKay Park Improvement Project.

Monthly Report for Finance Department/Front Office/Technology

Department Head Anne Davis

Month November Year 2021

Summary of Month in General Terms:

I am pleased to announce that I have hired LucyAnn Cook as the new Finance/HR Director and she will begin her tenure in December. She comes to Gardiner from Farmington, ME where she had a very similar position.

Front Office staff continues to offer very professional service each and every day despite a level of anxiety on the part of the customers.

Technology issues have quieted down and we have placed more security on the system. We no longer allow email to hit our Exchange server from any countries outside of the USA, Canada and the United Kingdom. This should alleviate some of the Spam mail we get.

Current Progress on Projects/Plans/Problems:

As Gardiner City Council continues to advertise for a new City Manager, I have assured staff and council that I would proudly continue as Acting City Manager. After November, I can concentrate on doing some planning for 2022 with the knowledge that I will be able to bring some projects to fruition

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

We currently have the following vacancies in the City:

- City Manager
- 3 vacancies at the Police Department
- A mechanic at Public Works

I am able to address the Finance Director vacancy with the help of staff; other Department Heads are readjusting schedules and duties so that our public will continue having 24/7 service. It is imperative that these positions get filled soon.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - November 2021

Summary of Months in General Terms:

- Calls For Service - 672
- ACCIDENTS - 12
- ARRESTS/Criminal Cites – 29
- TRAFFIC & PARKING TIX – 24

Current Progress on Projects/Plans/Problems:

- Covid-19 PPE compilation on hold
- COVID discussions due to the Delta and Omicron variant are on-going at department head meetings
- Evidence/property room management project on hold

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

- Officer Moody's last day of employment with the City was on November 22. We wish him well in his landscaping business
- With Moody's departure there are 3 patrol officer vacancies – advertising and recruitment is on-going. 1 candidate interview occurred during the month of November.
- Both SRO's were pulled from the schools during the month and have been placed back into patrol positions due to the staffing shortages.
- Det. Sgt. Pilsbury has been moved into a supervisory patrol position on day shift due to staffing shortages. Detective duties are now limited at GPD
- Officer Kaleb Marston has successfully completed 15 weeks of his 18 week Basic Law Enforcement Training Program located at the Maine Criminal Justice Academy which started on August 16. Graduation is December 17th
- Officers used a total of 32 hrs of vacation/comp time during the month, and 24 hours of sick leave

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

- Recruitment of new officers is proving to be quite challenging. Sign-on bonuses are now offered as approved by the City Council. Advertising is on-going via Maine Municipal, Facebook, City Website and JobsinMaine.com
- Contract negotiations are on-going and have picked up due to wage enhancements

- All officers are currently working on the completing their yearly, mandatory training requirements. This training is mostly done on-line and is required by the Maine Criminal Justice Academy as well as by the Maine Bureau of Labor Standards
- Prices are still being investigated/discussed with the vendor for the 2, pole mounted, speed measuring devices that were approved in the current year budget. Will continue to work towards price finalization and it is anticipated that the devices will be ordered soon.
- Chief Toman participated in the Day of Welcoming at Gardiner Area High School with the Civil Rights team and other invited guests.
- Body worn camera transition with AXON has begun.
- Chief Toman sat on the hiring boards for the Finance and HR Director position

Monthly Report for Gardiner Public Library

Department Head Anne Davis

Month November Year 2021

Summary of Month in General Terms:

Though the Covid numbers continue to rise, the library sees more visitors every week. Staff wears masks in the public spaces and masks are mandatory for people using the Children's Room.

Current Progress on Projects/Plans/Problems:

The Gardiner Library Association has hired an architect to manage the exterior construction project of repointing the bricks and rehabilitating the brownstone lintels over the windows. This has become a challenge as there are very few masons and the sandstone came from a quarry in Connecticut that has since closed down.

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

Justin Hoenke will begin his tenure as the director of the library beginning at the end of November. I have also hired retired library tech Barbara Gipson who ran an enchanting library at the Laura E. Richards School before she retired.

I am also in the process of creating @gardinermaine.com addressees for all library staff as the current addresses that they are using will sunset soon.

In all likelihood, my last day as director will be December 1, 2021 and I will miss that job tremendously!

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: November **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service): 301

EMS: 284

 Gardiner: 95

 West Gardiner: 25

 Richmond: 32

 Farmingdale: 32

 Litchfield: 22

 Pittston: 16

 Randolph: 35

 Chelsea: 15

 Other: 12 (Augusta, Bowdoin, Monmouth, Whitefield, Windsor)

Fire: 17

Current Progress on Projects/Plans/Problems:

- Presented The Richmond Pilot program to area communities in a workshop
- Preparing to meet with area select boards to discuss staffing the third ambulance
- PPE stock remains healthy
- Hospital overcrowding and ambulance understaffing is beginning to strain all services
- Formed a work group of area service chiefs to address EMS mutual aid
- Looking into the feasibility of sharing a back-up engine with Richmond

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

- One member is out due to back injury

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: Public Works Department

Department Head: Jerry Douglass

Month: November 2021

Summary of Month in General Terms:

- Crew finished removing the Waterfront Docks
- Paved over all cross culverts that were replaced under paved driveways on Libby Hill
- Clean leaves from problem catch basins
- Some pot hole patching
- Got plow trucks ready for winter
- Organized garage and cold storage

Building & Grounds:

- Continue to Clean Buildings
- Respond to Special Request
- Organized shop and other storage areas
- Raked, Blew and Vacuumed a bunch of leaves

Current Progress on Projects/Plans/Problems:

- Still advertising for a PW Mechanic – have had zero applicants

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

- None at this time

TO: Anne Davis, Acting City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: December 13, 2021
RE: Wastewater Activity Report November 2021

Upgrade Project Update

The new outside of the new exterior RBC room wall has been finished and the opening closed in just in time for winter. Next is the interior insulation and paneling. Work continues on the installation of the new automatic screen, washer and compactor in the influent channel in the headworks. The new screen is scheduled for delivery to the plant the week of December 13. The concrete mounting pad, conduits and wiring are all in place and waiting for the new generator still on schedule for delivery and installation in February 2022. The 5 new RBCs in the North bay were started up on Nov. 9 and the final effluent immediately began to meet the discharge permit limits. (South bay was started up on July 29.) After the BOD slug and discharge permit violation of October 26 the final effluent has settled down and is as good or better than it was before the project began. We have had eff Biological Oxygen Demand (BOD) results as low as 10 mg/l (permit limit 30 mg/l mo. ave.) and Total Suspended Solids (TSS) results as low as 3 mg/l. (eff discharge limit same as BOD) That one instance of a spike in TSS and BOD appears to be an isolated occurrence.

Fall Pump Station and Sewer Line Cleaning And Maintenance

Vortex Co. came on November 19 and performed some of the Fall cleaning and maintenance on our remote sites, pump stations and residential sewer lines. These include the Cobbossee, Maine Turnpike West Gardiner Service Plaza, #'s 1,2,3,4,5 in the Brunswick Ave./Rt. 201 corridor and Libby Hill Business Park and Partridge Dr. The Turnpike Authority owns the WGSP station and contracts the O&M out to the City.



**DEPARTMENTAL UPDATES:
DECEMBER 2021**

Monthly Report for Acting City Manager

Department Head Anne Davis

Month December Year 2021

Summary of Month in General Terms:

As 2021 wraps up, so much has changed. We were unable to have in-person celebrations for the employees and had to cancel our early fall employee appreciation gathering and our holiday celebration. Instead, I encouraged each department to have their own celebrations. Mayor Hart and I were honored and pleased to attend these parties individually.

I continue to work on finding ARPA funding for some of the larger projects throughout the City of Gardiner. In early January, I hope to apply for county funding.

Chief Rick Sieberg and I have gone to speak to most of our partner towns about plans to expand the ambulance service. We hope to have visited all the towns by mid-January. To date, the leadership in the towns are receptive to this plan.

Current Progress on Projects/Plans/Problems:

I am so pleased to announce that our new Finance/HR Director LucyAnn Cook will begin employment with us on 12/27/21. She comes to us from Farmington, Maine and she has wonderful experience that she is bringing along. We can now begin the process of beginning budget workshops for FY23.

We should be closing on the properties on Oak Street, Mt. Vernon Street and Water Street in early January.

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

As the Council continues searching for a permanent City Manager, I will begin setting up goals and expectations councilors may have for me during my interim. I will schedule an agenda item soon so that we may discuss my position moving forward over the next few months.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month December Year 2021

Summary of Month in General Terms:

The planning department ended the year as one of the busiest since we all began our employment with the city in 2019.

Current Progress on Projects/Plans/Problems:

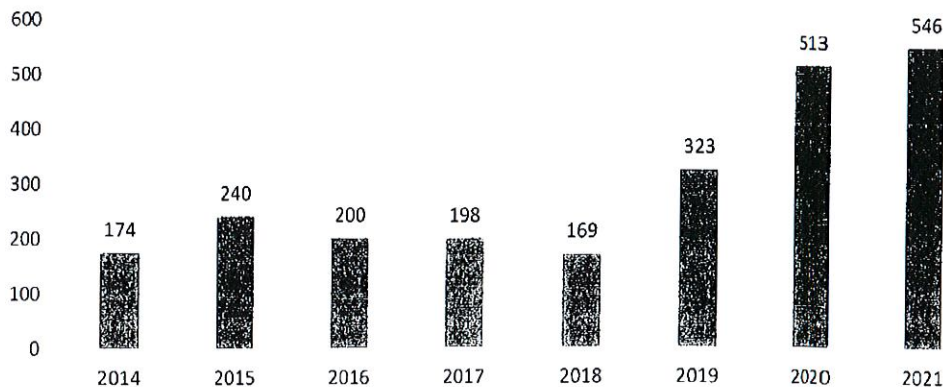
Downtown Master Plan: The city has adopted a new downtown master plan, now going into 2022 the plan should begin its planning and implementation stage.

Libby Hill: As we continue to see Libby Hill grow with new projects, we also need to think about making sure we update the infrastructure. This would include paving, possible sewer and water upgrades and a new entrance business directory sign.

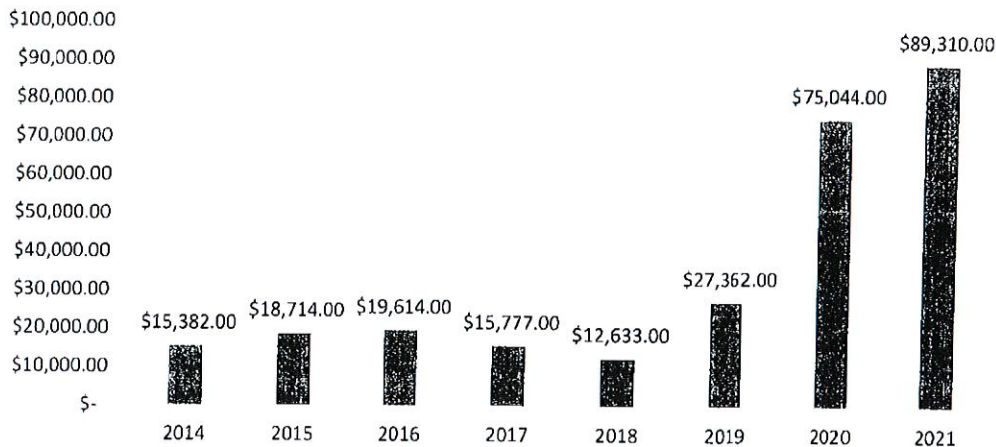
During the month of **December**, the planning department issued **120 permits** with an added revenue around **\$7,074**. This is including **20** new building, **8** plumbing, **2** subsurface wastewater and **6** general permits. The CEO also received **12** complaints. The complaints consisted of trash, safety issues, living conditions, landlord issues, rats, and property maintenance issues. There was also **2** new addresses issued.

The charts below will give you an idea how we finished in 2021. I would also like to point out the increase in permits and revenues over the past three-years in which the current economic development and planning department staff began its tenure with the City of Gardiner. These numbers do not reflect the new marijuana licensing fees.

NUMBER OF PERMITS PER YEAR



FEES



The **Planning Board** met on December 14, 2021 in the Council Room.

Agenda:

1. **Public Hearing** - Continued application– Eric McMaster- to place a 14'x30' building at 15 Lions Way- Map 029 Lot 001A in the MUV district- with the intent to be used as a commercial kitchen for Adult use cannabis. After much discussion, the planning board approved the applicant.
2. **Public Hearing**- Continued application. Green ReLeaf Adult Use Cultivation- to use part of the space for an Adult Use Cultivation at 333 Brunswick Ave- Map 029 Lot 001 in the MUV district- with the intent to block off the area that will continue to house the medical marijuana cultivation. Planning Board approved the applicant with the following conditions:
 - a. The applicant get a letter from Mr. McMaster stating that he and his employees have permission to use the gate for access to the property.
 - b. The applicant work with CEO Kris McNeill on a buffering plan for a small portion of the property.
3. **Public Hearing**- Oasis Refinery LLC- Site Plan Review- to erect a 5000sf manufacturing building at 31 Tom's Way- Map 023 Lot 022-A in the MUV district. The building will be used for extracting resin from cannabis. The Planning Board approved the applicant with the following condition:
 - a. The applicant must provide a letter of financial capability.

Board of Appeals did not meet during the month of December.

The **Ordinance Review Committee** met December 20, 2021. Items discussed were:

Blasting (finalize) – This item will go to Council for 1st and 2nd reads and possible adoption.

Marijuana – This item will go to Council for 1st and 2nd reads and possible adoption.

Multifamily Subdivision v. Site Plan – This item will come back in to ORC in February.

Signs in PIC District – This item will go to Planning Board for approval.

Cemetery – This item will on the agenda for February and City Clerk Ballard will address ORC regarding this matter.

Due to schedules, there will be no ORC meeting in January 2022.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: December **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service): 266

EMS: 254

 Gardiner: 84

 West Gardiner: 27

 Richmond: 28

 Farmingdale: 25

 Litchfield: 32

 Pittston: 25

 Randolph: 16

 Chelsea: 14

 Other: 3 (Augusta, Bowdoin, Bowdoinham)

Fire: 12

Current Progress on Projects/Plans/Problems:

- Started meeting with area select boards to discuss adding staff.
- More COVID tests have been ordered
- PPE stock remains healthy
- Hospital overcrowding and ambulance understaffing is beginning to strain all services
- Looking into the feasibility of sharing a back-up engine with Richmond

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

- One member is out due to back injury

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: LucyAnn Cook
Month/Year: December, 2021

Summary of Month in General Terms:

December is a busy month- I thank Tara Merrill for keeping things going in Finance for the City. I started Monday December 27 th , in a very busy month. Open enrollment, employee end of year W-2's, Affordable Care Act filing, Quarterly payroll tax filings, unemployment filings are all due by December 31 st . Budgeting is starting and thankfully Denise Brown is coming to help get us around the corner. I have met with Camden National Bank and will have a meeting with Mr. Clark in February to talk about investment options. Continuing to procure access to websites and have spent time getting familiar with the union contracts and City Charter.
Tax Collector Cutler reports that 2020 tax liens matured on December 24 th and 10 properties and 4 matured sewer lien's foreclosed. Reminders have been sent on overdue Personal Property Taxes. Mrs. Cutler has prepared a RFP for bids on Mark Lane which has a deadline of 2 pm on January 28 th . These will be put before the City Council for review and acceptance on Wednesday, February 2 nd .
December stats 385 motor vehicle transactions, 158 tax payments and 677 sewer payments were received.

Current Progress on Projects/Plans/Problem:

I have done a bit of research on some media advertising sites and have forwarded these around to the Department Heads for feedback. Trying to get the furthest reach for the Cities advertising budget. Job postings: For a Fleet Mechanic, City Manager and Building & Grounds Maintenance are three positions that are open that I know about so far.

Financial:

General Operating Account November Bank Statement \$4,859,305.81. 2021 YTD Interest \$5,111.47.

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

I haven't had an opportunity to review job descriptions and meet 1:1 with front office staff. They have been wonderful, helpful and welcoming to me. Which I am very thankful for.
I would like to give recognition to Kathleen Cutler our Tax Collector/Deputy Treasurer who attended the 32 nd Annual Conference of the Northeast Regional Tax Collectors & Treasurers Assoc. in October, 2021 and earned continuing education credits for the following courses: State by State Roundtable Discussion "Collecting Taxes During a Pandemic", "First Amendment Audits: Freedom of Information/Public Interest Activity in Municipal Settings", "Ethics, Theft & Crimes in Government", "Cannabis Legalization in the Member States and its Effect on Tax Revenues", "Records Retention and Destruction", "Avoiding Court: Your Rights on the Job".

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

None at this time.

Monthly Report for Finance Department/Front Office/Technology

Department Head Anne Davis

Month December Year 2021

Summary of Month in General Terms:

LucyAnn Cook began her tenure with us on 12/27/2021. She is quickly catching up on the backlog that occurred when Denise left in September. Her main focus will be on any end of year reporting and she is looking forward to giving a Finance report to Council soon.

Front Office staff continues to offer very professional service each and every day despite a level of anxiety on the part of the customers.

I have begun the task of designing new server specs for July, 2022. We will be looking at whether it may now be time to send some software to the Cloud. I am investigating Office 365; TRIO Cloud and other applications that may be best served offsite.

Current Progress on Projects/Plans/Problems:

I will begin to migrate staff management over to LucyAnn very soon. It will be nice for the front office staff to have an immediate advocate and a department head that solely represents this staff.

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

We currently have the following vacancies in the City:

- City Manager
- 4 vacancies at the Police Department
- A mechanic at Public Works

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - December 2021

Summary of Months in General Terms:

- Calls For Service - 507
- ACCIDENTS - 14
- ARRESTS/Criminal Cites – 13
- TRAFFIC & PARKING TIX – 24

Current Progress on Projects/Plans/Problems:

- COVID masking discussions due to the Delta and Omicron variant are on-going at department head meetings
- Budget discussions have begun at department head meetings

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

- Officer Taylor's last day of employment with the City was on December 27. We wish her well in her new position as a Domestic Violence Investigator for Somerset County
- With Taylor's departure, there are four patrol officer vacancies – advertising and recruitment is on-going. No candidate interviews occurred during the month of December. There were no applicants.
- On December 17, Officer Kaleb Marston graduated from his 18 week Basic Law Enforcement Training Program located at the Maine Criminal Justice Academy, which started on August 16. He resumed a patrol duties on Wednesday 12/29 at 7pm
- 2 officers have missed time due to contracting Covid-19
- 1 officer is out on sick leave starting on December 23 due to needing thumb surgery. The officer is expected to miss 2-4 weeks. This is not work related.
- Officers used a total of 104 hrs of vacation/comp time during the month, and 176 hours of sick leave

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

- Recruitment of new officers is proving to be quite challenging. Sign-on bonuses are offered as approved by the City Council. Advertising is on-going via Maine Municipal, Facebook, City Website and JobsinMaine.com
- All officers completed their yearly, mandatory training requirements. This training is mostly done on-line and is required by the Maine Criminal Justice Academy as well as by the Maine Bureau of Labor Standards

- Prices are still being investigated/discussed with the vendor for the two, pole mounted, and speed measuring devices that were approved in the current year budget. Will continue to work towards price finalization and it is anticipated that the devices will be ordered soon.
- Body worn camera transition with AXON has begun. Our representative from Axon was scheduled to be on site January 6 for training of staff but had to cancel due to Covid-19. Reschedule date is pending as is the launch date.

Monthly Report for the Gardiner Public Library
Department Head: Justin Hoenke
December 2021

Summary of Month in General Terms

“Justin Hoenke becomes the new library director and learns about all of the things”

Current Progress on Projects/Plans/Problems

- Partner Town Library Fees: This week the Board of Trustees approved FY2023 Partner Town Fees. I have taken all of that, put it together, and sent the letters to the various selectboards. Town meetings start in March 2022.
- Gardiner Library Association: The GLA Board has approved the FY2022 budget.
- West Gardiner Board of Trustees Representative: Kim Granholm has stepped down from the Board of Trustees and recommended that Valerie Wallace of West Gardiner take her place. I am working with Valerie and the Town of West Gardiner to confirm her appointment ASAP.
- Yearly Safety Training: As a staff we will all come together at the library on 01/19/22 at 9am to complete our yearly safety training checklist. We will open to the public that day at 12pm.
- City of Gardiner Credit Card: I should soon receive my City of Gardiner Credit Card, which will replace Anne’s credit card. We may need to update some online accounts to reflect this. I’ll work with Dawn on this.
- Bull Moose: we are finalizing an account Bull Moose to set up a tax exempt account for the library to purchase materials from Bull Moose.
- Full time staff at the library will be moved over to @gardinermaine.com email addresses in the new year.
- Reopening on Saturdays in 2022: Thank you all for pitching in and working on Saturdays in 2022! Thank you Dawn for arranging the scheduling and the graphics for the FB announcement. I think this is a great move that will help us reconnect even more with our amazing community.
- Children’s Room Heating: had some issues in week 2 of my time at GPL with the heating in the Children’s Room. It was heating & cooling at the same time and then would only heat and wouldn’t turn off. WH Demmons sorted it all out.

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

- There will be a party to celebrate Anne Davis at the library on January 14, 2021 at 12pm. All are welcome!

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: December 2021

Summary of Month in General Terms

- Some pot hole patching
- Screened gravel
- Crew plowed and or treated roads for 6 different events in December. Most of which was treating for freezing rain. Some events have been low in accumulation but long in duration, however there was a 5-inch storm on 12/10.

Building & Grounds:

- Continue to Clean Buildings
- Respond to Special Request
- Decorated the city with Christmas lights, trees and banners

Current Progress on Projects/Plans/Problems:

- One of our B&G employees resigned and we will be advertising to fill this position in January
- Still advertising for a PW Mechanic – have had zero applicants in 5 months

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

- None at this time

TO: Anne Davis, Acting City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: December 13, 2021
RE: Wastewater Activity Report December 2021

Upgrade Project

Work continues on installation of the new automatic screen, washer and compactor. Once the screen and new generator are in we will be well past the 80% or substantial completion point in the project.

Sewer Line Cleaning

Vortex Co. came again on December 10 and spent the day cleaning more of the "Trouble Lines" throughout the City. These are sections of lines that have experienced plugging in the past. This is accomplished by a high pressure (4,000 psi) water line and nozzle which is sent through underground lines "jetting" out solids, roots and debris.

Water Street Sewer Line Repair

A large crack and hole were discovered in the 21" PVC sewer line coming down upper Water Street at the intersection of Washington Ave. recently during camera inspection of an unrelated issue. On Dec. 7, E.J. Prescott used an inflatable plug to block flow and apply a fiberglass-resin patch inside the pipe covering up the crack and hole. (approx.. 3 X 4 ft. in size) They came back Dec. 13 to do a remote camera inspection of the patch as well as a 3,000 foot section of the line to ensure the patch held up plus there were no more cracks and holes, which there were not. This seems to be just one isolated case; probably from damage during construction. The line was installed in the mid 1990's.