



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	09/22/2021	Department	City Manager
Agenda Item	4.m.) Discussion of the Department Head reports from July and August, 2021		
Est. Cost			

Background Information	<p>Please find attached the Department Heads' monthly reports of July and August. The Acting Manager will be happy to answer any questions that Councilors may have about the information contained in the reports.</p>
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Requested Action	This is a discussion item only and no further action is necessary.
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:
JULY 2021**

Monthly Report for City Manager report

Department Head Anne Davis

Month July Year 2021

Summary of Month in General Terms:

My focus this month has been getting the TAP ready for further movement through the process. This has proven to be a longer process than I had hoped and I have been the recipient of harassment from one particular resident.

The organization continues to do exemplary work with all staff members excelling expectations. Staff will do anything that they can to get the service to residents.

I continue to meet with residents when they feel the need to discuss an issue with the City Manager. I have also met with a few committee members that have concerns about in-person meetings. I hope that we have come up with a good compromise.

Current Progress on Projects/Plans/Problems:

I believe that we are making great project on many projects. This month we have begun discussion about the possible closure of Hatch Hill and how that will affect Gardiner. I have also been following the progress of the ARPA money and am ready to apply for those funds when they become available.

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

I try to alert Councilors whenever problems arise so that they do not feel blind sighted. Due to my structured day of running the city, the library and IT, I have had to discontinue a few programs enacted by our previous city manager. I am no longer running the "Employee of the Month" program but it can certainly be reenacted when a permanent manager is hired. Due to the uptick of infection, I have also ceased running an all-employee meeting once a month. Simply put, we cannot meet safely with that amount of personnel.

As always, I am available to everyone should they have any questions or concerns. Please just email me or call me if you wish to discuss anything.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month July Year 2021

Summary of Month in General Terms:

The planning department continues to be very busy in regards of permitting, committee meetings and inspections.

Current Progress on Projects/Plans/Problems:

Downtown Master Plan: The committee held a public visionary meeting on July 14 at Johnson Hall. There were 75+ attendees and the data collected is going to be very helpful as start the process of putting together a draft plan.

Libby Hill: Pods is well on their way developing Lot 15 at the Libby Hill Business Park. Black Diamond has moved in their building and plan to begin the process of cleaning up their Water Street property in attempts to market it. MCR Labs located on Technology Drive will begin to open their marijuana testing facility during the month of August. We are looking to close on Lot 20 the end of August.

During the month of **July**, the planning department issued **61 permits** with an added revenue around **\$21,293**. This is including **34** new building, **2** plumbing, **1** subsurface wastewater and **24** general permits. The CEO also conducted **101** project inspections and received **12** complaints. The complaints consisted of odor, overgrown lawns, ceiling leaks, rats and tree cutting. Although the number of permits issued has gone down slightly since last month, last month's projects are currently underway and requiring inspections. Last year Gardiner had 4 new houses in total. Currently, we have 20 under construction and 28 including ones that are still in the planning/permitting stage. There are also 6 garages, 3 large commercial projects, and a lot of decks, roofs and remodels.

The **Planning Board** met on July 13, 2021 via Zoom.

Agenda for July 13:

1. Public Hearing – Site Inventory and Analysis - Green ReLeaf Adult Use Cultivation (to use part of the space for an Adult Use Cultivation at 333 Brunswick Avenue, Map 029, Lot 001. After a lengthy discussion, regarding the distance from a local school in order to comply with the requirements in the land Use Ordinance, the Planning Board to table the application until the next meeting.
2. Public Hearing – Site Inventory and Analysis – Eric McMaster would like to place a 14'x30' building at 15 Lions Way – Map 029 Lot 001A (with the intent to use the building as a commercial kitchen for adult use cannabis.) The applicant was not present for discussion. Again, the board had questions regarding the close proximity from a local school and tabled the application until the next meeting.
3. Gardiner Green – This is a continuation of the May 11 meeting for the development at 150 Dresden Avenue, Map 032 Lots 023-023A. After much discussion in regards to the sub-

division plan as well as the site-plan, the board asked the applicant to come back with the necessary amendments that defines the project that meets the requirements.

The **Ordinance Review Committee** did not meet during the month of July

Economic Development Committee met on **July 8** via Zoom: The committee continues to work on the American Recovery Act Plan. The committee invited Renee Page with Healthy Communities of the Capital Area to join us and discuss were some of the challenges. The group continues to review options

Housing Committee has not been able to meet due to lack of members. Because there is an active Economic & Community Development committee, I suggest Council should combine these two committees to be one.

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: Natural Gas extension continues it work.

Gardiner Age-Friendly Committee: The committee continues to work with Tom Farmer, landscape architect on the renovation of McKay Park. Tom is revising two options for the committee to review and then present to Council for final approval. We hope to bring a plan to Council in September.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: July **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service): 271

EMS: 257

Gardiner: 86

West Gardiner: 19

Richmond: 30

Farmingdale: 32

Litchfield: 24

Pittston: 25

Randolph: 19

Chelsea: 16

Other: 5 (Hallowell, Bowdoin, Dresden, Whitefield)

Fire: 14

Current Progress on Projects/Plans/Problems:

- Still waiting on news regarding the AFG grant
- Submitted a grant request through the Gary Sinise Foundation for 3 CPR machines
- Submitted a grant request through the Robinson Trust for 3 Video Laryngoscopes
- PPE stock remains healthy
- Working with area chiefs regarding staffing

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

- FF Clayton Snelling has passed his National Registry Paramedic exam and is now practicing at the Medic level
- We now have all but one member at the Paramedic level

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: Front Office/Finance
Department Head: Denise Brown
Month/Year: July 2021

Summary of Month in General Terms:

8 GA cases were reviewed.
The quarterly sewer bills were mailed out at the end of July.

Current Progress on Projects/Plans/Problem:

Financial:

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

July found the front office staff taking some well deserved time off.
The Finance Director assisted in the Library Director interview process.

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

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - July 2021

Summary of Months in General Terms:

- Calls For Service - 832
- ACCIDENTS - 13
- ARRESTS/Criminal Cites – 28
- TRAFFIC TIX – 6

Current Progress on Projects/Plans/Problems:

- Covid-19 PPE compilation on hold
- Some of the significant COVID mitigation strategies that have been in effect since fall of 2020 have been eased
- Evidence/property room management project on-going by Officer Quintana & Sgt. Pilsbury

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

- 1 Officer currently out on Workers Comp –began 1/29
- 2 patrol officer vacancies – advertising and recruitment is on-going
- In regards to the 2 vacancies, 1 new, probationary offer of employment has been offered & accepted by Scott Getchell, start date of August 2
- Michael Moody completed his field training officer program in mid July and was assigned as a utility officer to absorb miscellaneous overtime
- Officers used a total of 212hrs of vacation/comp time during the month and 36 hours of sick leave
- Both school resource officers continue to each work a night time patrol shift to help fill the voids that have been created by vacancies

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
- Contract negotiations are on-going
- Officer Kaleb Marston is scheduled to attend the 18 week Basic Law Enforcement Training Program located at the Maine Criminal Justice Academy starting on August 16.

Monthly Report for Gardiner Public Library

Department Head Anne Davis

Month July Year 2021

Summary of Month in General Terms:

The library successfully migrated to a no-fine model after receiving permission from City Council. As suspected, this was welcomed by our users and we have noticed no uptick of delinquent patrons keeping library items.

Staff continues to look at alternate ways of offering services as the Covid infections continue going up. The staff all wear masks and recommends the same from our users.

Current Progress on Projects/Plans/Problems:

We are finding that we are often short staffed because I spend most of my day at City Hall. This will get better with a new working director and the fulfillment of some part-time hours. I was fortunate to hire a local teacher who could come and work a few hours each week. One of my part-time employees is on an extended medical leave and that exasperates the issue.

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

I began interviews for the next library director. The committee made recommendations about the hire and I set up a one-on-one interview with one of the people recommended. This went very well, so I also set up a meet and greet with this candidate and library staff. Everyone was pleased and impressed.

The bats have become a problem in the building once again. I have asked the company that had previously eradicated the problem to come back and deal with our new visitors. I am now on their schedule.

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: July 2021

Summary of Month in General Terms:

- Installed 5x5 Catch Basin at 73 Summer Street, this should resolve the flooding that was occurring during heavy rain events
- Started working on Libby Hill, cut brush and major ditch work, some culvert replacement to prepare for paving road before June 2022
- Started removing cement slab sidewalks on the tree streets, began on Elm and Lower Maple
- Responded to a few Sewer Calls
- Responded to and fixed a few washouts around some residents' driveways

Building & Grounds:

- Mowing and Weed Whacking continues in City Parks, Business Park, Cemeteries etc...
- Some maintenance on the Kennebec River Rail Trail
- Continue to Clean Buildings
- Respond to Special Request

Current Progress on Projects/Plans/Problems:

- Maine DOT Bridge Project is complete
- Working with Wright Pierce on MPI project for the retaining wall – Consultant is ready to give an update on the design of wall – will get on a council agenda soon
- There is still a shortage on Traffic Paint
- Have gone out to bid on a one-ton truck and a 3/4-ton truck with a service body – opening bids on the 26th
- Still have vacancies in both PW and Building & Grounds – we have some applicants for the Building and Grounds Foreman position and should be choosing a candidate before the end of the month
- Still advertising for a PW Mechanic and Truck Driver – have had zero applicants for these two openings

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

- None at this time

Monthly Report for Technology

Department Head Anne Davis

Month July Year 2021

Summary of Month in General Terms:

Committees have begun attending in-person meetings and I spent a large portion of July getting the technology up and running in City Council Chambers. I believe we will be ready to welcome committee members and councilors back to City Hall.

Current Progress on Projects/Plans/Problems:

Each Thursday, I work on any IT issues that need the contribution from our IT vendor, API Technology. During the rest of the week, I triage technology issues that crop up for staff. Most requests come from password issues (expired) and emails that have been filtered out due to potential embedded viruses. Ongoing problems include staff's need for computer instruction or help with a particular piece of software. I hope that I have been able to get folks over their fears and to begin feeling comfortable with their technology.

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

I have concerns with "space" issue on all of our servers. Because we are a public entity, we have to hold emails, documents and files for a much longer time than other entities. The use of email has exploded and the need for storage space is ongoing. We will have to continue managing space until the city authorizes the IT manager to purchase new servers. This should be a goal for FY23.

TO: Anne Davis, Acting City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: August 25, 2021
RE: Wastewater Activity Report For July 2021

Upgrade Project Update

The RBC replacement portion of the upgrade project went well through July in spite of near record rainfall. (June had only 0.25" of rain vs. July which had 9.66") We had to "drive the bus" by hand once on July 10 when 2.70" of rain fell in a 12 hour period. We basically took the CSO or wet weather system at the plant off automatic computer control and ran it by hand using the various wet well and flow control structure water elevations as measured off the SCADA system. The south RBC bay remained out of service for most of July restricting the hydraulic throughput of the plant (as well as organic) by 50%. All 5 of the new RBCs were installed and started up on July 29, and the following week's lab data showed that there was no change in the quality of the final effluent to the river from previous weeks, which is very good news. As they have now been running for a month with us easily meeting the DEP effluent discharge permit limits I envision shutting down the other side as early as September 8 allowing Apex the contractor to begin the removal and installation of the north side.

Collection System Maintenance

The Vortex Co. (Formerly Ted Berry Co.) was in town on July 14 in response to a sewer plug in a cross country gravity line connecting the end of Heselton and Plummer St. Using what is called a "Combination Machine" or truck with both vactor (suction) and high pressure jetting capability they cleared the line and also jetted some of the other trouble lines in town prone to plugging such as Fairview St., Mount Vernon St. and the Route 201 end of Heselton. The entire length of Pray St. was also done in preparation for the connection of the main 8" sewer service line coming from the new Boy's and Girl's Club site. The jetter on this type of machine produces a water flow of 80 gallons per minute at 4,000 psi through a cutter nozzle at the end of a hose which travels up the sewer pipe and cuts/flushes roots, debris etc. from the line.

Summit Natural Gas

The new Summit Natural Gas line extending from Laura Richards School out to the Libby Hill Business Park was started in July. I, along with help from Jerry and PW, have been working with SNG and their contactor Ferriera locating our sewer lines to avoid conflicts.



**DEPARTMENTAL UPDATES:
AUGUST 2021**

Monthly Report for City Manager report

Department Head Anne Davis

Month August Year 2021

Summary of Month in General Terms:

August was a very busy month for City Hall. All committees and boards are working towards meeting in-person and I have tried to alleviate the fears of some people. Some members have no interest in coming in-person, others would rather everyone wear a mask and still others think all is just fine. It is an ongoing conversation.

I have begun discussions about the inevitable closing of Hatch Hill and I have begun discussions surrounding our current facilities. I will have a facilities study summary in the fall to present to Gardiner City Council.

Current Progress on Projects/Plans/Problems:

The Covid epidemic continues to rage on in our state and in our community. I have been monitoring these statistics and have continued a dialog with Department Heads on how best to manage it. Though we do not mandate vaccines nor the wearing of masks, I have made sure that staff is aware of the benefits of both.

We have cleared 3 TAP and those buildings are now empty. We are monitoring one more building as we wait for a Kennebec Sheriff to serve the eviction notice from the court. We should have all 4 properties ready for sale by the end of September.

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

Gardiner City Council should be very proud of all of the staff members. I do have concerns about the multiple vacancies in the Police Department and the Public Works Department. The library runs short every day as I was a working library director and I can no longer find the time to act in that position. I hope to be able to announce the name and qualifications of a new director soon.

I am happy to address any concerns of our residents and Councilors just need to email me, call me or come see me if they need my help. I truly appreciate any heads up that I can get in order to help our community.

Monthly Report for _____ Economic Development/Planning _____ (Department)

Department Head _____ Tracey Desjardins _____

Month _____ August _____ Year _____ 2021 _____

Summary of Month in General Terms:

The planning department continues to be very busy in regards of permitting, committee meetings and inspections.

Current Progress on Projects/Plans/Problems:

Downtown Master Plan: The committee met on August 18, 2021. The agenda consisted of reviewing the outcome of the public visionary meeting. What went well? What could be done better?

Key Takeaways:

- Support for reimagining the Arcade
- Support for gateway improvements to the 'edges/transitions of downtown'
- Support for investment / expansion of outdoor recreation / waterfront amenities
- Support for plans to attract a more diverse set of businesses and downtown uses.
- Support for additional public spaces downtown.

Next steps is to begin the process of a draft plan.

Libby Hill: Pods continues to make strides developing Lot 15 at the Libby Hill Business Park. With the foundation poured, they will begin to erect steel in September. Now that Black Diamond has moved to their new building, they have begun the cleanup on their Water Street property. MCR Labs is finishing up with their retrofit and will be doing testing soon. JRN Holdings, LLC (Chem Station) has closed on lot #20. We currently have the following lots available for sale: 12, 18, 25, 26 and 27.

During the month of **August**, the planning department issued **37 permits** with an added revenue around **\$19,354**. This is including **19** new building, **4** plumbing, **2** subsurface wastewater and **12** general permits. The CEO also conducted **174** project inspections and received **9** complaints. The complaints consisted of odor, trash, rats, sidewalks downtown, street lamps, and dead trees. Although the number of permits issued has gone down slightly since last month, the projects are of a larger scope. These larger projects require many more inspections and continue for months instead of days. There was also **8** new addresses issued.

The **Planning Board** met on August 10, 2021 in the Council Room.

Agenda:

1. Public Hearing – Gardiner Remote Participation Policy (this item will have to be reviewed again at its September meeting due to non-advertisement as a public hearing).
2. Public Hearing – **Proposed Amendments to the Land Use Ordinance Notice Requirements for Planning Board Meetings.** The City Council asked the Ordinance Review Committee to review the meeting notice requirements in the Land Use Ordinance to assure that abutters/neighbors receive notice of all Planning Board meetings including workshops where a development proposal or potential development proposal will be

discussed. A related concern is also that abutters/neighbors have the opportunity to participate in the process early before a formal application is submitted. After discussion and corrections, it was recommended to forward the recommendation to Council for a first and second reads and adoption.

- 3. Public Hearing – Proposed Amendments to the LUO Dealing with Solar Electric Production Facilities- SEPF's.** Chair Willis reads information that was submitted from City Planner- Mark Eyerman. The ordinance will be revised to create two categories of SEPFs recognizing that building mounted and ground mounted facilities have potentially different impacts on adjacent properties and are appropriate in different zones. The two categories are called Solar Electric Production Facilities – Ground-Mounted and Solar Electric Production Facilities – Building-Mounted. The draft retains the current definition of Solar Electric Production Facility and then adds definitions of the two subcategories that refer to the main definition – a SEPF that is mounted on a building and a SEPF that is mounted on the ground or a support structure attached to the ground. After discussion and corrections, it was recommended to send this item to Council for first and second reads and adoption.

The **Ordinance Review Committee** met August 16, 2021. Items discussed were; Consideration of Remote Participation Policy – review in September, Tree Harvesting in the HDR District. After a brief discussion, it was decided to keep tree harvesting under the State of Maine's jurisdiction, Blasting – this item will come back for further review in September.

Economic Development Committee met on August 12, 2021. The committee continues to work on the American Recovery Act Plan. The committee discussed breaking down the categories into five and at the next meeting, committee members will prioritize the categories and determine how much funds should be placed in each category.

Housing Committee has not been able to meet due to lack of members. Because there is an active Economic & Community Development committee, I suggest Council should combine these two committees to be one.

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: Natural Gas extension continues its work.

Gardiner Age-Friendly Committee: The committee continues to work with Tom Farmer, landscape architect on the renovation of McKay Park. We have two options to bring before Council on September 22, 2021.

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

Summary of Month in General Terms:

The tax commitment was done on August 5 th and 2,927 tax bills were sent out with a mil rate of 21.7. This is the third year at that rate.
Tax Collector Cutler stated that we only have 106 tax clubs this year, which is very low. We usually average 150.
Fall clean-up tickets are available for the program which runs during the month of October.
3 GA cases were reviewed.

Current Progress on Projects/Plans/Problem:

Tax and Sewer discount program applications have been sent out to previous users.

Financial:

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

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

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: August **Year:** 2021

Summary of Month in General Terms:

Total CFS (calls for service): 297

EMS: 288

 Gardiner: 78

 West Gardiner: 28

 Richmond: 36

 Farmingdale: 32

 Litchfield: 41

 Pittston: 30

 Randolph: 23

 Chelsea: 17

 Other: 3 (Bowdoin)

Fire: 09

Current Progress on Projects/Plans/Problems:

- Still waiting on news regarding the AFG grant
- Waiting on news regarding the Gary Sinise Foundation grant for 3 CPR machines
- Working with Dr. Meehan-Coussee to develop our departments QA program
- Engine 1 and Ladder 1 now have all LED headlights.
- PPE stock remains healthy
- Working with area chiefs regarding staffing

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

- All active EMS providers have been vaccinated

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 - August 2021

Summary of Months in General Terms:

- Calls For Service - 803
- ACCIDENTS - 7
- ARRESTS/Criminal Cites – 17
- TRAFFIC TIX – 3

Current Progress on Projects/Plans/Problems:

- Covid-19 PPE compilation on hold
- COVID discussions due to the Delta variant have begun to occur during department head meetings
- Evidence/property room management project on-going by Officer Quintana & Sgt. Pilsbury

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

- 1 officer currently out on Workers Comp –began 1/29
- 1 patrol officer vacancy – advertising and recruitment is on-going
- Officer Scott Getchell started his employment/field training on August 2
- Officer Kaleb Marston began the 18 week Basic Law Enforcement Training Program located at the Maine Criminal Justice Academy starting on August 16.
- Michael Moody was switched from a utility role to a full-time night shift due to Officer Marston attending 18 weeks of training
- Officers used a total of 120hrs of vacation/comp time during the month and 32 hours of sick leave
- Both school resource officers continued to each work a night time patrol shift until 8/30. On 8/30 both SRO's returned to the schools as school is starting

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
- Contract negotiations are on-going but have slowed due to wage discussion
- Officer Amanda Reed submitted her resignation. Her last day is scheduled for Tuesday, Oct. 5, 2021. Officer Reed will be leaving law enforcement as she and her husband will be moving to Florida.
- Det. Sgt. Pilsbury has been moved into a supervisory patrol position due to staffing shortages

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- Officer Taylor attended 16 hrs of School Resource Officer safety training in Windham
 - Officer Dixon attended 16 hrs of training to become an instructor on the agency's less than lethal pepper ball platform.

Monthly Report for Gardiner Public Library

Department Head Anne Davis

Month August Year 2021

Summary of Month in General Terms:

In August, we wished Scott Handville a fond and bittersweet farewell as he began his retirement life. Our Assistant Library Director, Dawn Thistle has met the challenge and has made the transition seamless. Staff continues to make recommendations about library services and we implement what we can. Our regional library community appreciates all that we do for them and I am so grateful for their support.

Current Progress on Projects/Plans/Problems:

Earlier this year, we were the recipients of a Davis Family Foundation Grant. This \$14,000 grant allowed the Gardiner Library Association to hire a painter to paint the exterior of the building. He got the job done in a timely basis and he was able to report (and repair) some areas that had rotted away as this is the first time the building has been painted in my 30 year tenure.

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

I have conducted a thoughtful and careful interview process for my successor as library director. A committee comprised of a professional librarian, some at-large members, board members, a department head and a councilor all committed to help in the process. The interviews were all conducted via Zoom and I hope to announce the successful candidate soon.

We continue to offer as much of the services we offered pre-pandemic and have even come up with new services. We offer “bags of books” that may contain similar genre titles, mixed media titles and anything else folks may wish to take home. This has been very well received. We are also circulating Chromebooks and MiFi devices so that no one is disenfranchised in our library community because they cannot afford a computer or an Internet connection.

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: August 2021

Summary of Month in General Terms:

- Libby Hill, ongoing brush cutting and major ditch work, some culvert replacement to prepare for paving road before June 2022
- Removed cement slab sidewalks on Maple Street
- Responded to a couple Sewer Calls
- Responded to and fixed a few washouts around some residents' driveways
- Pot hole patching

Building & Grounds:

- Mowing and Weed Whacking continues in City Parks, Business Park, Cemeteries etc...
- Continue to Clean Buildings
- Respond to Special Request

Current Progress on Projects/Plans/Problems:

- Working with Wright Pierce on MPI project for the retaining wall – Consultant is ready to give an update on the design of wall – I believe is on council agenda for September 22
- There is still a shortage on Traffic Paint
- Put Brunswick Hill Paving out to bid September 2nd will open bids September 20
- O'Connor was the winning bidder for the 3/4 ton and 1-ton trucks
- Went out to bid for a single axel plow truck – bids are due Sept 17th – will be open September 22
- Tucker Fitzmaurice was promoted to Foreman for Buildings & Grounds
- We have a vacancy in Building & Grounds – Maintenance Assistant is now advertised
- Still advertising for a PW Mechanic and Truck Driver – have had zero applicants for these two openings
- With vacation times being used during the summer months, and with vacancies in public works, have had only 3 employees working during the week most of the summer plus the foreman

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

- None at this time

Monthly Report for Technology

Department Head Anne Davis

Month August Year 2021

Summary of Month in General Terms:

I am now working on offering a hybrid model for all public meetings. This will work within the current state statute and address the needs and concerns of anyone visiting City Hall.

Current Progress on Projects/Plans/Problems:

I have gotten an updated quote from the company that we are contracted with to live-stream our meetings. The equipment in City Council Chambers is either obsolete or not able to do the work we need. I have submitted this quote to the committee working on making recommendations to Council on how we may wish to parcel out the local ARPA money.

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

As we approach end of life for both our software and our servers, I will begin evaluating the pros and cons of Cloud services. This includes an examination of Microsoft products, server space, etc.

I have fallen a bit behind with getting bids to replace the city's aged copiers. We currently contract with A-Copi, but it is time to go out to bid. I hope to have this done by the end of 2021.

Finally, upon my retirement, there is no plan for IT services moving forward. I will be able to present options to the new city manager once that person is in place.

TO: Anne Davis, Acting City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: September 9, 2021
RE: Wastewater Activity Report For August 2021

Upgrade Project Update

The RBC manufacturer Evoqua has said that there is now a supply chain problem with delivery of the polyethylene plastic used in the manufacture of the RBC media. This has pushed back the delivery date for the second 5 units to replace train #2 from the end of September to the end of October. This opens up several issues. Assuming the delivery does occur on or about October 29 it will push the startup date well into November and possibly December. This is exactly the seasonal time period we had hoped to avoid as the water temps will be at their coldest (6 deg. C) This temp slows down the metabolism of the microorganisms (bugs) thus slowing down their growth rate compared to summer temps. Also, the north bay will have to be shut down as the south bay was in July restricting the hydraulic (flow) capacity by 50%. (As well as the organic treatment capacity) Murphy's law dictated that during July we experienced one of the wettest months on record. By doing this work in October/November the risk of fall storms increases as well. I cannot guarantee that a major permit violation will not occur by leaving us at only 50% capacity past the October 29 date. It's risky enough having the schedule be where it is now. After some more discussion with our Hoyle-Tanner Project Manager a draft letter will be generated outlining the City's position. There are two basic scenarios. #1 is that we just continue with whatever delivery/installation schedule transpires even if through the winter and take our chances. (Assuming the October date is pushed back again) Scenario #2 would be that if the October date is not met then issue a stop work order would be issued and pause the project until next Spring/Summer. Right now I am leaning towards #2 as the wild card in all this, DEP, will not grant any waivers or exemptions to our effluent discharge permit limits. Violations will still be recorded, sent to the Non Compliance Review Committee then on to Licensing and Enforcement for review and possible enforcement action. They will, of course, take into consideration the fact that construction is underway and that some aspects of the treatment process will be affected, however a violation is a violation and I'm very squeamish about subjecting the City to potential regulatory enforcement action marring our perfect compliance record. Right now we have all 10 RBCs operating, the new ones are growing bugs rapidly and we are at 100% hydraulic flow capacity and we are meeting the effluent discharge permit requirements which is a good place to be. I will continue on in discussions with Joe Ducharme, our new Project Manager, who has temporarily replaced our previous PM Dan Marks who has moved on to new employment.

Commonwealth Poultry

As of yesterday, September 8, Commonwealth Poultry has moved their chicken processing from the old facility to the new building. The new process is to be more efficient, use less water and have better screening and treatment equipment thereby capturing more waste products such as feathers.

Summit Natural Gas Line

Ferrera, the contractor working for Summit Natural Gas, is making good progress running the new gas line out Route 201 to the Libby Hill Business Park. They are currently almost to Ainslie's Market and have a second crew out on Enterprise Drive working backwards towards town. They have now passed through the most critical sections of the project for the sewer without incident as we have quite a few lines in that area, including force mains.