



# 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 _____
	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:** May

**Year:** 2026

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 358

**EMS:** 339

**FIRE:** 19

Gardiner: 105

Gardiner: 16

West Gardiner: 23

West Gardiner: 1

Richmond: 50

Richmond:

Farmingdale: 50

Farmingdale:

Litchfield: 45

Litchfield:

Pittston: 28

Pittston: 2

Randolph: 22

Randolph:

Chelsea: 13

Chelsea:

Other: 3 (Augusta, Whitefield, Windsor)

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

- Engine 2 is in service.
- Boat is at the Marina for the season.

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

- Connor Osborne has submitted his resignation. Effective June 17<sup>th</sup> he will be leaving to take a LT position at Winslow FD. Connor has been an excellent employee for the last 5 years and will be missed.
- Beginning the hiring process to fill Connor's vacancy.

**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: May 2026**

**Current Month Activity:**

May					
631	MV Transactions	150,278	Permits		
182	Tax Payments	179,637	10	Bldg-Business/Commercial	1,086
114	Sewer Payments	14,867	17	Building-Residential	1,233
104	IF&W Transactions	6,910	1	Mobile Home	25
21	Vital Records	812	2	Fence	50
20	Ambulance Payments	2,407		Excavation	
11	Dog Transactions	338	1	Demolition	25
3	Victualer/Liquor License	285		Street Opening	
13	Notarial	65	2	Driveway Entrance	50
	Marriage		2	Plumbing	100
2	General Assistance	2,149	4	Septic	830

**Current Progress on Projects/Plans**

Kathy and Ashley finalized the 2025 Annual Report.
Kathy worked with Denise on TAP accounting and disbursement of excess funds process. The city cut checks to the owners of 83 Blueberry Hill LN. and Brunswick Ave.
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.
The office was very busy with Spring clean-up permitting.
Ashley processed the quarterly sewer bills. Ashley has incredible attention to detail and each cycle identifies errors. She has found several instances where accounts were not being billed and is creating a database of repeat issues, which will save time moving forward. She is also updating the billing instructions for each cycle.
Kathy sent out 147, 30-Day Notice and Demand letters. As of May 12 the outstanding receivable amount for the 2026 taxes is \$459,914. This is a statutory, pre-lien notice. Historically we have sent out between 300-400, 30-Day Notices, however for the last 3 years we have sent out a courtesy letter in late March/early April in hopes of helping residents avoid incurring costs and fees associated with liens. While many residents complain about the letter, there is clear evidence that it is effective.
The School Budget referendum meeting took place on 5/26. We had 18 voters present, which equates to .01 % of all registered voters.

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

Ashley and Kelly attended the Tax Collectors and Treasurers conference, which included multiple training courses and updates from various affiliate agencies.
Alyssa returned full time from her leave.
3 Applications. 2 were approved, aiding 4 residents (\$2,148).

# City of Gardiner

## Statement of Revenues & Expenses

### as of May 31, 2026

<b>FY26 Revenues</b>	<b>FY26 Budget</b>	<b>Received Thru May 31</b>	<b>% of Budget</b>
<b>Revenues</b>			
Property Tax Revenue	9,650,547	9,648,259	100%
Homestead Exemption	325,155	240,330	74%
BETE Reimbursement	131,155	131,155	100%
State Revenue Sharing	1,138,701	1,089,503	96%
Excise Tax and Vehicle Registration	1,325,000	1,151,875	87%
State Local Road Assistance Program	85,325	115,552	135%
Veterans/Tree/Snowmobile	11,080	6,788	61%
Solar	191,000	184,228	96%
General Assistance Reimbursement	38,500	23,490	61%
Penalties and Interest	45,000	52,394	116%
Licenses and Permits	61,500	55,134	90%
Fees and Fines	49,800	58,988	118%
Library Fees	149,554	149,556	100%
TWC Franchise Fee	60,000	47,250	79%
Ambulance Rental Reimbursement	10,000	10,000	100%
Audit/Events/Tech Reimbursement	61,000	60,000	98%
First Park	25,000	0	0%
Investment Earnings	210,000	199,130	95%
Sale of Property/Other Revenue	12,000	226,376	1886%
Due from WasteWater Fund	167,155	167,155	100%
Use of Fund Balance	600,000	0	0%
Carryforwards	58,500	0	0%
<b>Total Revenue</b>	<b>14,405,972</b>	<b>13,617,162</b>	<b>95%</b>

Total revenue are right where they should be for this time of year.

#### Revenue Variance Notes:

- We will receive the remaining Homestead reimbursement in June.
- Excise appears low, but we will register large fleets in June.
- BETE, Local Road Assistance, and Solar have been received in full.
- The franchise fee is reflective of the decline in cable subscribers.
- We will receive First Park proceeds in June.
- The sale of property is reflective of the payoff and PILOT payments on LH Lot 18.

<b>FY26 Expenses</b>	<b>FY26 Budget</b>	<b>Expended Thru May 31</b>	<b>% of Budget</b>
<b>Expenses</b>			
General Government	848,365	695,437	82%
Legal	40,000	36,262	91%
Workers' Compensation	121,800	76,634	63%
Property & Casualty Insurance	102,600	102,380	100%
Contingency	25,000	10,842	43%
Technology	183,334	167,235	91%
Police	1,609,659	1,479,948	92%
Fire	1,122,903	1,052,545	94%
Fire Hydrants	387,650	288,651	74%
Ambulance Services	286,185	286,185	100%
Buildings & Grounds	288,435	244,546	85%
Public Works	2,357,863	1,988,470	84%
Public Library	599,558	487,043	81%
Economic Development	263,538	224,648	85%
General Assistance	60,277	39,491	66%
Community Programs	175,144	167,580	96%
<b>Total Municipal Appropriation</b>	<b>8,472,311</b>	<b>7,347,897</b>	<b>87%</b>
<b>Overlay</b>	<b>54,734</b>	<b>0</b>	<b>0%</b>
<b>County Appropriation</b>	<b>728,636</b>	<b>728,636</b>	<b>100%</b>
<b>Education Appropriation</b>	<b>5,150,291</b>	<b>4,720,417</b>	<b>92%</b>
<b>Total Expenditures</b>	<b>14,405,972</b>	<b>12,796,950</b>	<b>89%</b>

Total expenses are right where they should be for this time of year.

#### Expense Variance Notes:

- Workers' Compensation is low due to a better mod rate for FY26.
- Fire is high due to OT costs for backfilling shifts for a long-term injury.
- The fourth quarter hydrants have not been paid yet.
- General Assistance is low due to unusually low assistance.
- Community Programs is high due to timing of annual payments.
- Property Ins, Ambulance Service, and County Taxes have been paid in full.

# Monthly Report for Gardiner Police Department

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

**Month:** May 2026

## Summary of Month in General Terms:

Calls for Service	642
Accidents:	2
Arrests/Criminal Cites:	41
Traffic/Parking Tickets:	11 (21 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 as we are approaching the last year of our current contract. 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 are continuing the background on our new prospective hire. This is taking longer than expected because of scheduling for certain aspects of the process. (Polygraph & Psychological appointments) This person is a graduate of the Maine Criminal Justice Academy with a little over two (2) years' experience. We are hoping by early to mid-July to have the new officer on board.

On May 13<sup>th</sup> Officer Matthew Hunt attended the Grant Research & Writing Basics training. This training was sponsored by Dirigo Safety and was hosted by Dirigo Safety in Auburn.

On May 28<sup>th</sup> & 29<sup>th</sup> Officer Dylan Burk attended the Advanced Roadside Impaired Driving Enforcement training (ARIDE). This training was sponsored by The Bureau of Highway Safety and was hosted by the Brunswick Police Department.

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 73.5 hours of sick leave and 274.5 hours of vacation/comp./personal time/workers comp 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:**

May, 2026

**Summary of Month in General Terms:**

May was a busy month; we held or hosted 42 programs with 867 attendees. These included a bustling ArtWalk night and multiple events in coordination with the Gardiner Poetry Festival. As in past years, the GLA held their annual Plant Sale and Silent Auction in conjunction with the days leading up to, the evening of, and the day after ArtWalk and, once again, exceeded the prior year's fundraising. We also held the GLA Annual Meeting on the 7<sup>th</sup>, for which I gave a presentation on the history of the Association and the library building. All in all, May was filled with library awareness and much goodwill.

We have listed the Children's Librarian position internally and the listing will go live state-wide in the coming week. In the meantime, Barbara Gipson and Ginni Nichols have kept things running smoothly, along with some Story Time volunteers, etc. I have already heard from a couple of interested (and qualified) parties, so I am optimistic about filling the position soon and with an excellent addition to our team.

The library was closed on May 18<sup>th</sup> and 19<sup>th</sup> so our full-time staff could attend the Maine Library Association annual conference in Waterville at Thomas College. Each of us had a great experience, learned much, and had excellent networking opportunities over the two days. It was well worth it. And, what's more, Megan and I led a well-attended double session on assisting patrons with local history research. For nearly a decade, the conference has been held at Sunday River and required additional transportation and lodging. This new location was ideal and will host the conference again next year.

**Current Progress on Projects/Plans:**

Construction is now fully underway in the rear parking lot and along the Library Street side of the library. All was supposed to begin in the final week of May but was delayed a week. That said, they seem to be progressing rapidly. It is a major upheaval, taking over all our designated parking for most of each weekday and fully closing our rear entrance/exit. Thus, we have extensive signage around the library, as well as multiple notices online, and are offering as much assistance as possible. We are offering curbside delivery and pick-up, have moved our large return bin to the sidewalk level at the front of the building, and are willing to provide home delivery to anyone requesting it. It will be a bit of a messy summer, but we will make it work.

Town Meeting season has begun. Pittston and West Gardiner each held theirs on the first weekend of June – and voted to continue support of the library. Litchfield and Farmingdale are coming right up and Randolph will be at the end of July.

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

I just want to remind everyone that we will be hosting our annual Marjorie Standish Potluck on Saturday, June 20<sup>th</sup>, starting at 11:30. Also, all of our parks and museum passes are available ready for summer – as are a variety of new additions to our Library of Things – come check them out!





# Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: May 2026

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

The last week of April and the first three weeks of May are especially busy due to the annual citywide cleanup. During this period, the entire crew focuses on preparing the downtown, parks, and common areas for Memorial Weekend, including installing banners downtown, placing American flags on telephone poles, and cleaning and mowing public green spaces. To complete this work on schedule, the department rented a bucket truck on two occasions while also addressing routine and unexpected maintenance needs. We also prioritized winter lawn damage repairs so residents could have plow-damaged lawn edges restored before the holiday weekend.

Following Memorial Weekend, the department returned to a demanding maintenance schedule that included two sewer main leaks, one on Route 201 in front of the K.L. Jack building and another on Canard Street, along with replacement of approximately 330 feet of 8-inch sewer main.

As conditions continue to improve after winter, staff have also identified several culverts and catch basins that did not hold up well and have collapsed on Willow Street, School Street, West Street, and Old Brunswick Road. Crews are working to complete those repairs and restore pavement in those areas.

The next major priority is preparing roads for paving, and the contractor is expected to begin paving city streets during the last week of June.

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

Seasonal cleanup and Memorial Weekend preparation activities were completed on schedule, including banner and flag installation and maintenance of parks and common areas.

Emergency utility repairs and post-winter infrastructure assessments are underway, and road preparation for the paving season is in progress with paving expected to begin in the last week of June.

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

**Department Head:** Melissa Lindley

**Month/Year:** May 2026

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

*Brownfields Assessment Grant:* the Phase I site investigation reports for the former Armory properties at 15 Lions Ave and 333 Brunswick Ave Phase I report will be submitted to the EPA in early June. They 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. Our Brownfields consulting team is preparing to act as soon as possible once receiving the approval to move forward. The grant period for this 2022 Brownfield Assessment grant will end this September, and we are working to maximize the benefits and uses for this program before the time runs out.

*Arcade Parking Lot:* The planning for this project has expanded to include the recommendation from the Combined Sewer Overflow (CSO) report to address the stormwater and sewer connections from the Water Street buildings that abut the Arcade Parking Lot property. Surveying and property visits were conducted this month to gather data for the engineers to take into account when planning the stormwater infrastructure for the parking lot design. If construction for the project were to move forward, these property owners will have the opportunity to connect stormwater drains from their buildings to the newly upgraded stormwater infrastructure. This will help to improve drainage service and reduce future issues. The construction cost estimating for the project will include these features.

*Community Resilience Partnership:* The work for the Capital Improvement Planning project is expected to begin in early July. We are collaborating with the New Mills Dam Committee and the Town of Litchfield to submit a joint application in June for the next round of grant funding to support dam improvements.

We look forward to a shift in approach and additional planning support from Haley Ward to develop a new comprehensive plan for Gardiner. The project team will hold a kickoff meeting with the Comprehensive Planning Committee on June 2.

We collaborated with Gardiner Main Street's Economic Vitality committee to install a display wall along the windows of 286 Water Street (former pool hall building). The intention is to have a more pleasant view from the sidewalk and to provide a space for organizations, the municipality, and local businesses to share information and displays which will be periodically updated.

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

The City Parks committee chair, Robert Abbey, has resigned from his position as chair. The committee will not meet in June, and the status of future meetings is unknown.

The Iron Heights housing development project is near completion. They anticipate tenants to begin moving into the apartments in June.

Bloom & Beam Beauty Co. at 215 Water Street celebrated six months of being open with a ribbon cutting event hosted by the Kennebec Valley Chamber and the City.

Mrs. J.B's Laundromat at 35 Bridge Street, located next to Subway opened for business this month. A ribbon cutting event will be held on June 26 at 3pm.

Thanks to the GAHS students who participated in the Day of Caring to spruce up downtown and to Gardiner Main Street who helped coordinate the cleanup activities.

I will be out of the office attending several events related to economic development in June including: Build Maine on June 2-3, KVCOG Planning Day on June 9, Community Resilience Stronger Communities Summit on June 10, Economic Development Council of ME event on June 18, CDBG Info Session on June 23.