



MAY 2010 Monthly Report



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SPECIAL POINTS OF INTEREST:

Read about Payport on
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As a result of budget
deliberations, the
departments of Public
Services & Public Works
have been consolidated,
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Fiscal Year 2011 Budget Adopted

On May 18th, the City Council approved by a 4-3 vote the budget for the coming year. This budget reflects the most challenging fiscal climate in recent history. The impact of the recession, unprecedented and disproportionate reductions in State municipal support programs, current year reliance on the City's undesignated fund balance and funds returned from the School Department, and increased demands for services in certain areas created a nearly perfect storm.

Beginning with the Administrator's budget, which proposed a small decrease in spending, Council and staff worked hard to cut the budget by an additional \$1.4 million. Significant cuts included: elimination of contract snow plowing, reduced supplies and materials, elimination of tree and landscape material purchases in Public Works; reduced operating hours and books and materials purchases at the Library; eliminating certain minor capital improvements to City facilities; eliminating three

vacant firefighter positions and two vacant police officer positions; reducing temporary payroll in Recreation through not funding certain programs; reduced funding for capital programs at the Airport; and eliminating the purchase of books and testing materials for private schools. Numerous smaller line item adjustments were made. The Council also approved eliminating 20 full-time positions, one part-time position, and reducing one full-time position to part-time. This increased the Administrator's projected savings from staff reductions from \$730,000 to slightly over \$1 million.

To partially offset a 13% reduction in City non-property tax revenues, a variety of new or increased fees were approved. These include: monthly parking garage fees rising from \$51 to \$55 per month; increasing the apartment building solid waste collection fee by \$10 per unit per year; aligning various development and building permit fees with those of Auburn; increasing the fines for false alarms; increasing police traffic violations by 5%; increasing tipping fees at the solid waste facility by \$5 per

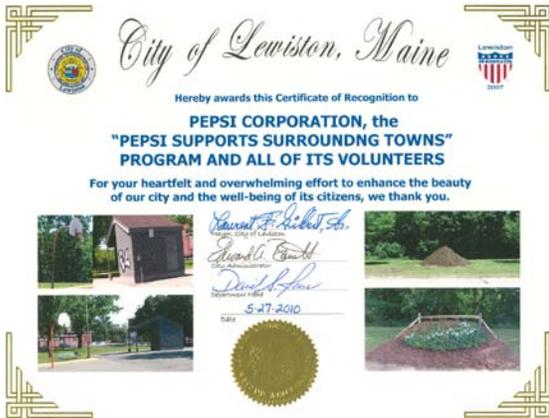
ton; and instituting new fees in the Clerk's Office for oaths, weddings, and notary services. In total, these changes will provide almost \$125,000 toward reducing the tax levy. Finally, the Council increased the use of undesignated fund balance from \$500,000 to \$700,000.

Based on these actions, the Council cut the initially proposed \$1 tax rate increase to 50 cents. The tax rate next year will be \$25.40, up about 2% from the current year's \$24.90.

While sewer rates will remain unchanged, water and storm water rates will increase. Water rates, while still relatively low in comparison to other Maine utilities, will increase for the first time since 2007. Minimum users will see their quarterly bill go from \$33.60 to \$38.40, slightly less than a 15% increase. The storm water fee will increase by 10%, or \$4 per year for single-family home owners. Most of these increases relate to costs required to meet the standards of the

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Pepsi Volunteer Day



In February, it was brought to the City’s attention that Pepsi had a program called the **“Psst...Did you hear? Pepsi’s coming to town?”** The Public Works Dept. submitted four project applications and was excited to learn that Pepsi wanted to be involved in prepping a wall & mural art at Veteran’s Park, playground equipment installation at Sunnyside Park on Whipple Street, a parks clean-up and a landscaping project at George Ricker Park. On May 22, 2010 Pepsi held their first volunteer day in Lewiston. Thirty Pepsi representatives, their family

and friends worked the day in two locations. With paint brushes, rakes, spades and hoes they painted and planted leaving Lionel Potvin and George Ricker Park looking spruced and spotless. We warmly thank Pepsi for the efforts and investment in these sites, and we are looking forward to the next Pepsi Volunteer Day that will be held in Sunnyside Park involving the installation of new playground equipment (date TBD). Stay tuned for more in June’s monthly newsletter.

-Megan Bates

Continued from Pg. 1 :

Clean Water and Clean Drinking Water Acts.

The City’s future financial position remains cloudy due to the continuing effects of the recession, uncertainty over when, if ever, the state’s reductions to municipal support programs will be restored, the impact of the end of federal stimulus funding on the School Department, and continuing reliance on the undesignated fund balance. Nevertheless, it is our hope that the City’s financial and budgetary situation may stabilize during FY11 and improve as we move toward FY12.

-Ed Barrett

PUC Unanimously Approves MPRP Project

During the month of May, the MPRP project received the approval of the PUC commissioners.

Next steps are the U.S. Army Corps of Engineers and the local permitting process that has been completed in about half of the 81 communities involved. The Lewiston Planning Board has not yet finalized its approval.

This has been a very long and complex process that started back in early 2008. Last year, the 2008-2009 City Council took the extraordinary step of approving the “first-in-the-

state’s-history” use of a TIF to mitigate local concerns around the construction of a major utility project. This was all made possible by the determined and informed opinion of a great group of residents who worked tirelessly with city staff and CMP to pursue a “local solution.”

This “solution” involved very complex financing and technical discussions. All parties stepped up to the plate, and the end result was a compromise that would provide significant relief to many residents along the

corridor and over \$1 million dollars in net new city revenue that will provide some future budget relief when the project is completed (assuming that all permitting is approved, we could see some evidence of this new value in the FY2013 budget but it is still too early to confirm).

As always, if there are any other significant developments with this story, I will gladly pass them along. Thanks again to last year’s Council, the residents, and to CMP for a job well done.

-Phil Nadeau

City Administrator's Report

Budget

The first half of the month was dominated by the City's annual budget, including discussions with various bargaining units on potential concessions aimed at limiting the number of City employees that might be impacted by budget reductions. While most bargaining units responded to this request, the extent of their proposals varied and did not meet the savings goal set by the Council. The Community Development Block Grant budget was adopted early in May, including the five year update to the City's Consolidated Plan. The annual operating budget was approved on May 18th. On May 11th, the Council authorized the staff reductions considered as part of the budget process. Those reductions were immediately implemented, including meetings with ten employees whose positions were directly affected. Attention then turned to the Capital Improvement Program to be presented to the Council in June, including meeting with representatives of Museum L-A to discuss the Beech Street Bridge project.

Work continued on the proposed Bates Mill Housing project, including attending a meeting with the developer and other City staff to seek the support of the Lewiston Housing Authority for the project. The LHA indicated it was supportive of providing a number of project based Section 8 vouchers, an essential step in the project's viability.

Continued to work with the Fire Chief and others associated with L/A 911 on the County Dispatch issue.

Meetings

Attending board meetings of the Chamber of Commerce, the ATRC Policy Committee, and the Lewiston Auburn Economic Growth Council, including their annual dinner. Represented the City at the dedication of St. Mary's Emergency Center, an open house at the renovated Depot, the renaming of Andover College to Kaplan University, and a river visioning session hosted by the Androscoggin Watershed Council. Attended the Great Falls Forum to hear and meet Rex Rhoades, Managing Editor of the Sun Journal. Met with representatives of the Police and School Departments to discuss safety concerns at Longley School. Accompanied the Mayor to a site visit at Geiger Brothers. Attended the National Police Week ceremony in Simard-Payne Memorial Park.

At the end of the month, the following major issues were pending:

- Fiscal Year 11 LCIP Bond Projects
- Status of Pettingill School
- Riverfront Master Plan
- Potential Residential Development in Bates Mill
- Revisiting Draft Strategic Plan
- Main Street Traffic Improvements
- L/A 911 and County Dispatch

Deputy City Administrator's Report

- On May 14, 2010, the Public Utilities Commission voted unanimously to award CMP a “certificate of need” for the Maine Power Reliability Project. This means that Lewiston will see somewhere in the order of \$100 million dollars of new investment for a new substation on Larrabee Road and 6 miles of new transmission lines that will follow CMP’s existing right-of-way through Lewiston. More importantly, the new transmission lines will be built according to the agreement negotiated between impacted resident intervenors, the city and CMP in 2009. This agreement specifies how the transmission lines will be built, what types of poles will be used, and where they will be located. It will all be done at a local cost of approximately \$3.5 million dollars---all subsidized through a special “tax increment financing” (TIF) agreement which will use the new value of the Larrabee Road substation to pay for the investment. This is the first time in state history that this kind of approach has been used to mitigate local concerns as they relate to transmission line design and construction and the resident intervenors, along with the 2008-2009 City Council, should be applauded for this very bold and creative solution. In short, the City of Lewiston will see another \$1+ million dollars of net new revenue that will be fully booked as part of the FY2015 budget (full operational date for the project is sometime in 2014). It all seems like a long ways off but some of the foresting work will actually begin in Lewiston sometime later this year. Please check the city’s MPRP web page on the city web site for updates as they become available---
<http://www.ci.lewiston.me.us/administration/power-reliability/index.htm>
- Though Special Assistant Ian Houseal left the city to accept his new energy coordinator position with the City of Portland, Ian will continue to provide some project oversight to our collaborative Energov project with the City of Auburn. Both city staffs are doing outstanding work to bring their respective departments together (code, planning, assessing, public works, city clerks, economic development, information technology, police, fire, to name a few) to work through a myriad of details that need to be addressed before the city begins to use the system. We will use the system internally at first only beginning around July 1st and hope to have the system fully operational and available for public use sometime in October. This initiative clearly represents the future for both our cities given the ongoing contraction of staffing. Any opportunity to employ technology to improve service and reduce costs would seem like the logical thing for both cities to pursue. We are all convinced that this is a major step in that direction.
- On May 4th, the City Council approved \$24,000 in additional Community Development Block Grant funding to begin construction on the new Kennedy Park pool house. Bid estimates came in surprisingly higher from a large group of construction firms and in the end a lower amount was awarded for construction which still left a gap of \$24,000 to complete what was originally hoped would be a \$100,000 project. Construction got underway in May and we expect to have the facility opened no later than June 26th.

Assessing Report

May activity in the Assessing Department involved field work of building permits, property reviews, and continuation of the spring canvas for real estate and personal property.

The Department completed the processing of 6,620 Homestead applications including 194 new applications for the 2010-11 tax year. The state has reduced the exempted amount of homestead so that the total 2010-11 exempted homestead value is \$52,960,000. This will result in reduced reimbursement of approximately \$200,000 to Lewiston in the upcoming tax year.

The Chief Assessor and Deputy Assessor attended the Northeast Regional Assessing Conference held in Portland. Topics covered during the conference included personal property valuation, green energy valuation, and generation and transmission issues for the northeast (a very timely topic due to the Maine Power Reliability Project slated for Lewiston).

City Clerk's Report

The month of May was busy with election preparations for two elections:

School Budget Validation Referendum – Conducted the May 11 election for annual citizen approval of the school budget. All voting was conducted at the Multi-Purpose Center and voter turnout was 2.1% citywide.

State Primary & Special City Election – Prepared material and logistics for the June 8 election – conducted absentee voting at the six area nursing homes/congregate housing units, hired over 136 citizen election workers, issued over 600 absentee ballots, answered questions for media and candidates regarding election, etc. Coordinated with city departments such as Public Works for set up, Police for traffic control and hired over 20 city employees to work as Deputy Registrars at the polls. Many administrative and logistical details involved.

State Task Force Meetings – Vital Records Service Assessment Fee – Attended several meetings at MMA with state agency representatives to determine a fair and equitable assessment fee from DHHS.

On-going work: processing of appointments to boards and committees, processing business licenses, processing state corrections to vital records, updating traffic schedule and policy manual, preparation of agenda binders for Council meetings, preparation of City Council meeting minutes, sale of miscellaneous permits, recording of legal documents, rotation of mail processing and switchboard, and so forth.

The following are the statistical and revenue breakdown of some of the transactions during the month of May:

May 2010 Monthly Report for Council

	Monthly Totals	Revenue
Birth, Death & Marriage certified copies issued	918	\$7,885.00
Burial Permits issued	56	\$280.00
Marriage licenses issued/recorded	20	\$600.00
Hospital liens filed	0	\$0.00
Acknowledgements of Paternity processed	3	\$15.00
Genealogy searches	4	\$20.00

Death records recorded	42	n/a	
Birth records recorded	123	n/a	
Fish & Game licenses issued	169	\$323.00	agent fee retained
Garage Sale permits issued	142	\$852.00	
Dog licenses issued	18	\$44.00	agent fee retained
Business licenses issued/renewed	69	\$6,745.00	
Voter registration processed -new, change or delete	263	n/a	
Scanning of voter cards	0	n/a	
Petition pages certified - each ranging from 1 to 45 signatures	24	n/a	
CityLink Bus Passes sold	90	n/a	
Absentee ballots issued	655	n/a	

Code Enforcement Report

Staff Review Committee (SRC) Activity May FY2010

- No activity

Planning Board Committee (PB) Activity May FY2010

- Application submitted by Sebago Technics on behalf of Randall Road Corporation for Phase D, E, and F of The Bluffs as part of the Chestnut Hill Estates development at 10 Almond Avenue. Phase D shall consist of the construction of two-eight unit townhouse style single family attached structures. Phase E will consist of 35 garages and Phase F will consist of 30 garages, which will be used by the tenants of The Bluffs. (May 10, 2010)
- Application submitted by Gale Associates on behalf of Bates College for the replacement of an existing natural turf field with a synthetic turf field, including upgraded bleachers, walkways, and athletic field lighting at Garcelon Field located at 144 Central Avenue. (May 10, 2010)
- Application by Harriman Associates on behalf of the Lewiston School Department for the construction of a 10,240 s.f. single story addition to add five classrooms to McMahon Elementary School at 151 North Temple Street. (May 10, 2010)
- Application submitted by Stoneybrook Consultants on behalf of Paris Farmer's Union for the construction of a 9,600 sq. ft. retail store and use of the existing 9,500 sq. ft. structure for accessory storage and warehousing at 671 Main Street. (May 24, 2010)
- Application submitted by TRC Engineers, LLC on behalf of Central Maine Power Company for the Maine Power Reliability Program (MPRP) in Lewiston. This project involves proposed power transmission upgrades along existing transmission corridors in Lewiston. (May 24, 2010)
- De minimis change amendment: Fireslate Place Subdivision Plan Fourth Revision. (May 24, 2010)
- Discussion regarding the regulation of marijuana dispensaries. (May 24, 2010)

Board of Appeals Committee (BOA) Activity May FY2010

- No activity

Historic Preservation Review Committee (HPRC) Activity May FY2010

- Historic Preservation Annual Awards (May 6, 2010)

Permit Activity May FY2010

Month	Permit Type	# of Permits	Total Estimate Cost of Construction	Total Fees Collected
May 2010	Building Permit	62		
	Commercial	7	\$12,813,802.00	\$35,715.00
	Residential	55	\$3,488,207.00	\$9,531.00
	Electrical Permit	50		
	Commercial	15	na	\$592.00
	Residential	35	na	\$3102.00
	Plumbing Permit	19		
	Commercial	2	na	\$54.00
	Residential	17		\$1061.00
	Sign Permit	4	na	
	Commercial	4	na	\$175.00
	Residential	0	na	\$0.00
	Use Permit	2		
	Commercial	0	na	\$0.00
	Residential	2	na	64.00
Total		137	\$16,302,009.00	\$50,294.00

- Residential permit activity includes multifamily dwellings.
- Permits issued vary in size from small home improvements to large commercial developments.

Inspection Activity May FY2010

Month	Inspection Type	# of Inspections
April10	Building	157
	Plumbing	51
	Sign	8

	Housing/PMC	81
	Sanitation	27
Total		324

- Electrical permits are collected by Planning and Code Enforcement. Inspections are performed by Electrical Inspector (Senior Electrical Technician), Division of Street Lights/Hydro Facility, Department of Public Works.
- The number of inspections for permits varies relative size and complexity of project.
- Department is responsible for the inspection of all licensed food service establishments, lodging, variety stores, supermarkets, and tattoo establishments (sanitation).
- Housing/PMC inspection activity includes enforcement related to solid waste ordinance.
- Other inspection activities:
 - Citations issued: 1
 - Civil Penalty: 0
 - Notice of violations issued: 5
 - Condemnations: 2
 - 83 Maple Street
 - 12 College Street 3rd floor- due to no electricity

Community Development Report (by Program Area)

Community Development Block Grant

General

- Mark and Cathy concluded work for the FY2011 CDBG budget process. Work included preparations for the final City Council hearing on May 4, completion and packaging of the 2010-2014 Consolidated Plan and FY2010 Action Plan documents for HUD review, and distribution on contract packets to all funded public service agencies. We were also assisted by Jayne in completion of all mandatory environmental review records for all funded FY2010 projects.

Housing

Housing Rehabilitation/Multi-family:

- Mark worked with the Brighton Arms Condominium Association to finalize an application for a residential rehab on the property located at 191-193 Russell Street. The property is in need of significant exterior work that the Association is not currently able to pay on its own. Mark and the Association President have been working for some time to consider innovative ways to finance the Association's through the Residential Rehab program. Staff will be presenting this loan application to the Loan Qualification Committee in June.

Landlord Energy Program

- **Fletcher Properties:** Mr. Fletcher indicated his intention to revive this application and Mark has been meeting with him again to get updated information for his application

Emergency Loan Program:

No activity this month.

Commercial

- Staff continues to work with an application from Luke Livingston to establish a small craft brewery here in Lewiston. At this time, Mr. Livingston secured space in the Bates Mill and is in the process of determining exactly what work will be required in the space. Once the work specifications have been determined, he will meet with the City and Bates Mill ownership to discuss any rehab needs he may have.
- Lincoln and Mark have been discussing the potential for using CDBG rehab funds to assist the Lewiston/Auburn Railroad Company to rehabilitate the Grand Trunk Depot terminal on Lincoln Street. The LARC received a \$200,000 grant from the USDA to renovate the structure, but due to requirements set down by the State Historic Preservation Office, this amount is not sufficient to complete the necessary work prior to tenant fit-out. Staff will continue consulting with LARC staff and the City Council to determine the feasibility of this request.

- Mark continues meeting with Allen Smith, owner of 178 Lisbon Street (Ellard Block) about possible City assistance with façade improvements and commercial rehab on the interior. Mr. Smith is working with local architect Noel Smith to design a historically sensitive rehab of the building façade. Mr. Smith received preliminary approval from the Historic Preservation Review Board to proceed with his renovation and is now working with the architect to finalize projected costs for the façade project. It is expected to get underway later this summer.

Downtown Improvements

- Mark continued working with representatives from Public Works and Recreation to discuss potential improvements to Sunnyside Park. Mark has been working with representatives from this neighborhood about re-establishing the derelict playground in this park. The proposed park design and use of CDBG funds for this project was presented to the City Council at their March 23rd workshop and approved on April 6th. The City received bids early in May and Bill Simone & Associates of Rensselaer, NY was selected. Based on current estimates, the equipment will arrive in late June and the playground should be installed by early July. The City will also host a groundbreaking ceremony in June to celebrate the coming of the new park.
- Mark continued meeting with representatives from Lots to Gardens and Community Credit Union for plans for the new community garden located at 149 Pine Street. This City-owned lot was the site of a condemned property that the City recently demolished. LtG and CCU are working jointly to develop and maintain a garden on this site. Prep work continues this summer.

HOME

General:

Homeowner Rehab Program:

- Jayne is in discussion with two owners (at 12 Jack Court and 15 Riley Street) regarding the homeowner rehabilitation program. Both owners have had a difficult time securing contractor bids and we provided some references to them for follow up. Both of these applications are pending and waiting on the applicants to supply the required bids from licensed contractors.

Homebuyer Assistance Program:

- Jayne attended one Homebuyer Education classes (34 people in attendance) and provided Housing Loan information for the Cities of Lewiston and Auburn for potential homebuyers.
- Jayne has been working with a first time homebuyer in the target area for the home located at 72 Cassell Street. The applicant qualifies for the program and as soon as the appraisal for the property is in, the application will be presented to the Loan Qualification Committee.

Rental Development

- **Tedford Housing**—Parties continue working towards a construction closing for this property. It is expected to begin construction by July.
- **Intown Manor**—Mark continued work with representatives from the Developer Collaborative regarding plans for a rehabilitation project for this Ash Street property. The developer was awarded FedHOME funds from the City as well as an Affordable Housing Tax Increment Financing District for

the project in February. It was also approved by both the Planning and Historic Preservation Review Boards in February. The TIF application was approved by MaineHousing in March. The project was submitted to MaineHousing for Low Income Housing Tax Credits in late April. The project will add 32 units of affordable senior housing to downtown inventory when developed. A decision on the award of tax credits is expected in June.

Security Deposit Program

- Jayne attended 2 meetings of the L/A Security Deposit Task Force, which approved 3 security deposit applications this month.

Lead Program

- Mark, Jayne and Claude attended bi-weekly update meetings with Auburn staff to discuss progress on the grant. The program remains ahead of schedule on 4 benchmarks through year-end and was given a 100% progress report from HUD. The team continues to work on unit production and marketing for the program.
- In early May, the program hosted Martin Nee from the HUD Lead program regional office in Boston for a one-day monitoring visit. Mr. Nee was highly impressed with the policies and procedures the program currently has in place, and noted that we continue to make good progress towards meeting our production goals. No significant concerns or findings were noted.

Neighborhood Stabilization Program (NSP)

- Mark worked with CCI to start rehabs of the first two homes under this program. Mark continues to work with CCI to research additional NSP properties and to determine feasibility of these properties for rehab/re-sale. Mark is also working with staff to look for other opportunities for larger-scale projects that would be NSP-eligible.
- Staff has decided to issue an RFP for the disposition and rehabilitation of the property located at 269-71 Park Street. This project represents an excellent revitalization opportunity that may be eligible for funding under NSP. The RFP will be due in mid-June, after which a recommendation will be presented to City Council.

Brownfields

Bates Parking Garage Complex: Construction is underway on the garage site. Summit Environmental monitored the hazardous soil (ash) removal from the garage site to the Libbey Mill site and an architectural barrier (tarp) was used to cover the soil temporarily.

Androscoggin # 8 – The assessment work regarding the soils analysis is completed. An ABCA is in process. The monitoring wells were removed. The demolition is still on hold pending an agreement on how to proceed between EPA, Maine State Historic Commission and the ACHP. Jim Byrne from the EPA provided a draft copy of the Memorandum of Understanding between EPA and SHPO. It is in progress; however, it appears that the City will need to conduct a full Section 106 review.

Museum L-A Application completed and approved for funding will sign the contract and award the grant next month.

Bates Mill # 5 Hydro-electric Plant EPA Targeted Assessment: Nobis Engineering is in the process of preparing a (Quality Assurance Program Plan) QAPP for the assessment work to be completed at the Hydroelectric Generating Plant.

Brownfields Area Wide Planning Pilot Program—Staff applied for this grant for use as a supplement to the federal earmark the City received for riverfront planning and development. The riverfront area envisioned for the earmark work is an excellent fit for the BF grant due to the high concentration of Brownfield properties located within the district.

- Mark continued work with representatives from the local Famers Market association to begin preparations for their upcoming market season. The group wants to make arrangements to continue with the Tuesday market in Kennedy Park and is exploring options for an alternate site for a weekend market.

Economic Development Report

ACTIVITIES

Lincoln Street Garage- Met with tenants needing to have parkers relocated due to construction of the garage and worked through associated issues in concert with the police department and finance.

84 Lisbon Street- Worked with Jules Patry and attorney to resolve title, survey, and joint development agreement issues.

Economic Achievement Awards- informed Bates College, White Rock Distilleries, Maine Family Credit Union and St. Mary's Health Services of their awards. Lincoln Jeffers toured White Rock and Maine Family Credit Union's facilities, and wrote the award profiles for each company.

Brownfields- The City has applied for an EPA Area Wide Planning Grant. This is a new grant program announced by the EPA this year – they expect to make 20 pilot grants, each of which will be up to \$175,000. Lincoln Jeffers worked with the city's grant writer, Jayne Jochem, to define and provide direction and background on our grant area, which runs from northern end of Island Point down Canal Street to Cedar Street, to the river, and back up to Island Point. Lincoln Jeffers secured committed partners and their letters of support for the application. Mark McComas and Lincoln Jeffers reviewed and edited the grant written by Jayne Jochem. The Brownfields Project Team also met to review and provide direction on Brownfield assessment and clean up work that is underway, including work at Museum LA, Bates Mill #5, and Androscoggin Mill #8.

Canal Evaluation- Developed a scope of services and worked with a consultant to assist the city in better evaluating opportunities and liabilities associated with the considered transfer of ownership of the canals.

Trust for Public Lands- The Trust for Public Lands approached the Androscoggin Land Trust about partnering to protect some waterfront land in Lewiston. Lincoln Jeffers met with representatives of the organizations and toured the real estate. Evaluation of the opportunity has begun.

BUSINESS ATTRACTION/ASSISTANCE

Island Point – Met with prospect evaluating Island Point area for \$40 million project. Discussed design, financing, time frames, city needs and next steps.

Downtown building owner- Met with a downtown building owner responding to a request for proposals to bring a medical use to the downtown. Points of discussion included downtown attributes, functionality of the building, historic tax credits, and the best siting for a truck garage and the possible need for abutting city land to accommodate the use.

Business recruitment- Met with the owner of a local engineering company exploring site options for two different companies they are working with, both needing 40,000 to 50,000 square feet of light industrial space. Discussions continue.

Alternative Energy- Met with and toured real estate with the owners of a company looking to expand their portfolio of alternative energy sources.

The Lofts at Bates Mill- Work continues with Maine Workforce Housing, LLC (Nathan Szanton and Bob Monks) to work through development issues and evaluate the municipal support requested for development of 52 units of mixed income housing in Bates Mill #2. A mixture of one, two and three bedroom units will be offered, with 18 of them at market rate. Mark McComas and Ed Barrett are also participating in the evaluation and shaping of the agreement.

Compounding Solutions- This company on Goddard Road has Planning Board approval to build a 28,000 s.f. addition. Staff is assisting the company in working through issues related to sewer, sprinkler, electrical, telecom and other issues related to issuance of a building permit.

Baxter Brewing- Met with owner Luke Livingston to assist with financing and planning their ground breaking.

MEETINGS

LAEGC Annual Dinner

LAEGC Loan Committee

MEREDA Membership Committee- Lincoln Jeffers was asked to and recently joined the Maine Real Estate and Development Association's membership committee. Doing so will put him in closer contact with a broader diversity of developers, lenders and consultants doing development work.

Androscoggin River Forum- Lincoln Jeffers spoke about Lewiston riverfront development and opportunities at this Androscoggin Watershed Council hosted event. Ed Barrett also participated in the discussion.

YPLAA Betterment Committee- Phil Nadeau and Lincoln Jeffers met with the Young Professionals of the Lewiston Auburn Area's Betterment Committee to share with them upcoming planning initiatives in Lewiston's Riverfront Island area and to learn more about the desires of this group for downtown Lewiston based upon polling of their membership.

State Democratic Convention- Lincoln Jeffers staffed the City's trade show booth at the convention welcoming reception on Friday night and at a breakfast session Saturday morning. It was a great opportunity to engage with people from throughout the state who were unfamiliar with the city or who had not visited in a long time – eyes were opened.

Locust/Lincoln Public Meeting- Public Works hosted a meeting, mostly attended by neighborhood residents, regarding the planned reconfiguration of the intersection of Lincoln and Locust streets. The improvements will result in improved site lines and a better turning radius, both of which will improve safety. The Avon Mill will need to be demolished. Lincoln Jeffers attended and participated to provide the history and broader development context for the project.

Finance Department (by Division)

Department Focus and Projects

Effective July 1, 2010, the City will begin to assess a credit card surcharge fee of 2.5% on all credit/debit card transactions. The City will utilize the Payport system which is the same system used by the State of Maine. The City has been accepting credit cards for all transactions with the exception of property taxes since 1998, but has been absorbing the credit card merchant fees through the bank balance compensating method. Although not a directly assessed fee based upon 2009 credit card transactions, this activity has an equivalent fee value of \$56,601. Many municipalities across the State are currently assessing this surcharge or are in the process of implementing a similar system in order to offer their citizens the flexibility associated with paying via credit cards but not burdening other taxpayers through the absorption of merchant fees in the budget.

By not absorbing merchant fees in any fashion, this new process enables the City to accept credit/debit cards for real estate and personal property tax payments. This payment method has been requested by numerous taxpayers for many years. Again, in order to utilize a credit or debit card, the 2.5% surcharge fee will be assessed in addition to their payment amount. For example, a taxpayer making a \$1,000.00 payment would be charged a \$25.00 surcharge fee. The fee will be charged directly by PayPort, our 3rd party credit card processor and the City will be credited the \$1,000 payment. Before the transaction is finalized, the taxpayer will have the opportunity to evaluate the cost of the surcharge and modify their payment method if deemed prudent.

With the exception of our automated parking facilities, all departments currently accepting credit cards will be converting to the PayPort system. Training for employees affected by this change will be held on June 14th. Software testing will occur the week on June 21st, with a July 1st implementation date. The following offices currently accept credit/debit cards: Treasurers/Tax Collector's Office, City Clerk, Code Enforcement, Public Works Business Office, Recreation, and Police. The Library will begin accepting credit/debit cards on July 1st.

By contracting with PayPort, the City is afforded the opportunity to begin providing its constituents the ability to conduct city business via the internet. This enhanced customer service will be rolled out incrementally commencing with the Energov software going online July 1st, for planning and enforcement services.

Activity which took place during the month of May is as follows:

Treasury

- Motor Vehicle Excise transactions during the month amounted to a combined total of 2,948 and \$367,949 was collected. Due to warmer weather and the holiday weekend, there was a flurry of boat and ATV registrations totally 388 registrations or \$4,349.40 in excise tax.
- Total current year tax collections are \$44,696,586 or 94.85% compared to the 95.41% collection rate at this same time period last year.
- The City mailed 30-day line notices on May 11th to 717 property owners. The Tax Office is expecting to record approximately 550 tax liens on June 16th.
- A total of 409 Treasurer's receipts were processed for a value of \$6,241,313.
- On May 19th, 70 small claim notices were mailed by certified mail to business owners with two years of outstanding personal property taxes. Since the mailing, 17 balances have been paid in full. Small claims court cases will be filed on June 7th for all unpaid accounts.

Purchasing

The following bids / RFP's were opened during May:

- Bid 2010-16 Photo Copier Replacement 3rd Floor
- Bid 2010-18 Goff Brook Culvert Replacement
- Bid 2010-19 Downtown Brick Sewer Sliplining
- Bid 2010-22 Ash Hauling
- Bid 2010-24 Playground Equipment (Sunnyside Park)
- Bid 2010-25 Construction Materials
- Bid 2010-26 Work Zone Traffic Control (Flaggers)
- Bid 2010-27 Tax Bill Outsourcing

Congratulations are in order to Tammy Bureau, Finance Technician in the Treasurer's Office. Tammy is the 2010 recipient of the Androscoggin Chamber of Commerce Adult Scholarship in the amount of \$1,000. Tammy is completing her Associates Degree in Accounting, at Central Maine Community College. The Finance Department is very proud of her continuing education goals as she juggles her work, life and class schedules while maintaining a 3.92 GPA. Awesome Job Tammy!

Fire Department Report (by Division)

Administration:

- Chief LeClair and Asst. Chief Merrill participated in a Table Top exercise at the Wal-Mart DC on Alfred Plourde Pky. The drill tested response procedures, communications and protocols associated with a Public Safety Response to the Wal-Mat Facility. Wal-Mart Staff worked in conjunction with outside agencies to facilitate preparedness skills.
- The Asst. Chief continued to address improvements at Fire Stations associated with a building inspection review conducted by a Maine Municipal Association representative.
- Chief LeClair attended the City's Capital Improvement plan workshop review held by the Lewiston City Council. Engine #5 replacement is part of the FY11 LCIP.
- The Assistant Chief attended training and worked with other City departments on the development and Implementation phase of Energov.
- The Chief reviewed the Emergency Response Trailer (ERT) activation procedure with Public Works Managers, Supervisors and other city staff. The trailer was funded by a Homeland Security Grant and is equipped with traffic control items such as barricades, directional signs and traffic cones.
- The Chief and Assistant Chief attended the funeral of retired 911 Supervisor Gil Lessard. Gil served the Lewiston Fire Department for over 25 years and was the City's first 911 Director.
- Asst. Chief Merrill met with the L-A 911 Director, Phyllis Jensen-Gamache, to review procedures regarding Lewiston Fire Department response and dispatch protocols.
- Asst. Chief Merrill attended the Androscoggin County Fire Fighters Association Quarterly Meeting.
- The Asst. Chief completed a review of all fire department surplus equipment with Allen Ward, Senior Staff Accountant.
- The Asst. Chief attended the monthly Local Emergency Planning Committee Meeting hosted by the Androscoggin County Emergency Management Agency.
- The Asst. Chief attended GIS training presented by Jim Ward at City Hall.
- Administrative Secretary Joyce Ruby attended the L/A Public Transit System "City Link" workshop sponsored by AVCOG. The purpose of the workshop was to familiarize employees with the bus system, for personal use, and also to be better informed when answering questions from citizens about the system. Joyce also represented the City of Lewiston at a "Wellness Works Update" meeting. The Maine Municipal Association and surrounding communities meet to discuss municipal Wellness Programs and lessons learned. The City of Lewiston has long been recognized for the success of its Wellness Program. Two Key components of a successful Wellness program include the willing participation of employees and 100 % support from Administration.

Firefighting & Training:

- The Fire Department answered a total of 150 Fire Calls in May 2010.
- Fire Crews began the 2010 Inspection Season by performing Commercial Building Sprinkler Inspections.
- Firefighters completed annual fire station building maintenance assignments.
- Firefighters completed annual fire equipment, tools and fire apparatus maintenance assignments.
- City Safety Officer, Donald Mailhot, provided Back Safety training to the firefighters.
- Firefighters began the Fire Hose testing process. Annually all fire hose is pressure tested and inspected.
- The Asst. Chief conducted Tenement Inspection Refresher Training for the department and reviewed the new state law that requires one carbon monoxide detector per living unit.

- Firefighters participated in a Post Incident Analysis for a fire on Webster Street in Auburn. All available Lewiston Units responded and aided with the extinguishment of fire in a large tenement building.
- Firefighters provided Fire Truck Coverage for a Fireworks event held at Bates College.
- Firefighters also hosted a number of Central Fire Station tours from area schools, day cares and children's programs.

Maintenance Technician & Fire Alarm Division:

- Maintenance Technician, Bal Nash, attended an EVT Electrical class in Cumberland, Maine. Bal earned his re-certification to perform work on electrical systems in emergency vehicles.
- Repaired door ajar warning issue with Ladder #1
- Repaired intersection strobe lights on Engine #3
- Replaced compressor belts on Engine #5
- Replaced broken window on Ladder #1 with Portland Glass Co.
- Replaced the 10 P.A.S.S. Devices on our SCBA's recalled by Sperian in April, 2010.
- Repaired on board charging issue with Engine #6: Charger removed and sent to factory for repair. Re-installed and re-wired with proper size wire.
- Performed 2 Fit tests for the Auburn Fire Department.
- Repaired leaks in the air system for Sabattus Street sub station's vehicle exhaust system.

Fire Prevention:

- Fire Prevention Clerk, Debbie Morin, returned to her Fire Department position after completing a temporary assignment at the LA 911 Communication Center.
- Joyce and Debbie fill an essential role in the Fire Prevention Tenement and Sprinkler Inspection Program. Both handle the scheduling of appointments, making reminder calls and fielding calls from landlords and businesses all in an effort to maintain an effective inspection schedule.
- Fire Inspectors and City Staff jointly reviewed the EnerGov Project.
- Fire Prevention Staff continued work on pending inspection compliance.
- Fire Prevention Staff organized Fire Guard Coverage for a Concert at The Colisee.
- Firefighting Crews completed 18 Tenement and 11 Sprinkler Inspections.

Human Resource's Report

- Continued updating the City's job descriptions to ADA compliance
- Met with the employees affected by the recent LAYOFF; HR advised the employees regarding their final check which would consist of severance, vacation and other pays, informed the employees regarding the procedures to file for unemployment compensation and if needed, referred them to the City's EAP provider for counseling-- as a side note, this is the most unpleasant task any HR department has to deal with-- will be contacting the affected employees during the next couple of weeks to see how they are doing;
- Updated the Safety Incentives for the month noting that Fire, Police and City Hall/Library/Recreation went five (5) months without a 7 work day lost time injury and Public Works/Services went two (2) months;
- Compiled a spreadsheet with a variety of sick leave information for comparison, and another for wage comparison information;
- The process of shredding documents continues;
- With the increase of road work and excavations, a variety of these job sites were visited during the month, with numerous safety issues being corrected--some issues included lifting cables, lifting chains, shoring and ladders;
- Public Works summer help arrived to start working on a variety of lawn maintenance duties--these summer employees go through a safety orientation and refresher;
- A meeting was held in reference to the Universal Waste Plan requested by the City Administrator;
- Back safety refresher training was given to several of the shifts at LFD, with training continuing into the month of June;
- Several ergonomic reviews or repairs were conducted with adjustments to workstations being made to reduce injury;
- Attempted resolving a number of grievances.

Information Technology (MIS)

Network Issues

The City's Network (Computer and Telephone) began to fail at the end of May. After a couple of hours of research, it was found that there was a wiring configuration problem. Further research discovered that a couple of our switches were not running Spanning Tree Protocol. Spanning Tree Protocol (STP) is a Layer 2 protocol that runs on switches. The main purpose of STP is to ensure that you do not create infinite loop when you have redundant path in your network or a wiring configuration issue. With STP installed on all switches, the City's Network will not fail due to a redundant path created by a wiring configuration problem.

Printer Ink Purchasing

In the month of May, Printer saved \$115.58. For the year of 2010, the total savings for the City has been \$1,159.65.

Device Protects Email Server

For the month of May, Barracuda (the City's email filter software) has stopped 2,883 viruses from ever getting to staff's desktops. This device also stopped 414,820 pieces of SPAM from being delivered. The following is the report generated for the month;

Barracuda Anti-Spam, Anti-Virus;

Rate Controlled	1,871
Blocked: Bad Recipient	28,436
Blocked: Spam	414,820
Blocked: Virus	2,883
Quarantined	6
Allowed: Tagged	3,711
Allowed	45,325
Total e-mail Received	497,052

Monthly Reoccurring Functions

The MIS Department provides a Help Desk Service to the entire city. These services or functions are varied in technology and in length of time for service. The total number of service requests or work orders exceeded 456 for the month of May. The range of work orders are as follows:

- Simple reboot of one's PC,
- Printer troubleshooting and installation,
- Updates/additions/modifications to pages on the Web site,
- Data import/export,
- Image manipulation,
- Scanning,
- Formatting/burning of CDs and DVDs,
- PDFing,
- Application software updates, configuration, and troubleshooting,
- Product research and selection
- Hardware upgrade – hard drives, RAM, monitors, and mice,
- Network connectivity diagnostics,
- Virus and Malware eradications,
- Audio Visual setup and maintenance,
- Photography and camera support,
- Recon for Treasury every Monday and Wednesday,
- ACH for Auditing every Monday,
- EFT for Auditing every Wednesday,
- Tax Lien process for Treasurer,
- Tax Liens notices and labels compiled and printed,
- Mortgage list and labels reformatted and printed,
- Daily tape backup and rotation of Unix system,
- Daily review of system health and status,
- Backup to external hard drive for all data, sample restore done weekly,
- Telephone administration – add, remove, and update – telephone directory changes,
- Replace telephones or have telephones repaired,
- Novell system administration – add or remove accounts,
- GroupWise administration – adds or removes accounts.
- Map request from citizens and other City Departments.

Library Report

- During the month of May, Guthries Café hosted an exhibition of art work created by Lewiston children who participate in the Library's weekly ArtVan program (a free after-school program led by professional artists). A special reception was held at Guthries on the afternoon of Saturday, May 1 to kick off the exhibit.
- On Thursday evening, May 6, the Library partnered with Androscoggin Head Start to offer a special family literacy event. 272 parents and children attended the celebration and each child went home with their own book to keep.
- On the afternoon of May 6, the Library hosted a Citylink workshop for City staff. Marcia Bennett of AVCOG presented a detailed overview of the Citylink bus system, including a review of changes being planned for this August.
- The Library hosted Lewiston author Doug Hodgkin on Monday, May 10 to talk about his new book, ***The Lewiston and Auburn Railroad Company.***
- At their May meeting, the Board of Library Trustees set a new schedule of open hours for the Library based on adjustments made by the City Council to the Library's FY2011 budget. Beginning on Monday, June 21, the Library will be open 52 hours weekly (currently the Library is open 57 hours weekly). The new schedule of hours will be: Monday through Thursday, 10 am to 7 pm; Friday and Saturday, 9 am to 5 pm; Summer Saturdays, 9 am to 2 pm.
- On Tuesday afternoon/evening, May 18, the Library held the final event in this year's **One Book/One Community** celebration by hosting a Community Food Charette along with St. Mary's Nutrition Center, the Downtown Education Collaborative, and Healthy Androscoggin. 122 community members participated in the program which was designed to brainstorm ideas for improving access to healthy foods in Lewiston.

Library Use Statistics for April 2010:

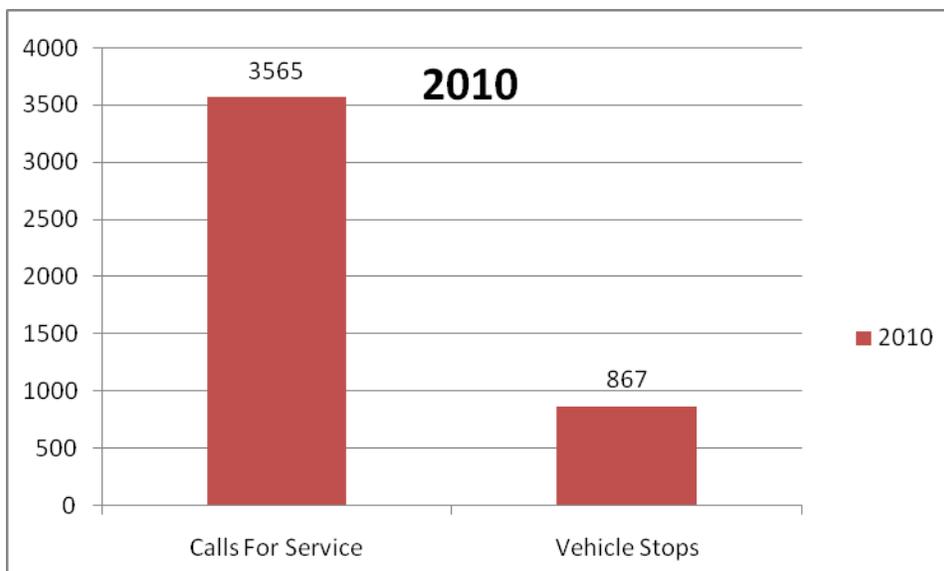
	May-10	May-09	YTD 2010	YTD 2009
Adult Book Circulation	9,363	9,303	48,191	49,816
Adult AV Circulation	974	1,028	5,308	5,396
Children's Book Circulation	5,098	5,704	28,706	31,787
Children's AV Circulation	900	1,180	5,417	5,975
Total Circulation	16,335	17,215	87,622	92,974
Door Count (daily average)	625	567	616	586
Children's Programs	39	33	195	203

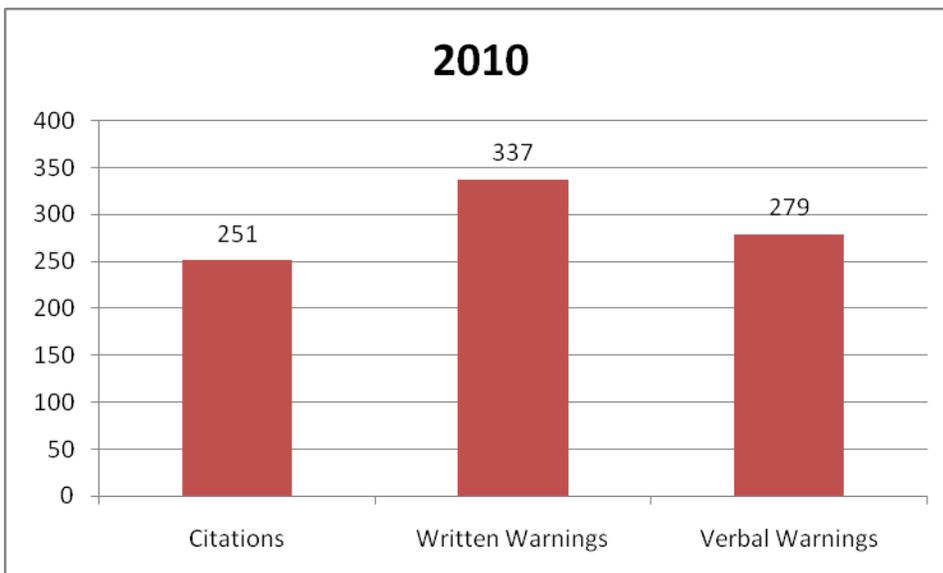
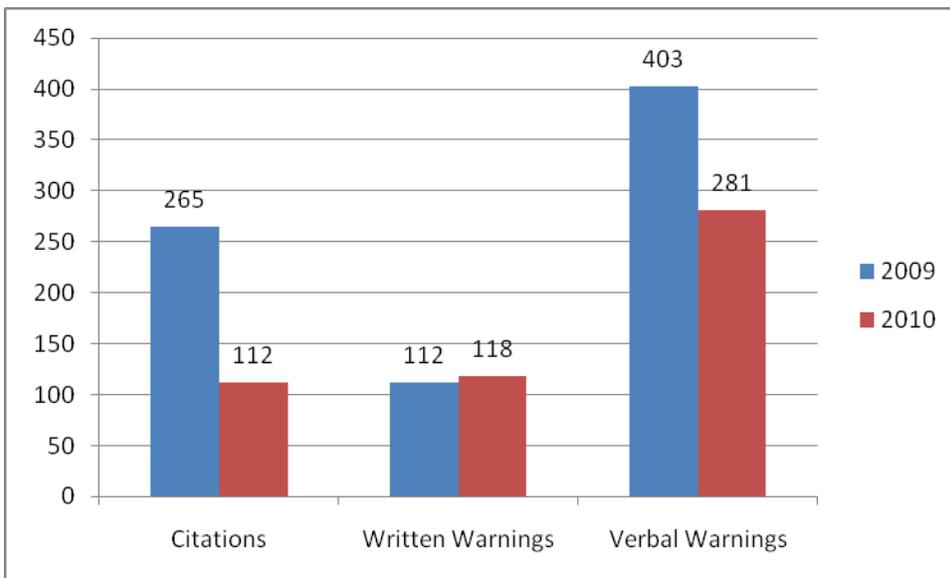
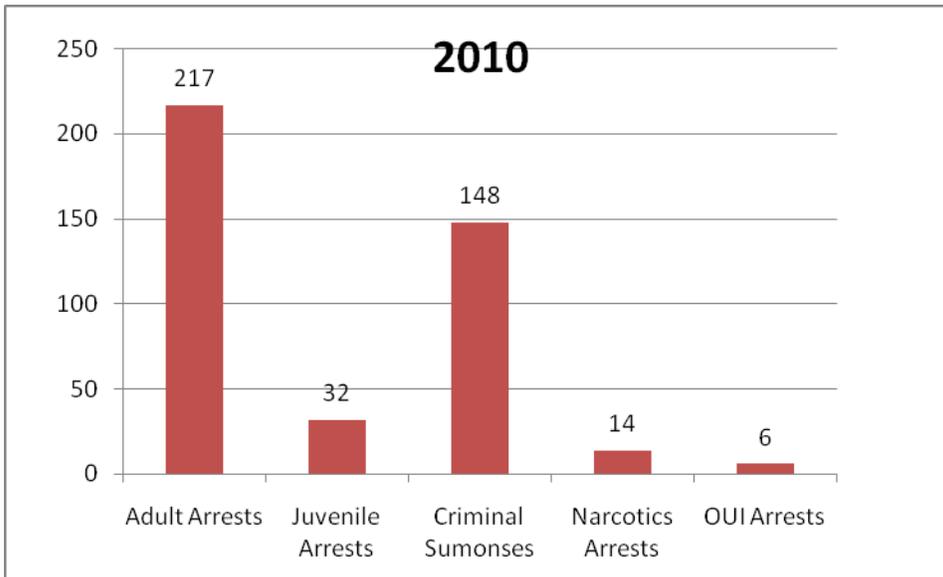
Children's Program Attendance	1,078	422	3,633	3,193
Teen & Adult Programs	16	2	79	14
Teen & Adult Program Attendance	431	369	1,623	1,197
New Materials Added	756	838	3,768	4,273

Police Report

In the month of May, the Lewiston Police Department responded to 3,565 Calls for Service. The agency initiated 867 vehicle stops in the month of May resulting in 251 citations, 337 written warnings with the remaining stops resulting in verbal warnings. There were 217 arrests of adults and 32 juvenile arrests during this period as well as 148 criminal summonses issued. There were 14 arrests on narcotics violations and 6 arrests for operating a motor vehicle while under the influence of alcohol or drugs. The parking enforcement and patrol divisions issued 843 parking tickets in the month of February.

	2010
Calls For Service	3565
Vehicle Stops	867
Citations	251
Written Warnings	337
Verbal Warnings	279
Adult Arrests	217
Juvenile Arrests	32
Criminal Summonses	148
Narcotics Arrests	14
OUI Arrests	6
Parking Tickets	843





Community Policing/ Problem Solving:

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

May 3 - 7, 2010

- Officer Johnson, Garrett Darnell (volunteer from St. Dominic's Regional High School), and Officer Rousseau conducted a Personal Safety Class for Common Ties.
- Officer Rousseau conducted a meeting at Hill View with Rocky Federico in regards to issues with children in the area.
- Officer Rousseau monitored the area at Hill View during bus pick up in the morning based on reported issues with the children during this time.
- Officer Rousseau instructed the Hazardous Materials portion of the 100 Hr Course for CMCC.
- Officer Johnson attended the monthly LAASH meeting and had lunch at McMahon Elementary school and continued to work on cases form Longley School in the morning.
- Principal Thomas Hood of Longley School requested to meet with Officer Johnson to discuss the possibility of teaching gun safety to students.
- Officer Rousseau conducted two classes for the Citizen Police Academy.
- Sgt Robitaille and I attended the "Up and Running" meeting at Juvenile Probation. All members of the team worked a night schedule to assist MDEA with some local cases that they were conducting.
- CRT met with members of the Somali Bantu Association who were experiencing problems with the leadership of their organization.
- CRT fingerprinted children and assisted AWAP on Saturday with the walk to end domestic violence.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

May 10 – 14, 2010

- Officer Johnson, Garrett Darnell and Officer Rousseau conducted bicycle patrol in the inner city area – targeting the business section of Lisbon St.
- Officer Johnson and Sgt Robitaille met with owners of Doucette Insurance to discuss ongoing problems that they have been experiencing with the youth of New Beginnings. We also monitored the area on bicycle.
- Officer Johnson coordinated an investigation with Officer Landry at LHS in reference to a fight which occurred at their school.

- Officer Rousseau attended the Sunnyside Park CAG meeting at CMMC from 1800 to 2000 hrs.
- Staff meeting was conducted to discuss upcoming community events.
- Officer Rousseau facilitated another parents' meeting at Hill View, in which Officer Robert Pearce attended.
- Officer Johnson and Officer Rousseau attended a meeting at McMahon School in reference to students wearing gang "colors".
- Officer Murphy and Officer Rousseau conducted a Personal Safety Class for Advocates for Children.
- Sgt Robitaille and Officer Johnson attended the memorial service at Payne-Simard Park.
- All CRT members attended the Special Olympic Track Meet at Bates College.
- Officer Murphy and Officer Johnson also conducted two Personal Safety Classes for Head Start staff.
- Chief Bussiere, Sgt Robitaille and Officer Rousseau attended a meeting at City Hall related to safety issues at Longley School. Also present was City Administrator Ed Barrett and ACA Phil Nadeau and Superintendent of the Lewiston School Department, Leon Levesque.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

April 19 - 23, 2010

- Officer Murphy and Officer Rousseau facilitated the Oak Park Community Action Group meeting. Detectives Brochu and Jones conducted the main presentation to the Oak Park residents.
- Officers Johnson and Rousseau attended a career fair at Gray / New Gloucester High School, sponsored by Andover College of Lewiston.
- Officer Rousseau coached local Special Olympics athletes in various track events at the Bates College track.
- Officer Murphy and Officer Rousseau conducted situational awareness training for the employees of Tri-County Mental Health.
- Officer Rousseau facilitated the weekly session of the Citizen's Police Academy, which was primarily instructed by Detective Dan Stone (sex offender info).
- Officer Johnson assisted Lewiston Middle School students in completing community service.
- Assisted by a donation from Home Depot, Officer Murphy installed shelves at the Bates St. sub-station and is in the process of building a display unit for the Community Resource Team.
- Officer Johnson met with several Somali youths and their parents at the Downtown Education Collaborative office in order to discuss their involvement in a prior theft incident

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

May 17 - 21, 2010

- Sgt Robitaille and Officer Rousseau transported six inner city children to the Bates College track and ran one mile with them as part of the "Up and Running" program.
- Officer Murphy and Garrett Darnell (St. Dom's school volunteer) went to Head Start to assist the staff with speaking to the parents about emphasizing safety to their children.
- Officer Rousseau went to Hill View to attend to continuing issues with the children residing at the complex and planning for summer activities.
- Garrett Darnell assisted Officer Rousseau with participating in a 7th grade career fair conducted at CMCC by the Androscoggin Chamber of Commerce.
- Officer Rousseau attended the Hill View Art Show at the Hill View community center.
- Officer Rousseau conducted a safety class for B Street Head Start.
- Sgt Robitaille and Officer Murphy met with Matt Verling of HIDTA to go over equipment used for a prostitution sting.
- Officer Murphy and Officer Rousseau organized a mock crime scene for the Citizen Police Academy.
- Sgt Robitaille conducted FTO Training for newly assigned FTOs in the LPD classroom.
- CRT conducted bicycle patrol at Longley School after school dismissal.
- Sgt Robitaille, Ofc Murphy and Officer Rousseau attended the annual donut eating contest at Dunkin Donuts for the Special Olympics and raised over \$1,200.
- Officer Murphy and Sgt Robitaille, along with Ryan Guay of MDEA conducted a prostitution "sting" a Motel 6 in Lewiston. Both WGME 13 and Sun Journal staff were present during this operation.
- Officer Rousseau attended HazMat Training at Pettingill School.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

May 24 – 28, 2010

- Officer Murphy and Officer Johnson met with a Somali juvenile in reference to a fight. He was referred to The Thrive program.
- Officer Murphy met with Gillian Bourassa from Advocates for Children and three other children were referred to the Thrive Program.
- Officer Murphy and Officer Rousseau facilitated an intervention session in collaboration with the Center for Prevention of Hate at Longley and periodically monitored the school after dismissal time.

- Officers Rousseau, Johnson, and Sgt Robitaille brought 7 inner city children to Bates College track as part of the "Up and Running" program, sponsored by NAMI.
- Officer Johnson and Sgt Robitaille attended a meeting at City Hall. Present was assistant City Administrator Phil Nadeau, Bob Rowe and staff of New Beginnings, and Lena Doucette of Doucette Insurance. The discussion surrounded the problems associated with youth gathering around New Beginnings and disturbances / criminal mischief occurring in the area.
- Officer Murphy and Officer Rousseau participated in the last session of the Citizens Police Academy and handed out graduation certificates.
- Several applicants for the VIPS Program have been received. Officer Murphy has compiled a schedule for VIPS volunteers to man the sub-station during normal business hours.
- Officer Johnson and Sgt Robitaille met with the staff of River Valley Apartments to discuss the upcoming Community Action Group meeting in June.
- CRT met with Catherine Bestemann, professor at Colby College to discuss LPD's progress in developing our relationship with the Somali Bantu Community.
- Officer Johnson and Sergeant Robitaille attended a Youth Development meeting at the Dingley Building in order to discuss summer youth programs.
- CRT assisted the staff at LHS to maintain a presence for the senior's last two days. During the two days, no adverse incidents were observed or reported by the students.
- All CRT members attended the spring range in an on-duty capacity.

Criminal Investigation Division

Monthly Events by Officers

May 2010

- May 8, 2010; Officer Lacombe meets with and has a presentation for the Young Marines Group in Lewiston. 4 hours
- May 8, 2010; Officer Conley attends the AWAP walk. 3 hours
- May 10, 2010; Officer Lacombe meets with and has a presentation for a Cub Scout group at Montello School. 2 hours
- May 11, 2010; Officer Lacombe meets with and has a presentation for a Sun Beams group at the Salvation Army. 2 hours
- May 13, 2010; Detectives Thiess, Godbout and Sgt. St. Pierre mow the grass and clean up the police memorial site for the ceremony that afternoon. 3 hours
- May 13, 2010; Lt. Cornelio, Sgt. Hamel, Officer Conley, Officer Lacombe and Cpl. Darnell attend the police memorial ceremony in Augusta. 2 hours

May 13, 2010; Sgt. St. Pierre and Detective Theiss take part in the police memorial ceremony at the Payne-Simard Park as part of the honor guard.

May 15, 2010; Officers Jacques and Lacombe organize and supervise a group of Lewiston students as they perform community service and paint over graffiti in the city of Lewiston. 6 hours

May 18, 2010; Officers Jacques and Lacombe chaperone the 6th grade DARE class to a roller skating party at the Rollerdrome in Auburn. 4 hours

May 18, 2010, Cpl. Darnell conducts a training class at CMMC for alcohol sellers and servers. 4 hours

May 19, 2010; Detective Godbout gives a crime scene and evidence recovery presentation to gifted and talented students at the Lewiston Middle School.

May 21, 2010; Officer Conley conducts a class at the Lewiston High School on domestic violence laws. 3 hours

May 22, 2010; Officers Jacques and Lacombe chaperone the DARE graduates to a Sea Dogs Baseball game in Portland. 6 hours

May 27, 2010; Detectives Dumont, Theiss, Campbell and Godbout sit in as judges in a Chili Cook-Off at the local Spurwink Houses. 1 hour

May 27, 2010; Detective Murphy attended a loss prevention meeting at Target in Topsham. 2 hours

May 28, 2010; Sgt. Hamel attends the Police K-9 Graduation at the Maine Criminal Justice Academy. 2 hours

Patrol Division

Monthly Events by Officers

May 2010

Officers Rawstron, Kittredge, M. Cashman and C. LaChance have been walking lower Lisbon Street during Day watch talking to the business owners.

Memorial Day Parade. Handled all traffic and lead the parade with a cruiser.

*** Law Enforcement Memorial: Annual Police Memorial Week was observed at the Simard Payne Memorial Park and attended by a contingency of Lewiston Police active and retired members. More importantly, family members of our honored fallen officers attended including David Payne's parents, the former Mrs. Paul Simard (Anita Fournier), and Dawn Rancourt. *** Thanks to all those who attended.

Off. Burkhardt coaches T-Ball twice a week to age 5-6 year olds in the Lisbon Junior League.

Lt. Higgins went to the LPD Law Enforcement Memorial and participated as an honor guard member. This was done on his own time while representing LPD.

Sgt. Ullrich, Officer Hood & Officer Nadeau also participated in the LPD Memorial at the Payne-Simard Park on their off time while representing LPD.

Off. Burkhardt attended Special Olympic track events at Bates College on his day off, coaching the Flying Eagles Team.

Training:

The following training resulted during this reporting period:

I. General:

May 6, 2010; Detectives Morin, Stone and Brochu attend NESPIN Training in Augusta. 8 hours

May 24-27, 2010; Detective Brochu attends four day training on child sexual assault investigations in Augusta.

Firearm Qualifications: Department wide semi annual training. Qual with 40 Cal, M-4, and Shotguns.

Spike Mat training/ recert: Department wide training.

II Haz Mat Team:

HAZMAT Training Decon with Auburn Fire Department & Handling of Material at Pettingill School with CST Team (Military).

HAZMAT Mtg with Management for full scale scenario this fall at the WALMART Plant in Lewiston. (Tabletop)

CAMEO training at LPD. (Weather station for HAZMAT)

III. Accident Reconstruction:

No updates at this time. On-going reconstruction reports. Exploring the training and purchase of Forensic Mapping Equipment to aid in reconstructs, crime scene investigations, and several other relevant police usages.

Support Services: Lt. Cornelio Technology/ Equipment:

We received a check from ACI, a collection agency in Bangor, for monies owed on outstanding parking tickets. Also, we sent out the latest list of registered owner who are past due. Support services continue purging old records in accordance with department SOPs and state regulations. The CRO team continues to be active in the community. We have a new intern helping out at the station. She has been working with Ivan and in Support Services. We also have a new VIPS who has helped Ivan and the CRO Team. Attended Law Enforcement Memorial in Augusta and was a member of the Honor Guard for the department's memorial services. Attended a meeting at City Hall with the Chief to discuss changes with the parking garage since Mr. Walton has left. Conducted a walk through of the station with Allen Ward looking for items to sell in the Great City of Lewiston yard sale.

Public Works Report (by Division)

The month of May brought tremendous changes as a result of the City Council's budget deliberations. The loss of six (6) more positions (including 3 that were filled and involved lay-offs) will have an impact upon the services we provide. These changes resulted in the Departments of Public Works and Public Services being consolidated from two separate Departments to one. We are still working through the organizational changes for this.

Boards, Commissions and Committee Meetings & other Contacts

The following are reports on the Boards, Commissions and Committees that I am a member, which is not reported on by other members of the groups.

- Lewiston-Auburn Water Pollution Control Authority (LAWPCA) Board of Directors met on May 14th for the regularly scheduled monthly meeting with the routine financial and plant operations reports and the following items addressed:
 - Apportionment for April 2010: Lewiston = 55.61%; Auburn = 44.39%
 - Flow: Lewiston = 214.479 MGal; Auburn = 137.431 MGal
 - BOD: Lewiston = 263,443 lbs; Auburn = 374,023 lbs
 - TSS: Lewiston = 233,815 lbs; Auburn = 180,328 lbs
 - Project Updates for:
 - Solids Thickening (Gravity Belt Thickener) Project – ready to go to bid with following schedule:
 - June 2 Pre-Bid Meeting for Contractors
 - June 24 Open Bids
 - Mid July – Award construction contract
 - Spring/Summer 2011 Complete Project
 - Anaerobic Digester Project – 30% design anticipated to be complete mid-June. Working towards hiring a firm to perform Value Engineering of project and planning a public education program;
 - Lighting Replacement Project – completed and audited by Efficiency Maine.
- Lake Auburn Watershed Protection Commission met on May 20th.
 - Voted to approve the Gendron & Gendron Gravel Pit Agreement, which provided the Commission with ownership of property immediately adjacent to Townsend Brook (a major tributary to Lake Auburn);
 - Considered information on other potential land acquisition
- Androscoggin Transportation Resource Center (ATRC) Policy Committee met May 27th with the following items on the agenda:
 - Verification of 3 Transportation Improvement Plan (TIP) amendments for 2 projects in Auburn and the FTA funding for busses;
 - Approved an amendment to the Unified Planning Work Program (UPWP) to replace Auburn Exit 75/Airport Area Study with an Engineering Analysis of Route 4 and Route 11 to determine suitability of going from 4-lanes to 3-lanes (center turn lane);

Monthly updates for each of the divisions within the Department of Public Works follows.

Administration/ Business Office

- Stormwater Utility Billing - The following chart shows a 3-month history of the number of accounts with fees that are overdue by more than 180 days and are in the collections process:

Fee Type	Total # of Accts	As of Mar. 31, 2010		As of Apr 30, 2010		As of May 31, 2010	
		# of Accts	Amount Owed	# of Accts	Amount Owed	# of Accts	Amount Owed
Single Family Home	7,312	164	\$ 6,382.52	166	\$ 6,770.89	162	\$ 6,836.75
Duplex Residential	1,061	21	\$ 1,005.00	23	\$ 1,095.00	23	\$ 1,184.85
Base Fee + cost/SF	2,483	77	\$ 81,121.13	70	\$ 88,696.92	90	\$ 90,597.62
Late Fees			\$ 18,088.37		\$ 18,768.92		\$ 20,238.03
Totals		262	\$ 106,597.02	259	\$ 115,331.73	275	\$ 118,857.25

- Other Administration / Business Office Statistics for the Month:

Excavation Permits issued	20	Permit Fees =	\$ 1,480.00
Street / Sidewalk Occupancy Permits issued	6	Permit Fees =	\$ 128.75
Total # of Utility bills sent	4009	Utility Fees =	\$ 523,968.22
Total # of Sewer Utility Delinquent Notices sent	700	Delinquent Amt =	\$ 152,241.26
Total # of Stormwater Delinquent Notices sent	750	Delinquent Amt =	\$ 147,407.53
Total # of Water Disconnect Notices sent	545	Delinquent Amt =	\$ 76,330.07
Collection Calls made	420	# of Accounts =	454
# of Water Lien Notices Sent	83	\$ To be Liened	\$ 12,546.07
# of Sewer Liens Notices Sent	138	\$ To be Liened	\$ 30,156.41
# of Payment Arrangements made	13		
# of Single Unit Accts Disconnected for Delinquent Water	13		
# of Properties tagged for No Customer	14		
# of Properties disconnected for No Customer	3		

Buildings Division

- In addition to scheduled and planned maintenance of City facilities, the division responded to 22 E-Gov and email requests for service from various City Departments during the month.
- The Public Works Light Replacement Project has been awarded to DeBlois Electric of Lewiston, Maine. They have submitted the shop drawings and, once approved, it will take 6 to 8 weeks for the delivery of the lights and controls. Work to start by mid June.
- Lincoln Street 5 Parking Garage Project – Ledgewood Construction is now building the garage foundation. Steel erection will start in the beginning of July.
- The Violations Bureau Roof-top HVAC units have been installed and are providing AC. Nason still needs to install the gas piping for heating and the control system. Once completed they will test the system to verify that the system operated as designed.
- The Violations Bureau Roof Replacement Project is 60% completed. Should be done by June 11th.
- The Kennedy Park Pool House Project - Pizzagalli Construction has installed the concrete floor slab, framing and wall and roof sheathing. We made a deal with the contractor to provide concrete siding rather than vinyl siding. In exchange the contractor will use two by fours rather than two by eights for wall construction, the walls will be eight feet high rather the nine foot and they will go with two colors and one siding type rather than multi color and two different wall siding types. The quality of the building will not be affected and changes in the siding will have minimal effects to the look of the building. The revised completion date is June 25th.
- Integrated Energy Systems is working on the Central Fire Station Boiler Replacement Project design.
- Integrated Energy Systems is working on the air supply system for the Social Services waiting room.
- With the approval of the LCIP, we are getting ready to start two projects that we would like to be completed before winter. They are Lisbon Street Fire Station Roof Replacement and the City Hall Emergency Generator Projects.

Engineering Division

- Administration
 - Prepared MeDOT drawdowns for Bike Path, Lincoln St. Reconstruction (2 projects); and the Traffic Signal Improvement Project.
 - Prepared the SRF drawdown request for the Goff Brook Storage Project.
 - Prepared the SRF drawdown request for the Lake Auburn UV Treatment Project, including ARRA certified payroll.
 - Prepared the Department's monthly newsletter.
 - Did Worker's Comp. reporting on Department personnel injuries with follow-up reporting requirements and scheduling WorkMed appointments.
 - Kept and posted schedule for PW/PS conference rooms
 - Worked in the department's engineering files as time permitted.
 - Made plan copies for various personnel/citizens as needed.
 - Attended and took minutes for Engineering's monthly meeting.
 - Proofread multiple documents as presented.
 - Copied, collated, bound, and delivered project specs for Engineering.
 - Continued to learn the procedures, policies, and navigate the various computer programs that the Departments utilize.
 - Attended, took and transcribed minutes for Labor Management meetings.
 - Attended, took and transcribed minutes and memos for the Safety Committee
 - Attended wellness seminar.
 - Donated blood
 - Attended monthly update meeting for UV Treatment Plant
 - Completed revisions to Request for Bids for Janitorial Services

- Maine Department of Transportation (MDOT)
 - Russell Street Improvements – Project has resumed activity. The City is lining a sewer main between College and Central Ave. Gendron Corp. is currently working on the traffic medians and addressing winter damage to the site. We continue to field and address several customer calls regarding the pavement transition sections and the project in general.
 - We have processed a project agreement with MDOT for Pine Street overlay, and new sidewalk on Pine Street from Webster to Sabattus Street. The specifications and bid documents are currently being prepared.
 - Lincoln Street (Gully Brook to South Ave) – Engineering Div is working on the design plans (at about 85%) and has met with overhead utilities to finalize the pole relocation plan. Sebago Technics is working on right-of-way maps.
 - Lincoln Street (Locust and Lincoln Street intersection) – Engineering Div is working on the design plans. The 4(f) and Title 106 Federal Law conditions have been reported on and sent to Washington for review. Public hearing was done in May to finish the Categorical Exclusion process.
 - Riverside Greenway Bicycle/Pedestrian Trail –We are currently developing easements with which we will continue to talk to abutters in preparation for acquiring easements for the trail along the Androscoggin River. We have solicited proposals for appraisal services of the land impacted by the trail easement.
We have met with the MDOT to review the next application phase and will be submitting an application for the entire Riverside Greenway Project by June 31.

We have project agreement with MDOT to build new sidewalks from Main Street to Sunnyside Park and from Tall Pines to College Street.

 - Lewiston/Auburn Traffic Signal Management – Working with ATRC to develop bid documents to implement signal improvements as described below. Sebago Tech is providing technical support to get a cohesive project on the Street. The project will address traffic signals along the main corridors of the two communities, including Minot Avenue, Main Street, Turner Street, Court Street, Center Street, and Mollison Way. Project estimate is \$350,000. The "draft" specifications and contract documents in final review by MDOT. We are awaiting authorization to bid this project.

- Clean Water
 - Goff Brook CSO Storage Project – St. Laurent and Son completed paving and clean-up in May. The project is now 100% complete.
 - Jepson Brook CSO Project – Sebago Technics is performing the CADD plan development of the bid drawings. We are currently preparing the bid/contract document. Ted Berry Company has completed video inspection of the sanitary sewers within the project area. A complete report will be prepared and submitted to the City. We are still on schedule to advertise this project in June 2010.
 - White-Nichols Area CSO separation- Sebago Technics has finished preliminary design plans and will have bid ready plans and specs in June.
 - CSO Master Plan Update- We met with MDEP in May to present preliminary findings and will submit the complete report by the end of June.
 - United States National Pollutant Discharge Elimination System (USNPDES) Phase 2 Permit - The required second 5-year plan was completed and accepted by Maine DEP. An outreach program for water conservation and pollution elimination was continued, with meetings and mailings.
 - Brick Sewer Sliplining- This project will slipline the 48" brick sewer from Lisbon St to Lincoln St. A contract has been awarded and the pipe is being manufactured. Construction will begin in early July.

- Goff Brook Culvert Replacement- This is a project to replace the culvert carrying Goff Brook under the sewer on a cross country section off Martin Drive. The project was awarded to Peters Construction of Buxton and work began June 1.
- Drinking Water
 - The joint Lewiston -Auburn \$7.7 million Ultra Violet Treatment Facility at Lake Auburn is under construction, and the following activities have been completed;
 - Work is progressing on masonry, face block, and roof.
 - Site work and piping will be starting next week
 - Process piping will also be starting next week.
 - Final design for phases 2 & 3 (now called phase 2) of UV facility is complete.
 - Initiating leak detection project on transmission main, and clean.
 - Developing operations plan for new UV facility.
 - Developing water main clean and line contract documents to go to bid in June.
 - Developing water main projects to go out to bid in June.
 - Chloramination project received high marks on the DWP's intended use plan. Of the \$500,000 requested 25% of the loan is forgiven.
- Development Review :
 - Reviewed development submittal for Paris Farmers Union proposal for store location at 671 Main Street
 - Reviewed development submittal for proposed addition to McMahon Elementary School
 - Reviewed development submittal for The Bluffs, a condominium subdivision on Randall Road
 - Responded to developer's questions regarding curbing for the Doyon Ave Extension project.
- MePDES Phase II Stormwater Permit:
 - Submitted monthly stormwater article to PW newsletter
 - Presented program at Lewiston High School on impact of impervious surfaces on water quality
 - Attended MeDEP meeting for delegated review communities to discuss proposed changes to Site Law and Chapter 500
 - Attended training and recertification by MeDEP for the volunteers of the Volunteer River Monitoring Program for No Name Brook
 - Continued updating stormwater outfall mapping
- Hart Brook Watershed Management Plan:
 - Attended three meetings with AVCOG and the ARWC to prepare grant application for the Hart Brook watershed
 - Discussed possible grant ideas with two business owners in the Hart Brook watershed
 - Reviewed details of BMPs proposed by MeDOT as the scope of work for the Surface Water Quality Protection Program grant approved for funding in March 2008
- Design:
 - Completed 90% design plans and specification for Storm Drain at LAWPCA
- Construction:
 - Gendron Business Park PH II: made several site visits to monitor paving and curbing of Gendron Drive
- Paving Program
 - Completed the cost estimate on 11 streets for including in the F Y 11 paving contract
 - Attended several meetings on Energov
 - Met with the paving contractor on the Morningside CSO separation project
 - Inspected the paving on the Morningside CSO separation project
 - Inspected the placement of the base pavement and curb on the extension of Gendron Drive.
 - Met with the contractor who will be doing the grinding and repaving on various streets
 - Estimated the pot hole repair work on Main St from Montello St to Strawberry Ave., Russell St,

- Started the grinding and repaving of various streets on Russell St and the A. P. Parkway on 5/18/10
- 5/20/10 completed the grinding and patching of Russell St and East Ave.
- Completed the paving preparation work on Mark St 6/2/10 and scheduled the paving for 6/3/10
- GIS
 - Attended conference phone meetings with EnerGov system designers regarding GIS server considerations and legacy data.
 - Revised web-mapping applications to continue to improve end user experience based on continuing feedback.
 - Prepared data extracted from the legacy permitting system (GeoTMS) in preparation for crossover to the new EnerGOV system. Data previously had no unique parcel identifier, which is required for EnerGov. The process was a mix of automation and manual matching of remaining records utilizing GIS data and tools. A GIS attribute (parcel ID) was assigned on records where a match was achievable, about 96% of the 60,000+ records. This data was then sent down to EnerGov in Atlanta for importation into new system.
 - In an effort to reach out to the in-house GIS users and/or potential users, created and held GIS seminar/training program sessions at City Hall. This focused on Lewiston's GIS, basics of GIS and technology, web-mapping and other GIS offerings common functions, new features, tips and tricks for the online mapping viewers, and collection of feedback.
 - Hosted GIS seminar for the Androscoggin Chapter of the Maine Society of Land Surveyors, focusing on the web based mapping and available digital base mapping, CAD design integration.
 - Attended FEMA Androscoggin County progress meeting for the re-mapping of the flood zones.
 - Performed edits to sewer data layer.
 - Provided typical user technical support, software installations, training, on various GIS applications
 - Fielded various other data requests from internal as well as external interests.
 - Performed other routine GIS layer maintenance, backups.

Street Light Division

- Electrical Work
 - Responded / Repaired / Replaced 23 Street Light concerns.
 - Responded / Repaired / Adjusted 6 Traffic Signal concerns.
 - Repair scoreboard at Lewiston High School.
 - Remove additional Street Lights from system, as directed by the City Council.
 - Update GIS mapping system to indicate changes with Street Light removal.
 - Replace deteriorated lights in the headworks at the Randall Rd. pump station.
 - Met with Next Era Energy officials to coordinate draining of the Canal System.
 - Inspect penstocks, pressure cases, bar screens and other related equipment normally under water.
 - Cut down a tree at Sunny Side Park.
 - Reprogram traffic signal controller at Bartlett St. and East Ave to accommodate closure of Lisbon St.
 - Repair overhead directional sign at Cedar and Lincoln Sts.
 - Remove an unused cross-arm and related conductors on Surry Lane
 - Repair broken traffic light at South Ave. and Lisbon St.
 - Repair traffic signal pedestrian call button at Sabattus and North Temple Sts.
 - Performed daily maintenance at the Upper Androscoggin generating facility.

- Code Enforcement Electrical Inspection
 - Performed 56 Electrical inspections.
 - Responded to 1 electrical emergency
 - Conducted 13 electrical consultation requests
 - Responded to 176 “Dig-Safe” requests
 - Responded to 1 fire or salvage calls during the month.
 - As a member, appointed by the Governor to a 3 year term, attended the monthly Electrician Examining Board meeting.
- Instrumentation / SCADA (50% AWD/ASD funded).
 - Create a new user account on Auburn Water’s computer network for Sid Hazelton, the new Utility Engineer.
 - Test and repair gauges for pilot flow test kit.
 - Repair a computer failure at the Central Ave P/S.
 - Assisted Dave Minkowski with the monthly rebuild of the CL-17 analyzer
 - Adjusted and fine tuned Sodium Hypochlorite controls for both Lewiston and Auburn.
 - Removed pumps 1 & 3 at the Little Andy P/S for repair.
 - Repaired # 1 booster pump at the Hardscrabble Reservoir.
 - Daily and weekly meetings with CDM to follow up and resolve construction issues at the UV construction site. Auburn/Lewiston
 - Updated reports for Jeff Beaulé (rainfall & CSO flow) and MJ Dillingham (water quality). Auburn/Lewiston
 - Coordinated the cleaning of the River Rd. 1 P/S with Ted Berry.
 - Coordinated the cleaning of excessive grease from the Michaud Heights P/S with Ted Berry.
 - Rebuilt an ATI chlorine analyzer at Lake Auburn
 - Repaired hand held spot lights for the Sewer Division.
 - Ordered spare parts (check valves, gaskets) etc. for sewer lift stations.
 - Prepared monthly activity report.
- Pump Stations
 - Performed regularly scheduled operations & maintenance including:
 - ▽ Weekly cleaning of probes in 14 sewer lift stations
 - ▽ Weekly PM checks for standby generators at 14 sewer lift stations and 3 water pump / treatment stations.
 - ▽ Weekly PM of components at 14 sewer lift stations and 2 water pump stations
 - ▽ Daily calibration & check of instrumentation at Lake Auburn Intake Facility, Main St Water Pump Station, Central Ave Water Pump Station, Ferry Rd and Webber Ave Water Storage Reservoirs
 - ▽ Daily raw water sampling and replenishment of “day tank” water treatment chemicals (done 7 days per week)
 - Ordered / received chemical shipments
 - Assisted in the piping modifications for the reduction of air entrainment in the Sodium Hypochlorite transfer system at Lake Auburn.
 - Repaired Sodium Hypochlorite day tank leak at Lake Auburn..
 - Repaired driveway at the Central Ave. P/S.
 - Repainted doors and replaced safety placards to the Ammonia vault at the Main St. P/S.
 - Rebuilt ATI chlorine analyzer at the Ferry Rd. water storage facility.
 - Rebuilt ATI chlorine analyzer at the Webber Ave. water storage facility.
 - Turned off heaters at all the sewer lift stations.
 - Assisted Ted Berry in cleaning the wet wells at Michaud Heights and River Rd. # 1 P/S.
 - Replaced sensing probes at the Chadbourne Rd. lift station.
 - Cleaned the APA chloramine analyzer at the Main St pump station and the Ferry Rd. water storage site

Water & Sewer Division

- Administrative & Regulatory Requirements
 - Daily maintenance activities conducted by assigned workers include:
 - Daily emergency standby
 - Water meter reading
 - Located water and sewer utilities for Dig Safe Excavations
 - Open/Close water service to delinquent customer accounts
 - Shut/Open water service to delinquent accounts
- Crews conducted the following work:
 - Responded to 1 structural fire to support LFD
 - Repaired 2 water main leaks
 - Repaired 3 service leaks
 - Responded to 10 emergency shuts for repair
 - Repaired 12 service boxes for meter replacement and emergency shuts
 - Monitored 740 hydrants for fire protection
 - Responded to 175 locates for Dig Safe
 - Responded to 25 E-GOV customer request for various services
 - Installed 17 seasonal water meters
 - Replaced 23 meters of various sizes
 - Rebuilt 29 meters
 - Discarded 5 outdated meters
 - Responded to 8 sewer backups 5 were determined private
 - Flush and clean sewer lines
 - Repaired or raised 10 sewer manholes for paving
 - On going hydrant sand blasting and painting
 - On going trash pick-up around the watershed
 - On going security watch of the Lake Auburn boat launch
 - On going equipment, tool, and truck maintenance
 - On going updates of water and sewer maps
 - Working with Reynolds in-line sewer lining project
 - Installed 2 manholes for sewer lining project
 - Repaired 2 sewer cave-ins
 - Installed 700' of 16" D.I.P on South Avenue
 - Repaired and plugged a 6' diameter penstock at 550 Lisbon street
 - On going system hydrant flushing
 - Repaired and raised gate boxes for paving
 - Emergency standby
 - Reading water meters
 - Testing/Repairing/Replacing water meters
 - Locates for water and sewer utilities
 - Open/Close water services for various reasons

- **Customer Concerns** - Below is an Egov summary of customer concerns for the month of May for: the Highway, Solid Waste, Traffic, Parks/Open Spaces and Landscape/ Tree Divisions

Call for Service	Submitted	In-Progress	Waiting	Resolved
Brush Cutting & Removal	0	0	2	2
Tree Branch/Brush Service	2	7	53	29
Traffic Signs	4	0	11	14
Street Name Signs	0	0	3	1
Potholes	0	0	4	20
Mailbox Concern	7	0	3	31
Cave-ins/Ditch Repair/Road Erosion and Grading	0	0	18	10
Trash Pick-up	4	0	0	0
Property Damage/Graffiti Concern	19	2	16	26
Catch Basin plugged/Repair/Install Culvert	0	0	42	14
Street Improvements	0	0	11	0
Curb driveway/entrance/Gutter Service	0	0	27	6
Lawn Damage	1	1	27	86
Dead animal removal	0	0	0	15
Mowing on Public Property	0	0	0	1
Parks Division Requests	1	0	2	2
Sidewalk Repair	0	0	9	2
Street Sweeping	0	0	0	7
Traffic Control	0	0	0	1

Municipal Garage Division

- Serviced 133 vehicles:
 - 7 - PW Solid Waste Division
 - 2 - LAWPCA
 - 4 - Sheriff
 - 8 - Police
 - 3 - Fire
 - 4 - School Department
 - 86 - PW Highway Division
 - 19 - PW Water & Sewer Division

Total Vehicles Serviced for the month = 133

- Major repairs completed
 - Unit 33 – Suspension, brakes, tire and wheels
 - Unit 122 – frame cut to length, tail board, hitch and wiring added
 - Unit 94 – repairs to elevator shaft and bearings
- Temporary out of Service
 - Unit 56 repair to dozer blade and track system – work began on 4/12/2010, parts back - ordered or wrong when delivered. The parts for this unit are difficult to get due to the fact that the unit is 21 years old.
 - Unit 813 – work began on 4/16/2010 waiting for brake parts from the manufacturer located in Germany.
- The Municipal Garage performed many repairs to small lawn mowers, weed whackers and portable pumps in preparation for this year's grounds maintenance season.
- Welding services were performed at several locations around the City.

Solid Waste Division

- Prepared emergency contact information for the City's Safety Coordinator for use by the central dispatcher / emergency responders, in the event of an incident involving a hazardous material.
- CMA Engineers, Inc. has prepared revisions to the solid waste facility's Operations Manual (OM), which is the result of the landfill expansion, completed in October 2009. Noted changes include –
 - Waste disposal operations in the new cells
 - Monitoring the primary liner's leak detection system
 - Inspection and maintenance of the leachate collection system within the new cells

A draft of the site drawings & narrative for the Operational Closing Sequence Plan has been received & reviewed. These documents will be included in the annual operations report of Facility operations for 2009 as part of the revisions to the Facility's Operations Manual. This report will be submitted to DEP in June.

- Maine DEP has drafted new rules on odor & gas migration, related to landfill & transfer station operations. These rules have the potential to impact the operations & expenditures of all Solid Waste Disposal Facilities in Maine, although their impact on Lewiston's operations are expected to be minimal given Lewiston's operations and the waste material being disposed in Lewiston's secure landfill (primarily MSW incinerator ash from MMWAC). *Comments related to these draft regulations will be received by DEP staff through September 2010. No further update at this time.*

Operations

- A one acre section of the secure landfill was closed with interim cover, in accordance with Maine's solid waste regulations. All of the site preparation work was performed by Facility staff & equipment, which saved the City a minimum of \$15,000, which would otherwise have been spent to contract this part of the

project. Facility staff assisted the contract cover installer with the placement of the interim cover, which further reduced the cost of this project. Cover installation was completed in May 2009 at a cost of \$28,000.

- Almighty Waste was awarded the contract for hauling waste incinerator ash from MMWAC to Lewiston's secure landfill. The term of the contract is 2 years. Two bidders responded to the City's RFP – Waste Management & Almighty Waste. Almighty reduced the fee they currently charge the City for this service by \$4 / pull, resulting in an estimated savings of \$4,600 / year.
- The term of the City's residential waste & recycle collection contract with Pine Tree Waste will conclude on June 30, 2011. In consideration of this fact, a draft RFP for curbside waste & recycle collection service has been prepared for review by Lewiston & Auburn DPW staff. The RFP requests bidders to provide proposed costs to for the following waste collection activities –
- Residential Waste Collection
 - Hand-pick trash & recyclable waste at the curb. Recyclable waste to be sorted at curbside (as currently performed).
 - Hand-pick trash & recyclables. Recyclable waste would not be sorted at the curb (single stream collection).
 - *Hand- pick trash. Recyclables would be collected with automated equipment, using toters supplied and distributed by the contract hauler. (Recyclables would be unsorted – single stream).*
 - *Collect curbside trash & recyclables with automated equipment, using toters supplied and distributed by the contract hauler. (Recyclables would be unsorted – single stream).*
- *Multi-Unit Apt. Buildings –*
 - *Contractor to provide prices to perform curbside waste & recycle collection service for the listed Multi-Unit Apt. Bldgs.*
- *Additional Waste Collection Services –*
 - *Contractor to provide prices for special waste collection events – waste leaves & waste Christmas trees.*
 - *Contractor to provide prices for dumpster rental and collection services from the Schools & Municipal Bldgs.*

This RFP is currently under review by Auburn's staff – purchasing & Public Works Dept. Once agreement is reached on the scope of the final document in both Cities, it will be distributed to potential bidders and posted on the Purchasing Div. web site. Lewiston is waiting for comments, regarding the draft RFP, from Auburn. Anticipate distribution of this RFP no later than August 2010.

- *Meeting with Union Representatives to review staff job descriptions and alternate methods for handling waste glass to reduce contamination and improve the percentage of waste the Facility recycles.*
 - Revisions to staff job descriptions have been made and forwarded to Human Resources for review.
 - Minor changes have been made to segregate waste glass from the material collected by the contract residential waste collection firms & waste glass brought to the Facility by residents. This change in operations has improved the quantity of waste glass the Facility is able to recycle, due to a reduction in contamination.
- The Employee of the Month Committee awarded Solid Waste Facility equipment operator, Ray Ouellette, Employee of the Month for May 2010. This distinction was bestowed on Ray for his fine performance maintaining the secure landfill and work preparing a section of the landfill for placement of interim cover. A well deserved "Congratulations!" goes out to Ray for all his hard work.

Recycle Tonnage & Revenue

City/Town	Tons In	Tons Out	Process	Gross Revenue	Net	Percentage
Lewiston	76.63			\$7,161.21	\$7,161.21	41.55%
Auburn	56.10		\$1,570.80	\$5,242.65	\$3,671.85	30.42%
Bowdoin			\$0.00	\$0.00	\$0.00	0.00%
Greene	3.10		\$93.00	\$289.70	\$196.70	1.68%
Leeds	5.57		\$167.10	\$520.53	\$353.43	3.02%
Mechanic Falls	.50		\$16.50	\$46.73	\$30.23	.27%
New Gloucester	18.35		\$605.55	\$1,714.84	\$1,109.29	9.95%
Raymond	12.75		\$420.75	\$1,191.51	\$770.76	6.91%
Turner	11.44		\$343.20	\$1,069.09	\$725.89	6.20%
Totals:	184.44		\$3,216.90	\$17,236.25	\$14,019.35	100.00%

	Tons In	Tons Out	Process	Gross Revenue	Net	Percentage
Scrap Metal						
Clear Glass Out						
Mixed Paper Out		67.26		\$5,380.72		
Old Cardboard Out		41.46		\$5,389.15		
Old News Paper Out		64.63		\$5,707.30		
Old Plastic Out		0.00		\$0.00		
Sorter Ledger Out						
Tin Cans Out		10.90		\$759.08		
Totals:	184.44	184.25		\$17,236.25		

Highway Division

May's work load consisted of more lawn repairs, filling potholes and replacing/repairing mailboxes but less than last month. There will be a few of these duties now and again in the month of June but for the most part they've been completed until next season. The Spring Cleanup Assistance Program began on April 27, and was completed in the month of May. We had Highway Division employees and Traffic Division employees assisting the Tree and Landscape Division working on yard debris cleanup. Highway Division employees are also continuing to fill in at the Solid Waste Facility to cover for sick and vacation time as well as training on the Baler. This causes job assignments within the Highway Division to go in waiting mode which means the response time to customer concerns is not as it could be.

The Highway Department began the ground work for the new Pool House located in Kennedy Park. A total of 236 hours of labor was conducted in the month of May. The work will be completed in the month of June. Only ground work and paving is being conducted in-house.

General Highway Assignments

Potholes/General Patching	276	\$4,706	0	0	194	\$2,154
Grade Gravel Roads	6	\$120	0	0	6	\$180
Insp. Jobs/Permits	136	\$2,575	0	0	128	\$319
Loaming	391	\$7,157	0	0	308	\$4,646
Pit Operations	265	\$4,899	0	0	244	\$6,202
Workfare Supervision	152	\$2,888	0	0	152	\$836
Traffic Sign Maintenance	58	\$908	0	0	33	\$83
Total	1,284	\$23,253	0	0	1,065	\$14,420

Catch Basin cleaning was conducted in full force this month and will continue until the snow flies. Not every catch basin can be visited on an annual basis but the numbers of catch basins are tracked as well as the amount of material collected. There have been 567 catch basins cleaned this fiscal year as compared to 300 at this same time in FY2009. And 94 cubic yards of material removed in FY2010 as compared to 31 cubic yards in FY2009.

The Street Sweeping Program is scheduled to end around June 3rd which means that every street in the City will have been swept once removing all road sand from this past Winter Operation Season. There were 1,017 cubic yards of material removed from the roads as of May 20, 2010. Tarring prep which consists of adjusting catch basins is a storm water related duty and the hours for this assignment are below as all the other duties under storm water collection operations.

Storm Water Assignments

Job Assignment	Regular Hours	Regular Hour Costs	Overtime Hours	Overtime Costs	Vehicle Hours	Vehicle Costs
Clean Storm Drains/Catch Basins/Culverts	252	\$4,339	0	0	127	\$2,716

Raise Storm Utilities	201	\$3,425	0		150	\$1,757
Highway Ditching	10	\$186	0	0	10	\$143
Repair Storm Drain	118	\$2,139	5	\$145	95	\$1,234
Street/Sidewalk Sweeping	1,385	\$24,520	2	\$46.00	1,355	\$25,274
Repair/Replace New Storm Drains	32	\$556	0	0	16	\$96
Total	1998	\$35,164	7	\$191	1,753	\$31,221

Traffic Division

As mentioned last month the Traffic Division assisted with the branch clean-up for the Spring Clean-up Assistance Program. This program ended in May. Aside from that they did manage to spend approximately 58 hours for traffic and street name sign maintenance and installation. When weather permitted they conducted about 164 hours in street line painting. Center line painting is out-sourced and done twice annually. The spring application was also completed in the month of May.

Tree and Landscape Division

The Tree and Landscape Crew was busy with the Spring Clean-up Assistance Program at the beginning of May but all was complete by May 6. The rest of the month was spent on tree pruning and brush trimming, mulch and flower installations. The summer help also came aboard this month and will stay on till the end of August to mid-September. They are extremely helpful with the flower bed installation/maintenance and watering. The City of Lewiston is well-known for its landscaped areas and without assistance from full-time temporary help it would not be possible to maintain all 40 flower beds in their 20 locations.

Downtown and Park Division

Mowing began in full force in the month of May along with spring sports which are under this Division's jurisdiction. Cemeteries and Veteran's Park were prepped for Memorial Day, ballfields had their first games of the season and the full-time permanent staff breathed a sigh of relief as the summer help came aboard to assist with all the responsibilities that are incurred by this Division. These workers will stay aboard until the end of August to mid-September. With well over a hundred acres of green space and hard-scape areas to maintain the Department could not keep up without this additional help.

Irrigation wheels went out as the fields did not receive the amount of water needed to maintain a good healthy green. There were also applications of fertilizer and seed for the athletic fields and a considerable field maintenance project on Rioux Field was out-sourced.

Construction began on the new Kennedy Park Pool House which will be maintained by this Division. The pool was filled and will be up and ready to go for the opening at the end of June.

Recreation Report (by Division)

ADMINISTRATION

LYAC:

Meetings were held to discuss the Youth Summit evaluations and other projects.

Community Soccer Program:

Meetings continue to discuss organization, newsletters, registration forms, etc.. The Program location will be Drouin field.

LRD Softball Clinic:

A girls softball clinic was introduced May 1. Youth from throughout the City participated in this 2 hour program. Members from the Lewiston High School softball team and Coach Royer taught the class for the Department.

Girls U018 girls Softball Program:

The first game of the season is 6/19/10. The team practiced throughout May and is looking forward to the season.

Wrestling Program:

The Department received confirmation the equipment grant is approved. We are all very excited about the new program possibilities.

Skin Cancer Mini-Grant:

The Department is pleased to announce that we received confirmation our grant was approved in the amount of \$2000.00. We will purchase several shade structures with the funding.

The Chamber of Commerce:

Department staff was asked to present two sessions on Recreation Management for the day long conference. Youth (7th grade) from area schools attended the conference to discover the many professions that are available within Androscoggin County.

Kennedy Park Poolhouse:

Construction continued throughout the month of May. The aquatic program will begin 6/21/10.

Meetings:

Several meetings were held throughout the month of May. L/A /Du, Dogs for Dempsey, Pillar of Fire, Just Us Concert, Longley School, Superintendent Levesque, Headstart, Maine Democratic Convention, March of Dimes, Census 2010, Lewiston High School and Lewiston Middle School, Lisbon High School, Pastors Association, Salvation Army, Seniors meetings, Maine Games, Nevco-Youth wrestling, Rev. Cogle, Tom Dailey, and River Valley.

Lewiston Auburn Youth Court:

An organizational meeting was held to discuss court dates, challengers, executive board positions, etc..

PROGRAMS

Lacrosse, Kiddie Stix Lacrosse, Gymnastics, and Gymnastic Regionals, Spring Track, Girls softball, Tball, Adult Softball, Volleyball etc. are all programmed. The Department is also in the process of organizing and implementing the summer programs.

ARMORY, MPC FACILITIES AND PARKS/ATHLETICS

Armory Events:

- March of Dimes
- Softball meetings
- Lewiston Youth Basketball
- Maine Democratic Convention Training
- LMS Wellness Day.

MPC Events:

Seniors monthly meeting, Adult Education, ACA, Just Us, Longley Art Show, VFW, FAWV, Marine Corps., Headstart Volunteer Dinner, Gymnastics, Maine Democratic Convention, Longley School Fundraiser, After School Program, Big Brothers/Big Sisters, Just Us Concert, Election-School Budget.

Parks/Athletics Events:

AWAP fundraiser, Benefit Softball Tournament, Assembly of God, One Pitch Softball Tournament, First United Church, L/A Veterans Memorial Day Celebration.

Social Services Report

Statistical Activity	Previous month April 2010	May 2010	FYTD 7/1/2009-6/30/2010
Office Traffic (Duplicated)	831	752	8,150
New Clients	70	49	786
Households Served (OT) (Unduplicated)	232	207	2,381
Housing Expenditures	\$80,082.37	\$65,160.76	\$732,189.70
Total Expenditures	\$97,245.56	\$73,243.47	\$845,548.01
State Reimbursement	\$48,434.24	\$64,752.54 (\$1,080.23 50%) (\$63,672.31 90%)	\$448,227.71
SSI Reimbursement	\$1,302.90	\$6,930.60	\$36,979.11
Other Reimbursements	\$377.09	\$336.00	\$5,881.74
Actual Municipal GA Cost (net)	\$47,131.33	\$1,224.33	\$354,459.45
Workfare			
Total hours performed	4,716.00	4,774.00	\$40,258.19
# of households	117	120	1063
Monetary value	\$35,370.00	\$35,805.00	\$294,664.56

- **We will be reimbursed at 90% for the majority of May and all of June expenses because we have reached our expenditure threshold.**
- We are attempting to reduce office traffic by scheduling appointments for new clients and assisting clients with 2-4 weeks of GA versus 1-2 weeks. A higher percentage of unduplicated cases that we are serving have \$0 or very limited income, and many of these cases are made up of several family members..
- We are assisting more clients who have lost their jobs due to the economy and this is reflected in the number of households performing workfare.
- Housing costs continue to be our largest expense.
- We continue to actively seek reimbursement sources in order to reduce our net GA costs.
- We administer a successful SSI/SSD Representative Payee Program for persons unable to handle their own finances. We are currently serving 10-15 recipients. This program reduces GA costs.

Meetings/Training-

- As of January 2010 I am collaborating with the city of Portland and Catholic Charities Maine on a new ORR Grant for refugee expenditures.
- As a member of the steering committee, I continue to meet w/ partners regarding the New Mainers Refugee Workshop Development Project (NMWRP- Earmark funding). **The project begins in**

Lewiston on 6/28/2010. This is a federally funded project whereby participants will receive ESOL instruction and training that will assist in securing and maintaining employment. Employers will also receive information on employer incentives and work with job developers.

- I am a member of the Lewiston/Auburn Alliance for the Homeless (LAASH) Public Policy sub-committee. The 10-year L/A Plan to End Homelessness has been implemented. We have identified collaborative partners and resources, all of which improve service delivery and reduce GA costs. The committee presented the plan at the joint L/A council meeting in October. **The City of Auburn adopted the plan on November 2nd and the Lewiston City Council adopted the plan on November 17, 2009.** The Lewiston council expects a progress report in November of 2011 and each year after that.
- I am a member of the Lewiston/Auburn Alliance for the Homeless Committee (LAASH). The membership is made up of area providers working on homeless issues and collaborating on ways to improve service delivery.
- I am a member of the LAASH Security Deposit sub-committee. I assist clients with the application process. The committee meets monthly to review applications for security deposit requests. My participation reduces duplication and reduces municipal GA costs.
- I am working with Economic and Community Development on the Senior Heating Program in collaboration with Community Concepts.
- Collaborative partnerships have been formed to implement the Homeless Diversion and Prevention Program (ARRA funding) that will benefit Lewiston. My department is an active partner. The focus is on permanent supportive housing. The funding is reducing GA costs.
- I am a member of the Region II Homeless Council. The membership is made up of service providers and persons associated with homeless issues in region II. I attend the monthly meetings to network, learn about resources, legislative issues and other relevant matters that affect our municipality.
- I am a member of the State Refugee Services Provider Committee. The committee is made up of providers working with the refugee population.
- I am a member of the Maine Welfare Directors' Association (MWDA) and a Certified Welfare Director. We offer training and advocacy. As a member of the MWDA legislative committee, I monitor legislative bills and concerns that have the potential to impact the GA program and our municipality.
- I along with the Department of Health and Human Services, Catholic Charities Maine/ Refugee and Immigrant Services presented information to Undersecretary Concannon regarding our services for the refugee population. I explained how the general assistance program works relative to the refugee population and I also highlighted asylum issues.

Other Contributions-

- I am collaborating with the City of Portland on an outline regarding asylum issues that we are in hopes of presenting to our state and federal representatives at a later date. The goal is to reduce municipal general assistance costs.