



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**

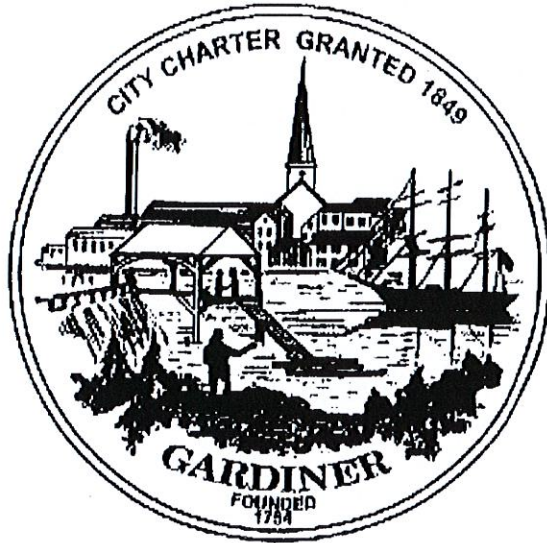


Meeting Date	12/15/2021	Department	City Manager
Agenda Item	4.j.) Discussion of the October Department Heads Report		
Est. Cost			

Background Information	Please find attached the October reports from Gardiner's Department Heads.		

Requested Action	This is a discussion item only and there is no need for Council action.
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:
OCTOBER 2021**

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month October 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 met on October 26 in preparation of the draft plan public meeting scheduled for November 4, 6:00 p.m. at the library facility. The project is still on task for the following dates:

Public Meeting: Wednesday, November 4, 6:00 p.m. (Library)

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.

During the month of **October**, the planning department issued **51 permits** with an added revenue around **\$5,322**. This is including **27** new building, **8** plumbing, **2** subsurface wastewater and **14** general permits. The CEO also conducted **89** project inspections and received **9** complaints. The complaints consisted of trash, safety issues, living conditions, signs and property maintenance issues. There was also **4** new addresses issued.

The Planning Board met on October 12, 2021 in the Fire Bays.

Agenda:

1. **Gardiner Solar LLC.** - Proposed to construct a distributed generation ground mount solar development off River Rd in Gardiner, ME city tax map 023-Lot017. The development will be approximately 19.5 acres and includes capacity for 3.5 MW AC of generation.

A public hearing was held with no comments. After reviewing the application and contents, the board did approve the project with the condition that the applicant receive approval for the stormwater permit through DEP. The applicant did submit a permit application to DEP and are now waiting for approval.

2. **Gardiner Green** - Continuation of the July 13, 2021 meeting for the Subdivision- Site Plan development at 150 Dresden Ave. City Tax map 032 Lots 023-023A in HDR. After much discussion, the board deemed the Sub-Division Plan submission not complete

because the application did not have information on the disposal of construction debris. The applicant will need to come back at a future date.

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

The **Ordinance Review Committee** met September 20, 2021. Items discussed were;

Blasting (sent back for review from Council) – This item will come back to ORC with changes in December.

Marijuana – This topic continues to evolve with adjustments to the Ordinance. This item will come back to ORC in December.

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

Economic Development Committee met on October 14, 2021. The committee continues to work on the American Recovery Act Plan. The committee will be bringing their recommendations to Council in December.

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.

Summit Gas: is wrapping up on their 2021 construction and gas should be flowing on Brunswick Avenue to Libby Hill Business Park by the end of November. Summit will continue their gas line in 2022.

Gardiner Age-Friendly Committee: Council approved Plan A for the McKay Park renovation project. The EDD was also able to secure an additional \$75,000 from the Office of Community Development for a total of \$100,000. The project will still need an additional \$60,000 to complete the project. Next step is to complete final design and scope of work in preparation to go out to bid with an estimated of spring/summer construction time-period.

Boys & Girls Club: Just like Pods, the new Boys & Girls Club is moving along.

Monthly Report for Finance Department/Front Office/Technology

Department Head Anne Davis

Month October Year 2021

Summary of Month in General Terms:

We continue to be plagued by an email virus that replicates and uses our "send" folder to email out to people who have received an email from city staff. API has identified the code causing the issue and they are working at getting it disabled.

The front office staff continues to work professionally with our residents. There are often lines during the day as our residents seek help with their municipal needs. I am proud that this staff has pivoted enough so that they know to come to me with issues. Right now, they are under-represented in our organizational hierarchy because they have no direct department head.

Current Progress on Projects/Plans/Problems:

I have identified a search committee to interview candidates for the Finance/HR Director. I continue to triage both of these departments with a very grateful thank you to staff that has pitched in to help make sure the finances are well cared for and I act as the HR person when confidential issues arise.

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

We currently have the following vacancies in the City:

- City Manager
- Finance /Human Resources Director
- 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 - October 2021

Summary of Months in General Terms:

- Calls For Service - 830
- ACCIDENTS - 28
- ARRESTS/Criminal Cites – 27
- TRAFFIC & PARKING TIX – 19

Current Progress on Projects/Plans/Problems:

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

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

- Officer Reed's last day of employment with the City was on October 5. We wish her well as she starts a new life in Florida
- With Reed's departure there are 2 patrol officer vacancies – advertising and recruitment is on-going. 2 candidate interviews occurred during the month.
- 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 11 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 146 hrs of vacation/comp time during the month, 8 hours of sick leave and 24 hours of bereavement leave
- Officer Mike Moody tendered his resignation on Oct. 31, Mike's last day is Nov. 18. Mike joined GPD in June from Lincoln County SO. Mike is leaving law enforcement.

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 being discussed. Advertising is on-going via Maine Municipal, Facebook, City Website and JobsinMaine.com
- Contract negotiations are on-going but have slowed due to wage discussion

- Officer Connor attended 24 hrs of training to become a certified Field Training Officer.
- Officer Dixon and Officer Quintana attended 8 hrs of training in Supervisor Development
- All officers at GPD received 4 hours of firearms and non-lethal training during the month
- 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 during the month of November.
- Officer Quintana did a wonderful job of community policing at the Swine & Stein event
- Chief Toman, Sgt. Gove, Sgt. Blair, Officer Connor and Officer Moody all had a wonderful time passing out candy during their patrols on Halloween evening

Monthly Report for Gardiner Public Library

Department Head Anne Davis

Month October Year 2021

Summary of Month in General Terms:

With each passing week, the library welcomes people who have been cautious about returning due to COVID. We continue to register new people as well. The library staff has gone above and beyond expectations in offering library services.

Current Progress on Projects/Plans/Problems:

Staff continues to work with the school district and our homeschooling families to get the tools that students may need for a successful school year. Our Children's Librarian, Ginni Nichols, sends home about 50 craft bags that young children can put together at home. This has received enthusiastic receptions and we often get pictures of the finished project!

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

This holiday season, we will put up a giving tree in the Hazzard Reading Room. In partnership with Tiger Pantry, we will collect food, personal items and clothing to make available to our students throughout the district. The staff is so happy to help with this important program.

I have received several applications for the part-time position and will begin the hiring process soon.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: October **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service):	270
EMS:	256
Gardiner:	91
West Gardiner:	17
Richmond:	32
Farmingdale:	41
Litchfield:	21
Pittston:	21
Randolph:	16
Chelsea:	15
Other:	2 (Lisbon, Augusta)
Fire:	14

Current Progress on Projects/Plans/Problems:

- The Richmond Pilot Program has completed
- Preparing to present results of the pilot program in a workshop
- PPE stock remains healthy
- Hospital overcrowding and ambulance understaffing is beginning to strain all services

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: October 2021

Summary of Month in General Terms:

- Fall cleanup was the priority operation this month and things went really well. There are 4 zones and we do 1 zone a week for the month. Overall, the total tickets sold and tons we picked up we down from 2020. The comparisons are below:

2020 Tickets Sold	222	Total Tons	39.43
2021 Tickets Sold	163	Total Tons	22.51

- Crew repaired the rut on Brunswick Ave
- Crew started to remove the Waterfront Docks

Building & Grounds:

- Mowing and Weed Whacking continued in City Parks, Business Park, Cemeteries, but slowed down considerably towards end of the month
- Continue to Clean Buildings
- Respond to Special Request
- Flags were all taken down
- Crew did an excellent job helping with the Swine & Stein event – I believe Gardiner Maine Street was very pleased with their effort
- Crew spent some time cleaning and organizing their shop

Current Progress on Projects/Plans/Problems:

- We finally got some white traffic paint the last week of October so should be able to get caught up on painting cross walks early spring
- We have filled the Maintenance Assistant position in Building & Grounds, his name is Johnathan Jamison and he his settling in just fine and he seems like a really good fit with the rest of the crew, we are very happy he joined the team.
- We have filled the Truck Driver position; his name is John Cameron Jr who just got his Class A license. He was the only applicant that applied and he seems like a very capable truck driver who will be plowing one of the rural plow routes for us this winter. He is a very engaged and is fitting in nicely with the crew.

- Still advertising for a PW Mechanic – have had zero applicants for these two openings
- November we will be gearing up for winter, salt shed is full, all trucks have head gear on and spinners. All trucks will be calibrated as well.

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: November 17, 2021
RE: Wastewater Activity Report For October 2021

Upgrade Project Update

Work continued on setting the concrete pad and conduits for the installation of the new generator at the plant scheduled for Feb. 2022. The RBC North bay was drained Oct. 1 and cleaned out the following week. The new air piping, flow separation baffles, distribution valves and supplemental air headers were installed through the end of Oct. Delivery and installation of the five new RBCs is scheduled for the week of Nov. 1. Update as of Fri. 11/12: all RBCs are inside the building and installed. They were started up on Nov. 9 and all 10 new units are operational with flow capacity returned to 100%. The startup engineer from the manufacturer, Evoqua, was on site Nov. 9 and 10 providing operation and maintenance training for the crew. The final effluent quality is improving rapidly however we did have one violation of our discharge permit license condition for BOD5. This was duly noted on the monthly DMR O&M report and NetDMR electronic report to EPA. This will go before the Non Compliance Review (NCR) Committee at DEP for a decision on what action they will take. I don't think anybody, least of all myself, thought we would get completely through this project without some kind of permit violation. It's hard to treat 100% of the waste load with only 50% of a plant. Hopefully the NCR Committee will feel the same and be lenient with us.

The good news is we handled all the rain storms that came our way, especially the "Toad Strangler" of Oct. 30/31. Receiving 3.24" of rain we once again came within inches of overflowing untreated stormwater/sewerage into the emergency bypass structure at Rolling Dam Brook as we were still hamstrung at only 50% of flow capacity but, as in July, operators did an outstanding job of taking the plant out of "cruise control" and driving it with a "manual shifter". They accomplished this in part by throttling back the Maine Ave. Pump Station and sending the excess flow through the new CSO/RTB tank before discharge which at least gave it basic primary treatment as designed. Being outside of the seasonal disinfection time limits of May 15 to September 30 there were no regulatory implications from doing this.

The last part of the Phase I project being installation of the new automatic screen, washer and compactor in the headworks will begin in December.

New Push Camera

We received our new portable sewer "Push Camera" in October. This replaces the old one we have had since circa 2005 which has failed. This is a camera head mounted on a reel of 200 feet of cable which can be taken into tight places such as basements so video footage can be observed and recorded by pushing the camera out into a sewer line. The Tractor Camera or remotely operated unit which resides in the sewer maintenance trailer and travels on wheels out into the street lines has also failed however a new unit would be around \$60,000 and for the amount of time we use it I can't justify the cost vs. using a private contractor as we are currently doing. At \$175/hr. and 32 hours of use per year the payback wouldn't be for over 10 years.