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Greetings from the All-America City of Lewiston:

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

TABLE OF CONTENTS

| | |
|---|-------------------|
| ITEMS OF INTEREST | Page 2 |
| CITY ADMINISTRATOR | Page 3-4 |
| DEPUTY CITY ADMINISTRATOR & H.R. DIRECTOR..... | Page 4-5 |
| ASSESSING | Page 5 |
| CLERK'S | Page 5-6 |
| FINANCE | Page 6-7 |
| FIRE DEPARTMENT | Page 7 |
| LIBRARY..... | Page 7-8 |
| PLANNING & CODE ENFORCEMENT | Page 8-9 |
| POLICE DEPARTMENT | Page 9-10 |
| PUBLIC WORKS | Page 10-12 |
| SOCIAL SERVICES | Page 12-14 |

ITEMS OF INTEREST

Sympathies

Our sympathies were extended to the family of former Councilor and friend Mark Paradis.

Council Orientation held on December 10th

City Administrator Ed Barrett and Deputy City Administrator Phil Nadeau hosted City Council Orientation on December 10th for the newly elected 2012 Council. The day held intensive review of the Council Orientation Manual which included items such as: Right to Know Law, Maine Freedom of Access, email communications, and National Incident Management System (NIMS) training. Other topics included: City Council procedures, rules, and agendas presented by City Clerk Kathy Montejo; Phil Nadeau presented an overview of personnel/labor relations; and Heather Hunter spoke about City finances. Councilors also heard department presentations from Fire Chief Paul LeClair, Public Works Director Dave Jones, Deputy Police Chief James Minkowsky, and Assistant to the City Administrator Lincoln Jeffers. Ed spoke about the joint agencies and pending issues prior to adjourning the meeting.

Two Grand Opening Celebrations

S & J Tuxedos celebrated on December 17th at 76 Sabattus Street – across from Sarah Jeanne's, boasting of an amazing selection of tuxedos and formal wear.

Lisbon Federal Credit Union held its ribbon cutting on December 21 at 802 Sabattus Street, celebrating yet another addition to our community. The credit union's expansion demonstrates that Lewiston is a positive place to locate a business; the bank's focus of "Building Futures: Preserving Dreams" is a wonderful fit for the City of Lewiston.



L/A 101: Question. Discover. Improve.



The League of Young Voters Education Fund is inviting those who want to learn more about how the Cities of Lewiston/Auburn operate and to become involved to attend various workshops to be held in various locations every Wednesday, 5:30 to 7:00 PM, from February 29 – May 2nd.

Lewiston/Auburn 101 is a 10-week exploration regarding the inner workings of municipal government and will help attendees in whichever city to live, work, play, and raise a family.

For more information visit: www.maine.theleague.com/la101

For an application contact: Nicola@theleague.com applications are due February 27, 2012.

EITC

The Lewiston-Auburn CA\$H Coalition is sponsoring Free Tax Prep. Appointment phone lines will open on or after January 16, 2012.

Call: 513-3160 to schedule your free tax preparation!

CITY ADMINISTRATOR

Building Demolitions



Earlier in this calendar year, the City Council approved funding to begin to address some of the abandoned and condemned buildings in Lewiston. To date, two multi-family buildings on Lincoln Street have been removed. In December, the Council authorized the demolition of a city tax acquired structure at 233 Blake Street and authorized staff to begin the legal process to require the demolition of five other buildings: 305 Bates; 220 Park; 81 Lincoln; 10 College; and 67 Oak. Code Enforcement has surveyed all vacant structures in our downtown neighborhood and prioritized them for attention. We anticipate continuing to address this issue after these buildings have been removed and the remaining level of funding is known. This is part of an overall effort to increase downtown code enforcement including the addition of a new code position funded through our Community Development Block Grant Program.

Debt Management

Two important steps were taken in December to continue our efforts to manage the City's debt. The Council authorized refinancing bonds issued in 2002 that carry a 4.3% interest rate. We anticipate the outstanding balance of \$2,180,000 can be refinanced at 2.3%, saving the City about \$240,000 over the remaining life of the bonds. The Council also tightened the City ordinance limiting the amount of bonds that can be authorized in a given year. The prior limit was 97% of the average principal paid over the prior three years. The new limit is 80%. To exceed this limit requires a super majority of the Council. We are pursuing a multi-pronged strategy to manage and control our general fund debt including refinancing debt at more favorable interest rates when possible; moving certain recurring capital expenses (such as street paving and equipment replacement) back into the operating budget; carefully considering the amount of new debt that is authorized; and using any unassigned fund balance (the City's rainy day account) above limits established by the City Council for capital purposes.

Libby Mill Cupola

Former Councilor Renee Bernier has been working with Peggy Rotundo to preserve and restore the Libby Mill Cupola in honor of former Councilor James Carigan. James Carigan served the City of Lewiston as a member of the City Council and through his service on numerous community boards and groups. While a Councilor, he was instrumental in efforts to preserve the Libby Mill Cupola, a symbol of Lewiston's industrial heritage, from demolition. After a presentation by this duo, the City Council authorized \$2,000 toward the cost of restoration and approved the transfer of the cupola to Museum L/A once full funding for the project has been obtained. During the presentation, Councilor Bernier indicated that most of the funding has already been pledged. Of note, Museum L/A is also in the process of acquiring the original bell that hung in the cupola from a private out of state owner.



Upcoming Issues

When the new Council is seated, it will be faced with a number of important issues over the coming months. These include:

- Review of the City's five-year capital improvement plan including significant requests from the School Department to address a growing school population;
- The future of the Multi-Purpose Center - which the school department has requested be designated solely for school purposes. If approved, new locations will be required for certain City recreation programs and the Senior Citizens program.
- Completion of the City's Riverfront Island Master Plan and determining the future of Bates Mill 5.
- The Fiscal Year 2013 budget which will continue to be challenging due to the economy and reductions in state aid to municipalities.
- Continued interest by the City in acquiring the Mill District's Canal System.
- Considering the recommendations of the recently completed Charter Review.
- Determining how to proceed with regulating the sale and use of fireworks given the recent change in state law allowing for fireworks but permitting municipalities to regulate or ban their sale and use.

DEPUTY CITY ADMINISTRATOR & H.R. DIRECTOR

Union Contracts Approved

On December 20th, the City Council approved contracts for the Maine State Employees Association (MSEA) and the Professional Technical unit of the Association of Federal, County, State and Municipal Employees (AFSCME). The contracts both had a small cost of living adjustments (COLA) of 1.0% for FY2012 (our fiscal year always starts on July 1 and ends on June 30) with MSEA receiving 1.0% COLA for FY2013 and the Professional Technical unit receiving 1.5% COLA—slightly higher given the termination of a retirement benefit valued at approximately \$11,000. Both contracts also provided a new mechanism to allow the City to better respond to requests for reconsideration of wages for specific positions by limiting the analysis to only City positions and not requiring the City to look at wages from other communities—something the City has desired for many years. This brings the total number of approved union contracts to three (AFSCME-Public Works was approved on October 4th). Non-union personnel received a COLA of 1.0% for FY2012. Negotiations continue with the police patrol, police supervisors, and firefighter units.



City Reaches Out to Business and Legislators on Lewiston Loop-MPRP Project

CMP officials, Lincoln Jeffers, and I met with business leaders and legislators on December 7th regarding the permitting of a small portion of the Maine Power Reliability Project (MPRP) referred to as the "Lewiston Loop" project. This part of the project addresses the reliability and future power needs of both our downtown and nine other communities in both Androscoggin and Oxford counties that depend on a 115kv transmission line that circles our communities. Lewiston, the Androscoggin County Chamber of Commerce, the L-A Economic Growth Council, Senator Margaret Craven, and Representative Peggy Rotundo have all filed as interveners to ensure that the interests of the City and

the surrounding communities are well represented before the Public Utilities Commission. Though this part of the project may not have the impact of a 345-mile project (the distance covered by the larger MPRP project), its impact on our area's future electrical needs is no less important.

ASSESSING



Assessing Staff continues to monitor the local real estate market in light of changing values. December activity included: ongoing reviews of properties in the outer Sabattus Street area, ongoing assessment work with BETR filings and deed transfers, as well as new applicants for the Homestead and Veteran's exemption programs.

Building Permits / CMP Project

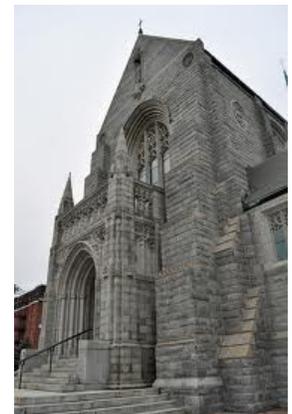
Building permits for 2012 are being reviewed. One notable permit involves the Maine Power Reliability Program which has resulted in a massive construction project off of Larrabee Road for a new sub-station. This improvement is expected to increase the portion of taxes that CMP contributes to the annual tax roll. The work will not be entirely completed for 2012, but it is worth noting that, despite deregulation and the resulting sale of generating assets, CMP remains Lewiston's third largest taxpayer contributing over \$929,000 in property taxes.

CLERKS

The month of December was primarily dedicated to wrapping up pending items for the outgoing Council and preparing material for the incoming Council.

Inaugural Ceremony

We worked on the preparations for the Inaugural Ceremony held on January 3. Kathy met with the staff at the Franco American Heritage Center to review the layout and logistics for the ceremony, the invitation list was updated, an event budget prepared, invitations were sent out to about 300 local officials, invitations were distributed to all 15 elected officials, reception was coordinated with the Center, and discussions with the LHS chorus director and the combined honor guard were held as well.



Appointments to Boards and Committees

Many seats on the various boards and committees are up at the beginning of each new Council term, so the vacancies list was prepared, committee members who were up for re-appointment were contacted, and press releases were issued.

Orientation Material for New Council

Material was prepared for the new Council Orientation binder as well for the orientation session itself. Kathy attended the Saturday orientation session.

Dog Licensing

By state law, all dog licenses expire December 31 of each year. We did a mass mailing to all dog owners (1800) in the city to allow them to renew their dog's license via the mail and several hundred license renewals were processed in the month of December.

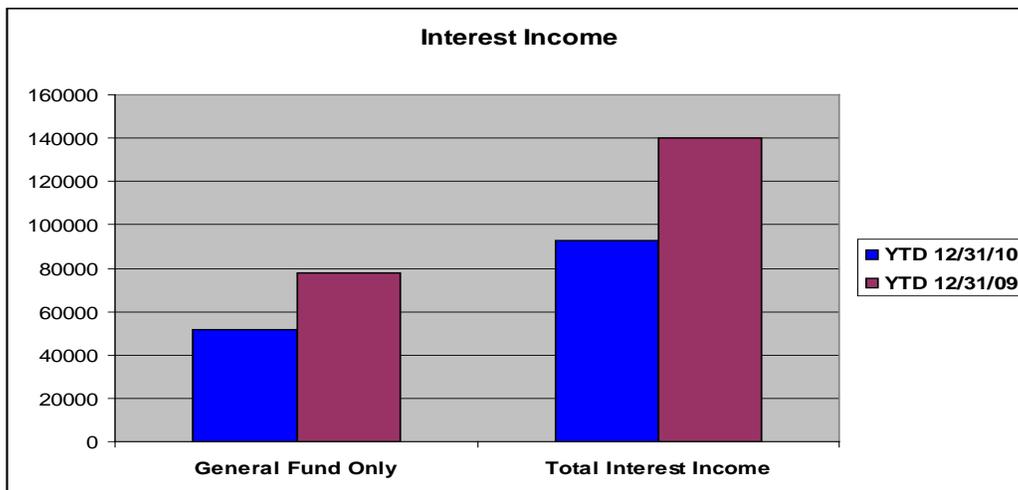


FINANCE

The Investment Officer has prepared the semiannual investment report pursuant to the City's policy. A brief synopsis of the report is provided below.

| Investment Type | Book & Market Value | Current Yield | Days to Maturity | Interest Earned as of 12/31/10 |
|-------------------------|---------------------|---------------|------------------|--------------------------------|
| Cash Management | \$16,106,438 | .3% | 1 | \$25,485 |
| Certificates of Deposit | \$12,048,000 | 1.2% | 270 | \$67,288 |

The City's investment portfolio comprises investments from all City funds with the exception of the Library Endowment. Interest income is allocated monthly to each individual pooled fund based upon a prorated balance. The current investment yield of 1.2% is slightly lower than the average yield of 1.4% for the first six months of the fiscal year reflecting the maturity of higher yielding certificates of deposit. The City, as with many investors, continues to suffer from the unprecedented low interest rates as illustrated in the table below. The earnings in both examples decreased while the average daily balance between the two periods increased from \$21 million in 2009, to \$28.3 million in 2010.



Although other high-yielding investments may be available, they fall outside of the investment policy's requirements for liquidity, safety, and security. All city funds are either swept daily into a perfected repurchase agreement or invested in varying certificates of deposits. In either case, the City's investments are insured by FDIC or fully collateralized with an irrevocable stand-by letter of credit issued by the Federal Home Loan Bank of Boston for up to \$40 million. As such, this type of security is recognized as Category 1, the highest category, by the Governmental Accounting Standards Board. This remains our primary consideration in protecting the City's assets.

The complete semiannual investment report is available upon request.

FIRE

St. Mary's Provides MRI Safety Training for Lewiston Firefighters

Firefighters received classroom safety training and an on-site tour of St. Mary's MRI (Magnetic Resonance Imaging) unit. Radiology Manager Donna Knightly, MSM, RTR and MRI staff member Danielle Proulx served as instructors and covered the proper shut down procedure for the imaging equipment in the event of an emergency situation.



The Fire Department would like to thank St. Mary's and their employees for keeping the department informed and up-to-date thus helping to ensure the safety of the community as well as our first responders. *Pictured to the right with Lewiston firefighters is Radiology Manager Donna Knightly, MSM, RTR.*



Lewiston Fire Department Re-Certifies in CPR & AED's

In the month of December, Untied Ambulance conducted a "Heart Saver" CPR and AED (Automated External Defibrillators) training and certification class. With the placement of AED's on the department's fire apparatus, all firefighters are required to be re-certified every two years.

Pictured to the left are Pvt. Tim Berry and Lt. Tim Traynor.

LIBRARY

Festival of Art & Lights

The Library participated in the downtown Festival of Art & Lights that took place on Saturday, December 10th. The Festival was coordinated by LA Arts and Gallery Five and featured a variety of artists, crafters, and other exhibitors spread across three blocks of Lisbon Street. Fifteen exhibitors were hosted in the Library's Callahan Hall and over 350 citizens came through the Hall to view the exhibits and purchase unique holiday gifts.



LPL Finishes Another Busy Year of Service

Calendar year 2011 proved to be another banner year for the Lewiston Public Library. 204,233 books, magazines, DVD's, CD's and other materials were borrowed from the library collection and, in addition, another 28,414 items were borrowed by Lewiston members from other libraries in the Maine InfoNet system. The Library's door count (number of people visiting the facility) averaged 561 daily over the course of the year. Library programs accounted for much of this activity with 11,663 children, teenagers, and adults taking part in the 487 events which took place in the building. Another major use of the Library involves learning about computers and technology and connecting to the Internet, and more than 26,800 individuals made use of library computers during the year!

PLANNING & CODE ENFORCEMENT

Staff requested approval to initiate condemnation proceedings to seek court orders requiring the rehabilitation or demolition of multi-family structures located at 305 Bates, 220 Park, 81 Lincoln, 10 College and 67 Oak. The Council granted the necessary authorization and staff is working with the City Attorney to condemn these dangerous buildings.

Permit Activity 2011

- 508 Building Permits with a dollar value of \$26,296,173
- 145 Plumbing Permits
- 485 Electrical Permits

New Construction

- 23 New single-family homes were constructed in 2011

Permits with a Reported Value of \$500,000 and Greater

- Summit Smith Health Care Facilities – Veterans Clinic, 15 Challenger Drive, \$7,459,500
- Healey Asylum - 32 Multifamily Units, 81 Ash Street, \$5,029,000
- St. Mary's Regional Hospital - Family Practice & Weight Management Center 15 Mollison Way, \$900,000
- Bates College - Parker Hall Renovations, 1 Andrews Road, \$798,194
- Moody's Collision Center - Auto Body Repair Facility, 798 Main Street, \$750,000
- Lisbon Federal Credit Union - New Credit Union, 802 Sabattus Street, \$625,325
- St. Mary's Regional Hospital - New Reception Area, 95 Campus Avenue, \$571,000

Permit Activity 2010

- 643 Building Permits were issued with a dollar value of \$58,630,010
- 162 Plumbing Permits
- 554 Electrical Permits

New Construction

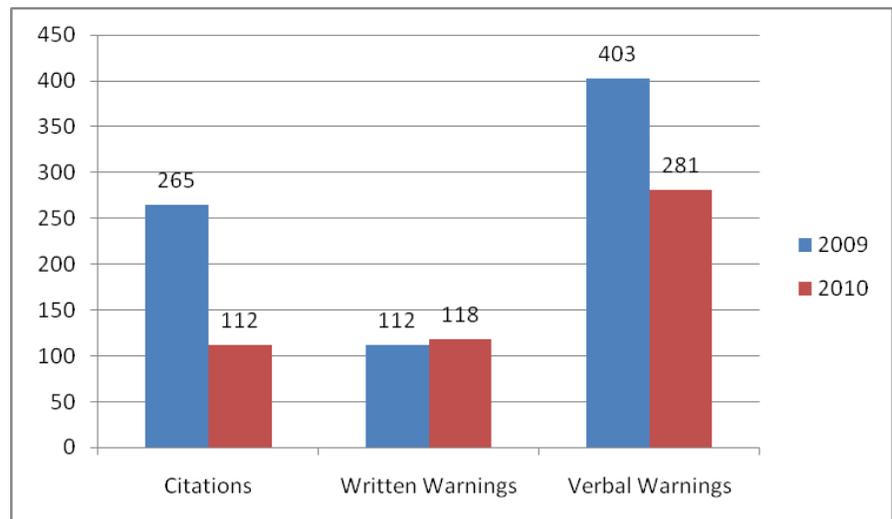
- 10 New single family homes were constructed in 2010

POLICE DEPARTMENT

Stats

In the month of December, the Lewiston Police Department responded to 3,053 calls for service. The agency initiated 497 vehicle stops resulting in 116 citations and 206 written warnings with the remaining stops resulting in verbal warnings. There were 146 arrests of adults and 13 juvenile arrests as well as 72 criminal summonses issued. There were seven arrests on narcotics violations and nine arrests for operating a motor vehicle while under the influence of alcohol or drugs. The parking enforcement and patrol divisions issued 1,256 parking tickets in the month of December.

| December | 2011 |
|--------------------|-------|
| Calls For Service | 3,053 |
| Vehicle Stops | 497 |
| Citations | 116 |
| Written Warnings | 206 |
| Verbal Warnings | 175 |
| Adult Arrests | 146 |
| Juvenile Arrests | 13 |
| Criminal Summonses | 72 |
| Narcotics Arrests | 7 |
| OUI Arrests | 9 |
| Parking Tickets | 1,256 |



Department Reassignments

December marked Lt. Cornelio's final month in charge of Support Services and serving as the Department Public Information Officer. Lt. Cornelio will be reassigned as the third-shift Watch Commander at the scheduled January shift change. He will be replaced by Lt. Adam Higgins.

Maine Criminal Justice Academy Graduates



During the month of December, we had two new officers graduate from the 18-week Basic Law Enforcement Training Program at the Maine Criminal Justice Academy. Both have started Field Training where they will spend, at minimum, the next three months working under the immediate supervision of various Field Training Officers and Sgt. Campbell who oversees the program. Please join us in welcoming Offs. Tyler Martin and Nicholas Wiers.

New Officers

Two additional officers completed the final stages in the hiring process and will be formally hired and sworn in early in January. Off. Kevin Gagne recently relocated to Maine from Albuquerque, New Mexico where he has been a law enforcement officer for nearly twelve years. Off. Michael Maillet just moved to Maine from California and will begin training at the Maine Criminal Justice Academy on January 17th. Both officers have family in Maine.

Update on Code Liaison

Cpl. Jeff Baril continues his new assignment with Code Enforcement and is currently working on dispositions for approximately 60 abandoned or otherwise vacant homes. He continues to work on issues involving no heat or water with tenants and landlords.

Community Resource Team



The CRO Team remains very involved with such events as Crime Watch programs (FISC), Special Olympics, and other selective enforcement activities. Sgt. Ullrich took the lead in bringing a forum on Bath Salts entitled “**Lewiston/ Auburn Bath Salt Forum**” which will be held at CMMC on January 27th.

Welcome Home!

Off. Jerry Ritcheson and Deputy Chief James Minkowsky have both recently returned to work after year-long military deployments.

PUBLIC WORKS DEPARTMENT

December was nearly as quiet as November:

- We had our third plowable snow storm of the season December 23rd. It was nice to have a white Christmas. We also had our salt/sand trucks respond to icing conditions on Dec 21, 25, and 26. This was the first year in several when our folks had to respond to a storm on Christmas.
- Speaking of responding on Christmas, late Christmas night we had a major water main break at the corner of Pleasant and Valley



Streets. Our water crew responded quickly and had the water shut down within two hours, but an estimated 350,000 gallons leaked damaging the road and washing out some neighboring lawns.

- Budget season begins the first of January, which will be our focus (on top of our routine maintenance and response to the weather).

Here is a quick summary for other work done in December:

Street/Road & Sidewalk Improvement Projects

- Lincoln Street (Gully Brook to South Avenue) – This DOT project is shut down until spring;
- Lincoln Street – Locust Street Intersection Improvements – The minor punch-list items which will be completed in the spring;
- Ash Street – The project will have final surface paving in the spring;
- The Riverside Greenway sidewalk project was awarded to the low bidder (off-road construction of Minot, ME) at the Finance Committee meeting on December 19th. The project will upgrade and repair sidewalks in two phases, and work is expected to begin in the spring:
 - Phase I - Main Street to Sunnyside Park consists of new sidewalks on one side of the street on: Lowell Street from Chapel Street to Middle Street; Middle Street from Lowell Street to Bates Street; Bates Street from Middle Street to Spring Street; Spring Street from Bates Street to Bridge Street; Bridge Street from Spring Street to Winter Street; and Winter Street from Spring Street to Sunnyside Park.
 - Phase III - Tall Pines Drive to College Street consists of new sidewalks on one side of the street on: Tall Pines Drive from the proposed Riverside Greenway to Northwood Road; and Fair Street from Mollison Way to College Street.
- **Other work performed by crews included:**
 - ✓ Storm Drain Catch Basin repairs and installation at six locations;
 - ✓ General patching (street, curb & sidewalk repairs) at nine locations, and our new asphalt hotbox is going out daily to address potholes;
 - ✓ Roadside ditching/road shoulder work on No Name Pond Road, Old Greene Road, Chadbourne Road, Merrill Road, College Road and Apple Road;
 - ✓ Catch basin cleaning and street sweeping to meet regulatory requirements continued;
 - ✓ Maintenance and winterizing of playing fields, parks and green spaces throughout the City;
 - ✓ Responded to a number of traffic signal issues to reset the controllers and make repairs;
 - ✓ Installed 100 x 110 gravel parking area at Randall Road ball fields funded by CMP;
 - ✓ Took down the City Christmas tree on December 29th due to damage resulting from strong winds on the 27th.



Water, Sewer, and Stormwater

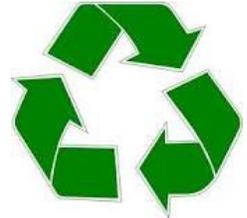
- Work on Phase II of the Joint (Lewiston & Auburn Water District) UV Facility at Lake Auburn continues and is expected to be complete next spring;
- Work on the Joint Chloramine Facility near the Central Maine Community College in Auburn is expected to be complete soon;
- The Jepson Brook Phase I project was completed by St. Laurent & Sons;

➤ **Other work performed by the crews included:**

- ✓ Repaired 5 water main breaks, Repaired 3 service leaks;
- ✓ Responded to 21 customer concerns;
- ✓ Responded to 135 dig safe requests;
- ✓ Responded to/repaired 5 sewer back-ups (2 were private);
- ✓ Repaired 4 manholes broken by plows;
- ✓ Sewer flushing program, water gate exercise program and Hydrant Flushing program on-going;
- ✓ Changing out old 5/8 inch water meters to conform with Federally mandated requirements

Other Information

- The Public Buildings Division has been busy assisting Administration evaluate alternatives which would allow the School Department to take ownership of the MPC building to meet their classroom needs. Alternatives include the Knights of Columbus building on East Avenue and use of underutilized space in the Armory on Central Avenue;
- For the period August through December, the recycle rate for the City increased by 77% from the same period in 2010. The difference was our “Zero-Sort” collection, which was well received by residents. Solid Waste collected and taken to MMWAC for incineration decreased by slightly less than 3%, which saves the City. There is still room for improvement and recycling can increase with more participation from residents.



SOCIAL SERVICES

➤ **ALL GENERAL ASSISTANCE CLIENTS ARE SEEN BY APPOINTMENT ONLY**

Due to the new fiscal year, beginning July 1, 2011, our reimbursement from the state will start at the 50% rate. Once we reach our threshold, we will begin receiving reimbursement at the 90% rate. I anticipate that to be in April or May of 2012.

| Statistical Activity | December 2011 | FYTD 7/1/2011-6/30/2012 |
|--|---------------|-------------------------|
| Office Traffic (Duplicated) | 724 | 4010 |
| New Clients | 70 | 422 |
| Households Served (OT) (Unduplicated) | 227 | 1232 |
| Housing Expenditures | \$77,125.38 | \$ 395,725.88 |

| | | |
|--|--------------------------|--------------------------------|
| Total Expenditures | \$86,451.29 | \$457,719.22 |
| <i>State Reimbursement</i> | \$43,200.32 (50%) | \$228,618.64 (50%) |
| <i>SSI Reimbursement</i> | \$ 9,846.21 | \$ 37,530.94 |
| <i>Other Reimbursements</i> | \$ 50.65 | \$ 481.98 |
| Actual Municipal GA Cost (net) | \$33,354.11 | \$191,087.66 |
| Workfare | December | FYTD 7/1/2011-6/30/2012 |
| <i>Cases</i> | 88 | 423 |
| <i>Clients</i> | 113 | 566 |
| <i>Hours Performed</i> | 3,683.50 | 17,045.40 |
| <i>Dollar Value (\$7.50 per hour)</i> | \$27,626.25 | \$127,840.50 |
| <i>Percentage of Cases Assigned Workfare</i> | 39% | 34% |

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

| Length of Time Clients Receive GA | 1-3 MONTHS | 4 -6 MONTHS | 7-12 MONTHS | MORE THAN 12 MONTHS |
|--|--|--------------------|--------------------|----------------------------|
| FY 2011 7/1/2010-6/30/2011 | 65% (36% received GA for only 1 month) | 16% | 19% | N/A |
| 10 Year Prior History 7/1/00-6/30/10 | 72% (45% received GA for only 1 month) | 13% | 9% | 6% |

- Approximately 35% of GA clients have SSI pending. These clients are mentally and/or physically disabled and require GA for longer periods of time. These clients tend to cycle in and out of GA throughout the years.

FRAUD CASES AND REIMBURSEMENT MONIES

The City of Lewiston's Social Services Department is aggressively referring fraud cases and pursuing reimbursement monies.

- General Assistance clients who commit fraud -- those who attempt to receive GA and those who actually receive GA -- are disqualified from receiving GA benefits throughout the state for 120 days. All cases are reported to the Department of Health and Human Services (DHHS). The cases that are receiving the DHHS Food Supplement are disqualified from receiving the Food Supplement for the 120 day GA disqualification period.
- The cases involving clients who have actually received General Assistance by fraudulent means are reported to the DHHS and to the Lewiston Police Department (LPD) for potential prosecution.
For the calendar year 1/1/2011-12/31/2011, the GA office referred 33 cases involving clients who received general assistance fraudulently. This constituted only 5% of the total GA cases that were assisted, but the amount of money that was fraudulently received was in excess of \$50,000.00. An Androscoggin County grand jury recently handed up an indictment for one of the referred cases.
- From September 2011 to December 2011, the City of Lewiston's GA office was reimbursed approximately \$18,550 from three Supplemental Social Security (SSI) recipients who were referred to the LPD in calendar year 2011 for committing fraud (the entire amount of \$18,550 was not fraudulently received). All clients who receive GA and have SSI pending, sign an agreement to have the Social Security Administration (SSA) reimburse the municipality when the clients receive their retro-active lump sum SSI payment.

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