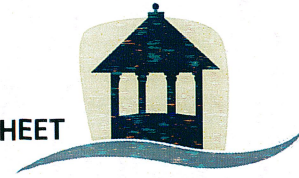


**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



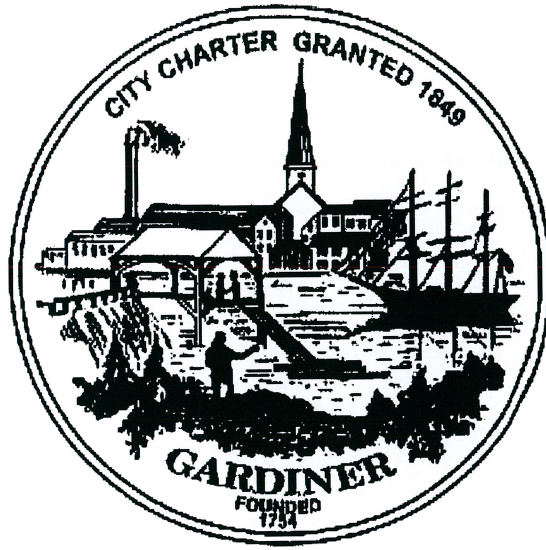
<b>Meeting Date</b>	11/10/2021	<b>Department</b>	City Manager
<b>Agenda Item</b>	4.m) Discussion of September's reports from Department Heads		
<b>Est. Cost</b>			

**Background Information**

Please find attached the Department Head reports for September, 2021. Acting City Manager would be happy to answer any questions about the report.

<b>Requested Action</b>	No action needed
<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:  
SEPTEMBER 2021**

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month September Year 2021

**Summary of Month in General Terms:**

The planning department continues to be very busy in regards of permitting, committee meetings and inspections, however as we are coming into fall, projects are beginning to wind down.

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

**Downtown Master Plan:** The committee met on September 30, 2021. The agenda consisted of Preliminary Plan Document Review. The committee discussed reviewed a draft outline of the plan and made recommendations. The following is next steps for the project:

Committee Meeting: Tuesday, October 26, 6:00-7:00 p.m.

Public Meeting: Wednesday, November 10, 6:00 p.m. (venue TBD)

Public Comments Due: Wednesday, November 17

Council Presentation & Possible Adoption: Wednesday, December 14, 6:00 p.m.

**Libby Hill:** Steel has been erected on the Pods site and walls will be next. During the month of September, 38 people clicked to view the listing online. Out of that number, 8 asked for more information. Libby Hill continues to have interest.

During the month of **September**, the planning department issued **49 permits** with an added revenue around **\$5,182**. This is including **24** new building, **4** plumbing, **4** subsurface wastewater and **17** general permits. The CEO also conducted **153** project inspections and received **9** complaints. The complaints consisted of trees down in the road, rats, hoarding, illegal signs and property maintenance issues. There was also **8** new addresses issued.

The **Planning Board** met on September 14, 2021 in the Council Room.

**Agenda:**

1. **Public Hearing** – Gardiner Remote Participation Policy. The board moved to accept the policy as presented.
2. **Iron Mine – Subdivision adjustment.** The owners of Iron Mine, Jo Roderick and Roland Pinette are here to discuss a small change. In order for an abutter to sell their property, there needed to be a land swap, and a shift in property lines. This allows the pool on the abutting land to stay, and the sale of the house to go through. This was not an equal swap, but he assures the board that there are no plans at this time to add additional mobiles to the park. The amended subdivision plat also has a note that states that pins will not be set for the 'consent area' at this time. Board members feel that not adding pins at this time is fine. The area was surveyed, and documented, so there is no need to place pins. The board moved to accept the land swap and the changes in the notes regarding the pins on the Iron Mine subdivision plan. The owners will record the signed plat.

3. **Public Hearing** – Proposed Amendments to the Land Use Ordinance regarding requirements for Medical Marijuana Tier I and Tier II- Kris McNeill tells the board that the city has decided to remove Tier 1 and 2 from MUV. It had become apparent that an error had been made and this is just cleaning up the language in the ordinance. This does not need to go before the Planning Board, and if approved, can go right to the City Council. There will be some facilities that are grandfathered as they are already doing business in MUV.

Chair Willis opens a public hearing- there is no one here for or against this change. Chair Willis closes the public hearing. There is an email from a community member, stating that they support the change. Chair Willis asks for a motion. Pam Mitchel makes a motion that we no longer allow medical marijuana Tier 1 and 2 in the MUV zone and make the change in the LUO. The board moved to send this item to Council with the recommendation that it pass.

4. **Public Hearing-** Proposed Amendments to the Land Use Ordinance requirements for Permitting Fences- The Gardiner LUO has a handful of rules regarding fences. There are all these rules, but nowhere in the LUO does it state that a permit is needed for a fence. There is also a page that states that you don't need fences. So there is contracting information. Fences need to be removed from the 'no permit needed section'. In section 4-4, fences should be taken out. Pam Mitchel moves that the word fencing be removed from the list of items not needing a permit. Matt Murphy seconds. No further discussion. All in favor. Pam Mitchel moves that we send the elimination of the word fencing from non-structural residential home building/improvement activities which do not require a building permit to City council with the recommendation that it passes.

**Board of Appeals** met on September 7 and again on September 13. September 7 meeting was on Dimensional Requirements Variance. John Donohoe submitted a Dimensional Requirements Variance application. He is requesting a variance to build a 28'x38' Cape style home 50' from the center of the road and 11' from an abutting neighbor. The property is in the High Density Residential (HDR) Zoning District, City Tax Map 040 Lot 048. The board approved the variance.

September 13 meeting – **Administrative Appeal** - Eric McMaster submitted an Administrative Appeal application to appeal the Planning Boards July 27, 2021 denial of his request to add a 14x30 building to the property with the intent to be used as a commercial kitchen adult use marijuana manufacturing. The property is in the Multi-Use Village- MUV) Zoning District, 15 Lions Way, City Tax Map 029 Lot 001A. After reviewing all documents, the board approved the appeal. The applicant will now have to go back to Planning Board for a final project approval.

September 13 meeting – **Administrative Appeal** - Robert Wheelock, submitted an Administrative Appeal application to appeal the Planning Boards July 27, 2021 denial of his request to use part of the space at 333 Brunswick Ave, for an Adult Use Marijuana Cultivation. This would leave two, separate cultivation facilities in this building. The property is in the Multi-Use Village- MUV) Zoning District, City Tax Map 029 Lot 001. After much discussion, the

board approved the appeal. The applicant will now have to go back to Planning Board for a final project approval.

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

**Consideration of Remote Participation Policy.** The committee adopted the policy for remote participation.

**Finalize accessory solar array standards** – after a couple of changes the committee moved to send this item to Planning Board.

**Review draft of blasting standards** – Mark presented a draft ordinance and after some discussion members voted to send this item to Council.

**Discuss standards for medical marijuana caregiver processing in kitchens** – after much discussion about processing/manufacturing and the rules around those practices, the committee asked the City Planner to continue to work on the draft and bring it back at the next meeting.

**Economic Development Committee** met on September 9, 2021. The committee continues to work on the American Recovery Act Plan. Next steps: 1. Decide on the areas deemed a priority, 2. Give direct funding for technology upgrades to provide access to city government participation in the Council Room and Library; 3. Create an application process; 4. Hire an ARPA grant administrator. The committee will continue to work through the process in preparation of a Council presentation in November or December.

**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 into the Libby Hill park continues.

**Gardiner Age-Friendly Committee:** The committee presented two conceptual plans to council for consideration. No action was taken at this time. The item will come back to council in October.

**Boys & Girls Club:** The construction process continues to take shape with the erection of steel going up.

Monthly Report for Finance Department/Front Office/Technology

Department Head Anne Davis

Month September Year 2021

**Summary of Month in General Terms:**

I am so proud that our staff has stepped up to help me with managing the Finance Department and Human Resources. Tara Merrill has taken on the bulk of work with Sherry Emmons also taking on some financial reconciliations. We are lucky to have their help.

I continue to manage and triage technology and working with our IT vendor, API, to be sure everyone is able to complete their work.

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

Everyone should be aware that Microsoft will probably be sun-setting Windows 10 and replacing it with Windows 11. This should be a consideration when the City begins the process of purchasing a new server in 2022.

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

We currently have the following vacancies in the City:

- City Manager
- Finance /Human Resources Director
- 3 vacancies at the Police Department
- A mechanic at Public Works
- A part-time position at the library

I am able to address the Finance Director vacancy with the help of staff; other Department Heads are readjusting schedules and duties so that our public will continue having 24/7 service. It is imperative that these positions get filled soon.

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

**Department Head:** Chief Rick Sieberg

**Month:** September                      **Year:** 2021

**Summary of Month in General Terms:**

<b>Total CFS (calls for service):</b>	297
<b>EMS:</b>	252
Gardiner:	84
West Gardiner:	18
Richmond:	42
Farmingdale:	23
Litchfield:	30
Pittston:	16
Randolph:	22
Chelsea:	12
Other:	5 (Bowdoin, Augusta)
<b>Fire:</b>	10

**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
- Preparing RFP for new ambulance
- PPE stock remains healthy
- Working with area chiefs regarding staffing

**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 - September 2021**

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

- Calls For Service - 831
- ACCIDENTS - 14
- ARRESTS/Criminal Cites – 22
- TRAFFIC & PARKING TIX – 23

### **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 RETURNED from Workers Comp on 9/22 out since 1/29
- 1 patrol officer vacancy – advertising and recruitment is on-going
- Officer Scott Getchell completed his field training on September 10 – assigned to a night shift
- Officer Kaleb Marston has successfully completed 6 weeks of his 18 week Basic Law Enforcement Training Program located at the Maine Criminal Justice Academy which started on August 16.
- Officers used a total of 112 hrs of vacation/comp time during the month and 40 hours of sick leave

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

- Recruitment of new officers is proving to be quite challenging. Sign-on bonuses are being discussed. Advertising is on-going via Maine Municipal, Facebook, City Website and JobsinMaine.com
- Contract negotiations are on-going but have slowed due to wage discussion
- Det. Sgt. Pilsbury has been moved into a supervisory patrol position due to staffing shortages. Detective duties are now limited at GPD



- Officer Connor attended 16 hrs of training in Advanced Roadside Impairment Detection in Waterville
- Officer Dixon attended 8 hrs of training to become the agency's pistol repair person (Armorer)
- Det. Sgt. Pilsbury, Chief Toman, Administrative Assistant Merrill received their recertification on Criminal Justice Information Systems
- Det. Sgt. Pilsbury and Chief Toman represented the Gardiner Police Department by attending the funeral for fallen Hancock County Deputy Luke Gross on September 30, 2021. Deputy Gross died in the line of duty on September 23, 2021.
- Agreement signed with AXON to be the City's new body worn/in-car video system provider. This 5 year contract was authorized/included the current fiscal year budget and was part of the approved CIP program. Original cost was expected to be approx.\$92k over 5 years. Signed agreement is for \$87,866.61. A savings of \$5000. On boarding and implementation of new system/devices will be occurring over the next several months.
- Prices being investigated/discussed with the vendor for the 2, pole mounted, speed measuring devices that were approved in the current year budget. Will continue to work towards price finalization and it is anticipated that the devices will be ordered in the month of October.

Monthly Report for Gardiner Public Library

Department Head Anne Davis

Month September Year 2021

**Summary of Month in General Terms:**

The library staff continues to offer exemplary services through Covid and with a staff shortage due to the director's absence. We now are open 10am-5:30pm, Monday through Friday. Though we would love to add back our Tuesday evening and Saturday morning hours, that is not possible with the current staff shortage.

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

Unfortunately, we continue to see indications that the bats are still residing in the Children's Room. I have called a company to come back and install some more one way "bat doors" so that once they leave in the evening they cannot get back in through the same way. The building is very porous and it may be a challenge to completely remove them.

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

Justin Hoenke has been offered the position of library director and he has enthusiastically accepted the position. He will begin his tenure on November 29, 2021 at which time I will officially retire as the director of this wonderful organization.

In all likelihood, we will have to hire another part-time librarian to replace some hours we lost when our current part-time employees cut back on hours and we lost hours when we promoted Jessica Betit to a full-time position.

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

**Department Head:** Jerry Douglass

Month: September 2021

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

- Libby Hill, ongoing ditch work, and driveway culvert replacement to prepare for paving before June 2022
- Replaced 60 feet of culvert on High Holborn Street
- Responded to a couple Sewer Calls
- Repaired and installed some concrete slabs at the boat launch
- Cut brush to access train trestle for geotechnical borings for the cobbossee trail study
- Lucus Striping showed up and did what striping they could do...

### **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:**

- There is still a shortage on Traffic Paint
- 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 17<sup>th</sup> – will be open September 22 – Received two bids, both bids were for International Trucks – winning bid went to Daigle Houghton with Viking Equipment
- 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

TO: Anne Davis, Acting City Manager  
FROM: Douglas E. Clark, Wastewater Director  
DATE: October 12, 2021  
RE: Wastewater Activity Report For September 2021

#### Upgrade Project Update

Evoqua communicated to Apex today that they confirm delivery of all 5 RBCs for the north bay starting the week of November 1. They will be delivered to Cote Crane & Rigging where they will be trucked up one by one and installed, just like the south bay back in July. By Friday Nov. 12 they should all be inside the building and set up. By Friday Nov. 19 they should be started up and running. As with the south bay we are now reduced back to 50% organic and hydraulic capacity. The first batch of BOD and TSS test results for the final effluent came out today and although higher than normal were below the limits in our Waste Discharge Permit.

#### Relicensing

We have begun the relicensing process for our 5 year Waste Discharge License which expired Oct. 4. This includes publication in the legal ads in the KJ as well as notification of the abutters to the plant and Maine Ave. Pump Station. Our DEP Inspector stated that there is a substantial backlog in renewal license processing which is not a problem as we simply operate under the old conditions. The only change I am anticipating is an extension in the period required for seasonal disinfection; back from May 15 to April 15 and forward from Sept. 30 to Oct. 30 of each year. I have not heard anything about PFAS testing requirements as we are covered under Casella's license conditions, having only to test once per year.

#### Summit Natural Gas Line

So far so good on the extension of the natural gas line out Brunswick Ave to the LHBP as there have been no conflicts or problems concerning sewer lines. I spoke with the resident inspector today and the best the contractor can do at this point is about 240 feet per day due to staffing issues as well as the need for paving each day as they are no longer in the soft shoulder. Additionally DOT will not let them run two crews within one mile of each other for traffic control reasons. He stated there are about 5,000 more feet to go to hook up with the other end of the newly installed line coming out of the LHBP so it looks like a completion date of around Nov. 10.