



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	10/25/2023	Department	City Manager
Agenda Item	4f. 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			

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: September 2023

Summary of Month in General Terms:

This month was busy with training and networking events. I also spent time supporting the Gardiner Main Street Swine and Stein event, which has a large impact Gardiner and was a great success despite the rain. I continue to talk with others looking into commercial options in Gardiner and connecting with commercial building owners.

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. A draft of the 279 Water Street building Phase I investigation is due soon. 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 also attended a meeting with all other Maine Brownfields grantees organized by Maine DEP to learn more about the program and from each other.

Libby Hill Business Park: Lot 12 is under contract. Lot 25 has also had also had some recent inquiries. Core Cutter received planning board approval to construct a 11,520 sq ft building on lot 26.

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. There has been interest and I have discussed the property with potential developers.

A monument has been installed in the Common marking its recognition of being on the National Historic Register

A public meeting was held on September Community 27 to discuss the City of Gardiner enrolling the Community Resilience Partnership. The final step to enroll in the state program will be to adopt a community resilience resolution.

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

The Economic and Community Development Committee the committee is discussing downtown parking and reviewing the downtown master plan recommended actions.

Welcome to the new Gardiner businesses: J.M. Arbour Wealth Management at 1 Brunswick Ave, Spindleworks Gardiner at 221 Water Street and Necessary Tires Too at 907 Brunswick Ave.

Monthly Report for: Front Office/Finance
Department Head: Denise Brown
Month/Year: September, 2023

Current Progress on Projects/Plans:

September Activity					
365	MV Transactions	\$99,243	Permits from July 1 through September 30		
2010	Tax Payments	\$3,199,350	9	Building-Business/Commercial	\$1,098
1625	Sewer Payments	\$258,332	61	Building-Residential	\$2,345
28	IF&W Transactions	\$1,146	5	Demolition	\$75
33	Vital Records	\$670	3	Excavation	\$75
13	Ambulance Payments	\$12,410	5	Sign	\$75
1	Special Event Permits	\$50	4	Street Opening	\$775
1	Victualer/Liquor License	\$50	4	Driveway Entrance	\$100
15	Notarial	\$75	11	Plumbing	\$680
1	General Assistance	\$2,530	2	Septic	\$530

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

This years' employee appreciation was a great success. Every employee working on September 28th showed up at the waterfront for the celebration. We honored 10 employees for milestone years of service, welcomed 20 new employees since the prior year employee appreciation, and recognized 8 promotions/transfers. The Mayor and City Manager expressed their appreciation for the employees and the importance of the duties that they perform every day. There was a BBQ organized by the department directors, "time off" certificates and "lunch with the City Manager certificates" were given out, and each employee received a travel mug with the City logo on it. I've included a list of the recognitions with this report.

Financial:

The City received a 5.25% interest rate on the dump truck lease/purchase financing. This equipment was approved in the FY22 Budget. The total cost was \$183,030. We put down \$40,000 and financed the balance with a 5-year borrow and an annual payment of \$33,265.

The Quarterly Statement of Revenues and Expenditures for the first quarter of FY24 is attached. If you have questions, please call or email.

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

The property insurance renewal came after the budget was finalized and also with a larger than anticipated increase. The City's deductible is \$1K/incident and I anticipate that we will go over budget by \$10K by the end of the fiscal year. While we have had very good service through our current carrier, it has been several years since we have bid out this service; thus we will be putting this out to bid in late winter/early spring (exclusive of Health and WC ins).

We continue to see a high volume of General Assistance requests. We doubled the budget for FY24, but we could go over budget by \$5K or more.

The above two noted deficits will be covered by the additional interest income.

Employees Recognized for Years of Service in Calendar 2023		
Name	Position	Years of Service
Hickey, Cody	Firefighter/Paramedic	5
Melanson, Brandon	Firefighter/Paramedic	10
Thompson, Jesse	Firefighter/Paramedic	10
Webb, Joshua	Firefighter/Paramedic	10
Merrill, Tara	Admin Asst	10
Miller, Chris	WW	10
Johnson, Joshua R	Firefighter/Paramedic	15
Santheson, Andrew Ross	Firefighter/Paramedic	15
Sutherburg, Nathan A	Firefighter/Paramedic	15
Grover, David	Public Works Foreman	25

New City of Gardiner Employees since the Sept 2022 Appreciation		
New Employees	Position	Month Hired
Carlson, Rohobot	Firefighter/Paramedic	22-Sep
Hodgkins, Derek	Firefighter/Paramedic	22-Sep
Updyke, Adam	Firefighter/Paramedic	22-Sep
Hare, Kelly	Front Office WW Billing Clerk	22-Oct
Martin, Zachary	Firefighter/Paramedic	22-Nov
Seekins, Joshua	Firefighter/Paramedic	22-Nov
Zack, John	PW Equipment Operator	22-Nov
MacMaster, Heather	Buildings & Grounds Custodian	22-Dec
Lindley, Melissa	Econ. Dev. Director	Jan
Moody, Michael - Returned	Police Officer	Jan
MacMaster, Scott - Returned	Police Officer	Feb
Burns, Kyle	PW Equipment Operator	Feb
Peabody, David	WasteWater Operator	Feb
Lovely, Hailee	Deputy City Clerk	May
Bolitho, Stacia	Librarian	May
Reed, Amanda - Returned	Police Officer	May
Stevens, Greg	Buildings & Grounds Foreman	June
McArthur, Mike Jr	Buildings & Grounds Maintenance	August
Caputo, Michael	Police Intern	Sept
Bouchard, Keleb	Public Works Intern	Sept

Promotions and Transfers	
Name	Action
Dave Grover	Promoted to PW Foreman in December
Chris Miller	Promoted to WW Mechanic in January
Fitzmaurice, Tucker	Transferred from B&G Foreman to PW Mechanic in February
Dawn Thistle	Promoted to Library Director in April
Todd Pilsbury	Promoted to Police Chief in April
John Cameron	Promoted to Public Works Director in April
Greg Stevens	Promoted to B&G Foreman in July
Alonzo Connor	Promoted to Sergeant in September

City of Gardiner

Quarterly Statement of Revenues & Expenses as of September 30, 2023

FY24 Revenues	FY24 Budget	Received Thru Sept 30	% of Budget
Property Tax Revenue	8,173,662	4,420,115	54%
Homestead Exemption	414,798	293,282	71%
BETE Reimbursement	185,477	0	0%
State Revenue Sharing	1,297,305	342,797	26%
Excise Tax and Vehicle Registration	1,200,000	306,541	26%
State Local Road Assistance Program	72,000	0	0%
Veterans/Tree/Snowmobile/Solar	20,300	14,779	73%
General Assistance Reimbursement	24,500	0	0%
Penalties and Interest	55,000	9,413	17%
Licenses and Permits	73,000	14,767	20%
Fees and Fines	47,500	10,574	22%
Library Fees	128,470	128,470	100%
TWC Franchise Fee	68,000	0	0%
Ambulance Rental Reimbursement	10,000	0	0%
Audit/Events/Tech Reimbursement	41,515	0	0%
First Park	25,000	0	0%
Investment Earnings	150,000	58,151	39%
Sale of Property/Unclassified	12,000	11,465	96%
Due from WasteWater Fund	139,581	0	0%
Due from Revolving Loan Fund	10,000	10,000	100%
Use of Fund Balance	500,000	0	0%
Carryforwards	159,000	0	0%
Total Revenue	12,807,108	5,620,353	44%

Total revenues is slightly higher than at this time last year.

Revenue Variance Notes:

Homestead is high due to receiving the majority of the funding in August.
 BETE and Local Road Assistance will be received in the second quarter.
 We haven't received any General Assistance reimbursements from the State yet.
 Library fees have been paid in full by the member towns.
 We will receive cable franchise proceeds in Jan. and First Park proceeds in June.
 Interest rates continue to be favorable.
 The sale of property is reflective of the summer sale.

FY24 Expenses	FY24 Budget	Expended Thru Sept 30	% of Budget
General Government	927,984	311,887	34%
Legal	45,000	12,108	27%
Workers' Compensation	146,474	35,352	24%
Property & Casualty Insurance	92,000	94,837	103%
Contingency	30,000	4,668	16%
Technology	144,997	69,389	48%
Police	1,602,371	351,704	22%
Fire	918,449	228,996	25%
Fire Hydrants	328,146	0	0%
Ambulance Services	190,479	190,479	100%
Buildings & Grounds	502,149	111,866	22%
Public Works	1,835,904	298,011	16%
Public Library	563,948	115,544	20%
Economic Development	221,085	51,204	23%
General Assistance	41,188	15,801	38%
Community Programs	157,232	98,952	63%
Total Municipal Appropriation	7,747,406	1,990,799	26%
Overlay	18,718	0	0%
County Appropriation	466,106	466,106	100%
Education Appropriation	4,574,878	1,145,565	25%
Total Expenditures	12,807,108	3,602,470	28%

Total expenses are right where they should be for this time of year.

Expense Variance Notes:

Gen Gov appears high due to the \$135K transfer to the reval account.
 The Property Insurance coverage is due to a higher than anticipated renewal increase.
 Technology appears high due to the timing of annual fees.
 Gardiner's share of the Ambulance Service has been paid in full.
 General Assistance is trending high again even though we increased the budget.
 Community Programs is high due to timing of annual payments.
 County Taxes have been paid in full.

Monthly Report for: Gardiner Public Library

Department Head: Dawn Thistle

Month/Year: September, 2023

Summary of Month:

September was busy, full of programs, a wonderfully successful Book Sale, some staffing shortages, and a few HVAC issues.

Current Progress on Projects/Plans:

As the school year began, Story Hour resumed after a brief break, our regular book groups, board game nights continued, and the Small Craft Advisory creative group returned. We launched a new Home School Reading Group and simultaneous Lego Club that meet weekly and were immediate hits. Our Thursday Young Adult afternoon partnership with Gardiner Area High School started up again and has grown to include some of the home-schooling teens who participate in the Reading Group. We received a Maine State Library grant last year that will help fund activities and materials for this program.

We held a very successful Book Sale fundraiser for the Gardiner Library Association. We had much valued and appreciated help from the Buildings & Grounds crew in moving many boxes of books leading up to and after the sale, as well as help from volunteers in setting it up. The sale itself was passive and asked only for donations in payment and lasted about 10 days in the Reading Room. It was the most successful book sale on record, bringing in over \$3000. This will especially aid in the building maintenance and restoration work the Gardiner Library Association has and will continue to undertake this year. In the past month, we have had multiple issues with our furnace and HVAC systems and in the coming months, repair work on the 142-year old brick corbels at the roofline will commence.

On the 28th, I presented Navigating Digital Newspapers at the Maine Genealogical Society's annual conference in Brewer. It was both well attended and well received.

October brings the dedication of our Community Archives Room in memory of Cynthia Olmsted Bean on the 10th. She was a generous benefactor of the library for decades (she was also a granddaughter of Robert Parks Hazzard, a Gardiner businessman and local philanthropist who gave us our Reading Room). And on the 17th, we will host author Deborah Gould and the launch of her new historical fiction novel based on true characters and details of Gardiner's Almshouse in 1900.

Personnel/Staffing:

The month started well, but the last week and into October we were reduced to a skeleton crew due to a variety of converging illnesses, travel, etc. We had to close the Children's Room a few times when we only had two staff members in the building. Things are now looking up and most are back at work. We hope to have two part-time staff back in rotation starting soon.

Any other noted updates, concerns, items for City Council to be aware of: None currently.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: September

Year: 2023

Summary of Month in General Terms:

Total CFS (calls for service): 336

EMS: 326

Gardiner:	121
West Gardiner:	30
Richmond:	46
Farmingdale:	36
Litchfield:	24
Pittston:	18
Randolph:	23
Chelsea:	18
Other:	10 (Augusta, Bowdoin, Dresden, Whitefield)

Fire: 10

Current Progress on Projects/Plans/Problems:

- Annual maintenance on the fire apparatus has been completed.
- 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: Public Works Department

Director: John A Cameron Sr.

Month: September 2023

Summary of Month in General Terms

Highway Department:

The crew started this month off on Partridge Dr. repairing two different sewer line problems. We got the grader down on the dirt road in south Gardiner to grad that road. We had a sewer line back up at 49 Dresden Ave. that the city and a local contractor worked on for the homeowner. Got a call from a homeowner on Harrison Ave. with concerns about a stormwater basin and after a look it needed to be rebuilt. After that we started the sewer line replacement on Church St. that project went very good I'm working on getting it paved as soon as possible.

Buildings & Grounds:

The crew has been right on top of keeping the mowing and keeping the parks and cemeteries in good shape. We rented a bucket truck to take down flags and get some tree trimming done at the same time. Went down to Arcade St. and cut the brush between the street and the stream. It opened the area up nice.

Current Progress on Projects/Planes/Problems:

The Palmer Fountain project is moving along. The drainage pipe was put in and the pool company is coming in to start their piece.

Any other noted updates, concerns, items for City Council to be aware of: none at this time.

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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: September 2023

Summary of Month in General Terms:

Calls for Service:	359
Accidents:	2
Arrests/Criminal Cites:	12
Traffic & Parking Tix:	16

Current Progress on Projects/Plans/Problems:

The Gardiner Police Department is currently in the process to become MLEAP certified. (Maine Law Enforcement Accreditation Program) As stated in prior reports, the process takes approximately three years to complete but I hope to have the process completed in approximately two years if all goes well.

One of the departments primary patrol units is currently at Quirk Ford where it is waiting to have the engine replaced. This patrol unit, plate #2600, is the same unit that spent most of the summer at Quirk Ford while they diagnosed the issue. The repair is covered under the vehicles warranty but there is no date as to when the unit will be repaired and returned.

The damaged speed trailer that was dropped off at TMDE Electronics in Richmond to be repaired after it was struck by a motorist is still currently waiting on parts to complete the repair. It is unknown when the repairs will be completed and the trailer returned to service.

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 dispatching system) is slated to be discontinued. It has also been brought to my attention that our dispatching service (RCC) will not be offering services utilizing our current system (IMC) for many more years. We currently have 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 in week 9 of his 18 week training at the Maine Criminal Justice Academy. He is representing the City of Gardiner very well as I had expected he would and he will return to the department the week of December 18th as a certified police officer.

Officer Alonzo Connor, who was the departments School Resource Officer, was promoted to patrol sergeant. Please congratulate Sgt. Connor if you see him around the City as he begins the next step in his law enforcement career.

Due to the promotion of Sgt. Connor to patrol sergeant the department had an opening for a new School Resource Officer. Officer Scott MacMaster has accepted this position and will begin his duties as the SRO on October 16, 2023.

Sgt. Stacey Blair was not able to return to duty in September due to a medical issue but has since returned to full duty as of October 11, 2023.

Staffing continues to be at a critical level. At full strength the Gardiner Police Department has a staff of 12, including the Chief of Police. We currently have one officer at the Criminal Justice Academy and another slated to go in January of 2024 with a return date of May of 2024. There are also three open positions which added to the officers either at or going to the Criminal Justice Academy leaves the department down 4 officers until May of 2024 unless we get some new applications, which we have not had any.

We have adjusted the patrol schedule and are still able to cover the City 24 hours a day but this meant having single coverage from 12:00am to 6:00am daily with an overtime shift daily from 6:00pm to 12:00am as this was the busiest time and having two officers on was deemed prudent. We also have an on call schedule daily from 12:00am to 6:00am for backup to the officer working alone during the night. Luckily, we have also been able to keep an officer in the schools as we felt that the SRO (School Resource Officer) position needed to be filled.

As noted in last months report we did have an application come in and we have hired Michael Caputo as an intern at the Gardiner Police Department. He has passed his background thus far and I believe he will be a nice addition to the department. Michael will be attending the Criminal Justice Academy in early October to complete his training which will allow him to be a certified part time police officer which will allow us to hire him as a full time officer for the city. Once this training and the background has been finalized he will be offered a full time position with the Gardiner Police Department and begin his 12-16 week field training program. If all goes as planned Michael will be ready to begin working a patrol shift sometime in mid May of 2024.

Overall, officers used a total of 28 hours of vacation/comp time during the month, and 8 hours of sick leave.

Any other Noted Updates, Concerns, Items for the City Council to be aware of:

Nothing up to this point that warrants noting.

TO: Andy Carlton, City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: October 4, 2023
RE: Wastewater Activity Report September 2023

Collection System

The Church Street sewer line replacement project was finished up except for paving on Friday 9/29. Early figures show that even after paving the work cost the City only about half of what was bid. Both the PW crew and Logan Gardner did a stellar job, working together to complete the work in only 9 days when contractors estimated around 22 days.

An incorrectly installed (by the home builder) sewer service line connection at 38 Partridge Drive was dug up by the City and fixed properly. The broken connection was allowing a good amount of ground water to leak into the pump station. The builder will be billed for this project by the City.

Also on Partridge Dr. the new standby generator was delivered and set up for the pump station that services the development. We are waiting on only the wiring to be done and the propane tanks to be connected and filled. The line at the end that backed up and caused some minor flooding in the house back in December also has had a backflow prevention valve installed on it as well as a "belt and suspenders" should the generator fail during a power outage.

Investigations continued out to pump station #4 as to where rainwater is getting into the station wet well during heavy rain events causing high level alarms. Camera footage showed what appears to be a broken service line connection where Commonwealth Poultry's line enters our system out on the road and CWP is having the line dug up there to verify/fix the issue. The wet well was vacuumed out on 9/15 and there were still some feathers and debris in the water that CWP is actively working to eliminate.

On the 15th the cross country lateral sewer line connecting Heselton to Plummer Street plugged up again causing water to back into a basement on Heselton. The water level inside rose above the furnace motor which had to be replaced. As per the City Sewer Use Ordinance any home that is plumbed correctly per State Plumbing Codes and suffers a backup as a result of a City sewer plug we will have to pay for the new furnace motor and service call. The sewer line rehab division manager from Vortex is coming soon to take another look at the problem area through camera footage and give an estimate for in situ repair of the known trouble spot. This has backed up several times over the past few years and needs to be fixed. If lining or spot repair cannot be accomplished then the section (around 100') will have to be dug up and replaced.

Maintenance

More routine maintenance continued in Sept. such as oil changes in larger pieces of equipment, greasing and pump service. Some of the pumps out in the system such as South Gardiner Pump Station, Cobbossee P.S., the Turnpike Station and P.S. #4 are due for their semi annual cleaning and checks (some stations need more frequent cleaning because of heavier loading like grease) which I will schedule for late in October.

Personnel

Chris Miller received his 10 year Certificate of Appreciation at the employee cookout. Chris was promoted from Operator to Mechanic this past Spring and has been doing a fine job in taking over those duties. Also, I will be on vacation the week of Indigenous Peoples' Day but as always will have my cell phone with me if any issues come up.