

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - October 2022

Summary of Months in General Terms:

- Calls For Service - 625
- ACCIDENTS - 12
- ARRESTS/Criminal Cites - 19
- TRAFFIC & PARKING TIX - 3

Current Progress on Projects/Plans/Problems:

- Damaged speed trailer as reported on in August is still in the insurance process. Unknown when unit will be operational again.
- Installation of in-car cameras scheduled for 11/8 and 11/9 (3) in-car systems are slated to be installed
- New car purchased from Quirk Ford. City has taken possession. Equipment that needs to be installed is now on order.
- Field testing of AT&T FirstNet is complete, study now to be done in regards to cost

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

- Hiring update - no employment applications were received this month, as such, no interviews occurred in September.
- Sean Dixon left employment with the department on October 27. Sean went to work for the Kennebec County Sheriff's Office.
- William Reed completed his field training with the department on October 25. He is now assigned to a night shift
- A perspective candidate started the law enforcement pre-service training on October 24. Once class is successfully passed, subject will be given a probationary offer of employment and will potentially begin their field training with the department in mid-November
- Officer Reynolds is progressing well in his field training process and is slated to complete it in mid to late November.
- Overall, officers used a total of 138 hrs of vacation/comp time during the month, and 120 hours of sick leave. 2 officers were sick with Covid during this month
- Based on current staffing levels, overtime is available daily from 3p-7pm
- Due to staffing levels, and having fatigued employees, decision was made to return Officer Quintana to patrol. Officer Quintana is scheduled to return to patrol November 9.
- Gardiner PD sponsored Pastor Bruce W. Calmes of the Central Church for the Maine Criminal Justice Academy's Law Enforcement Chaplain Certification course.

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

- October 10-14, Officer Reed became certified in standardized field sobriety testing at the Maine Criminal Justice Academy
- October 14-19 Chief Toman attended the International Chiefs of Police Association's annual conference in Dallas, Texas. During the conference, Chief attended classes on the importance of recruitment & retention, and classes pertaining to officer wellness and officer safety. Chief Toman also met with several vendors that currently provide services to Gardiner PD.
- On October 17-18, Officer Reed became a certified instructor for our agency's less-lethal munition platform.
- Officers from Gardiner PD provided security for the Swine and Stein event that was held on Saturday October 8.
- On October 28, Chief Toman and Sergeant Pilsbury participated in the Gardiner Main Street Halloween event that occurred on Water Street
- On October 31, several members of the agency while on patrol during the Halloween festivities had a wonderful time handing out candy in various neighborhoods

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: October

Year: 2022

Summary of Month in General Terms:

Total CFS (calls for service):	302
EMS:	283
Gardiner:	87
West Gardiner:	24
Richmond:	31
Farmingdale:	34
Litchfield:	24
Pittston:	33
Randolph:	23
Chelsea:	22
Other:	5 (Augusta, Bowdoin, Bowdoinham)
Fire:	19

Current Progress on Projects/Plans/Problems:

- COVID tests are in good supply
- PPE stock remains healthy
- The Fire Truck has been ordered
- Working with area Fire/EMS departments, to address gaps in coverage
- The boat is on the trailer at central until ice in the river or the end of duck hunting
- Annual PM on the fire apparatus has been completed

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

- 2 additional people have been hired and will start in November. All vacancies have been filled. Once field training is complete we will have 5 per shift 24/7.
- FF/Paramedic Osborne has started Fire Officer I training

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 1, 2022
RE: Wastewater Activity Report October 2022

October 14 Wind And Rain Storm

The heavy wind and rain storm on October 14 tested the new plant generator with a 4 hour power outage. As I like to say, there's no test like the real thing. The new unit and transfer switch/control panel worked great with a perfect time out, start, run and transfer to/from line power. As I was out of state on vacation operators did a stellar job of "driving the bus", balancing flows from Maine Ave. Pump Station and filling up the underground RTB storage tank and the Kennebec Storage Interceptor to balance flow to the plant preventing us from having to go into CSO operational mode, all the while monitoring power issues and alarms at other pump stations. Altogether the storm dumped 2.69" of rain.

65 Mt. Vernon Street

McGee is to start work next week on both Highland Ave. and Mt. Vernon Street sewer force main replacement. We have been having the resident's septic tank pumped out once per week in the interim to prevent overflows .

Kennebec County Jail Inmate Outside Work Program

The Inmates have been busy again in October cutting more brush and weeds along the fence around the plant. They also assist other communities with fall leaf removal although they are booked through the rest of this season. If there was interest in Gardiner we could sign up and get on the schedule for next fall.

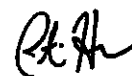
Collection System Maintenance

The fall cleaning and maintenance work on pump stations and system sewer lines is planned for November. The usual trouble spots where root intrusion and solids buildup are a problem as well as dead end lines are jetted and vacuumed. Some streets scheduled to be done are Cannard/Union St. dead ends, Washington and Elm St. Dead ends, Heselton to Plummer St. cross country laterals, Mt. Vernon and Fairview St. and Highland Ave. The Cobbossee, West Gardiner Service Plaza, #4 and Partridge Dr. pump stations will also be done. The full system wide cleaning and checks will be done next April.

Library Usage Stats	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	TOTAL
Physical Items Borrowed	3,772	3,995	4,482	4,252	3,856	4,914	5,374	6,011	4,930	4,735	46,321
Hoopla Items Borrowed	619	600	618	660	690	720	658	914	808	879	7,166
cloudLibrary & Comics Plus	353	345	377	341	400	400	329	354	335	424	3,658
Website Visits	1,309	1,310	1,222	1,529	1,347	1,897	1,207	1,251	1,237	1,218	13,527
Event Attendance	60	83	139	219	117	465	204	338	155	913	2,693
Door Count	1,173	1,208	1,442	1,340	1,081	1,449	1,411	1,546	1,198	1,286	13,134

- **Teen After School Thursdays:** Our collaborative after school program with GAHS and MSAD 11 High School Librarian Debra Butterfield continues! Each week we have a new face or two to join this great program. In October we ran this program twice (we will run this program 2 times in November) and had a total of 36 attendees. The
- **Red Ribbon Week:** The library took part in an event celebrating Red Ribbon Week at GAHS on Thursday October 27th where we shared information, items, and more about the library. One of our teen volunteers named David came with us and ran a program on making origami that attendees could take part in.
- **Covid-19:** We had 3 staff out sick the week of October 17-22, which is 33% of our total library staffing. We made it through and everyone did a great job with pitching in and supporting in all areas of the library to keep things up and running for the community. As the Library Director, I just want to point out how something like this can really affect our staffing and our regularly scheduled slate of programs, events, and services at a moment's notice. We are very lucky to have such a hard working and dedicated library team.
- **Gardiner Middle School StoryWalk:** On Friday November 4 @ 3:30PM the Gardiner Regional Middle School Story Walk will be unveiled to the public. All are welcome! This project is a collaboration between many different Gardiner area organizations and I highly suggest that you check it out. The library will be assisting in selecting and placing new books in the Story Walk on a regular basis. More info can be found here: <https://gardinerpubliclibrary.org/about-us/storywalks/>
- **Halloween:** We gave out 733 total pieces of candy on Friday October 28th as part of Gardiner's Downtown Halloween Event (of course we counted how many pieces we gave out...we're librarians!). We were all very happy to see this great event come back to our community
- **Gardiner Library Association:** In November 2022 the Gardiner Library Association will finalize their 2023 budget (their budget runs calendar year). Formed in 1881, the Gardiner Library Association (GLA) owns the building and the land, makes capital improvements, buys new equipment, and seeks to improve library services. The association is a non-profit 501c3 organization. Over the last few years the GLA has spent good amount of money to not only improve the library building & grounds but have been the sole funder of our very popular digital library service known as Hoopla.
- **Spooky Local Authors Roundtable:** The library hosted a roundtable discussion event with 3 Gardiner area horror fiction writers that was attended by 10 community members. The chats were so lively and fun that we will start looking at replicating this event in February with local Romance Book Authors.
- **Holiday Events:** And finally...stay tuned for a full list of holiday themed events & programs we'll be offering at the library after Thanksgiving. Thank you for your kindness & your ongoing support.

Written and submitted by Justin Hoenke on Tuesday November 1, 2022



Monthly Report for: Front Office/Finance
Department Head: Denise Brown
Month/Year: October, 2022

Current Progress on Projects/Plans:

<u>October by the numbers:</u> 206 MV Transactions - \$55,517 26 IF&W Transactions 27 Vital Records Tax Collections - \$138,683 Sewer collections - \$30,142 Sent out 55 Sewer Foreclosure Notices
Early voting started October 11 in the lobby of City Hall.
The Deputy City Clerk should receive her notary any day, the Deputy Tax Collector has submitted her paperwork, and the Utility Billing Clerk has started the process.
Two new walls were built in the front office to accommodate a new office for the newly promoted City Clerk/Tax Collector.
The first two weeks of October saw a tremendous amount of phone calls in regards to the annual \$3,000 that the Salvation Army gives to the City for assistance to needy people. With oil prices at \$5/gallon, it did not take long for the funds to run out with 100 gallons costing close to \$500.

Financial:

Audit work continued and Ron Smith of RHR Smith came for a few days in early October. There will be a presentation of the FY22 Financials at a future council meeting in the beginning of 2023.
A 15-year lease/purchase was completed for the purchase of a new Fire Pumper in the amount of \$949,080. The interest rate is 5.35% and annual payments will be in the amount of \$92,451.
The Police Department purchased a new 2022 Ford Explorer using approved ARPA funds.
The City has been awarded \$6,817 from the State of Maine Office of Cannabis Policy for reimbursement of expenses related to costs associated with opting-in to Maine's Adult Use Cannabis Program.
The City was awarded \$1,228 from MMA's Ed MacDonald Safety Enhancement Grant Program to purchase hatch safety nets for confined space work.
Pay request #2 (of 3) was sent to the State of Maine for the MDOT/MPI Route 201/Brunswick Ave Retaining Wall/Mill & Fill Project. The project is about 85% complete with the stairs, railing, and fencing still needing to be done.
I have included the Quarterly Statement of Revenues and Expenditures for the first quarter of FY23. If you have questions, please call or email me.

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

We rounded out the front office vacancies by hiring Kelly Hare as the Utility Billing Clerk on 10/6.
Staff attended Election training, IF&W training, and 2-day Motor Vehicle training.
On Friday, October 28, some of the front office staff dressed up for Halloween and handed out candy at the GMS Trick or Treat event.
On Monday, October 31, there was a Halloween potluck at City Hall. The food was amazing!

City of Gardiner

Quarterly Statement of Revenues & Expenses as of September 30, 2022

FY23 Revenues	FY23 Budget	Received Thru Sept. 30	% of Budget
Property Tax Revenue	7,491,247	3,628,875	48%
Homestead Exemption	423,751	310,872	73%
BETE Reimbursement	172,387	0	0%
State Revenue Sharing	1,256,399	349,860	28%
Excise Tax and Vehicle Registration	1,200,000	284,378	24%
State Local Road Assistance Program	72,712	0	0%
Veterans/Tree/Snowmobile	11,453	5,527	48%
General Assistance Reimbursement	14,000	0	0%
Penalties and Interest	65,000	11,064	17%
Licenses and Permits	124,500	21,237	17%
Fees and Fines	46,705	10,549	23%
Library Fees	122,726	122,726	100%
TWC Franchise Fee	67,000	0	0%
Ambulance Rental Reimbursement	10,000	0	0%
Audit/Events/Tech Reimbursement	34,015	0	0%
First Park	24,060	0	0%
Investment Earnings	7,000	27,908	399%
Sale of Property/Unclassified	12,000	1,103	9%
Due from WasteWater Fund	131,469	0	0%
Due from Revolving Loan Fund	40,000	0	0%
Use of Fund Balance	500,000	0	0%
Carryforwards	229,000	0	0%
Total Revenue	12,055,424	4,774,099	40%

Total revenues are at the same point as 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.
- Library fees have been paid in full by all member towns.
- Interest rates have rebounded and we will continue to be over budget on this line.
- Transfers from other funds have not been made yet.

FY23 Expenses	FY23 Budget	Expended Thru Sept 30	% of Budget
General Government	703,605	163,783	23%
Legal	25,000	7,068	28%
Workers' Compensation	120,000	26,085	22%
Property & Casualty Insurance	82,036	85,318	104%
Contingency	30,000	769	3%
Technology	149,779	66,568	44%
Police	1,527,014	330,082	22%
Fire	896,898	168,945	19%
Fire Hydrants	321,896	78,130	24%
Ambulance Services	169,385	0	0%
Buildings & Grounds	508,221	111,232	22%
Public Works	1,895,578	355,001	19%
Public Library	532,278	106,305	20%
Economic Development	333,443	74,907	22%
General Assistance	36,070	7,136	20%
Community Programs	153,446	110,993	72%
Total Municipal Appropriation	7,484,649	1,692,322	23%
Overlay	56,585	0	0%
County Appropriation	445,602	445,602	100%
Education Appropriation	4,068,588	1,018,876	25%
Total Expenditures	12,055,424	3,156,800	26%

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

Expense Variance Notes:

- Property Insurance has been paid in full. The overage is due to under budgeting.
- Technology appears high due to the timing of annual fees.
- Gardiner's share of the Ambulance Service will be paid in the second quarter.
- Community Programs is high due to most non-profits being paid.
- County Taxes have been paid in full.