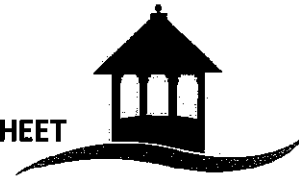




**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



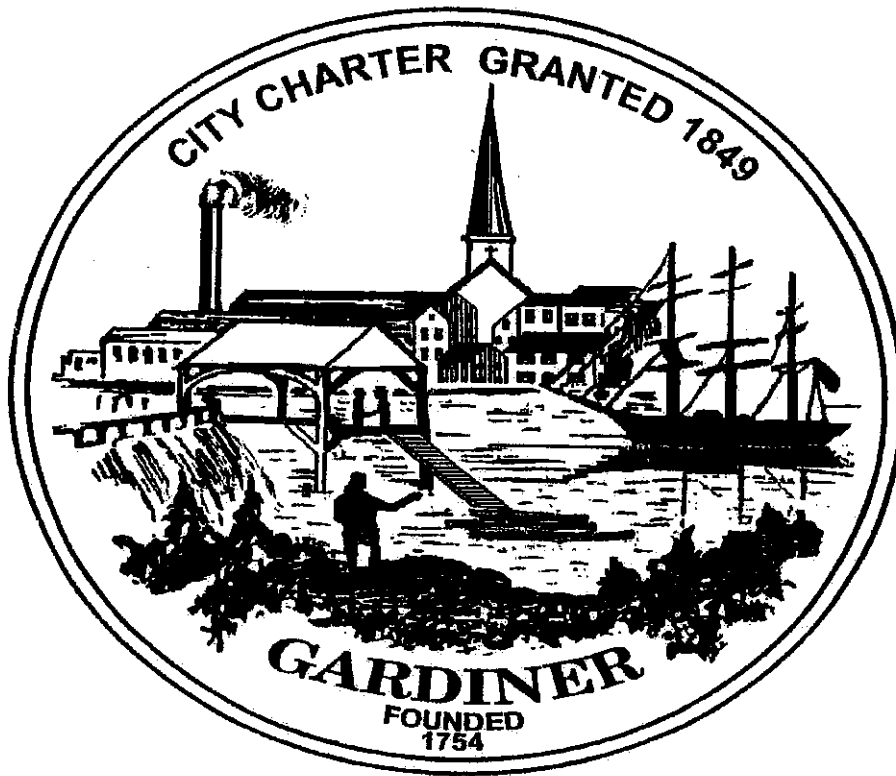
Meeting Date	08/17/2022	Department	City Council
Agenda Item	4.g- Department Head Reports		
Est. Cost	n/a		

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.

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 _____



**Departmental Reports:
July 2022**

Physical Items Borrowed	5,374
Hoopla Items Borrowed	658
cloudLibrary & Comics Plus Items Borrowed	329
Website Visits	1,207
Event Attendance	204
Door Count	1,411

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

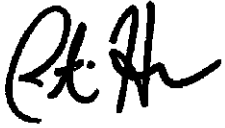
<https://gardinerpubliclibrary.org/about-us/library-statistics/>

- **Summer Reading Program 2022:** Our 2022 Summer Reading Program is winding down. To date, we've hosted 29 events with a total attendance of 529 guests.
- **Partner Towns/Town Meetings:** On July 27, 2022 I attended the Randolph Town Meeting where the Town of Randolph unanimously voted to give every community member in Randolph access to the Gardiner Public Library.
- **Woodbury Pond Park:** The Town of Litchfield graciously donated a Woodbury Pond Park pass to the Library which anyone with a library card can now borrow. Our Museum & Park passes program has been a great hit this summer and next month I'll put together our final statistics to show just how well the program was utilized by the community.
- **StoryWalks:** We've been having a lot of conversations about StoryWalks with various groups in our communities (Healthy Communities of the Capital Area and the Litchfield Community Park), talking about how we can bring these great resources to the community. What is a StoryWalk you may ask? Head on over to <https://letsmovelibraries.org/storywalk/> for more info!
- **Teen Game Night:** One of the best moments we've had all summer was at July's Teen Game Night. Fourteen teens between the ages of 12-16 attended this event, and much fun was had. There was a great vibe in the library that day and has really helped me see that a lot of my focus for grant writing over the next few months should be dedicated to funding that will help us build up our "teen event infrastructure" so that we can pull off these events with greater ease in the future.
- **Meals for Youth:** We've been working with the Boys & Girls Club to deliver a meal to kids every Tuesday after our Storytime events. This program has been very well received and we hope to expand it next summer.
- **Alewives & Crafts:** Many thanks to the Upstream team for pulling together a library program on Alewives for youth in July.
- **Puppet Show:** Many thanks to Aero & Finn Hoenke for writing, directing, and performing the puppet show "The Magic Flower" in June & July at the library.
- **Collections:** You may have seen that some of our collections are on the move at the library...we're trying to make our library a lot easier and more fun to browse. We're carving out a section dedicated to New England History & Biographies in our Hazzard Reading Room, with more changes on the way.
- **Upcoming Fall Events:** We're hard at work Book Release Event for Gay Grant's new book "Around the Kennebec Valley", Public forum for the District 54 candidates running in the upcoming election, performance by Thehe Marti Stevens Interactive Theater Group, Storytimes for youth, after school events for teens, and more!
- **Broadband for Litchfield! RedZone's Community Launch Event:** On Monday July 18th I attended RedZone's Community Launch Event for their Broadband program in Litchfield. In the past I worked with RedZone to

develop an informational brochure on how Litchfield Community members could digitally access the Gardiner Public Library with their library card.

- **All Staff Training Day:** On Friday August 26, 2022 the Library will be closed to the public so that the staff and I can travel to the Bangor Public Library for the day. We will be given a tour of the library and get a chance to talk to their staff about their services, programs, events, and more.

Written and submitted by Justin Hoenke on Monday August , 2022

A handwritten signature in black ink, appearing to read "J. Hoenke", written in a cursive style.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month July Year 2022

Summary of Month in General Terms:

Although we have had less meetings committee meetings during the month of July, the department continues to stay busy with other activities.

The Public Works Department has demoed McKay Park. The constructor will begin his work first of August. Please note the wall mural will remain. Other noted items as the bench, McKay Park monument and historic board were temporary removed and will go back into the park when the project is finished. The project is slated for completion the end of September or early October.

Current Progress on Projects/Plans/Problems:

During the month of **July**, the planning department currently has **321 active permits** with **\$2,227 in fees**. This is including **34** new building, **4** plumbing, **1** subsurface wastewater and **7** general permit. The CEO also received **12** complaints. The complaints consisted of address issues, living conditions, plumbing issues, rats, trash, building without a permit and ROW issues. There was also **3** new addresses issued.

The **Planning Board** did not meet in July due to no formal applications.

Board of Appeals did not meet in July.

Ordinance Review Committee met on July 18, 2022. This was the first meeting with our new contractor planner, Joel Greenwood with KVCOG. The committee left off last time with Sump Pump and Storm Water Drainage. Joel will review the amendments and bring them both back to the committee in August for a final revision.

Business owners Joe and Kathy Abbondanzio attended the meeting to request an Electronic Reader Board, which is currently not allowed in the Mixed Use Village zone. Their place of business is the Gardiner Car Wash located on Brunswick Avenue. After the committee heard their concerns, it was suggested they come before Council as all topics for the Ordinance Review Committee are subject to Council approval.

Joyce McCaslin has been working on organizing the City Code and the changes thus far was to send the revisions to Council for approval. Joyce will continue to work with ORC on update the City Code.

Other items discussed were the new housing rules. The state is still working on the rules and to ask Council to send marijuana to ORC to change "marijuana" to "cannabis."

Economic and Community Development Committee met on July 14, 2022. An update regarding ARPA funds was discussed and noted that City Manager Andy Carlton would be looking at other City projects where ARPA funds could be allocated. The Heart of Gardiner Downtown Master Plan was distributed to committee members and next step will to begin the implementation of the plan.

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

This summer has been extremely busy with building issues. Our department receives calls daily with tenant living conditions. There has been an upsweep where tenants are not paying rent and the property owner not taking care of the property. There has been a few properties where Kris has asked the Fire Chief to do safety inspections with him. If there is a safety concern, the owner as well as potentially the tenants could receive a Notice of Violation from the Code Enforcement Officer. It is important for tenants and property owners maintain these buildings.

Monthly Report: Public Works Department

Department Head: Jerry Douglass

Month: July 2022

Summary of Month in General Terms

- Spotty pot hole patching
- Responded to a few sewer calls
- Upgraded the drainage on Kingsbury
- Removed all sidewalks on Kingsbury
- Demo McKay Park
- Roadside Mowing completed
- Drainage work on Old Brunswick Road

Building & Grounds:

- Cleaning service continues to clean city hall and library
- Respond to Special Request
- Mowing and weed whacking all parks, cemeteries, business park and city grounds
- Installed fence post at Libby Hill Cemetery

Current Progress on Projects/Plans/Problems:

- Brunswick Ave Project moving along pretty well – retaining wall is complete. Stairs on left side of wall are on order and will be set once delivered. All States milled the pavement, the shim from Mechanic Street to Washington street will be placed to provide a base for the slip form curb. Slip form curb placement is scheduled to be done the week of August 18th. Once this is done contractor will start building the sidewalks and All States can place the asphalt finish surface from Mechanic Street to Central Street. Project is estimated to be 80% complete by end of August and fully complete by mid-September.
- We are getting no applications for the vacant mechanic position.
- We hired a full time Maintenance Assistant on our Buildings & Grounds Crew. His name is Mike McArthur. With the cleaning service working out good and now 3 full time B&G employees working, we are fully staffed. Things seem to be going really well in this department.
- We have one PW employee out due to shoulder surgery and I was informed recently that he won't return until January. I will lose another truck driver in one month as he is attending lineman school/technical college. We have posted that position and hope to fill

as soon as we can. If we struggle to hire like we have for the mechanic we will be left with 4 guys at PW until January and that includes the foreman. We have 5 dedicated plow routes; this may make it difficult to provide the services the residents are accustomed to seeing in their winter road maintenance this winter. It is difficult to find employees, near impossible to find good ones!

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

- None at this time

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: July

Year: 2022

Summary of Month in General Terms:

Total CFS (calls for service): 324

EMS: 308

Gardiner: 91

West Gardiner: 29

Richmond: 43

Farmingdale: 35

Litchfield: 38

Pittston: 26

Randolph: 27

Chelsea: 16

Other: 3 (Augusta)

Fire: 16

Current Progress on Projects/Plans/Problems:

- COVID tests are in good supply
- PPE stock remains healthy
- 8 of our Medics worked the Ironman Competition without incident
- Ordered the ARPA funded Ambulance
- Ordered the ARPA funded communications equipment
- Working with area EMS departments, to address gaps in coverage
- All partner communities have agreed to adding 4 positions

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

- Beginning the hiring process

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 - July 2022

Summary of Months in General Terms:

- Calls For Service - 616
- ACCIDENTS - 6
- ARRESTS/Criminal Cites – 20
- TRAFFIC & PARKING TIX – 3

Current Progress on Projects/Plans/Problems:

- Refurbishment of speed trailer was completed
- Technical meeting with Axon for our in-car camera system was scheduled to occur on 8/11

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

- Hiring update – 2 interviews occurred in July.
- 1 conditional offer of employment was extended and the back ground process is underway.
- Zachary Reynolds completed his hiring process and started his field training officer program on July 25.
- Polygraph, psychological exam and work place health screening are scheduled for the middle of August for the candidate that is moving here from Utah. This individual has a start date of 9/5
- Overall, officers used a total of 196 hrs of vacation/comp time during the month, and 84 hours of sick leave. Safety Officer Pekins also utilized 25 hrs of accrued time

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

- During the month of July, Officer Getchell met all of the entry requirements to attend the upcoming police academy that is scheduled to begin 8/15/22 – 18 weeks
- One officer scheduled to be out for approximately one month for the birth of a child
- PD/FD Administrative Assistant Merrill will be out of work from 8/4 to approx. 9/6 due to a surgery.
- Chief Toman is working with Gannett Construction to facilitate the closure of Mechanic Street on 7/26 and the upcoming multi-day closure of Water Street in September as part of the Johnson Hall construction project
- Two officers worked extra details for the IronMan 70.3 event on 7/31/22

TO: Andy Carlton, City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: August 3, 2022
RE: Wastewater Activity Report July 2022

Upgrade Project

The final pay req is being prepared by Hoyle Tanner and the last of the punch list items are to be taken care of soon. All things considered I think the project went very well with no major problems. Apex and all their subs did an outstanding job of "making things work" which in a 40 year old plant such as this can be a real challenge, sometimes requiring pounding round pegs into square holes.

South Gardiner Manhole Replacement Project

The manhole structure in the South Gardiner system by the Post Office was finally replaced on July 26 and 27. Ray Labbe and Sons did the project after they were done with the Brunswick Ave. retaining wall reconstruction. The project went better than I anticipated and only took about a day and a half.

Pump Station #4 Force Main Sewer Pipe Patch

A wet spot on the ground above the discharge pressure pipe (force main) leaving Pump Station #4 off of Industrial Drive was discovered about 200 feet from the station. Emergency preparations were made to dig it up and work began on July 6. McGee (who originally installed the water/sewer system in Phase II of the LHBP expansion) dug down until we found the pipe which was at least 18 feet deep. A crack around 16 inches long with a divot in the top middle was discovered. A piece of pipe was spliced in and the trench backfilled. Vortex Co. did a hydro-vac in the trench and a local septic hauler set up a shuttle thereby keeping the level in the wet well of the station down (it had to be shut down for two days) so that Commonwealth Poultry could stay up and running. The divot in the middle of the crack in the pipe leads me to believe that a rock was buried on top of it during construction eventually causing the failure in the pipe. This force main is about 3,000 feet long, lifts water 100 feet and generates about 43 psi of back pressure.

Chlorination System

The sodium hypochlorite disinfection system had to be patched several times through the month. The suction, feed and discharge lines for each chemical feed pump are made of Schedule 80 PVC pipe which was installed during the big plant/CSO upgrade in 2006 and they degrade over time causing leaks. Unless our new renewal license comes before the end of seasonal disinfection on September 30 and extends the period to October 31, as is anticipated, we have only 8 more weeks to go before we can shut the system down and effect more repairs. The whole entire system including feed pumps and storage tanks is scheduled to be replaced as part of the Phase II portion of the upgrade.

Kennebec County Jail Inmate Outside Work Program

According to John Matthews, the special work project coordinator for Kennebec County Jail, guard staffing shortages have required the work program to be at least temporarily suspended. Each summer a few inmates would come to town and mainly cut brush and weed whack public areas. Hopefully by next summer the program will be going again.