



# GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



<b>Meeting Date</b>		<b>Department</b>	
<b>Agenda Item</b>			
<b>Est. Cost</b>			

Background Information

<b>Requested Action</b>	
<b>City Manager and/or Finance Review</b>	
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

## **Monthly Report for:** Economic Development

**Department Head:** Melissa Lindley

**Month/Year:** August 2025

### **Summary of Month in General Terms:**

Downtown commercial districts are never constant; there is always an ebb and flow of businesses opening and leaving, buildings bought and sold, and fluctuations in customer traffic. There are various factors impacting this constant change, some we can plan for, and some which are out of our control. With a few businesses closing or moving from our downtown in recent months, we want to do all we can to support our existing businesses and help to fill vacant spaces. A task force of stakeholders has begun to work on business recruitment and retention strategy. It has also been much of my focus this month as we work to support and strengthen Gardiner's businesses city-wide. There are several ways we can achieve this, and I will continue to up the council as these efforts progress.

### **Current Progress on Projects/Plans:**

*Brownfields Assessment Grant:* I attended the National Brownfields Conference this month. This large 4-day event was full of useful information, and I came back full of ideas for Gardiner. The costs for my attendance are covered by the City's Brownfields Assessment Grant program. A final report for the Phase II investigation at D&H Motors is expected soon.

*Libby Hill Business Park:* Lot 18 and lot 20 were privately sold to one buyer. The Core Cutter development is making great progress, and the paperwork for their credit enhancement agreement will be finalized soon. Lots 12 and 19 are also under development.

*Community Action Grant:* Staff and representatives from the Community Resilience Partnership met with department heads and committee members to learn more about our resiliency efforts funded by their grants and how they might support the work. They were impressed with the progress on the climate assessment project and enjoyed learning more about the challenges our community faces.

*Dearborn Park:* Construction continues, and the work is expected to be finished in September.

*EV Charging Stations:* Planning is underway with Revision Energy to install 6 electric vehicle charging stations in the dirt parking lot at 129 Water Street.

*Arcade Parking Lot:* I will be meeting with the design team in September to review their progress of the design and engineering for this project.

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

*Maine Trails Program Grant:* With support from Doug Baston and KVCOG I will submit a grant proposal in September to support a project to clean up and extend the informal trail at Soldier's Woods, which is next to Quimby Field.

**Monthly Report for:** Gardiner Fire & Rescue

**Department Head:** Chief Rick Sieberg

**Month:** August

**Year:** 2025

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 311

**EMS:** 282

Gardiner:	94
West Gardiner:	36
Richmond:	31
Farmingdale:	28
Litchfield:	37
Pittston:	20
Randolph:	21
Chelsea:	14
Other:	1 (Dresden)

**Fire:** 29

**Current Progress on Projects/Plans/Problems:**

- Finalizing the design plans for the new Engine (supposed delivery December 2025)
- Rescue 1 has gone out for its remount

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

- We will be starting a hiring process to fill the vacancy on “A” shift

**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: August 2025**

**Current Month Activity:**

August					
403	MV Transactions	125,386	Permits		
555	Tax Payments	906,758	1	Building-Business/Comm	
998	Sewer Payments	220,494	27	Building-Residential	2,957
29	IF&W Transactions	1,767		Mobile Home	
39	Vital Records	942	1	Fence	25
22	Ambulance Payments	2,640		Excavation	
10	Dog Transactions	217		Demolition	
2	Victualer/Liquor License	250	2	Street Opening	175
14	Notarial	70	7	Driveway Entrance	175
	Marriage		1	Plumbing	40
	General Assistance		1	Septic	265

**Current Progress on Projects/Plans**

Alyssa attended MV training and in-house agenda training.
Kathy started the election paperwork.
Kathy began working with McAllister Real Estate on selling TAP's.

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

Kathy and Kelly interviewed candidates for the Utility Billing Clerk. The city made an offer to Asheley Ashley and she will begin her employment on Monday September 8.
---

**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:** August 2025

## Summary of Month in General Terms:

Calls for Service	428
Accidents:	19
Arrests/Criminal Cites:	16
Traffic/Parking Tickets:	27

## Current Progress on Projects/Plans/Problems:

The department continues the process to become MLEAP certified. (Maine Law Enforcement Accreditation Program) We are far enough along in this process that I hope to begin the actual accreditation process (site visit/review of policies/procedures, etc.) within the next few months. This step in the process is done by an external audit for verification that all parts of the accreditation steps are complete.

Fire Chief Rick Seiberg and I met with Brodie Hinkley and Michael Labbe from Augusta Regional Communications Center and Chief Paul Ferland from Winthrop Police Department to discuss dispatching costs for those two entities. Both options will include changing from our current system, IMC, to Spillman. Without having specific numbers to give yet, we did find that it would be more fiscally responsible to have the Augusta Regional Communications Center continue with dispatching services with a rise in cost to what we are paying now of approximately \$20,000.00. Initial estimates with Winthrop PD were well above the numbers given by Augusta Regional Communications. We should have more specific numbers in next month's report.

## Personnel Updates (Promotions, Absences, Needs, ETC.):

I have given an offer of conditional employment to an individual to fill our last open patrol position. If all goes well this person should be starting their field training in mid to late October.

On August 26, 2025, all officers attended an in-house training on Maine's Good Samaritan Law. Instructors for this training were Kennebec County District Attorney Maeghan Maloney and Assistant District Attorney Christy Stilphen.

On August 12th & 13th Officer Christopher Lewis completed instructor training on the department's pepperball platform.

Officers used a total of 27 hours of sick leave and 225.25 hours of vacation/comp./personal time during the month.

**Monthly Report for:** Gardiner Public Library

**Department Head:** Dawn Thistle

**Month/Year:** August, 2025

**Summary of Month in General Terms:**

The entire summer was chock-a-block busy at the library and August was no exception. From Storytimes to Coffee Talks, as well as our variety of book groups, ArtWalk, and more, we offered or hosted 45 programs in August and counted 547 visitors just for those events. (Looking at the summer as a whole, we offered over 150 programs with nearly 1500 attendees!) One highlight was our Coffee Talk on 8/22, for which the Maine General Mobile Kitchen paid us a visit and demonstrated cooking some healthy dishes for a group of 14 senior citizens. Our Summer Reading programs for all ages had well over 100 participants tracking their reading from June to August. Likewise, our museum and park passes have been used over 200 times this summer. One family (parents both teachers) shared with us that they were enjoying visiting all the sites and exploring Maine with their children in a way that they could otherwise not afford.

We had more staff summer vacations to work around and, once again, we really appreciated have extra part-time staff hours!

**Current Progress on Projects/Plans:**

We are still learning and experimenting with our relatively new WhoFi software and Constant Contact. Our interactive programming calendar is gaining traction and use from patrons and the ability to track participation in programs allows us to quickly and easily share numbers like the ones above. The link to the event calendar is [www.tinyurl.com/eventsatGPI](http://www.tinyurl.com/eventsatGPI) We should have our September newsletter out soon, too.

Still no news on the GLA's Accessibility Project at the rear entrance/parking lot going out to bid, but it should happen soon in hopes of the project starting next spring or summer. We should learn in late September whether the GLA receives a grant from the Maine Community Foundation for storm windows for the original 1881 windows. Combined with the new heat pumps from the grant the City received, storm windows would certainly help to cut energy and HVAC costs.

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

Nothing at this time.

# Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: August 2025

## **Summary of Month in General Terms**

We started doing roadside mowing on smaller streets to get used to the operations of the new piece of equipment and see what it is capable of. Once we were able to free up some crew to do the flagging on the busier streets we went out on Bridge Street, Route 126, and Route 24. It does a very nice job cutting things back. We just took delivery of an attachment this week that will go on the front of the small loaders that we use for the sidewalks. This attachment is a Bush hog that sets off to the side of the machine on an arm and allows us to drive along the roads to do roadside mowing. Now that we have these two pieces of equipment we will not have to rent equipment every year and be subject to their availability.

The crew jumped around taking care of a few different areas like a sinkhole down at the intersection of 201 and 126. Once we had it all dug out and exposed we found the actual problem of the sinkhole was a water main break. Since we were already that far into the project we worked with the water district to take care of that problem. After that we took care of some collapsing basins on Church Street. On the corner of West Street the outlet pipe was buried with years of sediment in front of it. I am very surprised that it was ever taking water at all. Those areas should drain much better now.

The crew has been working on High Holborn Street removing sidewalk and making storm water culvert repairs and stormwater basin replacements. There is a lot of failing infrastructure on that street and doing the repairs now will get us set up to pave that street next year.

The crew has done a great job of getting the list of sidewalks removed. All that is left on the list is the right-hand side of High Holborn which they're going to work on as they do the stormwater repairs. There is another section of sidewalk on Neil Street that is in real bad shape. I will have the crew take care of it if they have time.

## **Any other noted updates, concerns, items for City Council to be aware of.**

There is a known ice build-up problem at the end of High Holborn Street (at the intersection of West Street). To correct this problem we should add two storm water basins. The problem with doing that is the outlet for the water would be down at the corner of West Street, which means we would have to put in about 600 feet of pipe. This is something we could do but it would take time and money. I estimate it would cost about \$25,000 for the public works crew to do it. This price includes the cost of pipe, basins, and pavement.

TO: Denise Brown, Interim City Manager  
FROM: Stephen Aievoli, Wastewater Superintendent  
DATE: September 8, 2025  
RE: Wastewater Monthly Report for August 2025

There were no CSO's (Combined Sewer Overflows) in the month of August

All permit limits were met for the month of August.

Our new Operator Todd Lester started on August 11<sup>th</sup>. Todd is a grade 3 Operator with experience which is a plus.

The CSO Master Plan Update is being reviewed by Maine DEP and a meeting will take place in September to discuss the plan.

I am working with Richard Darling from the New England Interstate Water Pollution Control Committee (NEIWPC) regarding training and technical assistance with the collection system. We are working on the Capacity, Management, Operations & Maintenance (CMOM) checklist. NEIWPC received a grant from the EPA to do this type of training and technical assistance for communities that could benefit from it, so it is being done at no cost to the city.

The north screw pump has shut down for an over-torque failure. We had electricians check the variable frequency drive and the drive motor, and they found the issue does not occur when the belts are removed from the motor. We are working with the local rep and manufacturer to assist with troubleshooting and correcting the issue.

The DMR-QA Laboratory Proficiency test was completed and all information submitted. Results should be received in about a month. This testing is required to be done annually by the EPA. The test shows that our lab staff are proficient in performing the testing required in the city's discharge permit with the state of Maine.