



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	07/19/2023	Department	City Clerk
Agenda Item	4r. Agenda Item Department Head Reports		
Est. Cost	N/A		

Background Information

Please see the attached Department Head Reports. City Manager Carlton thanks all of the Department Heads for the work on these reports and for the work they do every day for the residents of Gardiner.

Requested Action	"I move to send Parking Lots in Professional Residential to Planning Board for study."
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: Gardiner Public Library

Department Head: Dawn Thistle

Month/Year: June, 2023

Programming

Summer Reading is well underway. Story Time attendance is amazing – last week we lost count at 60. The free lunches we are able to provide via a USDA program are an additional draw and we are so happy to be able to host these lunches 3 days a week during the summer.

Our attendance for weekly movies has been positive – although we did suffer a technical/sound glitch in week 2, which was swiftly remedied and is no longer an issue.

We hosted our fourth (relatively) annual Stuffed Animal Sleepover in the last week of June and it was, once again, a huge hit. We had a full house, posted ample photos of the antics online, and provided each child with a pin/button depicting their cherished animal enjoying the night of fun.

On Saturday, June 24, we hosted a Marjorie Standish Potluck, honoring the Maine celebrity cook who wrote her weekly cooking column from Gardiner for over 25 years. We welcomed about 40 attendees and a wide variety of dishes, with no duplication. The Kennebec Journal published a great piece in advance and helped boost our attendance. Many expressed to us how much they loved the event – and many expressed their disappointment that they could not attend this year. We aim to make this an annual event and will repeat it next year with even greater exposure. Standish remains a Maine treasure and we are lucky to be able to claim her!

We are showing movies this summer, too! Tuesday evenings are general admission, all audiences, with an emphasis on documentaries; Wednesday afternoons are geared for teens, but we welcome all ages; and Thursday mornings were selected for children but, again, all ages are welcome. We offer free popcorn in addition to the free lunches served on those days.

We still have many upcoming events – and still more to be announced! Story Time, of course, is the key draw and our Children's Room will be hosting the bulk of summer events. We will be welcoming some amazing large puppets with Miss Lindsay on Friday, July 14th; and Mr. Drew and His Animals, Too (always a big draw) will be coming in August. We also have an upcoming visit from the L.C. Bates Museum on Wednesday July 19; they always provide a wonderfully immersive scientific and/or historical experience.

I can't help but reiterate how thankful we are for the Grant Support we received to ensure and improve our summer programming this year. We thank Bangor Savings Bank, Maine Public Library Grants, and Healthy Maine Communities, in particular for helping to make all our summer programming possible.

Grants

Speaking of grants, since last reported, we received an additional \$xxx from Healthy Maine Communities to support our programming – especially this summer's programming and, ultimately, to create and maintain spaces and events that include and support LGBTQ+ youth and those who are lacking safe spaces to gather.

If I haven't already reported, we recently received word that we were granted over \$32,000 in ARPA funds for Maine Public Libraries to Support Remote Workers. Our project aims to improve our working spaces in our reading room and to provide a private, relatively sound-proof meeting "Pod" that will allow up to 4 people to gather and meet in privacy for any number of meeting needs. We currently welcome tutoring sessions, social work/family meetings, interviews, remote meeting sessions and more – and we hope these solutions will prove useful for our patrons and visitors as soon as they can be implemented.

Regarding grants, we are still waiting to hear on our Viles grant application for garden improvements, as well as a Belvedere request for repairs to our roof/corbels.

I am currently in the process of applying for more grants. On the immediate horizon is continuing needs for our roof and corbel repairs. The Steven and Tabitha King Foundation and the Davis Foundation (among some others) are on our radar and I will be filing applications soon.

Town Meetings

Farmingdale & Litchfield meetings proved successful in June – we received full support with no push-back this year. We have also been tracking new library card sign-ups and can show increased support following the town meetings. We will continue to track this data and hope it might signify some enlightening trends.

The Randolph Town Meeting will be our final of the season – held on Wednesday, July 26th.

The Library Building

Our century-old bee colony returned this year; they have been a bit less active than in past years, but we are happy to have them back.

We also have evidence that bats are back during our evening hours – this is a topic that we will re-address soon and try to determine best moves going forward.

Our "new" (within the last year) curtains in the Children's Room are still proving helpful and many ways; the batteries on one curtain cut out early, but we were able to bring the Fire Department in, along with a ladder, to replace the battery and solve our problem. Now we will know how to proceed with recharging all the batteries going forward. Thanks, FD!!

We have received recent, updated estimates on our brownstone work via the GLA. We hope to have work re-commence this fall. It is a large work-in-progress.

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

Current Progress on Projects/Plans:

<u>Activity for the month:</u> 674 MV Transactions - \$195,392 59 Tax Payments - \$18,229 1,024 Sewer Payments - \$171,973 100 IF&W Transactions - \$8,733 25 Vital Records - \$540 6 Dogs - \$66 143 Real Estate Liens were filed, and one wedding was performed.
The MSAD #11 election was held on 6/13/2023 – 162 Voters cast votes.
Six applications were reviewed in June, with five being assisted. All of the cases were assisted with housing and two had additional assistance with electricity.

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

It has been a year since we restructured the front office and promoted Kathy Cutler to City Clerk/Tax Collector. She has done an exceptional job of not only learning the new roles of City Clerk, but simultaneously training four new employees on all the processes needed to serve the citizens. Thank you Kathy! Your reliability and dedication are an asset to the City of Gardiner!
Angie Christopher reached her 4-year anniversary with the City in June. Not only does Angie perform the duties of Planning Admin (which requires her to attend many board and committee meetings during evening hours), she is also the City's General Assistance Coordinator (a very challenging job right now). Due to the turnover in the front office staffing she has taken on the administration of the City Council agendas/meetings/minutes (yet more evening meetings). Thank you Angie for your commitment and flexibility!
Often you will hear people complain about their town hall encounters... not here! We have the most professional, customer friendly employees you could ask for! The residents of Gardiner are fortunate to have such a welcoming and helpful experience when they come to City Hall.

Financial:

Many thanks to the Mayor and City Councilors for approving the FY23 Budget!
I will be working on closing out FY23 and preparing for the audit during the summer months. I am in hopes that the audit will be complete before the end of the calendar year.

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

New year, new budget... no concerns yet!

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: June

Year: 2023

Summary of Month in General Terms:

Total CFS (calls for service): 294

EMS: 286

Gardiner:	110
West Gardiner:	30
Richmond:	20
Farmingdale:	26
Litchfield:	34
Pittston:	18
Randolph:	18
Chelsea:	28
Other:	2 (Bowdoin)

Fire: 8

Current Progress on Projects/Plans/Problems:.

- Received Stephen King funding for a radar for the boat.
- 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 has been accepted and enrolled into Paramedic School for the fall

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: June 26, 2023
RE: Wastewater Activity Report June 2023

Collection System

We have made some progress on the Church St. sewer line by locating a critical manhole that has been paved over where Mechanic St. enters. Once this manhole basin is opened we can try to get a camera further up the line to inspect the trouble section. The second bid for installing a new line came in even higher than the first one so I got prices for either slip-lining or pipe bursting which are significantly cheaper. I am also getting prices to spot fix the bad section of the Brunswick Ave. sewer by Fairview St. where the flooding occurred. More camera investigation showed the overall line to be in much better condition than originally thought with only about a 20-30 foot section that caused the blockage. I have Vortex scheduled to come vacuum out our quarterly pump stations on July 19.

Weather

After the May 1 superstorm weather patterns seem to be settling down somewhat. We have still received several inches of rain through the month of June.

Maintenance

One of two recirculation pumps that return biological growth and water back through the RBCs failed last January and has been offline since but was finally returned to service on June 6. A shortage of one particular part caused the delay. We are also trying to figure out an issue with the electrical service at the plant that has cropped up recently. For intermittent periods of time, usually 2-3 days at a stretch, we noticed that the inside lights will flicker. Then, for the same period of time they go back to normal. While the flickering occurs the voltage meter that monitors the incoming power status shows rapid variance ranging from 472 to 488 volts. Normal is 480 which shows during non-flickering time periods. I called CMP and they came down and tested the transformer out front which was my first concern but they stated voltage was normal. After talking with a couple of electricians the primary suspect right now is our close proximity to the new solar panel farm just up Rt. 24. They state that power coming off the panels varies with sun intensity and voltage regulators attempt to rectify the pulsing which results in the flickering. Right now it doesn't appear to be a problem, the motors are protected by VFDs and the SDADA/PLCs are protected by UPSs. When you travel a few more miles away from the site the power attenuates into normal flow.

Personnel

Ben continues to study for his Grade III Operators License retake which hopefully will be done sometime in July. I will be out of state on vacation from June 28 to July 10 and returning to work July 11.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: June 2023

Summary of Month in General Terms:

Calls for Service:	473
Accidents:	11
Arrests/Criminal Cites:	20
Traffic & Parking Tix:	37

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.

A nice change from the previous couple months is that all of our patrol units are back on-line. We had been having some mechanical issues with one of our primary patrol units but the repairs have been completed and the unit is back in rotation.

Damaged speed trailer as reported on in August has been dropped off at TMDE Electronics in Richmond for repairs as the City has received payment for repairs from the other parties insurance carrier. We hope to have the trailer operational within the next month or so.

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 at the Maine Criminal Justice Academy to become the Gardiner Police Department's Firearms Instructor. Sgt. Gove will be taking over the firearms program for Gardiner PD which entails being in charge of all firearms training for the department.

Officer Alonzo Connor recently completed NASRO (National Association of School Resource Officer's) training in Rhode Island to be certified as a School Resource Officer. Officer Connor took over the School Resource Officer position in late April due to the resignation of Officer Samuel Quintana.

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. We anticipate Officer Reed to be cleared for duty in a few weeks.

With the hiring of Officer Amanda Reed, the department currently maintains three vacancies as we have had no useable 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 106.5 hours of vacation/comp time during the month, and 78 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: Public Works Department

Director: John A Cameron Sr.

Month: June 2023

Summary of Month in General Terms

For the month of June, the public works crew has been very busy working to get the roads that are going to be paved this year ready for the paving crew. The prep work that they have been doing includes culvert replacement, ditching, raising storm and sewer basing's, and some of the basin's needed to be rebuilt. We have 12 streets being paved this year and we now have eight streets ready. We certainly have a very large list of things that need to be done other than getting ready for pavement. Trying to pick away at that list a little bit to keep thing under control.

Buildings & Grounds:

The building and grounds crew have been battling all the rain trying to keep all the mowed areas looking good. So far the return of the green trash cans on Water St., the Common Park and the Waterfront park has been working out good with a lot of good feedback. The crew assisted at the Common to help plant ten new trees around the park.

Current Progress on Projects/Planes/Problems:

The Palmer Fountain project is getting going with the safe removal of the Lady and the Birds and now the two large trees near the fountain have been taken down. Now the contractor will be moving his equipment in to keep the project moving along.

Harrison Ave. is still holding up the recent storms have not added to much more damage. The declaration has been declared for this storm damage so now we are awaiting MEMA's recommendations to move forward. This piece will help fix the initial washout and then further mitigation money will be needed to help fix the rest of the banking.

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

At the Public Works we are still down one equipment operator. On the Buildings & Grounds side we have added a new full time maintenance assistant his name is Greg Stevens and we also hired a part time employee Trevor Marks to help with the Building & Grounds crews