



City Manager
and
Departmental Updates
for
January 2020

Monthly Report for City Manager

January 2020

Summary of Month in General Terms:

January was a relatively quiet month in the City Manager's Office. The lease purchase was signed for the two ambulances that will be delivered in the next couple of weeks. There was only one bidder for the lease purchase (Androscoggin Bank) so they were awarded the package.

Four Councilors, EDD Desjardins, and I attended the Kenney Awards. It was nice to see two Gardiner businesses recognized for their achievements.

All department heads had an opportunity to highlight their departments with Councilor Frey and Rees. It was great to see how much pride they take in their position, employees, and work performed. It was calculated that Department Heads alone have 226 years of municipal experience!

Current Progress on Projects/Plans/Problems:

Work continued with the EDD/Planner on potential projects, businesses openings, TIF's, CEA's, etc. Some of these items will continue to be brought forth to the City Council as more information is obtained and negotiations start.

The Mayor and I met with Craig Freshley to start the process of planning for the City Council Goal Setting Session planned for 2/1/2020.

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

One union has confirmed a date to start negotiations with the City. The other union that had reached out has not responded back with a date. The other two unions have not been heard from at this point.

Monthly Report for _____ Public Works _____ (Department)

Department Head _____ T. LaPlante _____

Month _____ January _____ Year _____ 2020 _____

Summary of Month in General Terms:

We had 3 snow events during the month and did 2 downtown snow removals. We also removed snow in S. Gardiner as well as from several city streets.

We trimmed brush on 3 cross country sewer right of way's to allow maintenance and emergency access.

Crew was sent out on 3 sewer back up calls and hydro jetted 2 sewer mains.

Crew began repairing damaged docks from the waterfront.

Replaced all the lights in FD truck bays

Current Progress on Projects/Plans/Problems:

Began working on MPI project for Brunswick Ave.

Bridge projects moving forward, work on abutments on Bridge St. Bridge and work underneath A-1 diner

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

A Buildings and Grounds employee submitted his notice of retirement. The City has also ended the contract for cleaning services of both City Hall and Library due to security concerns and unfavorable services. We bid the services out, but the costs are much higher and have become difficult to find. The department is now moving back to the original model of performing this work in-house. We have advertised for two positions; one maintenance worker and one custodial worker.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Nelson

Month: January (through 1/28) **Year:** 2020

Summary of Month in General Terms:

EMS: Total CFS (calls for service): 216

Gardiner:	70	Litchfield:	17
West Gardiner:	24	Pittston:	20
Richmond:	19	Randolph:	23
Farmingdale:	26	Chelsea:	15
		Augusta:	2

Fire: Total CFS (calls for service): 10

Chimney Fire	1	Unauthorized burning	1
Vehicle fire	1	Unintentional alarm	2
MVA no injuries	3	Citizen complaint	2

Current Progress on Projects/Plans/Problems:

- Chief, FF Santheson, and FF Thompson went to Ohio to conduct the final inspection on the new ambulances. The trucks are now in Bangor getting their lettering, etc. Should be in house by early Feb.
- Tara is working on uncollectable numbers for the towns as they approach budget season.
- Chief met with The Alzheimer’s Care Unit to update the evacuation plan.
- We are in the process of obtaining a dedicated Medical Director for the ambulance service. This is soon to be a mandated position by Maine EMS
- E911 committee continues to make progress.
- Trainings: Tactical Emergency Casualty Care, Pre Hospital Trauma Life Support, and Emergency Medical Patients: Assessment and Transport were completed.

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

- Staffing continues to be a concern
- The station is undersized as we do not have enough room for current equipment and when we purchase the third ambulance, it will not fit in the station.

Monthly Report for: Wastewater Treatment

Department Head: Doug Clark

Month: January 2020

Summary of Month in General Terms: January continued the warm and wet trend of December with above average temperatures and rain vs. snow storms. Another 0.5” and 1.14” of rain was added on January 11 and 25 bringing the total rainfall since September 1, 2019 up to 20.71” Although the system flows jumped up dramatically during the past storm of 1/25 we did not overflow into the CSO/RTB (Combined Sewer Overflow/Retention and Treatment Basin) tank at Maine Ave. Pump Station (MAPS) nor go into CSO mode at the plant. However, there was one casualty at MAPS as the Variable Frequency Drive or VFD powering pump #3 burned out. This one was a factory refurbished Allen Bradley model I tried a couple of years ago in an attempt to save money as these drives are horribly expensive. (A factory re-furb AB runs around \$5,000, new ones about \$9,000) Of course it lasted just beyond the warranty period. I found a brand new Toshiba drive for \$3,900 with a one year warranty which will match the other two which were replaced with Toshibas over the past few years, which I think is the best value. I like to affectionately refer to VF Drives as “train transformers”. When we were kids you would turn a knob one way on your HO train set and the engine would speed up, then turn it back and it would slow down. VF Drives do the same thing but on a much bigger scale, sliding AC Hz up and down vs. DC voltage, and obviously on a much bigger scale. This gives automatic infinite speed adjustment on the motor, controlling signals coming from external sensors such as tank levels in wet wells or air blower volumes, eliminating the need for transmissions or mechanical speed controllers. The three pumps at MAPS are 50 hp each and any two are capable of pumping 100% of capacity, the third waiting in a queue in an alternating-lead-lag-standby mode.

Current Progress on Projects/Plans/Problems: Work continues on the design and funding application for the equipment upgrade at the plant and pump stations. Hoyle-Tanner should be finished with the design and Preliminary Engineering Report (PER) soon and we should be getting RD’s grant/loan offer soon as well. I am still hopeful we can go out to bid as soon as April 1.

Any other noted updates, concerns, items for City Council to be aware of: The culvert repair job going on underneath Route 24 at the Rolling Dam Brook crossing continues on, the contractor having a narrow time window to do the job due to issues with sturgeon spawning season, being work only permitted in the winter months. Being from Tennessee they seem to be struggling with the winter elements which appears to have slowed the project down. They are a Sub for MDOT.

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

Summary of Month in General Terms:

The Tax Collector worked on updating the municipal vehicle inventory for the Bureau of Motor Vehicles (BMV), which included the MSAD 11 and Water District vehicles. This was quite a project, as the State has not purged municipal vehicles for many years.
The Tax Collector also worked on preparing two more tax-acquired properties (TAPs) for bid.
15 GA Clients were seen in January and 3 Salvation Army requests were considered.
The sewer billing clerk processed the quarterly sewer billing and the bills should be in citizens mailboxes during the first week of February.
All staff prepared their reports for the 2019 Annual Report.
The Finance Director bid out and acquired two 6-year lease/purchases at an interest rate of 3.23% for the two new ambulances.

Current Progress on Projects/Plans/Problem:

The City Clerk continues to work on the 2019 Annual Report as information is received.
The City Clerk has been accepting absentee applications for the March 3, 2020 Primary Election and we are now accepting absentee ballots.

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

The Wellness Committee put together large fruit baskets for each department.
The Maine Municipal Employee Health Trust (MMEHT) understands how important it is for their members to remain healthy. By controlling health claims costs, the Health Trust can keep its premium increases down.
Wellness Works, the Health Education and Promotion Program, works to improve the lifestyle status of employees and their families. They provide on-site classes and fitness assessments, newsletters, an incentive program, and financial assistance for employer groups with wellness committees.
The City of Gardiner also recognizes the impact of healthy lifestyle changes and how they can result in improved employee morale and quality of life, and reduced absenteeism in the workplace. The City does have a Wellness Committee and we receive approximately \$3,000 a year from the Health Trust. The funds are used for health educational material, incentive program prizes, fun activities, workplace fitness challenges, and all things related to physical and mental health.
I am including a flyer for this quarter so you can see what the City's employees and their families are doing to work towards healthier lifestyles.

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

I have attached the December Statement of Revenues and Expenses. As a guideline, December expenditures should amount to 50% of the annual budget. However, not all costs are distributed evenly throughout the year. Similarly, some revenues are received in one-time payments. Please contact me at 582-6891 or via e-mail if you have any questions or need assistance with interpretation of any of the information I have provided.
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City of Gardiner



The Wellness Committee Wants You On Its Team



Wellness = state of mind and body.

"Wellness is not a destination. It's a journey."

Mel Zuckerman, Founder of Canyon Ranch Fitness Resorts

The City of Gardiner believes that improving the lifestyle, safety, and health of its employees and their families, improves the well-being and productivity of the City as a whole.

This is achieved through promoting education, prevention, and screening programs.

We need you to help us develop and promote a positive wellness environment.

JOIN THE TEAM, or give us your ideas by contacting one of the committee members listed!



Sponsored by the Maine Municipal Employees Health Trust and

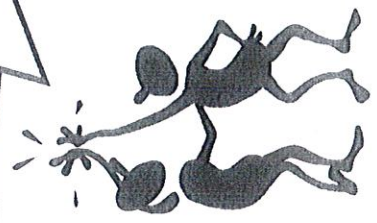


- Programs include:**
- ◆ Health & Safety Education Classes
 - ◆ Employee Raffles & Gift Cards
 - ◆ Healthy Luncheons
 - ◆ Access to Educational Books & Videos
 - ◆ Healthy Activities and Events
 - ◆ Your Idea: _____



Current Committee Members

- Alisha Ballard
- Denise Brown
- John Cameron
- Anne Davis
- Ben Dice
- Sherry Emmons
- Kelly Goodrup
- Tara Miley
- Al Nelson
- Rob Pekins
- Dan Robideau
- Amanda Roggio



Get Paid for your Health Screenings

Get an eye exam, dental cleaning, and/or physical in 2020 and your name will go into a drawing to win \$50.

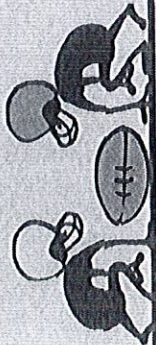
Just bring proof of your appointment to Denise. The drawings will be held at the end of 2020.

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We will be contributing a Subway sandwich tray to the SuperBowl Potluck being held in the Council Room on Friday, January 31 from 11:30 to 1:00.

Test your football trivia knowledge and enter to win a \$50 Amazon Gift Card.

Don't forget to wear your team jersey!



10-Minute Chair Massage

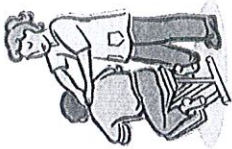
Bri Snow, LMT

March 18

More information later.

Benefits of Chair Massage

- Boosts energy, alertness, and productivity
- Reduces muscle tension and pain
- Helps prevent Repetitive-Stress Injuries
- Increases Circulation
- Relaxes and rejuvenates
- Relieves emotional stress



2020 Maine State Park Passes Available

Each pass admits occupants of up to a 17 passenger vehicle to day-use facilities of Maine State Parks and Historic Sites.

You can sign the card out with Sherry Emmons. The cards will be available on a first come, first serve basis

Outdoors in MAINE



State Parks
Public Reserved Lands
State Historic Sites
Boat Access Sites
Snowmobile Trails
All-Terrain Vehicle Trails
Abandoned Railroad Corridor Trails



Wellness Works Incentive Program

Everyone's schedules are crazy and most of you are not able to participate in the Wellness Programs at City Hall, so why not get credit for what you do on your own time and earn prizes doing it!!!

Get rewarded for using safety equipment, drinking water, eating fruits and vegetables, being nicotine free, and practicing self-care and stress management activities... things you do every day!

For more information or if you are interested in signing up for the 2020 Employee Incentive Program please see Sherry Emmons.

Every Day is another chance to get stronger, eat better, live healthier, and to be the best version of YOU!

City of Gardiner

Statement of Revenues & Expenses as of December 31, 2019

FY20 Revenues	FY20 Budget	Received Thru Dec 31	% of Budget
Property Tax Revenue	7,243,493	3,581,571	49%
Homestead Exemption	319,587	238,142	75%
BETE Reimbursement	87,397	87,397	100%
State Revenue Sharing	650,589	328,079	50%
Excise Tax and Vehicle Registration	1,100,000	448,978	41%
State Local Road Assistance Program	72,000	73,696	102%
Tree/Snowmobile Grant	4,442	3,042	68%
General Assistance Reimbursement	11,200	5,598	50%
Veterans Exemption Reimbursement	6,730	6,082	90%
Penalties and Interest	46,000	32,675	71%
Licenses and Permits	21,000	19,466	93%
Fees and Fines	51,700	25,876	50%
Library Fees	111,237	111,237	100%
TWC Franchise Fee	70,427	0	0%
Ambulance Rental Reimbursement	10,000	10,000	100%
Audit/Events/Tech Reimbursement	25,415	24,415	96%
First Park	15,000	0	0%
Investment Earnings	100,000	42,176	42%
Unclassified	27,500	12,077	44%
Due from WasteWater	116,809	116,809	100%
Due from Special Revenue	28,000	27,647	99%
Use of Fund Balance/Carryforwards	234,500	0	0%
Total Revenue	10,353,026	5,194,964	50%

Revenue Variance Notes:

Excise is slightly low. However, we receive large fleets in the spring.
 Penalties and Interest is high due to receiving payments for older year outstanding taxes.
 Licenses and Permits is high; reflective of the work of the Code Enforcement Officer.
 Library fees have been paid in full by all member towns.
 We will receive cable franchise proceeds in February and First Park proceeds in June.
 Some State revenues are high due to the timing of funding.
 Transfers and reimbursements from other funds have been made.

Unusual or Unanticipated Activity:

The State miscalculated the TIF values in the Revenue Sharing spreadsheet that they posted to their website on 6/20/19. Those projections were used by the City for budget preparation.
 After the budget was passed and the Assessor committed the taxes, the State posted a revised projection on 8/28/19. The City will be receiving \$36K less in Revenue Sharing than anticipated.
 I believe we can make up for this difference with the added Penalties and Interest and Licenses and Permits revenue as noted above.

FY20 Expenses	FY20 Budget	Expended Thru Dec 31	% of Budget
General Government	544,786	265,790	49%
Legal	30,000	6,138	20%
Workers' Compensation	126,398	33,270	26%
Property & Casualty Insurance	69,641	66,057	95%
Contingency	33,724	9,965	30%
Technology	90,580	83,583	92%
Police	1,329,976	667,375	50%
Fire	660,738	331,123	50%
Fire Hydrants	304,838	76,210	25%
Ambulance Services	113,015	112,739	100%
Buildings & Grounds	461,575	204,723	44%
Public Works	1,489,671	502,910	34%
Public Library	437,108	198,603	45%
Planning & Economic Development	322,733	150,543	47%
General Assistance	33,401	17,236	52%
Community Programs	152,680	143,452	94%
Total Municipal Appropriation	6,200,864	2,869,719	46%
Overlay	19,680	0	0%
County Appropriation	362,004	362,004	100%
Education Appropriation	3,770,478	1,885,239	50%
Total Expenditures	10,353,026	5,116,962	49%

Expense Variance Notes:

Legal and Workers' Compensation appear low due to timing of payments.
 Conversely, Property Ins and Technology are high due to the timing of payments.
 Fire Hydrants is low, as only one quarterly payment has been made.
 Gardiner's share of the Ambulance Service has been paid in full.
 Public Works appears low, as some large debt service payments have not yet been made.
 Community Services is high due to most non-profits being paid.
 County Taxes have been paid in full.

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

Department Head _____ Tracey Desjardins _____

Month _____ January _____ Year _____ 2020 _____

Summary of Month in General Terms:

The Economic Development/Planning Department continue to work on updating ordinances and land uses for the city. As we look into what is ahead for upcoming development, it is important for Gardiner to be ready for those types of projects.

New businesses for the month of January: So You Think You Can Sew (crafter), Cold House Studio (artist/crafter), Deja Brew (café), The Blind Pig Tavern, Dragonfly Rose – Mind, Body, Soul (massage). Three of these businesses have located in downtown. Interest in doing business in Gardiner continues to grow.

Current Progress on Projects/Plans/Problems:

The Community Development Block Grant (CDBG) 2020 Community Enterprise Program Letter of Intent for Gardiner’s Façade Program for \$100,000 was submitted on January 30, 2020 to the Office of Community Development. The deadline to submit the letter of intent was January 31, 2020. The next step will be to submit a full application, which is done by invitation only. We should receive notification in the next month or so if we have been selected to move forward. I will keep you posted on the progress.

Also during the month of January, I continued to work with a committee on the Maine200 Bicentennial Project Grant for \$10,000, which is due February 1. This grant along with other sponsorship will help fund the “Discover Gardiner – Where history & progress meet” Festival scheduled for September 10-12, 2020. The event will include a parade, car show/sock hop, 5K race, pancake breakfast, community dinner on the waterfront, fireworks, music, food, artisans, demonstrations of earlier life in Maine and more.

During the month of December, the Code Enforcement Officer issued 29 permits, 19 were new building or general permits for signs, additions, mobile homes and remodels, 7 were plumbing – 1 commercial and 6 residential, 3 new subsurface wastewater permits, 20 inspections and 11 complaints.

There continues to be behind the scenes of activity at Libby Hill Business Park. This is an ongoing effort between this department and Dennis Wheelock. Troiano is now putting up sheetrock, which a project completion date coming soon.

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

None at this time.

Monthly Report for Police Department

Department Head: Toman

Month: January (through 1/28) **Year:** 2020

Summary of Month in General Terms:

- CFS- 1113
- AR- 32
- AC- 10
- PARKING TIX- 27

Current Progress on Projects/Plans/Problems:

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

- 1 vacant patrol position- currently conducting a background check for potential new hire.

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

- Trainings- All Officers received 2 hrs of training of 3 updated policies
- Officers are now handling their own cases in traffic court (Violations bureau).

Monthly Report for Technology (Department)

Department Head Anne Davis

Month January Year 2020

Summary of Month in General Terms:

The technology throughout the City is fairly stable at this time. I continue to replace any devices that have Windows 7 as the operating system as Microsoft has sunsetted this version and we would be open to security issues if we did not upgrade or replace the machines. I believe I have identified all machines and I am in the process of getting them replaced.

Current Progress on Projects/Plans/Problems:

We are still finishing the LED streetlights project. They are all installed and we are waiting for the applications and the training to begin for the Public Works Director and the Buildings and Grounds foreman. I will also sit in on that training.

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

I have begun to research our camera system that is found throughout the Waterfront, the Common and around City Hall. I will work with Chief Toman to see what needs to be done to bring our current system mesh to a technology that will help secure City property.

Monthly Report for Gardiner Public Library (Department)

Department Head Anne Davis

Month January Year 2020

Summary of Month in General Terms:

The library continues to be an anchor business in the downtown. We have about 25 people attending our weekly story hour, 15 students attending our Teen Thursday Program and we have just opened space up for a Dungeon and Dragons Club that meets weekly in the Hazzard Reading Room.

The Greater Gardiner Community should be very proud of how busy their public library each day!

Current Progress on Projects/Plans/Problems:

The library has been celebrating Maine's Bicentennial over this past fall. We will continue the Avis Ames Speaker Series through the winter and spring. Last night, 1/30/2020, we had over 100 people attending a talk with author and historian Tom Desjardin who spoke about the Colburn house in Pittston and its place in history during Benedict Arnold's campaign to Quebec.

The Gardiner Library Association is still in the annual campaign phase to fundraise \$7,500. To date we have almost made that goal with a little under \$3,000 to be raised. This money is used as the operating budget for the GLA who has a mission to maintain and sustain the buildings and grounds of this wonderful building.

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

For 2019 calendar year, we circulated 85,218 items.

During the same time span, we had 4,175 people attend a library program. These programs include story hour for kids, Teen Thursday attendees and our very successful Bicentennial Speaker Series.

For FY19 we had 1,675 electronic titles downloaded from Hoopla, a vendor we locally contract with for e-titles.

For 2019 calendar year we also saw 1,188 electronic titles downloaded from CloudLibrary. We joined a consortia of other libraries within the MINERVA system that pool their resources to purchase e-titles. There is an added cost for this service.

This past calendar year, staff processed 11,639 incoming titles requested by users of the GPL.