



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



| | | | |
|---------------------|------------------------------|-------------------|--------------|
| Meeting Date | 10/19/2022 | Department | City Council |
| Agenda Item | 4.i- Department Head Reports | | |
| Est. Cost | N/A | | |

| | |
|-------------------------------|--|
| Background Information | <p>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.</p> |
|-------------------------------|--|

| | |
|---|--|
| Requested Action | |
| City Manager and/or Finance Review | The Acting City Manager recommends the above action. |
| 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 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTAL |
|----------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|
| Physical Items Borrowed | 3,772 | 3,995 | 4,482 | 4,252 | 3,856 | 4,914 | 5,374 | 6,011 | 4,930 | 41,586 |
| Hoopla Items Borrowed | 619 | 600 | 618 | 660 | 690 | 720 | 658 | 914 | 808 | 6,287 |
| cloudLibrary & Comics Plus | 353 | 345 | 377 | 341 | 400 | 400 | 329 | 354 | 335 | 3,234 |
| Website Visits | 1,309 | 1,310 | 1,222 | 1,529 | 1,347 | 1,897 | 1,207 | 1,251 | 1,237 | 12,309 |
| Event Attendance | 60 | 83 | 139 | 219 | 117 | 465 | 204 | 338 | 155 | 1,780 |
| Door Count | 1,173 | 1,208 | 1,442 | 1,340 | 1,081 | 1,449 | 1,411 | 1,546 | 1,198 | 11,848 |

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

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

- **Teen After School Thursdays:** In collaboration with MSAD 11 High School Librarian we are bringing back Teen After School Thursdays at the Library. Our first event was in late September and 20 teens in grades 9-12 attended. We're really excited to get this program up and running again.
- **Now Hiring:** We've got a part time role open at our library. For more information, you can visit: <https://gardinerpubliclibrary.org/about-us/jobs-gardiner-public-library/>. We are hoping to find someone who can help us continue providing excellent customer service to everyone in the community and someone that can help us with our ongoing events.
- **Museum & Park Passes:** We've added passes to the Maine Discovery Museum (Bangor) & the Farnsworth Art Museum (Rockland) and hope that these will help families & individuals out this Fall and beyond.
- **Gardiner Middle School StoryWalk:** Coming Soon! We will be unveiling a new StoryWalk (walking trail plus story that can be read as people walk the trail) at Gardiner Middle School. This project is a true community collaboration between the Middle School, the library, Rotary, Kiwanis, Boy Scouts, Ladner Landscaping, Welton Masonry, and Healthy Communities of the Capital Area. Be on the lookout for a date where we'll hold a ribbon cutting ceremony
- **Events:** Head on over to <https://gardinerpubliclibrary.org/events/> to check out our slate of events at the Library for Fall 2022. We've announced everything for the Fall and should have some announcements for the upcoming holidays.
- **All Things Gardiner Public Library Building:** The Gardiner Library Association is hard at work on maintaining and restoring our amazing Gardiner Public Library Building. Over the next few months the Association will focus on renovations for the Teen Library (funded by the J.W. Robinson Welfare Trust) as well as the cleaning and restoration of the brownstone around the library building (funded by the Gardiner Library Association).

Written and submitted by Justin Hoenke on Monday October 3, 2022



Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: September

Year: 2022

Summary of Month in General Terms:

| | |
|---------------------------------------|---|
| Total CFS (calls for service): | 310 |
| EMS: | 289 |
| Gardiner: | 94 |
| West Gardiner: | 37 |
| Richmond: | 32 |
| Farmingdale: | 36 |
| Litchfield: | 21 |
| Pittston: | 20 |
| Randolph: | 20 |
| Chelsea: | 22 |
| Other: | 7 (Augusta, Bowdoin, Bowdoinham, Hallowell) |
| Fire: | 21 |

Current Progress on Projects/Plans/Problems:

- COVID tests are in good supply
- PPE stock remains healthy
- The Fire Truck Committee has finalized preliminary specs
- Working with area Fire/EMS departments, to address gaps in coverage

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

- 3 People have been placed on shift. D shift, C shift, B shift
- Hiring process for 2 additional positions has started
- FF Ross, FF Williams completed FF1 & 2
- Probationary FF Hodgkins began final semester of Medic school
- Probationary FF Carlson Began first semester of Medic school
- FF Cataldi reached his 5 year anniversary with the City

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: October 3, 2022
RE: Wastewater Activity Report September 2022

RBC #5 Motor Failure

The 5 horsepower drive motor that powers RBC unit #5 that developed a humming noise and vibration was sent out to a motor repair shop where it was checked out and sent back and installed Sept. 19. This satisfies the manufacturers requirement for warranty purposes. To my ear it still sounds louder than the others and feels warmer, so all we can do is hope that if it fails it does so during the rest of the warranty period. (July 29, 2023)

65 Mt. Vernon Street

A complex situation was discovered recently concerning a residence at 65 Mt. Vernon Street. This house sits in the gulley on upper Mt. Vernon St. It has a septic tank but no leachfield. The City allowed the residents to pump the tank effluent up a small plastic pipe in the sidewalk into a gravity line at the top of the hill, approx.. 160 ft. Long story short, fittings inside a manhole in the sidewalk out front of the house broke allowing the pump to fill up the structure and leak into the street. Then the pump failed so the effluent just seeped into the ground for the past year. I only discovered the situation during a routine Digsafe check. Finally, the force main or pressure pipe running up the sidewalk is broken as well so essentially the whole system failed and needs to be rebuilt. A new pump has been installed (along with a high level sensor/alarm) and the broken fittings in the connection manhole out front, all that needs to be done now is start digging up the FM pipe in the sidewalk and replace it. This is scheduled to be done on the tail end of the Highland Avenue project by the same contractor. I notified DEP by means of their SSO/DIR reporting system so they are aware of our plans and time table. Until the pipe is fixed the new pump is turned off and we are having the resident's septic tank pumped weekly to prevent anymore flow from leaving the site.

Kennebec County Jail Inmate Outside Work Program

The KSO Jail inmates were in town on 9/27 and 9/28 cutting brush, sweeping, weedwacking etc. around the Maine Ave. Pump Station and Waterfront Park. It was quite laborious getting the grass and weeds out from around the boulders at the Pump Station and they did a really great job. They will be back Monday 10/3 and Tuesday 10/4 to clear brush from around the fence at the plant, and I think we can get them for at least two more days during October.

Staffing

As of Monday October 3 we will be back up to 100% staffing levels.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month September Year 2022

Summary of Month in General Terms:

This will be my final report as the Director of Economic Development and Planning for the City of Gardiner. It has certainly been a pleasure working in Gardiner and I wish to thank my staff, both Kris and Angie are exceptional employees and with the tools we have in place, this department will continue to operate in a professional manner.

Current Progress on Projects/Plans/Problems:

During the month of **September**, the planning department currently has **384 active permits** with **\$8,866.01 in fees**. This is including **25** new building, **6** plumbing, **2** subsurface wastewater and **17** general permit. The CEO also received **18** complaints. The complaints consisted of, living conditions, plumbing issues, trash, rats, vehicles and hazard trees. There was also **1** new addresses issued.

The **Planning Board** met on September 14, 2022. **Public Hearing-** Gardiner Green- Continuation of the August 25, 2022 meeting for the Final Subdivision—Site Plan development at 150 Dresden Ave. City Tax map 032 Lots 023-023A in HDR. Planning Board has begun its Site-Plan review. The board has not approved the Subdivision, as there are a couple of sections that still need reviewed. Due to time, they were unable to finish the review process. The meeting adjourned at 10:15 p.m. and the board scheduled a continuation of the Gardiner Green application for October 13, 2022.

Board of Appeals did not meet in September.

Ordinance Review Committee met on September 19, 2022.

1. **Electronic Message Boards** – The committee spent quite a bit of time discussing the info that had been presented by Joel Greenwood, City Contract Planner. The Committee discussed sizes, locations, definitions, and standards. Joel will make changes and bring back to the next meeting. The Committee also agreed that they needed to look at a zoning change on Cobbossee Ave. for these signs to be an allowed use. This too, will be reviewed at the next meeting.

The October meeting will continue with electronic message boards. The committee will also review a possible zoning change on Cobbossee Ave. and will look at dogs barking rules in City Code.

Economic and Community Development Committee met on September 8, 2022. City Manager Andy Carlton presented to the committee what the plans were for the remainder of ARPA funds. It has been decided that ARPA funds would be utilized for City projects.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - September 2022

Summary of Months in General Terms:

- Calls For Service - 629
- ACCIDENTS - 12
- ARRESTS/Criminal Cites - 19
- TRAFFIC & PARKING TIX - 5

Current Progress on Projects/Plans/Problems:

- Damaged speed trailer as reported on in August is still in the insurance process. Unknown when unit will be operational again.
- Representatives from Axon are still scheduled to be on-site in November for in car camera installations (3) in-car systems are slated to be installed
- Quirk Ford awarded cruiser bid as they were the low bidder
- GPD is field testing AT&T FirstNet devices (cell phones & mifi)

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

- Hiring update - no employment applications were received this month, as such, no interviews occurred in September.
- William Reed started his field training with the City on Monday 9/5.
- One candidate completed his psychological exam. Candidate is scheduled to receive his medical screening and begin his law enforcement pre-service training (2-week class) in mid and late October.
- Officer Reynolds is progressing well in his field training process
- Officer Connor returned from paternity leave on September 7.
- Overall, officers used a total of 156 hrs of vacation/comp time during the month, and 84 hours of sick leave. 2 officers were sick with Covid during this month
- Based on current staffing levels, overtime is available daily from 3p-7pm
- Officer Quintana returned 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:

- On September 7th, Sgt. Gove - recertified as a drug recognition expert (DRE)
- On September 16th, Officers Reed & Reynolds each received 8 hours of hands-on training in low-speed emergency vehicle operations

- On September 21-23rd - Chief Toman received 24 hours of Critical Incident Stress Management training (CISM) and he will be certified to lead and participate in peer to peer support groups.
- On September 30th, Officer Reynolds received 8 hrs of training in Verbal Judo (de-escalation tactics)
- Chief Toman is having discussions with a local Chaplain in regards to starting a Police Chaplain program in the department.
- Chief Toman participated in final planning and preparation meeting with Gardiner Main Street for the upcoming Swine & Stein event scheduled for October 8th.

Monthly Report for: Front Office/Finance
Department Head: Denise Brown
Month/Year: Aug/Sept, 2022

Current Progress on Projects/Plans:

August

402 MV transactions-\$71,987

1197 sewer transactions-\$250,832

548 tax payments-\$774,285

45 vital records-\$785

Notarized 8 docs-\$40

Special event permits-6

We received and logged 70 absentee ballot requests

We set up 123 tax clubs

Received sewer and property tax discount applications (open until Oct. 15)

September

320 MV transactions resulting in \$60,047 in excise collected.

Tax collections processed in the amount of \$3,257,728

IF & W transactions (24) in the amount of \$983.75

We issued 36 vital records, 4 marriage licenses and performed 1 wedding.

Sewer collections processed in the amount of \$69,657

Processed 9 business license/event permits/victualers

We began intake/logging of absentee ballot requests (approx. 300 requests)

We sent 30 Day Notice and Demand letters to 55 residents.

Received sewer and property tax discount applications (open until Oct. 15)

Financial:

Audit work was ongoing to close out the FY22 Fiscal Year.

Finance Director to get you a FY23 Finance Report soon.

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

We hired two new employees in the front office and they have been very busy learning the day-to-day transactions; as well as attending various trainings.

- Michelle Snowden started on 8/16 as the Deputy City Clerk
- Lacey Raccio started on 8/22 as the Deputy Tax Collector