



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	11/15/2023	Department	City Manager <input type="button" value="v"/>
Agenda Item	4h. Department Head Reports		
Est. Cost	N/A		

Background Information	Please see the attached documentation.		
-------------------------------	--	--	--

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: Front Office/Finance

Department Head: Denise Brown

Month/Year: October 2023

Current Progress on Projects/Plans:

October Activity					
386	MV Transactions	\$95,034	Permits		
290	Tax Payments	\$52,396	1	Building-Business/Commercial	\$1,114
298	Sewer Payments	\$176,057	22	Building-Residential	\$1,633
14	IF&W Transactions	\$1,195	1	Demolition	\$25
27	Vital Records	\$871	1	Home Occupancy	\$25
14	Ambulance Payments	\$2,574	0	Excavation	\$0
22	Dog Transactions	\$143	2	Sign	\$50
4	Victualer/Liquor License	\$130	0	Street Opening	\$0
11	Notarial	\$55	0	Driveway Entrance	\$0
198	Absentee Ballots	\$0	5	Plumbing	\$460
3	General Assistance	\$2,193	2	Septic	\$530

30 Day notices for sewer and sewer foreclosure notices were sent out.

The City of Gardiner’s Solid Waste & Recycling Advisory Committee is looking for feedback regarding community access to recycling and potential expansion of recycling options. Staff created an on-line Recycling Survey and have forms at City Hall. Deadline is December 1.

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

Utility Clerk Kelly Hare recognized her one-year anniversary on Oct. 6th. Kelly is responsible for all facets of the sewer billing and collections and provides administrative support to the WasteWater Superintendent and the Public Works Director. Great customer service is Kelly’s strong point; she truly cares about the residents and gives them her full attention.

Financial:

City Hall hosted auditors from RHR Smith & Company for two days for in-house audit work. They are continuing their work remotely and we hope to have a presentation of FY23 at the Dec. 20 Council Meeting. Preliminary numbers show that the General Fund put back approximately \$300K to the fund balance at the end of the fiscal year.

The Fire Chief and I attended two member town board meetings in October to discuss paying off the current uncollectable debt and budgeting annually for a full year of uncollectables. We have three more meetings set for November and hope to wrap up the remaining two by early December so that we can report back to the Gardiner City Council.

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

The City has set up 108 Tax Clubs this year.

29 residents qualify to receive a \$25 quarterly discount and 25 residents will receive a \$45 quarterly discount. This results in \$1,850 quarterly and \$7,400 annually.

44 citizens applied for the property tax discount program and 35 qualified; receiving various amounts. The program pays the amount the resident received from the State of Maine, but no less than \$100 and no more than \$500. See the historical data below:

Property Tax Discount Program				
	# of			
Year	Recipients	City	State PTFC	Total
FY19	38	11,527	11,870	23,397
FY20	38	15,910	22,911	38,821
FY21	30	11,667	16,459	28,126
FY22	29	13,047	20,034	33,081
FY23	29	12,636	20,823	33,459
FY24	35	15,609	26,788	42,397
Totals	199	80,396	118,885	199,281

Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: October 2023

Summary of Month in General Terms

Highway Department:

The month of October is always a transition from summer to fall for the department's getting geared up for the winter operations. We got all the headgear and Sanders on the trucks and ready to go. meanwhile getting the docks out of the water and put away for the winter. worked on installing some new stormwater culverts on the Cape and Rd. To prepare that road for paving next year. worked on getting some potholes filled in and some sections of roads that needed some paving to get roads ready for the winter. On the 19th we were able to get the trench on church St. paved in to have that sewer line repair project complete.

Buildings & Grounds:

B&G crew worked at making the summer fall transition as well getting the waterfront bathrooms And Quimby field shut down and winterized for the season. got the park benches, picnic, tables and trash cans all picked up and put away. got their plows and Sanders ready to go on the trucks. working nonstop trying to get all the leaves picked up from our parks and cemeteries. They have taken a couple of rainy days and moved all their tools and equipment out of the last two bays at City Hall and moved out to the public works building so that will free up the last two Bays for the fire department.

Current Progress on Projects/Planes/Problems:

The Palmer fountain is coming along nicely. They should be pouring the concrete for the pool area on November 3rd. The paving on the streets did not go as planned this year we have 5 streets that did not get paved that were on the list those will have to be put back out to bid for next summer those streets are Cedar St., Townsend, Andrews St., School St. And Mechanic St. We will also be looking to pave Church St., Capen Rd. And the Libby hill business park.

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

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: October

Year: 2023

Summary of Month in General Terms:

Total CFS (calls for service): 335

EMS: 320

Gardiner:	120
West Gardiner:	23
Richmond:	36
Farmingdale:	50
Litchfield:	17
Pittston:	23
Randolph:	33
Chelsea:	13
Other:	5 (Augusta, Hallowell, Lewiston)

Fire: 15

Current Progress on Projects/Plans/Problems:

- In the process of getting vehicles ready for winter. Snow tires, etc.
- Beginning to purchase/price out new equipment for the new engine.

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

- Filled the open position. Matt Gilbert begins field training on November 13th.

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: November 6, 2023
RE: Wastewater Activity Report October 2023

Collection System

Commonwealth Poultry is in the process of installing new screens to catch feathers and paper towels that were recently causing plugs at Pump Station #4. Recent inspections at the wet well of P.S. #4 indicate that they are working as there were very little feathers and only one paper towel in the most recent inspection. Hopefully they can keep up the good work alleviating the solids problem. The well was vacuumed out back on August 22. I am reaching out to Vortex to schedule the fall pump station cleanings. The fall cycle is less extensive than the spring one as only the trouble spots where grease buildup is a habitual problem being the West Gardiner Service Plaza, Cobbossee P.S. (receiving both W.G.S.P. and the junior high school) and P.S. #4. I have spoken to the maintenance superintendent of the MTA about the grease (coming from the food court) and also MSAD #11 (cafeteria at junior high) and the last few cycles have shown less buildup. Regular cleaning of grease traps at both locations is the secret to getting it out of the sewer lines and pump stations.

Maintenance

October saw monthly maintenance such as oil changes in the Chlorine Mixer and Secondary Clarifier Drives. The chain drive on the new automatic screen was lubed plus bearings on the washer/compactor greased. The cooling systems on the three pumps at Maine Ave. Pump Station were also flushed. The 3 50 hp motors are integral with the pumps and are internally cooled using water from the volute and the jackets and ports which must be kept clean or the pumps will overheat. When all 3 pumps are operating at maximum capacity during heavy rainstorms they will pump a total of 5200 gallons per minute. The remote site pump stations were also checked. P.S. #1 has an electrical issue with the radio telemetry system that communicates alarms back to the plant SCADA and Stevens Pump is coming Monday 11/6 to investigate. There is a backup alarm on each station where a red light blinks on top of the control panel and an audible alarm will blare, so we are not totally without alarming capability.

Relicensing

The City is still waiting for issuance by EPA/DEP of our Waste Discharge License which expired October 6, 2021. It is my understanding that there is a severe shortage of license writers at DEP which is slowing up issuance not only for us but many plants around the state. Two big changes expected to be coming are phosphorus limits on the final effluent and an extension of the seasonal disinfection season. (See below) Phosphorus removal is typically carried out by a liquid chemical reaction known as precipitation. A liquid chemical such as Poly Aluminum Chloride is added past the biological treatment stage but before the secondary clarifiers which binds with soluble poly phosphates and settles out in the secondary clarifiers and is removed with the settled sludge on the bottom. This will require more chemical purchases and equipment installation.

Seasonal Disinfection

September 30 saw the end of this year's seasonal disinfection season which began May 15. We are still waiting for our draft Waste Discharge License (see above) to be issued from EPA/DEP which almost certainly will require an additional 2 months of chlorination/de-chlorination bringing the season to April 15 to October 31. This will require more chemicals being used: Sodium Hypochlorite (Chlor) and Sodium Bisulfite (Dechlor).

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: October 2023

Summary of Month in General Terms:

Calls for Service:	381
Accidents:	2
Arrests/Criminal Cites:	12
Traffic & Parking Tix:	24

Current Progress on Projects/Plans/Problems:

The Gardiner Police Department continues 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, plate #2600, is back on-line with a new motor. This repair was covered under the vehicles warranty.

The departments new Ford F-150 is still waiting on equipment to be delivered to Coastal Electronics in Wiscasset to be outfitted for patrol work. Almost all equipment has been received and the remaining equipment has since shipped. I was advised that the remaining equipment should be received sometime in November and an install date hopefully will be in early December.

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 to be repaired. All parts have been received and they hope to begin repairs the week of November 20th.

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 13 of his 18 week training at the Maine Criminal Justice Academy. He is still 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.

Sgt. Stacey Blair has 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. We have not had any applications since the last monthly report.

With the return of Sgt. Blair we have been able to alleviate some of the daily overtime that was mentioned in last months report. With his return we are now not filling the 6p to 12a shift daily but only half of the time which is when Sgt. Blairs platoon is not working.

As noted in last months report 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 attended the Criminal Justice Academy in early October and completed his training to be a certified reserve police officer. He has one more item to complete before he will be offered a full time position with the Gardiner Police Department. Once he completes this last step he will begin his field training and hopefully be ready to work the road by late February 2024. I believe Mr. Caputo will officially begin his field training on November 13th, 2023 if all goes well. My initial target date for Mr. Caputo completing his field training was off from what was noted in last months report.

Overall, officers used a total of 70 hours of vacation/comp time during the month, and 36 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.