



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



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|---------------------|------------------------------|-------------------|--------------|
| Meeting Date | 09/21/2022 | Department | City Council |
| Agenda Item | 4.k- Department Head Reports | | |
| Est. Cost | N/A | | |

Background Information

Please see the attached reports from each of the Department Heads. As the City Manager I appreciate the time and effort that goes into these reports to keep the Council and the public informed of the work that goes on each month in the City of Gardiner.

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| Requested Action | N/A |
| 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 _____ |

| Library Usage Stats | |
|---|-------|
| Physical Items Borrowed | 6,011 |
| Hoopla Items Borrowed | 914 |
| cloudLibrary & Comics Plus Items Borrowed | 354 |
| Website Visits | 1,251 |
| Event Attendance | 338 |
| Door Count | 1,546 |

Yearly Stats are updated on the first of every month and can be found online at:

<https://gardinerpubliclibrary.org/about-us/library-statistics/>

- Summer Reading Program 2022:** Our 2022 Summer Reading Program is over! From June to August, the library hosted 41 events which had a total attendance of 805. A total of 83 youth participated in the Summer Reading Challenge and 40 completed the full challenge, a completion rate of 48%. This is up from 25% in 2021 and 44% in 2019. No Summer Reading Program was held in 2020.
- The Numbers:** Dive into those numbers above! The amount of physical items borrowed from the library (6,011) and the number of items borrowed through our various Digital Library services (1,268) were the highest that I (Library Director Justin Hoenke) have on record since 2019. The word is getting out and more people are using the Gardiner Public Library.
- Museum & Park Passes:** One of our biggest success stories this summer was our Museum & Park Passes Program. I will share the total number of times that these passes were borrowed in the Fall once most of the museums & parks close for the season, but what I will share is this amazing memory of one Friday in August at the library...we had 3 people in line waiting to sign up for one of the passes and at the same time we kept getting calls from folks interested in reserving this passes. It was a glorious day! In the Fall of 2022, we will begin offering new museum & park passes to various venues around Maine such as the Maine Discovery Museum & the Farnsworth Art Museum. Stay tuned for more!
- Gardiner Middle School:** I've connected with Dr. Sara Sims at the Gardiner Middle School and I hope to collaborate with them a lot in the Fall to get their students connected to the library. The first thing that we've done together (along with Healthy Communities of the Capital Area) is to start a Storywalk at the Middle School.
- Fall Events:** Head on over to <https://gardinerpubliclibrary.org/events/> to check out our slate of events at the Library for Fall 2022. There's even more to come...we're just adding the finishing touches so once again stay tuned.
- Gay Grant Book Release Fundraiser:** On August 31, the library hosted the book release party for local author Gay Grant's new book "Around the Kennebec Valley: The Herman Bryant Collection". All proceeds from the sale of this book were donated by the author to the Gardiner Library Association. Over 80 attendees came to this event. This event was covered in the Kennebec Journal:
<https://www.centralmaine.com/2022/08/30/kennebec-region-featured-in-latest-book-from-south-gardiner-historian/>
- All Staff Training Day:** On August 26, 2022 the library was closed to the public so that the library staff could have an all staff training day. We visited the Bangor Public Library to look at their setup, their services, and more. Thank you for supporting the continuing education of the library team. We all had a great and educational and mind expanding day.

- **Boys & Girls Club:** Many thanks to the Boys & Girls Club for so many great donations! We received some great play sets for youth that are now at home in our 2nd Floor Children's Room, along with a full sized refrigerator for our staff room.
- **All Things Gardiner Public Library Building:** The Gardiner Library Association is hard at work on maintaining and restoring our amazing Gardiner Public Library Building. In August 2022 numerous projects were completed: a remote HVAC controller was installed to help monitor heating/cooling levels, a rather large wasp nest was removed from the roof, and our volunteers once again did an amazing job at keeping up with the gardens around the library. Upcoming projects include renovation of the Teen Library (funded by the J.W. Robinson Welfare Trust) and the cleaning and restoration of the brownstone around the library building (funded by the Gardiner Library Association).
- **Job Descriptions:** And finally, I have begun work on looking at and reviewing job descriptions for the library staff. My goal is to take a fair but critical eye towards what the daily work of the staff looks like and also look at what it may look like in the next 2-3 years as libraries and our community continue to change and grow.

Written and submitted by Justin Hoenke on Friday September 2, 2022

A handwritten signature in black ink, appearing to read "J. Hoenke". The signature is stylized and cursive, with the first letter of the first name being a large, prominent capital letter.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month August Year 2022

Summary of Month in General Terms:

As you can see below, permits continue to be on the rise. Gardiner is also experiencing rent increases and evictions, which is now making it difficult for some folks to remain in their apartments.

Current Progress on Projects/Plans/Problems:

During the month of **August**, the planning department currently has **373 active permits** with **\$4,017.40 in fees**. This is including **40** new building, **10** plumbing, **1** subsurface wastewater and **22** general permit. The CEO also received **15** complaints. The complaints consisted of address issues, living conditions, plumbing issues, trash, and hazard trees. There was also **7** new addresses issued.

The **Planning Board** met on August 25, 2022. **Public Hearing-** Gardiner Green- Continuation of the May 10, 2022 meeting for the Final Subdivision—Site Plan development at 150 Dresden Ave. City Tax map 032 Lots 023-023A in HDR. Planning Board went through the Subdivision process in Section 14, however due to time; they were unable to finish the Subdivision review. The meeting adjourned at 10:00 p.m. and the board scheduled a continuation of the Gardiner Green application for September 14, 2022.

Board of Appeals did not meet in August.

Ordinance Review Committee met on August 15, 2022.

1. **Sump Pump Ordinance** – approved to send the ordinance amendment to Council for first and second reads.
2. **Storm Water Drainage** – approved to send the ordinance amendment to Council for first and second reads.
3. **Zoning change from HDR to PD on Cobbossee Ave** – after discussion, the committee decided to leave the zoning as it is.
4. **Electronic Message Boards** – The city has received request from a few businesses to install Electronic Message Boards. Historically there has been opposition to these types of signs due to the flashing, and brightness. Staff feels they will only grow in popularity due to the cost effectiveness and high visibility. After much discussion, the item was tabled until the meeting in September to allow KVCOG (contractor planner) and draft an amendment for consideration.

5. ***Amendment to Code regarding License Renewal for non-conforming Marijuana Businesses*** – This item needs some more research and will come back to committee next month.

Economic and Community Development Committee met on August 11, 2022. Committee members were given copies of the 2019 Gardiner Downtown Parking Study from KVCOG as a reference. CDBG grant cycle will begin soon and as part of the implementation of the Downtown Master Plan, committee members would like to focus on parking and housing.

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

McKay Park continues to be on target for completion date at the end of September. We will look to plan a grand ribbon cutting early October.

I would like to give a big shout out to Angelia Christopher who has taken on extra roles for the city. Not only does she continue to keep up with her regular duties, she has stepped up to the task of the extra work with no gaps. Thank you Angie.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - August 2022

Summary of Months in General Terms:

- Calls For Service - 616
- ACCIDENTS - 10
- ARRESTS/Criminal Cites – 15
- TRAFFIC & PARKING TIX – 5

Current Progress on Projects/Plans/Problems:

- Refurbished speed trailer while deployed on Brunswick Ave was struck by a motorist. Unit is non-operational because of the damage sustained. Process has begun to get unit repaired. Unknown when unit will be operational again.
- Axon technical meeting went well on 8/11. Representatives from Axon are now scheduled to be on-site in November for in car camera installations
- New cruiser bids went out on August 4th. They are due back on 9/1
- On August 23 a meeting was held with GMS pertaining to the logistical aspects and staffing needs for Swine & Stein which is due to occur on October 8.
- On August 31, a meeting was held with AT&T FirstNet staff to discuss the potential of the City switching to the AT&T federal program for cellular and wifi/mifi devices.

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

- Hiring update – one interview occurred in August, as a result. One conditional offer of employment was extended and the background process is underway.
- William Reed completed his hiring process and he is scheduled to start his field training officer program on September 5.
- One candidate successfully passed his polygraph exam on August 18 and now is scheduled to take their psychological exam and work place health screening in late September. If the final screenings are satisfactorily completed, this candidate will begin training sometime during the month of October.
- Scott Getchell resigned his patrol officer position with the City on August 2.
- Officer Connor began one-month paternity leave on August 8.
- Administrative Assistant Merrill was out of the office from August 4 until August 29
- Overall, officers used a total of 168 hrs of vacation/comp time during the month, and 104 hours of sick leave. Safety Officer Pekins also utilized 15 hrs of accrued time
- Chief Toman was on vacation from 8/5-8/19
- Based on current staffing levels, overtime is available daily from 3p-7pm
- Officer Quintana is tentatively scheduled to return to the MSAD 11 schools as a School Resource Officer on September 12.

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

- Sgt. Blair conducted ALICE training with the staff of the Boys & Girls club at their new facility on August 22
- Chief Toman attended a 7 hour class at the Maine Department of Labor on “improving your safety training program” as part of his duties as co-chair of the City’s safety

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: August

Year: 2022

Summary of Month in General Terms:

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|---------------------------------------|----------------------|
| Total CFS (calls for service): | 309 |
| EMS: | 288 |
| Gardiner: | 70 |
| West Gardiner: | 24 |
| Richmond: | 43 |
| Farmingdale: | 44 |
| Litchfield: | 43 |
| Pittston: | 16 |
| Randolph: | 26 |
| Chelsea: | 20 |
| Other: | 2 (Augusta, Bowdoin) |
| Fire: | 21 |

Current Progress on Projects/Plans/Problems:

- COVID tests are in good supply
- PPE stock remains healthy
- The Fire Truck Committee has begun creating specs for the new Engine
- Working with area Fire/EMS departments, to address gaps in coverage

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

- 3 People have been given conditional offers of employment
- Re-Posted for 2 additional openings

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

TO: Andy Carlton, City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: September 6, 2022
RE: Wastewater Activity Report August 2022

Dry Weather

The recent dry spell has resulted in record low flow values, beating even last year's numbers. The lowest instantaneous minimum flow figures have been as low as 92 gallons per minutes. (0.133 million gallons per day) Minimum flows occur around 4:00 a.m. each morning. The plant secondary portion of treatment is licensed for 4.5 mgd (3125 gpm). In a heavy rain event when the CSO or wet weather portion of treatment kicks in we are passing a total of 9 mdg (6250 gpm) through the plant. This shows the impact that Inflow and Infiltration (I&I) still have on our system.

RBC #5 Motor Failure

The 5 horsepower drive motor that powers RBC unit #5 developed a humming noise and vibration during the week of August 22. Apex, the contractor for the upgrade project, came and removed it and shipped it to a motor repair shop in Auburn to be rebuilt. As it is summertime and the volume of biomass on each RBC is minimal the manufacturer, Evoqua, stated that it would not harm the unit to stay off and not rotate while the motor is being rebuilt; about 2 weeks. The RBCs and all drive components have a 2 year warranty from startup date. This unit (South side train) was started up on July 29, 2021 and thus is covered under warranty.

Sewer Main Plug Spring Street

On Tuesday August 23 the street sewer main on Spring Street by #87 plugged up again. This is the second time since spring that this has happened. The street has had a camera run up it and there is a protruding house service sticking into the main which is causing solids to catch on it causing the plugs. Vortex came with a Jetter/vacuum truck (Combination Machine) and cleared the line. They are coming back with another remotely operated device that will travel up the pipe to the trouble spot and cut off the protrusion. While we had the combination machine in town I had them vacuum out our pump stations that need quarterly cleaning being Cobbossee P.S., Maine Turnpike West Gardiner Service Plaza P.S., Partridge Dr. P.S. and Pump Station #4 in the Libby Hill Business Park.

Kennebec County Jail Inmate Outside Work Program

I recently spoke with John Matthews, the special work project coordinator for the Kennebec County Sheriff's Office, and he stated they are preparing to start up the outside work program for minimum security inmates again soon. We may still be able to get them in town before winter to cut brush and do other tasks. I'll be sure we stay on their list.

Staffing

We have had one employee out on extended medical leave since August 16 so this has left us shorthanded, down from the normal compliment of 5. Everyone has been stepping up and taking on the extra work load. We have been able to keep up the normal intervals for maintenance and service to equipment plus handle breakdowns and repairs.