



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	11/18/2020	<b>Department</b>	City Council
<b>Agenda Item</b>	4.m Review and Accept Monthly Reports from City Manager and Department Heads		
<b>Est. Cost</b>	n/a		

<b>Background Information</b>	Attached are the monthly reports from the City Manager and Department Heads.
-------------------------------	--

<b>Requested Action</b>	'I move to accept the October 2020 monthly reports from the City Manager and Department Heads.'
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action.
<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 _____

## **Monthly Report for City Manager's Office**

**Christine M. Landes, City Manager**

**October 2020**

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

The EOC continues to meet bi-weekly to address COVID-19 issues that arise.

I facilitated opening day of the MMA Convention which was held virtually for most- although a few of the Executive Committee members were present at the Augusta Civic Center for live streaming. This virtual convention lasted several days and included a variety of training sessions for multiple municipal departments.

Weekly Department Head Meetings were held every Tuesday.

I attended three (3) ribbon cuttings: El Oso, The Hair Lab, and Ruby's Place.

I attended the strategic and finance committee meeting at Maine Municipal. This process sets the MMA budget plan for the upcoming year and they work on any goal setting that the Executive Committee will review and approve.

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

Construction started at City Hall/Fire Department.

I continue to work with John Callinan regarding the opening of tasting rooms and bars (now delayed).

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

Lt. Richard Sieberg was appointed as Fire Chief after a day-long marathon of interviews with six (6) candidates. His schedule as Fire Chief will most likely be 7:30-3:30 daily but will be available as needed for other commitments and emergency response. He will begin the process of hiring a new Paramedic to fill his spot on rotation, and will also work on the promotion(s) to fill the Captain spot and if applicable the Lieutenant.

With COVID-19 definitely in our community now (with several schools shut down) we will continue to encourage employees to stay home if they are sick.

I was absent one day for port removal and an afternoon for my infusion therapy.

I met with the Mayor for a planning meeting regarding my annual review.

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

The Planning Department, Mayor and myself met with property owners abutting the recently approved solar farm project off from West Hill. The developers took notes, spoke freely with the abutters and will review the requests. An appeal is still expected to be filed. As part of that I have asked EDD Desjardins to have Jon Pottle conduct a training session with our appeals board. I have also asked him to attend the upcoming PB meetings regarding Iron Mine and the Gardiner Green project.

Monthly Report for: Front Office/Finance  
Department Head: Denise Brown  
Month/Year: October, 2020

Current Progress on Projects/Plans:

The City Clerk reported that just over 2,000 absentee ballots were requested by the end of October. Needless to say, the front office staff were very busy and worked through the process with great professionalism and stamina. Great Job All!
135 30-day notices were sent out for sewer liens.
The quarterly sewer bills were prepared for mailing out in the first week of November.
There are 56 recipients for the Sewer Discount Program this year (down by a dozen from last year). I will report the Tax Discount Program statistics in November.
There were 4 GA clients seen during the month of October.

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

I spent the entire day of Oct. 19 assisting with Fire Chief interviews. Interviewing via Zoom is not my favorite way to interview candidates, but it resulted in a unanimous decision from the interview team for two finalists, of which the City Manager was able to make her decision.
---

Financial:

The City purchased and installed a newer and larger drop box outside of City Hall, as the old one was very old and very small. 80% of the cost will be reimbursed through the State of Maine Division of Elections. A huge thank you to the B&G crew for erecting the dropbox.
I spent the last week of October working with the City's auditor, Hank Farrah (RKO). The process was seamless and we will have a presentation at a future council meeting.
The City was awarded \$18,275 of the \$24,505 request from FEMA for the March through June period. FEMA will cover 75% of these COVID related costs and MEMA will cover the remaining 25%.
I submitted our second FEMA reimbursement request that covers the July 1 through September 30 quarter in the amount of \$7,750. As a side note, I heard back from my FEMA contact that some of the Zoom costs can be covered with this grant and I will be submitting in my next request for a portion of our annual \$2K Zoom costs.

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

A flu shot clinic was held on October 19 in the fire bays with 20 individuals receiving such.
On October 21, city employees participated in an Apple/Pumpkin Cook Off with judges and prizes being awarded. All who participated had a great time. Tracey Desjardins was the first place winner for her Pumpkin Trifle.
On October 28, city employees participated in a Halloween Luncheon hosted in the Fire Department Day Room. I hear the food was amazing!
On Friday, October 30, the front office staff dressed up for Halloween with some pretty awesome getups! All had a great time!

TO: Christine Landes, City Manager Mayor and Council  
FROM: Douglas E. Clark, Wastewater Director  
DATE: November 2, 2020  
RE: Wastewater Activity Report November 2, 2020

#### PFAS Testing:

Results are back for the required annual PFAS (Perfluoroalkyl Substances) testing on dewatered sludge from the plant taken July 29 of this year. The result is 6.0 ng/g (nanograms per gram or parts per billion). The result for last year's sample taken on May 24, 2019 was 7.48 ng/g. The EPA Health Advisory Limit for PFAS in drinking water is 70 ng/g or ppb liquid equivalent and DEP has at least temporarily adopted this value as a limit for beneficial use of biosolids. (i.e. composting)

#### South Gardiner Sewer Manhole Replacement

One of two manhole structures in the South Gardiner sewer system scheduled for replacement has been done and bids have gone out for the second MH structure in front of the South Gardiner Post Office. Bid opening is Friday November 6 at 10:00 a.m.

#### Upgrade Status

Bids for the upgrade project went out October 21. Contractors have come through the plant to view the project areas utilizing PPE and social distancing. A virtual pre-bid meeting is scheduled for Thursday November 5 and the virtual bid opening will be Wednesday November 18. The successful bidder will then have 60 days from date of notification for mobilization so the project should start around the last week of January 2021 with a completion time of one year so the project should be complete by January 2022.

#### Stormwater Permit

As of August 3, 2020 DEP has terminated the Stormwater Multi Sector General Permit (MSGP) issued to the City for the Public Works garage. Some years ago rules were put into place expanding stormwater regulations which governed the discharge of rainwater and runoff for certain categorical operations (including public works facilities with salt piles). Last year I applied for a notice of termination of the permit based on non exposure, meaning that since the salt shed has been built and other remedial actions taken such as berming there is no longer any reason to believe environmental harm will occur as a result of stormwater runoff. DEP came out for an on site inspection and after being satisfied with the results granted the permit termination. This means we no longer have to perform quarterly inspections of the site or submit annual reports to DEP, however generally accepted erosion control practices must still be kept in place. Directly behind the site is a wetlands area.

## Monthly Report for Gardiner Fire Department

**Department Head:** Chief Rick Sieberg

**Month:** October 2020

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

- 911 Calls – 241
- 2 Water Rescues (Kennebec River)
- 2 Structure Fires
- 3 Ambulance calls given to mutual Aid (Gardiner was tied up on other calls)

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

- All members fit tested for the ENVO N95 Masks
- PPE stock is in good shape
- Department is following the COVID19 Positive First Responder Playbook (Maine EMS)
- Talking with a possible Medical Director
- Radio Upgrade has been completed and is working beyond expectations.

### **Personnel Updates (Promotions, Absences, Nedds, etc.)**

- 6 members tested for COVID19 due to possible exposure(All negative)
- Added 3 Call Firefighters
- 0 Members on injury

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

- FF Ross and FF Williams have completed the Basic Fire training.
- Held a Department Wide live fire training at the Bath Training Facility
- Held a Live fire training involving LP. Several area departments also attended
- FF Cataldi attended and passed an Arson Investigation class taught by the Maine Fire Marshal's Office
- 3 STEMI's (Type of Heart Attack) identified in the field and brought directly to the cardiac cath lab at CMMC
- As noted above we had two water rescues using the boat.

## Monthly Report for Gardiner Police Department

**Department Head:** Chief James Toman

**Month:** October 2020

### Summary of Months in General Terms:

- Calls For Service - 867
- ACCIDENTS - 16
- ARRESTS/Criminal Cites – 30
- TRAFFIC TIX – 16

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

- Covid-19 PPE compilation on going
- Many low to moderate COVID mitigation strategies still remain in effect

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

- 0 vacant patrol positions
- 1 Officer is on light duty until further notice (out since 8/14)
- Administrative staff has missed 4 days of time due to sickness

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

- All GPD officers received 8 hours of firearms training (yearly mandate)
- Officer Ross attended a 3 day Field Training Officer school and is now a qualified Field Training Officer (FTO)
- Officer Marston finished his 40hrs of Crisis Intervention training in Auburn, he is now a certified Crisis Intervention Officer.
- Officer Quintana attended a 3 day class on Advanced School Resource Training and he is now considered an advanced School Resource Officer
- All GPD officers have completed their yearly, mandatory, bureau of labor standards training (all done online)
- GPD participated in the DEA drug take back initiative on 10/24 from 10a-3p. 15 boxes of unused/unwanted medication had been collected and was taken to be incinerated
- Sgt. Gove recertified some Kennebec County Deputies on Intoxilyzer use
- Sgt. Gove attended an 8 hr class so that he may maintain his status as a Drug Recognition Expert (DRE)
- GPD has made two arrests in regards to a burglary that occurred at Ainslie's Market and we have charged a male juvenile for criminal mischief at the Gardiner Water Front
- Reed&Reed hired GPD for 32 hours of traffic control when the Bridge Street bridge was initially closed

Monthly Report for October (Library)

Department Head Anne Davis

Month October Year 2020

**Summary of Month in General Terms:**

During the month of October we have seen an uptick of people using the library. We have also emptied the Hazzard Reading Room for better access to the Large Print collection. This will also allow us to have more than 10 people on the main floor at any given time.

We hope to rearrange the back takeout window so that we may continue that service during the cold winter months. The materials have been purchased and we are now just waiting on the carpenter to complete the work.

We have also received donations totaling \$1,500 from library users so that we may build up our STEM (Science, Technology, Engineering, and Mathematic) collections to better serve families that may choose to homeschool this year. With that in mind, we are also considering extending the amount of time a homeschool family may keep library items. It is currently at 3 weeks with a potential to renew it once.

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

A major problem that I identified was the lack of use of our public access computers. The timeline (30 minutes) and no place to sit may be a determining factor to this. Safety reasons prevents us from changing either. I have investigated obtaining Chromebooks and hotspots that we can check out to library users.

The Gardiner Library Association has completed its outside projects for 2020. This year the GLA caulked and painted the gorgeous steel windows in the Hazzard Reading Room, renovated the fire escape, painted the Victorian Garden fence and hired a local landscaper to manage our Children's Garden.

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

I have been notified that a grant I wrote was successful and we will be receiving \$2500 from the Maine State Library and it is funded by the Maine Public Library Fund.

I have some concerns about the uptick of COVID as we serve 3 school districts and congregate group homes. The staff continues to maintain safety procedures recommended by both the CDC and the American Library Association.



Monthly Report for October (Technology)

Department Head Anne Davis

Month October Year 2020

**Summary of Month in General Terms:**

This month I facilitated the City’s purchase of Zoom webinar. With this new module, meetings will have better security and will also allow for public input in a managed way.

I worked with the FD to purchase iPads with cellular service so that they have a quicker ability to upload their runs to the hospitals. Chief Sieberg reports that the staff is impressed with the capabilities.

Red Zone has removed all connections to the City’s building. I will work with Public Safety to see how we might be able to address their needs for connectivity.

We have replaced an aged firewall at the library. After a few glitches, this new firewall is managing all traffic flow and there are no reports of issues.

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

As our City servers begin to age out (FY22), space often times becomes an issue. We have gone into the “red” for space last month too many times so I will be addressing these space constraints by moving old emails from past employees and councilors onto a peripheral drive. We have to keep 7 years of public emails (along with their attachments) and this need for space grows exponentially as email becomes the best tool for communicating for many departments.

I have been gathering information per a public request for city emails. I have had to move some emails to a separate folder to keep it available to the requester. Once the request has concluded, I will move them back to their original owners.

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

I am often called upon to “release” emails that have been quarantined by our email security software, Barracuda. I am finding more and more email gets quarantined due to the increase of malware and other viruses that attach to email. This winter, I hope to begin training staff on how one should deal with email on a daily basis.

As we begin to think about FY22 and its budget, I will work with City Manager Landes to get a plan in place that addresses how technology is purchased and delivered.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month October Year 2020

**Summary of Month in General Terms:**

The Economic Development/Planning Department continues to be busy with permits and projects. There continues to be new interest for businesses to open in Gardiner with permit request daily. Planning Board as well continues to have a full plate of applicants before them. The department continues to streamline the applications for completeness. A new city land use ordinance book was compiled and distributed by staff for planning board members. The new ordinances are also located on the website as well. Thanks you Joyce and Angie for your work on this project. October 28<sup>th</sup> was the deadline to submit a new EPA Brownfields grant for \$300,000. This grant will be to continue the work in Gardiner on Phase I and Phase II assessments. There is no required match from the city.

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

Community Development Block Grant (CDBG) 2020 Community Enterprise Program: Phase II of the project continues to move forward with the acceptance of the \$25,000 award by Council on the October 28, 2020. The next step will be to appoint an Advisory Committee and begin the submission of the Project Development Reviews and Documentation to the Office of Community Development.

The Maine200 Bicentennial-Discover Gardiner Festival: The planning process for this project is currently on hold until after the holidays. Gardiner Main Street and EDD are looking to begin planning in January 2021.

Gardiner was successful in receiving a \$33,750 Coastal Communities Grant for the purpose of a Downtown Master Plan. We received six bids on October 30, 2020. Committee members are currently reviewing the bids and will conduct interviews with a scheduled date of December 9, 2020 for council approval.

Keep ME Healthy Grant: Gardiner received \$37,735 COVID grant through the Maine Department of Health & Human Services for addressing safe practices related to the pandemic. The city has expended the grant funds in accordance with the grant. The closeout report is due November 15, 2020. We are still distributing PPE to the Gardiner businesses as well as the CEO continues to work with the businesses and staff in regards to following the Governor's Order. There were five Covid related complaints that were addressed in October.

During the month of October, the planning department issued 44 permits with an added revenue around \$3,115.83. As of July 1, 2020, the planning department has generated \$30,794.45 in permit fees. Now that the council has approved the new Property Maintenance Code, the CEO is working on the next steps to begin the implementation of the ordinance.

The Planning Board met on October 13, 2020 via Zoom. There were three applications on the agenda and they were: 280 Capen Rod Cultivation expansion, approved, Con Edison Clean Energy to construct a distributed generation ground mount solar facility off Highland Avenue and West Hill Road, approved with the condition for the applicant to meet with the neighbors to design an appropriate buffer. This meeting took place on Saturday, October 31 at 10:00 a.m. The Mayor, City Manager, CEO and myself attended this neighborhood meeting. The neighbors is working on submitting an appeal on the planning board decision. Staff will send council updates on this matter. The last applicant was PMP Realty, approved to construct a 5.5-acre laydown area for material storage.

The Ordinance Review Committee met on October 19, 2020 via Zoom to discuss the treatment of Tiny Homes and address the Marijuana Moratorium. No action was taken and will warrant further discussion at the next meeting scheduled for November 16, 2020 at 5:00 p.m.

There continues to be ongoing activity at Libby Hill Business Park. On October 30, 2020, the city closed on Lot #19 to Lyn Realty, L.P. for the future home of Preferred Pump. A site plan application will be presented at a future planning board meeting. Also during the month of October there were 46 interested parties view the listing and/or ask for more information about the property through our commercial broker.

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

**New Businesses/News:**

New Owners: As you are aware, the former Pool Hall has a new owner. They currently are doing interior work with the goal of presenting a minor exterior plan to the Historic Preservation Committee at their November meeting. They want to get the building clean with fresh paint, etc. so it will have a more appealing look as they look at usage opportunities for the building.

Ribbon Cuttings: El Oso Taquevia & Gift shop located in the former Frosty's building, The Hair Lab and Ruby's Place

Storefront: The Blind Pig has reopened with greater seating capacity and is doing very well.

Council has approved the new City of Gardiner gateway signs and once we have the amended sign, we will proceed with quotes and/or bids depending on the cost. Thank you Melissa Lindley with Gardiner Main Street for you design work.

Diane Signs replaced the waterfront entrance sign as the old sign was damaged. This was part of the waterfront beautification project meeting this summer. Also added to the sign is "Kayak Launch." Other waterfront items repaired this summer were flowerbeds, kayak ramp and slated for 2021 will be the repairs to the waterfront restrooms. We want to make the waterfront a destination for visitors and enjoy the beauty of the park.

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

**Department Head:** Jerry Douglass

Month: October 2020

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

- All Paving was completed
- Crew spent 5 days a week on fall cleanup for the month plus the first Tuesday of November. (229 Tickets Sold, 54.36 Tons Picked up)
- Minor ditching on West Hill Terrace to problem solve a water issue – discovered water main break which was fixed by the Water District.
- Removal of the docks down at that the water front park
- Mechanic working on trucks preparing for winter
- Crew put on all head gear on plow truck preparing for winter
- McGee low bidder on sand bid (2000 CY) and will start delivering this soon

### **Building & Grounds:**

- McGee began working on mold abatement project behind City Hall
- McKay Park temporary stabilization was completed
- All Flags were taken down
- Organized City Managers storage area
- Cleaning of buildings ongoing
- Winterized Quimby Building
- Removed Pumps from fountain
- Lots of request for odds and ends

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

- PPE for COVID-19 is well stocked and monitored
- Public Works crew continues to disinfect common areas, handles, knobs etc

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

- Mechanic will be out on FMLA starting November 2<sup>nd</sup> and possible retirement by Mid-January, will start the process of filling the position.