



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	05/18/2022	<b>Department</b>	City Manager
<b>Agenda Item</b>	4.h) Discussion of Department Heads Reports for March 2022 report		
<b>Est. Cost</b>			

**Background Information**

The Acting City Manager and all Department Heads will be available to answer any questions about this monthly report.

Ms. Davis would also like to thank all of the department heads for reporting out on their activities so that Council may be aware of the daily activities in the organization. This will be her last activity report. As the June, 2022 reports will be presented by upcoming City Manager Andrew Carlton.

<b>Requested Action</b>	This is a discussion item only.
<b>City Manager and/or Finance Review</b>	
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

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



**DEPARTMENTAL UPDATES:  
APRIL 2022**

Monthly Report for Acting City Manager (Department)

Department Head Anne Davis

Month April Year 2022

**Summary of Month in General Terms:**

I facilitated a meeting to discuss the rehabilitation of the Palmer Fountain located at the Common. Members from Rotary, city staff, city council and Gardiner Main Street all attended to discuss next steps. It was decided that I would have a part-time staff member build a master list of all donations.

I completed an application for Senator King's Congressionally Directed Spending funds to be used for the Cobbossee Corridor Trail.

Overall, it was a very busy month and I am very pleased at the work of all the staff members. Tracey Desjardins is now the office manager for the front office staff and I appreciate her help.

**Current Progress on Projects/Plans/Problems:**

As my tenure as Acting City Manager begins to wrap up, I am creating a handbook of projects, plans and procedures for the newly hired City Manager, Andrew Carlton.

We still have a chronic problem with vacancies. We advertised for a Finance/Director and received one application.

In her new capacity as office manager, Tracey has begun getting the front office staff registered and trained in mandatory yearly trainings. Maine Municipal now has an online university that manages all the staff training. This year, I made Sexual Harassment Prevention training mandatory for all city employees and all department heads are working on getting their staff certified in this very important training.

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

I am very grateful to past Finance Director Denise Brown who now works as a part-time employee for Gardiner. She will work every Wednesday in May as we begin the process of approving a FY23 budget. Mr. Carlton will need someone in this position immediately as Denise will not have the availability to work in Gardiner after May.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month April Year 2022

### **Summary of Month in General Terms:**

The Planning Department continues to see an increase in permits. The information below is for building permits and do not reflect any other fees. I would also like to note that the CEO has been spending a lot of time handing out permit applications for chickens. The Easter Bunny was very kind this year with delivering chickens. Gardiner does have a chicken ordinance and Kris is working diligently with residents to comply with the ordinance. As you speak with friends and neighbors, please remind them that if they are doing any type of renovation work around their properties, they may want to check with the planning department on what and if any permits might be needed.

### **Current Progress on Projects/Plans/Problems:**

During the month of **April**, the planning department issued **218 permits and** with **\$5,858 in fees**. This is including **39** new building, **7** plumbing, **1** subsurface wastewater and **19** general permit. The CEO also received **12** complaints. The complaints consisted of trash, failed septic's and chickens. There was also **8** new addresses issued.

The **Planning Board** met on April 12 in the Council Room.

### **Agenda:**

#### **1. Public Hearings:**

- a. **Land Use Ordinance dealing with Signs in PIC (Planned Industrial Commercial)** - Chair Willis opened the public hearing, there is no one here to speak for or against this amendment and there was no interest expressed at City Hall. Pam Mitchel makes a motion to send this to the City Council with the recommendation to pass. Matt Murphy offers a second motion. No further discussion. All members present in favor.
- b. **Land Use Ordinance dealing with Marijuana Retail Sales Establishments** - this would allow dispensaries. Chair Willis asks for any corrections or changes - none. Chair Willis opened the public hearing, there is no one here to speak for or against this amendment and there was no interest expressed at City Hall. Pam Mitchel makes a motion to send this to the City Council with the recommendation to pass. Lisa St. Hilaire offers a second motion. No further discussion. All members present in favor.
- c. **Land Use Ordinance dealing with Marijuana Products Manufacturing** - This has to deal with setting up 2 different versions of manufacturing, inherent and non-inherent. Chemicals would be considered hazardous. Chair Willis asks for

any corrections or changes- none. Chair Willis opened the public hearing, there is no one here to speak for or against this amendment and there was no interest expressed at City Hall. Shawn Dolley makes a motion to send this to the City Council with the recommendation to pass. Matt Murphy offers a second motion. No further discussion. All members present in favor.

- d. **BHS, Inc.** – proposed to construct three self-storage buildings on Brunswick Ave. The buildings will have a total area of 13,200sf with the building along Old Brunswick Rd being two stories at Brunswick Ave City Tax Map 019 Lot 049 in the Planned Development District.

Jim Coffin presented the information for the application. The front of this project faces Brunswick Ave. There is an existing leach field for an abutter that lives on Old Brunswick Rd. on this property. The applicants are working with City of Gardiner Waste Water Director Doug Clark to set up city sewer for this abutter. The property owner, Edward Lawrence, was at the meeting and told the Board that he is supportive of the project.

He would like it in writing that his home will be hooked up to the City's sewer system as part of this project. The applicants will be sure they comply with this request.

The project will have a detention pond that will be about 4' deep. There will be limited utilities on site as this is a self-storage facility. There will be no water, and electricity will be coming from the Old Brunswick Rd. The site will be open 24/7, but the Brunswick Ave side will have a card-accessed gate. The applicants plan to see how security goes with the gating system and if there are issues or concerns, they will consider motion detectors and or cameras. There will be minimal traffic flow at the site and should not be any issue.

Chair Willis asks the board if they are ready to make a motion. Pam Mitchel makes a motion that this application meets all applicable provisions of the ordinance with three conditions. 1<sup>st</sup> condition is that a letter be added to the application stating that a sewer connection will be established for Mr. Edward Lawrence's property at 266 Old Brunswick Rd. Gardiner- 2nd condition that the letter from IFW be included with the application, 3<sup>rd</sup>- a DOT entrance permit be obtained as well as a street entrance permit from the City of Gardiner Code Enforcement Officer. Second motion offered by Shawn Dolley. No further discussion. All members present in favor.

**Board of Appeals** met on April 19 - Johnson Hall requested a variance to the floodplain ordinance requirements as part of a major interior renovation to the building. Due to being on the

national historic register, flood proofing Johnson Hall would be damaging to the historic fabric of the building. Johnson Hall will be taking steps to reduce their exposure to flood damage including removing mechanical equipment in the basement, raising electrical panels above the 100 year flood elevations, installing flood resistant materials and installing sewer shut off valve at 280 Water St. .City Tax Map 034 Lot 110. Due to Johnson Hall not sending any abutters notification, they will have to come back in May.

**Ordinance Review Committee** did not meet in April

**Economic and Community Development Committee** – did not meet in April

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

The McKay Park Renovation Project Scope of Work will be reading to bid in May. Tom Farmer, Landscape Architect has been working on the final touches of

Monthly Report for Finance/HR (Department)

Department Head Anne Davis

Month April Year 2022

**Summary of Month in General Terms:**

Tara Merrill and Sherry Emmons continue to help out in these departments. Tara has taken on finance and HR for the daily running of those services. I am also the DH she consults when dealing with any HR issues.

Past Finance Director Denise Brown has agreed to come back to Gardiner on a part-time basis to reconcile bank statements back to September, 2021. She will also help me in creating a FY23 budget in a timely basis. I am very grateful for her help.

**Current Progress on Projects/Plans/Problems:**

The focus of this department is to create a budget in a timely basis. We have been successful in doing this.

Tracey Desjardins has taken on the added responsibility of being the Office Manager for the front office. She is busy getting everyone trained in the mandated training set by the Bureau of Labor Standards.

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

I would just like to thank the staff members who have stepped up to help me as we work towards filling this very important vacancy.

**Monthly Report for:** Gardiner Fire & Rescue

**Department Head:** Chief Rick Sieberg

**Month:** April

**Year:** 2022

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 275

**EMS:** 257

Gardiner: 73

West Gardiner: 19

Richmond: 42

Farmingdale: 36

Litchfield: 30

Pittston: 12

Randolph: 23

Chelsea: 20

Other: 2 (Hallowell, Augusta)

**Fire:** 18

**Current Progress on Projects/Plans/Problems:**

- COVID tests are in good supply
- PPE stock remains healthy
- Monthly EMS training with Partner Community Fire Departments has begun
- Hose Tower Mold Remediation has been completed

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

- One member is out due to back injury
- We have one opening which has been posted
- Jesse Thompson has been promoted to B Shift Captain
- Brandon Melanson has been promoted to D Shift Lieutenant

**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



- **Summer Reading 2022:** I met with Youth Services Librarians Ginni Nichols and Jess Betit to go over our 2022 Summer Reading program, and we've got a pretty full calendar of events coming up this summer for youth & families this summer. We hope to have the schedule finalized soon and ready for the public sometime in May.
- **April 2022 Book Sale:** Our book sale was a great success and as of writing it has raised \$972 for the Gardiner Library Association. This entire book sale was donation based, so people gave what they could. Right now the staff and I are going through the remaining items from the book sale and are finding new homes for them.
- **Budget FY22-23:** Starting in May 2022 all City of Gardiner Department Heads will be attending weekly budget meetings with City Council in order to finalize and approve the FY22-23 budget. The library budget request I have proposed is up \$31,822 or +6.36%. The increases are mostly due to proposed increases in wages and benefits, but I have also proposed server room upgrades, added book processing supplies (\$4K), and reinstating the prior year book fund by increasing it by \$7K.
- **ME Dept of Labor Career Center:** The representative from the ME Department of Labor Career Center continues to visit the library every Wednesday. The program has been going on for 3 weeks, and in that time our representative has already helped 2 attendees update their resume and find work in the area.
- **Growing Gardiner Festival:** The library will participate in the June 18 Growing Gardiner Festival being planned by Councilor Kathy Brown. The library will host a plant sale (benefitting the Gardiner Library Association), a series of talks centered around local history, gardens, foraging, and mushrooms, and puppet show & puppet making craft.
- **Library Gardens:** Our amazing volunteers are back to help the Peg Shaw Memorial Garden. They've cleaned up the space and are now working on planting new plants and adding mulch.
- **Early May Spring Clean:** The staff have been hard at work on doing a big spring clean around the library. We're hoping to move on as much clutter as we can so that we can start preparing our space for the crowds that we expect over summer.
- **GLA year end tax stuff:** In early April I worked with the GLA Bookkeeper Susan Prew to better understand what will be needed to prepare the 2021 GLA tax return with OneRiver CPAs. Her and I will continue to work together to prepare the documents that OneRiver has asked us for.
- **West Gardiner Town Meeting:** The 2022 West Gardiner Town Meeting happened on Saturday April 9, 2022 and library funding was approved unanimously.
- **Library Building:** In April I met a few times with our amazing head of our GLA Building Committee Al Godfrey to talk about the brownstone around the library, our boiler, the heat pump in the Teen Library, and everything else that came up. Lots of great discussion and plans around where we need to go with various projects was made, and as those happen I'll be happy to update everyone more.
- **Mask Mandate:** The library no longer requires masks on the first floor of the library, but we still see a little more than half of the people visiting the library wearing a mask. Most library staff are still wearing a mask as they work.

And to end, here are our statistics for March 2022:

Physical Items Borrowed	4,482
Hoopla Items Borrowed	618
cloudLibrary Items Borrowed	377
Website Visits	1,222
Event Attendance	139
Door Count	1,442

## **Monthly Report for Gardiner Police Department**

**Department Head:** Chief James Toman

**Month - April 2022**

### **Summary of Months in General Terms:**

- Calls For Service - 692
- ACCIDENTS - 8
- ARRESTS/Criminal Cites – 39
- TRAFFIC & PARKING TIX – 18

### **Current Progress on Projects/Plans/Problems:**

- Budget preparations have begun
- Prices are still being discussed with the vendor for two, pole mounted, speed measuring devices
- Awaiting delivery of the 3 in-car Axon cameras

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

- Hiring of new officers is proving to be quite challenging. Sign-on bonuses are currently offered, as approved by the City Council. Advertising is on-going via Maine Municipal, Facebook, City Website, and soon to be on INDEED.com
- Three patrol officer vacancies
- Zero candidate interviews occurred during the month of April, as such no job offers have been extended
- Overall, officers used a total of 144 hrs of vacation/comp time during the month, and 36 hours of sick leave

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

- Officer Dixon attended/received 30 hrs of training in standardized field sobriety tests and OUI investigations.
- During the month of April all officers received training and testing on the following topics/policies – 2 hrs of De-Escalation and Reasonable Use of Force, 2 hours of Addressing the Homeless Population, 1 hr policy training on Homelessness Diversion Response, 1 hr training on Sexual Harassment in the Workplace, and 1 hr policy training the City of Gardiner's Harassment policy
- Gardiner PD participated in the National Drug Take Back Day on April 30th

## **Monthly Report: Public Works Department**

**Department Head:** Jerry Douglass

Month: April 2022

### **Summary of Month in General Terms**

- Spotty pot hole patching
- Ditching on 126
- Have responded to a few sewer calls
- Replaced culvert due to a sink hole on Orchard Street
- Finished ditching Libby Hill ahead of it getting paved in the coming weeks
- Put in the docks at the waterfront

### **Building & Grounds:**

- Continue to Clean Buildings (on going)
- Respond to Special Request
- Still working on taking down Christmas decorations
- Crew continues to cut brown tail moth nest around the city. They have cut all they can reach down at the waterfront and McKay Park. They still have a little more to get but they have filled over 20 five-gallon buckets with nest.
- Starting to service all summer equipment - mowers etc....
- Painted flag pole at city hall
- Started working on fence railings at the common.
- Turned water back on at all the parks

### **Current Progress on Projects/Plans/Problems:**

- Brunswick Ave Hill preconstruction meeting was held on April 13<sup>th</sup> with all contractors involved in attendance. Work got underway the first week of May. The estimated timeframe to be completed is the end of July.
- We are getting no applications for the vacant mechanic position and very little interest in the vacant buildings & grounds vacant position.
- Libby Hill will be ready to pave by mid-May and hope to have All States paving before the first of June.
- I have one PW employee out due to shoulder surgery and he won't return until fall. I will lose another truck driver mid-August as he is attending lineman school/technical college. I will post that position ahead of his departure in hopes of filling the position as soon as we can after our current employee resigns. If we struggle to hire like we have for the mechanic and buildings and grounds employee we will be left with 4 guys at PW until

October and that includes the foreman and only 5 guys when our employee returns from shoulder surgery. It is difficult to find employees, near impossible to find good ones!

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

- Asphalt prices could be, and probably will be problematic this year due to increasing fuel cost...something to keep an eye on and be aware of.

Monthly Report for Technology (Department)

Department Head Anne Davis

Month April Year 2022

**Summary of Month in General Terms:**

Most of April was spent on creating a FY23 budget. In order to keep costs in check, I will replace/upgrade all software this year and in FY24 begin replacing hardware. All hardware items have one more year of a warranty.

**Current Progress on Projects/Plans/Problems:**

There were no tech problems this month. Upon the resignation of the Finance Director, and as I do with every staff vacancy, I disabled any access to the systems and suspended the cell phone number associated with that department. It can be re-activated when a new person is hired into this position.

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

We are seeing an increase in Spam attempts. Our IT vendor has locked down our firewall as much as possible allowing for mail to come just within the USA, Canada and Great Britain.

I have begun getting technology ready for the new City Manager.

We have a closet full of old devices that need to be disposed. All hard drives must be removed ahead of this disposal as confidential information can be harvested from these old devices.

TO: Anne Davis, Acting City Manager

FROM: Douglas E. Clark, Wastewater Director

DATE: May 6, 2022

RE: Wastewater Activity Report April 2022

### Upgrade Project

The Phase I Upgrade Project will be granted Substantial Completion status soon. The new plant generator was delivered and installed this past week. All that remains is final wiring then startup scheduled for May 16 and 17. Factory service techs will be here performing startup and load testing functions. The new screen is operating although some of the automatic controls are not up and running yet. These will be relegated to punch list status. Hoyle Tanner is currently working on a proposal to update project needs for Phase II. Remember that we paid for all the engineering for both phases out of this project funding so that will help the bottom line. They are also investigating the City funding Phase II out of the SRF program vs. USDA RD. A large chunk of ARPA money is said to be put into the grant portion of SRF funding.

### Effluent Status

We have had no more WDL effluent permit violations since Feb. 22 and 23. Water temperatures are rising and we are transitioning into summertime "bugs" which will help treatment efficiency.

### PFAS

The Legislature passed both LD 1911 and LD 1639 as expected. Casella is to send a letter to generators soon outlining a where do we go from here strategy. In my last telephone conversation with our project manager the closure of the Hawk Ridge Compost Facility seemed to be somewhat less imminent. Some of the options they are exploring include continuing to compost biosolids there and trucking the finished product to bulk markets in Massachusetts but also possibly abandoning biosolids altogether and switching composting over to organic farm wastes such as manure. That would relegate all biosolids disposal to landfilling indefinitely. A hidden outcome of LD 1639 is a provision that will change the definition of "in-State" waste. Right now certain bulky wastes are trucked in from out of state to a company called Resource Lewiston where they are ground into fine material which is then mixed with biosolids and used to bulk them up so they have the necessary structural integrity in the landfill to prevent slumping. LD 1639 and LD 1911 will ban this practice thereby creating a perfect storm in which biosolids from Maine treatment plants are relegated to landfills which cannot accept them, so the only other alternative would be to truck our sludge to landfills out of state with associated astronomical trucking fees. (Diesel fuel approaching \$7.00/gal.) I have attached a March 30, 2022 letter from Casella generated before the Legislative vote which outlines this better than I can.



766 Banfield Road Suite 201 | Portsmouth, NH 03801

March 30, 2022

Mr. Doug Clark  
6 Church Street  
Gardiner, ME 04345

Dear Mr. Doug Clark,

We are writing to bring to your attention two bills before the Maine legislature, which if passed, would impact our management of biosolids in Maine and increase costs to our customers.

**The first bill, L.D.1911,** would prohibit the beneficial land application of biosolids and industrial sludges. As initially proposed, L.D. 1911 would have established more stringent screening levels for PFAS in biosolids destined for beneficial reuse, such as land application. L.D. 1911 has since morphed into essentially a ban on the land application of biosolids, *regardless* of PFAS concentration, with carve outs for residuals generated as a result of the processing of certain foods (i.e., blueberries, potatoes, seaweed, fish) distilling of spirits, or the production of precipitated calcium carbonate, commonly known as "lime mud".

**The second bill, L.D.1639,** would change Maine's definition of in-state waste. This definition is important, because *only in-state waste* is permitted for disposal at the State's Juniper Ridge Landfill. The current definition of in-state waste includes residue from the processing of materials that may initially come from out of State. Once these materials are brought to, and processed in Maine, the residue following processing falls within the definition of in-state waste, and accordingly, is eligible for disposal at Juniper Ridge Landfill. The change in definition would mandate that the total weight of residue disposed of at Juniper Ridge can't exceed the weight of waste initially generated by that processor in the State of Maine. Any exceedance would be considered out-of-state waste, and would not be eligible for disposal at Juniper Ridge.

**The perfect storm.** The two bills combine to create a perfect storm for biosolids management in Maine. The first bill, L.D. 1911, will result in a substantial increase in the amount of sludge to be landfilled. The second bill, L.D. 1639, would effectively close Resource Lewiston, a Maine based recycling facility that generates a process residue from oversized bulky waste. This residue is used at Juniper Ridge to stabilize and maintain the structural integrity of the landfill. Without these materials, Juniper Ridge would need to *reduce* the volume of biosolids it accepts for disposal, yet if L.D. 1911 becomes law, the amount of biosolids required to be landfilled is expected to increase.

**Costs are likely to increase.** While it is too early to forecast price adjustments, we want to make you aware that the passage of these two bills could require that we divert biosolids for disposal to locations outside of Maine, which we expect will increase our disposal and transportation costs, and consequentially, increase our tipping and disposal fees.



**We Need Your Help.** While our legislature clearly wants to take action on PFAS this year, these proposals are not the right answer. L.D. 1639 will shutter a business that provides a product necessary to stabilize landfill disposal of biosolids, yet the State will be even more dependent on that practice if the ban on land application of biosolids in L.D. 1911 is passed. For these reasons, we urge you to contact your state legislator and urge him or her to vote "no" to both proposals.

We are part of a group of landscapers, garden centers, wastewater treatment districts, and farmers that support a thoughtful, alternative proposal that would prohibit land application or sale in Maine of all sludge, septage or sludge-derived compost and fertilizer unless that material tests below 25 parts per billion for PFOA and below 50 parts per billion for PFOS. This would be the strictest PFAS standard for soil and compost in the country.

For additional information regarding L.D. 1911 or L.D. 1639 and how you can help, please contact me, George Belmont (207-877-4449) or John Leslie (207-461-1000).

Sincerely,

A handwritten signature in black ink, appearing to read "A. Clark James".

A. Clark James  
Director of Logistics