



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 _____

City of Gardiner - General Fund

Quarterly Statement of Revenues & Expenses

as of March 31, 2025

FY25 Revenues	FY25 Budget	Received Thru Mar 31	% of Budget
Revenues			
Property Tax Revenue	9,165,885	9,161,029	100%
Homestead Exemption	366,107	256,809	70%
BETE Reimbursement	132,109	132,109	100%
State Revenue Sharing	1,186,868	950,850	80%
Excise Tax and Vehicle Registration	1,250,000	919,681	74%
State Local Road Assistance Program	84,000	85,324	102%
Veterans/Tree/Snowmobile	11,100	10,922	98%
Solar	145,000	143,992	99%
General Assistance Reimbursement	42,000	9,708	23%
Penalties and Interest	55,000	40,491	74%
Licenses and Permits	65,000	62,086	96%
Fees and Fines	51,500	30,957	60%
Library Fees	140,900	140,901	100%
TWC Franchise Fee	63,000	57,957	92%
Ambulance Rental Reimbursement	10,000	10,000	100%
Audit/Events/Tech Reimbursement	50,200	49,200	98%
First Park	25,000	0	0%
Investment Earnings	200,000	158,814	79%
Other Revenue	12,000	83,776	698%
Due from WasteWater Fund	149,145	149,145	100%
Use of Fund Balance	500,000	0	0%
Carryforwards	6,000	3,500	58%
Total Revenue	13,710,814	12,457,253	91%

Total revenues are slightly higher than this time last year.

Revenue Variance Notes:

The second half of taxes were paid in March.
GA is low due to spending less than anticipated-hence less State reimb.
Fees and Fines will see an increase in April with the cleanup program.
We will receive First Park proceeds in June.
Other Revenue is high due to receiving insurance proceeds for the totaled loader that is offset with an expense for the new loader.

FY25 Expenses	FY25 Budget	Expended Thru Mar 31	% of Budget
Expenses			
General Government	826,803	576,582	70%
Legal	25,000	27,580	110%
Workers' Compensation	173,172	110,304	64%
Property & Casualty Insurance	92,000	97,696	106%
Contingency	25,000	18,980	76%
Technology	162,520	113,114	70%
Police	1,589,131	1,240,782	78%
Fire	1,154,467	906,443	79%
Fire Hydrants	357,939	177,637	50%
Ambulance Services	277,129	277,129	100%
Buildings & Grounds	531,198	403,552	76%
Public Works	1,822,896	1,247,054	68%
Public Library	574,904	383,438	67%
Economic Development	250,804	161,193	64%
General Assistance	61,301	31,447	51%
Community Programs	161,144	161,922	100%
Total Municipal Appropriation	8,085,408	5,934,854	73%
Overlay	40,853	0	0%
County Appropriation	616,809	616,809	100%
Education Appropriation	4,967,744	3,723,814	75%
Total Expenditures	13,710,814	10,275,477	75%

Total expenses are slightly higher than they were at this time last year.

Expense Variance Notes:

Legal was underbudgeted; FY26 will propose \$40K.
The Property Insurance coverage is due to a higher than anticipated renewal increase.
Gardiner's share of the Ambulance Service has been paid in full.
General Assistance is slightly low which is a good sign.
Community Programs is high due to fully funding the tax discount program requests.
County Taxes have been paid in full.

For comparisons, March brings the City 75% through the fiscal year.

City of Gardiner - Other Funds

Quarterly Statement of Revenues & Expenses

as of March 31, 2025

		6/30/2024		3/31/2025		
Fund		Balance	Revenue	Expense	Balance	Descriptions
Fund 21	Econ Dev					
	Wayfinding	13,672			13,672	City Signage
	Community Resiliency	0	50,000	12,455	37,545	Federal
	Local Foods Marketing	794			794	Donation
	Zoning Compliance	10,000			10,000	State Grant
	Reval Project	225,000			225,000	Add \$25K in FY26 and FY27
	Barks in the Park	2,645		13	2,632	Donation
	TAP-Surplus	56,527	119,826	28,499	147,854	\$15K TWDick Soil
	Total	308,639	169,826	40,967	437,497	
Fund 22	ARPA					
	ARPA	36,849		7,069	29,780	City ARPA
	Total	36,849	0	7,069	29,780	
Fund 23	TIF					
	Libby Hill	127,919	860,263	761,379	226,803	
	Downtown	85,061	329,898	43,331	371,628	
	Central ME Crossing	133,396	126,636	32,783	227,250	
	Summer St Afford Housing	(0)	7,976		7,976	
	Commonwealth	(0)	71,119	5,067	66,052	
	Total	346,376	1,395,892	842,560	899,708	
Fund 24	Public Safety Grants					
	Bullet Proof Vests	0	1,569	1,569	0	Revolving Federal Grant
	JAG/Byrne	0		956	(956)	Revolving Federal Grant
	EMS Stabilization	121,375		121,375	(0)	State Grant - Ambulance
	ARPA/County	0	192,817	192,184	633	Federal funds - Ambulance
	Homeland Security	0		6,000	(6,000)	Federal funds - Generator
	DHHS/GA	10,704		8,439	2,265	
	Total	132,079	194,385	330,522	(4,058)	
Fund 25	Libby Hill Tower					
	Libby Hill Tower	(14,967)	14,000	5,827	(6,794)	City/School/County EMA/Pittston
	Total	(14,967)	14,000	5,827	(6,794)	

City of Gardiner - Other Funds

Quarterly Statement of Revenues & Expenses

as of March 31, 2025

		6/30/2024		3/31/2025		
Fund		Balance	Revenue	Expense	Balance	Descriptions
Fund 26	Private Grants					
	Memorial Bench	521			521	Donation
	Composting Bins	0	591		591	
	Election Grant	0	5,000	5,000	0	State Grant - Election Trailer
	Ambulance Equip	2,574			2,574	Donation
	PW/B&G Projects	12,294	5,024	12,094	5,224	
	Library Donations	161			161	Donation
	Forfeiture	15,104		14,287	816	Drug Seizure \$
	Fountain Project	3,617	26		3,643	
	Gardiner Library Assoc	0	3,866	3,597	269	Pass Thru for GLA expenses
	Coombs Trust	12,300		17,300	(5,000)	
	Project Canopy	0		1,855	(1,855)	Forestry Program
	Total	46,570	14,507	54,133	6,944	
Fund 27	Wellness					
	Wellness	0	882	432	450	Revolving Grant from MMEHT
	Total	0	882	432	450	
Fund 28	Bradstreet					
	Bradstreet	19,694	3,590	3,200	20,084	Trust \$ used for exact purposes
	Total	19,694	3,590	3,200	20,084	
Fund 29	New Mills Dam					
	New Mills Dam	25,417	25,760	24,834	26,343	Three-Town Consortium
	Total	25,417	25,760	24,834	26,343	
Fund 40	Capital Projects					
	Libby Hill Paving	57,254	150,000	(46,676)	253,931	LH business park
	Brownfield	(0)	69,918	69,918	0	Assessment Grant
	2023 FEMA	(99,135)	699,851	35,894	564,821	Harrison Ave
	WW Upgrade	0		31,392	(31,392)	Phase II
	Total	(41,882)	919,769	90,527	787,360	
Fund 50	Permanent Funds					
	Permanent Funds	396,236	61,700	4,983	452,952	Interest \$ used for exact purposes
	Total	396,236	61,700	4,983	452,952	
	Grand Totals	1,255,012	2,800,311	1,405,054	2,650,269	

City of Gardiner - Enterprise Funds

Quarterly Statement of Revenues & Expenses

as of March 31, 2025

Ambulance Fund	FY25 Budget	Received Thru Mar 31	% of Budget
Revenues			
Billings	1,550,000	1,395,378	90%
Service Agreements	547,614	525,879	96%
Total Revenue	2,097,614	1,921,257	92%

Revenue Variance Notes:

All Town service agreements have been paid in full except for Litchfield.

Ambulance Fund	FY25 Budget	Received Thru Mar 31	% of Budget
Expenses			
Operating	2,091,633	1,568,586	75%
Capital/Debt	5,981	133,141	2226%
Total Expenditures	2,097,614	1,701,726	81%

Expense Variance Notes:

Council approved use of Ambulance Fund Balance to re-chassis Rescue 2.

WasteWater Fund	FY25 Budget	Received Thru Mar 31	% of Budget
Revenues			
Wastewater Fees	2,013,428	1,035,939	51%
Capital Reserve & Fund Balance	0	0	0%
Total Revenue	2,013,428	1,035,939	51%

Revenue Variance Notes:

Only two quarters have been billed to date.

WasteWater Fund	FY25 Budget	Received Thru Mar 31	% of Budget
Expenses			
Operating	1,530,901	1,116,527	73%
Capital/Debt	482,527	401,319	83%
Total Expenditures	2,013,428	1,517,846	75%

Expense Variance Notes:

All debt service have been paid except for one payment.

For comparisons, March brings the City 75% through the fiscal year.

Monthly Report for: Economic Development

Department Head: Melissa Lindley

Month/Year: April 2025

Summary of Month in General Terms:

You'll see in the updates below, it has been busy in the economic development department with the many projects and initiatives we have been supporting and developing. Early in the month I attended the 4-day National Main Street conference in Philadelphia. The conference was full of useful knowledge related to addressing issues in downtown communities, sharing success stories to learn from, and networking with others in the field. I also supported the grant applications for Northern Borders Regional Commission and two Congressionally Directed Spending requests for the Wastewater Treatment Phase II upgrades, all of which were due in the same week, and with little notice.

New Website/Technology:

The transition to a new website is complete. The primary web address is now .gov domain which is authorized by the federal government and has additional security measures. The former gardinermaine.com is still reserved and will forward to the new gardinermaine.gov. Thank you for your patience as we develop the best practices for posting material and to fully train staff on the new website platform. If you have any questions or suggestions regarding the new website content, please let me know. You may have noticed that the City's code and land use ordinance is now in a digitized format that makes searching for items so much easier for our staff and our citizens. Additional technology upgrades for agenda and meeting management are forthcoming.

Current Progress on Projects/Plans:

Brownfields Assessment Grant: Current properties in review or undergoing Brownfields investigation are the D&H Motors and the Arcade parking lot.

1 Summer Street TW Dick Property: The City was awarded a Brownfields grant from the Department of Economic and Community Development for \$75,000 for the property. This will be used to offset the contaminated soil disposal fees expected from Hatch Hill landfill for the site excavations. After 15+ months of working with Matt Morrill on his Iron Heights 32-unit workforce housing development, we celebrated the groundbreaking of the project on April 22.

Libby Hill Business Park: At long last, after many years of planning, developing, and marketing the business park, the City has sold the final lot! Lot 12 sold to Elwell Excavation LLC for \$49,900 on April 15th. Elwell received planning board approval in March to build a 9,600 sq ft warehouse and laydown area for their business. City Manager Peabody and I met with the owners of Core Cutter regarding their plans to develop their new facility at Lot 26. It is an impressive operation and will be a great addition to Gardiner. They have requested a credit enhancement agreement which will be presented at the May Economic & Community Development Committee meeting for review. Lot 18 is listed for private sale; I am told there is an interested buyer but there is some

hesitation due to the development requirement timelines that were placed in the deed when the City sold the property to the current buyer in 2022.

Community Action Grant: The Community Conversation On Flooding event was held on April 17th and had very good attendance and engagement from a variety of community members. There were conversations about the impact of flooding on Gardiner's past, present, and future. The grant project was discussed along with the desired outcomes from this project. There will be additional engagement activities for this project as it progresses over this year.

We were notified that the City's fall Community Action Grant application of \$75,000 to support heat pumps in municipal facilities was accepted. This is a no-match grant, and we expect to receive the award letter and funding in May or June.

Dearborn Park: We received two responses from the RFP for the construction of the park and plan to sign the contract with the lowest bidder, Berube's Lawn & Landscape for \$198,000. This is the same contractor that performed the work on McKay Park and the Palmer Fountain. Demolition of the park will begin in May. We are hoping to have the work complete by mid-August.

EV Charging Stations: No progress to date. Efficiency Maine has advised the City not to incur any expenses related to this grant until further clarification is received from the federal government regarding the funding of this Federal Highway Administration funded program.

Arcade Parking Lot: I am pleased to report that Gardiner was selected for a \$300,000 CDBG Downtown Revitalization grant to support the construction and improvements for the Arcade Parking Lot. The award is conditional on the Maine Office of Community Development receiving the HUD funds, and in the City completing the due diligence required by the grant to fully qualify. Engineering plans for a new design are in progress.

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

Economic and Community Development Committee: The committee has been discussing economic development strategies and strategic planning as well as grant opportunities.

Business Owner Meetings: A meeting for business owners that will be co-hosted by the City of Gardiner and Gardiner Main Street will be held on May 13 at 5pm in the Library.

Gardiner Current App: The City has been using this mobile app as a notification system for two years. It has been a helpful way to increase awareness of important city alerts. Although it is not widely used, and was an additional task when sending alerts across the website, social media, and emails. We have decided to replace the Gardiner Current with the GovDelivery notification system. GovDelivery is integrated with the new website, offers a text message alert option, and will allow much more customization for our residents on the types of alerts they would like to receive. This change is a slight cost savings as well. We will be making the transition to the new GovDelivery next month, as the Gardiner Current app will expire at the end of May.

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: April

Year: 2025

Summary of Month in General Terms:

Total CFS (calls for service): 302

EMS: 289

Gardiner:	101
West Gardiner:	26
Richmond:	38
Farmingdale:	33
Litchfield:	32
Pittston:	17
Randolph:	24
Chelsea:	17
Other:	1

Fire: 13

Current Progress on Projects/Plans/Problems:

- Finalizing the design plans for the new Engine (supposed delivery December 2025)
- Boat is Ready for Launching

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

-

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: April 2025

Current Month Activity:

April					
576	MV Transactions	121,386	Permits		
311	Tax Payments	474,301	2	Building-Business/Commercial	88
393	Sewer Payments	70,082	13	Building-Residential	1,251
79	IF&W Transactions	3,965		Mobile Home	
32	Vital Records	1,001	2	Fence	50
18	Ambulance Payments	4,203	2	Excavation	218
19	Dog Transactions	444	1	Demolition	
2	Victualer/Liquor License	125	19	Street Opening	925
16	Notarial	80	1	Driveway Entrance	25
1	Marriage	25	5	Plumbing	875
	General Assistance			Septic	

Current Progress on Projects/Plans

Trisha trained on the 30-Day Notice process for sewer. We had storage shelves installed in the office and took receipt of the new Pine Tree license plates. We were busy issuing permits for spring clean up.

Tax Collector sent out "courtesy" letters for past due taxes.

Wellness Committee purchased shaker cups for employees and the cups contained protein powder, energy drink mix and recipes for healthy smoothies as a "spring into wellness" initiative.

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

Alyssa and Trisha attended training for the Wellness Program. Trisha and Angie attended a two-day training for GA.

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

April had three approved GA applications – totaling assistance to twelve people. Two applications were approved to pay for rent to avoid eviction for seven people. The total amount paid for housing was \$3,600. A single mom with four children was approved to cover a utility bill of \$2,742 to get her electricity turned back on. The total amount issued for April was \$6,342. A few applications were denied due to being over income levels, or not supplying the required information.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: April 2025

Summary of Month in General Terms:

Calls for Service:	350
Accidents:	16
Arrests/Criminal Cites:	21
Traffic & Parking Tix:	18

Current Progress on Projects/Plans/Problems:

The Gardiner Police Department continues the process to become MLEAP certified. (Maine Law Enforcement Accreditation Program) As stated in prior reports, the process takes approximately three years to complete but I hope to have the process completed in approximately two years if all goes well. The process continues to go well, and I still hope to complete the process early.

As noted in previous reports and will be noted in future reports, within the next few years we may need to go to a new or upgraded records management system as Central Square/IMC (current dispatching system) is slated to be discontinued relating to the support aspect of the program to an upgraded version. At this point I do not have a solid figure for the cost of the upgrade/new system but from speaking to other agencies I believe it will be a very expensive endeavor. I was able to have an initial conversation with Kennebec County Sheriff Ken Mason reference this upgrade and from our brief preliminary conversation believe that we will stay with this version of IMC until it ceases to work and there is no IT support. The Gardiner Police Department is partnered with the Kennebec County Sheriff's Office under their licensing for our dispatch software.

Our current contract with RCC ends on June 30, 2025, with our current year cost of \$206,275.00. (Police and Fire dispatching costs.) Our current contract states that it may be extended for an additional 12 months with a request 60 days prior to expiration of the agreement. We have heard from RCC with some dispatch cost numbers for FY2026 and FY2027. The reported costs for dispatching services for FY2026 will be \$212,463 and for FY2027 they will be \$226,903. Other than the cost of the reported dispatch services this is some better news that RCC is willing to extend their dispatching contract.

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

Officer Ammar Dheyab, who was hired in February of 2025, resigned from the department on April 11, 2025. We wish him well in his future endeavors.

On April 22, 2025, an offer of probationary employment was given to Matthew Hunt. Officer Hunt comes with Municipal and Federal law enforcement experience. Officer Hunt will begin his FTO process on May 20, 2025.

In April, Officer Christopher Lewis attended the Glock Armorers Course and was certified as a Glock weapons system armorer. He will now be able to repair and upkeep our duty weapons when they need attention.

Officers used a total of 31 hours of sick leave and 170 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: April, 2025

Summary of Month in General Terms:

April wrapped up our weekly hosting of AARP tax assistance. People were so grateful for the service that we are preliminarily planning to host it two days per week in tax season 2026. Our Friday Coffee Chat group remains steady and appreciative of the time and space to gather. We had some break from Story Time this month due to school vacations, staff vacation, and staff sickness. We are working on ensuring that a contingency plan is in place so that Story Time can continue without a hitch. The gathering is so popular each week that we hate to let children and patrons down – although a good time was still had by all each week!

Current Progress on Projects/Plans:

ArtWalk and the GLA's annual Plant Sale and Silent Auction are fast approaching. These are all people pleasing events that bring folks in from near and far. We are also nailing down Summer Reading programming and I am preparing for the Litchfield and Farmingdale town meetings in June. LER will hold a Community Connections Fair the second week of May and our Children's Librarian, Heather Wade, will attend to present the library. Also, three of my full-time staff and I will be attending the Maine Library Association annual conference for two days in the fourth week of May. In June, we will host an author open house on the 21st, featuring over 15 Maine authors, as well as our annual Marjorie Standish Potluck on the 28th.

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

So far, the federal dismantling of the IMLS (Institute of Museum and Library Services) has had the greatest impact on the Maine State Library and the elimination of key positions held there. Statewide, it remains to be seen just how much services will be impacted. Certainly, it will put a greater burden on local public libraries to try to fill in gaps that will be created for many of our most vulnerable citizens. I am following the situation as much as information is made available, but that is slow coming, as everyone is still trying to figure things out. The Maine State Library has been closed for weeks now, trying to figure out the changes to service models. In the meantime, I am also looking into practical ways to help cushion the blow to our service communities.

Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month April 2025

Summary of Month in General Terms

The month of April is always a very busy month with springtime projects, preparation for the busy summer ahead, and getting all of the cemeteries and parks cleaned up and ready for mowing. There's always a lot of debris and sticks over the winter that need to be picked up.

The crew got all of the plow gear off the trucks and put away for the summer and pulled out all of the summertime equipment. Street sweeping happened and we cleaned out a few stormwater catch basins. The crew also installed a few culverts that had rusted through and failed. We took camera footage of storm water and sewer lines on Lincoln Avenue and High Holborn Street so that we can make plans for infrastructure repairs before the streets get paved.

The docs were put in and the last week of the month of April was the first week of the annual Spring Cleanup.

Current Progress on Projects/Planes/Problems:

TO: Robert Peabody, City Manager
FROM: Stephen Aievoli, Wastewater Superintendent
DATE: May 12, 2025
RE: Wastewater Monthly Report April 2025

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

All permit limits were met for the month of April.

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.

Olver Associates is working on the CSO Master Plan update. Their staff have been inspecting manholes at different times during and after rain events to gauge the levels of inflow and infiltration in the collection system. These inspections will also be done during the overnight hours when the flows are typically the lowest.

Replaced the Variable Frequency Drives on the Secondary Sludge pumps. The pumps are now able to be operated as they should.

Huber Equipment serviced the screw presses. We now need to schedule some reprogramming to operate the wash systems in both presses in auto mode. Staff have been operating the wash systems manually which affects the operation of the presses.

Chief Operator Anthony Soucy has submitted his resignation. Anthony's last day is May 9th. The Chief Operator's position has been advertised.