



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**

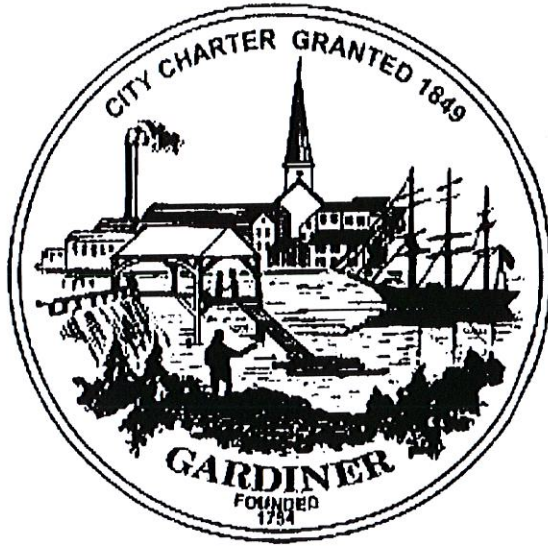


Meeting Date	04/07/2021	Department	City Manager
Agenda Item	4.i) Review and Accept Monthly Reports from Department Heads/February 2021		
Est. Cost			

Background Information	<p>Please find attached the Department Heads' reports for February 2021. Acting City Manager Davis apologizes for the lack of a city manager report, a library report and a technology report. They will be found in the March updates.</p>
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Requested Action	"I move to accept the February 2021 monthly reports from the City Manager and Department Heads."
City Manager and/or Finance Review	Acting City Manager approves the above motion.
Council Vote/ Action Taken	
Departmental Follow-Up	

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



**DEPARTMENTAL UPDATES:
FEBRUARY 2021**

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month February Year 2021

Summary of Month in General Terms:

The department continues to work a variety of projects.

Libby Hill continues to have activity. During this month, 36 interested parties viewed the listing and/or asked more information about the property. We now have Lot's 25, 26 and 27 under contract. We also expect design plans for Lot 19, Preferred Pump to come before the Planning Board March 9, 2021.

Current Progress on Projects/Plans/Problems:

Downtown Master Plan: The committee was scheduled to meet on February 24, however due to conflicting schedules the meeting was postponed. The next meeting is scheduled for March 18, at 6:00 p.m. via zoom.

During the month of February, the planning department issued 18 permits with an added revenue around \$1,742.00. This is including building, plumbing and general permits. The CEO also conducted 22 project inspections and received 27 complaints. The complaints consisted of timber harvesting, dangerous trees, trash dumping, traffic issues, Covid compliance, odors and trash. The city also received an additional \$650.00 in Historic Preservation and Planning Board application fees.

The Planning Board met on February 9, 2021 via Zoom. There were two items on the agenda and they were:

1. Proposed Land Use Amendments dealing with Tiny Homes. The Land Use Amendments dealing with Tiny Homes is heading to Council for possible adoption.
2. Change of use at 11 Technology Drive to a Marijuana Testing Facility.

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

1. Finalize draft amendments to the Land Use Ordinance dealing with marijuana facilities.
2. Review of Draft Cemetery Rules – send to City Council.
3. Permit notification – There will be a log created of CEO permits and approvals that will be on the website and advertised in the newspaper. The Economic Development/Planning Department will post all applications (received and/or pending) on the CEO website page along with a notice of decision from the Planning Board.

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

1. Elections of Chair, etc.
2. Review Order of Roles & Responsibilities

3. Priorities of EDC for future initiatives
4. Set regular monthly meetings

This was the first time the newly appointed committee met. Due to low attendance, the committee decided to wait until the next meeting to elect a Chair, Vice-Chair and Secretary. In regards to future initiatives, Debby Willis offered to review the Heart & Soul and Comprehensive Plan to review the goals that have been achieved to the goals that are outstanding. The committee is also looking for guidance from Council on what do they want the committee to accomplish (i.e. Grants, How to Grow Gardiner)? The committee voted to meet the second Thursday, 5:30 monthly. The next meeting is scheduled for Thursday, March 11, 2021.

The Housing Committee met on February 22, 2021 via Zoom. Kris McNeill, CEO welcomed the few members that attending and asked for those wishing to serve as chair to reach out. The Mayor appoints the Housing Committee chair. The committee was asked if someone would also like to serve as secretary.

Other items discussed were the powers and duties of the committee and that the committee will work together to identify issues with housing in the City of Gardiner. Kris said that he has a listing of the current empty buildings in Gardiner and is now working on property clean up since the adoption of the Property Maintenance Code. He also mentioned two current housing projects that are currently in the process of seeking planning board approval. The committee agreed to meet on the 4th Monday of the month at 8:30 a.m.

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

The Economic Development/Planning Department met with Con Edison on changes to the Solar Array project. These changes were amended after Con Edison had multiple meetings with the neighbors to work on a revision that would benefit everyone. This amended project will come before the planning board. We also had a meeting with Todd Valentine who represents the Boys and Girls Club on their new facility project. This meeting was to review amended changes to the project using a smaller footprint. The amendment of the Boys and Girls Club project will also come before the planning board. Both of these projects had previously received planning board approval.

New Businesses/News:

Downtown continues to move forward with projects. The former pool hall continues to make improvements. The former grain building is also going through a makeover, Fern Tsao recently purchased this property and 316 is under the name of Thriving Harmony LLC. We should be seeing some new businesses coming to the downtown.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: February **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service):	238
EMS:	229
Gardiner:	63
West Gardiner:	23
Richmond:	26
Farmingdale:	32
Litchfield:	27
Pittston:	21
Randolph:	24
Chelsea:	09
Other:	4 (Augusta, Dresden, Bowdoinham)
Fire:	13

Current Progress on Projects/Plans/Problems:

- AFG Grant has been submitted
- PPE stock remains healthy.
- We have been fit testing City staff for N95's as requested
- Dr. Kelly Meehan-Coussee has agreed to become our Medical Director. Finalizing contract language.
- Staffing the third Rescue in Richmond during snow storms has been a success.

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

- The Captains interviewed 5 potential candidates for our vacant position on D shift. Physical agility and Chiefs interview will be completed this month.

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

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

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

Summary of Month in General Terms:

The Tax Collector spent a considerable amount of time was spent on Tax Acquired Property (TAP). TAPs are, and will always be an undesirable problem for every municipality to deal with. They are time consuming and each property has its own factors to consider. The ultimate goas is to get these properties back onto the City's tax rolls.

GA clients consisted of 1 homeless person (still continuing to assist), 1 cremation, and 4 other applications.

Current Progress on Projects/Plans/Problem:

The Executive Assistant was busy putting together the packets for the Volunteer Training to be held Monday, March 15.

The front office continued processing absentee ballots (183 requested in February) for the March 9th election and the City Clerk started the process of cross-training the Counter Clerk on various election procedures.

Financial:

Budget research, meetings, and preparation continue.

Chief Toman and I worked together on the FY22 School Resource Officer (SRO) proposal. This proposal includes the wages and benefits for 39 weeks of the year for two officers.

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

The Wellness Committee purchased two 2021 State of Maine Park Passes that are available to City employees and their families for free all-day entry into our State's beautiful parks. These are signed out for up to three days and returned for the next employee to enjoy. We have done this for several years and they are a huge hit with the employees.

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

While a City employee was using the grader to clean snow on Water Street, it hit one of our ornamental lights and a claim was submitted to our insurance carrier for \$7,500.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - February 2021

Summary of Months in General Terms:

- Calls For Service - 559
- ACCIDENTS - 15
- ARRESTS/Criminal Cites – 10
- TRAFFIC TIX – 3

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.):

- 2 Officer's currently out on Workers Comp – both began 1/29
- 1 Officer in quarantine from 2/11-2/19
- Officers used a total of 100 hrs of vacation/comp time during the month and 0 hours of sick leave
- One officer resigned his position and his last shift with the agency was on 2/26
- Advertising for the vacant patrol position has begun

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

- Chief Toman, along with four other central Maine Police Chief's participated in a virtual town hall on 2/22/21. This town hall was put on by the Maine Municipal Association in collaboration with the University of Maine Augusta's Community Policing Institute. The virtual town hall had a Q&A format and lasted 2 hours. There were 90 people that signed up to attend.
- Chief Toman and Finance Director Brown worked on determining the funding for replacing the destroyed police vehicle. The vehicle was deemed totaled by the insurance company after the accident on 1/29. Cost of purchasing and equipping the vehicle will be approximately \$45000. The new vehicle and its equipment will be purchased with insurance money, covid reimbursement funds and money from the PD's forfeiture account. This information was presented to Council in a February manager's report
- all officers completed their assigned 6 hours of on-line training. Topics included avoiding slips, trips and fall and proper evidence handling

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: February 2021

Summary of Month in General Terms:

- February was a little more active for snow removal and the crews have done a nice job.
- We went out for 7 events and the largest accumulation was 3 inches. A couple of 2-inch events and couple 1-inch events along with some freezing rain and sleet mixed in.
- We had to pull snow from downtown a couple times this month
- We posted roads February 25th and 26th

Building & Grounds:

- We started painting the back room in the fire station
- Fulfilling request for odds & ends at City Hall & Library
- Got 95% of the Christmas decorations down
- Made up some new voting signs
- Small painting projects within city hall and police station
- Cleaning of buildings is ongoing
- Snow removal, plowing and treating of parking lots and sidewalks

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
- We should be receiving our new plow truck soon the 2nd week of March

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

- None at this time

TO: Anne Davis, Library/IT Director

FROM: Douglas E. Clark, Wastewater Director

DATE: March 4, 2021

RE: Wastewater Activity Report For February 2021

Upgrade Project

Work continues with the Contractor Apex and Engineers Hoyle-Tanner on the last details on installation of the new RBCs. The last set of discs that were changed were of a different design and slightly smaller than the new type and were able to be rigged in through the large door opening in the RBC room. However, the new design is just big enough to not be able to fit. We looked at having them shipped in sections which could be assembled inside but the labor requirement is too high. Apex needs to decide how to accomplish that (appearing now like removal of part or all of the building wall) and get the price adjustment in so the contract can be finalized. We are shooting for the final numbers to be ready for Council approval of the total project bid on the Wednesday March 17 meeting. The date has been pushed ahead a few times to give Apex more time to come up with a plan. At that meeting Council will be asked to approve Apex Corp. as the low bidder and authorize the signature of the HT engineering contract for the Construction Services portion of the job. Work has already begun on the other two components of the project, being the new headworks screen and new generator at the main plant.

Power Outage

Speaking of generators, we had a two hour long power outage on February 18 at 5:45 p.m. All three sites with automatic standby generators (Main plant, Maine Ave. Pump Station and South Gardiner Pump Station) started, ran and transferred OK. As they say, there's no test like the real thing. The 40kW one at S.G.P.S. is new (2005 Upgrade), the 165kW at M.A.P.S. is the old original from startup (1982) and the 465kW plant is original but being replaced in the current upgrade. The rest of the smaller pump stations have a corded ship-to-shore connection with transfer switch and are powered by one of the City's trailer mount generator units if need be.

Sewer Maintenance Trailer

EJP did some work on the sewer inspection camera in the City's Sewer Maintenance trailer. The control for the forward/reverse drive has been erratic for years with many attempts to correct it and no luck. If this does not fix the problem I propose to abandon the camera and rely on contracting out the work. There are more and more local companies acquiring remotely operated cameras and the price for services is coming down. Prescott is one such company. A new remote tractor camera setup would be around \$60,000. The high pressure sewer cleaning

“jetter” unit inside the trailer is still working fine and we will keep that in service. The camera and jetter are around 16 years old.

Sewer Calls

Residential sewer plug calls have been on the uptick with 5 calls this month after a couple month slow spell. Almost all the calls were the usual culprits, “flushable” wipes and other materials incompatible with sewers. The homeowner pays the cost of a plumber to clear their line in those instances. I always speak with the individual to educate them about correct use of sewers and provide a copy of the City Sewer Use Ordinance which outlines the same.