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### **Greetings from the All-America City of Lewiston:**

Each month, this report from the City Administrator's office provides a brief summary and update of major activities, events, projects, and programs that impact the community of Lewiston. Feel free to send your comments and suggestions.

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## ITEMS OF INTEREST

### Municipal Volunteer Program



Volunteer Stephanie Chase & Mayor Laurent F. Gilbert, Sr., walked the streets of Lewiston picking up litter/trash that had been left on streets, sidewalks, and at roadside.

Chase had contacted the City of Lewiston upon hearing about its Municipal Volunteer Program and offered her assistance to help clean up and thereby beautify the community. She stated, *"I wanted to do something that really helps out and makes a big difference to the City of Lewiston. I've always enjoyed being an active member of the community and like to get involved."*

*Lewiston. I've always enjoyed being an active member of the community and like to get involved."*

Municipal staff did not hesitate in responding to Chase's offer, and today's trash pick-up was only the start. Chase will be volunteering her time and efforts throughout the summer.

Gilbert stated, *"What an incredible example is being set by her actions! She is proud of her community and is willing to donate her own time and energy to make it even better. Such civic engagement does indeed make a huge difference!"*

### Deputy Director Kevin Gagne on Becomes a Licensed Professional Engineer



Public Works Director David Jones commended Gagne noting, *"Obtaining a P.E. license is a milestone in the career of any engineer. It involves grueling technical exams requiring a thorough knowledge of engineering principles."*

To qualify, an individual must:

- Complete a minimum of a four-year bachelors degree in an accredited engineering school
- Qualify as an engineer intern by sitting and passing an 8-hour Fundamentals of Engineering exam, a national exam prepared and administered by the National Council of Examiners for Engineering and Surveying (NCEES).
- Complete a minimum of three years of experience under the direction of a licensed P.E.
- Provide references from at least 3 licensed P.E.s as part of an application to sit for a Principles and Practice of Engineering examination.
- Sit and pass an additional 8-hour Principles and Practice of Engineering examination, also a national exam prepared and administered by NCEES.

Gagne was first hired by the City of Lewiston in June of 1993 and has served in various capacities including Engineering Technician, Combined Sewer Overflow Coordinator, Project Engineer, and Assistant Water & Sewer Superintendent. He was promoted to Deputy Director in June of 2003.

# CITY ADMINISTRATOR

## Proposed Bond Projects

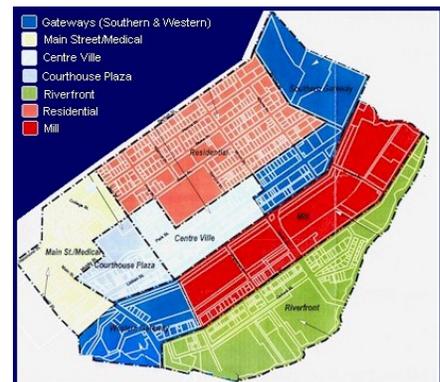
The Council has approved issuing bonds for the coming year's capital projects. Among them are: \$1.4 million for street paving and reconstruction; \$464,000 for the Lewiston Riverside Greenway; \$250,000 for boiler replacement at Public Works that will reduce energy costs; a similar amount for Lewiston's share of renovation and expansion of the terminal at the Auburn Lewiston Airport; \$200,000 for property acquisition and demolition intended to address distressed residential properties in our downtown neighborhood; and \$200,000 for completing infrastructure work in Phase II of the Gendron Business Park. Also included are: \$1.2 million in water main replacement projects; \$2 million in sewer projects including line rehabilitation and separation; and \$1.7 million in stormwater separation projects.

## Riverfront Island Consultant Selected

The Finance Committee has selected the firm of Goody Clancy of Boston to provide consulting services for the City's Riverfront Island Master Plan. Goody was among a field of 15 firms reviewed by a selection committee composed of Councilors, members of the Planning Board and Finance Committee, and City staff. The consulting team will bring together experts in parking design and management, transportation, engineering, landscape design and planning, and market development and feasibility. Riverfront Island is the area bounded by the Androscoggin River, Cedar Street, and the upper canal along Canal Street. This effort is designed to develop a plan grounded in a compelling vision; building on current assets and on-going successful work; incorporating a realistic and creative parking and transportation strategy; and based on a clear understanding of market and financial realities. July and August will be spent on preliminary work and data collection. At the heart of the planning process will be an extensive public outreach and involvement strategy that will begin in September. Mayor Gilbert will soon be appointing a broad-based Advisory Committee to work closely with staff and the consultants. A series of public meetings will be held throughout the nine month planning effort. Goody's past projects include: Jamestown, New York, Downtown Revitalization Plan; New Bedford Waterfront and Upper Harbor Plans; the Hamilton Canal District and Neighborhood Plans in Lowell, Ma; and many others. This is an exciting project for a key area of our community. Stay tuned for more information on how you can become an active participant.

## Downtown Residential Neighborhood

The Council continued its focus on the Downtown Residential Neighborhood in May, conducting both a workshop on this subject and a walking tour. At the workshop, Council gave broad support to a variety of initiatives including more aggressive code enforcement, the potential of assigning a police officer to the additional Code Enforcement position that has been federally funded for the next two years, proceeding with developing a prioritized list of distressed properties to be demolished, and establishing a stakeholder committee to develop improvement strategies for the area. The walking tour highlighted areas of the neighborhood that have seen significant improvement as well as those that have not. This will continue to be an area of emphasis in the coming year.



## ASSESSING

### **Field Work Complete**

Assessors were busy in the month of June as they finished field work assessing real estate and personal property accounts in order to complete the 2011-12 tax roll. All of this work culminates with the issuance of the 2011-12 tax bills. Real and personal property taxes at the local level account for the majority of the revenue needed for the 2012 municipal budget.

### **Homestead Exemption Program Increase**

In 2011-12, over 6,600 Lewiston homeowners who participate in the Homestead Exemption program will see this exemption increase by \$500 to a total of \$8,500 for their individual homestead property. This equates to a savings of just over \$219 in their property tax bills based on the projected tax rate.

### **Veterans' Exemptions Increase**

Veterans' exemptions for eligible homeowners will increase \$300 to \$5,100 in the upcoming year. This will result in a tax decrease for those veterans of approximately \$131 for the 2011-12 tax year.

## CLERKS

The month of June was busy with initial election preparation and event licensing:

### **November Municipal Election**

Nomination papers for the elected offices (Mayor, seven City Council positions, and eight School Committee seats) become available on Monday, July 11. During June, the Department prepared the nomination forms, instructional handouts regarding number of signatures required per office, filing deadlines and so forth, as well as the campaign finance materials.

### **Business Licenses**

During this time of year, the office is busy working with the different events and festivals that are held within the City during the summer. We work with the festival committees and related food and product vendors for each festival to ensure that all of the proper licenses are secured. In addition, the Department coordinates all of the licensing for the Special Events and many require outdoor entertainment permits.

## FINANCE

### Finance Department Transformations

June marked a period of change in the Finance Department. We transitioned four employees from the Public Works Business Office to the Finance Department. This change could not have gone as smoothly as it did without the significant assistance, patience, and flexibility shown by the Information Services and Building Maintenance staff as well as the employees themselves. We now have improved customer service whereby our citizens can conduct the majority of their transactions at city hall. As utility, tax and registrations comprise the lion's share of municipal payments, security has also been vastly increased by the consolidated office, combination-locked doors and restricted access.

As part of the approved fiscal year 2012 budget, the Finance Department reorganization was implemented on July 1<sup>st</sup>. In addition to the elimination of a vacant principal clerk's position, we said farewell to Paul Labrecque, Tax Collector and Deputy Treasurer, after 37 years of service. His duties and responsibilities will be allocated in part to the City's new Tax Collector/Deputy Treasurer, Nancy Mennealy, the Investment Officer/Deputy Tax Collector, Tammy Bureau, and the Collection Officer, Estelle Dow. All three employees have embraced the challenge and are busy learning their new roles. I'm particularly pleased that this new model allows for greater cross-training and future succession planning. Further, all modes of collection for the three main municipal receivables (taxes, utilities, and miscellaneous receivables) will be funneled through one initial point-person, rather than four people in the former model. This strategy allows the City to improve its effectiveness by consolidating all collection efforts whether via phone or letter, payment agreements where applicable, and, as a last resort, small claims or foreclosure. We glean greater efficiency by making fewer overall calls, reducing redundant mailings, and automating formerly manual processes.

### Fiscal Year-End Investment Report

In accordance with the City's Investment Policy, the 2011 Investment Report is complete. Total interest income earned this fiscal year continues to decrease as higher yielding certificates of deposits matured throughout the year. Fiscal year 2011 earnings totaled \$143,933, as opposed to the \$253,620 and \$651,857 earned in fiscal year 2010 and 2009 respectively. This return on investment is especially disappointing given that the City's average daily balance increased from \$23.2 million to \$28.1million. Every organization is suffering from reduced investment earnings that became more pronounced as the Federal Reserve Board reduced the federal funds rate to 0% in early 2010.

All available funds continue to be swept on a daily basis into perfected, fully collateralized repurchase agreements. This investment vehicle represents 70% of the City's investment balance and not only provides Category 1 security, which is the highest level, but offers us the liquidity to satisfy daily city and school cash requirements. The average rate of return was .32% on our sweep investments.

The City also purchases fully insured certificates of deposit as an alternative investment tool. The average daily certificate of deposit balance for FY2011 was \$12,030,000. The average rate of return was 1.24% in 2011, a noticeable decrease from the average rate of return in 2010 of 2.15% and 2009 of 3.91%.

The complete investment report is available in Finance Department.

# FIRE

## Fire Captain Promotion



Fire Chief Paul M. LeClair is pleased to announce the promotion of Lt. Richard Cailler to the rank of Captain. Rick joined the department in 1987 and served as a Private until 2003 at which time he was promoted to the rank of Lieutenant and assigned to the Main Street Station Engine #5.

Rick has studied numerous areas of the Fire Services field through CMCC, SMCC, and the National Fire Academy. He currently serves as President of the firefighters union Local 785, a position he has held since 1998. In addition, he is a field representative for the International Association of Firefighters (**I.A.F.F**) **Wellness Fitness Initiative** aiding fire departments across the United States and Canada in implementing Health and Wellness Programs for their firefighters. Rick also serves on the Advisory Committee for the Maine Public Employees Retirement System and is a Trustee for the Professional Firefighters of Maine.

Rick enjoys coaching and has been actively involved in area youth hockey programs for many years. He is married to Lisa and they have two children Ethan and Taylor.

## Fire/EMS Safety, Health and Survival Week

**What is Safety, Health, and Survival Week?** Fire departments are encouraged to suspend all non-emergency activity during Safety Week and focus entirely on safety, health and wellness-related training and education until all shifts and personnel have taken part. An entire week is provided to ensure each shift and duty crew can spend one day focusing on these critical issues. Safety, Health and Survival Week (Safety Week) is a collaborative program sponsored by the [IAFC](#) and the [IAFF](#), coordinated by the [IAFC Safety, Health and Survival Section](#) and the [IAFF Division of Occupational Health, Safety and Medicine](#), in partnership with more than 20 national fire service organizations. This year's activities were held during the period of June 19-25, 2011.



**Self-Survival Skills:** SCBA familiarization and disentanglement were two of the skills Lewiston Firefighters trained on during Safety, Health and Survival week. Firefighters don't plan to be lost, disoriented, injured, or trapped during a structure fire or emergency incident. But fires are unpredictable and volatile, and they will not always go according to plan. What a firefighter knows about a fire before entering a blazing building may radically change within minutes once inside the structure. Smoke, low visibility, lack of oxygen, structural instability, and an unpredictable

fire ground can cause even the most seasoned firefighter to be overwhelmed in an instant.

### Training for new Firefighters

Five newly hired firefighters began their training on June 2, 2011. Firefighter Dan Aceto, Eric Watson, Rob Gayton, Cory Higgins, and Stephen Coppi are shown below training at Lewiston Fire Department Central Station. New firefighters participate in practical training to refresh their technical firefighting skills along with classroom time, emergency vehicle operations, and equipment applications.



## PLANNING & CODE ENFORCEMENT

### Planning Board Activity

On June 13, 2011, the Planning Board approved an application submitted by Sebago Technics on behalf of Lewiston/Auburn Water Pollution Control Authority for the construction of the Anaerobic Digestion and Energy Recovery Project at 535 Lincoln Street.



The Planning Board sent a negative recommendation on June 13, 2011, to the City Council regarding a proposal to rezone a portion of Sabattus Street from Old Greene Road to just beyond Orchard Street to include the west side of Atwood Street and Orchard Heights. A new Business Transition-1 zone was proposed for this area which would relax the highway business standards for this section of Sabattus while allowing some commercial activity on the west sides of Atwood and Orchard heights (currently zoned neighborhood conservation "A" district) with a number of provisions to protect residential properties.

The Planning Board conducted a joint workshop with their Auburn counterparts on June 27, 2011. This was the first workshop in recent memory between the Auburn and Lewiston Planning Boards. A presentation was given by Jonathan Labonte of the Androscoggin Land Trust to discuss planning activities with respect to trails and water access in Lewiston/Auburn. In addition, the Boards discussed the following topics:



1. Review of Auburn's comprehensive plan (recommendations and suggestions about their process).
2. Lewiston and Auburn's development review processes (what's good and what needs improvement).
3. Review of the L/A development review application (what's good and what needs improvement).
4. Parking provisions - specifically downtown requirements.
5. Efforts and plans for the cities' riverfront.

### Permit Activity June 2011

77 building permits were issued with a dollar value of \$4,162,625.

The larger commercial permits issued were for the new Lisbon Federal Credit Union at 802 Sabattus Street, Moody's Collision Center at 792 Main Street, and Bates College Parker Hall renovations at 1 Andrews Road. In addition, five new homes were permitted.

12 plumbing permits and 62 electrical permits were issued.

### Permit Activity June 2010

28 building permits were issued with a dollar value of \$2,165,410.

The largest commercial permit was for the Paris Farmers Union at 671 Main. In addition, three new homes were permitted.

11 plumbing permits and 58 electrical permits were issued.

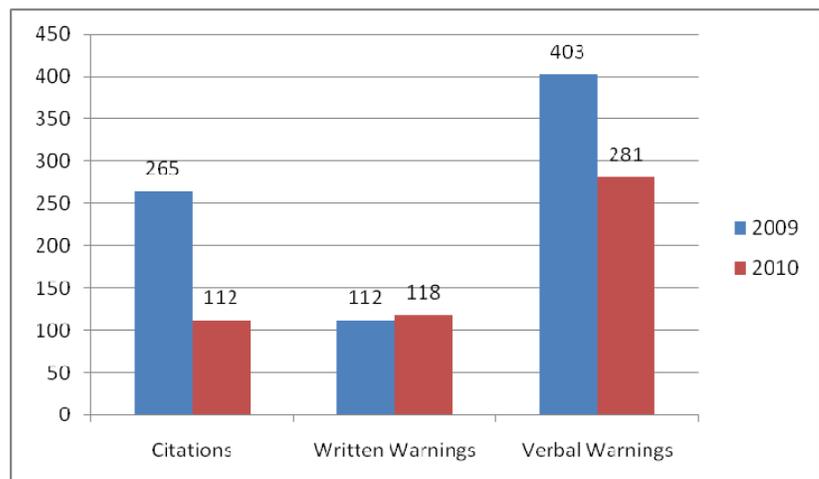


## POLICE DEPARTMENT

### Stats

In the month of June, the Police Department responded to 3,492 Calls for Service. The agency initiated 439 vehicle stops resulting in 102 citations and 152 written warnings with the remaining stops resulting in verbal warnings. There were 165 arrests of adults and 32 juvenile arrests during this period as well as 82 criminal summonses issued. There were 14 arrests on narcotics violations and 8 arrests for operating a motor vehicle while under the influence of alcohol or drugs. The parking enforcement and patrol divisions issued 601 parking tickets in the month of June.

June	2011
Calls For Service	3,492
Vehicle Stops	439
Citations	102
Written Warnings	152
Verbal Warnings	185
Adult Arrests	165
Juvenile Arrests	32
Criminal Summonses	82
Narcotics Arrests	14
OUI Arrests	8
Parking Tickets	601



## Events & Activities

Surveillance cameras are being installed in all City parking garages; this project should be completed shortly. Night Watch officers have been doing foot patrols on Bartlett, Walnut, Pierce, and Blake Streets. Night Watch has also been doing foot patrol in Kennedy Park when time permits. Officers showed a presence at L/A Art Walk and also continued work with a Speed Enforcement Grant. Sgt. LaChance wrote a grant for OUI Enforcement, and this grant was awarded in the amount of \$5,000. The grant begins July 1, 2011, and numerous saturation details are planned along with OUI roadblocks which are conducted with other area law enforcement agencies.



## RECREATION

### Summer Programs

Community programs started the weeks of June 20<sup>th</sup> and June 27<sup>th</sup>. Programs available are: Aquatics, Youth and Adult Tennis, Track and Field, Camp Smiles, M.P.C. Playdays, and "Drop In" Playground programs at Hillview, Lionel Potvin, Sunnside, and Kennedy Park.

### Community Events

Community organizations are scheduling several upcoming events throughout the summer: L/A Duathlon, YMCA Fest, Dempsey Challenge, Liberty Festival, First Assembly of God, the Bridge Christian Outreach, Neighborhood Housing League, L/A Arts, L/A Transition, Farmers Market, Jumpstart, Track and Field Series, Prince of Peace, and the Dempsey Challenge.

### Special Events at the Armory, MPC, Parks and Athletics

The following special events were held at our facilities: Longley School promotion and awards night, Sandcastle graduation, Lisbon High School graduation, Lewiston Middle School promotion, Camp Smiles set-up and implementation, A.S.A. Andy Valley Umpires Benefit, U.S.M. Huskies Tennis Benefit, Fitfest, L/A Duathlon, and Flag Day.

## SOCIAL SERVICES

ALL GENERAL ASSISTANCE CLIENTS ARE SEEN BY APPOINTMENT ONLY.

*We began receiving reimbursement from the state at the 90% rate for a portion of the GA expenses for the month of April 2011 and we will be reimbursed at 90% for all expenses incurred in May and June 2011.*

Statistical Activity	June 2011	FYTD 7/1/2010-6/30/2011
Office Traffic (Duplicated)	693	8,609
New Clients	67	743
Households Served (OT) (Unduplicated)	215	2,620
Housing Expenditures	\$68,104.00	\$818,177.00
<b>Total Expenditures</b>	<b>\$74,858.46</b>	<b>\$932,783.68</b>
State Reimbursement	<b>\$67,372.61 (90%)</b>	\$541,356.63
SSI Reimbursement	\$ 4,332.32	\$ 25,437.24
Other Reimbursements	\$ 0	\$ 2,533.38
<b>Actual Municipal GA Cost (net)</b>	<b>\$3,153.53</b>	<b>\$363,456.43</b>

Workfare	June 2011	FYTD 7/1/2010-6/30/2011
# of cases	89	684
# of people	109	874
Hours Performed	3,603.50	45,001.80
Dollar Value (\$7.50 per hr)	\$27,026.25	\$337,513.50

Able-bodied recipients are required to participate in the work-fare program. The number of hours assigned are calculated by dividing the amount of assistance the recipient receives by minimum wage.

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