



GARDINER CITY COUNCIL
 AGENDA ITEM INFORMATION SHEET



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|--------------|-----------------------------|------------|--------------|
| Meeting Date | 09/20/2013 | Department | City Manager |
| Agenda Item | 4j. Department Head reports | | |
| Est. Cost | N/A | | |

Background Information

Please see the attached documentation.

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| Requested Action | N/A |
| City Manager and/or Finance Review | |
| Council Vote/ Action Taken | |
| Departmental Follow-Up | |

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|----------------------------|-------------------------------|----------------------------------|-------------------------|
| City Clerk Use Only | 1 st Reading _____ | Advertised _____ | EFFECTIVE DATE _____ |
| | 2 nd Reading _____ | Advertised _____ w/in 15 Days | |
| | Final to Dept _____ | Updated Book _____ | Online _____ |

Monthly Report for: Economic Development

Department Head: Melissa Lindley

Month/Year: August 2023

Summary of Month in General Terms:

I continue to talk with others looking into commercial options in Gardiner and connecting with commercial building owners. I have joined the Kennebec Valley Tourism Council board and am a part of KVCOG's 5-year Comprehensive Economic Development Plan committee. I continue to collaborate and meet regularly with Gardiner Main Street.

Current Progress on Projects/Plans:

Brownfields Assessment Grant: The Phase I observation report is complete for the property located a 19 Maine Ave (Gardiner Feed) for review. We will be contacting the owner about continuing with Phase II to inventory the hazardous items on site. The 279 Water Street building has just begun the Phase I process. A list of other possible Brownfields sites is in development, and we will be sharing this opportunity for assessments under this grant program with those property owners.

I attended the National Brownfields conference from August 8-11. As someone new to Brownfields, the event was a great opportunity to learn more about the program and the economic development opportunities it can offer. I also met with many others involved in Brownfields across our state and region.

Libby Hill Business Park: There is a potential buyer with interest in lot 12. Lot 25 is also listed for sale.

1 Summer St: the remaining city-owned lots on the former TW Dick site are now listed for sale for \$125,000 with Dennis Wheelock. Current zoning codes require the first floor to be for commercial use.

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

The Economic and Community Development Committee did not meet in August. The next meeting will be on September 14. The committee is discussing downtown parking and reviewing the downtown master plan recommended actions.

We will be holding a public meeting regarding enrolling in the state's Community Resilience Program on Wednesday, September 27 at 6pm in the Library's Hazzard Reading Room. If enrolled, the city will be eligible for grant opportunities related to climate resiliency.

I have been invited to speak about Gardiner's downtown master planning process at an event held by the Maine Downtown Center right here in Gardiner at the Life Community Church on September 15.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: August

Year: 2023

Summary of Month in General Terms:

Total CFS (calls for service): 306

EMS: 296

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| Gardiner: | 113 |
| West Gardiner: | 20 |
| Richmond: | 35 |
| Farmingdale: | 24 |
| Litchfield: | 39 |
| Pittston: | 22 |
| Randolph: | 25 |
| Chelsea: | 14 |
| Other: | 4 (Bowdoin, Bowdoinham, Hallowell, Whitefield) |

Fire: 10

Current Progress on Projects/Plans/Problems:.

- New Chairs and Mattresses arrived and are in service.
- Beginning to purchase/price out new equipment for the new engine.

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

- Open Firefighter/Paramedic position is posted

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: Front Office/Finance
Department Head: Denise Brown
Month/Year: August, 2023

Current Progress on Projects/Plans:

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| <u>Activity for the month:</u> 563 MV Transactions - \$149,349 700 Tax Payments - \$1,014,299 419 Sewer Payments - \$48,057 30 IF&W Transactions - \$2,891 39 Vital Records - \$806 16 Ambulance Payments - \$3,888 2 DBAs issued - \$20 3 Victualers Licenses and 1 Liquor License 7 Notarial Services - \$35 |
| One general assistance applicant was assisted in August with housing and \$100 for household supplies. This particular client was starting work in the middle of August. |

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

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| Deputy Tax Collector Lacey Raccio recognized her one-year anniversary on August 22nd. By far, Lacey's biggest strength is her ability to make each citizen feel as if their need is the reason she is behind the counter. Lacey is responsible for compiling all of the clerks cash-ups from the prior days work; she participates on the Safety Committee, manages the employee wellness program, and orders our office supplies. |
| Though August is a month for summer vacations, it was also a month of training. Every single person in the front office had at least one form of training; as well as continued cross-training. |

Financial:

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| The City received a 5.1% interest rate on the Sweeper-Vac lease/purchase financing. As a reminder, this equipment cost \$269,599. This will be a 10-year borrow with an annual payment of \$35,084. |
| The property tax stabilization amount due from the State of Maine is \$78,028. This is less than 1% of the total property tax commitment of \$9,059,785. |

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

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Monthly Report for: Gardiner Public Library

Department Head: Dawn Thistle

Month/Year: August, 2023

Summary of Month:

Rounding out the Summer, we hosted a health fair the afternoon of Friday, August 18th. The day was riddled with outside issues – primarily, torrential rain in the event’s critical hours and, as such, significant traffic snafus on the highway and all other in-routes to town. Yet, despite such an afternoon of chaos, our event was amazingly well attended – as we counted over 75 in attendance. All vendors showed up, presented, interacted, and expressed pleasure at being a part of a great event! Thus, we will be looking to repeat it, hoping for an even greater turn-out down the road. That same evening, after the rain cleared, we hosted an artist for ArtWalk, which was also very well attended.

We hosted multiple interactive events over the summer; most were for children, but many were for all ages. From puppets to potluck, movies to collage art - all told, we hosted 37 programs with an attendance of well over 700. Summer at GPL was one for the books!

Current Progress on Projects/Plans:

As Fall approaches, we look forward to continuing our book groups, board game nights, and Small Craft Advisory creative group, as well as developing new programming to include an author talk and book launch in October, home school reading groups and Lego clubs (already in the works), additional movie showings, and more.

Our new exterior book drop arrived just a few days ago and is already welcomed in place! Our exterior book drop was aged, unsightly, and had become barely secure. We owe all thanks to ARPA funds and Council’s willingness to fund this need that has only increased over the years. Thank you!

At the end of the month, I will be presenting Navigating Digital Newspapers at the Maine Genealogical Society’s annual conference in Brewer. It is a topic that I have much experience with, but also affords me the opportunity to highlight our own digitized collection of Gardiner newspapers and yearbooks – it is a goldmine of historical information, available to all!

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

None at this time.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: August 2023

Summary of Month in General Terms:

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| Calls for Service: | 401 |
| Accidents: | 7 |
| Arrests/Criminal Cites: | 14 |
| Traffic & Parking Tix: | 17 |

Current Progress on projects/Plans/Problems:

The Gardiner Police Department has begun the process to become MLEAP certified. (Maine Law Enforcement Accreditation Program) We have contracted with Dirigo Safety, LLC, Public Safety Advocates to assist us in getting our accreditation. The Maine Law Enforcement Program is a voluntary process where police agencies in Maine demonstrate their commitment to excellence and compliance with the highest standards in law enforcement. These standards, developed by Maine Law Enforcement professionals, are designed to help agencies effectively serve their communities and protect individuals' rights. By achieving accreditation, agencies can earn credibility and confidence, reduce risk and liability exposure, and show their commitment to their communities and profession. These benefits are particularly important in today's climate, where law enforcement agencies are under increasing scrutiny and the public demands transparency and accountability. By demonstrating their dedication to meeting the highest standards in the field, accredited agencies can set themselves apart as among the very best in law enforcement. The process to achieve accreditation is a process that takes about three years to complete.

All Patrol vehicles are currently on-line and in good working order. Unit 2600 was returned from Quirk Ford in the middle of August.

We took possession of the departments new 2023 Ford F-150 in mid-August. Equipment has been ordered to outfit it and I am hoping it will be on-line by early October.

Damaged speed trailer is still currently at TMDE Electronics in Richmond for repairs as the City has received payment for repairs from the other parties insurance carrier.

As noted in previous reports, within the next 3-5 years we will need to go to a new or upgraded records management system as Central Square/IMC (current system) is slated to be discontinued.

It has been brought to my attention that our dispatching (RCC) will not be offering services utilizing our current system (IMC) for many more years. The City just signed a two year contract with RCC for our dispatching needs but we should keep in mind at a later date we may need to look elsewhere for this service and possibly an upgrade or replacement to our current IMC system.

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

Officer Zachary Reynolds is currently attending the Maine Criminal Justice Academy. He began his training on 8/14/23.

Sgt. Stacey Blair had a minor surgery and is currently not working. We are unsure when he will be returning to duty.

With Sgt. Normand Gove leaving the Gardiner Police Department, Sgt. Stacey Blair currently not able to work, Officer Zachary Reynolds at the Academy until 12/15/23 and Officer Alonzo Connor returning to his duties as the departments School Resource Officer this leaves four (4) officers out of a complement of 12 (twelve) for daily patrol coverage. The department is still at a critical staffing level as we are running now below 50% for patrol functions. I, as well as the other officers, felt it important to keep Officer Connor in our schools until it was absolutely necessary to bring him back to the road. The department has modified the patrol schedule to keep 24 hour coverage for the City of Gardiner. We now have one officer working days (6a to 6p) and one working nights (6p to 6a) with another daily 6p to 12a shift offered as overtime for double coverage during peak times. We are still currently having an officer be "on call" for backup nightly from 12a to 6a. We currently have an intern that is scheduled to begin work on 9/11/23 but will not be able to do patrol work until around March of 2024 if he completes all training requirements. We still are currently utilizing social media, e-mailing potential applicants and officers are actively attempting to recruit new officers for the department.

Overall, officers used a total of 293.3 hours of vacation/comp time during the month, and 50.2 hours of sick leave.

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

Nothing not listed above.

TO: Andy Carlton, City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: September 11, 2023
RE: Wastewater Activity Report August 2023

Collection System

The newly installed sewer line in front of 311 Brunswick Ave. up to the edge of Family Matters parking lot was jet cleaned one more time on August 22. Not many roots or debris came out so the line should be good now for a while. I recommend replacing the last segment of pipe from where we left off to the edge of the parking lot. Camera footage showed roots in that location but further up was in relatively good shape. Also on August 22 Vortex cleaned out the wet well of Pump Station #4. 24 hours later I went out and checked the well and there was already a mat of feathers built up as well as latex gloves and paper towels. I am working with Commonwealth Poultry to correct the discharge of debris from the plant as well as pump upgrades (in which CWP said they would help financially) which would grind up debris before pumping. Vortex is coming back this Thursday to vacuum it out again. I am waiting on proposals for pump upgrades before I can come up with cost estimates. The leaky connection at 38 Partridge Drive was dug up and fixed by PW as well as installing cleanouts on the sewer service line at 14 Partridge Drive to facilitate cleaning and camera inspections.

DEP Inspection

A comprehensive all day DEP facility inspection was performed on August 15 by our new Inspector James Knight. All in all it went well, with just a few corrections noted. We got compliments on some critical areas such as process control, maintenance, lab and safety. Next year will be a pump station/collection system inspection then the following year lab to complete a three year inspection cycle of plant/operations, laboratory and pump stations/sewer system.

Maintenance

Routine maintenance was performed around the plant as well as Maine Ave. Pump Station Screening/compaction systems. Work included cleaning, greasing and pump flushing.

Personnel

David "Shawn" Peabody completed his 6 month probationary period Monday August 7. His work has been exemplary and I recommended him be retained on permanent status as Operator.

Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: August 2023

Summary of Month in General Terms

Highway Department:

This month we were able to get some roadside mowing equipment for 2 weeks and got a lot done with that. Finish off painting crosswalks for the start of the school year. The crew spent a few days paving potholes and trenches. We had to do a repair on the boat ramp dock. One side of the dock got pulled apart from the next piece. Get it repaired in till we pull it out of the water for the winter and can make a more permanent repair. We got down to Booker Rd. to do some ditching and then over to Snow St. to replace a culvert and do some ditching. On the 29th we took delivery of our new sweeper vac truck. They are coming back the week of September 11th to install the pickup hose to clean out basins. Once again, I'd like to say thank you for allowing us to make the purchase of this equipment.

Buildings & Grounds:

This crew has been right on top of keeping everything mowed along with other projects like tree and brush cutting at the overlook, on route 24 in south Gardiner by the gabion wall and other spots around town near stop signs. We spent four full days making repairs to the bricks on the downtown sidewalks, made good progress but still have more to do. We spent some time replacing some boards on the waterfront boardwalk.

Current Progress on Projects/Planes/Problems:

The Palmer Fountain project is moving along. The sewer line replacement on church St. will begin on September 18th the public works crew along with Logan Gardiner to help with the dig.

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

We have an equipment operator starting on September 18th that will bring use to full staff. I feel we need to start looking at some major over hall of the waterfront boardwalk. We are making repairs to the rotten boards, so no one falls through. Unfortunately, all parts of the boardwalk need a lot of repairs from the pylons, railings, decking and the support boards underneath the decking. Just knowing the amount of time and money this project will take I feel we should start looking into things sooner rather than later so we are not in a situation were we are forced to close parts of the boardwalk for safety concerns.