



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	04/06/2022	Department	City Council
Agenda Item	5.s) Discussion of the February, 2022 Department Head reports		
Est. Cost			

Background Information

Please find attached the reports for February, 2022. I hope to be able to present March's reports at the next meeting in April.

Department Heads will be available to answer any questions that councilors may have about this report.

Requested Action	This is a discussion item only.
City Manager and/or Finance Review	
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	<div style="border: 1px dashed black; padding: 5px; width: fit-content;"> EFFECTIVE DATE _____ </div>
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



**DEPARTMENTAL UPDATES:
FEBRUARY 2022**

Monthly Report for Acting City Manager

Department Head Anne Davis

Month February Year 2022

Summary of Month in General Terms:

February, 2022 was as busy a month as we have been experiencing. I had the pleasure to visit our Public Works Garage and presented an employment appreciation award to John Gorman for his 10-year tenure as an employee for Gardiner. Mayor Hart and I met frequently to discuss upcoming expenses and revenues for the projected FY23 budget.

We also closed on several TAP throughout Gardiner. One of these properties was especially challenging so I am happy to have it completed.

Current Progress on Projects/Plans/Problems:

As Acting City Manager, most of what I do is to help with conflict management when our residents express displeasure with policies and procedures. I am so happy to report, that is rarely a skill I have to use as our professional staff members diffuse incidences in a thoughtful manner.

I worked with Mayor Hart to plan on the goal setting workshop that she will facilitate. I wish to express my gratitude to her to act in this capacity.

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

Because of the fact that I was gone for about two weeks of this month, I have no other updates to report.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month February Year 2022

Summary of Month in General Terms:

Coming out of a cold winter, we continue to process applications for various permits. We also continue to work on city codes and ordinances.

Current Progress on Projects/Plans/Problems:

During the month of **February**, the planning department issued **98 permits** and with **\$9,637 in fees**. This is including **6** new building, **4** plumbing, **0** subsurface wastewater and **17** general permit. The CEO also received **8** complaints. The complaints consisted of rats, trash and maintenance. There was also **8** new addresses issued.

The **Planning Board** met on February 2022 in the Council Room.

Agenda:

1. **Public Hearing - Draft Amendments to the Land Use Ordinance Dealing with Signs in the PIC district – the change to the amendment would allow the sign at Libby Hill Business Park to be larger to accommodate the growth of businesses in the park.**
Planning Board sent this item back to ORC to have the table changed to reflect what the amendment change consist of.

Board of Appeals met on February 9, 2020. **Dimensional Requirements Variance – Public Hearing** - Stephen and Kris Ann Barron are proposing to build a 12'x30' garage at 20 Cedar St. City Tax Map 033 Lot 054-A. The applicants would like to request an 8' setback, as opposed to the LUO required 10', for the proposed garage in order to achieve a greater space between the home and the proposed garage in the High Density Residential Zone. The applicant did not met the requirements of a variance; however, the board gave the Barron's two other possible options that would work to build the garage.

Ordinance Review Committee met on February 28, 2022. The agenda included the following:

1. Cemeteries – This item was sent to Council for 1st and 2nd reads
2. Signs in PIC – Sent back to Planning Board for approval
3. Marijuana (Hazardous and Non-Hazardous Manufacturing) – Create a separate uses for Hazardous and Non-Hazardous Manufacturing in the LUO. Sent to Planning Board with the recommended changes.
4. Marijuana (Medical Registered Caregiver Retail Store and Medical Registered Dispensary – Consider combining Medical Registered Caregiver Retail Store and Medical Registered Dispensary into one Medical Marijuana Retail use in the LUO. Sent to Planning Board with recommended changes.

5. Multifamily Housing - This item will continue to be discussed at the March ORC meeting.

Economic and Community Development Committee – did not meet in February. Next meeting is scheduled for March 10th at 5:30 p.m.

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

ARPA (American Rescue Plan Act) – Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule - <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

The treasury department has put out a final rule regarding ARPA funds and eligible projects. This new ruling has some changes from the original ruling and guidelines that the Economic & Community Development Committee used in making their recommendations. There seems to be more flexibility regarding eligible projects. I encourage Council to review the Final Rule summary overview link I attached.

Cobbossee Corridor Committee continues their work on the Cobbossee Trail and will be making a formal presentation to Council Spring of 2022.

Monthly Report for Finance Department/Front Desk (Department)

Reviewed by: Acting City Manager Anne Davis

Month February Year 2022

Summary of Month in General Terms: February continued to be a very busy month. Union Contracts were ratified and retro pay was processed by Tara. Per a Council decision, we paid out ARPA essential workers payments to staff. Accessing the software module issues were corrected so some outstanding tickets were addressed i.e.: Accounts Receivable, Fire Text Delimited Files for 1099 reporting. A Workers Compensation Audit was completed and filed. A Finance Department report was completed for the 2021 Annual Report. We continue to experience staffing shortages due to Covid-19 infection. There were several interviewees scheduled for the Building & Grounds Maintenance position and Mechanics position. The applicants either took work with another company, did not show or were making a higher wage in their current place of employment.

Current Progress on Projects/Plans/Problems:

None to report at this time.

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

None to report at this time.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: February

Year: 2022

Summary of Month in General Terms:

Total CFS (calls for service):	250
EMS:	238
Gardiner:	65
West Gardiner:	10
Richmond:	28
Farmingdale:	28
Litchfield:	36
Pittston:	21
Randolph:	18
Chelsea:	28
Other:	4 (Bowdoin, Whitefield, Windsor)
Fire:	12

Current Progress on Projects/Plans/Problems:

- COVID tests are in good supply
- PPE stock remains healthy
- Hospital overcrowding and ambulance understaffing is straining all services
- Been very challenging to keep the ambulances in good repair. Parts have been back ordered, long delays in shipping, and lack of staff in the garages have all contributed.

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

- **Partner Towns:** so far I have been to Select Board meetings at Pittston, West Gardiner, and Litchfield. All of them went really well and I had great conversations with the Select Board members. My focus has been on talking about the library "reconnecting" with communities after Covid, promoting the Digital Library services we offer, and reminding our partner towns that the money they pay for their residents to have access to the library goes towards library services, not to supporting the physical building itself. They liked hearing that!
- **Budget FY22-23:** Budget season for the City of Gardiner is coming up, and I've met with the Finance Director LucyAnn Cook to go over the library budget and to see how things are heading. I'm now working on my 2nd draft of the proposed library budget, and after that is done I will meet with LucyAnn again to go over numbers and finalize things. I am also writing 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 is not only good for me (it helps me understand the history of library funding) but I believe it will also be good for the City Council to see in greater detail how we operate. I believe honesty is the best policy.
- **Library Hours:** Restarting Saturday hours has been a hit with the community. I am still interested in us going back to having one evening open until 7:30pm, but I would like for us to get through Summer before we dive into that.
- **Children's Room:** This space is now open to the public every Tuesday/Thursday/Saturday, and by appointment only on Monday/Wednesday/Friday. We wanted to give families the option to visit when they wanted to but to also respect those who are still feeling anxious because of the Covid pandemic. This balance is working well.
- **Digital Library:** it's important for us to connect with our communities online, simply because that is a place where a lot of people are these days! I've been doing a lot of promotion around our Digital Library to show our community members that they can access a lot of library services through the internet.
- **Curtain Shop:** I met with the Waterville Curtain Shop in late February to discuss blinds for the Children's Room and also to get a quote for blinds behind the 1st Floor staff desk. For about 4 months out of the year it's very difficult for staff to see their computer screens because of the sun. I have yet to receive the quote but I will nudge them soon.
- **Donations & Book Sale:** for the moment, we have stopped accepting donations of used books, DVDs, etc. We just simply have run out of space. We are thinking about a donation based book sale in the Spring that will happen in the Hazzard Reading Room. I have also been in touch with Better World Books, a service that accepts book donations from libraries across the USA. These two things in combination should help us move along all of our donated and withdrawn library materials so that we can start fresh and move forward in a way that we can manage!
- **Brown Tail Moth Event:** On Saturday February 19, 2022 we hosted a free informational session and demonstration on how to remove browntail moths from trees with Maine Forest Service Entomologist Colleen Teerling. 15 people attended this event and we filmed it so that it can be viewed on our Facebook and YouTube page. We'd love to have more of these events in the future.
- **Summer Events:** We're just starting to wrap our heads around all things related to our Children's & Young Adult Summer Reading Program and the events we'll have during that time. We should have a schedule of events coming up in the next few months.
- **ME Dept of Labor Career Center:** I met with a representative of the ME Department of Labor Career Center to talk about their offerings on workshops related to job searching and resume building. I hope to bring them into the library soon so that these services can be offered to our community members at our location.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - February 2022

Summary of Months in General Terms:

- Calls For Service - 562
- ACCIDENTS - 9
- ARRESTS/Criminal Cites - 22
- TRAFFIC & PARKING TIX - 17

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
- Four patrol officer vacancies remain- advertising and recruitment is ongoing. No candidate interviews occurred during the month of February.
- 1 officer missed time this month due to contracting Covid-19
- Officers used a total of 96 hrs of vacation/comp time during the month, and 20 hours of sick leave
- Chief Toman began serving as Interim Interim City Manager on February 22

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

- Officer Connor attended 8 hrs of physical fitness training at the Maine Criminal Justice Academy and is now an instructor in administering physical fitness tests
- All Officers received policy training on the following policies as some policies were updated and others were just because a refresher was warranted: Response to Mental Illness, Biased Based Profiling, Hate or Bias Crimes, Situational Use of Force, Death Investigations, Domestic Violence and Execution of Search Warrants
- All officers received 3 hours of Use of Force training

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: February 2022

Summary of Month in General Terms

- February was another snowy month. Crew has spent the good part of the month plowing and treating a number of smaller events. A lot of call ins for melting/run off during the day and refreezing at night.
- They pulled snow in South Gardiner from the sidewalks because there was too much snow that the sidewalk plows couldn't handle it.
- Crew has had to pull snow from Downtown twice and arcade once
- We have also worked on equipment, without a mechanic on the payroll the crew has to help with keeping the trucks and equipment serviced and on the road.
- Have responded to a few sewer calls
- Any down time that the crew has had in between events, some have taken a day off to get rest and some have worked on updating their breakroom.
- Have had to use the grader to peel ice off some trouble spots around the city – there has been an above normal amount of ice this year to deal with.

Building & Grounds:

- Continue to Clean Buildings
- Respond to Special Request
- Still working on taking down Christmas decorations
- Plow, snow blow, shovel, treated city sidewalks, walkways and parking areas and dealing with a lot of ice issues this month
- Crew has started to cut brown tail moth nest around the city. They have started at the waterfront park, will then move to McKay Park, the common, and over to Quimby Field.

Current Progress on Projects/Plans/Problems:

- We received 6 bids for the Brunswick Hill retaining wall/sidewalk project on February 24th. All bids were very competitive with Ray Labbe & Sons getting the low bid award of \$256,985.00 The city signed the contract for this work on March 3rd. The Mill & Fill paving part of the project will go out to bid with the city's paving bid and that is expected to go out Mid-March. Libby Hill Paving is included in that bid as well. I will keep you updated as more information comes in and when the pre-construction meeting is scheduled.

- We have received 3 applications for a Mechanic and 2 applications for Maintenance Assistants for B&G. Will plan on doing interviews the first couple weeks of February. We scheduled interviews for the mechanic positions but 2 of the 3 applicants found work somewhere else and declined the interview, and the 3rd person never showed up for the interview. We are still advertising to fill the mechanic position. We interviewed one candidate for the maintenance assistant position and were hopeful this person would take the job. When the job was offered, he declined because he would of taking a \$2.00/hour cut in pay so he decided to stay where they were working.

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

We have a drainage problem on Commonwealth. According to my staff this has been a problem for quite some time but it's never been as bad as it's been this year. This is one of the areas where we needed to peel the ice off the road with the grader, we chased it all winter long. This area is going to need some attention this summer season. A full assessment of this area is going to have to be done to figure out where all this water is coming from and then come up with a solution to resolve the problem. Some of the staff thinks the problem got worse with some work that happened in the iron mine trailer park/property? This issue is on our radar/list of project to take care of this year.

On Route 126/9 there is a water problem underneath the road. This is another area where ice is accumulating in the road and need to scrape with a grader to peel it up. It appears this water is coming from underneath the road and fairly deep. It can't be runoff because it's been way too cold and that's why we are seeing it freeze once it makes it to the surface of the road. We have contacted the water district and together we are trying/working on finding out what is going on. The water district tested the water and appeared to show some chlorine. They dug up the road where they expected to find a leak but didn't see any leak in the pipe in that area, but there was a lot of running water in the hole they dug. Public Works put some green die in every catch basin uphill from the hole, the water never turned green in the hole. For now, we have ruled out that the problem is stormwater runoff, but will camera the line along that section of road as another check. The water district is seeing an over usage of water by 50,000 gallons a day and they have explained to me that they are aware of the problem and they will continue to investigate and hire special forces to help them locate where the problem/leak may be. The water district is also testing for fluoride, and when they did the first time, they explained their analyzer was messed up so they were going to hire someone to test and let us know. Stay tuned and I will provide more information as it comes in.

Monthly Report for Technology

Department Head Anne Davis

Month February Year 2022

Summary of Month in General Terms:

I began working with API Technology to create a plan and a budget for FY23. When costs began to increase, I re-grouped and I am now investigating updating servers over a two year fiscal year plan. In FY23, I would propose migrating some services to the Cloud. These services and apps would include email, our TRIO modules and our Vision modules. By doing this we will not have to replace as many servers as expected and keeping tech costs more manageable.

Current Progress on Projects/Plans/Problems:

I am still investigating technology service models with an understanding that the current model will end upon my retirement. I will probably recommend that we extend our contract with API so that there will be a smooth transition of tech services and upgrades and it will give the next manager time to look at how we manage tech services.

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

Because of the fact that I was gone for about two weeks of this month, I have no other updates to report.

TO: Anne Davis, Acting City Manager

FROM: Douglas E. Clark, Wastewater Director

DATE: March 7, 2022

RE: Wastewater Activity Report February 2022

Upgrade Project

The new Headworks screen was started up on Feb. 23 and is running well. Reps and engineers from the manufacturer Huber Corp. were here assisting in the startup and training. The delivery date for the new plant generator has been pushed back once again until the end of April or beginning of May. The concrete mounting pad, conduits, wiring and hardware are all in place, so all that is needed is for a crane to set it onto the pad and to hook it up. (It is a completely enclosed unit which will sit outside on the pad). The Substantial Completion (80% of project) date was originally set for March 27, and I think we are there, however the project completion (100%) date of May 6 will be close. Hoyle Tanner will let us know how to proceed. A simple Memorandum Of Understanding letter will probably suffice without having to open up the contract documents again. Technically Apex would be in violation of the contract and subject to punitive payments if they go past that date.

PFAS

The 2021 PFAS annual sludge sample was collected and sent off to the testing lab in Pennsylvania. We will collect the 2022 sample mid to late summer. Being a Tier II community we will be on DEP's waiting list for well water sampling until sometime in 2023. Tier I communities are to be tested this year and Tier III's in 2024. All homes, farms and businesses with wells that abut our former landspreading sites will be tested. At that point DEP will have collected and analyzed the data and come up with an acceptable limit for PFAS in drinking water then decide if new wells or community water treatment systems need to be put in place. The "elephant in the room" that no one has the answer to yet is who is going to pay for all that mitigation. The testing fees are to be paid for by a \$10/ton tax on all sludge/biosolids generators of which Gardiner is already being assessed. This alone will add \$7467.00 to our annual disposal costs as we made 746.7 tons in calendar 2021. 100% of our sludge continues to go to Juniper Ridge Landfill.

Effluent Discharge Permit Violations

There were some DEP Waste Discharge License Effluent Permit violations on the plant 24 hr. flow proportioned sample on Feb. 22 and 23. Visually we could see the problem right away as the eff grew very murky from Monday 2/21 through the end of the week. Both Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD) parameters had violations. We are required by our WDL permit to self-monitor by sampling and testing the Influent and Effluent in our lab. Right now it looks like a combination of seasonal low water temps, a high flow surge spike due to rain and snowmelt and immature biomass or "bugs" on the north RBC train came together in a "Perfect Storm". The south RBC train was started up on July 29, 2021 so the bugs on that side have had over 7 months to grow and mature (with the benefit of warm weather) into their current steady state biomass while the north train has only been running since November 9, 2021 (during cold

weather). The metabolism and hence the efficiency of the bugs is greatly influenced by water temps. TSS test results from the March 1 and 2 samples had returned to a more normal range of 13/14 mg/l. The BODs take 5 days to incubate and won't be out until late today and tomorrow. DEP was notified per license condition. I would still consider this to be within the time frame of startup, in which they at least verbally indicated at the beginning of the project they would show some leniency if permit violations occurred during construction.