

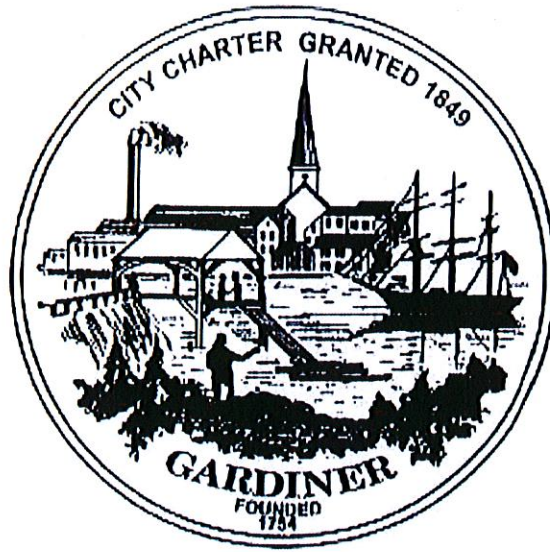


**GARDINER CITY COUNCIL**  
**AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	04/20/2022	<b>Department</b>	City Manager
<b>Agenda Item</b>	4.k) Discussion of Department Heads' March, 2022 reports		
<b>Est. Cost</b>			
<b>Background Information</b>	Acting City Manager Anne Davis would be happy to answer any questions from the Gardiner City Council.		
<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:  
MARCH 2022**

Monthly Report for City Manager (Department)

Reviewed by: Acting City Manager Anne Davis

Month March Year 2022

**Summary of Month in General Terms:**

City staff continues to pivot as I update duties and responsibilities. I am so grateful for their professionalism and their good humor. During my vacation Chief James Toman was the designated interim manager and I wish to thank him for his time and effort. It allowed me to have a worry-free vacation.

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

During March, 2022 I began discussions with staff about the upcoming FY23 budget. I also convened a meeting with folks who are interested in restoring the Palmer Fountain at Gardiner Common. I attended a public meet and greet that introduced a potential city manager candidate. I am pleased to welcome Andrew Carlton as Gardiner's new City Manager and I will make myself available to him during the transition period.

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

I would like to thank Gardiner City Council for trusting me to lead the city for more than 13 months, it has been my honor!



Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month March Year 2022

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

The Planning Department is beginning to pick up again with building permits. We are also seeing an uptick in complaints due to the melting of snow. The CEO is working with property owners to clean up around their properties.

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

During the month of **March**, the planning department issued **102 permits and** with **\$9,637 in fees**. This is including **15** new building, **2** plumbing, **0** subsurface wastewater and **6** general permit. The CEO also received **14** complaints. The complaints consisted of hoarding, parking, rats, trash and trees. There was also **6** new addresses issued.

The **Planning Board** met on March 8 in the Council Room.

### **Agenda:**

1. **Public Hearing – Garden Green** - This is continuation of the October 10, 2021 meeting, which was the last time that the board reviewed the Gardiner Green project. Jim Coffin-Coffin Engineering has presented an application for the Final Subdivision Plan and an application for Phase 1 Site Plan for development at 150 Dresden Ave. City Tax map 032 Lots 023-023A in HDR. This is continuation of the October 10, 2021 meeting, which was the last time that the board reviewed the Gardiner Green project. In order for the application to be complete, it needs to have topo lines added to both the rec plan, and to C-1.1. Both the rec plan and C1.1 should have any existing and intended lighting on the outside of the building and in the parking lot added. There needs to be more photos added of the neighboring homes and the area.  
This application, along with the subdivision application, is still open, and will come back as a continuation. Mr. Coffin tells the board that in order for him to get the items requested that these applications will not be back for the April PB meeting, but more than likely will be ready for the May agenda. Public hearing will be continued for both site plan and subdivision plans.

**Board of Appeals** did not meet in March.

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

**Economic and Community Development Committee** – met on March 10. The committee continues to review the ARPA Grant Application guidelines in preparation of awarding grants to business and non-profits. The ARPA rules are now finalized, which gives municipalities some flexibilities on eligible projects.

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

With the assistance of Dorothy Washburne and Public Works Director, Jerry Douglass, the city has submitted a 2022 Canopy Grant for \$4,870 with an in-kind match of \$8,977. If successful, the Tree Committee will plant another 10 trees at the Commons with 3 trees slated for McKay Park.

**Cobbossee Corridor Committee** – Stantec Consulting Services Inc., have completed the Cobbossee Trail Feasibility Study. The committee is scheduled to present the study at the April 6<sup>th</sup> Council Meeting.

Monthly Report for Finance Department/Front Desk (Department)

Reviewed by: Acting City Manager Anne Davis

Month March Year 2022

**Summary of Month in General Terms:** I have spent much of the end of March keeping ahead of the Covid virus. Front Office staff has been hit hard with infection. We owe a very big thank you to them for returning to work adhering to the CDC guidelines and also picking up the slack when we were so short-handed.

At the end of March, I parceled out the Finance Department work as much as I could with the resignation of the current director. I am also working with staff and Department Heads to finish up our internal budget process so that a FY23 City Budget can be presented to City Council in a timely fashion.

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

City Clerk Ballard continues researching the location of burials in the Libby Hill Cemetery and she has worked with CEO McNeill to create an ordinance that may help to organize interment going forward.

3/15/22 was the tax due date for the second installment of FY22 taxes. This is always a busy day for everyone. Tax Collector Cutler also recommended that 2 more properties be put out to bid as they have been vacant for quite a while.

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

I hope Gardiner City Council will join me in thanking everyone working at City Hall for keeping a professional demeanor during a transitory time.

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

**Department Head:** Chief Rick Sieberg

**Month:** March

**Year:** 2022

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 276

**EMS:** 257

Gardiner: 92

West Gardiner: 21

Richmond: 35

Farmingdale: 30

Litchfield: 23

Pittston: 20

Randolph: 20

Chelsea: 14

Other: 2 (Hallowell, Whitefield)

**Fire:** 19

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

- COVID tests are in good supply
- PPE stock remains healthy
- Pittston held its Town Meeting and voted to approve adding 4 positions.
- All three ambulances are back in service.
- Finalized plans for the new Ambulance (Rescue 4). Paint and decals will match the current fleet.
- Getting the boat ready for the season
- Getting ready for grass/forest fire season

**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 for Gardiner Police Department**

**Department Head:** Chief James Toman

**Month - March 2022**

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

- Calls For Service - 676
- ACCIDENTS - 17
- ARRESTS/Criminal Cites – 33
- TRAFFIC & PARKING TIX – 13

### **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 cameras

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

- Recruitment 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
- Superintendent Hopkins informed the Chief that MSAD 11 plans on eliminating one of the two school resource officer positions due to funding/budget needs of MSAD 11
- With the funding being eliminated by MSAD 11 for one of the SRO's, there will now be three patrol officer vacancies.
- Two candidate interviews occurred during the month of March, no job offers have been extended
- 1 officer missed time this month due to contracting Covid-19 – 36 hrs of sick leave used
- Overall, officers used a total of 124 hrs of vacation/comp time during the month, and 60 hours of sick leave
- Chief Toman ended his role as Interim Interim City Manager on March 13

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

- Officer Getchell attended/received 16 hrs of training to become the department's new, certified, Taser instructor.
- Officer Dixon received 80 hrs of Methods of Instruction training, he is now a Maine Criminal Justice Academy certified instructor
- Chief Toman received 4 hours of Accident Investigation training from SafetyWorks Maine
- Safety Officer Pekins received 24 hrs of Harbor Master training



- **Town Meetings:** Thank you to everyone for their support leading up to and at the Pittston Town Meeting. Things went very well and the community really stepped up to support the library. Next up is the West Gardiner Town Meeting on April 9. If you live in West Gardiner please be there and also please let your fellow community members know to be there to support the library. We are number 47 on the warrant. After this Town Meeting, I will schedule some time to meet with the Select Board in Farmingdale and Randolph.
- **Budget FY22-23:** Budget season for the City of Gardiner is coming up, and I've finalized my 2nd draft of the proposed library budget. I am still unaware of the budget numbers for personnel and benefits, but I will work with Interim City Manager Anne Davis to sort those out. To help explain the budget to the City Council, I have prepared a narrative section to explain every budget line, what we use it for at the library, and why I may be asking for an increase in some budget lines. This was a great exercise to help me learn about the finer details of the City of Gardiner budget.
- **Storytimes:** Storytimes with Miss Ginni are coming back! These very popular events will be starting in May 2022 and happening every Tuesday at 10am in the 2nd Floor Children's Room. All ages and lovers of stories are welcome!
- **Summer Reading 2022:** Both Ginni and Jess are hard at work coming up with a plan for the very popular Summer Reading Program. Over the next month or so we hope to pull together a full list of events and programs.
- **April 2022 Book Sale:** Staff have decided on setting up a donation based book sale starting on Saturday April 16 and then running from Tuesday April 19 thru Saturday April 23. Any support from the GLA is appreciated! Volunteers would help tidy the booksale space and to be here also to talk with community members coming to the book sale.
- **ME Dept of Labor Career Center:** Starting on April 6 there will be a representative from the ME Department of Labor Career Center at the Library every Wednesday from 10am-2pm to assist community members with resumes, Maine Job Link, job searching, and more. At this time, no appointments are necessary. The Maine Career Center Representative is available on a first come first serve basis.
- **Monthly Safety Audits:** As part of the City of Gardiner Safety Committee, I have created a monthly Health & Safety Audit that I will complete at the beginning of every month. This will help us identify and fix any issues that may arise throughout the course of the month. To start, I am turning a close eye to tidying up our work spaces and our public spaces. We need to ensure that these areas are safe for all.
- **2021 ME State Library Report:** The Maine State Library 2021 Annual Report was due on April 1, 2022 but we got it into them on March 18, 2022! This was a great report for me to do...it showed me a lot about the stats we need to collect and how we can better illustrate the worth of the library to our community members.
- **Better World Books:** The library now has an account with Better World Books. This organization will accept donations of library books that are either withdrawn from our collection or that have not sold in any of our book sales. This will help us cut down on storing old books in our basement and reduce our clutter.
- **State Park & Museum Passes:** The library now offers a variety of State Park & Museum passes, all of which can be "borrowed" by anyone with an active Gardiner Public Library card. Head on over to <https://gardinerpubliclibrary.org/collections-and-services/museum-state-park-passes/> to learn more.
- **Gardiner Grows June 2022 Festival:** Gardiner City Councilor Kathy Brown is organizing a June 2022 festival in our city called "Gardiner Grows!" which has a focus around art, gardening, and more. The library will be participating in this event. More to come!
- **Mask Mandate:** On March 29, 2022 the Board of Trustees voted to end the mask mandate at the library and instead go with the approach that masks are "highly recommended while visiting the Gardiner Public Library". Masks will still be required for the 2nd Floor Children's Room (due to ages 0-5 not being eligible for any Covid

vaccines) and in the Local History & Archives Room (due to the archivist working in close quarters with members of the public).



Gardiner Public  
Library

**CareerCenter**  
A proud partner of the americanjobcenter network

**Are you looking for a new career?**  
**Do you need some help with your resume?**  
**Do you want to improve your interviewing skills?**

Starting April 6, 2022 a representative from the Maine Career Center will be at the Gardiner Public Library every Wednesday to help you with any of the following:

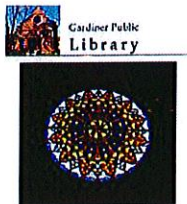
- Starting or updating your resume
- Getting acquainted with Maine Job Link
  - Job searching
  - Applying for jobs
  - Cover letters
  - Interviewing Skills
- Connecting you to various training, workshops, education, and more

**WHEN:** Every Wednesday from 10:00am until 2:00 pm  
**WHERE:** Gardiner Public Library, Hazzard Reading Room

<https://www.mainejobcenter.org>

<https://www.gardinerpubliclibrary.org>

## Storytime with Miss Ginni



**Our wonderful Tuesday storytimes with Miss Ginni are back!**

**WHEN?** Starting on May 3, 2022 @ 10am and happening every Tuesday.

**WHERE?** 2nd Floor Children's Room @ the Gardiner Public Library

**WHO?** All ages are welcome at these events.

Please note: Masks are required for everyone visiting the 2nd Floor Children's Room @ the Gardiner Public Library. **Thank you for your kindness.** We are so excited to see you at the Gardiner Public Library!



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

**Department Head:** Jerry Douglass

Month: March 2022

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

- Had to treat roads a couple of times in the beginning of the month
- Crew has done a fair amount of pot hole patching
- Crew has spent a fair amount of time working on the older trucks and equipment removing surface rust, patching small holes and touching up with paint
- We have spent a couple days replacing signs that are not in compliance with the Manual on Uniform Traffic Control Devices, these have been mostly regulatory signs.
- Have responded to a few sewer calls
- Repaired some damage that was done to the docks last summer as we prepare to get them back in the water in April
- We have given the break room a nice face lift, added a sink and countertop, painted the concrete floor and added some better chairs for the crew
- We have received two new trucks, a one-ton flat bed dump to replace the old white one-ton flat bed dump and a 3/4-ton pickup with a service body that replaces the old sewer truck that the Forman used.
- We will want to put the older trucks out to public bid and will discuss this at a future council meeting in the coming weeks.
- Road Posting when up on 2-18 because of some warm temps and wet weather, with talking to neighboring towns April 15 seems to be a target date to pull them, we'll see?

### **Building & Grounds:**

- Continue to Clean Buildings
- 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....
- Built shelves to store boxes of files

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

- We received 6 bids for paving including the Mill & Fill on Brunswick Ave. The other roads that are scheduled to be paved before June 30<sup>th</sup> is Libby Hill Road and the section of Old Brunswick Road on the eastside of 201. Out of the 6 bids we received, All States Asphalt was the low bidder. Breakdown of cost are (Libby Hill Road – Shim and Chip Seal \$151,085.07) (Old Brunswick Road – Shim and Chip Seal \$47,327.67) for a total of \$198,412.74. We have \$215,000.00 in the paving budget. Brunswick Ave Mill and Fill (funding from a different source) paving came in at \$160,791.00 and that includes the contractor lowering structures (Manholes and Stormwater Drains) before milling and raising to finish paving grade. Project limits of that paving is from Water Street to Central Street. If we add the Mill & Fill estimate to the Retaining Wall & Sidewalk Reconstruction the cost is estimated at \$417,776.00. There are consultant fees and incidentals to include so this estimate is still a moving target that will need to be managed as this moves forward. There is a preconstruction meeting for this project scheduled for April 13<sup>th</sup>
- I have received a bunch of inquiries for the Maintenance Assistants position for B&G, when they find out what it pays, they lose interest. I have had no interest in the mechanic position that we have open and will continue to advertise to try and fill.
- We crushed a lot of material in the Pit. We crushed a stockpile of tailings to a 7/8 minus gravel and we crushed a pile of old asphalt chunks that had been piling up for years. We paid \$31,395 to have this material crushed, split 3 ways between Public Works, Waste Water and the Water District. Total Tons crushed was 5,111 tons or 3931 Cubic Yards. Breakdown between the two material types is 1830 Cubic Yards of 7/8 minus crushed gravel – 2100 Cubic Yard of Recycled Asphalt Blend both types of material is really nice stuff. The value of the crushed gravel material if purchased from a supplier would be \$18,849 loaded at the pit, or \$30,150 delivered. The value of the recycled asphalt blend material if purchased from a supplier would be \$37,800 loaded at the pit or \$50,400 delivered. The least amount of worth for both types of material loaded at a pit is \$56,649, the most its worth to have both types delivered is \$80,550

### **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)

Reviewed by: Acting City Manager Anne Davis

Month March Year 2022

**Summary of Month in General Terms:**

Technology issues remain small and I am working on triaging daily needs such as password changes, jammed printers, cell phone issues. I also work in-person once a week with API Technology to keep staff happy with all the technology we ask them to use.

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

The projects moving forward over the next few months is to make decisions about FY23 costs for technology. I am working on numerous scenarios to hold down costs yet also make sure that our technology is secure and up to date.

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

We have begun migrating our municipal software system to TRIO Web. The migration has been completed and training will begin sometime in June. This migration means that we will have to maintain one less server in FY23.

I have also placed an order with our live-streaming vendor, CHAMP to update the technology in the City Council Chambers. This upgrade will include new televisions, new cameras and a hybrid ability to offer meetings in Zoom, live and over Facebook seamlessly.

TO: Anne Davis, Acting City Manager  
FROM: Douglas E. Clark, Wastewater Director  
DATE: April 1, 2022  
RE: Wastewater Activity Report March 2022

### Upgrade Project

The Phase I upgrade project is almost finished. The substantial completion (80% project completion) date of March 27 has come and gone with the project being well past the 80% expectation level and the final completion date of May 6 should be easily obtainable as all that is left is the delivery and setting of the new plant generator, scheduled for April 26, which should only take about a week. Then all that will be left are punch list items.

### Effluent Status

Since the WDL permit violations of February 22 and 23, 2022 we have been consistently meeting the permit limits again, although some of the numbers are a little higher than I like to see. I still think once we get through the seasonal temp changes things will stabilize. I have been advising our DEP inspector Jim Crowley of weekly test results. No word back yet about what the EPA/DEP NCR committee meeting produced.

### PFAS

Nothing new on the PFAS front. The full Legislature vote should be taking place sometime in early May and everyone I've talked to in wastewater and solid waste circles believes LD 1911 and LD 1639 will both pass overwhelmingly. Once the bills pass and the dust settles then all we can do is sit back and watch how the consequences play out in the POTW sludge disposal markets. My gut feeling is that Casella Waste Systems will keep Hawk Ridge Compost Facility open and simply truck the finished material to sales and distribution points in Massachusetts, Connecticut and Rhode Island, bypassing Maine and New Hampshire's sales ban. Of course I'm sure the generators (us) will be paying for the extra trucking costs, not the purchasers. On a related note the finished compost we have stored out back in the building that we have been giving out to residents each year will have to be loaded up into a dumpster and taken to Juniper Ridge Landfill along with the rest of our sludge as it can no longer be distributed to the public, and there will be no more compost giveaways.

### Annual Pump Station Cleaning and Maintenance

The annual pump station cleaning and maintenance was done on March 24, 25 and 28. Wet wells are vacuumed out and the pumps removed, checked and parts replaced as needed. The stations are Cobbossee, MTA Service Plaza, Partridge Drive, Stations # 1,2,3,4 and 5 on the route 201 corridor/Libby Hill Business Park, D&H P.S. and South Gardiner P.S. The City does no work in either Farmingdale or Randolph. A couple of stations are in trouble areas and need to be done semi annually or quarterly.