



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	06/22/2022	Department	City Manager
Agenda Item	4.j) Discussion of Department Heads Reports for June 22, 2022		
Est. Cost			

Background Information

The Acting City Manager and Department Heads who are not on vacation will be available to answer any questions.

City Manager Andy Carlton would like to thank the Department Heads for their reports and the work they do daily for the City of Gardiner.

Requested Action	This is a discussion item only.
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 Reports:
May 2022**

Library Usage Stats, May 2022	
Physical Items Borrowed	3856
Hoopla Items Borrowed	690
cloudLibrary Items Borrowed	400
Website Visits	1347
Event Attendance	117
Door Count	1,081

- **Summer Reading Program 2022:** We’ve unveiled our Summer Reading 2022 Program with a complete list of events. You can find a list of all of those events at <https://gardinerpubliclibrary.org/events> or through our Facebook page at <https://www.facebook.com/GardinerPublicLibrary/events>. The Summer Reading Program is historically the busiest time of year at the library, both in terms of items borrowed and people visiting the library. Please share our many great events with everyone! We are excited to welcome everyone back to the library this summer.
- **Digital Library:** Over at <https://gardinerpubliclibrary.org/digitallibrary/> we have added Comics Plus, which provides access to thousands of digital comics, graphic novels, and manga. All titles are available 24 hours a day, 7 days a week for offline reading- no waiting on holds lists! Please share our Digital Library offerings with your community members...the Digital Library is a great way for our community members to use the library without having to actually visit us.
- **Library Building:** With the rise in temperatures comes the switch from heating the building to cooling the building. WH Demmons had to come out multiple times to adjust the schedule of our cooling units and also to repair some faulty parts. This was fixed and we should be all set for the summer. There will be some minor repair work happening with the boiler and the heat pump unit on the roof over the next few months. This work was approved by Gardiner Library Association Building Committee Chair Al Godfrey.
- **Grants:** The Gardiner Library Association received a \$250 grant from the Healthy Communities of the Capital Area LGBTQ+ YeSS program to support teen programs at the library during the summer of 2022.
- **Continuing Education:** In early May I took part in a training on “How to Build Welcoming & Inclusive Libraries”. In late May 2022 I attended the Maine Library Association Conference. I learned a lot about programs & services offered by the Maine State Library and Maine InfoNet. I also presented on how it was to work in libraries outside of the USA.
- **Budget FY22-23:** The library budget request I have proposed is up \$31,822 or +6.36% and after a few weeks of discussions with City Council the budget has moved to its first reading on June 1, 2022. As far as I know nothing has been cut from my original proposal. 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.
- **Partner Towns/Town Meetings:** I have been preparing for two upcoming town meetings (Farmingdale on June 16, Litchfield on June 18) as well as a meeting with the Selectboard of Randolph on June 21. Please get the word out to residents in those partner towns to be at the town meetings and to support our library!
- **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. Please come to this event if you can! Events at the library start at 8:30am and run until 2pm.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month May Year 2022

Summary of Month in General Terms:

As we head into summer, there are many projects under construction or close to completion. The PODS building at Libby Hill is going to be loading in pods soon. The Boys & Girls Club are close to completion and of now have Johnson Hall under construction. We welcome the new Table Wine Bar downtown as well as a new coffee shop will be opening in July. Roger Bintliff has leased his coffee shop to “Spoke Collaborative” and they hope to open the first of July.

Current Progress on Projects/Plans/Problems:

During the month of **May**, the planning department issued **235 permits and** with **\$5,387 in fees**. This is including **40** new building, **8** plumbing, **5** subsurface wastewater and **20** general permit. The CEO also received **18** complaints. The complaints consisted of trash, chickens, hoarding, property line disputes and unpermitted work. There was also **4** new addresses issued.

The **Planning Board** met on May 10 in the Council Room.

Agenda:

1. Public Hearings:

Gardiner Green Public Hearing – Continuation of the March 8, 2022 meeting for the Final Subdivision-Site Plan development at 15 Dresden Avenue

The Board agreed to start the meeting by reviewing the Site Plan application for completeness. Jim Coffin was present to explain the changes made to the Site Plan as requested by the board at the March 8 meeting. After reviewing and discussing, the board approved the Site Plan application complete with three conditions: 1) A list of building materials, 2) heights of buildings need to be added to the elevation plan and 3) the error with the stairwell on the Site Plan needs to be corrected.

The next item was to review the Gardiner Green Sub-Division Application. After much discussion about items incorrect, the board tabled the matter and left the public hearing open. Gardiner Green will have to come back before the Planning Board on their Site Plan Review and Sub-Division Application for completeness and review. This item is slated for July 26, 2022

Board of Appeals met on May 17 - Johnson Hall requested a variance to the floodplain ordinance requirements as part of a major interior renovation to the building. This item was

approved in April, however due to not abutter's notification; the item had to come back to Board of Appeals in May. All notification requirements were met and the variance was approved.

Ordinance Review Committee met on May 16:

Items under ORC for discussion were – **Sump Pump Ordinance** and **Storm Water Drainage Ordinance**. After some discussion on the language, Mark Eyerman, City Planner will rework the language for the June meeting.

Revising City Codes - Joyce McCaslin is working on getting the City Code updated and in order. Right now, she is focusing on getting a clean version that she can work off, so that there is only one version to amend. The group went through Joyce's' corrections/edits and after discussion, chose to accept all edits. Lisa St. Hilaire moves that we accept all edits. Pat Hart seconds the motion. All committee members present in favor. This will need to come back to this board.

Economic and Community Development Committee – met on May 12

The committee discussed the ARPA Grant Application and Criteria. Before they finalize this process, they want to speak with Council on other potential citywide projects they wish to fund. The committee is also looking for guidance on setting aside funds for business grants.

Other items on the agenda were potential TIF opportunities in Gardiner to promote new development as well as the Heart of Gardiner Downtown Master Plan.

The next meeting will be July 14, 2022 and the committee would like to invite the new City Manager.

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

I have received two bids for the McKay Park renovation project and plan to bring the bids with recommendation to Council on July 20 along with the Contract Planning Services RFP.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - May 2022

Summary of Months in General Terms:

- Calls For Service - 759
- ACCIDENTS - 15
- ARRESTS/Criminal Cites – 41
- TRAFFIC & PARKING TIX – 9

Current Progress on Projects/Plans/Problems:

- Prices are still being discussed with the vendor for pole mounted, speed measuring devices
- Began discussions to contract with Dirigo Safety to update our policies so that Gardiner PD can move towards State accreditation
- Awaiting delivery of the 3 in-car Axon cameras

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

- Hiring of new officers is proving to be challenging. Sign-on bonuses are offered, as approved by the City Council. Advertising is on-going via Maine Municipal, Facebook, City Website, and on INDEED.com
- 4 patrol officer job interviews occurred in May resulting in 2 conditional offers of employment and an additional third conditional offer is pending. Background checks are underway for the two candidates that have received the initial conditional offers
- Three patrol officer vacancies remain
- Overall, officers used a total of 74hrs of vacation/comp time during the month, and 12 hours of sick leave

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

- During the month of April all officers received re-certification training on the use of their controlled electronic weapons (tasers)
- Officer Alonzo Connor received training from the Maine Attorney General's Office to become a Civil Rights Officers. He joins Det. Sgt. Todd Pilsbury as the agency's other Civil Rights Officer
- Chief Toman attended the Maine Chiefs of Police conference on 5/24 & 5/25. While there he received training in the following subject areas – 2 hrs Police/Media relations, 3 hours Agency Expectations & Responsibilities in Officer Involved Shootings & 3.5 hours #1 Killer of Cops – Heart Disease
- Safety Officer Pekins is now working parts of each weekend focusing his attention to the waterfront as the City's Harbormaster as the boating season has begun

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: May 2022

Summary of Month in General Terms

- Spent 2 to 3 days per week with spring clean up
- Spotty pot hole patching
- Responded to a few sewer calls
- Ditching and culvert replacement on Old Brunswick Road
- Libby Hill paving completed

Building & Grounds:

- Continue to Clean Buildings (on going)
- Respond to Special Request
- Put flags up
- Starting mowing and weed whacking all parks, cemeteries, and city grounds
- Applied mulch at the base of trees in our city parks
- Helped plant 10 trees in the common

Current Progress on Projects/Plans/Problems:

- Brunswick Ave Hill work got underway the first week of May. The estimated timeframe to be completed was the end of July, but because of contractors' schedules and utility coordination setbacks it's looking more like mid-August.
- We are getting no applications for the vacant mechanic position and very little interest in the vacant buildings & grounds vacant position.
- 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!
- Kyle Rosenberg had treated all the parks this month for Brown Tail Moth – hopefully this will help with the infestation.

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.
- Liquid Asphalt was at \$665.00/ton when bid, at the time of placement it is \$735.00 – a difference of \$70.00 dollars a liquid ton. This equates to \$4.34 per ton more for 9.5mm asphalt. The quote per ton was \$86.20. Price per ton now will be \$90.54
- Sweeper has been parked in our garage since mid-March. Getting parts has been problematic and why sweeping has been slow to get started. We should begin sweeping the first of June. Because we don't apply sand in our winter operations, sweeping should only take a week or so to complete.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: May

Year: 2022

Summary of Month in General Terms:

Total CFS (calls for service): 308

EMS: 289

Gardiner: 94

West Gardiner: 22

Richmond: 40

Farmingdale: 34

Litchfield: 22

Pittston: 26

Randolph: 18

Chelsea: 32

Other: 1 (Whitefield)

Fire: 19

Current Progress on Projects/Plans/Problems:

- COVID tests are in good supply
- PPE stock remains healthy
- Monthly EMS training with Partner Community Fire Departments is continuing

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

- We have one opening which has been posted

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

TO: Anne Davis, Acting City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: May 27, 2022
RE: Wastewater Activity Report May 2022

Upgrade Project

Apex has requested two partial Certificates of Substantial Completion for the Headworks equipment installation plus the new RBCs which the City is in a position to grant. Substantial Completion means all equipment is installed correctly and working as it is supposed to. (80% of Final Completion) Any deficiencies will now be handled on a punch list basis.

Effluent Status

We have had no more WDL effluent permit violations since the Feb. 22 and 23 fluke event. The effluent quality continues to improve as temperatures rise, now 12.5 deg. C or 54.5 deg. F. Most of the wintertime weight has sloughed off the RBCs as winter bugs are shed and replaced with summer bugs. We stayed well below the manufacturer's concern/action limits for weights on the new RBC's over the winter. I have a communication in to Jim Crowley, our DEP Inspector, asking what if anything EPA/DEP plans to do in the way of enforcement and could we get a formal notice of that, but haven't heard back from him yet.

Compost

The last of our finished compost supply left over from last year was loaded into a sludge dumpster and taken to Juniper Ridge Landfill. There will be no more loads received at the plant. Several regular users have asked about it and the best answer I can give is to try stores like Agway, Lowes, Tractor Supply or Home Depot which sells large bags of composted cow manure.

Relicensing

Still no receipt of a draft copy of our new EPA/DEP Waste Discharge License. The old license expired on October 4, 2021. They are renewed every 5 years and ordinarily we would have received it well before the expiration date however staffing and other issues at DEP have delayed the issuance of new licenses for all POTW's. This is actually a good thing because we get to operate under the terms of the old license until a new one is issued. (I have heard of some facilities going as much as 2 years before licenses are issued) There seems to always be new additional things they require us to do with every renewal and some of the rumors coming down the pike include extending the seasonal disinfection season (Chlor/DeChlor) period an additional month on either side of the current time meaning from April 15 to October 31 of each year. The two extra months will result in more chemical usage and cost. Also there is talk of requiring us to begin treating for phosphorus removal which will mean purchasing chemical addition pumps and equipment plus more chemicals. I've been in touch with the Superintendent of the Wilton WWTP and they just installed a system using a chemical called PAC or Poly Aluminum Chloride which uses a coagulation reaction called precipitation to remove both soluble and insoluble forms of P which then is settled out in the secondary clarifiers and removed with secondary sludge. The Wilton operators were able to put the system together themselves using small chemical addition pumps and tankage found in utility supply websites like USA Bluebook, keeping costs down.

Monthly Report for _____ Acting City Manager _____ (Department)

Department Head Anne Davis

Month May Year 2022

Summary of Month in General Terms:

I reviewed applications for the Finance Director position. Though we did receive several applications, the interview committee did not find a successful applicant. This is still in process; but incoming manager Andrew Carlton will be discussing this position with Gardiner City Council soon.

I facilitated a second meeting of all interested parties who are fundraising to restore the Palmer Fountain in the Common. To date, money has been raised and the attendees decided to ask Tom Farmer, the landscape architect that made the plans for McKay Park, to give us a quote about creating the specifications for the fountain. One member suggested that Gardiner City Council approve City funding to pay for these plans.

Finally, I have begun a summary of projects, potential grants and ongoing plans for the new city manager. This should help Mr. Carlton continue working on things that began before his tenure.

Current Progress on Projects/Plans/Problems:

I spent most of May, 2022 organizing projects and plans for the new city manager so that he may experience a smooth transition. I look forward to welcoming Mr. Carlton to Gardiner, it really is a great place to work!

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

At the end of the month, Interim Finance Director Denise Brown and I presented a realistic FY23 municipal budget to Gardiner City Council. I am very proud to have been a part of this budget and to present a budget that keeps Gardiner moving forward but also respecting the budgets of the residents and businesses of Gardiner.

Thank you once again for allowing me to lead the city for 15 months, I am very proud of what we accomplished during that time!

Monthly Report for _____ Technology _____ (Department)

Department Head Anne Davis

Month May Year 2022

Summary of Month in General Terms:

May was a very busy month. Using approved local ARPA funds, I began updating equipment for the Gardiner City Council Room. Our current livestream vendor, CHAMP, helped us do a complete overhaul of the technology. We upgraded the cameras so that live pictures are clearer and we can do all production through a web application. We no longer need the control board. There will be no 30 second delay when the project finishes.

Current Progress on Projects/Plans/Problems:

I had hoped to migrate to the Cloud version of TRIO – our municipal software system. The product has been purchased and I had scheduled a training session, a “play” session (2 weeks) and then a “go live” date. Unfortunately, the trainer was ill and could not proceed. This training session is now scheduled for late June.

The above project went very smoothly with the help of API, our local IT vendor, and with the help of our B&G staff members who installed all the upgraded equipment. Unfortunately, the large TV that was ordered has not yet been delivered.

I went out for bids for new copier machines and received 9 viable bids. Before making a recommendation to the new city manager, I will review costs for leasing the machines; costs of peripheral items such as toner and a per copy cost as well as evaluate the response time and knowledge for maintenance.

We have met with CMC Technology and they will begin upgrading the mesh network that runs our security cameras in the downtown area and at City Hall. This project will be completed by June 30th in this 2022 Fiscal Year.

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

I am happy to report that incoming City Manager Andy Carlton has asked me to continue working as IT Coordinator on a part-time basis. That tenure will begin 6/6/2022 and includes 5 hours of work per week.