

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

Current Month Activity:

July					
562	MV Transactions	133,939	Permits		
30	Tax Payments	18,255	1	Building-Business/Commercial	850
262	Sewer Payments	43,837	27	Building-Residential	11029
64	IF&W Transactions	9309	1	Mobile Home	25
49	Vital Records	749	4	Fence	100
28	Ambulance Payments	4787	2	Excavation	50
7	Dog Transactions	172	1	Demolition	25
2	Victualer/Liquor License	125		Street Opening	
13	Notarial	65	2	Driveway Entrance	50
	Marriage		5	Plumbing	350
2	General Assistance	1873	4	Septic	945

Current Progress on Projects/Plans

Nomination papers became available and we also began accepting requests for absentee ballots for November. Alyssa and Ashley attended training on licensing (dogs, liquor, business). Alyssa, Ashley and Kathy all attended a zoom training on agenda formatting through CHAMPS and will be utilizing this format moving forward. Kathy worked with Angie on posting the packet weekly and will assume responsibility for the process moving forward. The office is working on completing our annual trainings for fire, sexual harassment and ergonomics. This is done via webinar when not waiting on customers at the counter. Kathy began assigning VPH (voter participation history) for the June election. Memory sticks have been returned to the Secretary of State's Office in order that they may be formatted for November. Election inventory was done and supplies were ordered for November. Taxes were committed to Kathy in the last week of July and work began on formatting the 2027 Tax bills. The office has begun issuing applications for the tax club and setting up accounts. Ashley was trained in the weekly MV cash report process and Alyssa was trained on issuing discharges for tax/sewer liens.

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

Kelly Hare resigned her position with the city on July 14, without notice.
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Any other noted updates, concerns, items for City Council to be Aware of:

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

Current Month Activity:

June					
644	MV Transactions	200,438	Permits		
89	Tax Payments	121,809	1	Building-Business/Commercial	3700
1296	Sewer Payments	257,948	21	Building-Residential	2038
128	IF&W Transactions	7761		Mobile Home	
28	Vital Records	820	2	Fence	50
19	Ambulance Payments	2248		Excavation	
8	Dog Transactions	127	1	Demolition	25
3	Victualer/Liquor License	610		Street Opening	
11	Notarial	55	3	Driveway Entrance	75
2	Marriage	100	3	Plumbing	270
\1	General Assistance	1040	3	Septic	680

Current Progress on Projects/Plans

The beginning of June was focused on the election. We processed absentee ballots on Friday, June 5. Monday June 8, we set up at the BGC and then we spent the day there on Tuesday. We had a steady flow of voters, and 1344 ballots were cast on total which equals 37% of registered voters. Kathy filed 88 liens for unpaid 2026 Real Estate taxes. This is the lowest number of liens we have filed in 20 years and we attribute this low number to the courtesy letter we send out in late March/early April.

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

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

Monthly Report for: Economic Development

Department Head: Melissa Lindley

Month/Year: June & July 2026

Current Progress on Projects/Plans:

Brownfields Assessment Grant: The Phase I of the Brownfields assessment for the former Armory properties at 15 Lions Ave and 333 Brunswick Ave has been completed which included a historical and visual inspection for the sites. The assessment team will be on site in August to conduct Phase II activities which involves site sampling/testing and inventorying of hazardous materials found on the site. The grant period for this 2022 Brownfield Assessment grant will end this September 30th. The Phase II report of the findings on those sites will be completed before this deadline. I have had discussions with our Brownfields team and our EPA rep regarding the possibility of obtaining a grant extension through December 2026, which would allow additional time for the City to complete environmental assessments and potential cleanup planning for priority redevelopment sites. We can make a formal extension request in September.

Arcade Parking Lot: Public Works Director Cameron and I have been collaborating with geotechnical and civil engineers to review final design concepts, cost estimates, and pavement options. We will present this information at a council meeting in August.

Community Resilience Partnership:

- New Mills Dam Community Action Grant – I assisted with planning and coordination efforts related to a Community Action Grant application submitted by the Town of Litchfield concerning the New Mills Dam project. The City of Gardiner was named as a co-applicant on the grant, allowing for a larger funding request.
- Capital Improvement Planning – The project team from Haley Ward met with department heads to begin developing a structured process to identify, evaluate, and prioritize future capital investments across all municipal departments. In this stage of the project Haley Ward is conducting a review of facilities, infrastructure, and equipment needs; development of project inventories; and establishment of planning and evaluation criteria.

Comprehensive Plan: The City continued work with Haley Ward on development of a new Comprehensive Plan. Activities during June and July included: Data collection and existing conditions analysis, Coordination meetings with municipal staff and consultants, Preparation for community engagement activities and public outreach, Development of promotional materials and outreach opportunities, Planning for upcoming public workshops and community visioning sessions. Several public engagement meetings and events are planned for Sept. 15-19. Public outreach on these activities will begin in August. More details to come soon.

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

We have submitted a Maine Trails Program grant application for improvements for the trail at Soldier's Field and connecting it to Pierce Street. The project seeks funding to improve accessibility, trail connectivity, user experience, and long-term stewardship of recreational assets within the park. The City applied for this funding in the prior grant round last fall and revised the application for this round with their suggested edits. Thanks to Doug Baton who engaged with the Maine Conservation Corps to develop a trail design and cost estimates for the City which dramatically reduced the expected cost of the project and the grant funding request of \$20,217 and a cash match from the City of \$2,000.

KVCOG is working on a five-year Kennebec Valley Comprehensive Economic Development Strategy (CEDS). The CEDS is a locally-based, regionally-driven economic development planning process and document that creates the space for our region to identify its strengths and weaknesses and brings together a diverse set of partners to generate new employment opportunities, retain jobs, diversify the economy, and spur economic growth. The CEDS provides a regional template for future economic development, describing the economic challenges and potential of the Kennebec Valley Region and prioritizing economic development projects. View the 2022-27 CEDS document [here](#).

- CEDS Community Stakeholder Survey: <https://www.surveymonkey.com/r/WF3XKNR> This is open for anyone in the region to share their thoughts on what challenges and opportunities are in the region. I'd encourage you all to complete the survey and share it with others. It is open through September 1.
- CEDS Priority Projects: The CEDS Committee reviews and updates the Priority Project List section of the CEDS for inclusion in the 5-year update. The Economic & Community Development Committee discussed this at their last meeting, concluding that Waterfront Park infrastructure improvements were of high importance and impact for Gardiner. I will submit this for consideration. The project nomination form is open for anyone to submit a project by Sept 1 at: <https://form.jotform.com/261475262384158>. Proposed projects should align with the goals outlined in the current CEDS in addition to the *current* EDA Investment Priorities: Critical Infrastructure, Workforce, Innovation & Entrepreneurship, Economic Recovery Resilience, and Manufacturing.

Congratulations to Matt Morrill on the completion of his Iron Heights housing development at 1 Summer Street. Nearly all of the 32 apartments have been rented. A ribbon cutting event and tour of the site was held on July 23.

The department participated in numerous regional meetings, conferences, and workshops during June and July, including: Build Maine Conference, Stronger Communities Summit, KVCOG Planning Day, Community Development Block Grant (CDBG) training, Maine Downtown Center meetings and peer networking activities. These engagements help position Gardiner for future funding opportunities, strengthen partnerships, and ensure the City remains informed regarding best practices in economic and community development.

GARDINER FIRE & RESCUE

Monthly Report to City Council

June 2026

Executive Summary: The department responded to 322 calls for service during June 2026, consisting of 305 EMS responses and 17 fire responses. Staff are continuing to train on the new engine while still mounting equipment on the truck.

Calls for Service Summary

Type	Calls
EMS Responses	305
Fire Responses	17
Total Calls	322

EMS Responses by Community

Community	Calls	% EMS
Gardiner	74	24 %
Richmond	44	14 %
Farmingdale	40	13 %
Litchfield	38	13 %
Pittston	25	8 %
West Gardiner	38	13 %
Randolph	25	8 %
Chelsea	20	7 %
Other	1	0.3 %

Fire Responses by Community: Gardiner 13 (76 %), Pittston 2 (12 %), Randolph 1 (6 %), Farmingdale 1 (6 %).

Personnel: Evan Coughlin has been offered a Firefighter/Paramedic position to fill the vacancy on D Shift. Once training is complete, we will be fully staffed.

Council Awareness: The department is sharing the two rear apparatus bays with Buildings & Grounds.

GARDINER FIRE & RESCUE

Monthly Report to City Council

July 2026

Executive Summary: The department responded to 338 calls for service during July 2026, consisting of 310 EMS responses and 28 fire responses. Staff are beginning to complete their annual BLS training.

Calls for Service Summary

Type	Calls
EMS Responses	310
Fire Responses	28
Total Calls	338

EMS Responses by Community

Community	Calls	% EMS
Gardiner	100	32 %
Richmond	47	16 %
Farmingdale	31	10 %
Litchfield	29	9 %
Pittston	25	8 %
West Gardiner	30	10 %
Randolph	26	8 %
Chelsea	20	6 %
Other	2	1 %

Fire Responses by Community: Gardiner 22 (78 %), West Gardiner 4 (14 %), Farmingdale 1 (4%), Litchfield 1 (4%).

Personnel: Evan Coughlin is progressing well in his field training

Council Awareness: The department is sharing the two rear apparatus bays with Buildings & Grounds.

Monthly Report for Gardiner Police Department

Department Head: Chief Todd H. Pilsbury

Month: June 2026

Summary of Month in General Terms:

Calls for Service	642
Accidents:	2
Arrests/Criminal Cites:	41
Traffic/Parking Tickets:	(51 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 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 13th 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 28th & 29th 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 Police Department

Department Head: Chief Todd H. Pilsbury

Month: July 2026

Summary of Month in General Terms:

Calls for Service	669
Accidents:	10
Arrests/Criminal Cites:	20
Traffic/Parking Tickets:	10 (24 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. We currently have begun the final accreditation process with Dirigo Safety hired to walk the department through the process.

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.

What I would like to do is schedule Michael Labbe from the Augusta Regional Communications Center to come in and speak to City Council about our dispatch services and to answer any questions that council may have about the City of Gardiner switching from IMC to Spillman and what steps are necessary to achieve this.

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

The officer that has been out on workers compensation since late last year is no longer employed by the City of Gardiner.

We are in the process of rehiring an officer that worked for the City of Gardiner approximately two years ago. As of the writing of this report Zachary Reynolds is almost done the requirements to be re-hired. I believe that Officer Reynolds should be able to begin his field training period within two to three weeks.

We were also ready to hire another candidate that we believed would be a good fit for the City of Gardiner, but he unfortunately accepted a job at another agency prior to us being able to offer him the position.

There was no outside training done during the month of July.

Officers used a total of 159 hours of sick leave and 196.5 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: June/July, 2026

Summary of Month in General Terms:

June and July kicked off a busy summer at the library. In June, we held 42 programs with attendance of 574; and July brought 53 programs with attendance of 600. We also started our Summer Reading Program in mid-/late-June and at this writing have had over 180 participants sign up to participate (mostly children, but quite a few teens and adults, too). We hosted a well-attended talk on the Cobbossee Stream/Trail as part of Gardiner's America250 offerings and a small (but festive) Marjorie Standish Potluck. Thanks to a local volunteer, we have begun offering a children's ASL (American Sign Language) Story Time on Friday mornings, as well as an ASL Coffee Talk on set Tuesday evenings. Attendance varied, but some have brought as many as 20 attendees (Coffee Talk) and the Story Time is vibrant and growing.

We conducted interviews for the Children's Librarian position and, as of this writing, have at last hired a new Children's Librarian! Many of you likely know or have met her: Helen Wright (Garrahan) is an engaged Gardiner citizen who has worked at Chelsea Elementary School as their librarian for the past six years. She also volunteers with Johnson Hall and has worked on art programs, photography, etc. with Ampersand, MICA, and more. We are delighted to bring her on board. And, in the same breath, must thank Barbara Gipson, Ginni Nichols, and the rest of our staff who have kept things running smoothly all summer.

Current Progress on Projects/Plans:

Construction has continued all summer in the rear parking lot and along the Library Street side of the library. All was supposed to end in mid-/late-August but, despite much progress over the months, it appears that a fabrication hiccup is going to drag it out longer. It has caused major upsets for some of our patrons, taking over all our designated parking spaces for weeks upon end and fully closing our rear entrance/exit. Our signage, online notices, and offerings of as much assistance as possible have been helpful. We are offering curb-side delivery and pick-up, have our large return bin at sidewalk level at the front of the building, and are willing to provide home delivery to anyone requesting it. We have assisted some folks with steady curb-side pick-up, while others have simply braved the stairs. We have had a few complaints about parking tickets; however, they were not parked legally, and we would have gladly helped them if they had asked.

There is some hope of returning access (though not yet accessible access) to the rear entrance while we await the railings and ramps. My biggest concern with the disruption at the rear of the building is the body of people who have simply stayed away, waiting for it to be completed. I don't have any firm numbers on them but am so eager to get them back when the work is finally completed.

Town Meeting season wrapped up in July, with all of our partner towns voting to continue support of the library.

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

Not at this time.

Monthly Report: Public Works Department

Director: John A Cameron Sr.

Month: June and July 2026

June

I. Core Infrastructure Maintenance & Capital Projects

This section aggregates active civil construction, drainage adjustments, and contractual capital paving across the city's transport corridors.

- Costello Road Major Paving Contract: Third-party paving contractors have officially mobilized machinery and commenced active asphalt resurfacing operations along Costello Road.
- West Street Drainage Expansion: Public Works crews successfully completed the installation of 600 linear feet of new stormwater pipeline and seated four structural catch basins along West Street.
- Old Brunswick Road Emergency Upgrades: The aging, compromised stormwater culvert and adjacent catch basin on Old Brunswick Road were extracted and completely replaced with modernized components.
- Johnson Street Cross Culvert Asset Care: Crews finished a targeted cross-culvert excavation and completed a full stormwater basin replacement on Johnson Street.
- West Hill Road / Highland Avenue Response: Field staff addressed and triaged a collapsed drainage culvert situated at the high-traffic corner of West Hill Road and Highland Avenue.

II. Seasonal Public Space & Downtown Aesthetics

This section tracks the visible, high-frequency beautification and pedestrian safety enhancements that directly impact municipal appearance and commerce.

- City Infrastructure Striping: Field crews completed the annual seasonal painting of pedestrian crosswalks, vehicular stop lines, and downtown parking stalls across core economic zones.
- Urban Tree Canopy Replacements: The department procured and successfully planted five new trees across central urban green spaces. Three specimens were assigned to Common Park and two specimens were planted within Waterfront Park to substitute for legacy trees that had recently died off.
- Waterfront Boardwalk Restoration: Structural maintenance personnel have been actively addressing safety hazards along the riverfront by identifying and replacing rotten walking boards along the public boardwalk.

III. Public Safety, Climate Resilience & Winter Preparation

Proactive civil engineering adjustments executed specifically to reduce recurring safety hazards and municipal physical liability.

- **High Holborn / West Street Intersection Runoff Fix:** The extensive stormwater pipeline expansion executed on West Street was specifically designed and positioned to capture and route heavy water flow at the intersection of West Street and High Holborn. This targeted collection will prevent seasonal water pooling, permanently mitigating a historical central icing hazard that routinely compromised winter road safety for local motorists.

IV. Professional Development & Organizational Training

Tracking investments in human capital and continuing education to maintain workforce safety and technical capability.

- **Regional Highway Conference Attendance:** The department kicked off the month of June by sending a substantial majority of the Public Works personnel to Skowhegan to attend the annual regional Highway Conference. This training event provided active upskilling and continuous education regarding standardized safety procedures and public asset care.

July

The Gardiner public works crew repaired the common's fountain leak, fixed the police range, installed a flashing crosswalk light at West Street and Route 126, completed several sewer repairs, reset granite posts at the common, and progressed with city paving ending on Costello Road with chip sealing on August 19.

Infrastructure and Safety Projects

- **Fountain:** Crew tried multiple sealants to stop water leaks between the old granite and new concrete.
- **Police Range:** Completed repairs so officers can resume training.
- **Crosswalk Light:** Installed a new grant-funded flashing light at West Street and Route 126.
- **Granite Posts:** Reset posts knocked down by vehicle accidents; waiting on replacements from a vendor.

Utility and Paving Schedule

- **Sewer Repairs:** Fixed multiple lines on Spring Street, Mullins Drive, and Route 24 in South Gardiner.
- **Paving:** Scheduled to finish on Costello Road within the first two weeks of August.
- **Chip Seal:** Set for August 19.