



# 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 <sup>st</sup> Reading _____ | Advertised _____                 | EFFECTIVE DATE<br>_____ |
|                     | 2 <sup>nd</sup> Reading _____ | Advertised _____<br>w/in 15 Days |                         |
|                     | Final to Dept _____           | Updated Book _____               | Online _____            |

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

**Department Head:** Melissa Lindley

**Month/Year:** June 2025

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

There were a few regional and state-wide conferences related to planning and economic development this month including Build Maine, KVCOG's Planning Day and an event from the Economic Development Council of Maine. These events keep our department staff aware of new legislation, resources, trends and data, as well as new concepts and ideas to bring back to the City. We also are beginning the early stages of developing the next comprehensive plan and have been collaborating with KVCOG and representatives from Community Heart & Soul.

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

*Brownfields Assessment Grant:* A Phase II investigation at D&H Motors was performed early in the month for site testing and to make an inventory of hazardous materials on site. A report is expected in the coming months.

*1 Summer Street TW Dick Property:* The excavation for the project is underway and the City is utilizing a \$75,000 Brownfields grant from the Department of Economic and Community Development to offset costs for the soil disposal fees Hatch Hill will charge the City for taking delivery of the material.

*Libby Hill Business Park:* Lot 18 is listed for private sale, and I expect lot 20 to be listed soon. The council's approval at the June meeting 18 to allow new owners a full 24 months to develop to deeded building requirements on these two lots will be helpful in attracting buyers.

*Community Action Grant:* The Climate Assessment Committee continues to meet with the project consultants, and the project is expected to have a final report this winter.

The City received the official confirmation letter for its second Community Action Grant of \$75,000 to support installing heat pumps in municipal facilities. PW Director Cameron be implementing the project once the grant funds are expected to be received in July.

*Dearborn Park:* Construction is underway, and the new park is starting to take shape. We hope to have the major construction finished in August.

*EV Charging Stations:* Efficiency Maine has secured their funding source from the Federal Highway for this grant and has resumed the process of finalizing the award with the City. We will bring this to the July 16<sup>th</sup> meeting for Council's consideration.

*Arcade Parking Lot:* We have been working with the engineers at Harriman on a new design for the Arcade lot, and they have brought on landscape architect Tom Farmer to collaborate on the project. Tom has worked with the City on multiple recent projects including McKay and Dearborn Parks, and the Palmer Fountain.

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

*Gardiner Main Street:* I attended a meeting to kickoff a committee focused on business development for the downtown. There were some great conversations and ideas discussed, and I look forward to working with them to help support economic development for the downtown.

*Marketing:* I am working on developing self-guided tours and experiences that can be used to attract visitors both locally and from away to Gardiner. I was selected by raffle at the National Main Street Conference to receive one year of development and hosting through the STQRY mobile platform at no cost. Browse examples of how this can be used at [www.stqry.app](http://www.stqry.app)

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

**Department Head:** Chief Rick Sieberg

**Month:** June

**Year:** 2025

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 305

**EMS:** 285

|                |     |
|----------------|-----|
| Gardiner:      | 115 |
| West Gardiner: | 26  |
| Richmond:      | 33  |
| Farmingdale:   | 28  |
| Litchfield:    | 30  |
| Pittston:      | 20  |
| Randolph:      | 18  |
| Chelsea:       | 12  |
| Other:         | 3   |

**Fire:** 10

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

- Finalizing the design plans for the new Engine (supposed delivery December 2025)

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

- FF Mathew Gilbert achieved his Advanced EMT license

**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: June 2025**

**Current Month Activity:**

| June |                          |         |         |                              |      |
|------|--------------------------|---------|---------|------------------------------|------|
| 523  | MV Transactions          | 123,951 | Permits |                              |      |
| 70   | Tax Payments             | 59,404  |         | Building-Business/Commercial |      |
| 674  | Sewer Payments           | 131,641 | 20      | Building-Residential         | 1317 |
| 102  | IF&W Transactions        | 2369    | 2       | Mobile Home                  | 50   |
| 17   | Vital Records            | 744     | 1       | Fence                        | 25   |
| 10   | Ambulance Payments       | 1911    |         | Excavation                   |      |
| 6    | Dog Transactions         | 200     | 1       | Demolition                   |      |
| 3    | Victualer/Liquor License | 125     | 2       | Street Opening               | 225  |
| 12   | Notarial                 | 60      |         | Driveway Entrance            |      |
|      | Marriage                 |         | 8       | Plumbing                     | 800  |
| 1    | General Assistance       | 1125    | 1       | Septic                       | 265  |

**Current Progress on Projects/Plans**

Kelly and Trisha attended the Basic Excise tax course at MMA on June 3. June 10th, we held the MSAD 11 School Budget Election where we had 189 voters turn out. That is 4% of our registered voters. We had some negative feedback that we didn't promote the election well so I will work on helping voters understand the process. I am hoping to have a trifold in the lobby when the bills go out in August with some basic explanation of taxes, tax bills etc.

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

Alyssa has been on vacation as she got married and honeymooned in Canada. Congratulations Alyssa!

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

RFP for TAP's went out on June 25. The deadline is July 25 so I will be working to get the TAP's sold and back on the tax rolls in the next few months.

June had just one approved GA client- for a cremation.

There were several calls with people inquiring about the program, but no follow through on their part.

# Monthly Report for Gardiner Police Department

**Department Head:** Chief Todd H. Pilsbury

**Month:** June 2025

## Summary of Month in General Terms:

|                          |     |
|--------------------------|-----|
| Calls for Service        | 343 |
| Accidents:               | 13  |
| Arrests/Criminal Cites:  | 16  |
| Traffic/Parking Tickets: | 51  |

## 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.

Referencing our records management system and dispatch situation I had learned that the Kennebec Sheriff's Office has been in contact with Augusta PD for their dispatching services. I had not been aware of this and reached out to Sheriff Mason inquiring if this was the case and if Gardiner PD would be included in this as we currently use their records management system, Central Square (IMC). I was told that they are looking into having Augusta PD take them on, but discussions were in the very beginning steps, and he was not clear if Gardiner would be included and asked that I reach out to Chief Kevin Lully of the Augusta Police Department. I reached out to Chief Lully, and he advised that he had spoken to Sheriff Mason, but it was very early in the discussions and there would be much to do before this could possibly happen and could not give me a definitive answer if Gardiner would be included.

I have been in contact with the Augusta Regional Communications Center who have offered their records management system and dispatch services, which we already have, if we chose to go there. This would mean changing our records management system to Spillman and not using Central Square (IMC), which we currently use. Chief Seiberg and I will be setting up a meeting in the next few weeks to get some numbers if we choose to switch from Central Square (IMC) to Spillman as to what the cost would be for dispatch and records management. We currently are under contract with RCC for dispatching services with a yearly cost of over \$200,000.

Chief Paul Ferland of the Winthrop/Monmouth Police Department has also offered dispatch services for Gardiner. They use Spillman for their records management and are in the process of building a new communications center in Winthrop which would also take care of our dispatch and records management needs. I will also set up a meeting with Chief Ferland to come up with some estimates of cost.

Both options listed above entail switching our current records management system, Central Square (IMC) to Spillman which is another widely used records management system. I believe the most fiscal route if we were to switch to Spillman would be to have a dedicated server so that all the previous records in Central Square (IMC) were accessible from the station or whomever is dispatching for Gardiner but not switched over to the Spillman system. At this time, I have not verified if that data can be switched over from Central Square (IMC) to Spillman.

Over the next couple months, I should have some more solid information and numbers as to what this endeavor would entail.

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

Officer Matthew Hunt is still in his Field Training phase of his employment and continues to do well. Late July/early August is his target area to complete is FTO.

All officers, except for one that was on paternity leave, attended Active Shooter/Mass Casualty training put on by the Kennebec County Emergency Management Agency. This was a full day of training done at the Chelsea Elementary School with several other local police and fire departments. The same training was offered for three days, June 19, 20, and 21 so that all officers could attend on one of the days.

Currently the department still has an opening for detective. I plan on re-posting this position in the next month or so once we get the current officer in FTO closer to his completion date as training new officers does take a toll on the training officers and with vacations, military leave, etc. this adds more of a strain on them. Once this position is filled, which I believe that a current officer will take the position, I will post for the last open patrol position which will bring the department back to full strength.

Officers used a total of 196 hours of sick leave and 90 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:** June, 2025

**Summary of Month in General Terms:**

It's officially summer! School is out and we are brimming with families with kids on vacation! Summer Reading is off and running, with over 300 snatching up Summer Reading tracking pamphlets – we'll see how many will follow through! Story Time is bringing upwards of 30 children per week. We have worked out a plan with the GLA and some historic City charitable funds to fund healthy snacks for kids this summer. So far, our purchases and efforts have met with wide success and appreciation from families. In June, we continued to host our growing Friday morning Coffee Chats with great attendance and appreciation. After-school high school programming is on hiatus, but many students expressed an interest in regularly visiting the library over the summer. We hosted a talk with best-selling Maine author Monica Wood. In anticipation of a large turnout, this event was held at Johnson Hall. Around noon on the day of the event, Johnson Hall finally succumbed to our requests to move it to the 3<sup>rd</sup> floor – and this turned out to be a wise decision, as over 130 people turned out that night! It was a tremendous success for the library, as well as an opportunity for Johnson Hall to welcome many dozens of first-time attendees to their amazing space! We also hosted our third (in-a-row, otherwise, fourth) annual Marjorie Standish Potluck at the library. Attendance was lower than hoped, but, as ever, there were no repeat dishes and everyone had a grand time! Next year, we'll really get the word out!!

**Current Progress on Projects/Plans:**

Right now, everything is Summer Reading and Programming, to the gills! We are hosting multiple weekly programs, from Story Times, Craft and Game Times, and Thursday morning movies, to STEM Clubs, Friday Coffee Talks, and Teen/Tween Crafternoons.... The library is hopping!! We are doing our best to keep on top of counting all heads in attendance for reporting purposes. In the meantime, we are also looking at our new WhoFi software's capabilities, as well as other means of tracking and gathering statistics for future grants and funding. We want to be sure that we can fully capture and share what days in the library really look like! It's a crazy, busy place and we want all our residents and supporting towns to know just how busy we are and all that we have to offer! And, that said, our passes to the Botanical Gardens, Maine State Parks, and more are the hottest tickets in town – flying out, day after day! If you want one for your family, better check in with us soon!!

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: June 2025

Summary of Month in General Terms. This month the crew is always running around trying to get projects going in preparation for paving, with tight time frames before the paving crews come in to take care of our streets. We have a lot of storm water and sewer basins that have to be addressed and taken care of prior to the paving companies doing their jobs. All of the streets have at least a Shim coat on them, with a few of the streets being 100% complete. As soon as the rest of the basins get raised at the proper heights, the paving company can come back and put the final coat of pavement down. With the summertime weather the grass is growing rapidly, the crew is keeping up with the mowing and weed whacking along with the other special projects that are always being thrown their way. We were able to get Dearborn Park demoed so that the contractor could come in and start the rebuild. The fountain at the common is up and running and finally got some more of the bugs worked out of the system. Our contractor has completed our list of Street lights that have been out so as of right now all St. lights throughout the city should be working properly.

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

TO: Denise Brown, Interim City Manager  
FROM: Stephen Aievoli, Wastewater Superintendent  
DATE: July 7, 2025  
RE: Wastewater Monthly Report for June 2025

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

All permit limits were met for the month of June.

The city applied for and was awarded a \$1M grant from the Northern Borders Regional Commission (NBRC). We are also very close to submitting the application to USDA Rural Development for loan/grant, we are just waiting for a map to completed of the Gardiner/Farmingdale and Randolph service areas. The NBRC Grant will lessen the amount of the loan from USDA RD.

The main SCADA system PC is back online, the view node PC software was essentially copied onto a different PC until the SCADA system is upgraded.

Working with Richard Darling from the New England Interstate Water Pollution Control Committee (NEIWPCC) regarding training and technical assistance with the collection system. We are working on the Capacity, Management, Operations & Maintenance (CMOM) checklist. NEIWPCC 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 from the city.

Olver Associates is working on the CSO Master Plan update. Their staff performed inspections on the properties that discharge stormwater in the area of Arcade Street

Replaced the motor on the North Screw Pump. Once the motor was installed it was discovered that the variable frequency drive (VFD) also failed. A new VFD has been ordered.

Completed the 3rd quarter testing that is required to be done in year 4 of the NPDES discharge permit. This testing consisted of an Analytical Chemistry Test, Priority Pollutant Test and a Whole Effluent Toxicity Test. The results of this testing have not yet been received.

We have changed the ad for the open position to hire an Operator instead of a Chief Operator. This may be an easier position to fill with the hopes to promote from within to fill the Chief Operator position in the future.

