



# 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: Economic Development**

**Department Head:** Melissa Lindley

**Month/Year:** October 2025

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

Economic Development continues to be busy. An overview of November is detailed in the content below.

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

*Brownfields Assessment Grant:* EPA offices have been closed during the federal shutdown, and we have been waiting on their review to finalize some of the assessment reports we have been working on. We continue to work on properties to add to our inventory of potential Brownfield sites.

*Libby Hill Business Park:* With the lots filling up with businesses, the park directory sign at the entrance lacks space to include them all. The sign has space for 10 business names. The park has 27 lots and at least one lot has multiple business tenants. Our department plans to arrange a discussion with these property owners to help find a solution for a business park sign that they would all support. The City-owned lots 8 and 9 are under a purchase and sale agreement. Core Cutter will be moving into their new facility soon. Smokey's Greater Shows and Troiano are actively developing their sites. Other lots are being cleared for development.

*Community Action Grant:* A Climate Vulnerability Assessment report is expected by the end of the year with a presentation to council on the project in January.

*Dearborn Park:* The Christmas tree looks great in the new park. There are a few small tasks remaining to complete the project before the final springtime planting.

*EV Charging Stations:* The new utility pole to service the units has been installed by CMP. The installation of the chargers is expected to occur in December.

*Arcade Parking Lot:* The latest design plans were reviewed and discussed at a public meeting on Nov. 18<sup>th</sup>. Feedback from the event will influence the final plan which will be presented at the Dec. 17<sup>th</sup> council meeting. I am conducting the Phase 2 and Environmental Review tasks required to receive the CDBG grant funds that Gardiner was selected for.

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

*Maine Trails Program:* We were notified that the Soldier's Woods Trail project was not selected for this round of funding. The application requests totaled nearly \$17 million, well beyond the \$7.5 million available. I have requested feedback on our application to determine if this project could be successful in future rounds of this annual funding source.

Aside from the multitude of projects, grants, meetings, and events that I include in my monthly reports, I also have been thinking about how to develop an economic development strategy.

Bouncing around these multitudes of monthly responsibilities no doubt keeps me busy, and I am often presented with new opportunities for economic growth in the City, but it would be helpful to have an intentional approach with end-goals in mind. We are moving forward initiatives from the Downtown Master Plan, but there are other recurring priorities and concerns that often come up. Identifying where to concentrate my efforts, who can help support them, and the steps to get there would help prevent the ping-ponging of tasks that I often do while trying to achieve it all.

One topic that is coming up often is the vacancy and conditions of commercial spaces. Working with Gardiner Main Street and the Maine Downtown Center, we discussed a possible approach to address these concerns with a real estate redevelopment plan. This would include community engagement, market research, and renderings to identify reuse options for best uses for properties of concern. I presented this idea to the Economic and Community Development Committee meeting in November. Not all members present at the meeting supported this idea. I will bring this strategic planning discussion back to the committee's December meeting, and hope that we can set a clear path forward. There are limited resources for support in economic development in the City with the Board of Trade no longer active, and Gardiner Main Street having its own capacity limitations. An economic development strategic plan was identified in the City Council's goals for 2025 with Downtown TIF funds budgeted in FY26 to complete the task. The comprehensive plan review process will help in this, but it is a multi-year process. I am hopeful we can identify some initiatives to concentrate our efforts on before then.

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

**Department Head:** Chief Rick Sieberg

**Month:** November

**Year:** 2025

**Summary of Month in General Terms:**

**Total CFS (calls for service):** 269

**EMS:** 260

Gardiner:	86
West Gardiner:	24
Richmond:	28
Farmingdale:	12
Litchfield:	32
Pittston:	25
Randolph:	18
Chelsea:	32
Other:	3 (Bowdoin, Hallowell)

**Fire:** 9

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

- Preparing the ice rescue equipment for the winter season

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

- FF Paramedic Zac Martin left for a position Falmouth FD
- New Hire FF Kaleb Barnes has been accepted into EMT-Advanced school
- Open positions are posted on Maine Municipal, we have received some applicants

**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: November 2025**

**Current Month Activity:**

November					
342	MV Transactions	92,172	Permits		
156	Tax Payments	144,558		Building-Business/Commercial	
869	Sewer Payments	183,357	15	Building-Residential	869
12	IF&W Transactions	936	1	Mobile Home	25
20	Vital Records	280	1	Fence	25
29	Ambulance Payments	17,624	1	Excavation	25
33	Dog Transactions	270	1	Demolition	25
7	Victualer/Liquor License	610	1	Street Opening	150
11	Notarial	55	1	Driveway Entrance	25
	Marriage		5	Plumbing	310
6	General Assistance	3,267	2	Septic	530

**Current Progress on Projects/Plans**

November was busy with absentee ballots and election work. Gardiner had 1,926 votes cast (including absentee) which is 45% of our registered voters.

Kathy and Alyssa also had agenda training in the new software.

Kelly spent many hours reconciling outstanding MV inventory issues.

Ashley processed her first sewer billing and is working on fine tuning various aspects to streamline the process moving forward.

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

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

I had 6 applicants with three denied; two for not providing required information and one for being over income. There were 3 cases that assisted 7 people.  
 \$3,100 paid out to avoid eviction and \$167 paid to avoid disconnection of power.

**Monthly Report for:** Gardiner Public Library

**Department Head:** Dawn Thistle

**Month/Year:** November, 2025

**Summary of Month in General Terms:**

In November, we held or hosted 24 programs that brought in nearly 200 visitors, not counting our regular foot traffic. Our weekly Coffee Talk gatherings remain quite popular, with a steady core group and a growing number of new attendees. This month, upon request of a few in the group, Chief Sieberg came in and shared some basic first aid and safety tips. It was informative, appreciated, and enjoyed by all. Thank you, Chief Sieberg!

Megan started a Saturday Morning Games (cribbage, board games, Scrabble, etc.) program that was an instant hit. We held our multi-author program on November 21<sup>st</sup>, drawing a sizable audience of 22. That same night, we hosted the Arcade design reveal so the library was packed to the gills! Other regular programming has remained steady.

Some staff vacations had us lightly staffed for a couple of weeks, but all went well.

**Current Progress on Projects/Plans:**

Plans are in place for offering two days per week of free AARP tax assistance from February into April. This is double the amount we offered in 2025, during which every slot was filled and we had waiting lists.

The "Help A Household" food collection program for Chrysalis place was a remarkable success, bringing in a literal ton of food. People were extremely generous and engaged. It was heartening to witness all the drop-offs, which were so constant that volunteers had to cart donations to the food pantry daily.

The GLA continues to fine tune plans for the "Accessibility Project" and storm windows. Progress is being made on all fronts, including fundraising.

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

One of our greatest concerns now is the delay in delivery of new books from our primary vendor. This is a current shake-up in the library world, as one of the oldest and largest vendors suddenly ceased operation. We had stopped using that vendor early in the year, but now all the other vendors are scrambling to fulfil orders and it is taking forever. Most of the new books we ordered in October and November are still "in processing." We are looking into additional vendors, but some now cannot take on new accounts until next spring and others do not offer the same discounts. There is nothing more to do than wait for the books we have ordered (we have been hounding the vendor). I just wanted folks to be aware that this is happening and we are working on it.

# Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: November 2025

## Summary of Month in General Terms

Projects that the department took care of this month included work out at the Libby Hill communication tower where they bush hogged around the fenced in area and the outlying areas for the guidewires to keep everything clear. The tower is undergoing upgrades, so they needed a trench dug for a frost wall foundation to put equipment on that will be installed.

The property owner at the end of Tilbury Park was getting ready to do the beginning stages of their house lot so public works finished putting in a gravel road at the end; about 150 feet to where the city roadway ends. This section will remain gravel until next summer when we do our paving, which will be on the next paving bid.

The crew spent a few days putting up the Christmas lights and banners throughout the city and were able to get everything done in four or five days by utilizing the entire crew.

They finished doing final leaf clean up at all the city parks. Utilizing a four-to-six-man crew to get this done made for a lot of leaves disappearing quickly.

They also finished doing some final prep work to get all the trucks and equipment ready for the upcoming winter, so everything is ready to plow and treat the roads when they are called upon.

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

Requested a quote from Vortex Services for the cleaning on the Rotating Biological Contactor (RBC) Basins. Vortex stopped by and looked at the basins and so far we have received a verbal estimate of \$15-20,000 to clean each side. In years past one of the two basins was cleaned every other year so each basins is done every two years. It is my understanding that this work has not been occurring and this can create operational and compliance issues for the treatment plant.

Steven's Electric and Pump Service did not complete all of the pump station inspections in October. They did the South Gardiner pump station inspection in November.

A replacement pump for pump station #5 has been ordered.

The pump stands/bases at pump station #5 are worn out and are not sealing, allowing the pumps to blowby. They will need to be replaced.

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.

Experienced some sort of power surge into the treatment plant on the evening of November 23<sup>rd</sup>. this caused the Variable Frequency Drive (VFD) for one of the screw pumps to fail and caused the main breaker for the West Electrical Room to trip. Staff were called in and found the problem and electricians were called to inspect the VFD. The electricians found that all of the capacitors have failed inside of the VFD. We are working on replacing this VFD and are working with the insurance company to see if this type of issue is covered.