



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: July 2025

Summary of Month in General Terms:

I have been meeting with a few developers interested in investing in Gardiner. It's great to see others from around the state considering Gardiner as a place to develop. I have also been focused on developing an economic development strategy. I've had some conversations with others in the community and other resource agencies in the state as well as researching the topic. This concept is in very early development, and more updates will be shared as it progresses.

Congratulations to Angelia Christopher on her promotion as the Planning Coordinator. She is eager to get going in this newly developed role. However, it can be a challenge to focus on her additional responsibilities while also balancing the flurry of activity that occurs in the office for code enforcement and planning. We are working on ways to manage this, including having more in-office hours for CEO McNeill and providing more "grab and go" information and permits at the Code counter. Her general assistance duties have been reassigned to Deputy Tax Collector Kelly Hare.

Current Progress on Projects/Plans:

Brownfields Assessment Grant: A final report for the Phase II investigation at D&H Motors is expected in August or September. I will be attending the National Brownfield's Conference in Chicago next month from August 5-7. The costs for my attendance are covered by the grant.

Libby Hill Business Park: I have been working with Core Cutter to finalize a Credit Enhancement Agreement for Council's consideration at the August 6th meeting. Lot 18 and lot 20 are listed for private sale. I hear there is a potential buyer.

Community Action Grant: PW Director Cameron will be working with a contractor to install heat pumps in city facilities with our second grant award of \$75,000. A new round of this grant program is currently open, with applications due August 29. There are nearly 100 resiliency related actions that qualify for this no match state program. Details are at <https://www.maine.gov/future/climate/community-resilience-partnership/grants>

Dearborn Park: Construction is underway, and the new park is starting to take shape. A few items have set the project back, and we hope to have the major construction 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 August to review their progress in the design and engineering for this project.

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

The Kennebec Valley Chamber hosted a ribbon cutting ceremony at Box Drop Gardiner at 10 Commonwealth Ave. The business has been open for a year and they were “officially” welcomed by the business community. They are happy with their decision to relocate their business to Gardiner from Waterville.

Maine Trails Program Grant: Resident and committee member Doug Baston has been working with me to pursue this funding source to support cleaning up and extending the informal trail at Soldier’s Woods, which is next to Quimby Field. This will be discussed at an upcoming council meeting.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: July

Year: 2025

Summary of Month in General Terms:

Total CFS (calls for service): 308

EMS: 290

Gardiner:	100
West Gardiner:	25
Richmond:	45
Farmingdale:	27
Litchfield:	35
Pittston:	19
Randolph:	22
Chelsea:	14
Other:	3

Fire: 18

Current Progress on Projects/Plans/Problems:

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

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

- Sadly FF/Paramedic Andrew Williams resigned his position with us to accept a position as a traveling Paramedic. Andrew was a wonderful employee and will be missed, however we are very excited for him and are certain he will excel in this new adventure.

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: July 2025

Current Month Activity:

July					
621	MV Transactions	116,413	Permits		
45	Tax Payments	167,773	3	Bldg-Business/Commercial	1,866
331	Sewer Payments	69,650	18	Building-Residential	875
52	IF&W Transactions	5,724	4	Mobile Home	100
24	Vital Records	542	2	Fence	50
24	Ambulance Payments	6,298	2	Excavation	50
7	Dog Transactions	53	1	Demolition	25
	Victualer/Liquor License		3	Street Opening	1,025
9	Notarial	45	3	Driveway Entrance	100
	Marriage		9	Plumbing	650
	General Assistance		2	Septic	530

Current Progress on Projects/Plans

I had a customer reach out to me about forming a PAC in advance of the November election. Because we are a town of fewer than 15,000 residents they are required to report to the Municipal Clerk. I have reached out to MMA for assistance.

Nomination papers are available for D1-4 and for one school board seat.

Kathy sent out sewer foreclosure notices with an 08/14 deadline.

Staff continue to train on the new website.

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

Trisha Pelletier resigned her position as Utility Billing Clerk and her last day was July 23. We have made some changes to the job description to include coverage for various Planning and Development meetings in order to make accommodations and assist the Economic and Community Development Department due to the restructuring of that department. We are in the process of posting for the position.

Kelly took over the GA duties (due to the Econ. Dev. Dept restructure) and processed the sewer billing for April-June.

Kelly and Kathy attended MV training.

Alyssa did her in house annual trainings.

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

There was just one client for GA and they were refused due to not bringing the required documents in. No funds were issued for the month of July.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: July 2025

Summary of Month in General Terms:

Calls for Service	425
Accidents:	9
Arrests/Criminal Cites:	32
Traffic/Parking Tickets:	46

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.

A meeting has been scheduled with the Augusta Regional Dispatch Center for August 12, 2025, to discuss the steps that need to be taken to switch from IMC to Spillman and have them dispatch for us. I will also have an estimated cost for this as well.

I have spoken to Chief Paul Ferland of the Winthrop/Monmouth Police Department, and we are trying to schedule a meeting sometime in August to discuss the possibility of having them dispatch for us and to get an estimated cost from them.

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

Officer Matthew Hunt has completed his field training and is now working a patrol shift on his own. Officer Hunt did very well, and he will be a great asset to the department.

Officer Chris Lewis has accepted the position of Detective with the department. He will continue in a patrol capacity until late December as we have an officer going to the academy in August for 18 weeks and still have one open patrol position.

Officer Dylan Burk will be leaving to attend the Maine Criminal Justice Academy on Monday, August 18th for his 18-week basic police school.

The department has one open patrol position, and the opening has been posted with a closing date of Friday, August 15, 2025. We have received a few applications and hope that one will be suited to add to our department.

Officers used a total of 116.25 hours of sick leave and 100.5 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 for: Gardiner Public Library

Department Head: Dawn Thistle

Month/Year: July, 2025

Summary of Month in General Terms:

The library has been abuzz with activity all summer, so far. The hot weather has brought folks in to cool off. People have been using our air-conditioned spaces in the reading room and pod to get work done on their laptops etc. Summer Reading activities have been steady and much appreciated. Participation in the Summer Reading program has been outstanding. We'll have final numbers by the end of August. Randolph's Annual Meeting was the final event of our 5-month Town Meeting season and, thankfully, they voted again to support the library. Next year, the season will be much shorter, as all towns will be moving to FY schedules.

Otherwise, we have been navigating staff-wise around multiple summer vacations. Extra part-time hours have been most helpful.

Current Progress on Projects/Plans:

Our new WhoFi software has been great for creating an interactive programming calendar and tracking numbers of participants. We are still working on understanding all its capabilities and becoming familiar with the software. I think it will be incredibly helpful. Also, our new Constant Contact subscription is allowing us to send out monthly newsletters to hundreds of patrons who have opted in to receive them. We have only sent out two so far, but it's proving easy to navigate and feels promising going forward.

The Gardiner Library Association has been working hard with their grant writer to apply for funds for storm windows and the Accessibility Project at the rear entrance/parking lot. It does not look like that project will begin this year, as it will only go out to bid in the next month or so.

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: July 2025

Summary of Month in General Terms

The month of July saw a lot of time spent raising and fixing basins to stay ahead of the paving crew so that when they come in everything is ready for them. They have done an excellent job of getting our streets paved. All that is left to do is a chip seal on the Weeks Road. They have started to stockpile the stone for that application and are storing it at the WasteWater Treatment Plant. The scheduled date to apply this chip seal is August 29th (weather permitting).

We've moved right along through the list of sidewalk removals. At this point the only streets with sidewalks left to come out are Hesselton, Freemont, Dean, and one side of High Holborn. We will keep pecking away at that list along with other projects and things that come up. The plan is to have all of the sidewalks done by the end of August.

The City purchased a Bush Hog last fall that goes on the end of our excavator, and the crew have been out getting our roadside mowing started for the year. It works great on getting the larger brush, as well as the brush that sets back off the road.

The downtown ornamental lights have been out for a while. The reason for this is that a fuse went bad on a CMP poll that we recently got repaired. We are in better shape and we will continue to work towards getting more lights back on.

I am looking into the layout and design for a crosswalk on Highland Avenue. There is a lot of curbing work that needs to be done with that project. My concern is how it would look if the PW crew did this by hand instead of having a crew that has the proper equipment and experience. We want to make sure it looks good when it's done.

We received good news from MaineDOT that they increased all municipal payments because the total allocation went from \$25M to 30M. The City of Gardiner will see an increase of \$30K this year and the funds could be used towards an unplanned road improvements project.

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

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

All permit limits were met for the month of July.

The CSO Master Plan Update report was completed by Olver associates and submitted to Maine DEP on July 31st. Maine DEP is reviewing the report and stated we would hear from them in a couple months. Once DEP's comments are received, Bill Olver of Olver Associates will attend a council meeting to do a presentation.

The application for the Phase II project funding through USDA Rural Development has been submitted. We should know more about the status of this funding option around late September or Early October

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.

The Variable Frequency Drive (VFD) for the motor has been replaced and programmed on the North Screw Pump. It is online.

Working on the DMR-QA Laboratory Proficiency testing that is required to be done annually by the EPA. This testing shows that our lab staff are proficient in performing the testing required by the city's discharge permit with the state of Maine.