



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			
Background 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 _____

Monthly Report for: Economic Development

Department Head: Melissa Lindley

Month/Year: December 2024

Summary of Month in General Terms:

December is a month full of holiday celebrations and bustling activity downtown. I worked with the public works department to create and install new light post sidewalk banners in the downtown. These banners along with the lights and decorations installed by public works really added to the festive atmosphere downtown. Congratulations to Gardiner Main Street on their successful Tree Lighting and Parade of Lights events, and the Gardiner Artwalk was also a great event. This month I spend much of my time preparing the new city website for launch. With over 250 pages of content and thousands of documents uploaded on our current website, this is a large task. The new website format will be much for citizens to find what they need and will be a helpful resource. It will also be much more user-friendly for staff to maintain. I am working with the front office staff to train them on using the site. It is still a work in progress, and the new website will launch in early 2025.

Current Progress on Projects/Plans:

Brownfields Assessment Grant: D&H Motors is a new site that is beginning the Brownfields assessment review process. Current properties in review or undergoing Brownfields investigation are the Arcade parking lot and the alley behind Renys. I expect a Phase II investigation to be on the Pool Hall building soon. The grant will cover soil sample testing at 1 Summer St (former TW Dick). The results will determine if relocating the soil at the Hatch Hill landfill is an option. I plan to report back to the council with updates in January.

Libby Hill Business Park: Lot 12, the last city-owned parcel, is under contract. GRA Real Estate's development of a warehouse and office building on lot 21 is fully underway. Lot 25 is pending a private sale, and the developers have some concerns with the deeded buildout restrictions that were placed on the property when originally sold by the City. I will bring their request to a January council meeting. JRN Holdings (Chemstation), the owner of lots 18 & 20 has past due mortgage and PILOT payments; they have indicated plans to catch up on these balances, I will continue to work with them on this.

Community Action Grant: The Climate Vulnerability Committee had a kick-off meeting with the project consultants at Haley Ward to review the project and began discussing the scope and timeline. The committee will meet monthly on the 2nd Monday of each month at City Hall.

Arcade Parking Lot: Harriman Associates is reviewing the existing conditions of the site to prepare for the engineering and design to improve the lot. As the design phase begins, we will have opportunities for public engagement and feedback.

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

Economic and Community Development Committee: The committee did not meet in December.

City Parks Committee: The committee did not meet in December.

Grant Writing Contractor: Jessie Cyr from KVCOG supported the City in applying for a \$75,000, no match, Community Action Grant to install heat pumps in city facilities. We will continue to work with her on the strategic planning process of identifying the needs of the city and aligning them with funding opportunities.

Business Owner Meetings: I will work with Gardiner Main Street to plan meetings for Gardiner members for the Gardiner business community to discuss issues and initiatives important to them.

EV Charging Grant: Gardiner was conditionally awarded grant funding from Efficiency Maine to install 6 electric vehicle charging stations at the “Bailey Lot” at 129 Water Street. We expect the conditions to be met, certifying the charging units confirm to the federal standards, soon. The project must be installed and completed by the end of June 2025.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: December

Year: 2024

Summary of Month in General Terms:

Total CFS (calls for service): 279

EMS: 268

Gardiner:	78
West Gardiner:	32
Richmond:	38
Farmingdale:	40
Litchfield:	30
Pittston:	20
Randolph:	11
Chelsea:	19
Other:	0

Fire: 11

Current Progress on Projects/Plans/Problems:

- Working on FY 26 Budget

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

- Adam Updyke completed his Paramedic program, waiting on Registry exam date.

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 for: Front Office
Department Head: Kathy Cutler
Month/Year: December 2024

Current Month Activity:

December					
304	MV Transactions	101,417	Permits		
181	Tax Payments	155,146	1	Bldg-Business/Commercial	112
872	Sewer Payments	219,328	6	Building-Residential	681
85	IF&W Transactions	3,913		Mobile Home	
40	Vital Records	937		Fence	
15	Ambulance Payments	2,233		Excavation	
91	Dog Transactions	837		Demolition	
	Victualer/Liquor License			Street Opening	
16	Notarial	80		Driveway Entrance	
	Marriage		3	Plumbing	230
	General Assistance		1	Septic	495

Current Progress on Projects/Plans

December was a quiet month which allowed us to get some filing done of voter registration cards, dog licenses etc. We typically spend December transitioning from one year to the next. IF & W transactions go up around the holidays.

Quarterly sewer billing was done after some technical glitches in TRIO.

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

The Deputy Tax Collector decided to transition over to the Deputy City Clerk position and as such will begin training on those duties. The City posted the Deputy Tax Collector position internally and if there is no interest we will advertise in early January.

Office staff participated in the Parade of Lights and also our annual Sock Exchange.

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

GA supplied benefits to one resident in December in the amount of \$2,232 for rent to avoid eviction. Several applications were denied due to being incomplete with information and never returned.

Salvation Army funds are now depleted. Four people requested funds for heating assistance in December in the total amount of \$993. Gardiner Salvation Army unit disbursed \$3,500 from 10/01/24 thru 1/03/2025.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: December 2024

Summary of Month in General Terms:

Calls for Service:	320
Accidents:	14
Arrests/Criminal Cites:	11
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. The process continues to go well, and I still hope to complete the process early.

As noted in previous reports and will be noted in future reports, within the next few years we may need to go to a new or upgraded records management system as Central Square/IMC (current dispatching system) is slated to be discontinued relating to the support aspect of the program to an upgraded version. At this point I do not have a solid figure for the cost of the upgrade/new system but from speaking to other agencies I believe it will be a very expensive endeavor. I was able to have an initial conversation with Kennebec County Sheriff Ken Mason reference this upgrade and from our brief preliminary conversation believe that we will stay with this version of IMC until it ceases to work and there is no IT support. The Gardiner Police Department is partnered with the Kennebec County Sheriff's Office under their licensing for our dispatch software.

Our current contract with RCC ends on June 30, 2025, with our current year cost of \$206,275.00. (Police and Fire dispatching costs.) Our current contract states that it may be extended for an additional 12 months with a request 60 days prior to expiration of the agreement. We have heard from RCC with some dispatch cost numbers for FY2026 and FY2027. The reported costs for dispatching services for FY2026 will be \$212,463 and for FY2027 they will be \$226,903. Other than the cost of the reported dispatch services this is some better news that RCC is willing to extend their dispatching contract.

Personnel Updates (Promotions, Absences, Needs, Etc.):

On December 20, 2024, Officer Michael Caputo graduated from the Maine Criminal Justice Academy 18-week training program. Officer Caputo represented the City of Gardiner and the Gardiner Police Department very well during his training. Officer Caputo is now back working a patrol shift.

On January 21, 2025, Officer Dylan Burk is expected to attend the Maine Criminal Justice Academy for his 18-week training program. Officer Burk is expected to graduate the Maine Criminal Justice Academy on May 23, 2025.

We currently are still down two officers for the department. Some inquiries have been made but none that have panned out yet. I am still optimistic that we will attract some suitable candidates.

Officers used a total of 28.25 hours of sick leave and 128.5 hours of Vacation/Comp./Personal time during the month.

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

Nothing up to this point warrants noting.

Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: December 2024

Summary of Month in General Terms

The month of December is always a very busy month with everything going on such as the city Christmas party which was a very much appreciated event everyone had a very good time. We had the annual tree lighting and then the next night there was the parade of lights. It was a great turnout. The public Works Department had three rigs in the parade this year. They look forward to doing it again next year. With a couple of short weeks due to the holidays it made the month go by extremely quickly. We have had our contractor in town quite a bit this month working on streetlights for us, trying to get a handle on everything working. They are here a couple of days a week picking away at things but making good progress. We've had a few small snow and ice events this month, nothing major which helps out on the crew and as always, the salt budget. We had John Gorman retire this month after 14 years of service. We had an interview the other day. Things are moving forward, hopefully we can get that position filled quickly. Crew worked on getting a door moved in City Hall from one location to another finishing up that project this week. The storage area in the far end bays at the end of the fire station have taking quite a few changes now that things are pretty much done down there we've removed the city manager files, fire storage and police evidence areas put in a new stairway to go up overhead to the new file storage area things are looking quite different and much better down there.

Current Progress on Projects/Planes/Problems:

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