



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 Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: December 2025

Summary of Month in General Terms:

Calls for Service	585
Accidents:	22
Arrests/Criminal Cites:	18
Traffic/Parking Tickets:	15

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.)

I had not heard back from the Augusta Regional Communications Center for the price for dispatching services but did reach out to the new director, Michael Labbe, and reminded him that we were still waiting for the price.

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

We currently have posted the open patrol position on numerous websites and will continue to leave open until the position is filled. We have received two applications that may be promising, and both have been instructed what needs to be done for the process to continue.

No officers attended any in-service trainings during the month of December.

Officer Michael Caputo, who is in the Maine Army National Guard, has informed me that his unit will be deployed to Kuwait in September of 2026. This deployment will be approximately 10 months in duration. Officer Caputo will advise of any changes in his deployment dates.

The department also has an officer out on workers compensation for an undetermined timeframe.

Officers used a total of 58.5 hours of sick leave and 72.5 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 Fire & Rescue

Department Head: Chief Rick Sieberg

Month: December

Year: 2025

Summary of Month in General Terms:

Total CFS (calls for service): 372

EMS: 338

Gardiner:	121
West Gardiner:	32
Richmond:	47
Farmingdale:	33
Litchfield:	46
Pittston:	18
Randolph:	18
Chelsea:	21
Other:	2 (Dresden, Whitefield)

Fire: 34

Current Progress on Projects/Plans/Problems:

- The new engine is finally on the production line. I have been receiving pictures from the factory of the progress.

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

- Hired Patrick Drake and Liam Callahan to fill the two vacancies.

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

- Firefighter/Paramedic wages have increased dramatically statewide, creating a challenging situation.
- Ambulance advisory board voted to begin discussions with all contracted communities regarding the need and cost of adding two additional staff members after July 1 2026.

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

Current Month Activity:

December					
336	MV Transactions	90,689	Permits		
168	Tax Payments	133,082		Building-Business/Commercial	
689	Sewer Payments	181,277	1	Building-Residential	57
91	IF&W Transactions	5,134		Mobile Home	
20	Vital Records	1,057		Fence	
15	Ambulance Payments	1,895		Excavation	
83	Dog Transactions	601		Demolition	
2	Victualer/Liquor License	85		Street Opening	
8	Notarial	40		Driveway Entrance	
	Marriage		1	Plumbing	40
	General Assistance			Septic	

Current Progress on Projects/Plans

Kathy and Alyssa continued training on the new agenda software.
Kathy did a webinar about FOAA.
Ramona from the BMV met with staff for input into development of new training procedures for BMV.
22 Foreclosure notices went out for unpaid taxes on the 2024 tax liens and Kathy is working on the letters to notify for those who did not redeem.

Personnel Updates (promotions, absences, needs, etc.

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

3 applications were taken out. 2 were returned but incomplete and the additional information that was requested was not returned. No GA monies awarded in December.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: November 2025

Summary of Month in General Terms:

Calls for Service	676
Accidents:	15
Arrests/Criminal Cites:	10
Traffic/Parking Tickets:	25

Current Progress on Projects/Plans/Problems:

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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. Kaleb Marston attended the First Line Supervisor Training put on by FBI-LEEDA (FBI Law Enforcement Executive Development Association) from November 10-14 in Belfast Maine. This is a 40 hour training geared for new supervisors.

Officers used a total of 40 hours of sick leave and 148 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: December, 2025

Summary of Month in General Terms:

December included a number of holiday and weather-related closures or schedule changes, yet we still managed to hold or host 23 programs, bringing in 198 participants, not counting our regular foot traffic. Closing out the second half of 2025, from July through December, we had a total of 193 programs with 2187 participants.

Some staff vacations had us lightly staffed for a couple of weeks, but all went well. I was away during the two holiday weeks, but remained in touch with staff regularly and there were no notable issues.

Current Progress on Projects/Plans:

We have already had dozens of people sign up for AARP tax assistance, which will start in February on Mondays and Thursdays. We will host them in the Archives room this year, which will give them greater privacy and not impact use of or programming in the reading room.

I am about to start compiling a flurry of annual reports and look forward to sharing additional statistics with you all.

The GLA about to put the "Accessibility Project" project out to bid. Once there is news and a timeline, I will keep everyone apprised of the impact and adaptations to come. They are also moving forward with installing storm windows on the original 1881 building.

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

As you have likely learned, the GLA decided to have two elm trees removed from the front garden. This was a Building Committee and Board decision based on the age and condition of the tree, especially regarding safety. It was agreed by both the arborist and a representative of the Maine Forest Service that pruning or limbing the tree was ill-advised as it would only increase the likelihood and susceptibility of becoming diseased and a greater danger. All the discussion and decision-making happened quite quickly. The arborist donated his and his crew's labor. The GLA paid for crane rental. I am hopeful that the Building Committee will agree to plant something appropriate in its place soon.

Finally, this just in - good news! Last week boxes of books started arriving again from our vendor. Most were those we had ordered in October and November, but it looks like some recently ordered items are already on their way, too. This is a sweet relief!

Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: December 2025

Summary of Month in General Terms

December seems to go by extremely fast for our department with a couple of short weeks and snowstorms to contend with. The crew is doing an excellent job of keeping up with the snowstorms and getting the sidewalks cleared off as soon as possible once the storm is over. During the month I had every employee out on sick leave, at one point or another, dealing with the flu that has been going through the department.

John Zack gave his notice and his last day will be January 13th. He is going to work for the Gardiner Water District. This creates two open positions for equipment operators that I will be looking to fill in as soon as possible.

On a brighter note, I have been in contact with the State and they are working on our new docks for our boat launch. This is the dock that goes from the cement pier straight out to the river. This is coming just in the nick of time due to the poor condition of the old one. It would have been a real nightmare to try to get the old one in good enough shape to get it back in the water this spring. Thanks to Melissa for filling out the grant forms to make this happen.

TO: Denise Brown, Interim City Manager
FROM: Stephen Aievoli, Wastewater Superintendent
DATE: January 12, 2026
RE: Wastewater Monthly Report for December 2025

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

All permit limits were met for the month of December.

Did the second of the two annually required tests on the sludge.

Steven's Electric and Pump Service completed the last of the pump station inspections

A replacement pump for pump station #5 has been received, it still needs to be installed.

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.

The Screw Pump variable frequency drive(VFD) that failed and was listed in November's report is being replaced. We have been working with the insurance company and they have approved the claim for the issue with the VFD. It is believed that we experienced a power surge that damaged the VFD. After a \$2500 deductible, we will be receiving a check for the remainder of the \$10,200 cost. We are planning to send the failed VFD back to the manufacturer so they can inspect it.