



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**

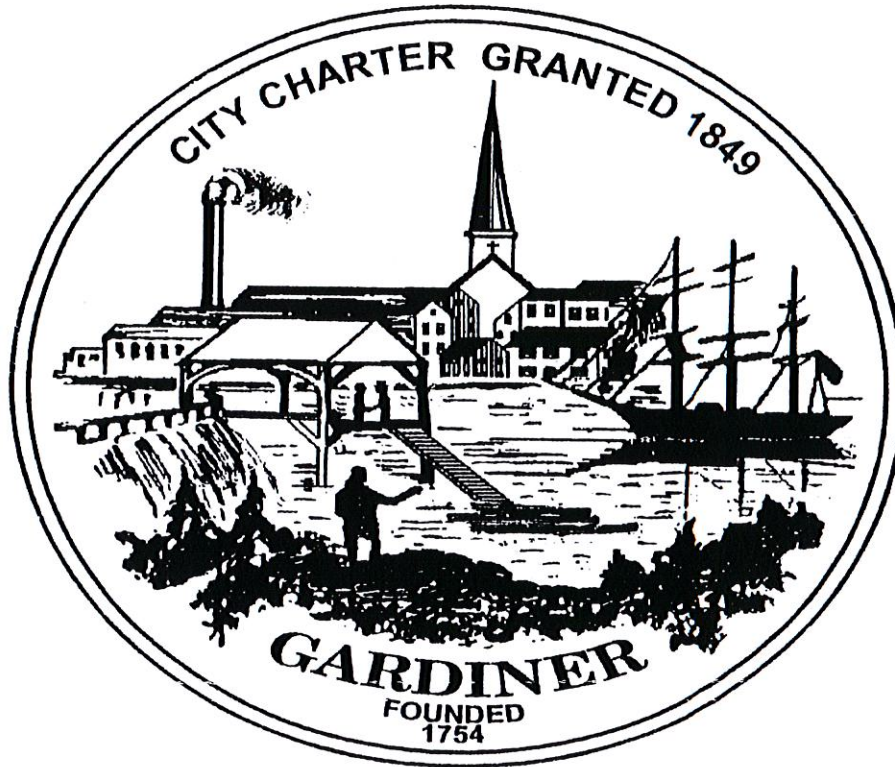


<b>Meeting Date</b>	07/20/2022	<b>Department</b>	City Manager
<b>Agenda Item</b>	4.j June Department Head reports		
<b>Est. Cost</b>			

<b>Background Information</b>	
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<b>Requested Action</b>	
<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 Reports:  
June 2022**

Library Usage Stats	
Physical Items Borrowed	4,657
Hoopla Items Borrowed	686
cloudLibrary Items Borrowed	393
Website Visits	1,851
Event Attendance	451
Door Count	1,366

*Please note: statistics are as of 8AM EST June 30, 2022. Final June 2022 stats will be available on around July 5, 2022.*

- Summer Reading Program 2022:** It's been just 2 weeks since we kicked off our Summer Reading 2022 Program at the library and we've seen quite an increase in the number of kids, teens, and families visiting the library both for our amazing calendar of events (<https://gardinerpubliclibrary.org/events>) or just to hang out in one of our amazing library spaces. The numbers above tell part of the amazing story of the library in the summer...we are the place to be!
- Budget FY22-23:** On Wednesday June 22, 2022 the City Council of Gardiner approved the FY22-23 budget for the City of Gardiner. The library budget for FY 22-23 from the City of Gardiner is \$532,278, an increase of \$31,822 from the previous year. The increase to the budget mostly supports our excellent and extremely valuable staff in their wages and benefits, but will also help the library upgrade our server room, give us a book processing supplies budget (book covers, labels, cases, etc), and increase our library materials budget (books, DVDS, and other items we loan our to library card holders). We are extremely thankful to the Gardiner City Council and the community of Gardiner for their continued financial support.
- Partner Towns/Town Meetings:** The residents of Farmingdale and Litchfield unanimously approved the Gardiner Public Library's FY22-23 funding request, ensuring that everyone in their community has access to our library. In late July 2022 I will attend the Randolph Town Meeting where the residents of Randolph, ME will discuss and decide on their yearly budget. We are very proud to serve all of the residents in Randolph, ME and hope to continue to do so next year.
- Growing Gardiner Festival:** The library participated in the Growing Gardiner Festival on June 18, offering 5 different events to the community. All of the events were well attended and there was an amazingly positive vibe coming from the library that day. We were very happy to be a part of this event and will happily participate in the future.
- Plant Sale:** The Gardiner Library Association hosted a plant sale on the day of the Growing Gardiner event which raised over \$1,000 that will support the building & grounds owned and maintained by the Gardiner Library Association. Many thanks to Kate Carnes, Melanie Mohny, John Woytowicz, Kathy Brown, and Scott Klinger for their support.
- Museum & Park Experience Passes:** We're officially saying that our Museum & Park Experience Passes program is a hit! Over 45 passes were issued in the month of June alone and we're just getting started. After the summer is over we will look at if/how we can expand this great service in the summer of 2023.
- Other Library Collections & Services:** Over the last month we have begun looking at the other collections (<https://gardinerpubliclibrary.org/collections-and-services/other-collections/>) and Services (<https://gardinerpubliclibrary.org/collections-and-services/other-services/>) that we offer at the library. Starting in the Fall of 2023 we will hopefully expand these collections & services and also do a bit of promotion in the community around the other things that our amazing library offers.

- **Boys & Girls Club:** We thank the Boys & Girls Club of Gardiner for their donation of library shelves & books. These were picked up from the club on June 27. Many thanks to Tucker & Jonathan for their help in getting these items back to the Gardiner Public Library.
- **Staffing:** Myself and Assistant Director Dawn Thistle have begun looking at our part time staffing to develop a plan to meet our staffing needs moving into the Fall of 2022. We hopefully will have more news on these exciting changes soon.

**Monthly Report for: Front Office/Finance**  
**Department Head: Denise Brown**  
**Month/Year: June 2022**

**Summary of Month in General Terms:**

The June election saw 488 Voters for the Primary and 502 Voters for Local votes.
368 30 Day Notices were sent out and 133 liens were filed.
Processed 40 discharges for paid tax/sewer liens.

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


**Financial:**

Much thanks to the Mayor and City Council for approving the FY22 General Fund, Ambulance and WasteWater Budgets!
The City Manager and Finance Director met with the new audit firm – RHR Smith.

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

Jayden Garrison has joined the front office staff and is busy training on how to best serve our citizens. If you haven't already, stop in to meet him when you are at City Hall.
Staff continue to seek out training opportunities, as well as continued cross-training.

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

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## Monthly Report: Public Works Department

**Department Head:** Jerry Douglass

Month: June 2022

### Summary of Month in General Terms

- Painted Crosswalks and Arrows, applied 75 five gallons of paint, have 5 gallons of paint left. Still a paint shortage but on list to get the next load. 23-year-old paint machine is done/toast and is now considered junk – have a new one on order and is on back order will receive in September hopefully.
- Lucas Painting did all center and edge line striping
- Spotty pot hole patching
- Responded to a few sewer calls
- Started Ditching on Lions and Common Wealth – need to replace some old culverts and install some new ones
- Replaced sewer line coming out of City Hall
- Graded River Road
- Flushed out plugged culvert on River Road
- Crew got its OSHA training
- Brush cutting on Dennis and Kingsbury
- Sweeping completed

### Building & Grounds:

- Hired cleaning company to clean City Hall and Library
- Respond to Special Request
- Mowing and weed whacking all parks, cemeteries, business park and city grounds

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

- Brunswick Ave Hill work moving along. Ledge was a big setback that was unforeseen and needed to be removed. The ledge was very hard and took over 20 hours to hammer out. Utility coordination is also slow to move. Other than those two things project seems to be going okay. Wall should be completed mid July or so and then can move on to sidewalks and paving. Had a project progress meeting with MaineDOT, Project Engineer and Contractor – project is estimated to be 80% complete by end of August and fully complete by mid-September. Milling of pavement and shim should happen in late July early August and with any luck fully paved by the end August.

- Going to begin working and prepping Dennis and Kingsbury for new pavement. A lot of drainage work and sidewalk removal needs to happen prior to paving. This is going to take some time to complete. Existing pavement in some places is a foot thick and in terrible condition. Work will involve milling out 2.5 inches, placing a 3/4 inch shim to proper crown and ride correction and then place 1.5 inch overlay. New curb will need to be placed and backed up with loam and seed. This will take most of the summer/fall season to complete.
- We are getting no applications for the vacant mechanic position. I've had some interest in the maintenance assistant position and looking at applications.
- We have one PW employee out due to shoulder surgery and I was informed recently that he won't return until January. I will lose another truck driver in about 6 weeks 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. If we struggle to hire like we have for the mechanic and buildings and grounds we will be left with 4 guys at PW until January and that includes the foreman. It is difficult to find employees, near impossible to find good ones! Starting mid-August or until we can hire, we will be down 3 employees or a 40% reduction in our workforce. We always have at least one employee taking vacation leaving the City of Gardiner with a 3-person public works crew, making it near impossible to meet the Bureau of Labor Standards Safety Standards when working in the road.

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

- Asphalt prices are continuing to climb as is everything – the cost of construction is very expensive and because of this, Libby Hill, Brunswick Ave, Kingsbury and Dennis will be the only paving this season. These projects will use up most of the FY22 paving budget. Once these projects get completed and billed, we will have a sense of what we have for paving funds left, any funds left will carry over to the FY23 paving budget. We will go out to bid again in early spring 2023 to pave more streets before June 30th of 2023.

TO: Andy Carlton, City Manager  
FROM: Douglas E. Clark, Wastewater Director  
DATE: June 29, 2022  
RE: Wastewater Activity Report June 2022

### Upgrade Project

Apex, the contractor for the upgrade project, has applied for full substantial completion status which I approved. They were recently granted partial substantial completion for work installing the new screen in the headworks and the new RBCs. Next is final completion after punch list items are corrected, hopefully by the end of July.

### Relicensing

Still no draft license yet from DEP for our 5 year waste discharge permit. We continue to operate under the terms of the old one.

### Collection System

We did some more cleaning and maintenance on the sewer lines throughout the system. We did have a plug that occurred in the outer section of Highland Ave. from West Hill Road to Orchard Street. (End of the line) Vortex came and cleared it with a large jetter then returned and flushed it once again. I keep a list of known trouble spots in town where plugs have occurred in the past and have Vortex come periodically to jet/vacuum these lines.

### DMR QA-42 Performance Evaluation Study

We finished up this year's annual DMR-QA 42 (Discharge Monitoring Report Quality Assurance Program #42) performance evaluation study in June. Because our in house laboratory generates compliance testing data required in the discharge permit and used in EPA's national Net-DMR self reporting database, we have to receive vials of reagents containing known amounts of each of the parameters we test for, analyze them, and report the results back to EPA/DEP. If we pass the tests and report correct values then we retain our State Certification and can continue to self monitor for another year. If we fail we lose our certification and must then send all our samples to a certified commercial laboratory and pay for the testing which would be very expensive. Operator Ben Dice does 80% of our testing and oversees the lab. He recently passed a rigorous DEP lab inspection giving him full accreditation. All the operators at the plant are cross trained, however, to be able to do most of the tests in his absence, such as on weekend and holiday plant checks. Some tests must be done 7 days per week.





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

**Department Head:** Chief Rick Sieberg

**Month:** June

**Year:** 2022

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 301

**EMS:** 273

Gardiner: 82

West Gardiner: 19

Richmond: 41

Farmingdale: 28

Litchfield: 34

Pittston: 23

Randolph: 18

Chelsea: 20

Other: 8 (Augusta, Bowdoin, Bowdoinham, Washington, Winthrop)

**Fire:** 28

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

- COVID tests are in good supply
- PPE stock remains healthy
- Monthly EMS training with Partner Community Fire Departments is going well
- Preparing for the 70.3 Ironman Competition at the end of July
- Working with area EMS departments, to address gaps in coverage

**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