



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: October 2025

Summary of Month in General Terms:

Planning Coordinator Angelia Christopher has once again assumed the General Assistance duties for the City. Now that the temperature is dropping and funding streams from SNAP and LIHEAP stalled or at risk, we are getting an increase in applications for assistance. I appreciate her diligence and fairness when reviewing applications and meeting with these residents. It is a time-consuming task while also juggling her other job duties. She directs those who do not qualify to other resources when appropriate. We have some exciting new businesses opening downtown. The Cat's Familiar at 318 Water Street brings home-style take-out food and gifts with a separate room to see adoptable cats. Sunrise Bagel will be opening soon at 469 Water Street, and Buck's Naked BBQ from Freeport will be opening their second location in downtown Gardiner at 252 Water Street in December.

Current Progress on Projects/Plans:

Brownfields Assessment Grant: EPA offices have been closed during the federal shutdown, and we have been waiting on their review to finalize some of the assessment reports we have been working on. We continue to work on properties to add to our inventory of potential Brownfield sites.

Libby Hill Business Park: The City-owned lots 8 and 9 are under a purchase and sale agreement. The buyer has exciting development plans, and I look forward to sharing more details on their project.

Community Action Grant: There was a public event to discuss the findings and final stages of the Climate Vulnerability Assessment project on October 16. A report is expected by the end of the year with a presentation to council on the project in January.

Dearborn Park: The park re-opened to the public in early October and looks great. We are expecting the lighting and railings along Mechanic Street to be installed soon.

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. Once CMP places the pole for the power supply the project will start moving forward.

Arcade Parking Lot: We will hold a project update meeting to review the final draft of the improvement plans on November 18th at 6pm in the Gardiner Public Library.

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

Project Canopy: A new grant round opened much later than the usual spring timeline this year. Dorothy Washburne and the Tree Committee reviewed the trees in the Waterfront Park and the

Common and suggested applying to add or replace four trees. With our application I also included a request for funds to support planting trees for the Arcade improvement project. I hope to hear back by the end of the year.

Angie and I supported the planning of the Shaping Gardiner's Future event on October 25. It was held to engage the community during Gardiner's comprehensive plan review process and to revisit the values established during the Heart & Soul community planning from 2012-2014. The event was well attended, including several new residents.

Congratulations to Gardiner Main Street on another successful Swine and Stein Brewfest event. It was a beautiful day with so many community volunteers helping to make it all happen.

Thank you to PW Director Cameron who has worked closely over recent weeks with an electrician to repair the lighting in the lamp posts downtown. Repairing old wiring and infrastructure is no easy task, but keeping the sidewalks and storefronts lit up during these darker days is essential to the vitality of our business and the safety of our residents. Downtown looks great at night!

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: October

Year: 2025

Summary of Month in General Terms:

Total CFS (calls for service): 310

EMS: 299

Gardiner:	90
West Gardiner:	29
Richmond:	44
Farmingdale:	30
Litchfield:	34
Pittston:	20
Randolph:	17
Chelsea:	33
Other:	2 (Bowdoin, Augusta)

Fire: 11

Current Progress on Projects/Plans/Problems:

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

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

- FF Paramedic Clayton Snelling will be leaving us in November for a position in Falmouth.
- Open position is posted on Maine Municipal
- All members completed annual Advanced Life Support 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.

Monthly Report for: Front Office
Department Head: Kathy Cutler
Month/Year: October 2025

Current Month Activity:

October					
501	MV Transactions	107,663	Permits		
261	Tax Payments	236,350	3	Building-Business/Commercial	805
151	Sewer Payments	27,454	16	Building-Residential	934
21	IF&W Transactions	765	2	Mobile Home	50
42	Vital Records	1174		Fence	
29	Ambulance Payments	17,624	1	Excavation	25
25	Dog Transactions	2714		Demolition	
1	Victualer/Liquor License	110	3	Street Opening	25
15	Notarial	75	3	Driveway Entrance	75
3	Marriage	75	3	Plumbing	200
	General Assistance	7717	1	Septic	265

Current Progress on Projects/Plans

October was filled with election prep, including hosting a candidate forum on the 19 th .
Both Kelly and Alyssa spent time training Ashley on the day-to-day transactions in the office and Kelly trained her on sewer billing.
Ashley finalized the sewer bills on Friday the 31 st and sent them to the printer.
We began issuing the 2026 dog licenses on October 15.

Personnel Updates (promotions, absences, needs, etc.

--

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

6 cases- 1 denial for being under 25 16 people supported total for a total amount issued of \$7,717 \$7,170 went to housing \$270 went towards electricity \$178 went towards heat \$52 went towards food \$47 went to household supplies.
--

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: October 2025

Summary of Month in General Terms:

Calls for Service	722
Accidents:	17
Arrests/Criminal Cites:	36
Traffic/Parking Tickets:	29

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.

We have received initial numbers from Motorola Solutions for a switchover from IMC to Spillman for our dispatch software and I have spoken to Maine Public Safety Commissioner Michael Sauschuck regarding continuing dispatch services with the Augusta Regional Communications Center. I am still waiting for a cost from the Augusta Regional Communications Center for dispatching services. Once I have both costs, I will be reporting to city council. (There are two costs associated with dispatching. One is with the vendor who supplies the dispatch software, and the other is with the service that provides the actual dispatching service.)

You will notice that the calls for service number is quite a bit larger than the past months. There has been an issue with IMC giving the correct numbers and they have been under-reported for quite some time. With the help of Administrative Secretary Tara Merrill, we figured the IMC issue out and the actual call for service numbers will be more accurate in future reports.

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

We currently are still down one patrol position as applications we have received have not been acceptable thus far. We currently have posted the position on numerous websites and will continue to leave open until the position is filled.

Sgt. Alonzo Connor attended an 8-hour training on October 6, 2025, put on by Dirigo Safety. This was a training on Sexual Assault Investigations.

Officer Michael Caputo attended an 8-hour training on October 16, 2025, put on by Dirigo Safety. This was a training titled Green Lab: Cannabis Impairment Detection Training. This training emphasized on the detection of drivers impaired using cannabis.

All officers attended a 4-hour training on October 17, 2025, taught by Maine Criminal Justice Academy instructors titled Mechanics of Arrest, Restraint and Control. This was a mandated refresher on the correct way to go hands on with an unruly subject while affecting an arrest.

Sgt. Connor attended a 40-hour instructor level training from October 27 through 31, 2025, put on by the Maine Criminal Justice Academy. This training enables Sgt. Connor to now be a certified instructor through the Maine Criminal Justice Academy in Mechanics of Arrest, Restraint and Control.

Officers used a total of 52.75 hours of sick leave and 164 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 for: Gardiner Public Library

Department Head: Dawn Thistle

Month/Year: October, 2025

Summary of Month in General Terms:

Our Thursday afternoon teen program has proved particularly popular again. We have received over 25 permission slips and have had as many as 17 students at a time. It's a bigger and somewhat different group than in years past, but we are getting a better sense of their interests and how we can engage them. Despite school now being in full session, we still have a large contingent of Story Time regulars and Friday morning Baby Bounce is growing steadily – I believe we had over 10 babies recently.

In October, we held or hosted 29 programs that brought in over 225 visitors, not counting our regular foot traffic. We are still learning all the capabilities of our Whofi software, but so far it is incredibly helpful for creating our event calendar and tracking participation. Soon we will begin using it to track our park/museum passes and our space usage.

We have a multi-author program coming up on November 21st. It will include Maine authors Gerry Boyle and Gardiner's own Gillian Burnes. And our newly installed Poet Laureate, Meghan Sterling will introduce the program.

Megan Basty has been a great addition to our staff and has readily taken on the Friday Coffee Talks, as well a nice variety of additional programming.

Although we still have some new (and a few overdue) trainings to fill in, most of the library staff are caught up on requirements.

Current Progress on Projects/Plans:

We are *still* learning and experimenting with our WhoFi software and Constant Contact. Our interactive programming calendar is gaining use by patrons and the ability to track participation in programs allows us to quickly and easily share numbers like the ones above.

In gearing up for the holiday season, we are again service as a drop-off location for Chrysalis Place. The November collection theme, "Help A Household," which aims to collect "meal kits," was already a tremendous success in the final two weeks of October. Over 800 pounds of food was delivered in that time – and has continued steadily ever since. Daily, volunteers have been carting the donations back to Chrysalis Place.

In what I hope is a final prediction, GLA is planning to send its Accessibility Project for the rear entrance/parking lot going out to bid in early January in hopes for the project begin next spring or summer. The GLA continues to work with its grant writer to obtain funding for this project, as well as to fund storm windows.

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: October 2025

The month of October is always a month when we are busy getting our projects taken care of before the bad weather really starts kicking in. We fixed storm water basins, paved in trenches that we had opened up, and resurfaced all of the walkways with reclaim on the Common. That made a nice difference and should hold up very well. The crew started doing a lot of the fall clean up. They picked up leaves throughout the parks and in the cemeteries, and got things winterized such as the waterfront bathrooms, the fountain in the Common, and Quimby field. In between the projects they started putting on the headgear on the plow trucks and getting the sanders and trucks ready for the upcoming storms.

TO: Denise Brown, Interim City Manager
FROM: Stephen Aievoli, Wastewater Superintendent
DATE: November 5, 2025
RE: Wastewater Monthly Report for October 2025

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

All permit limits were met for the month of October.

Had a teams meeting with Maine DEP on October 31st regarding the proposed scheduling of the projects upstream of the CSO discharge point and the need of their assistance with securing funding with principal forgiveness or grants that would assist the city with keeping the sewer billing rates below the median household income. DEP is willing to alter the schedule previously proposed to the schedule outlined below and said this is the best they can do as these projects need to be completed. This change will give the city 9 years to complete the projects versus the 5 years previously listed in their approval letter. Due to this schedule change Maine DEP is also allowing the city to have an extra year before the next CSO Master Plan Update needs to be completed. This allows the city to have until December 2031 to complete the update. I would like to give thanks to Olver Associates for their assistance with getting these changes implemented to give the city more time to fund and complete these projects.

Schedule to be implemented by Maine DEP for the completion of the projects identified in the 2025 CSO Master Plan Update.

1. Spring Street Sewer Mainline Replacement
 - a. 2026 Design
 - b. 2027 Replacement the mainline
 - c. 2028 Monitor to evaluate the benefit to
2. Ash Street/West Hill Mainline Replacement
 - a. 2029 Design
 - b. 2030 Replacement of the mainline
 - c. 2031 Monitor

2031 – Completion of 2031 CSO Master Plan Update by December 31st

3. Portion of Central Street Mainline replacement
 - a. 2032 Design
 - b. 2033 Replacement of a portion of the mainline
 - c. 2034 Monitor

Vortex Services cleaned the pump station wet wells except for Maine Avenue pump station. We are working on a quote to clean Maine Avenue.

Steven's Electric and Pump Service performed detailed inspections at all the pump stations, reports will follow.

Have an issue with pump #2 at pump station #5, it will need to be replaced.

The pump stands/bases at pump station #5 are worn out and are not sealing, allowing the pumps to blowby. They will need to be replaced.

Vortex Services cleaned and CCTV inspected the sewer main line on Spring Street. We are awaiting the report from the CCTV inspection. The inspection report will identify all issues within the pipe and assist with the determination of whether the pipe can be lined or will need to be replaced.

The north screw pump is still down. The screw pump wet well was cleaned by Vortex Services, and we are now awaiting the manufacturers field technician to inspect the pump.