



# 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:** Gardiner Fire & Rescue

**Department Head:** Chief Rick Sieberg

**Month:** April

**Year:** 2026

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 285

**EMS:** 274

**FIRE:** 11

Gardiner: 71

Gardiner: 6

West Gardiner: 34

West Gardiner: 1

Richmond: 28

Richmond: 1

Farmingdale: 36

Farmingdale:

Litchfield: 32

Litchfield: 2

Pittston: 33

Pittston: 1

Randolph: 20

Randolph:

Chelsea: 18

Chelsea:

Other: 2 (Bowdoinham, Whitefield)

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

- Engine 2 has been delivered. Setting up in-service training.
- Rescue 1 has been delivered and is in service.

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

- Liam Callahan has completed field training and has been assigned to A shift.
- All vacant positions have been filled.

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

- We are now sharing the far two bays with B&G.

**Monthly Report for: Front Office**  
**Department Head: Kathy Cutler**  
**Month/Year: April 2026**

**Current Month Activity:**

April					
643	MV Transactions	135,161	Permits		
361	Tax Payments	316,325	2	Bldg-Business/Commercial	461
169	Sewer Payments	20,112	32	Building-Residential	2,030
63	IF&W Transactions	3,187		Mobile Home	
29	Vital Records	459		Fence	
20	Ambulance Payments	2,394		Excavation	
16	Dog Transactions	324	1	Demolition	25
	Victualer/Liquor License		1	Street Opening	1,950
16	Notarial	80	2	Driveway Entrance	50
1	Marriage	50	5	Plumbing	300
	General Assistance		1	Septic	265

**Current Progress on Projects/Plans**

Kathy and Ashley finalized the 2025 Annual Report.
Kathy worked with Denise on the TAP accounting and disbursement of excess funds process. The city cut checks to the owners of 83 Blueberry Hill Lane.
We began receiving applications for absentee ballots for the June 9 <sup>th</sup> primary.
Kathy scheduled election workers and reserved the BGC. Petition verifications are ongoing.

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

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

2 Applications for GA in April, neither qualified.
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# Monthly Report for Gardiner Police Department

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

**Month:** April 2026

## Summary of Month in General Terms:

Calls for Service	669
Accidents:	8
Arrests/Criminal Cites:	35
Traffic/Parking Tickets:	8 (18 Parking)

## 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. I hope to begin this process in July.

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 still am waiting to hear 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 began a background on a potential hire for the open patrol position. This person is a graduate of the Maine Criminal Justice Academy with a little over two (2) years' experience. If all goes well the background should be complete and an offer of employment could be done by the end of May.

On April 13-14, 2026, Officer Noah Lebel attended Drug Interdiction and Conducting the Complete Traffic Stop training put on by the Northeast Counterdrug Training Center.

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 still has an officer out on workers compensation for an undetermined timeframe.

Officers used a total of 82.6 hours of sick leave and 258.4 hours of vacation/comp./personal time/workers.

**Monthly Report for:** Gardiner Public Library

**Department Head:** Dawn Thistle

**Month/Year:** April, 2026

**Summary of Month in General Terms:**

In April, we held or hosted 40 programs with 488 attendees. We still have not have a designated Children's Librarian, but Barbara Gipson (PT) and has stepped up to keep the room humming and in tip-top shape. She has run Story Time and coordinated with volunteers – from parents to Fire Chief Sieberg - to make guest appearances.

In partnership with Neighborhood Forest, we handed out over 80 little conifer plantings to children and parents who had signed up for Earth Day. April vacation was a busy week, but we saw most activities during the regular school weeks for students and children's programming. Our Coffee Talk, Hooks and Needles, and Exercise groups remain as steady as ever and seem to be growing. We are well underway in planning Summer Reading activities that will start in June.

**Current Progress on Projects/Plans:**

AARP tax assistance wrapped up on April 13<sup>th</sup>. As mentioned previously, it was a great season and wonderful to work with them. I am attaching the text of an email letter that the AARP rep, Tom McNaughton, wrote to me last week. We have worked with him for two seasons now and I am glad to know that he has found our partnership valuable and that he will be back next year.

The library will be closed on Monday and Tuesday, May 18<sup>th</sup> and 19<sup>th</sup>, for staff to attend the Maine Library Association's annual conference. For the first time in nearly a decade, the conference is not being held at Sunday River. It is now taking place at Thomas College, which will significantly decrease the overall expense of attending. On Monday, our Public Services Librarian, Megan Bastey, and I will be leading a double workshop on local history records and research.

In the first week of May, GLA had storm windows installed on all the original 1881 building, so hope those will contribute to energy savings going ahead. Their "Accessibility Project" now has a tentative schedule and trenching on Library Street should begin after Memorial Day with work at the library's back entrance beginning in early June. I am also attaching a copy of that schedule here, as well. This information is also shared with the Police and Fire Departments and Public Works. I will also make sure that the Front Office is familiar with what is happening.

May also brings the GLA's annual Plant Sale and Silent Auction (as well as ArtWalk); we hope to see some of you! Also, the GLA will be bringing Maine author Colin Woodard to Gardiner for a talk on Thursday, June 4<sup>th</sup> at 7:00 PM. It is a library/GLA event that will be held at Johnson Hall. He is a phenomenal speaker – please join us!

Finally, Town Meeting season is almost upon us. I am preparing steadily and will keep you all apprised as the town votes unfold.

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

I am posting the Children's Librarian position this week. Bob Fagan, "retired" after 14 years with us on May 1<sup>st</sup> – however, I am keeping him on the books for now, as he may come back to work with us once a week this summer. Also, our retired Children's Librarian, Ginni Nichols, reached out and offered to work with us part-time to help fill Bob's position and assist in the Children's Room. We scooped her right back up and it's been wonderful having her back in the building!!

May 9, 2026

AARP Foundation  
Tax-Aide Program  
PO Box 96863  
Washington DC 20077-7029

Dawn Thistle, Library Director  
152 Water Street  
Gardiner, ME 04345

Re: Tax-Aide Site

Dear Dawn,

I wanted to write and thank you and your staff for hosting our Tax-Aide site at the Gardiner Public Library again this year. You allowed us into your work life for many months providing extraordinary support for us and the communities you serve. Working with Megan Bastey and your entire staff was such a wonderful experience for all of us. It was sincerely a pleasure to come to work. We provided federal and state tax preparation support for almost 300 Maine families. Essentially 600 tax returns were prepared at the Gardiner Public Library.

Without your staff's outstanding support, these families would have to seek tax preparation support from others. My goal is to continue this relationship in the future. Have a great summer and see you in the fall.

Sincerely,

Thomas McNaughton  
AARP Foundation Tax-Aide  
Local Coordinator for Gardiner Public Library  
State Coordinator for Maine

**CCC Construction, LLC**

13 Callahan Drive, Augusta, Me. 04330, Tel: (207) 441-6087

**Proposed Schedule for the Gardiner Library Accessibility & Drainage Project**

Scope:

Earthwork, Drainage, buried utilities, granite curbing, bituminous paving, concrete walks, metal railings, and related incidental work.

*Monday 05/25/26 through Friday 05/29/26*

Mobilize  
Install traffic control devices along Library Street  
Start excavating long the library's foundation along Library Street. Start having the mason work on the foundation

*Monday 06/1/26 through Friday 06/5/26*

Resume excavating long the library's foundation along Library Street. Resume having the mason work on the foundation  
Start Demoing old concrete sidewalks, remove old railings

*Monday 06/8/26 through Friday 06/12/26*

Resume excavating long the library's foundation along Library Street. Resume having the mason work on the foundation  
Resume site Demo

*Monday 06/15/26 through Friday 06/19/26*

Install all new catch basins and storm drains install all new Electrical conduit  
Install Natural Gas stub

*Monday 06/22/26 through Friday 06/26/26*

Start grading for new concrete sidewalks Install new precast stairs  
Grade for 6'x8' concrete mechanical pad

*Monday 06/26/26 through Friday 07/3/26*

Install all curbing

- Start pouring concrete sidewalks

Monday 07/6/26 through Friday 07/10/26

- Resume pouring concrete sidewalks
- Start grading pavement areas

Monday 07/13/26 through Friday 07/17/26

- Install hand railings
- Start loaming areas

Monday 07/20/26 through Friday 07/24/26

- Resume loaming
- Finish grading pavement areas

Monday 07/27/26 through Friday 07/31/26

- Pave Parking lot and roadway areas
- Seed/mulch lawn areas

Monday 08/3/26 through Friday 08/7/26

- Finish Paving Parking lot
- Strip Parking lot
- Demobilize
- Clean job site

Monday 08/10/26 through Friday 08/14/26

- Finish punch list items
- Clean job site

# Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: April 2026

During the month of April, the Public Works Department focused on seasonal preparations, infrastructure maintenance, and ongoing wastewater system improvements throughout the city.

Staff addressed several stormwater and sewer basin repairs in locations that had been monitored throughout the winter due to deterioration and collapse concerns. With improved weather conditions, crews were able to begin repairs to stabilize and address these problem areas before further damage occurred.

As part of seasonal operations, Public Works crews installed park benches and picnic tables throughout the city in preparation for the summer season. Staff also began moving and installing the waterfront docks.

The department finalized a contract for cemetery mowing services for the upcoming season. This year, Plaisted Cemetery was added to the contracted mowing program, meaning all four city cemeteries will now be maintained through contracted services. This change will allow Public Works staff to dedicate more time to other maintenance and improvement projects while continuing to maintain city properties at a high standard.

In addition, the department secured contracted assistance for maintenance of many city garden areas, including mulching and weeding. This effort will continue to be supported through a collaborative approach involving contractors, city staff, and community volunteers.

The department is also addressing a long-term operational challenge related to snow storage. For many years, snow removed from the downtown area during winter operations was stored on privately owned property. The property owner has since sold the site for future business development, requiring the city to establish a new snow disposal location. In response, trees were cleared behind the Public Works garage to prepare the area for use as a future municipal snow dump site.

The Public Works Department is currently operating at full staffing levels. Additionally, one employee has begun training to obtain a Class B Commercial Driver's License (CDL), which will provide additional operational flexibility within the department.

Wastewater infrastructure work also continued during April, particularly along Spring Street, which was identified as a major contributor to inflow and infiltration (I&I) during the city's recent wastewater study. The city has been working to address deficiencies within this system incrementally. Vortex Services completed camera inspections of the sewer system and returned to line the catch basins along the corridor. Future phases of work will include evaluating and repairing lateral connections and sections of the main sewer line, including potential slip lining improvements.

In addition, Cannard Street in South Gardiner has recently been identified as another area requiring significant sewer infrastructure attention. While evaluation work is still in the early stages, initial findings indicate that the sewer line may require either excavation and replacement or rehabilitation through slip lining methods.

Lastly, the department acquired a new set of flashing pedestrian crosswalk lights that are scheduled for installation this summer at the intersection of West Street and Route 126. The new crossing equipment is intended to improve pedestrian visibility and safety in this area.

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

**Department Head:** Melissa Lindley

**Month/Year:** April 2026

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

This time of year brings an increase in building permit applications and information requests. CEO McNeill has been busy with site visits, permit review, and fielding inquiries. We are expecting several projects to submit their planning board applications over the next few months and have met with developers on potential projects that could occur in Gardiner.

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

*Brownfields Assessment Grant:* the former Armory properties, 15 Lions Ave and 333 Brunswick Ave have begun the Brownfields assessment process. The Phase I report will be completed soon, and will include a recommendation to continue with a Phase II assessment. Once the EPA receives the report and agrees with that conclusion, the assessment process will transition from observation and desktop research into an active investigation, including a hazardous materials inventory, soil sampling, and an analysis of the results.

*Arcade Parking Lot:* Harriman is finalizing the details and engineering plans and engineering details on the parking layout plan the council approved in April. The stormwater drainage plans will include design considerations which could give adjacent Water Street property owners the opportunity to connect the stormwater drainage from their buildings to the newly upgraded stormwater infrastructure, helping to improve drainage service and reduce future issues. Once the planning is complete the project will be sent for construction cost estimating. I hope to bring the construction project options for the council's consideration in June.

*Community Resilience Partnership:* The Climate Vulnerability Report is completed. A presentation of the project and the report is planned for the May 6<sup>th</sup> council meeting. An RFP is out now for Capital Improvement Planning services. Proposals are due May 11<sup>th</sup>. This would be funded by the most recent grant award we received from this program.

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

KVCOG is in the process of updating the 5-year [Community Economic Development Strategy](#) for our region. I am a member of the planning committee, and they are looking to get a diverse group of stakeholders to help in the process. Of greatest need for representation is small and large businesses. This plan helps to prioritize strategies and projects in our region for federal funding requests.

The City Parks committee chair, Robert Abbey, will be resigning from his position as chair. The committee will need new leadership to continue the work of the committee.