



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	06/14/2023	Department	City Manager
Agenda Item	4i. Department Head reports		
Est. Cost			

Background Information	Please see attached information		
-------------------------------	---------------------------------	--	--

Requested Action	
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 _____

TO: Andy Carlton, City Manager
FROM: Douglas E. Clark, Wastewater Director
DATE: June 7, 2023
RE: Wastewater Activity Report May 2023

Seasonal Disinfection

Per license conditions in our EPA/DEP WDL discharge permit we started the period of Seasonal Disinfection from May 15 to Sept. 30 of each summer. This is the presumptive time where human contact in the Kennebec River is most likely to occur therefore necessitating the need to kill potential disease causing bacteria. We actually started up the chlorination (Sodium Hypochlorite) and dechlorination (Sodium Bisulfite) chemical feed systems on May 10 to run them early and iron out any bugs since shutdown last Sept. 30. We did quite a bit of maintenance and replacement of parts on the chemical feed system over the winter.

Weather

After making it through the heavy rain event of 4/30-5/1 we again got hit with a storm on May 20-21 dropping 2.13" of rain. By moving some flow around and taking advantage of a three week dry spell since the 4/30-5/1 storm and overnight low flows we managed to stay in the regular secondary flow treatment mode and not have to go into CSO mode. When we do have to enter CSO during the period of seasonal disinfection then we have to chlorinate/dechlorinate the CSO effluent as well as the secondary flow. When in CSO mode combined with secondary we are moving about 6250 gallons/min. through the system.

EPA DMR-QA Study #43

The USEPA sent out their annual Discharge Monitoring Report Quality Assurance Study #43 initiation announcement letter on May 15. The DMR-QA Studies require mandatory participation as a means to check the competency of public and private laboratories that analyze samples and supply compliance data entered into the national NetDMR computerized database. Working with EPA's delegated authority DEP we purchase a kit of known concentration analytes in ampules that we then have to dilute and analyze in our WWTP lab then supply results for each test we are required to do. If our results fall within the acceptable limits then we maintain our lab certification and are allowed to supply our own compliance data. (DEP also performs a comprehensive lab inspection every 3 years which we must pass to maintain certification) If we ever lost our certification then we would have to send all our daily and weekly samples out to a commercial laboratory for analysis. I estimate that would cost in excess of \$51,000/year to send all our labwork out to a private lab. We already have the analytes and will begin testing to meet the August 4 deadline. Ben Dice, who has been doing our lab work, has been doing an exceptional job of passing all the tests.

Personnel

Ben Dice has been studying with the circuit rider wastewater tech from Maine Rural Water Assoc. (free service) and is getting ready to take his Maine DEP Grade III Wastewater Treatment Operator's License exam soon. He already has his Grade II license.

David "Shawn" Peabody has been with us for 4 months already and is progressing well in learning all aspect of the plant including lab work. He is very mechanically inclined and has already fixed some maintenance issues that have been outstanding for a long time.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: May

Year: 2023

Summary of Month in General Terms:

Total CFS (calls for service): 316

EMS: 295

Gardiner: 108

West Gardiner: 27

Richmond: 22

Farmingdale: 32

Litchfield: 24

Pittston: 21

Randolph: 30

Chelsea: 25

Other: 6 (Bowdoin, Whitefield, Augusta)

Fire: 21

Current Progress on Projects/Plans/Problems:

- Ambulances are all back in service and running well.
- The new battery operated extrication equipment is 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
- FF Updyke is now licensed as an EMT Advanced

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 Cameron

Month: May 2023

Summary of Month in General Terms

The month of May has been very busy with the big rain storm on May 1st gave us a solid week of storm cleanup throughout the city. The waterfront park took even more time. May is all so spring cleanup month the first two weeks the crew was able to get some crosswalks painted the last two weeks were too busy to get any painting done. The plan is to get them done in June.

Buildings & Grounds:

The B&G crew spent a lot of time as well in the waterfront to get things cleaned up from the flood. Worked hard to get all the other parks and cemeteries mowed and cleaned up we got the flag put back up on the telephone poles for the summer.

Current Progress on Projects/Planes/Problems:

We are working with FEMA on the Harrison Ave. land slide project and some engineers to get a plan and design to put this back together the proper way. Then we can get pricing on the project.

Steve Willard has retired from public works so we are looking to fill that operators position. Cory Creamer has left the buildings and grounds department so we are looking for a maintenance assistance to fill that spot and would like to hire a summer help for that department as well.

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

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

Current Progress on Projects/Plans:

<p><u>April by the numbers:</u> 652 MV Transactions - \$132,536 336 Tax Payments - \$288,503 528 Sewer Payments - \$109,484 152 IF&W Transactions - \$10,463 28 Vital Records - \$507 15 Dogs - \$229 182 Spring Clean-up Permits- \$4,785</p>
<p>The front office is very busy, as the summer months bring an influx of boat and ATV registrations.</p>
<p>Courtesy notices were sent out to residents who had trailing balances in an effort to try to help them avoid the fees associated with the 30 Day Notice and Demand. They were received with mixed reviews. Ultimately, 330 of these notices were sent out on May 10th.</p>
<p>Twelve applications were reviewed in April and May, with seven being assisted. Of those seven applications there were 16 people. Six of the cases were assisted with housing and one was assisted with electricity.</p>

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

<p>Hailee Lovely started on May 30th as the Deputy City Clerk. This gets the front office back to full staff.</p>
<p>Kris McNeill reached his 4-year anniversary with the City in May.</p>

Financial:

<p>The FY24 budget was wrapping up at the end of May and the FY23 preliminary audit work started.</p>
<p>Bank interest income continues to remain positive.</p>

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

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: May 2023

Summary of Month in General Terms:

Calls for Service:	516
Accidents:	6
Arrests/Criminal Cites:	14
Traffic & Parking Tix:	25

Current Progress on projects/Plans/Problems:

The Gardiner Police Department is in the beginning steps 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.

We continue to have mechanical issues with one of the primary patrol cruisers, plate 2600, and it was taken off line in late April. There have been diagnosis issues at the dealership as well as delays in obtaining the parts needed for repair. This cruiser is still currently at Quirk Ford pending repairs.

Damaged speed trailer as reported on in August is still in the insurance/repair process. Unknown when the unit will be operational again.

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.):

Sgt. Normand Gove recently completed training to become the Gardiner Police Department's Glock (pistol) Armorer. Sgt. Gove now will be tasked with maintaining and repairing the department's service pistols.

The Gardiner Police Department re-hired Officer Amanda Reed and she began her field training on 5/24/23. Amanda worked for the Gardiner Police Department for five years before taking a brief hiatus in October of 2021 and moved out of State. She is currently working day shift with one of our department's field training officers, Officer Scott MacMaster.

With the hiring of Officer Amanda Reed, the department currently maintains three vacancies as we have had no recent applications come in for these positions. We still are currently utilizing social media, e-mailing potential applicants and officers are actively attempting to recruit new officers for the department. We currently have two possible hires but because of age requirements and college graduation dates they will not be able to possibly come on as interns until late summer and December or January.

Overall, officers used a total of 162 hours of vacation/comp time during the month, and 182 hours of sick (including paternity) leave.

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

Nothing up to this point that warrants noting.

Monthly Report for: Economic Development

Department Head: Melissa Lindley

Month/Year: May 2023

Summary of Month in General Terms:

May began the flooding downtown. That week was busy checking in with building and business owners and coordinating support with Gardiner Main Street and city staff. As unfortunate as the property damage was, it was nice to see community members to offer their help and support. I also met with the owners of the new Time After Time This or That flea market that will soon be opening at 45 Church St, and continue to talk with others looking into commercial options in Gardiner. I attended a conference hosted by the state of Maine about the Climate Resiliency Program and how other municipalities across the state are taking action to build a resilient communities using grant funding from the state program.

Current Progress on Projects/Plans:

Brownfields Assessment Grant: The property located a 19 Maine Ave (Gardiner Feed) is moving forward as the first site in our Brownfields Assessment program. The Phase I has begun with a site visit on June 7th. A list of potential properties as well as discussions with property owners continues to be in development in collaboration with Ransom Consulting.

Project Canopy Grant: Trees have been purchased for the 2023 \$5,732 Project Canopy project – 10 flowering trees for the Common, and 1 to replace a dead tree at the Waterfront. Buildings & Grounds staff and volunteers are planned to plant them on June 12th. Thank you to Dorothy Washburne for her continued support and organization for this project and to the many community members who will be watering these trees all summer long.

Libby Hill Business Park: Lot #25 is currently under a purchase and sale agreement

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

The Economic and Community Development Committee has been discussing downtown parking, and potential impacts on parking needs once Johnson Hall renovations are complete.

I am working on a notification system to alert residents and other stakeholders of updates from the city, which will also make commonly used city information found on our website easier to access.

We are coordinating with members of the McKay family to host a ribbon cutting event in McKay Park for July 22 at 9am.

After 8 years the Gardiner Food Co-op has closed. It is an unfortunate loss for Gardiner, but its opening back in 2015 was a catalyst that helped spark development in our downtown. I hope to help facilitate a new business to fill their vacancy in the near future.

Monthly Report for: Gardiner Public Library

Department Head: Dawn Thistle

Month/Year: May, 2023

General Summary of Month:

Construction is finally completed. The Teen Room at the back of the building has fresh paint, new carpeting, and fully-installed custom bookshelves made beautifully by a local carpenter. This work was possible thanks to generous grants from the J. W. Robinson Trust. Please stop by and see the transformation. We worked with the Gardiner Library Association to hold a successful second annual Plant Sale and a first annual Silent Auction. These were also in conjunction with the Gardiner ArtWalk. This was the second time the library participated in the ArtWalk and it was a resounding success. We hosted an artist in the Hazzard Reading Room and an author on the main floor, and featured live music in the garden, which brought people all the way down the block and many new faces into the library.

The library was closed on May 22nd and 23rd so staff could attend the Maine Library Association annual conference. All full-time staff attended and we each came away having had an excellent time and learned much. We networked with other librarians from around the state and brought back many ideas for programming, policies, and outreach – and we won \$150 in large print books of our choice from Thorndike Press!

May was also a month of much grant writing. We are now waiting to hear back regarding an opportunity to support remote and displaced workers, as well as some funding to assist in repairs to the brick corbels at our roofline. The corbel damage was discovered during the brick cleaning that took place last fall. Brick work and additional brownstone repairs will continue this fall as part of a large-scale project that the GLA is coordinating.

Staffing/Personnel: We hired Stacia Bolitho as our new Public Services Librarian. She had been working for us part-time and we are delighted to bring her on as full-time. She has hit the ground running and is doing an amazing job with programming for the summer and continues to be a wonderfully kind and helpful addition to our staff. We have also welcomed back Iris Ireland for part-time help for the summer. She worked for us two years ago and is now back in town following her freshman year at Bates. We are delighted to have her back as our summer activity picks up.

Current Progress on Projects/Plans: Monthly book and game groups are still going strong, as is our weekly Children's Story We have a full summer of programming planned. We will be hosting a series of documentaries on Tuesday evenings and movies for children on Thursday mornings, as well as a variety of other presenters and interactive events. We will be providing lunches for children on Tuesdays and Thursdays through a partnership with the USDA.

Our after-school teen program with GAHS wrapped up for the year and we are looking to offer some summer programming that will encourage participation and gain community service hours for students as they help our downtown, library, and more.

Any Other Notable Updates, Concerns, Items for Council to be Aware Of, etc.

Nothing at this time.