



APRIL 2010 Monthly Report

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SPECIAL POINTS OF INTEREST:

Lewiston's Solid Waste Facility waives Punch Pass tips & fees from April 24-May 1st in lieu of curbside Spring Clean-up See **Pg. 41**

Public Works Dept. extends special thanks for Volunteerism & Donations See **Pg. 46**

Dave Jones, "2009 Public Works Leader of the Year



Dave Jones, Director of Public Services, was surprised the morning of April 1st when he was presented with the Maine Chapter of the American Public Works Association's "**2009 Public Works Leader of the Year.**" The award was presented during the Chapter's annual spring meeting. Dave was further surprised as several municipal co-workers arrived to lend their support.

City Administrator Edward

A. Barrett, who attended the award presentation, noted, "Dave is a true professional and is a great asset to the All-America City of Lewiston. He is a man of integrity and well respected by his staff, his peers, our elected officials, and all who know him. We are fortunate to have an individual of his caliber and professional expertise working on behalf of the City and its residents."

Always a team player, Jones immediately thanked members of his City crew and praised the value of his interactions with the Maine American Public Works Association and its members.

On April 7, 2010, the Members of the Senate and House of Representatives joined in recognizing David Jones, Director of Public Works for the City of Lewiston, for his

achievement in being named the "2009 Public Works Leader of the Year" by the Maine Chapter of the American Public Works Association. A certificate of recognition was awarded to David, at a ceremony held the same day. In attendance were Rep. Bruce A. Bickford, Sen. Margaret M. Craven, Rep. Michel A. Lajoie, Rep. Michael E. Carey, Rep. Richard U. Wagner, and Rep. Margaret Rotundo, introduced and co-sponsored the award. Also in attendance, was David's wife Laurie Jones.

LYAC Youth Summit

Did you know...

On April 21st all systems were shut down due to a potential Virus threat? **Read more about it on Pg. 21**

SPECIAL POINTS OF INTEREST:

The Rec Dept. receives grant for Indoor Batting Cages and a mini-grant for the integration of skin protection education and the practice of sun safety! **Pg. 47**

For more information on the savings associated with no Spring Clean-Up this year, see **Pgs. 45-46**

The Lewiston Youth Advisory Council held its first-ever youth summit at the Lewiston Memorial Armory, sponsored by the *Lewiston Firefighters Association*. Matt Beauparlant, LYAC Chair kicked off the event themed **“Your Aspirations Are Your Possibilities.”** Mayor Laurent F. Gilbert, Sr., also welcomed the youth, and LYAC City Council Liaison John Butler was on hand. Youth from Lewiston High School, Edward Little High School, St. Dom’s, Lewiston Middle School, and Trinity Catholic attended the summit. ELHS Assistant Principal Steve Galway was particularly pleased, **“This is wonderful; we need things like this!”** Andrew Harris, LA Arts Director, who led an “Arts: Express Yourself” workshop, echoed his sentiments, **“This is just the type of thing we need to showcase in our community.”**

Other workshops focused on money management; college aspirations; the dangers of alcohol; safe dating; and safety tips for My Space & Facebook.

An **“Inspired to be Great”** interactive keynote address was provided by motivational speaker John Jenkins. LYAC debuted its **“Lewiston in the Eyes of Youth”** DVD with requests for copies quickly coming in. Chamber President Chip Morrison & Sarah Mayberry of the Young Professionals of L/A also provided a “Then

& Now” L/A It’s Happening Here Powerpoint.

There were informational booths as well as Zumba - a physical fitness routine, led by Cynthia Nicholas of the YWCA which was a great hit!

Youth evaluations came in strong with comments such as **“There is a lot more in Lewiston than I thought;”** **“a lot of people get accepted to local colleges;”** **“there’s a lot of culture in Lewiston,”** and **“there are a lot of opportunities in Lewiston.”**



City Administrator's Report

Budget

April was dominated by work on the City budget. In addition to by-weekly Council workshops, significant time was spent in meeting with staff, working with Finance Director Heather Hunter to refine budget estimates for Council consideration, and responding to Council requests for information. Meetings were held with all of the City's bargaining units and our non-unionized employees to request their assistance in identifying concessions with the goal of minimizing the number of anticipated layoffs. Responses were analyzed and reported to Council. Several meetings were held at City Hall and at Public Works to review the City's overall budget situation with employees. The intention of these efforts was to position the Council to establish a budget goal for the coming year by the end of the month or early in May.

Projects and Major Issues

- Lincoln Street Parking Garage. Construction is well underway. Interim parking arrangements for those relocated from the Bates surface lot have worked well.
- Spring Cleanup. The revised spring cleanup program worked well. Few public complaints were received, and we saw considerable voluntary compliance due to publicizing the new format through local media, selected advertising, and information provided through the Lewiston School System.
- Continued discussions with a developer who has interested in residential uses in the Bates Mill complex. We anticipate a preliminary discussion of the terms of a development agreement with the Council in May.
- Continued work on the CDBG budget and on the 5-year update to our Consolidated Community Development Plan.
- Casino. Held discussions with representatives of Great Falls LLC on elements of their proposed statewide referendum of importance to the City.
- Received Council authorization to proceed with the second round of street light removals.

Meetings

Attended board meetings of the Chamber of Commerce and Lewiston Auburn Growth Council, the ATRC Policy Committee, the lead abatement loan committee, and met with representatives of the U.S. Department of Housing and Urban Development regarding their interest in making Lewiston a focus community for a variety of their programs.

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

- Complete Fiscal Year 2011 Budget Process
- Marijuana Dispensary Location Regulations
- Fiscal Year 11 LCIP Bond Projects
- Status of Pettingill School
- Riverfront Master Plan
- Potential Residential Development in Bates Mill
- Revisiting Draft Strategic Plan

Deputy City Administrator's Report

- We have begun the process of working with the U.S. Department of Housing and Urban Development on developing a formal application for the \$900,000 special appropriation awarded to Lewiston for this fiscal year. The work is tedious and highly technical but will hopefully serve as the first step in the development of a master plan for the downtown riverfront area. The Planning Board will be submitting their recommendations for what should be contained within this masterplan.
- I have been working with the Maine Municipal Association (MMA) to develop a program which will assist municipalities in developing strategies to better engage citizens with their local governments. MMA understands that it is vital for citizens to play an active role in governing their communities and our steering committee will be submitting recommendations to the MMA Executive Committee on how MMA, as the primary municipal organization in Maine, can assist in the process.
- Staff and elected officials continue to receive National Incident Management Systems training. The training is intensive and is a requirement to receive federal funding from the Department of Homeland Security.
- On the heels of statewide budget reductions, concerns have been raised within Maine's public administration profession about the University of Maine's decision to explore the possibility of terminating its Public Administration graduate degree program. As part of the University of Maine Augusta's Public Administration Advisory Committee, and in my role as having served as an adjunct instructor at both the University of Maine Augusta (UMA) and the University of Southern Maine's Muskie School of Public Service, I participated in a process to review UMA's Public Administration program. At a time when university budget's are being significantly challenged and the need for recruiting a new group of administrators to replace what is one of the oldest government employee groups in the country is quickly coming upon us, the challenges are many. It is our review committee's hope that our work will assist UMA in confronting the current fiscal and programming dilemma in a way that will ensure that both the undergraduate and graduate degree programs deliver on its public administration degree missions well into the future.
- The city budget process has required the City Administrator and I to spend the better part of the month working with our elected officials, the Human Resources Director, Finance Director, staff, union representatives, employees and citizens in reducing a \$4 million dollar budget gap in an effort to reduce a possible increase the property tax rate. The effort has been extensive:
 - ✓ Multiple meetings with all six union representatives to discuss possible ways to achieve personnel and operational costs
 - ✓ Several meetings with all employees to discuss reducing personnel and operational costs. Employees who were unable to make the meetings were able to view a videotaped meeting on their computers
 - ✓ Multiple meetings with some department directors to discuss what strategies could be employed to reduce costs
 - ✓ Meetings with some elected officials to explore possible budget cutting ideas
 - ✓ Many communications with citizens about possible cost cutting ideas

The City Council will be making the final decision on the budget sometime in May.

Assessing Report

April activity in the Assessing Department saw a continuation of the spring canvass for completion of the 2010 real estate valuation and on site visits for completing the 2010 personal property tax roll.

The taxable status of all property is determined by the April 1st tax date. At this point in time, pursuant to state law, any applications for exemption or new building permits will not be considered until the April 1, 2011 tax date.

Personal property filings are at their heaviest in April due to the May 1st reporting requirement. The final number for total taxable valuation in Lewiston is heavily dependent on these returns.

Follow up review activity involving real estate is now underway. It is expected that this work will be completed by mid June at which time the assessment roll would be proofed in preparation for mailing of the 2010-11 tax bills.

City Clerk's Report

The month of April was busy with election preparations and business license renewals:

EnerGov – Attended a few meetings with representatives from the company - saw an introduction of what the program will look like and received updated schedules and expectations of staff

School Budget Validation Referendum – Prepared material for the May 11 election - printed ballots, conducted absentee voting at nursing homes, lined up workers, etc.

State Primary & Special City Election – Prepared material for the June 8 election – designed and ordered city ballots, many logistical preparations

Business Licenses – April is a very busy month for business licensing – all of the food service establishments such as restaurants are all up for renewal.

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 April:

April 2010 Monthly Report for Council

| | Monthly Totals | Revenue | |
|---|----------------|------------|--------------------|
| Birth, Death & Marriage certified copies issued | 935 | \$8,015.00 | |
| Burial Permits issued | 54 | \$270.00 | |
| Marriage licenses issued/recorded | 16 | \$480.00 | |
| Hospital liens filed | 0 | \$0.00 | |
| Acknowledgements of Paternity processed | 5 | \$25.00 | |
| Genealogy searches | 26 | \$130.00 | |
| Death records recorded | 58 | n/a | |
| Birth records recorded | 113 | n/a | |
| Fish & Game licenses issued | 239 | \$476.25 | agent fee retained |
| Garage Sale permits issued | 56 | \$336.00 | |
| Dog licenses issued | 19 | \$48.00 | agent fee retained |
| Business licenses issued/renewed | 139 | \$0.00 | |
| Voter registration processed -new, change or delete | 149 | n/a | |
| Scanning of voter cards | 0 | n/a | |

| | | |
|--|-----|--------|
| Petitions certified-each ranging from 1 to 45 signatures | 157 | n/a |
| Sale of Historic Picture CD | 0 | \$0.00 |
| CityLink Bus Passes | 89 | n/a |
| Absentee ballots processed | 0 | n/a |

Code Enforcement Report

Staff Review Committee (SRC) Activity April FY2010

- No activity

Planning Board Committee (PB) Activity April FY2010

- To consider a proposed amendment to Appendix A, Article XIII, Section 11 of the Zoning and Land Use Code of the City of Lewiston to extend the expiration of development review approved projects from two years to substantially complete a project, to two years to start a project and five years to complete. (April 12, 2010)
- Provide a recommendation for the City Council's consideration regarding a petition to vacate Terrace Avenue. (April 12, 2010)
- Review of riverfront master plan recommendations. (April 12, 2010)
- An application by Summit Environmental Consultants on behalf of Blais Greenhouse, Inc. for the creation of a four lot single family subdivision at 315 Scribner Avenue. Two of the lots will be accessed via 315 Scribner Avenue. The other two lots will be accessed via 20 Ashmount Street. (April 26, 2010)

Board of Appeals Committee (BOA) Activity April FY2010

- No activity

Historic Preservation Review Committee (HPRC) Activity April FY2010

- Historic Preservation Annual Awards (April 1, 2010)

Permit Activity April FY2010

| Month | Permit Type | # of Permits | Total Estimate Cost of Construction | Total Fees Collected |
|------------|--------------------------|--------------|-------------------------------------|----------------------|
| April 2010 | Building Permit | 55 | | |
| | Commercial | 4 | \$459,605.00 | \$2,305.00 |
| | Residential | 51 | \$425,524.00 | \$1,544.00 |
| | Electrical Permit | 48 | | |
| | Commercial | 13 | na | \$494.00 |
| | Residential | 35 | na | \$1,232.00 |
| | Plumbing Permit | 15 | | |

| | | | | |
|-------|--------------------|-----------|--------------|-----------|
| | Commercial | 4 | na | \$936.00 |
| | Residential | 11 | | \$906.00 |
| | Sign Permit | 10 | na | |
| | Commercial | 10 | na | \$334.00 |
| | Residential | 0 | na | \$0.00 |
| | Use Permit | 3 | | |
| | Commercial | 3 | na | \$96.00 |
| | Residential | 0 | na | 0.00 |
| Total | | 131 | \$885,129.00 | \$7847.00 |

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

Inspection Activity April FY2010

| Month | Inspection Type | # of Inspections |
|---------|-----------------|------------------|
| April10 | Building | 122 |
| | Plumbing | 44 |
| | Sign | 17 |
| | Housing/PMC | 76 |
| | Sanitation | 39 |
| Total | | 298 |

- 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: 2
 - Civil Penalty: 1
 - Notice of violations issued: 5
 - Condemnations: 0

Community Development Report (by Program Area)

Community Development Block Grant

General

- Mark and Cathy continued work for the FY2011 CDBG budget process. The CDBG Review Committee recommendations for the Action Plan budget and Consolidated Plan were presented to the City Council on April 5 and discussed in workshop on April 22. The Committee also held an additional meeting on April 14.

Housing

Housing Rehabilitation/Multi-family:

- No new applications this month

Landlord Energy Program

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

Emergency Loan Program:

No activity this month.

Commercial

- City received an preliminary application from Luke Livingston to establish a small craft brewery here in Lewiston. At this time, Mr. Livingston is in the process of negotiating a lease for space for this venture. Once a location has been secured, he will meet with the City to discuss any space rehab needs he may have.
- Mark continued 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 an historically sensitive rehab of the building façade.

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. Mark worked with the Purchasing Director to have bids solicited for the park equipment. Bids are due back in early May.
- Mark began 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 will begin this spring.

HOME

General:

Homeowner Rehab Program:

- Jayne continued working with a SF homeowner on a new application to replace windows and doors at 15 Riley Street. Owner is in the process of gathering bids and still plans to submit a formal application.

Homebuyer Assistance Program:

- Jayne attended one Homebuyer Education class (42 people in attendance) and provided Housing Loan information for the Cities of Lewiston and Auburn for potential homebuyers. She spoke with two homebuyers interested in purchasing SF homes in Lewiston.

Rental Development

- **Tedford Housing**—Parties are moving rapidly towards a construction closing for this property. It is expected to begin construction by June.
- **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 one meeting of the L/A Security Deposit Task Force, which approved one security deposit application 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 was given a 100% progress report from HUD. The team continues to work on unit production and marketing for the program.
- Team presented to the Loan Qualification Committee meeting for 2 loans at 98-100 Pierce Street and 113 Pierce Street. Since only \$8,000/unit can be made available as a grant under this program, additional funds are provided through CDBG loans.
- Mark worked with representatives from Catholic Charities, Healthy Androscoggin and Bates College to prepare an grant application to the Maine Community Foundation to continue funding for the

Healthy Homes, Healthy Families program. This program provides classes to downtown residents about lead hazards as well as household pests, food safety, and healthy cooking.

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.

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. The demolition still on hold pending an agreement on how to proceed between EPA, Maine State Historic Commission and the ACHP. EPA expects a negotiated ruling in May.

Museum L-A Application for grant funding from the Brownfields Cleanup Revolving Loan Fund program is under consideration.

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--Lincoln and Jayne took part in a webinar regarding an application to this planning grant. We are in the process of determining if it is appropriate for us to apply for this funding.

Other Activity

- Mark continued work with representatives from the local Farmers 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.
- Mark continued working with representative from the Maine People's Alliance to provide feedback on a Federal bill pending in Congress to generate local government jobs. The MPA is soliciting input on how the bill might be beneficial to local communities in Maine, including Lewiston.
- Mark and Jayne met with representatives from HUD's Multi-family program office in Manchester. Lewiston is being looked at as a potential focus area for additional funding through HUD's various multi-family housing programs.
- Mark worked with the Finance Director and staff to interview candidate for the new Grant Accountant position. While this person will work directly in the Finance Department, much of their work will involved ECD grants and programs. The new hire, Ingrid Nivison, started employment with the City on April 15.

Economic Development Report

PROJECTS

Community Concepts broke ground on their new 16,000 s.f. office building on April 30. The building will house 70 staff and is expected to open in July 2011

At **84 Lisbon Street** title work has been completed and survey work is being finalized along with discussions regarding maintenance and egress easements. Closing is expected to happen in June.

Construction is well under way **Central Maine Medical Center's** emergency room and lab relocation and expansion; as well as **Sisters of Charity's** new Operating Room Suite.

City staff are actively working with a housing developer considering building 52 units of **mixed income housing** at the **Bates Mill**. The developer submitted an application to MainHousing for tax credits for some of the units. State and Federal Historic Preservation Tax Credits will also be utilized. Discussion and evaluation has begun on other funding sources that may be utilized. Lincoln Jeffers and Ed Barrett met with the developer and his primary investor to review Lewiston economic development over the last decade and current challenges and opportunities. The meeting was followed by a downtown walking tour.

Baxter Brewing has purchased equipment and is finalizing plans for their space in Mill #1 Wing. A groundbreaking ceremony is planned for June. Baxter expects to ship their first beer in September 2010.

Staff continues to work with **Great Falls Recreation and Redevelopment** on issues associated with their referendum proposal to build a **casino** at the Bates Mill Complex. Great Falls has submitted draft legislation to the state for review and amendment, working toward a statewide referendum in November 2011. Among other allocations, the draft legislation includes the following allocation percentages of revenues received from net slot machine revenues (the amount wagered minus the amount paid out in prizes: 2% to Lewiston's General Fund, 1% to Auburn, 1% to Androscoggin County, 1% to LAEGC, ½% for joint Lewiston Auburn expenditures, 1% for tourism promotion, 3% for cleaning up Maine Rivers, 3% to the Maine Dept. of Economic and Community Development to fund downtown revitalization efforts, 2% to help fund extension of rail to Bethel, and 3% to help fund an East/West highway and improve collector roads in Maine.

PENDING

The Developer's Collaborative submitted an application for affordable housing tax credits to MSHA as the primary funding mechanism for the redevelopment of In-Town Manor into 32 units of affordable senior rental housing. The Community Development Department has taken the lead role in working with the developer on this project.

Lincoln Jeffers is in early stage confidential discussions with a party interested in developing a project on Island Point; with a party interested in redeveloping **Pettingill School**; and with several local businesses and agencies looking to relocate and/or expand their operations.

Staff continues to work with Nextera Energy on the possible acquisition of the canal.

BUSINESS ADVOCACY

Assistance is being provided to two separate investors considering acquiring Lewiston businesses, including accessing training programs funded in part or whole by the state.

Assistance was provided to a land purchaser who needed to secure an easement for a road crossing of a transmission line as part of their due diligence. The easement was granted. The land will be developed for commercial purposes.

Research was completed and the information provided on a grant opportunity to a local business looking to make a large investment in significantly more efficient equipment. This work was done in concert with Ron McKinnon of DECD.

Assistance was provided to **Compounding Solutions** to help them navigate building design and construction challenges related to their site plan approved 27,000 + s.f. addition.

Multiple meetings were held with Bates Mill businesses, police and public works to develop workable parking solutions for workers displaced by construction of the Lincoln Street Garage.

POLICY

Work continues to get state support for additional **rail investment** in LA. Staff met with the state delegation, LAEGC, the Chamber and others to strategize the best legislators to lobby for support of the state bond issues that included \$5 million that will support expansion of rail service to the area. Those efforts were successful. The bond will be before the voters on June 8.

Staff worked with the EPA to amend the submitted work plan for a Phase II environmental assessment of the hydro power station located in Bates Mill #5 to better identify issues and better pave the way for development.

I am on the steering committee for the Maine Downtown Coalition. The coalition was the driving force behind \$5 million Communities for Maine's Future bond that will go to voters in June. The bond money will be used to fund downtown project grants and historic preservation of endangered buildings. This bond is incorporated into Bond Question 4 which is on the June 8 ballot.

MEETINGS

Lincoln Jeffers participated in a **Business Leadership Forum** hosted by the **Maine State Chamber** at the recently renovated **Iron Horse Court**. The event was a gathering of approximately 20 business leaders from around the state with Governor Baldacci to discuss the economy and ways to move it forward.

Lincoln Jeffers was a panelist at the **Maine Brownfield Conference**, speaking on what makes Brownfields attractive sites for development, and some of Lewiston's successes.

The Lewiston Police Department organized a meeting of downtown business owners. Much of the discussion centered on parking issues and some possible changes to improve the frequency of parking turnover. Those changes are being evaluated at the staff level.

Grant Writer, Jayne Jochem and Lincoln Jeffers participated in an **EPA Webinar** introducing a pilot grant program to provide funding for area wide planning in areas affected by Brownfields or other environmental issues. Jayne is writing the grant application.

Participated in **Western Maine Economic Agenda** hosted by AVCOG. The purpose of the meeting was to identify and link transportation initiatives that will be supportive of economic development in the AVCOG region

Attended **LAEGC Board of Directors**

Attended **LARC Annual Meeting**

Attended **Business after Hours** at Floor Systems in Lisbon. It was a first time gathering of members of the Maine State Chamber, Midcoast Chamber and Androscoggin County Chamber

DATA

With a per capita personal income of \$34,808, with 16 counties in Maine, Androscoggin County has the 8th highest per capita personal income. It is 4.4% below the state average and 22.9% below Cumberland County, 2% below Kennebec County, 16.1% higher than Oxford County, and 14.9% higher than Franklin County. **See the chart on the next page for more detail.**

Comparison by Maine County

Personal Income

Per capita personal income, by county

| | 2008 | 2007 | % change |
|--------------|-----------------|-----------------|-------------|
| Androscoggin | \$34,808 | \$33,461 | 4.0% |
| Aroostook | \$29,817 | \$28,420 | 4.9% |
| Cumberland | \$45,147 | \$43,720 | 3.3% |
| Franklin | \$29,636 | \$28,175 | 5.2% |
| Hancock | \$36,164 | \$34,950 | 3.5% |
| Kennebec | \$35,418 | \$33,866 | 4.6% |
| Knox | \$37,563 | \$36,411 | 3.2% |
| Lincoln | \$37,229 | \$35,961 | 3.5% |
| Oxford | \$29,199 | \$27,972 | 4.4% |
| Penobscot | \$33,149 | \$31,705 | 4.6% |
| Piscataquis | \$29,950 | \$27,917 | 7.3% |
| Sagadahoc | \$37,243 | \$36,209 | 2.9% |
| Somerset | \$29,197 | \$27,406 | 6.5% |
| Waldo | \$31,457 | \$29,901 | 5.2% |
| Washington | \$29,464 | \$28,052 | 5.0% |
| York | \$37,316 | \$36,487 | 2.3% |
| MAINE | \$36,368 | \$35,028 | 3.8% |

Source: U.S. Bureau of Economic Analysis

Out of 16 counties Androscoggin County has the 8th highest per capita personal income. It is 4.3% below the state average and 22.9% below Cumberland County, 2% below Kennebec County, 16.1% higher than Oxford County, and 14.9% higher than Franklin County.

Finance Department (by Division)

Department Focus and Projects

As part of the upcoming FY2011 budget adoption, the City of Lewiston anticipates rate increases in two of the three enterprise funds in order to meet the current cost of operations. Rate increases are proposed for both the water and stormwater funds in the amount of 15% and 8% respectively. A rate adjustment is not proposed for the City's sewer fund.

Water utilities are regulated by the Maine Public Utilities Commission (PUC). Lewiston files rate changes under requirements outlined in Maine Statute Title 35-A Section 6104. On April 16th, the Finance Department filed the water division's rate case, including revised rate schedules with the PUC. Documentation justifying the increase must be submitted at least 30 days prior to the public hearing. Under Section 6104, the water utility must hold a public hearing at which time the Public Advocate and any customer may testify and question the officials regarding the proposed rate change. The public hearing is scheduled for May 18th. As required under 6104, a notice was sent to the rate payers outlining the increase, the date of the public hearing and their rights in regard to the proposed change. A total of 8,381 notices were sent. A public notice outlining the same information is scheduled to be published in the Sun Journal on or before May 4th.

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

Treasury

- Motor Vehicle Excise transactions during the month amounted to a combined total of 3,094 and \$350,766 was collected.
- Total current year tax collections are \$44,359,269 or 94.13% compared to the 94.34% collection rate at this same time period last year.
- Reminder notices were mailed to 1,279 real and personal property accounts which will be followed by 30-day line notices on May 11th and tax lien recordings on June 16th.
- A total of 426 Treasurer's receipts were processed for a total value of \$6,279,268.
- 247 Boats were registered in April due to the warm weather which amounts to \$4,634 in excise tax.

Purchasing

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

- Bid L/A 2010-01 Water Treatment Chemicals
- Bid L/A 2010-02 Utility Trench Restoration
- Bid 2010-010 PW Garage Light Replacement
- Bid 2010-011 Fire Truck (Triple Combination Pumper)
- Bid 2010-013 Kennedy Park Pool House
- Bid 2010-015 Combined Sewer Pipe Materials
- Bid 2010-017 Used SUV (rebid of 2010-04)
- Bid 2010-020 Annual Gravel, Loam & crushed rock bid

Fire Department Report (by Division)

Administration:

- Chief LeClair presented the Fire Department budget to the Lewiston City Council on April 22, 2010. The budget workshop was well attended by Fire Department employees.
- The Asst. Chief continued to address improvements at Fire Stations associated with a building inspection review conducted by a Maine Municipal representative.
- Chief LeClair and other Public Safety representatives from Lewiston and Auburn met with community event organizers to discuss planning emergency response protocols should an incident occur during their event.
- The Fire Department truck committee met to review bid specifications on two bids submitted by interested vendors. A recommendation to the Finance Committee will be presented in May.
- The Assistant Chief and Battalion Chief worked with other City departments on the assessment phase with Energov.
- The Assistant Chief and Battalion Chief participated in the Nextera Energy Exercise (Florida Power and Light) reviewing high hazard dam plans associated with the Gulf Island site.
- The Assistant Chief and Battalion Chief attended FEMA Assistance to Firefighter Grant application workshops. Each year the Fire Department pursues grant opportunities in order to ease municipal budget demands.
- The Assistant Chief reviewed the Emergency Response Trailer (ERT) at Public Works along with other city staff. The trailer was purchased and equipped through a Homeland Security grant and will assist public safety agencies with the deployment of barricades, traffic cones and signs.
- The Assistant Chief and Firefighters Association President Richard Cailler attended the City Council Meeting of April 6, 2010 and requested City Council approval to place a Fallen Firefighter's Memorial on City property at Lewiston Central Station. The Firefighters Association will donate the memorial to the city.
- The Chief and Assistant Chief attended the funeral of retired Firefighter Louis Vincent.
- The Battalion and Assistant Chief participated in two Post-Incident Reviews for fires at 550 Lisbon Street and 106-108 Walnut St. Both incidents were handled at the first alarm level and did not require recall or mutual aid assistance.

Firefighting & Training:

- The Fire Department answered a total of 128 Fire Calls in April 2010.
- Company Officers and crew completed vacant building surveys. The surveys are completed regularly to maintain awareness of vacant building conditions.
- Firefighters completed annual fire station building maintenance assignments.
- Firefighters completed annual fire equipment, tools and fire apparatus maintenance assignments.

Maintenance Technician & Fire Alarm Division:

- Completed Firefighter air pack face piece fit test make-ups.
- Flow Tested & serviced all the Police COBRA Haz-Mat team SCBA's.
- Repaired charging problem with Engine #6 (alternator rebuilt).
- Monthly greasing of all fire apparatus.
- Removed heat shields from all pumpers.
- Repaired air horns on Engine #3 (rebuild kits installed).
- Replaced alternator belts on Engine #7.

- Received 2 recall notices on our SCBA's which required that all units be inspected twice for compliance with the recall notices. Ten units were removed from service awaiting replacement parts. The Cobra team units were inspected as well during the annual service and were found to be in compliance.
- Performed quarterly aerial ladder maintenance with Platoon B personnel.
- Serviced all department lawn mowers and trimmers.
- Repaired hose repair machine (hydraulic issue).
- Replaced DC/AC Power inverter on Engine #6.

Fire Prevention:

- Fire Prevention Clerk Debbie Morin continued her reassignment at the LA 911 Administrative Office to assist the newly hired 911 Director with general office duties and a back log of work.
- Fire Inspectors and City Staff jointly reviewed EnerGov Project.
- Inspector Morrell and Ouellette attended International Association of Arson Investigators training in Waterville on Fire Suppression and Detections Systems.
- Fire Prevention Staff continued work on pending inspection compliance.
- 40 Fire Inspections
- 18 Complaints
- 46 Code/Plans Review
- 8 Fire Scene Investigations
- 4 Fire Education Presentations
- 5 Fire Guard details

Human Resource's Report

- Training was focused on the upcoming summer activities involving our most hazardous duties and highest workers' compensation claims;
- Trenching and excavation safety and Work Zone safety was instructed to 61 employees; while Construction Ergonomics and Back Safety was taught to 75 employees; and
- Attended a Trenching and Excavation refresher in Fairfield;
- Conducted left over Blood Borne Pathogens and Hazard Communication training to some firefighters;
- Spent time at the Mill #5 and the Library with a representative from Maine Municipal looking to mitigate any hazards found at these locations;
- Conducted a new employee orientation;
- Continued updating our job descriptions to ADA standards;
- Completed the mandated US Census Survey whereby the payroll of March 12, 2010 must be broken down by number of employees, payroll amount for each department/division and submitted to the Federal Government;
- Updated the Safety Incentives for the month noting that Fire, Police and City Hall/Library/Recreation went four (4) months without a 7 work day lost-time injury and Public Works/Services did not incur a 7 work day lost-time injury for April;
- Several worksites were visited for OSHA compliance as well as specific work zone issues were addressed in reference to a sub-contractor putting the motoring public in harms way;
- Two new injuries were reported during the month of April at a cost of \$850, and investigated other minor injuries;
- Met with Unions regarding givebacks;
- Conducted two General Assistance Fair Hearings;
- Mediated Union grievances.

Information Technology (MIS)

McAfee Issue – False Positive

On April 21st around 11am the MIS Department received several calls of local system failure. After the 5 such calls, it was decided to shut the entire network down. The thought was the agency had contracted a virus. Researching the issue it was found that other companies were having the same issue. Toward 5pm McAfee posted that it was in fact their issue and they had a new release to fix the issue. We had to run a tool on each machine that had issues. The next day the network was back up and running correctly.

Couple of things

Personal Property reminder letter and statements were produced on time. The Tech laptop for SCADA had to be rebuilt and software reinstalled. One of our own systems had a hard drive failure and had to be rebuilt from backup files, a good test for Disaster and Recovery. 228 pages were added, modified, or updated on the web-site.

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 369 for the month of April. 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

- On Tuesday, April 13, the Library hosted the Mayor's special program featuring Holocaust survivor, Julia Skalina, who spoke to a standing room only crowd in recognition of National Holocaust Days of Remembrance Week.
- The Friends of LPL received a grant of \$4,000 from TD Bank to help in funding Year 2 of the Library's Teen Engagement Project.
- The speaker for April's Great Falls Forum lecture was Russell Libby, executive director of the Maine Organic Gardeners and Farmers Association speaking on the importance of local agriculture. This event was part of the L-A **One Book, One Community** celebration.
- LPL deputy director Ellen Gilliam presented a public workshop in the Library's computer lab on **Career Transitions**, an online resource offered through the Library's web pages to assist citizens with the entire process of job searching, from identifying potential careers to finding employment.

Library Use Statistics for April 2010:

Lewiston Public Library

Monthly Report - Use Statistics

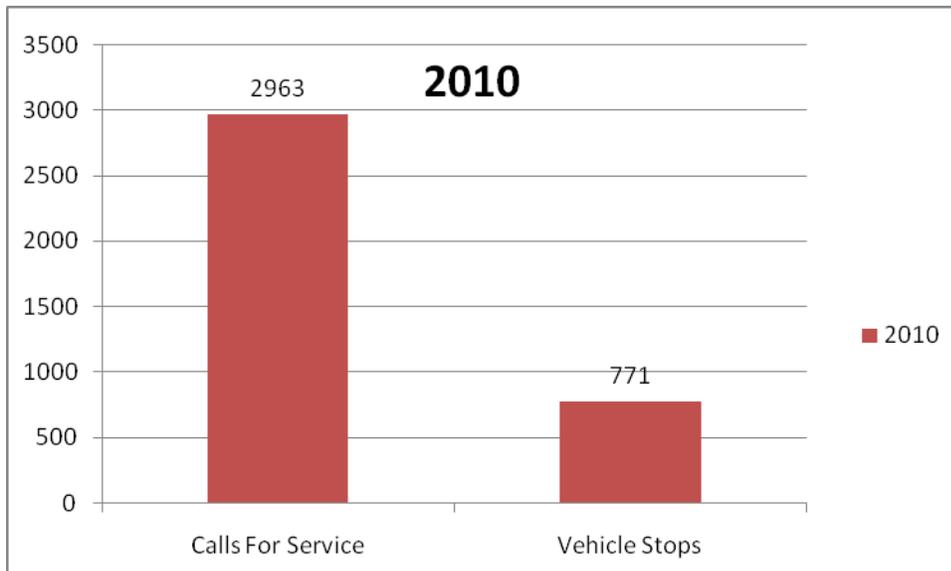
"April 2010"

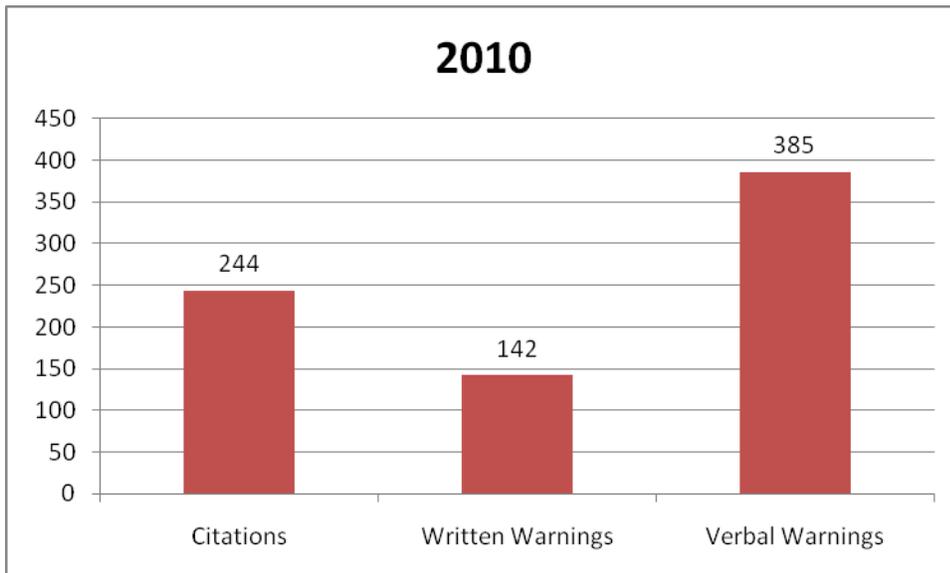
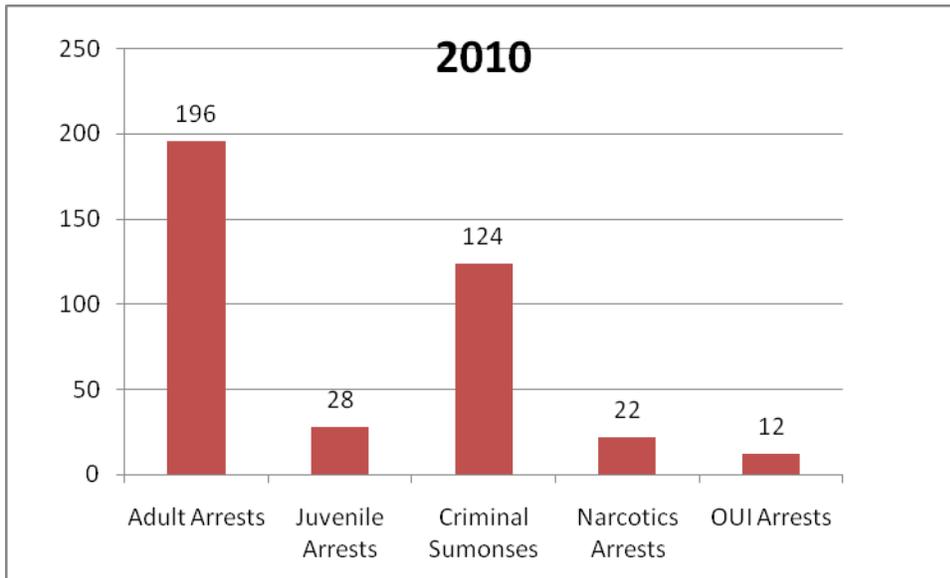
| | Apr-10 | Apr-09 | YTD 2010 | YTD 2009 |
|---------------------------------|--------|--------|-------------|-------------|
| Adult Book Circulation | 9,883 | 10,264 | 38,828 | 40,513 |
| Adult AV Circulation | 1,034 | 1,183 | 4,334 | 4,368 |
| Children's Book Circulation | 5,992 | 7,224 | 23,608 | 26,083 |
| Children's AV Circulation | 1,021 | 1,206 | 4,517 | 4,795 |
| Total Circulation | 17,930 | 19,877 | 71,287 | 75,759 |
| Door Count (daily average) | 606 | 623 | 613 | 591 |
| Children's Programs | 32 | 38 | 156 | 170 |
| Children's Program Attendance | 510 | 569 | 2,555 | 2,771 |
| Teen & Adult Programs | 19 | 5 | 63 | 12 |
| Teen & Adult Program Attendance | 315 | 253 | 1,192 | 828 |
| New Materials Added | 877 | 855 | 3,012 | 3,435 |

Police Report

In the month of April, the Lewiston Police Department responded to 2,963 Calls for Service. The agency initiated 771 vehicle stops in the month of April resulting in 244 citations, 142 written warnings with the remaining stops resulting in verbal warnings. There were 196 arrests of adults and 28 juvenile arrests during this period as well as 124 criminal summonses issued. There were 22 arrests on narcotics violations and 12 arrests for operating a motor vehicle while under the influence of alcohol or drugs. The parking enforcement and patrol divisions issued 835 parking tickets in the month of April.

| | 2010 |
|--------------------|------|
| Calls For Service | 2963 |
| Vehicle Stops | 771 |
| Citations | 244 |
| Written Warnings | 142 |
| Verbal Warnings | 385 |
| Adult Arrests | 196 |
| Juvenile Arrests | 28 |
| Criminal Summonses | 124 |
| Narcotics Arrests | 22 |
| OUI Arrests | 12 |
| Parking Tickets | 835 |





Community Policing/ Problem Solving:

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

April 5 – 9, 2010

- Officer Murphy and Officer Johnson conducted the Oak Park Citizen Police Academy with Tim Darnell.
- Officer Johnson facilitated a parents meeting with the parents of the Hillview Head Start.
- Officer Rousseau conducted a walk through of Rideout Avenue to find out the interest of the residents in forming collaboration with the CAG in Hillview.
- Officer Johnson conducted a follow up with a suspect in reference to his house arrest and continuation of criminal conduct.
- Sgt Robitaille prepared the quarterly federal report for the COPS grant.
- Sgt Robitaille conducted interviews for the vacant FTO positions.
- While on bicycle patrol in Kennedy Park, Officer Murphy and Officer Johnson discovered an individual in possession of marijuana.
- Sgt Robitaille and Officer Rousseau attended a meeting for the Somali Bantu Youth Association which was held at the Downtown Educational Collaborative office on Lisbon St.
- Officer Murphy and Officer Rousseau facilitated the weekly class of the Citizen Police Academy.
- Officer Murphy attended the City Council Meeting reference budget cuts with the Lewiston Police Department.
- Sgt Robitaille and Officer Rousseau distributed flyers to local businesses on Lisbon St. in regards to a planning meeting for the proposed "open house" event.
- Officers Johnson and Officer Murphy assisted a local family with the recovery of stolen property in regards to an ongoing theft case.
- Sgt Robitaille and Officer Johnson met with Mr. Leon Levesque, Superintendent of the Lewiston School Department, and Steve Wessler from the Center for Prevention of Hate Violence to discuss ongoing issues of harassment and violence at Longley Elementary School.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

April 12 - 16, 2010

- Officer Conley, Officer Johnson and Officer Rousseau attended a two-day training sponsored by Advocates for Children.
- Sgt Robitaille and Officer Murphy met with Sheik Mohamed of the Somali Bantu Association, in regards to issues that he has been experiencing with a former board member of the SBA.
- Sgt Robitaille and Officer Rousseau facilitated an evening meeting at the Lewiston Library with business owners of the lower Lisbon St. area, in order to discuss a possible "open house" event sometime during the summer months.
- Officer Murphy, Officer Rousseau and Officer Johnson attended the monthly PAL meeting. Officer Murphy was selected as a board member to PAL. PAL approved funding for trading cards for the CRT.
- Officer Johnson and Officer Rousseau attended that Special Olympic State Swim Meet at Bates College and presented awards to the athletes.
- Officer Murphy conducted a Child's Safety Seat Class for Catholic Charity's of Maine at the same time of the Special Olympics Swim Meet.
- Officer Rousseau conducted a meeting at Hillview regarding the upcoming CAG meeting.
- Officer Johnson attended training at the Hilton Garden Inn in Auburn, sponsored by the Lewiston School Department. This training was focused on refugee relations and issues.
- Officer Rousseau attended the monthly Volunteers of America meeting at the B-Street building.
- Officer Murphy attended the Lewiston-Auburn Youth Advisory Council Youth Summit at the Lewiston Armory.

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

April 26 - 30, 2010

During this week, the CRT attended a Training Conference in Taunton, MA sponsored by the East Coast Gang Investigator's Association.

Criminal Investigation Division

Monthly Events by Officers

April 2010

April 2, 2010; Cpl. Darnell instructed the Law Enforcement class at the Lewiston High School on Alcohol laws and enforcement. 2 hours.

April 3, 2010; Detective Brochu, Officer Lacombe and Officer Jacques attended and represented the department at the annual Easter egg hunt at the Lewiston Armory. 3hrs.

April 9, 2010; Detective Dumont completed and submitted six letters of recommendation for students at the Lewiston High School to aid them in obtaining scholarships to further their education.

April 7, 2010; Sgt. St. Pierre and Detective Jones had a conference at the Maine Family Credit Union with staff to instruct them on financial investigations. 2 hours.

April 7, 2010; Detectives Godbout and Theiss offered an instructional class to staff at BMV in regards to robbery procedures, lock downs and other similar incidents. 2 hours.

April 8, 2010; Officer Conely and Sgt. St. Pierre instructed a class at USM for Laurie Cyr-Martell on domestic violence and prostitution. 3 hours.

April 10, 2010; Detective Murphy refereed a benefit basketball tournament for Franklin Memorial Hospital. 4 hours.

April 13, 2010; Detectives Murphy and Campbell attended a burglary task force meeting at Topsham Police Department. 2 hours.

April 13, 2010; Cpl. Darnell instructed a class on Alcohol law enforcement in Presque Isle. 4 hours.

April 14, 2010; Detective Theiss attended the Special Olympic Swim Meet at Bates College and assisted in award presentations. 4 hours.

April 15, 2010; Sgt. Hamel and Officer Lacombe had a meeting with Principal Althea Walker and Vice Principal Shawn Chabot at McMahon School to discuss police response procedures. 1 hour.

April 18, 2010; Detective Jones had a speaking engagement at D'Youville Pavillion instructing seniors from the rehab center that are ready to be discharged on senior safety and internet fraud. 1 hour.

April 19, 2010; Detectives Brochu and Jones conducted a speaking engagement at 10 Oak Park to elderly residence on the topic of senior safety, fraud, and community events. 1 hour.

April 20, 2010; Cpl. Darnell attended the Andover College Open House in support of the criminal justice program they offer. 1 hour.

April 22, 2010; Detective Stone instructed the Citizens Police Academy instructing on the topics of sex offender laws and child abuse. 2 hours.

April 26, 2010; Officer Lacombe instructed a DARE class at McMahon School focusing on prescription and over the counter drugs. The class is taped by News Channel 6. The officer is then interviewed on camera by reporter Brian Yocono. The article is set to air on May 13, 2010 news broadcast. 2 hours.

April 28, 2010; Sgt. St. Pierre attended a meeting at Auburn City Hall on event preparedness for events such as the upcoming Balloon Festival. 2 hours.

April 28, 2010; Detective Jones had a speaking engagement at CMMC to citizens on the topic of fraud, home safety, and internet scams. 1 hour.

April, 2010; Detective Morin coaches a travel basketball team twice a week.

Patrol Division

Monthly Events by Officers

March 2010

- April 2 Officer Philippon instructed a class on Juvenile Law at Central Maine Community College for the Law Enforcement Pre Service Class. This was done while off duty.
- April 12 Sgt. Bradeen attended PAL advisory board meeting. This was done while off duty.
- April 12 Officer Philippon assisted Prof. King at CMCC on instruction of a report writing class. This was done while off duty.
- April 13 Sgt. Ullrich instructed Liquor Laws class at Presque Isle for regional officers.
- April 15 Sgt. Ullrich attended funding meeting for the Alcohol Enforcement Officer's position at Healthy Androscoggin.
- April 30 Sgt. Ullrich instructed Liquor Laws class at Auburn PD for APD.

Promotions, Assignments, and Awards:

Nothing to report at this time.

Training:

The following training resulted during this reporting period:

I. General:

April 7 & 8, 2010; Officer Lacombe and Detective Brochu attended a two day seminar in New York, New York on emerging issues in Law Enforcement. 16 hours.

April 12 & 13, 2010; Officer Conley attended a two day seminar hosted by St. Mary's Hospital on nurturing. 16 hours.

April 14, 2010; Detectives Brochu, Murphy, Campbell and Morin attended fire investigation training hosted at South Portland PD and instructed by the Fire Marshall's Office. 8 hours.

April 18 – 21, 2010; Detective Theiss attended a conference in Ft. Lauderdale, Florida and received instruction on Missing Persons and Unidentified Human remains. 3 days.

April 20 & 21, 2010; Officer Jacques attended a grant writing instruction class for two days in New Hampshire. 16 hours.

April 26 – 30, 2010; Detective MacCallum attends a week long training class in Georgia on the topic of railway terrorism.

II Haz Mat Team:

III. Accident Reconstruction:

No updates at this time. On-going reconstruction reports.

Support Services: Lt. Cornelio

Technology/ Equipment:

1. 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 owners who are past due. Support services have started purging old records in accordance with department SOPs and state regulations. We still have the two new interns doing ride-along and other assignments in the station. We also have a couple of VIPS who do work in support services.

Public Services Report (by Division)

I had the pleasure of attending the Maine Chapter of the American Public Works Association Annual Spring Meeting on April 1st, where I was presented the MCAPWA Public Works Leader of the Year Award for 2009. This was a great surprise and honor, especially when a number of our City Staff showed up for the presentation. The next week, the legislature honored me with a sentiment, which again was overwhelming.

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 April 9th for the regularly scheduled monthly meeting with the routine financial and plant operations reports and the following items addressed:
 - Apportionment for March 2010: Lewiston = 58.71%; Auburn = 41.29%
 - Flow: Lewiston = 322.9 MGal; Auburn = 192.1 MGal
 - BOD: Lewiston = 271,175 lbs; Auburn = 253,331 lbs
 - TSS: Lewiston = 271,786 lbs; Auburn = 184,875 lbs
 - Project Updates for:
 - 100% of solids went to compost facility. Year to date, only 218 yards of solids to outside reuse/disposal;
 - 51,250 gallons of billable septic and holding tank wastes received (~17,000 more than budgeted, which is good!);
 - Average daily flow for the month of March was 17.8 million gallons per day (MGD), with three days exceeding 32 MGD (big storms);
 - Solids Thickening (Gravity Belt Thickener) Project – reviewing the 90% design & specs;
 - Anaerobic Digester Project – 30% design is proceeding to position us for potential future funding options. A decision point is coming up in the next month to decide on how we proceed with the project;
 - Lighting Replacement Project – nearly complete.
- Lake Auburn Watershed Protection Commission met on April 27th. I was on vacation that week, but the agenda included:
 - Routine reports on Financial Update and Water Quality reports;
 - Update on MaineDOT Surface Water Quality Protection Program Project;
 - Conservation easement monitoring update;
 - Final version of the CEI Watershed Masterplan Update;
 - Update on the request for setback abutter agreement on former “White Gravel Pit”;
 - Progress report on the Sub-Committee review of the By-Laws;
 - Update on the City of Auburn Comprehensive Plan Update.
- Androscoggin Transportation Resource Center (ATRC) Policy Committee met April 22nd with the following items on the agenda:
 - 2 Transportation Improvement Plan (TIP) amendments for projects in Auburn;
 - Contract amendment extending time period (no funding change) for Transit Study;
 - Proposed DOD-OEA study of Rte 196 associated with Brunswick NAS closure;
 - Rail and Minot Ave Rotary Project funds update.

Monthly updates for each of the divisions within the Department of Public Services are as 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 Feb. 28, 2010 | | As of Mar. 31, 2010 | | As of Apr 30, 2010 | |
|--------------------|------------------------|---------------------|---------------|---------------------|---------------|--------------------|---------------|
| | | # of Accts | Amount Owed | # of Accts | Amount Owed | # of Accts | Amount Owed |
| Single Family Home | 7,312 | 165 | \$ 6,111.52 | 164 | \$ 6,382.52 | 166 | \$ 6,770.89 |
| Duplex Residential | 1,061 | 18 | \$ 915.00 | 21 | \$ 1,005.00 | 23 | \$ 1,095.00 |
| Base Fee + cost/SF | 2,483 | 80 | \$ 81,002.93 | 77 | \$ 81,121.13 | 70 | \$ 88,696.92 |
| Late Fees | | | \$ 16,478.88 | | \$ 18,088.37 | | \$ 18,768.92 |
| Totals | | 263 | \$ 104,508.33 | 262 | \$ 106,597.02 | 259 | \$ 115,331.73 |

- Other Administration / Business Office Statistics for the Month:

| | | | |
|--|-------|------------------|---------------|
| Excavation Permits issued | 12 | Permit Fees = | \$ 2,528.00 |
| Street / Sidewalk Occupancy Permits issued | 4 | Permit Fees = | \$ 113.50 |
| Total # of Utility bills sent | 3,173 | Utility Fees = | \$ 921,736.76 |
| Total # of Sewer Utility Delinquent Notices sent | 1,060 | Delinquent Amt = | \$ 181,303.18 |
| Total # of Stormwater Delinquent Notices sent | 968 | Delinquent Amt = | \$ 64,483.45 |
| Total # of Water Disconnect Notices sent | 951 | Delinquent Amt = | \$ 87,265.54 |
| Collection Calls made | 369 | # of Accounts = | 839 |
| # of Payment Arrangements made | 14 | | |
| # of Single Unit Accts Disconnected for Delinquent Water | 17 | | |

Buildings Division

- In addition to scheduled and planned maintenance of City facilities, the division responded to 23 E-Gov and email requests for service from various City Departments during the month.
- The Public Works Light Replacement Project was awarded to DeBlois Electric of Lewiston, Maine. They have submitted the shop drawings and once approved it will take 6 to 8 week for the delivery of the light and controls. Work to start by mid June.
- City Hall Boiler Replacement Contract – Damon Mechanical has completed the project. We now have a very efficient heating and cooling systems for the whole building which has already saved the City a lot of money in heating cost.
- Mill 5 Parking Garage Project – Ledgewood Construction is now building the garage foundations. Steel erection will start in the beginning of July.
- The Violations Bureau Roof-top HVAC Replacement Project will begin May 12th.
- The Violations Bureau Roof Replacement Project will begin May 17th.

- The Kennedy Park Pool House Project was approved by the Council and Finance Committee. Pizzagalli Construction plans to sign the Contract on May 7th. The revised completion date is June 23rd.
- 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.

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.
 - Prepared the Department's monthly newsletter.
 - Completed 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 department.
 - Continued to learn the procedures, policies, and navigate the various computer programs that the Departments utilize.
 - Researched and implemented cost-saving procedures for department.
 - Prepared and hosted R&R.com committee event – Spring Breakfast.
 - Attended and took minutes for Lincoln St. reconstruction utility meeting.
 - Created and laminated dozens of signs for PW.
 - Created, organized, and updated 5-year paving plan project notebook and spreadsheets.
 - Attended and received Local Project Administration certification.
 - Compiled training records as needed.
- **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 and are currently being prepared.
 - Lincoln Street (Gully Brook to South Ave) – Engineering Div is working on the design plans (at about 75%) and has met with overhead utilities to finalize the pole relocation plan. Sebago Technics is working on right-of-way maps. The categorical exclusion is nearly complete. DOT has completed title search and we are developing ROW 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. There is a 60 day waiting period. Will have public hearing on May 20.
 - 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 are also trying to coordinate a meeting with the MDOT to review the next application phase.

- 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 City has signed "pole attachment agreements", related to project, with both CMP and Fairpoint Communications. 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 – This project has been substantially completed except for paving and clean-up.
 - 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 is working on the design plans to be bid in May.
 - CSO Master Plan Update- CDM is nearly finished with the draft report. A meeting is scheduled with DEP in May to present the report.
 - 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- Finished plans and specs and bid a project to slipline the 48" brick sewer from Lisbon St to Lincoln St. This sewer was built in 1850 and passes beneath the canal, Bates Mill 5 and the parking garage currently under construction. Pipe materials have been bid and ordered. Construction will begin in June.
 - Goff Brook Culvert Replacement- Developed plans and specs for bids to replace the culvert carrying Goff Brook under the sewer on a cross country section off Martin Drive. Bids have been opened and construction will begin in May.
- 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 has resumed for the spring with the steel super structure being erected.
 - Masonry exterior walls are under construction.
 - Developing operations and staffing plans to be ready for plant going on line.
 - Final design plans and specs for phases 2 & 3 (now called phase 2) of UV facility are complete and will be adjusted for conventional design, bid, build approach.
 - Initiating leak detection project on transmission main and clean and line program for '10.
 - 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 :
 - Met with consultant to discuss layout and stormwater management options for a proposed development at 671 Main Street
 - Met with consultant to discuss a proposed development addition to McMahon Elementary School
 - Attended two meetings with EnerGov representatives to provide input regarding the engineering division's responsibilities in development review
 - Reviewed development submittal for Greenhouse Acres, a four lot subdivision behind Blais Greenhouses on Webster Street

- Reviewed Bates College submittal for construction of an artificial turf field on Central Avenue.
- Reviewed CMPs proposal for work in Lewiston related to the Maine Power Reliability Program to include new power lines and a sub-station on Larrabee Road
- MePDES Phase II Stormwater Permit
 - Submitted monthly stormwater article to PW newsletter
 - Attended a stakeholder meeting regarding proposed revisions to Site Law and Chapter 500
 - Attended a stakeholder meeting regarding proposed revisions to the Multi-Sector General Permit for Industrial Activities
 - Held discussions with three Lewiston High School grade 10 teachers on a possible presentation to support their curriculum goals on impervious surfaces.
 - Developed presentation for Lewiston High School on impact of impervious surfaces on water quality, presentation scheduled for May 10 & 11, 2010.
 - Attended MeDEP meeting for delegated review communities to discuss proposed changes to Site Law and Chapter 500
 - Arranged training and recertification by MeDEP for the volunteers of the Volunteer River Monitoring Program for No Name Brook, training scheduled for May 22, 2010
 - Met with Sabattus and Auburn stormwater reps to discuss status of completion of Permit Year 2 requirements and begin scheduling Permit Year 3 item
- Hart Brook Watershed Management Plan
 - Held discussions with property owners in the Industrial Park requesting they partner with the city in support of grant work proposed for 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 progress of work in the extension of Gendron Drive and construction of Pond #2
 - Oversaw the testing of the sanitary sewer manholes and lines installed in Gendron Dr extension
 - Met at Pond #1 with consultant and G&G to discuss possible solutions to sloughing issues on pond banks
- Paving Program
 - Completed year four of the five year paving program and started year five
 - Began work on the FY-11 annual HMA paving contract
 - Attended several meetings on Energov
 - Met with the paving contractor on the Morningside CSO separation project
 - Met with the contractor for the Community Concepts office building to coordinate his street openings for utility hook ups.
 - Met with the contractor working on the Turnpike Lisbon St. overpass widening project to coordinate the road closure on Rt. 196.
 - Estimated the pot hole repair work on Main St from Montello St to Strawberry Ave.
 - Estimated an underdrain installation milling and resurfacing from Russell St to Robinson Gardens
- GIS
 - Performed server upgrades with Auburn IT/GIS personnel. Updates to software were installed, as well as an upgrade in licensing/functionality levels of web mapping software. The latter was a necessary upgrade to support the shared GIS based EnerGov Land Management solution / permitting package which will go live in Lewiston and Auburn as of July 1st.

- Over a two week period attended meetings and worked with EnerGov system architects for assessment phase of implementation process of this package, both by phone and face to face conferences.
- Created new data schemas and folders in GIS database to house EnerGov specific layers, including the required empty layers as needed for EnerGov.
- Refined zoning, environmental constraints layers in GIS, revised, added IDs, link fields, and prepared data layers and data schemas to support EnerGov operations. Packaged and emailed sample data to EnerGov system designers.
- Created web-links to zoning district specific pdf documents in the web-based GIS applications to provide more immediate access and convenience to zoning information. These links will also be utilized in the EnerGov land management package. Planning supplied the documents and MIS posted to city web server to support this function.
- Revised web-mapping applications to continue to improve end user experience, and implement recently installed upgrades to web mapping software.
- Created new layers in GIS for CDBG and growth districts (update) as was requested by users. MIS provided the raw CAD area boundaries.
- Performed updates to landbase feature mapping and impervious.
- Re-assessed approx. 40 parcels for changes in impervious surfaces (new non-residential parking, buildings, and additions) to report back to stormwater utility billing system (Munis).
- 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.
- Survey/Drafting
 - Right of Way Locate 333 Pond Rd.
 - Right of Way Locate at corner of Pettingill and College
 - Right of Way Locate tree locate Stillman and Myrtle
 - Survey Island Ave. for storage of contaminated soils
 - Support for new parking garage
 - Easement Review for Bates College at 17 Frye St.
 - Support for plans Public Works Complex light fixture replacement project.
 - Easement corrections for Pineview & Balsam Streets.
 - Greenway Bike Path Easement Plan and Easement Research.
 - Greenway Bike Path Writing Easements
 - Greenway Bike Path additional survey
 - Layout for Goff Brook Project change order..
 - Handled walk in citizens and Engineering firms to get copies and answer questions in regards to their properties or utilities.
 - Lincoln St. M.D.O.T. Project Survey, Drafting and Research support.
 - Beech Street Right Of Way description and plan
 - GIS Storm and Sewer layer edit
 - Office Maintenance, Plan Draws filing.
 - Survey/Drafting 48" sewer lining from Lisbon St. to Lincoln St.
 - Attended all City required safety courses

Street Light Division

- Electrical Work
 - Responded / Repaired / Replaced 21 Street Light concerns.
 - Responded / Repaired / Adjusted 12 Traffic Signal concerns.
 - Repaired Traffic Lights at Pine and Bates Sts..
 - Remap detector loops and reset camera at Main and Lincoln Sts..

- Rebuilt all the Traffic Light heads at Lisbon St. and South Ave.
- Repaired the Traffic Light at Main and High Sts. That was damaged by high winds.
- Repair Traffic Light at Sabattus St. and Old Green Rd..
- Removed poles and flood lights from Bates Mill # 5 for new parking garage.
- Installed temporary flood lights at the CSO for temporary parking lot.
- Removed Street Lights from system as approved by the City Council.
- Repair Stator on # 3 generator at the Upper A Hydro Facility.
- Install new brake pads on # 3 generator at the Upper A Hydro Generating facility.
- Polished collector rings on generator # 3 at the Upper A Generating facility.
- Removed and re-installed defective pump at the CSO facility.
- Updated GIS to reflect the Street Lights that were removed.
- Performed daily maintenance at the Upper Androscoggin generating facility.
- **Code Enforcement Electrical Inspection**
 - Performed 73 Electrical inspections.
 - Responded to 1 electrical emergency.
 - Conducted 9 electrical consultation requests
 - Responded to 181 “Dig-Safe” requests
 - Responded to 1 fire or salvage calls during the month.
 - Responded to 1 Electrical complaint.
 - 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)**
 - Daily meetings with CDM regarding the UV plant construction and progress.
 - Reviewed UV project, plans and Specifications sections 11000, 12000, 13000, 15000.
 - Rebuilt laptop computer used by the Pump Station operators.
- **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 as needed.
 - Assisted in cleaning the wet wells at the Lake Auburn intake facility.
 - Repaired a check valve at the Chadbourn Rd. pump station.
 - Replaced generator transfer switch at the Chadbourn Rd. pump station.
 - Maintenance work on APA chlorine analyzers at Main St and Ferry Rd...
 - Assisted in the removal and reinstallation of a defective pump at the CSO facility.
 - Assisted in the cleaning of the intake screens at the Lake Auburn intake facility.
 - Assisted Ted Berry Co. in cleaning and “pigging of the high pressure sewer main that services the River Rd. 2 pump station..
 - Did Spring Cleaning at various pump stations.
 - Replaced “Bio Blocks” at the Michaud Heights pump station
 - Repaired a Sodium Hydroxide leak and cleaned contaminated area at the Main St. pump station.
 - Rotated pumps at the Main St pump station cleaned building and went to dump with trash.

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 the LFD
 - Repaired 1 water main leak
 - Repaired 2 service leaks
 - Responded to 12 emergency shuts for repair
 - Repaired 11 service boxes for meter replacement
 - Monitored 740 hydrants for fire protection
 - Removed 740 hydrant seasonal markers
 - Responded to 120 locates for DIG SAFE
 - Responded to 37 E-GOV customer requests for various services
 - Replaced 142 water meters of various size
 - Tested 338 water meters
 - Rebuilt 59 water meters
 - Returned to inventory 67 water meters
 - Discarded 212 outdated water meters
 - Responded to 14 sewer back-ups (10 were determined to be private)
 - Flush and clean sewer lines
 - Repaired 8 manholes structures
 - On going hydrant sandblasting and painting
 - On going trash pick-up around Lake Auburn Watershed
 - On going security watch of the Lake Auburn boat launch
 - On going equipment, tool, and truck maintenance
 - On going updates of water & sewer maps
 - Working with, assisting, and monitoring Reynolds inline, in the sewer lining project
 - Dug and repaired 2 fire hydrants that had blown out
 - Emergency Standby
 - Reading water meters
 - Testing/Repairing/Replacing water meters
 - Located water & sewer utilities for Dig-Safe excavations
 - Open/close water service for various reasons including maintenance and shuts due to delinquent accounts

Public Works Report (by Division)

Customer Concerns

Below is an Egov summary of customer concerns for the month of March.

| Call for Service | Submitted | In-Progress | Waiting | Resolved |
|--|-----------|-------------|---------|----------|
| Brush Cutting & Removal | 0 | 0 | 2 | 6 |
| Tree Branch/Brush Service | 6 | 7 | 42 | 0 |
| Traffic Signs | 5 | 0 | 8 | 3 |
| Street Name Signs | 0 | 0 | 3 | 0 |
| Potholes | 2 | 0 | 11 | 18 |
| Mailbox Concern | 30 | 0 | 9 | 0 |
| Cave-ins/Ditch Repair/Road Erosion and Grading | 9 | 2 | 22 | 2 |
| Trash Pick-up | 5 | 0 | 0 | 6 |
| Property Damage/Graffiti Concern | 59 | 2 | 19 | 5 |
| Catch Basin plugged/Repair/Install Culvert | 9 | 1 | 55 | 14 |
| Street Improvements | 3 | 1 | 11 | 0 |
| Curb driveway/entrance/Gutter Service | 3 | 0 | 33 | 1 |
| Lawn Damage | 5 | 1 | 87 | 39 |
| Dead animal removal | 3 | 0 | 0 | 7 |
| Mowing on Public Property | 1 | 1 | 0 | 0 |
| Parks Division Requests | 1 | 0 | 4 | 5 |
| Sidewalk Repair | 1 | 0 | 11 | 0 |
| Street Sweeping | 1 | 0 | 1 | 4 |
| Traffic Control | 1 | 0 | 0 | 1 |

Municipal Garage Division

- Serviced 130 vehicles:
 - 83 - Public Works
 - 11 - Public Services
 - 3 - LAWPCA
 - 9 - Sheriff
 - 14 - Police
 - 8 - Fire
 - 2 - School Department

- Major repairs completed
 - Unit 65 – after 55 days waiting for parts (parts over seas) actual repair time 14 days
 - Unit 186 T Rapid Response Trailer completed
 - Unit # 66 – after 30 days waiting for parts actual repair time 28 hours

- Temporary out of Service
 - Unit 56 repair to dozer blade and track system
 - Unit # 303 water pump failed waiting for manufacturer to ID what model it is.
 - Gehl Skid Steer (LSD) parts ordered for internal engine problem

Solid Waste Division

Compliance

- CMA Engineers, Inc. is preparing revisions to the solid waste facility's Operations Manual (OM), which is the result of the landfill expansion, completed in October 2009. Noted changes will 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 (the Operational Closing Sequence Plan) has been received and will be reviewed by staff, prior to inclusion in the annual operations report of Facility operations for 2009. This report will be submitted to DEP. The remaining two items are pending.

- 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).

Operations

- Sargent Corp. returned to the secure landfill expansion / construction site. The purpose was to repair any of the structures / vegetation damaged during the previous winter. In addition to this work, Sargent Corp's. Staff removed check dams in the drainage swales and silt fencing, which were installed as part of the construction project, but are no longer required.
- In lieu of the traditional curbside waste collection event known as "Spring Cleanup", the Solid Waste Facility waived tip fees & use of the "Punch Pass" for Lewiston residents, from Saturday, April 24 thru Saturday May 1. In addition, the Solid Waste Facility expanded the hours of operation on the two Saturday's, from 8:00 A to 4:00 P. Based on comments received from residents who came to the Facility to dispose of their Bulky Waste, Yard Debris, etc., the change in this program was well received. In addition,

this change allowed Highway Div. staff to focus on street maintenance projects and the City's streets / sidewalks were not cluttered with piles of "Spring Cleanup" waste.

- 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 totes supplied and distributed by the contract hauler. (Recyclables would be unsorted – single stream).
 - Collect curbside trash & recyclables with automated equipment, using totes 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 staff – purchasing & Public Works Dept. – in Lewiston & Auburn. 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. Distribution of this document is anticipated in May 2010.

- The Finance Com. granted the Solid Waste Div. a "waiver of competition" for the purchase & installation, from RTD Enterprises, of interim cover on a section of the secure landfill. The anticipated expense for this service - \$29,500. The installation of interim cover is mandated by Maine's solid waste regulations for sections of landfill operations, which will be inactive for greater than 6 months. Dept. of Public Works staff completed site preparations and RTD will complete installation of the interim cover the week of May 10.
- The Town of Raymond has elected to terminate their agreement with Lewiston for the processing / marketing of recyclable waste, beginning July 1, 2010. This will represent a loss on revenue (~\$5,600 from processing fees). Raymond has elected to pursue "single stream" collection of their recyclables, which they believe, will enhance their recycling program. Towns, which currently maintain agreements with Lewiston for this service – Turner, Leeds, Greene, Mechanic Falls, New Gloucester & Auburn.
- Joe Kazar – Executive Director, MMWAC – has agreed to assist Lewiston & Auburn conduct a trial this fall. Waste leaves will be collected along with residential trash and hauled to the MMWAC facility for incineration. The waste leaves will NOT be segregated and hauled under separate contract as has been done historically. This change has the potential of saving Lewiston \$30,000 in collection & disposal expenses.

Recycle Tonnage & Revenue

| City/Town | Tons In | Tons Out | Process | Gross Revenue | Net | Percentage |
|----------------|---------|----------|------------|---------------|-------------|------------|
| Lewiston | 70.6 | | | \$11,951.44 | \$11,951.44 | 43.6 % |
| Auburn | 59.04 | | \$1,653.12 | \$9,993.10 | \$8,339.98 | 36.46 % |
| Bowdoin | | | \$0 | \$0 | \$0 | 0 % |
| Greene | 3.30 | | \$99.00 | \$558.56 | \$459.56 | 2.04 % |
| Leeds | 2.24 | | \$67.2 | \$379.14 | \$311.94 | 1.38 % |
| Mechanic Falls | 1.44 | | \$47.52 | \$243.73 | \$196.21 | .89 % |
| New Gloucester | 8.28 | | \$273.24 | \$1,401.47 | \$1,128.23 | 5.11 % |
| Raymond | 13.97 | | \$461.01 | \$2,364.56 | \$1,903.55 | 8.63 % |
| Turner | 3.04 | | \$91.20 | \$514.55 | \$423.35 | 1.88 % |
| Totals: | 161.92 | | \$2,692.29 | \$2,7406.55 | \$2,4714.26 | 100.00 % |
| | | | | | | |

| | Tons In | Tons Out | Process | Gross Revenue | Net | Percentage |
|--------------------|---------|----------|---------|---------------|-----|------------|
| Scrap Metal | | | | | | |
| Clear Glass Out | | | | | | |
| Mixed Paper Out | | 89.69 | | \$8,072.33 | | |
| Old Cardboard Out | | 61.98 | | \$8,677.62 | | |
| Old News Paper Out | | 43.15 | | \$3,667.75 | | |
| Old Plastic Out | | 12.18 | | \$6,062.72 | | |
| Sorter Ledger Out | | | | | | |

| | | | | | | |
|--------------|--|-------|--|----------|--|--|
| Tin Cans Out | | 21.74 | | \$926.13 | | |
| Totals: | | | | | | |

Highway Division

It's the season for lawn repairs and filling potholes, which was a good part of our operations last month. Due to the loss of the Carpentry Position the Highway Division has taken on repairs of mailboxes which were damaged by plows this past season. With the Spring Cleanup Assistance Program in full swing beginning April 27, 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. Eventually every lawn damage and mailbox repair request will be completed. Potholes will be continual maintenance matter.

General Highway Assignments

| | | | | | | |
|---------------------------|-----|---------|---|-------|-----|---------|
| | | | | | | |
| Potholes/General Patching | 163 | \$2,791 | 0 | 0 | 88 | \$572 |
| Grade Gravel Roads | 8 | \$136 | 0 | 0 | 8 | \$178 |
| Insp. Jobs/Permits | 166 | \$3,149 | 0 | 0 | 166 | \$414 |
| Loaming | 382 | \$6,831 | 0 | 0 | 294 | \$3,966 |
| Pit Operations | 274 | \$5,079 | 0 | 0 | 257 | \$6,751 |
| Workfare Supervision | 159 | \$3,012 | 0 | 0 | 159 | \$872 |
| Traffic Sign Maintenance | 86 | \$1,358 | 0 | 0 | 50 | \$125 |
| Parks Maintenance | 577 | \$9,981 | 5 | \$121 | 477 | \$3,974 |
| Trim-Cut Trees | 4 | \$64 | 0 | 0 | 2 | \$24 |

Storm Water Assignments

| Job Assignment | Regular Hours | Regular Hour Costs | Overtime Hours | Overtime Costs | Vehicle Hours | Vehicle Costs |
|--|---------------|--------------------|----------------|----------------|---------------|---------------|
| Clean Storm Drains/Catch Basins/Culverts | 194 | \$3,346 | 0 | 0 | 98 | \$2,123 |
| Highway Ditching | 115 | \$2,133 | 0 | 0 | 105 | \$1,499 |
| Repair Storm Drain | 222 | \$3,771 | 0 | 0 | 168 | \$2,158 |
| Street/Sidewalk Sweeping | 1539 | \$27,550 | 1 | \$26.47 | 1484 | \$28,614 |
| Replace/New Storm Drains | 106 | \$2,064 | 0 | 0 | 95 | \$1,183 |

Traffic Division

The traffic division was out painting crosswalks in full force on warm dry days. Traffic Division is also assisting with yard debris cleanup as well as baler training at the Solid Waste Facility. When Traffic Division personnel were assigned for training at the Solid Waste Facility, Highway Division employees assisted whenever possible.

Tree and landscape Division

- Spring Cleanup Assistance Program
 For the Spring Cleanup Program last year the Public Works Department Tree and Landscape Division contracted a pulp truck for 17 days at a cost of \$9,800.00. Two chippers were also rented in addition to the one owned by the Department at a cost of \$5,355. This year’s Spring Cleanup Assistant Program included the pickup of yard debris only and was estimated to take the usual 3-4 weeks to complete the City.

The Public Works Department received approval to purchase a new chipper at a cost of \$29,840, which resulted in a rental of only one chipper for this season’s cleanup and instead of renting a pulp truck to pick up loads that exceed the rule of one pickup truck load the Department used the new excavator that was also purchased in 2009 at a cost of \$122,780.

The cost savings due to the two new equipment purchases is \$13,561.25.

Another mentionable in this operation is the amount of staff used in 2009 as compared to this year's cleanup of yard debris. In 2009 there were 3 Landscape Workers and 3 Highway workers to chip and 2 highway workers to haul. The difference is instead of 2 workers and trucks to haul for 17 days, it will be only 4 days. Instead of 6 workers to chip brush for 4.5 weeks it will be 10 days. This labor savings is not savings to the budget but definitely an opportunity to get other tree and landscape projects that are in waiting mode to be completed at an earlier time than the Department was able to do last year. It will also get Highway Division employees back to their districts to begin prepping for road construction and other highway duties and the traffic division back to painting and sign repair.

- Volunteerism and Donations – SPECIAL THANKS

- There is a company in the City of Lewiston which has given volunteer hours and financial support to the Public Works Department. Though they wish to remain anonymous it's important for the Department to let others know that #1- that we do receive local assistance outside the regular operating budget and, #2 that volunteerism is much appreciated by the Department. financial support was given to purchase new fence which was installed along the landscape area that borders the parking lot located across from the Ash Street Post Office and this same company has adopted the boat launch off of River Road by taking on various projects within the park.
- L/A Funds gave financial support for a planting in Kennedy Park which will add to the beautification along the basketball courts as well as Park Street.
- The Lewiston Regional Technical Center located at the Lewiston High School has given generous labor hours toward the George Ricker Gazebo. The Gazebo was in great need of repair and now is much improved both ecstatically and structurally.

Downtown and Park Division

Spring is always a very challenging time of the year for District 3 which manages the City's various green spaces. Spring rains and longer days are just what the grass needs to grow at optimal speed. With temporary help not yet aboard the department needs overtime during this period to keep from falling behind on turf maintenance. Furthermore due to cross training at the Solid Waste Facility other items falling under the jurisdiction are behind schedule such athletic field painting and fertilizing and the installation of water meters which involves getting the water fountains and underground irrigation on line. Lastly, there is a long list of "tagged" areas that need attention since cold temperatures made it impossible over the last several months to conduct graffiti operations.

On the lighter side the Pepsi cleanup is just around the corner and will help with parks cleanup assistance and beautification.

The Pool House installed a new sand filter system which will have a return on investment in two short years and will free up many labor hours (80 hours) spent on cleaning filters that were part of the old pool filter system. Time spent on cleaning the filters can now be spent doing other assignments under this Division's jurisdiction i.e. turf maintenance, athletic line painting, down town, cemetery maintenance etc.

Recreation Report (by Division)

ADMINISTRATION

Indoor Batting Cages:

The Department received an equipment grant for two indoor batting cages and pitching machines from Sports Inc., Sportstrend Civic Project. Sandy Heldman, owner of Gee and Bee Sporting Goods, approached the Department regarding the grant possibilities from Sports Inc. The equipment grant amount totaled \$7500. Equipment will be installed within the next several weeks. In addition, two local business owners donated additional supplies and materials for the installation of project and Lewiston Police Athletic League donated \$300 for the screens used to protect the equipment operators.

Easter Egg Hunt:

This festive event was held April 3 at the Lewiston Memorial Armory. Well over 1000 people, both youth and adults were in attendance. Several youth and adult volunteer groups helped with the festivities: L.H.S. AFJROTC – 31 volunteers, Bates College – 2 volunteers, L.H.S. Key Club – 5 volunteers, L.H.S. Law Enforcement – 8 Volunteers, Leavitt High School – 9 volunteers, L.P.D. 7 volunteers, New Beginnings – 9 volunteers, L.H.S. National Honor Society – 4 volunteers, L.H.S. US Army Cadets – 5 volunteers, and one volunteer student from L.M.S. Music, giveaways, arts and crafts, house bounce, egg hunts, games, food and our wonderful Easter bunnies added to the cheer and excitement for a very successful day. A Thank You to L.H.S. Track and Field Boosters for operating the concession stand. All proceeds benefit their Booster Club.

LYAC Youth Summit:

The summit was held April 16, from 9 am – 2 pm. Approximately 100 youth were in attendance, with adult supervision. Mayor Gilbert welcomed everyone, as well as the LYAC committee. Former Mayor John Jenkins was the featured speaker and focused on 'Inspired to be Great'. LYAC debuted their video 'Lewiston in the Eyes of Youth'. Several sessions were scheduled and well attended. Vendors set up and displayed information regarding their organization. Twelve vendors were in attendance. The summit wrapped up with a showing of LYAC's mini film 'Smashed' and summit evaluations. This event was a true success. Many thanks to the L.R.D. maintenance and ABLE staff who worked diligently before, during and after the event. Schools in attendance were Edward Little, Lewiston High School, Lewiston Middle School, St. Dominic's Regional High School and Trinity Catholic School. Several other schools throughout the County were invited and were unable to attend.

Downtown Education Collaborative:

Department staff discussed, with a Collaborative member, nutrition regarding recreations programs, gaps in the systems and community outreach techniques.

Community Soccer Program:

The Department is working with several groups to organize and implement a soccer program for youth ages 10 years through 18 years. Coaches' clinics, practices, scrimmages, skills and drills are some of the activities that will be scheduled for each 8 week session throughout the summer and fall season.

Adult Softball:

The Adult Softball program continues the final organizational steps for the League. The League consists of approximately 18 Co-ed teams with 15 to 20 participants per team, and 16 Men's teams with 15 to 20 participants per team. The games will start May 3, 2010. Practices for all teams were scheduled the last three weeks of April. Approximately 80 practices were scheduled for teams at L.A.P., Upper Franklin and Randall Road Softball Complex.

Girls LHS Softball Program:

This program is in its second year. Registration forms, organizational meeting with the league to discuss practices, and games schedules are complete. There are approximately 5 home games at Upper Franklin and 5 away games within the Oxford Hills area. Many thanks to our volunteer parents, Head Coach Rick Osgood, Asst. Coach Bill Brochu and Asst. Kurt Dumais.

Little Leagues:

A meeting was held with representatives from South Lewiston and Elliott Ave. Little Leagues to discuss softball and baseball practice schedules at LAP and Upper Franklin. The Department scheduled block times on Sundays from 9am – 2 pm from April 18 through June 27th. The Leagues are very excited to have these fields for practice.

Athletic Fields Scheduling:

The Department held meetings with the Athletic Director's from Lewiston High and Middle Schools, and Trinity Catholic School to discuss their practice and game scheduling for all middle and high school spring sporting events scheduled at Randall Road Softball Complex, Upper Franklin, Marcotte Field, Franklin Baseball Field and Bates College softball/baseball fields. Approximately 100 practices and 20 games were scheduled the last two weeks of April.

Wrestling Program:

The Department submitted another grant proposal, to Sports Inc. for wrestling mats. We are very excited about starting a wrestling program for youth and adults, as well as, possible a mixed marshal arts program. We will be informed early May if the equipment grant is approved.

Skin Cancer Mini-Grant application:

The Department submitted a grant application to the Maine Comprehensive Cancer Control Program. The grant purpose is to support the 'integration of skin protection education and the practice of sun safety' into our programs. The Department applied for funding to purchase portable shade structures that block up to 98% of UV rays. The grant was submitted 4/23/10 and we received a 'congratulations' email on 4/29/10, informing us that we received a \$2000 mini grant. A detailed budget for the grant needs will be submitted by 5/5/10. Notification will be sent within several days informing the Department if budget detail is approved.

L/A Arts Partnership:

Executive Director Andrew Harris of L/A Arts discussed with staff the possibility of developing a Family Arts Day at the Armory March 2011. This would coincide with one of his entertainment showcases for next year. This is a very exciting proposal and we look forward to further discussion.

Lewiston School Department and MPC After-School Program:

A meeting was held with staff from the Lewiston School Department (Dingley Building) to discuss a partnership regarding the After School Program at the Multi Purpose Center. Dingley staff is completing a grant for Longley School and they wish to extend after school programs throughout the school year. The Recreation Department submitted a Prime Time After-School Program grant proposal. The proposal extends hours and days of operation, increases activities and development and implementation of new activities.

Kennedy Park Pool house:

The Bid opening for the Pool house was held on April 15, the approval from the Finance Committee is scheduled the end of April. Construction needs to be completed by 6/11/10.

Major Events Planning Seminar:

Staff attended a FEMA major event planning meeting in Auburn. The agenda discussed was, emergency response during major events such as the Balloon Festival, Liberty Festival, etc..

PROGRAMS

Track Fundamentals:

Flyers were prepared and sent to the schools for distribution. The program offers youth an introduction to Track and Field. The staff, work with, youth on technique, drills and various events such as long jump,

shot-put, sprints, race walk, distant running etc.. The program will operate April 26th through June 2nd, on Mondays and Wednesdays from 6 pm to 7:30 pm.

Lacrosse:

A Lacrosse Coaches meeting was scheduled on April 5th to start reviewing the upcoming season. A Lacrosse Parents' Meeting was held at MPC to discuss the Lacrosse season, including practices, games, uniforms, etc.. There are 130 boys and girls participating in this program. Participants are in grades 3 through 8. The season started the end of April and will continue throughout mid June. Both home and away games are part of this program. Girls' practices and games are held at Marcotte Park and boys are scheduled at Simard Payne Police Memorial Park.

Gymnastics:

A new season is scheduled from April 27th through June 15th. Fifty two students continue to participate in this program.

Lewiston Senior Citizens:

The Seniors continue to keep busy during the month of April. On April 13th they saw Stars on Ice, and April 27th the Lunch bunch gathered at the Chickadee in Lewiston. Members continue to enjoy Social Bridge, Pool & Snooker, Line Dancing, Duplicate Bridge, Cribbage, Pinochle, Bingo and Cooking Class.

ARMORY, MPC FACILITIES AND PARKS/ATHLETICS

Armory Events:

- | | |
|---------------------------------|-------------------|
| CIT Training | Volleyball |
| Softball League meetings | Basketball |
| Youth Summit | Lacrosse meetings |
| MS Society | |
| Union Local #145800 | |
| Census Testing and Training | |
| Root Cellar | |
| L/A Veterans | |
| Lewiston Credit Union Youth Day | |

MPC Events:

| | | | |
|----------------------|------------|-------------------------|-------------------------|
| Sandcastle Event | A.C.A. | R.O.T.C. | Longley School |
| Lacrosse meetings | Gymnastics | F.A.W.V. | Marine Corps. |
| Kora Circus | Volleyball | Just Us | Senior Citizens meeting |
| After School Program | T-Ball | American Legion-Post 22 | |

Parks/Athletics Events:

- Dogs for Dempsey – Simard Payne Park
- Ben LaChance – Randall Rd. Complex – Softball Benefit Tournament
- AWAP – Simard Payne Park
- Hot Dog Vendor – Ricker Park

Social Services Report

| Statistical Activity | Previous month March 2010 | April 2010 | FYTD 7/1/2009-6/30/2010 |
|---------------------------------------|-------------------------------------|--------------------|-----------------------------------|
| Office Traffic (Duplicated) | 831 | 831 | 7,398 |
| New Clients | 71 | 70 | 737 |
| Households Served (OT) (Unduplicated) | 227 | 232 | 2,174 |
| Housing Expenditures | 67,643.00 | \$80,082.37 | \$667,028.94 |
| Total Expenditures | \$77,971.63 | \$97,245.56 | \$772,304.54 |
| State Reimbursement | \$38,382.81 | \$48,434.24 | \$383,475.17 |
| SSI Reimbursement | \$7,657.71 | \$1,302.90 | \$30,048.51 |
| Other Reimbursements | \$1,206.00 | \$377.09 | \$5,545.74 |
| Actual Municipal GA Cost (net) | \$30,725.11 | \$47,131.33 | \$353,235.12 |
| Workfare | | | |
| Total hours performed | 4,504.90 | 4,716.00 | 35,484.19 |
| # of households | 113 | 117 | 943 |
| Monetary value | \$33,786.75 | \$35,370.00 | \$258,859.56 |
| | | | |

- 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. Regardless, we are seeing an increase in office traffic. 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. This is reflected in the monthly expenditures.
- 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). **As of 4/10 we have officially been given the approval and will begin the project ASAP.** 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.