



FEBRUARY 2010 Monthly Report

Council Attends Planning Retreat

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SPECIAL POINTS OF INTEREST:

There are plans to have the Kennedy Park Pool House complete by June 1st...(pg 51)

Fire Prevention Clerk Debbie Morin will be the Admin Secretary for new LA 911 Director...(pg 23)

On February 21, 2010, the Lewiston City Council, Ed Barrett & Phil Nadeau gathered for a planning retreat. Stephen P. Pecukonis, a consultant and trainer for HRD Associates, was selected to be the facilitator.

As a warm-up activity, the Councilors shared their "Public Service Odyssey," what experiences led them to their current service on the City Council as well as their "Desired Legacy," what they would most like people to be able to say about their service on the Council once it is over.

The group moved into an exercise of brainstorming possible areas of focus that local government could devote time, energy, and resources to over the next two years. The following is the result of this exercise:

Lewiston Mayor/City Council "Two-Year Goals & Objectives"

1. Comprehensive Planning

Adopt a riverfront plan. Review, update, and simplify existing plans; look for action items. Identify plans/sections that require most immediate updating. Link plans to budget process.

2. Economic Development

Review current commercial zoning near Exit 80. Adopt changes to commercial zoning to support economic development. Establish small business start-up/support program. Support grant funding for arts community. Participate in "Mobilize Maine". Review citywide parking requirements. ID Lewiston's strengths re: economic development.

3. Community-Oriented Government

Identify neighborhoods with existing concerns. Encourage neighborhood meetings with city participation. Identify priority issues and develop action plans. Learn about "Anaheim" model. Aggressively reach out to citizens who may be impacted by city actions.

4. Respond to Budget Pressures

5. Housing

Compile & update housing information/plans and present to City Council. City Council walking tour.

Overall the day was viewed as valuable time spent and a great success.

Library Sewer Repair

Did you know...

The Fire Department answered 107 calls in the month of February?
(pg. 22)

The sewer service at the library was interrupted in the month of February. The following is reported by Mike Paradis, Director of Public Buildings:

The timing of this project hasn't been ideal for the City, especially considering the budget problems we are now facing, but with the help of several City divisions we were able to complete the repair at a minimal cost. When I asked for assistance with this problem, I was overwhelmed by how quickly and eagerly they all responded.



The interior excavation work was completed by the Highway Division crew which included Marcel Roy, Jon Elie, James Norton, Reggie Poussard, Tim Cavanagh, Ron Morin, Bob Bolduc, Bert Cote, Hubbie Affo, Andy Parker, and Mike Bernier. The work completed inside the library included removing a four-inch concrete slab and hand digging a hole that was about 6 feet wide by 10 feet long by 10 feet deep with shovels



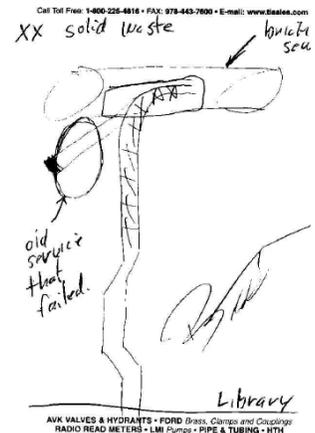
and buckets. Although we did not find the blockage on the inside, we were able to pinpoint the location in the street. We were also able to install a clean-out, which is required by code and will be very helpful in the future should this situation arise again.

The exterior sewer repair was completed by Butch Boucher, Marcel Lauze, Roland Levasseur, Mike Robitaille, Keith Martin, Tom Freitas, Nathan Landry, and Ron Bastien. The crew prepared as much as possible on Friday to minimize overtime on Sunday. They were able to expose the sewer service in the sidewalk.



On Sunday, the crew started at 6:00 A.M. and finished at 4:00 P.M. As asked, we did check with local contractors to see if they could do the work more cost effectively. The quotes ranged from 13,500 to \$25,500. To date, the project has cost about \$10,000. The trench in the street and sidewalk restoration will be completed in the spring for under \$3,000. In-house staff saved money and prevented the need for an inspector supervising work completed by the outside

contractor. They also used many innovative ideas that saved having to dig up the entire street and sidewalk. The job wasn't a lot of fun because there were over ten feet of solids in a 6 inch diameter clay pipe. I have attached a sketch completed by Butch Boucher to help you better understand the problem; the X's are solid waste material in the pipe.



To minimize the cost, the Maintenance Division crew decided that they would complete the clean-up after the construction was done. The crew included Jay Arnold, Dave Saucier, Dan Thibault, and Gilbert Ringuette. They were also involved before the project because they had to continually clean the back-up before we closed down the library bathrooms.

In-house staff saved money and prevented the need for an inspector supervising work completed by the outside contractor. They also used many innovative ideas that saved having to dig up the entire street and sidewalk.

City Administrator's Report

Orientation Activities

During February, I continued working to become familiar with the issues facing Lewiston, meeting with Key staff and others with an interest in Lewiston, and touring City facilities.

Specifically, site visits included the Police Department, the Recreation Department and Multi Purpose Center, and the Library, met with a number of citizens and citizen groups, including the residents of Oak Park, attended the open house at the Community Policing Office, the ribbon cutting for Birch Street Senior Housing and the new Bangor Savings branch on Lisbon Street, and spent time with Lucien Gosselin and others associated with the Growth Council. I also had the opportunity to meet with representatives of each of the City's bargaining units, both to introduce myself and to review with them the projected issues we will be facing in the coming year's budget.

Projects and Major Issues

- Council Retreat. Assisted in handling the logistics for a successful day long Council planning session, summarized the results, and distributed the final list of priorities throughout the City.
- Budget Preparation. Budget reviews were held with a variety of City Departments as a part of the process of developing a proposed budget for the coming year. This included reviewing departmental proposals on reducing their budget submissions.
- Parking Garage. This remained a major issue and required gathering and providing additional information to the City Council and several meetings with representatives of Bates Mill LLC.
- Casino Proposal. A referendum proposal was negotiated with representatives of Great Falls and approved by the Council to appear on the June ballot. Following-up on a Council inquiry, worked with the City Attorney to determine, first, that the City Clerk was required to complete validation of signatures on the initiated referendum on this question and, second, that the Council had the authority to not place the initiated language on the ballot due to its technical deficiencies.
- Spring Cleanup. Worked with various City staff to redesign the City's traditional spring cleanup program and to publicize the revised program through local media, selected advertising, and information provided through the Lewiston School System.
- Continued to work with Mark McComas on the City's neighborhood stabilization program, specifically through investigating whether funds available through this program might be used to renovate substandard properties currently owned by the City. This effort is on-going and may result in an amendment to our program to authorize such efforts.
- Cooperation with Auburn. Met with Auburn staff to review the status of operating budgets for both communities and to discuss areas of additional possible cooperation. Agreed to schedule meetings where staff from both communities would review the budgets of joint agencies prior to finalizing them for Council consideration.
- Presented 5 Year Capital Improvement Program, which was approved by the City Council.

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

- Purchase of Railroad Alley
- Marijuana Dispensary location regulations
- Proposed Budget for FY2011
- Status of Beech Street Bridge
- Status of Pettingill School

Deputy City Administrator's Report

- Ed Barrett and I have had several discussions with Glenn Aho and Laurie Smith in Auburn regarding the possibility of other joint ventures. If there are any possibilities that could be pursued as part of the ongoing budget discussions in both cities, we want to have something developed soon. Regardless of the prospects for getting things done for the FY 2011 budget, we are certain that there will be other possibilities to bring forward to both city councils for public discussion.
- We have undertaken the process of investigating how we can better utilize the internet for online credit card transactions. The hope is that we can bring a system online in July that will not require funding through the city budget and be supported by fees paid by users. More to come.
- On February 23rd, the City Council approved the details associated with a city claims process that will allow residents of the White, Bardwell and Newman Street neighborhoods to appeal their insurance claim denials from the Maine Municipal Association and their home insurance company for sewer/stormwater backup damages resulting from rain events July 2, 2009 up to the present date. If you live in the area and have been impacted by stormwater/sewer flooding, please contact the City Administrator's Office at 513-3121.
- Ed Barrett and I have been meeting with city department heads on their budgets for FY 2011. The proposed budget will be presented to the elected officials and to the public on March 30th at 6PM in the City Council chambers.
- We said goodbye to Lewiston Finance Director Richard (Dick) Metivier and Auburn Fire Chief Wayne Werts this month. Two people who excelled in their professions; cared greatly about their community; and individuals whose public service dates back several decades. They were exemplary public servants and great people. They will be missed but we wish them the best of luck in their new lives.
- I was asked to appear on the Maine Public Television network show "Maine Watch" on February 9th to discuss how the city has responded to the growing refugee population over the last 9 years. Much has been done to date by many community organizations and there was no way the experience could be covered in 26 minutes.
- We began the process of getting key staff and elected officials trained to meet "NIMS" (National Incident Management System) compliance requirements. Failure to meet these requirements could jeopardize federal funding that come to the city each year.

Assessing Report

February activity in the Assessing Department consisted of ongoing reviews of commercial multi-family dwellings as well as building permit inspections for the 2010-11 tax year.

The assessors assisted the Auburn Assessing Department in February by measuring and listing new construction as well as by assisting with the annual personal property canvass. The three appraisers who assisted were Deputy Assessor Jim Fennessy, Appraiser Ken Priest and Personal Property Assessor Richard Main.

Assessing office work currently includes checking the following:

Personal Property taxpayers are filing their returns for the 2010 tax year.

Non-resident taxpayers are filing their list of estates.

Mobile Home owners and Franklin Company leaseholders are returning their ownership forms.

Lewiston, in cooperation with Auburn, published the annual assessing notice advising eligible veterans and homestead applicants to apply for those personal exemption programs by the April 1, 2010 deadline.

City Clerk's Report

The month of February was busy with budget review, EnerGov preparations and certifying state candidate and local petitions:

Budget Preparation – Departments submitted their FY11 budgets and were then asked to make budget adjustments at three levels of cuts. We worked to review each budget category to make recommendations regarding these required adjustments.

EnerGov – Conducted conference call interviews with two jurisdictions that utilize this program for their business license processing. Prepared a fee schedule of the business licenses issued by Lewiston and Auburn. Meetings with Ian to discuss next steps.

Certifying petitions – Certified many state candidate nomination petitions along with the state clean election contributions petitions which are all due date March 15. Also certified the local casino/Bates Mill land sale petition.

Caucuses – Every two years, the municipal registrar of voters is required to attend the political party caucuses to allow time for residents to register to vote or to enroll in the political party to participate in the caucus. We attended the Democratic and Republican Party caucuses as well as provided the voting lists as required by statutes.

Dog Licensing: By state law, all dog licenses expire December 31 of each year. We did a reminder mailing to all dog owners (about 500) of unlicensed dogs in mid January reminding them of the mandatory state late fee of \$15 effective February 1. About 100 licenses were processed in February with the late fee.

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.

See the next page for statistical and revenue breakdown.

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

February 2010 Monthly Report for Council

	Monthly Totals	Revenue	
Birth, Death & Marriage certified copies issued	1000	\$8,265.00	
Burial Permits issued	56	\$280.00	
Marriage licenses issued/recorded	10	\$300.00	
Acknowledgements of Paternity processed	3	\$15.00	
Genealogy searches	17	\$85.00	
Death records recorded	57	n/a	
Birth records recorded	110	n/a	
Fish & Game licenses issued	73	\$141.00	agent fee retained
Garage Sale permits issued	0	\$0.00	
Dog licenses issued	93	\$194.00	agent fee retained
Business licenses issued/renewed	26	\$4,597.00	
Voter registration processed -new, change or delete	214	n/a	
Scanning of voter cards	0	n/a	
Petitions certified-each ranging from 1 to 45 signatures	81	n/a	
CityLink Bus Passes	76	n/a	

Code Enforcement Report

Staff Review Committee (SRC) Activity February FY2010

- To consider a request by Craig Bouchard to construct a frontage right of way to create a rear lot for a single-family dwelling at 29 Hogan Road. (February 4, 2010.)

Planning Board Committee (PB) Activity February FY2010

- Request from Mark and Lisa Labonte for renewal of a frontage right of way at 10 East Merrill Road as part of the Latulippe Subdivision in accordance with Article XII, Section 10 of the Zoning and Land Use Code. (February 8, 2010)
- Request by Summit Environmental Consultants on behalf of Compound Solution, LLC for the construction of a 27,000 sf addition to the existing light manufacturing facility at 258 Goddard Road. (February 8, 2010)
- Request by Sebago Technics, on behalf of Deep Cove II, LLC for the renovation and redevelopment of 81 Ash Street into 32 apartments for elderly and approximately 2,475 sf of office space. (February 8, 2010)
- Review and recommendation to the City Council of the FY 2010 Lewiston Capitol Improvement Program. (February 8, 2010)
- Review and recommendation to City Council of a proposed amendment to the Zoning and Land Use Code, Article XV, Historic Buildings and District. (February 8, 2010)
- Review and recommendation to the City Council for the disposition of 84 Lisbon Street, of a proposed amendment to the Zoning and Land Use Code, Article XV , Historic Building and Districts. (February 8, 2010)

Board of Appeals Committee (BOA) Activity February FY2010

- No activity the month of February 2010

Historic Preservation Review Committee (HPRC) Activity February FY2010

- Certificate of Appropriateness to build 33-units of elderly housing at 81 Ash Street.
- Certificate of Appropriateness for lead abatement work to me completed at 351-353 Lisbon Street.
- Review and approval of the Draft Historic Preservation Ordinances.

Permit Activity February FY2010

Month	Permit Type	# of Permits	Total Estimate Cost of Construction	Total Fees Collected
February 2010	Building Permit	16		
	Commercial	5	\$65,000.00	\$581.00
	Residential	11	\$111,000.00	\$755.00
	Electrical Permit	43		
	Commercial	17	na	\$5282.50
	Residential	26	na	\$914.00
	Plumbing Permit	10		
	Commercial	5	na	\$996.00
	Residential	5		\$216.00
	Sign Permit	3	na	
	Commercial	3	na	\$87.00
	Residential	0	na	\$0.00
	Use Permit	4		
	Commercial	4	na	\$128.00
	Residential	0	na	\$0.00
Total		76	\$176,000	\$8,959.50

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

Inspection Activity February FY2010

Month	Inspection Type	# of Inspections
Feb10	Building	64
	Plumbing	31
	Sign	11
	Housing/PMC	63
	Sanitation	42
Total		211

- 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: 3
 - Condemnations: 2

507 Pond Road (due to fire)
527 Main Street Lot 16

Community Development Report (by Division)

The following report consists of activities conducted by staff of the Economic and Community Development Department during February 2010. The report is categorized by program area.

Community Development Block Grant

General

- Mark and Cathy continued formal meetings and interviews for the FY2011 CDBG budget process. The CDBG Review Committee held applicant interviews on February 10 and 24.
- Mark continued work the consultant hired jointly with the City of Auburn to assist in development of the Consolidated Plan. Focus Groups for this process were held on February 3, 17, and 24th. Meetings will continue through March and the draft plan will be provided to City Council in early April. The Plan must be submitted to HUD no later than May 15.

Housing

Housing Rehabilitation/Multi-family:

- Provided application and guideline information to owners regarding rehabilitation funding at the following addresses: 244 Blake Street; 65 Warren Avenue; 26 Beacon Street; 30 Howe Street, and 13 Cottage Street. The owners of 13 Cottage Street and 30 Howe Street are in the process of working on the application and obtaining competitive rehabilitation bids for the projects.

Landlord Energy Program

- **Fletcher Properties:** On February 9, Mr. Fletcher decided to withdraw his application.

Emergency Loan Program:

No activity this month.

Commercial

- City received a 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.

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 has been finalized and will be presented to the City Council in March. It is expected that bids can be solicited and the park installed in spring 2010.

HOME

General:

- Mark worked with City of Auburn to develop revised HOME Consortium Agreement between the two cities. This agreement along with the City's resolution to enter into the Consortium for three more years will be presented to City Council in March.
- Jayne created a spreadsheet that will easily track hours billed for time spent on HOME projects. Because all time, including fringe benefits, must be allocated to individual projects this can be a cumbersome process. This new automated system will save significant time in producing accurate payroll reports for HOME.

Homebuyer Assistance Program:

Jayne attended one Homebuyer Education class and provided Housing Loan information for the Cities of Lewiston and Auburn for potential homebuyers.

Rental Development

- **Tedford Housing**—There continue to be delays in scheduling a closing for this housing project due to HUD review requirements related to the project-based Section 8 vouchers involved. A spring 2010 closing is still expected.
- **Intown Manor**—Mark continued work with representatives from the Developer Collaborative (who also developed the soon to open Birch Hill Senior Housing project) 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 at the February 16 Council meeting. It was also approved by both the Planning and Historic Preservation Review Boards in February. The TIF application has received preliminary staff approval from MaineHousing in March and is pending legal review. The project will be submitted for Low Income Housing Tax Credits in late April. The project will add 32 units of affordable senior housing to downtown inventory when developed.
- **Birch Hill**—A ribbon cutting event for this property was held on February 25 at 10 AM. Governor Baldacci, Mayor Gilbert and other dignitaries are scheduled to speak. Tenants began moving into the completed property in late January and the project is ahead of its occupancy schedule thus far.

Security Deposit Program

- Jayne attended 4 meetings of the L/A Security Deposit Task Force, which approved 3 security deposit applications this month. Additionally, Eli Colgan a representative from New Beginnings became a member of the LAASH Program Security Deposit Committee. His program was newly funded and serves Androscoggin County. He is able to assist the persons that do not meet the guidelines and can also provide limited case management services. The Security Deposit Committee referred 4 persons this month for services.

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.

Neighborhood Stabilization Program (NSP)

- Mark worked with CCI to complete the purchase of the first two homes under this program. Under the terms of the Council-approved developer agreement with CCI, they will take ownership of the properties, rehabilitate them, and re-sell them to qualified buyers. Mark continues to work with CCI to research additional NSP properties and to determine feasibility of these properties for rehab/re-sale.
- Mark worked with the City Administrator to update our work plan with the State for timely use of these funds and to develop special projects that might be eligible for these funds. As NSP is part of the Federal stimulus package, there are strict time constraints for their use.

Brownfields

Brownfields Clean-up Grant for Andy 8- Work is stalled at this time at Androscoggin Mill #8 due to the Maine Historic Preservation Office Section 106 ruling on the demolition of an “historic site”. In a letter dated 2/16/2010, MHPO indicated that even though the building was dilapidated and caving in on itself, has no bearing on its significance as an historic site and that EPA would need to pursue an agreement to demolish the building under federal guidelines with the National Historic Preservation Commission. John Cressey from Summit is preparing a response to the letter that Jim Byrne, EPA can move forward on the City’s behalf.

Brownfields Community-Wide Assessment Grant:

- ***Bates Mill # 5- Maine Historic Preservation Office has agreed to accept the Section 106 and recordation of the historic features and agreed that the demolition may proceed at the City’s discretion. Recordation Completed.***
- **Androscoggin # 8** – The assessment work entails environmental assessment work to address the need for additional data to further characterize the environmental issues prior to demolition and cleanup. Qualified Action Plan approved by EPA will proceed with soil samples when snow clears.
- **Museum L-A** - Summit completed the Museum L-A Boring and Feasibility Study and presented alternatives to Brownfields clean-up. The petroleum is gravitating toward the River, the recommendation is that it will be more cost effective to clean the site rather than pump, sift and require institutional controls to address the problem over time. An application to the Revolving Loan Fund is pending.

Bates Mill # 5 Hydro-electric Plant EPA Targeted Assessment—Nobis Engineering to sub-contract assessment to Summit. This assessment work will begin in April.

Other Activity

- Mark and Lincoln met with representatives from Bangor Savings Bank, who opened a new retail branch in Lewiston. Bangor Savings has been a significant investor in Lewiston development and is hoping to improve their retail presence in our area.
- Mark worked with representatives from Congressman Michaud's office, the City of Auburn and L/A Arts on two competitive arts grants applications. The two grants, one from the Maine Arts Commission and one from the National Endowment for the Arts, are geared at enhancing the effect of arts and culture on economic development.

Economic Development Report

A significant portion of the month was spent bringing projects in the works to final approvals.

Lincoln Street Parking Garage

I worked with Ed Barrett, the City Council and Bates Mill LLC on approving the site, design and funding for the Lincoln Street Parking Garage. Negotiations continue with Franklin Company on the acquisition of fee simple ownership in Railroad Alley.

Casino

I also worked with Administration, legal counsel and Great Falls Entertainment to amend the options and sale terms in the casino referendum to be more favorable to the City, increasing the option payment from a one time payment of \$10,000 to multiple payments totaling \$150,000. The multiple payments are linked to performance milestones where Great Falls decides on whether or not to continue with the referendum process. In addition, if the option has been maintained but the real estate has not transferred by December 31, 2012, a \$5,000 per month option payment will begin for each month after that date. The real estate to be conveyed was better defined, and the purchase price was redefined from 125% of the Fair Market Value on January 1, 2010, to the Fair Market Value at the time notice of exercising the option is given.

84 Lisbon Street

I negotiated with Jules Patry on a Purchase and Sale agreement and Joint Development Agreement regarding his acquisition of this City owned property for \$50,000. In the Joint Development Agreement the City agreed to work with Mr. Patry on title, survey and egress issues. He agreed to replace all windows, clean and repair the exterior stucco and install exterior security lighting within six months of closing. His longer term plan for the building is to renovate the upper floors for residential use, and to maintain the street level space for commercial uses. The Council approved the agreements at their March 2nd meeting.

Veterans Administration Community Based Outpatient Clinic

Dave Hediger and I have been involved for more than a year working with Maine Veteran's and the Veteran's Administration on their plans to site the CBOC on Challenger Drive in Lewiston. Those efforts culminated on February 18 with the announcement of the siting of the facility on Challenger Drive.

263 Lisbon Street

Several months of efforts culminated with the closing on financing and transfer of this real estate to a downtown business owner who will relocate his business to the building, and lease upper floor space to other businesses.

ONGOING EFFORTS

Canals

Negotiations continue with Next Era Energy to see if an agreement can be reached to transfer ownership of the canals to the city.

Rail

Efforts continue with meetings with AVCOG, rail proponents, and public officials and staff from Auburn and Portland to link Auburn and Portland via the Saint Lawrence and Atlantic rail line that runs from North Yarmouth to Portland. The MDOT has an option to purchase the passenger rail rights to the line. Five million dollars in funding was included in both the Legislature's and Governor's bond proposals announced in March. The Portland North Alternative Modes Transportation study is evaluating rail and bus options to link the communities. The preliminary recommendation related to the study coming from MDOT is that a dedicated commuter bus is the lowest cost option and will be utilized by the largest number of people. The first official public meeting on the Portland North Study will be held on March 30 at 6 p.m. at Auburn Hall.

CDBG

I serve on the committee that makes recommendations to the City Council regarding funding for social service agencies with CDBG funds. Thirty agencies have requested funding. All of the agencies are seeing cuts from other funding sources such as United Way and state/federal sources. The funds requested by social service agencies exceed the cap allowed under CDBG by more than \$200,000.

Brownfields

The City has received multiple EPA Brownfield Grants. We currently have a \$200,000 Brownfield Assessment Grant that is primarily used for Phase I and Phase II environmental assessments of properties that may have environmental issues that limit their redevelopment potential. City staff continues to work closely with the Maine Department of Environmental Protection (MDEP) and EPA on utilization of the funds. Projects underway include appropriately dealing with soils being excavated from the Lincoln Street Garage site, mitigation design and approval for the Avon Mill (related to a road project) and for Androscoggin Mill boiler house (Andy 8). Also underway is the evaluation and mitigation design of the Museum LA site (which is funded with a Targeted Brownfields Assessment grant which is independent of the City's grant), as well as a Phase II evaluation of the hydro generation plant at Bates Mill #5 (also funded with a Targeted Brownfield Assessment Grant).

271 Park Street

This property, located across Maple Street from the Public Theatre, was tax acquired by the City in the 1990's. It was dilapidated and vacant at the time of acquisition. It remains so. Over the years it has garnered development interest, but to date, the market could not support the costs of redevelopment. The property is seeing renewed investor interest. Maine's Historic Preservation Tax Credit can help fund the project. The City is also evaluating utilizing some of its Neighborhood Stabilization Funds to support redevelopment of the project.

Local Business Retention

I am working confidentially with two local businesses. One is looking for a site and funding for expansion. The other is looking for funding and other programs to help them weather the challenging economy.

Attached is a February Report of the Federal Reserve. It provides a snapshot on segments of the US, New England and Maine economies. Lewiston-Auburn's unemployment rate is below US and New England, but is a little higher than the Maine, Bangor and Portland. Maine's Gross Domestic Product in the fourth quarter of 2009 is up slightly from a year ago, and 5.75% from the prior quarter.

Energy Czar Report

Special Projects

- EnerGov – Point of Contact of the EnerGOV process for updating code enforcement, planning, permitting, and licensing. Meetings and research on EnerGOV software and City GIS integration and with Auburn.
- EnerGOV contract finalization
- Pavement Program – Updating the City’s Pavement Program with Public Works and Auburn
- Solid Waste Collection Contract Review and presentation preparation
- Online Credit Card Processing
- Planning and Code Enforcement Fee Schedule Review
- Business Licenses Fee Schedule Review
- Lincoln Street Parking Garage Renderings

Energy Saving Projects

- Wind Anemometer Grant Site Planning
- Lighting at Lincoln Street Parking Garage
- Variable Speed Drives at Library Planning
- Parking Garage Electricity Review
- Library Heating Review
- ICLEI roundtable meeting in Portland

Finance Department (by Division)

Department Focus and Projects

During the month of February, the department prepared for the retirement of 41-year employee and Finance Director, Richard Metivier. Preparations included succession and cross-training sessions, job capacity evaluations and drafting a Finance Department reorganization plan. The plan encompassed five departments and ten employees. Having received both City Council and union approval, the City has eliminated three positions, downgraded two positions, upgraded three positions and posted a new Grants Accountant position that is fully funded by CDBG funds. The overall savings to the general fund and CDBG was approximately \$105,000 and \$56,000 respectively. The transition of job responsibilities should be complete by June 1st.

March 1st, marked the completion of an 8-month cellphone conversion project involving approximately 60 City issued cellphones and stipend packages to a universal stipend program. The goal of this conversion was two-fold: first, to provide an efficient means to comply with IRS cellphone regulations and second, to provide a cost savings to the City. Highlights of the new program are as follows:

- city costs are capped and controlled;
- taxable employee cellphone stipends of \$30 per month comply with IRS regulations and the City has a cost avoidance savings of an additional \$2,500 annually;
- employees benefit by adding preferred performance functionality at their own discretion;
- the city significantly reduced monthly paperwork and invoice processing, producing a conservative soft cost savings of \$2,000 annually;
- salvage equipment will be sold as surplus property albeit not amounting to a material amount;
- Direct savings to the City of Lewiston by revamping the program, \$9,050 annually.

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

Treasury

- The division processed 1,836 Real Estate and Personal Property transactions in the month of February, totaling \$3,164,569.
- Motor Vehicle Excise transactions during the month amounted to 2,377 and a total of \$302,869 was collected. Collections to date amount to \$2,298,968 and are \$55,266 behind last year's collections.
- A total of 400 Treasurer's receipts were processed for a total value of \$2,748,942.

Purchasing

- The following bids / RFP's were opened during February:
 1. Fire Department Turnout Gear
 2. Police Department Uniforms
 3. #2 Heating Oil Bid (Joint Bid with Auburn and the County)
- FY11 Budget is in the second phase which involves department reviews with the City Administrator, Deputy City Administrator and the Finance Director.
- Special Bid Development – Fire Department Pumper Truck – a second meeting was held with the committee to discuss specifications contingent upon funding the in the FY11 LCIP.

Fire Department Report (by Division)

Administration:

- The Chief and Asst. Chief attended a Legislative breakfast in Augusta sponsored by the Maine Fire Chief's Association. The Maine Fire Commission is actively seeking support and funding for a Maine State Firefighter Academy and during the breakfast, chiefs and legislators discussed the growing need.
- The Asst. Chief conducted a Fire Department building inspection with a Maine Municipal representative. The inspections are part of the department's on-going safety initiative.
- The Chief and Asst. Chief attended a planning session for an upcoming exercise involving local public safety agencies. This year's exercise will provide another opportunity for public safety emergency responders to work with private sector agencies and facilities in response to a large scale emergency incident.
- Fire Department Staff continued work on the FY11 Budget. The Chief, Asst. Chief, City Administrator and Finance Director met to review the Chief's proposed budget.
- The Chief hosted the first meeting of the City's NIMS Work Group (National Incident Management System). The group will focus on providing and obtaining training for City Staff as required by the US Department of Homeland Security. The training will ensure the City of Lewiston retains its eligibility for Federal Grants while at the same time enhancing city staff's ability to plan for and respond to large incidents and events.
- The Chief attended two Androscoggin Regional Communication Center Committee meetings. The committee has developed recommended by-laws to govern a regional communication center. The committee has also narrowed a list of options for the County Commissioners to consider should a regional communication center be established.
- The Chief completed and submitted the Engine #5 Truck Specifications. The competitive bid process is next and will begin on March 12, 2010 when the specifications are distributed for consideration by vendors. Bids will be due back to the City of Lewiston on April 15, 2010.

Firefighting & Training:

- The Fire Department answered a total of 107 Fire Calls in February 2010.
- A single family home on outer Pond Road was heavily damaged by fire. Smoke Detectors alerted the family and they escaped safely, however two family members were treated for minor smoke inhalation. The location of the home is outside the fire hydrant district and required mutual aid assistance for Tanker Water Supply from the Towns of Greene, Sabattus and Lisbon. A Second Alarm was called to provide additional manpower support. The City of Auburn also dispatched a unit in support of fire ground operations.
- Firefighter Denis Chamberlain retired after serving 25 years. Pvt. Chamberlain was assigned to the Sabattus Street sub station.

- Firefighting crews participated in hands-on training at the former Grange Building on Sabattus Street. Firefighters practiced ventilation and forcible entry techniques and tactics.
- United Ambulance reviewed emergency unit equipment location and vehicle operation with firefighters. Firefighters will often drive UAS units from the emergency scene to local hospitals.
- Hose Fold Change: Twice a year the hose loaded onto fire apparatus is repositioned to decrease permanent creasing in all variety and sizes of fire department hose. The next change will occur in May / June when all department hose is pressure and flow tested.
- Firefighters received annual certification and testing for Pulmonary Function and Respiratory Clearance associated with wearing an air pack.

Maintenance Technician & Fire Alarm Division:

- The Maintenance Technician completed the following repairs and projects:
 - Completed installation of new SCBA brackets on Engine #3 & Engine #4.
 - Six new fire department air packs were placed in service.
 - Installed a gas meter charger on Engine #3.
 - Replaced a U-Bolt on the driver side rear suspension assembly on Engine #6.
 - Coordinated correction of RF interference issues on Engine #4 with Maine Radio Co.
 - Continued flow testing of fire department air packs.
 - Repaired the Engine #7 gas meters by replacing 2 sensors.
 - Conducted exhaust extraction system inspection and maintenance in all fire stations.
 - Conducted other general repairs and improvements to equipment and apparatus.

Fire Prevention:

- Fire Prevention Clerk Debbie Morin has been reassigned to the LA 911 Admin Office to assist the newly hired 911 Director with general office duties and a back log of work. The 911 Admin Secretary position has been vacant since the fall of 2009.
- Fire Inspectors and City Staff jointly reviewed a new project for St. Mary's Hospital.
- Fire Inspectors and City Staff jointly reviewed the continuing Central Maine Medical Center Project.
- Fire Prevention Staff continued work on pending inspection compliance.
- 1 Blasting Permit Inspection
- 13 Complaints and 2 Occupancy Inspections
- 15 Code/Plans Review
- 2 Sprinkler Plans Review
- 1 Fire Scene Investigation
- 1 City License Inspection

Human Resource's Report

- Conducted safety audits with the Maine Municipal Association and identified a number of safety items that needed to be updated
- Conducted training for the Lewiston Public Works/Public Services Departments in the OSHA required topics of 'Hazard Communications' and 'Lock Out/Tag Out' for both Authorized and Affected employees including equipment specific for all mechanics—a total of 71 employees received training
- Facilitated a First Aid/CPR class for the Water Department Confined Space Rescue Team involving employees from LAWPCA, Auburn Water and Lewiston Public Services
- Evaluated 7 employee workstations and made appropriated repairs in an effort to reduce ergonomic injuries
- Conducted a requested safety audit of the municipal garage
- Attended an Accident and Injury Investigation course conducted by the Dept. of Labor Safety Works, and attended a session on how physical work conditioning can help to get employees back to work quicker after an injury
- Processed one employee retiring with 24 years of service
- Produced a Certified List of eleven (11) names for the Chief to consider for promotion to the position of Fire Captain
- Attended a Medicare seminar to assist employees w/social security questions
- Public Works/Public Services have gone twelve (12) months without a 7 work day lost time injury and are, therefore, entitled to \$100 in gift certificates involving 35 vendors for 116 PW/PS employees
- Six new injuries were reported during for month of February at a cost of \$3,150
- Worked with Unions on contractual issues
- Conducted a General Assistance Fair Hearing
- Continued working with Finance and Community Development with their re-structuring efforts
- Continued the arduous task of digitally imaging our personnel files

Information Technology (MIS)

Printer Ink Purchasing

In the month of February, Peter saved \$439.84. For the year of 2010, the total savings for the City has been \$439.84.

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 478 for the month of February. 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

- February was another busy month for the Library! An average of 629 citizens visited the Library every day and 1,307 individuals attended library programs either in the Children's or Teen Departments or in Callahan Hall.
- Mayor Gilbert and Library Director Speer both spoke at the kickoff event for the One Book/One Community celebration at the Auburn Public Library on February 26. The "One Book" for L-A for this year is ***Animal, Vegetable, Miracle***, by Barbara Kingsolver. Twenty different community partners are involved in this year's events, including all four L-A colleges, St. Mary's Nutrition Center, and Lewiston Adult Education. A wide variety of community programs have been planned for March and April surrounding the One Book's themes.

Library Use Statistics for calendar year 2009:

Lewiston Public Library Monthly Report - Use Statistics "February 2010"

	Feb-10	Feb-10	YTD 2010	YTD 2009
Adult Book Circulation	9,038	9,431	18,897	19,720
Adult AV Circulation	1,080	975	2,150	2,014
Children's Book Circulation	5,821	5,713	11,384	11,595
Children's AV Circulation	1,199	1,090	2,323	2,154
Total Circulation	17,138	17,209	34,754	35,483
Door Count (daily average)	629	598	595	567
Children's Programs	46	37	79	82
Children's Program Attendance	883	573	1,368	1,431
Teen & Adult Programs	16	3	29	6
Teen & Adult Program Attendance	424	340	610	510
New Materials Added	645	673	1,271	1,287

Police Report

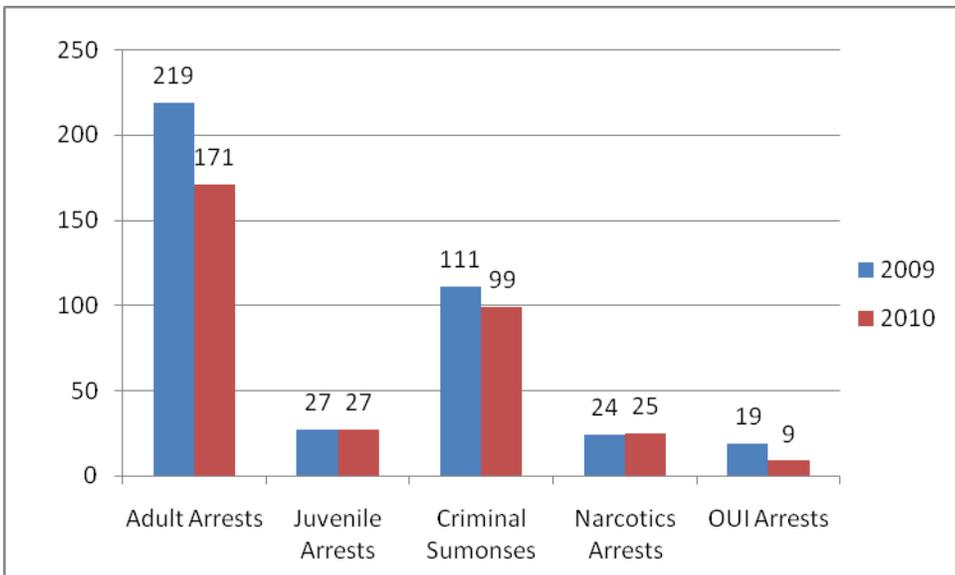
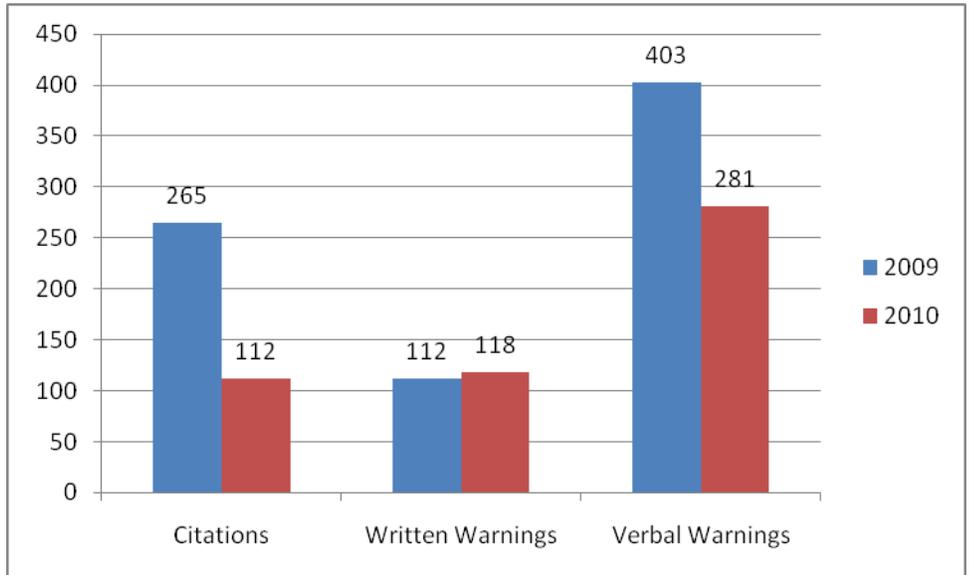
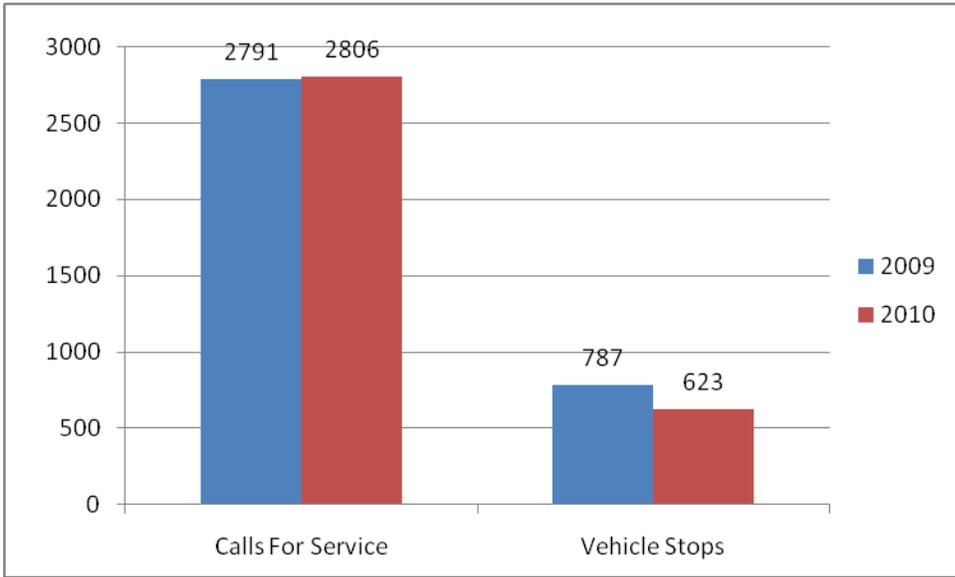
February Statistics and Calls for Service:

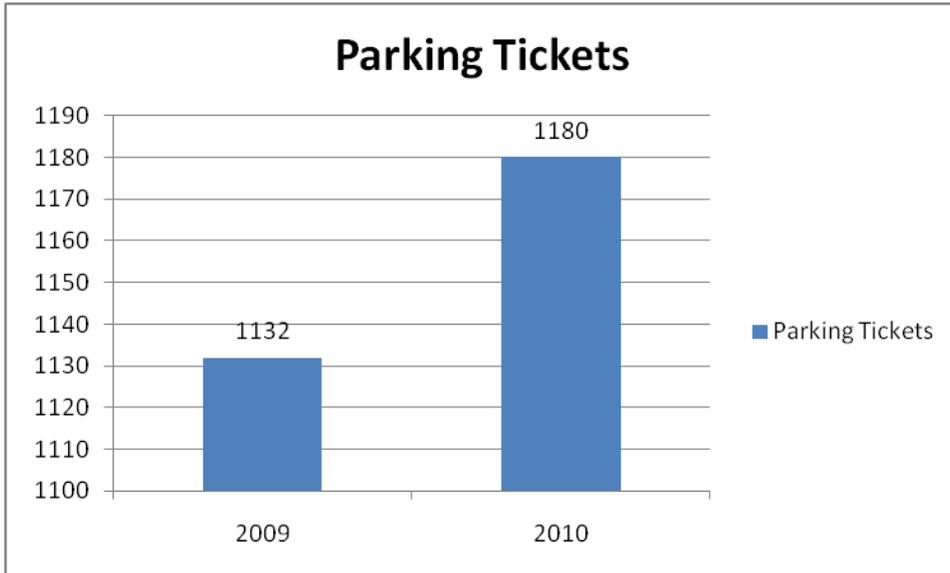
In the month of February, the Lewiston Police Department responded to 2,806 Calls for Service. The agency initiated 623 vehicle stops in the month of February resulting in 177 citations, 121 written warnings with the remaining stops resulting in verbal warnings. There were 171 arrests of adults and 27 juvenile arrests during this period as well as 99 criminal summonses issued. There were 25 arrests on narcotics violations and 9 arrests for operating a motor vehicle while under the influence of alcohol or drugs. The parking enforcement and patrol divisions issued 1,180 parking tickets in the month of February.

February 2010

	2009	2010	% Change
Calls For Service	2791	2806	0.54%
Vehicle Stops	787	623	-20.84%
Citations	248	177	-28.63%
Written Warnings	144	121	-15.97%
Verbal Warnings	395	325	-17.72%
Adult Arrests	219	171	-21.92%
Juvenile Arrests	27	27	0.00%
Criminal Summonses	111	99	-10.81%
Narcotics Arrests	24	25	4.17%
OUI Arrests	19	9	-52.63%
Parking Tickets	1132	1180	4.24%

Additional charts are outlined on the following page:





Community Policing/ Problem Solving:

The **Community Resource Officers** continue to be very busy with various civic groups, schools, and related projects. The following weekly reports are submitted to highlight their activities:

You are cordially invited to attend the
Lewiston Police Department Community Resource Team
Sub-Station Open House
On Thursday, March 4th at 10:00 AM
292 Bates Street, Lewiston
Refreshments will be provided



“The police are the public, and the public are the police”

-Sir Robert Peele (founder of modern day policing)

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

FEBRUARY 1–5, 2010

Attended the winter games for the Special Olympics of Maine at Sugarloaf (1 Feb - 2 Feb). Distributed medals to athletes and the team was interviewed by the Lewiston Sun-Journal.

Officer Johnson and Sergeant Robitaille attended the monthly LAASH meeting at Lewiston City Hall. Officer Johnson presented a PowerPoint to the group which outlined the CRT's goals and objectives.

Officer Murphy conducted a downtown CAG meeting at 292 Bates St. where several inner city residents expressed their concerns about various issues in the community.

Met with Rilwan Osman of the Somali Bantu Youth Association to discuss their application for a federal refugee grant.

Officer Rousseau made contact with the Androscoggin Chamber of Commerce to discuss the possibility of hosting an "open house" for local refugee businesses, in particular, businesses located in the lower Lisbon St. area.

Made contact with Action Screen Printing to discuss their donation of 50-100 T-shirts to be distributed to inner city children.

Sgt Robitaille and Officer Johnson assisted MDEA with a search warrant on a suspected meth lab.

Officer Rousseau met with Lorraine at Maine Pre-trial to discuss the possibility of conducting checks on pre-trial clients.

Attended a function at the Lewiston Library which showcased various presentations by local youth.

Officer Johnson met with Huda Daud, Family Support Coordinator of the Immigrant and Refugee Community to discuss laws with the parents of the refugee community.

Met with elderly residents of 250 Bates St. and advised them of the presence of the CRT.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

FEBRUARY 8–12, 2010

Fingerprinted children at Coburn School and conducted a presentation on child abduction prevention.

Met with the committee for the Lewiston-Auburn Museum to discuss the logistics of the upcoming duathlon, occurring in June 2010.

Met with Catholic Charities of Maine to discuss the goals and objectives of the Community Resource Team and the possibility of making a video about police-refugee relations.

Attended a bowling event sponsored by the Lewiston School Department which raised funds for local education programs.

Met with representatives of Tri-County (Laurie Cyr-Martel and staff) to discuss the goals and objectives of the CRT and how we can be effectively utilized as a resource for Tri-County.

Presented awards to athletes from the Special Olympics of Maine for the winter sports competition at Pettingill Park in Auburn.

Met with Chief Bussiere and City Administrator Ed Barrett at the sub-station and conducted a tour of both the sub-station and the B-street community building.

Observed a community policing class at the Maine Criminal Justice Academy and assisted as facilitators for the SARA problem-solving process. Spoke with Jack Murphy, Training Supervisor, and discussed the possibility of the team teaching the class in the future.

Conducted a foot patrol on lower Lisbon St. and introduced the team to area businesses (primarily Somali-owned businesses) and discussed the possibility of featuring the businesses in a community-based "open house" (possibly scheduled for late spring – early summer).

Conducted a personal safety presentation to the staff of Advocates for Children.

Attended and interacted with local youth at a dance sponsored by the Girls and Boys club of Auburn.

Ate school lunches and interacted with students at both Geiger and Martel schools.

Assisted with the after-school homework program at the Lewiston Library and assisted children with homework at the Bates St. sub-station.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

FEBRUARY 15–19, 2010

Organized soccer games with area neighborhood kids in the B-street parking lot and in Kennedy Park. Looked into finding alternative locations for the kids to play soccer this spring/ summer.

Officers Murphy and Rousseau went to Tri-State Police for the purpose of looking at bicycle patrol uniforms in their current inventory. Ordered Fuji brand police bikes from policebikestore.com.

Deputy Chief Minkowsky, Officers Murphy and Sgt Robitaille met with Tony Bessey of the Boy Scouts of America, in order to discuss the possibility of starting an Explorer Post at Lewiston Police Department.

Officer Rousseau assisted MDEA with a prescription pill case.

Facilitated a second meeting with Code Enforcement and Fire in order to develop a form to disseminate to patrol officers for Code Enforcement violations. Discussed the possibility of meeting with the landlord association to further discuss our willingness to work with them to eliminate code enforcement issues within their property.

Officers Murphy and Johnson acquired plywood from Home Depot (donation) to assist with securing condemned and abandoned buildings.

Officers Murphy and Johnson made two narcotics arrests while patrolling in the inner city area, which yielded approximately 1 pound of marijuana.

Officer Rousseau attended a Volunteers of America meeting (VOA) to discuss the Transitional Living Program.

Officer Johnson and Sgt Robitaille met with Adiraman Qambi, in an effort to positively identify Somali suspects involved in a multi-agency theft ring.

Officer Rousseau and Sgt Robitaille met with library staff to discuss ongoing issues with problem children in the library. Officer Rousseau obtained access to their directory of names of prohibited persons.

Sgt Robitaille met with Rilwan Osman to discuss possible training related to the Somali Bantu culture at the Lewiston Police Department.

Officers Rousseau, Johnson, and Sgt Robitaille attended the PAL celebrity hockey game.

On Saturday, 02/20, Officer Johnson and Sgt Robitaille attended the Somali Bantu Youth Association meeting at the B-street building.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

FEBRUARY 22–26, 2010

CRT conducted a meeting with the residents of Oak Park regarding ongoing concerns and neighborhood issues. City Administrator Ed Barrett and Mayor Laurent Gilbert were also in attendance.

Officers Rousseau and Johnson met with the staff of Advocates for Children to discuss the continued development of a fatherhood mentoring class.

Officer Rousseau facilitated a Sunnyside Park Community Action Group meeting on Monday evening (2/22) at 6:00 PM.

Officer Johnson and Officer Murphy met with Head Start children in Hillview and fingerprinted children. Also provided the staff with safety tips.

Sgt Robitaille conducted an interview on Great Falls TV with Mayor Gilbert and Chief Bussiere.

Officer Rousseau attended a career fair at LHS and spoke to several students about the law enforcement profession. Officer Rousseau used the Command Post vehicle as a static display.

Officer Rousseau attended an Early Head Start (241 Bartlett St.) parent evening meeting and discussed safety tips with parents of Early Head Start children.

Officers Johnson and Murphy met with staff and students of McMahon School to discuss ongoing gang concerns in the Hillview area.

Sgt Robitaille instructed a FTO class to the criminal justice students of Southern Maine Community College. The entire team attended a three-day training on drug interdiction at the Fireside Inn in Auburn.

Criminal Investigation Division

Monthly Events by Officers

February 2010

February 2, 2010; Detective Bill Brochu did a presentation at the PD for an area Cub Scout troop that was working on a badge. He gave a tour, a video presentation and showed the boys how to collect fingerprint evidence. The boys then collected their own fingerprints from glass using actual fingerprint powder and lifting tape. 1830-1930 hrs.

February 3, 2010; Detective Murphy and Detective Campbell did a presentation on burglary and robbery prevention to the Chamber of Commerce. 0900-1200 hrs.

February 4, 2010; DV Coordinator Conley worked with ATF on an operation concerning illegal gun sales.

February 4, 2010; Detective Godbout did a presentation at the Career Center on robbery safety. 0900-1130 hrs.

February 5, 2010; SRO Jacques chaperoned a 7th grade school field trip to TD Bank north's operations site and then to CMMC.

February 5, 2010; Cpl. Darnell organized and ran an alcohol enforcement detail in cooperation with Hannaford's Supermarket on Sabattus St. trying to prevent illegal furnishing of alcohol to minors. 1800-2000 hrs.

February 6, 2010; Officer Jacques, Officer Conely, Officer Tom Murphy, Officer Lacombe and Sgt. Kelly Hamel participated in a fundraising event at Sparetime Recreation bowling as a team for the Lewiston School Department. 1230-1600 hrs.

February 8, 2010; Detective Jones did a presentation at Oak Park on elder safety and financial fraud avoidance.

February 8, 2010; Detective Brochu attended the PAL meeting as its chairman. 1500-1600 hrs.

February 8, 2010; Officer Lacombe completed a DARE presentation at MacMahon School for a local Cub Scout troop. 1830-2000 hrs.

February 9, 2010; Detective Jones and Detective Brochu did a presentation on elder safety at the Seniors Plus.

February 10, 2010; Detective Murphy and Detective Campbell attended the Special Olympics games that were being held at Pettingill Park in Auburn.

February 10, 2010; Officer Lacombe and Officer Jacques were approached by the owner of Tim Horton's. They learned that Tim Horton's restaurants owns a number of summer camps in the US and Canada. As a special treat for children who live wherever there may be a Tim Horton's, the company selects two kids from the area and sends them for a week long vacation at the camp, all expenses paid. Since there are two (2) Tim Horton's in Lewiston, they wanted the DARE officers to assist in selecting the four (4) kids from the area that would get to go to the camp. The officer's are working on this project.

February 12, 2010; All CID members were sworn in as deputies for the Androscoggin County Sheriff's Office.

February 19, 2010: Cpl Darnell chaperoned a junior high school dance that was being held at the Hilton Garden Inn in Auburn focusing on alcohol prevention. 1900-2300 hrs.

February 19, 2010; Officer Roger Landry, Officer Derek St. Laurent, Detective Theiss, Detective Campbell, and Sgt. St. Pierre played in the PAL sponsored hockey game with Bruins retired players. Officer Jacques and Detective Brochu attended as representatives of PAL.

February 24, 2010; a salesperson from the Garrett Metal Detection company came to the PD to display a walk through metal detector and its use to Sgt. Hamel and Lt. Landry. This is an ongoing project to tighten security within the building here at LPD. 1130-1300 hrs.

February 25, 2010; Cpl. Darnell conducted an Alcohol Enforcement training class to officers at the Cumberland County Sheriff's Office. 0830-1630 hrs.

Patrol Division

Monthly Events by Officers

February 2010

Feb 2nd Officers LaChance, Ritcheson and Cpl Kavanagh attended a 4-hr training on underage drinking enforcement as well as fake ID detection.

Feb 2nd Sgt. Ullrich conducted a 4hr instruction on underage drinking enforcement as well as fake ID detection.

02/10/10 --Officer Michaud monitored the parking lot area of the Colisee in an unmarked vehicle. This was an attempt to thwart the rash of car burglaries that have occurred recently during numerous events. No suspicious activities were noted.

Feb 13 Sgt. Bradeen off duty and Lt. Higgins on duty attended the LHS Girls State Hockey Championship Game, showing LPD support.

Feb 20th Sgt. Bradeen attended the PAL fund raising Bruins Legions Hockey Game and assisted other PAL board members in the evening's event while off duty. Lt. Higgins also attended this event off duty.

Feb 25th Sgt. Ullrich conducted a 4-hr training on underage drinking and party patrols at Cumberland SO.

Patrol/ Support Miscellaneous:

Sgt. St.Laurent continues to coach two youth hockey teams consisting of 7 and 8 year olds.

Sgt. St.Laurent and Officer T. Michaud played in the annual Celebrity Bruins hockey game in an effort to raise money for P.A.L.

Sgt. St.Laurent met with representatives at the Library to discuss a number of ongoing issues that have been plaguing the Library. In speaking with library staff it was determined that this issue could best be resolved by the CRO team. The matter was forwarded to the CRO team.

On 02-13 & 02-14 selected members of this supervised the cleaning of the building by individuals assigned to an alterative sentencing program with ASO.

The annual drug burn was conducted and overseen by members of CID and Support Services.

Promotions, Assignments, and Awards:

Nothing to report at this time.

Training:

The following training resulted during this reporting period:

I. General:

February 2, 2010; Sgt. Ullrich and Cpl. Darnell presented a training class on Under aged alcohol Enforcement in the LPD training room from 0800-1200hrs.

February 16, 2010; Detective Morin attended day long training in Scarborough on Military Surplus. This will qualify him as an agent for the department to have cost free equipment from the military.

February 15-19, 2010; Detective Murphy attended a week long training school on advanced fingerprint detection, collection and reading.

February 18, 2010; The U.S. Attorney's Office did a presentation and training seminar on Human Trafficking in the LPD Training room. The class was attended by Detective Morin, Detective Stone, and Officer Conley. The training was video recorded and also made available in real time web cast on the internet supervised by Lt. Landry and Sgt. Hamel. 0900-1200 hrs.

Officer D. Michaud along with the CRO team attended Commercial Motor Vehicle Criminal Interdiction training in Auburn.

Officer Hausman continues to work towards EMT Certification.

II Haz Mat Team:

No Updates at this time.

III. Accident Reconstruction:

No updates at this time. Ongoing reconstruction reports.

Technology/ Equipment:

1. Still continuing to work with the collection agency in Bangor to recover monies owed on outstanding parking tickets.
2. The installation of the new parking garage equipment is completed.

Public Services Report (by Division)

Boards, Commissions and Committee Meetings & other Contacts

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

- Lewiston-Auburn Water Pollution Control Authority (LAWPCA) Board of Directors met on February 19th for the regularly scheduled monthly meeting with the routine financial and plant operations reports and the following items addressed:
 - Apportionment for January 2010: Lewiston = 55.15%; Auburn = 44.85%
 - Flow: Lewiston = 221.168 MGal; Auburn = 132.470 MGal
 - BOD: Lewiston = 263,242 lbs; Auburn = 354,835 lbs
 - TSS: Lewiston = 201,985 lbs; Auburn = 162,442 lbs
 - Project Updates for:
 - Solids Thickening (Gravity Belt Thickener) Project – design is continuing, discussing alternatives for funding (\$1.25 million)
 - Anaerobic Digester Project – 30% design is proceeding to position us for potential future funding options
 - Lighting Replacement Project – Work began on the project
 - Compost Facility Biofilter & Groundwater Project – John Sevee & Mac Richardson met with DEP to discuss data and next steps
- Lake Auburn Watershed Protection Commission met on February 23rd for the regularly scheduled meeting. In addition to routine budget reports discussed the following items:
 - Conservation Easement Monitoring and Registration progress with Androscoggin Land Trust
 - Watershed Masterplan Update completed by Comprehensive Environmental, Inc – final comments are being submitted
 - Setback abutter and land agreement for former White Gravel Pit and adjacent Gendron Pit
 - Snowmobile use of Whitman Spring Rd and other Commission property
 - Sub-committee formed to review and suggest updates to the Commission By-Laws
- Androscoggin Transportation Resource Center (ATRC) Policy Committee did not meet in February. The next meeting is scheduled for March 25th

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 Dec. 31, 2009		As of Jan. 31, 2010		As of Feb. 28, 2010	
		# of Accts	Amount Owed	# of Accts	Amount Owed	# of Accts	Amount Owed
Single Family Home	7,312	143	\$ 5,541.18	165	\$ 5,942.32	165	\$ 6,111.52
Duplex Residential	1,061	18	\$ 900.00	16	\$ 885.00	18	\$ 915.00
Base Fee + cost/SF	2,483	64	\$ 70,770.21	67	\$ 79,142.67	80	\$ 81,002.93
Late Fees			\$ 14,730.09		\$ 15,290.03		\$ 16,478.88
Totals		219	\$ 91,941.48	248	\$ 101,260.02	263	\$ 104,508.33

- Other Administration / Business Office Statistics for the Month:

Excavation Permits issued	10	Permit Fees =	\$ 4,787.00
Street / Sidewalk Occupancy Permits issued	0	Permit Fees =	\$ 0.00
Total # of Utility bills sent	3,997	Utility Fees =	\$ 551,549.77
Total # of Sewer Utility Delinquent Notices sent	605	Delinquent Amt =	\$ 150,867.87
Total # of Stormwater Delinquent Notices sent	753	Delinquent Amt =	\$ 133,080.84
Total # of Water Disconnect Notices sent	577	Delinquent Amt =	\$ 73,962.52
Collection Calls made	500	# of Accounts =	475
# of Payment Arrangements made	6		
# of Single Unit Accts Disconnected for Delinquent Water	0		
# of Properties tagged for No Customer	21		
# of Water Liens Discharged	27		
# of Sewer Liens Discharged	31		

Buildings Division

- In addition to scheduled and planned maintenance of City facilities, the division responded to 25 E-Gov and email requests for service from various City Departments during the month
- The Public Works Light Replacement Project bid documents was completed and the project has gone out to bid. Pre-construction meeting is on March 18th and the Bid Date is April 13th

- City Hall Boiler Replacement Contract – Damon Mechanical installed the AC equipment for the second floor of City Hall. They are waiting for the controls to be installed by Trane. All other work related with the project has been completed.
- Mill 5 Parking Garage Project – The apparent low bidder is Ledgewood of South Portland. The City Council is working on funding the project.
- The Violations Bureau Roof-top HVAC Replacement Project will begin May 3rd. The Contractor is Nason Mechanical of Auburn, ME.
- The Violations Bureau Roof Replacement Project will begin May 3rd. Kevin W. Smith and Sons of Mars Hill, Maine is the contractor.
- Smith Reuter Lull Architects will have the design drawings and specifications for the new Kennedy Park Pool House completed by February 26th. Mike Paradis will put together the front end of the specifications the week of March 8th. The project will go out to bid by March 12th. Construction will begin in early spring, with planned completion of the project before June 1st.
- Integrated Energy Systems will have the design completed by March 5th for the new heating system at the Shredder Plant. The system should be installed by the end of April.
- Before we begin designing the fresh air system for the second floor of City Hall, we decided to check if it has a problem with CO2. The testing must be completed on a relatively calm day. It has been windy for the whole month of February the CO2 testing has been delayed until the winds calm down. We will try again in March. If it is below the threshold we will provide fresh air for the social services room only, which we know needs it. If it exceeds the threshold, they will complete the design during March.
- The Building Division Staff just completed the carpeting replacement project for Heather Hunter, Susan Turcotte, Paul Labrecque and treasurer's staff office space. The carpet was installed by Royal Flooring. Staff moved furniture and removed old carpeting to minimize cost.
- The Building Division Staff also completed the clean-up the area where the Library sewer repair took place.

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.
 - Did Worker's Comp reporting on Department personnel injuries with follow-up reporting requirements.
 - 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.
 - Copied, collated, bound, and delivered project specs for Director of City Buildings.
 - Re-initiated the R&R.com committee, holding two meetings and planning a March event.
 - Attended Hazard Communication and Lockout/Tagout training.
- Maine Department of Transportation (MDOT)
 - Russell Street Improvements – Project closed down for winter with exception of work on the traffic signals at College St and Central Ave. The control boxes and pedestrian poles were installed in December but work has been slow because of weather. We fielded and addressed several customer calls regarding the pavement transition sections.
 - We are processing a project agreement with MDOT for Pine Street overlay, and new sidewalk on Pine Street from Webster to Sabattus Street.
 - Lincoln Street (Gully Brook to South Ave) – Engineering Division is working on the design plans (at about 60%) and has met with overhead utilities to give them a heads up of what's

- coming. Sebago Technics is working on right-of-way maps. Engineering is preparing for public hearing in March. The categorical exclusion will be complete after the public hearing.
- Lincoln Street (Locust and Lincoln Street intersection) – Engineering Division 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 to expedite Categorical Exclusion process.
 - Riverside Greenway Bicycle/Pedestrian Trail – Richardson & Associates are working on the developing final plans for the trail. With the plans we will continue to talk to abutters in preparation for acquiring easements for the trail along the Androscoggin River.
 - 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. Recently met with Sebago Technics and AVCOG to review progress to date. Held a meeting with the MDOT project manager, Catherine Small to review project and anticipated schedule. Met with utility authorities to develop "pole attachment agreements" related to project.
- Clean Water
 - Goff Brook CSO Storage Project – St. Laurent and Son has installed 95% of the box culverts and will wrap up the first part of the work by mid-March. They will return in April to finish the Morningside Street portion of the project.
 - Jepson Brook CSO Project – Sebago Technics has submitted phase one of the existing conditions plans. Staff is currently reviewing the base maps received to date and beginning design work. Project design is 35% complete.
 - White-Nichols Area CSO separation- Sebago Technics is working on the design plans to be bid this spring.
 - CSO Master Plan Update- CDM has been working for several months on developing a new SWMM computer model of the City's sewer system. The model has been calibrated and they are currently running future simulations and preparing 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.
 - Prepared the Annual CSO Report for MDEP.
 - 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;
 - All floor slabs are complete and work is temporarily suspended until weather conditions are good for new startup.
 - Bids were received for site work and piping. They are being review for award.
 - Floor slab in electrical and treatment room will be placed in February.
 - Final design for phases 2 & 3 (now called phase 2) of UV facility is underway.
 - Initiating leak detection project on transmission main and clean and line program for '10.
 - Development Review :
 - Attended SRC meeting regarding construction of a Frontage Right-of-Way at 29 Hogan Road
 - MePDES Phase II Stormwater Permit;
 - Submitted monthly stormwater article to PW newsletter
 - Attended stakeholder meeting regarding changes to coverage of MeDEPs Multi-Sector General Permit
 - Finalized Landscaping O&M and sent to MeDEP for approval
 - Continued working on SWPPPs for applicable municipal facilities and activities

- Prepared draft presentation for MEREDA meeting in March
- Attended two stakeholder meetings regarding proposed revisions to Site Law and Chapter 500
- Hart Brook Watershed Management Plan:
 - Met with AVCOG and ARWC to discuss preparation of a grant application for work in the Hart Brook watershed
- Design:
 - Pepperell Mill Penstock Repairs: finalizing specs and sketches for project to fill two abandoned penstocks with flowable concrete
- Construction:
 - CIPP 2009: finalizing easement with PanAm Railway for access to sanitary manhole required for lining a portion of the Hart Brook interceptor
 - CIPP 2009: received, reviewed first submission of DVDs for sanitary sewer lining work completed on White St, White/ Davis St interceptor, Horton St, Newman St. and Russell St.
- Paving Program
 - Entered pavement condition data into the RSMS program on the final 860 street segments.
 - Electronically sent the RSMS pavement management project to UNH for them to run the PCI
 - Processed 2 Street occupancy/excavation permits.
 - Evaluated and estimated some needed street repair work to Russell St for east Ave to Sabattus St.
 - Updated the repair plan options to meet our needs in the RSMS pavement management program
- GIS
 - Re-evaluated, fixed, and or further identified problem address points layer issues. Meet with MIS and Assessing staff and to turn over remaining issues for resolution. Assessing will work with MIS to provide feedback to mitigate the remaining ~200 issues out of 12,500+ points
 - Performed parcel updates to non-committed (working/edit process) parcel layers. This includes splits, merges, new private roads (Belanger Dr. and Conner's Corner), approximately 30 parcels affected from recent merges, splits, subdivides in these recent updates
 - Road centerlines were updated with new private roads, existing road segmentation and address ranges were modified
 - Initiated and provided guidance on development and input on utility easement GIS layer.
 - Created new intranet web-based GIS application specific to viewing current parcel updates and address point edits
 - Continued ongoing coordination with Auburn IT, Lewiston, on shared enterprise GIS, virtualization management and backup servers
 - Provided user technical support, software installations, training, on various GIS applications
 - Tweaked all web-based GIS applications to improve end user experience
 - Performed other routine GIS layer maintenance, backups
 - Fielded various other data requests from internal as well as external interests.
- Survey/Drafting
 - Right-of-Way Locates Tarr Ave.
 - 231 Randall Road Right-of-Way Research
 - Technical Support Library Sewer back-up
 - Support for plans Public Works Complex light fixture replacement project.
 - Easement corrections for Pineview & Balsam Streets.
 - Greenway Bike Path Plan Review.
 - Topo/Quantities Recycled Asphalt Product pile at Ops. Cntr. and Quarry.
 - Layout for Goff Brook Project.
 - Survey As-Built for Storm Detention Boxes Goff Brook Project.
 - 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 Research for ownership and new description
- GIS Storm and Sewer layer edit
- Snow related duties including supervision of plowing, snow removal and billing.
- Office Maintenance, Plan Draws filing.
- Acquired information for budget, Survey and CADD

Street Light Division

- Electrical Work
 - Responded / Repaired / Replaced 27 Street Light concerns.
 - Responded / Repaired / Adjusted 12 Traffic Signal concerns.
 - Repaired lights in the Public Works lobby, Municipal Garage and the Water Dept. garage.
 - Repaired traffic lights at Sabattus St. - Old Green Rd. and at Pine St. Bates St.
 - Disconnected the steeple lighting at the Franco American Heritage Center.
 - Repaired motor control and rebuilt 2 hydraulic accumulators at the Upper A generating facility.
 - Installed two new street lights at College-Russell Sts. and Central Ave-Russell St intersections
 - Installed a new traffic light controller at Lisbon-Chestnut St intersection.
 - Assisted in replacement of fire alarm control panel at the Lake Auburn Chemical Feed Facility
 - Located and marked traffic loops at several locations as part of the Dig Safe program.
 - Completed disconnection and tagging of selected street lights, to be removed, as part of the 2010 budget reduction process.
 - Performed daily maintenance at the Upper Androscoggin generating facility.
- Code Enforcement Electrical Inspection
 - Performed 49 Electrical inspections.
 - Responded to 0 electrical emergencies
 - Conducted 5 electrical consultation requests
 - Responded to 105 "Dig-Safe" requests
 - Responded to 3 fire or salvage calls during the month.
 - Responded to 0 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 project.
 - Initiated an automatic reagent replacement plan for both Lewiston and Auburn water utilities Chlorine Residual Analyzers.
 - Repaired Rain Gauge at the Main St. pump station.
 - Installed new CL-17 Chlorine analyzer for AWD and performed Operator Training.
 - Programmed new field Laptop.
 - Performed data backup on Norm Lamie's Desktop, prior to his departure
 - Purchased and installed a new overhead projector for AWD.
 - Started preliminary design for replacement of Add-A-Phase at several sewer lift stations.
 - Troubleshoot malfunctions at River and Lewiston Junction sewer pump stations.
- 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
 - Received a Propane delivery at the Ferry Rd. tank site.
 - Repaired pump and replaced check valve at the South Lisbon Rd. pump station.
 - Removed construction debris from the wet well and replaced a check valve at the Gendron Dr pump station.
 - Maintenance work on APA chlorine analyzers at Main St and Ferry Rd...
 - Assisted in the replacement of a damaged fire alarm panel at Lake Auburn.
 - Repaired locks at Lake Auburn.
 - Replaced a probe at Gendron Dr. pump station.
 - Replaced a 16 hr. time clock at the So. Lisbon Rd. pump station.
 - Responded and reset generator over-crank alarms at River Rd. 1 and 2.
 - Rotated pumps at the Main St pump station and cleaned building.

Water & Sewer Division

- Administrative & Regulatory Requirements
 - Budget review and revision
 - Planning for upcoming construction projects and system improvements
 - Drinking Water:
 - Annual Chemical Inventory Report to MEMA
 - Review and coordination for UV Water Treatment
 - Review Water Quality for Operations quarter
 - Minutes of February Lake Auburn Watershed Commission Meeting
 - Wastewater:
 - No Name Pond Sewer Discharge Report to DEP
 - Review and coordination of CSO Master Plan Update with Engineering Div & Consultant Engineer
 - Review Proposal to clean sewer force mains and improve pumping efficiency
- Daily maintenance activities conducted by assigned workers include:
 - 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
- Crews conducted the following work:
 - Responded to 1 structural fire to support the LFD
 - Repaired 6 water main leaks
 - Repaired 1 service leak
 - Responded to 9 emergency shuts for repairs
 - Monitored 740 hydrants for fire fighting
 - Removed snow from hydrants (1 storm)
 - Responded to 49 locates for DIG SAFE
 - Responded to 49 E-GOV for various issues
 - Replaced 145 water meters of various size
 - Tested 145 water meters
 - Cleaned 36 water meters

- Rebuilt 46 water meters
- Returned to inventory 82 water meters
- Discarded 63 outdated water meters
- Responded to 10 sewer backups 4 were private
- Flush and clean sewer lines
- Repaired 4 manhole structures
- On going hydrant sandblasting and painting program
- On going trash pickup around Lake Auburn watershed
- On going equipment, tool, and truck maintenance
- On going updates of water & sewer maps (GIS)

Public Works Report (by Division)

Customer Concerns

Below is a summary of customer concerns for the month of February.

Call for Service	Submitted	In-Progress	Waiting	Resolved
Brush Cutting & Removal	0	0	1	0
Tree Branch/Brush Service	2	6	56	32
Traffic Signs	5	0	12	18
Street Name Signs	0	0	3	4
Snow Plowing/removal & Ice Conditions	2	0	4	7
Sanding Concern	0	0	0	1
Potholes	3	0	6	6
Mailbox Concern	27	0	11	0
Cave-ins/Ditch Repair/Road Erosion and Grading	11	2	12	2
Trash Pick-up	4	0	0	3
Property Damage/Graffiti Concern	58	2	21	2
Catch Basin plugged/Repair/Install Culvert	10	4	30	3
Street Improvements	2	0	3	1
Curb driveway/entrance/Gutter Service	1	0	12	0
Lawn Damage	7	0	22	1
Dead animal removal	2	0	0	3

Municipal Garage Division

- Serviced 119 vehicles:
 - 75 - Public Works
 - 14 - Public Services
 - 2 - LAWPCA
 - 5 - Sheriff
 - 10 - Police
 - 7- Fire
 - 4- Landfill
 - 1- Electrical
 - 1- School Department

- Feed Platform on the Solid Waste Facility bailer repaired and reinstalled

- Major repairs to 7 vehicles
 - John Deere Backhoe rebuild on both the loader bucket and backhoe bucket
 - GMC rewired rear of truck and dump body
 - 2006 Sterling repairs oil leaks and replaced oil pan
 - Sander truck replaced frame cross member and repaired wiring and lights
 - Ford Expedition extensive wiring with engine and lighting
 - Snowblower repair to gear box
 - Rapid Response trailer welding – not complete

The following units are awaiting repair challenges are age and availability of parts:

- 89 Dresser track idler wheel and bushing (4 weeks)
- 65 sterling orbital box (3 weeks)

Solid Waste Division

Compliance

- CMA Engineers, Inc. is preparing revisions to the solid waste facility's Operations Manual (OM), which are the result on 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
- CMA Engineers' staff are continuing their work on this material. A draft should be available for review in March 2010. No update, at this time.

Operations

- A waste collection complaint was received from a resident on Ware St., on Feb. 11. Recyclable material was not collected on regular trash collection day, their recycle container was left in the middle of Ware St. and a note was left in the container, which was offensive to the resident. The contractor for waste collection, Pine Tree Waste, was notified of this issue and counseled the driver, of this route, on the requirements of the waste collection contract. The resident has been informed of steps taken to address their concern. A follow-up call was made to the resident on March 1. There have been no further issues with waste collection operations.

- An informational flyer has been prepared and is being circulated on changes to the City's traditional "Spring Clean-up" program. The program is now called, "Clean-Up Assistance week". This program will include –
 - Curbside collection of residential brush & yard waste (no more than 3 yds.), only.
 - Expanded hours at the Solid Waste Facility – Sat., April 24 & May 1, 8:00 AM to 4:00 PM
 - Waiver of tip fees for residents who bring their "Spring Clean-up" waste to the Solid Waste Facility during this week only.

- The term of the City's residential waste & recycle collection contract with the City's contracted vendore will conclude on June 30, 2011. In consideration of this fact, efforts are underway to explore

options for this service, after the contract expires. Steps taken to date to explore / evaluate potential options for this service include –

- Develop a pro-forma comparing the expense for contracting this service vs. performing this service with City staff & equipment.
 - Meeting with Auburn officials to determine their interest and evaluate possible economies of scale by combining the collection routes of both communities to perform this service.
 - Obtain daily disposal data from MMWAC to make a determination on the type and quantity of resources – both human & equipment - needed to perform this service.
 - Contacting officials in New England communities, which have implemented automated trash collection services to better refine the benefits & risks of performing automated waste / recycle collection services with City staff & equipment.
- *A presentation of the various waste collection options is being prepared for review by the City Council sometime in March. Options under consideration include –*
- *maintaining current waste collection services – trash is collected manually by laborers & placed in a packer truck / recyclable wastes are collected & sorted curbside*
 - *trash is collected manually, as described, but offer collection of “single-stream” (unsorted) recyclable wastes, which provides a greater variety of materials for collection.*
 - *Automated waste collection, which eliminates manual waste collection by laborers*
 - *Pay-As-You-Throw waste collection.*

Recycle Tonnage & Revenue

City/Town	Tons In	Tons Out	Process	Gross Revenue	Net	Percentage
Lewiston	55.88			\$8,225.52	\$8,225.52	37.33%
Auburn	53.26		\$1,491.28	\$7,839.86	\$6,348.58	35.58%
Bowdoin	0		\$0.00	\$0.00	\$0.00	0.00%
Greene	3.7		\$111.00	\$544.64	\$433.64	2.47%
Leeds	.81		\$24.30	\$119.23	\$94.93	.54%
Mechanic Falls	5.76		\$190.08	\$847.87	\$657.79	3.85%
New Gloucester	7.34		\$242.22	\$1,080.45	\$838.23	4.9%
Raymond	9.66		\$318.78	\$1,421.95	\$1,103.17	6.45%
Turner	13.27		\$398.10	\$1,953.34	\$1,555.24	8.87%
Totals:	149.68		\$2,775.76	\$22,032.86	\$19,257.10	100.00%

	Tons In	Tons Out	Process	Gross Revenue	Net	Percentage
Scrap Metal						
Clear Glass Out						
Mixed Paper Out		88.02		\$6,052.23		
Old Cardboard Out		40.45		\$5,460.08		
Old News Paper Out		65.75		\$5,588.75		
Old Plastic Out		12.14		\$4,265.51		
Sorter Ledger Out						
Tin Cans Out		11.96		\$666.29		
Totals:	149.68	218.32		\$22,032.86		

Highway Division

With the lack of snow and need for Winter Operations the Department took advantage of the time to conduct training and to complete both in- house and outside house and outside customer service request.

- Library Sewer Blockage – The Highway Division was able to assist in Public Services’, Building Division in an interior excavation assignment related to a sewer repair project. The work occurred on February 10th through the 18th. What was supposed to have been a simple 3 foot manual excavation project ended up as an 11-1/2 feet excavation. The end result was the location of the pipe which could then be snaked to find exactly where the blockage occurred.
- Potholes – It’s the season for potholes and crews in the Highway Division spent 476 hours assigned to repairing potholes laying 56 yards of cold patch in various locations throughout the City.
- Storm Water Work – The highway Department put in 505 hours conducting storm water work including Cleaning and repairing storm drains and repairing culverts.
- Training -CPR and First Aid training was conducted at Public Works. The Public Works Department conducts this training in-house with a staff member who is a certified trainer in CPR and First Aid. To contract this training out it would cost approximately \$2,000 dollars. In –house training runs \$500-\$1,000. The training is conducted for the Department’s employees involved with Pit Operations and Tree felling assignments. Blood Born Pathogen and Hazard Material training was also conducted for all employees by the City’s Safety and Loss Time Coordinator.

- Traffic Signs- The lack of snow allowed for a very large amount traffic sign repairs and replacement to be completed. Approximately 229 hours was spent on repairing and replacing damaged, illegible, faded or out-dated signs. Also completed were No Parking signs which are constructed in-house.

Winter Operations

The month of February brought only 3” of snow to the City of Lewiston. The Public Works Department conducted operations on only 1 plowable storm and 2 sanding/de-icing events. Below are statistics for Winter Operations for the month of February including snow removal, plowing/sanding and day-time snow removal operations. Plowing and sanding operations below includes events and all miscellaneous calls for plowing and sanding.

Job Code	Labor Hours	Labor Cost	Vehicle Hours	Vehicle Costs
Snow Removal	632	\$11,336.00	622	\$10,269
Mixing Material	0.00	\$0.00	0.00	0.00
Night Patrol	469	\$8,523.00	468	3328
Plowing	164	\$4,712	137	\$2,161
Sanding	208	\$5,678	204	\$2,576
Sidewalk Plowing	0.00	\$0.00	0.00	\$0.00
Sidewalk sanding	0.00	\$0.00	0.00	\$0.00

February Snow Plow Event Information

Date	Inches	Reg. Time Hours	Reg. Time Cost	Over Time Hours	Over Time Cost	Double Time Hours	Double Time Cost	Vehicle Rental Costs	Outside Rental	Total Cost
February 26 -28 th	3	4	\$67	58	\$1,540	77	\$2,669	\$2,162	\$1,005	\$7,443.00

January Sanding/De-Icing Event Information

Ice Event	Date	Reg. Time Hours	Reg. Time Cost	Over Time hours	Over Time Cost	Double Time Hours	Double Time Cost	Vehicle Rental Hours	Vehicle Rental Cost	Material Charges	Total Costs
16	16 th	22	371	28	\$801	0	\$0.00	46	\$567	\$569.00	
17 & 18	27 th - 28 th	12	190	71	\$2,083	50	\$1,782	133	\$1,717	\$14,674	

Tree and Landscape Division

- Tree Work - Since the last snow storm the Tree and Landscape Division has been able to do over 4 solid weeks of tree work. This has included completing customer requests, preventative maintenance pruning, and hazardous tree removal, as well as assisting the Highway Division with its clearing and trimming projects. The tree work that has involved a bucket truck will save the city future costs in several ways. By completing the jobs now in-house, we will not need to contract removals, which is more expensive. Also by pruning trees before they become a problem improves their health so they will last longer, reducing call backs for storm related damage. Tree maintenance also improves visibility, clearance or line of sight problems and potential property damage issues. This Division will continue until the next snow storm or the spring.

Down Town and Park Division

- Litter – February’s snow melt revealed a lot of litter in the City’s down town area and parks which has been tackled every day with the help of the City’s Workfare program.
- The Parks crew worked on fencing along Franklin Football which also borders Franklin Pasture’s paved path system. Both fence lines required several large tree removals as well as brush and tree pruning tied into and along the fence. This service will extend the life of the fence as well as improve field conditions allowing more light and wind onto the surface of the field where water conditions have been a challenge. The Highway Division also completed trimming in the area of Franklin Pasture. As reported earlier in this report these areas received assistance from the Landscape and Tree Crew. The work conducted in this area will greatly improve a Cross Country Trail and the Lewiston High School Athletic Department is very excited with the work that was accomplished.

Recreation (by Division)

ADMINISTRATION

Safe Haven and Regional Community Justice Coalition:

A Safe Haven Committee meeting was scheduled to discuss and develop a list of challenges facing youth and families within Androscoggin County. Several challenges were discussed and presented to the Safe Haven Committees of Sagadahoc and Lincoln Counties. All three Counties made presentations. Listed below are several challenges that the Androscoggin County Safe Haven Committee developed:

Increase graduation rates.

At risk youth – reduce abuse and neglect.

What are the components and causes of high risk families?

Implement programs where families/caregivers can participate as a unit.

Witnessing Violence – Develop prevention/intervention programs.

Parental Education – ‘Raising Children’ education programs.

The R.C.J.C. committee will apply for funding in the spring, through the U.S. Department of Justice. The upcoming U.S. Department of Justice grants will concentrate on ‘Addressing Major Crime Problems’.

Lewiston Youth Advisory Council:

Progress continues on the Youth Summit: Interviewing guest speakers, site visits, ordering supplies and materials, developing posters, composing letters, listing vendors, committee selections, discussing budgets etc.

Meetings:

Several meetings were held with different groups booking the facilities: U.S. Census 2010, Green Independent Party, March of Dimes, Dempsey Challenge, Museum L/A Du Challenge, C.P.H.V., Adult Softball, Josh Shea - Armory Snapshot, etc.

Kennedy Park Pool House:

The final design for the Pool House was completed this month, the Request for Proposals (R.F.P.) will be sent to several contractors in March.

Lewiston - Auburn Youth Court:

The February hearing was held at the District Court. One case was heard, and dispositions implemented. The Lewiston High School L.A.Y.C. students, as well as, Judge Cote, Richard Kendall, Officer Roger Landry –L.P.D., Edward Little staff etc., viewed the LAYC – L.H.S. promotional video. Everyone enjoyed; the next step presenting program and video to Freshmen and Sophomore at L.H.S. A meeting with L.H.S. Administration to discuss presentation will be scheduled in March.

Indoor Batting Cages: Armory Gymnasium

Paperwork is complete and meetings with local Lewiston/Auburn businesses were held to discuss the installation of two indoor batting cages. The Department will be notified early March with the results from the grant decision.

ARMORY AND M.P.C. FACILITIES

Armory – Events: Cheering practices, grade school, winter and travel basketball practices and games, volleyball, Elan School phys. ed., basketball games and practices, SOCHS, vacation open gym, etc.

MPC – Events: Cheering, After School Program, Just Us, Association Canado-Americanne, Le Survivance Francaise, L/A Veterans, Volleyball, Gymnastics, Basketball practices, American Legion Post 22, Marine Corps. League, Veterans of Foreign Wars, Longley School activities, Line Dancing, E.I.T.C. and A.A.R.P. income tax preparation, R.O.T.C. practice, E.I.T.C. Super Saturday, Big Brothers/Big Sisters, Green Independent Caucus, T-Ball, etc.

RECREATION PROGRAMS

The Prime Time After School Program: There are 34 students enrolled for the month of February. Participants continue to enjoy many activities scheduled throughout the week. The program was closed during February School Vacation Week. Staff training was held during February.

Volleyball: Men's, Women's, Co-Ed "A" League, and Co-Ed "B" League continued throughout February. Approximately 230 Men & Women participate in these divisions. All teams are competing to be in the top of their divisions in order to participate in the playoffs.

Gymnastics: There are 53 participants in the month of February as part of the seven week program. A new session will begin in March.

Co-ed Basketball: Micro, Minor and Major Divisions ended on Saturday, February 27th with a Fun Day and Awards for the participants.

Kinder Basketball: Forty (40) youth participated, ages 4 years through 6 years. The program ended February 13th, with everyone participating in a "Fun Day". Parents were very pleased with the program, and are looking forward to participating in future programs.

Grade Basketball: The Grade School Basketball Program ended February 11, 2010. Boys and Girls in 5/6th grade participated in this program. There were 20 teams, 254 youth and 30 coaches/asst. coaches.

T-Ball: Registrations were held in early February. There are 75 youth enrolled in the program

LaCrosse: The Department staff is developing program information, scheduling parent and coaches meetings, schedules, etc. for the upcoming season.

Men's Basketball Tournament: Staff continues to accept teams for the Tournament scheduled March 20th - proceeds to benefit the Basketball Scholarship Fund. A minimum of 10 teams will be required to make this a success.

Easter Egg Hunt: Plans are underway to prepare for the Annual Easter Egg Hunt. A meeting with the High School Clubs, New Beginnings and other Depts. will be scheduled in March.

Open Gym: Continued throughout February – Weds. & Thurs. evenings from 6:45 pm to 9:30 pm and Vacation week February 15th – 19th from 2:00 pm to 4:00 pm, for Grade School, Middle School and High School age youth. Two Sundays were added on a trial basis too.

Lewiston Senior Citizens: February activities included - Social Bridge, Duplicate Bridge, Line Dancing, Bingo 2x's, Cribbage, Pinochle, Cards and Game Day, Pool and Snooker and Healthy Snacks-Cooking Class. The lunch bunch destination was Rolly's Diner in Auburn. Ten new members joined the group. A trip was taken to Florida for the Daytona Beach Winter Activity & Show Tour from February 13 through February 28. Members enjoyed dinner shows, Social evenings with dancing and other area activities. February 21st Portland Symphony Orchestra "Isn't it Romantic", the concert featured love songs from many shows – Showboat, Guys & Dolls, Oklahoma and more, everyone had an enjoyable time.

Social Services

Statistical Activity	Previous month January 2010	February 2010	FYTD 7/1/2009-6/30/2010
Office Traffic (Duplicated)	661	677	5736
New Clients	59	44	454
Households Served (OT) (Unduplicated)	232 Use OT Report	215	1815
Housing Expenditures	\$82,328.82	\$64,796.62	\$519,303.57
Total Expenditures	\$95,005.90	\$73,457.03	\$597,278.84
State Reimbursement	\$47,447.95	\$36,606.65	\$296,658.12
SSI Reimbursement	\$7,379.67	\$1,446.03	\$21,087.90
Other Reimbursements	\$110.00	\$243.73	\$3,962.65
Actual Municipal GA Cost (net)	\$40,068.28	\$35,160.62	\$275,570.17
Workfare			
Total hours performed	3,827.04	3,996.10	26,263.29
# of households	109	112	713
Monetary value	\$28,702.80	\$29,970.75	\$188,759.81

- We are attempting to reduce office traffic by scheduling appointments for new clients and assisting clients with 2-4 weeks of GA versus 1-2 weeks. A higher percentage of unduplicated cases that we are serving have \$0 or very limited income, and many of these cases those 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 15 recipients. This program reduces GA costs.

Meetings/Training-

- **30,000 people in Maine will exhaust all their Unemployment benefits by the end of June.** The numbers in Androscoggin County are expected to exceed 3000 in that timeframe and the peak will be in mid April. Many of those reside in Lewiston and this will have an impact on the general assistance budget. The Lewiston Career Center is in the process of pulling together community partners and resources. I plan to be a collaborative partner in this endeavor.
- 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). 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 are being formed to start up for 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.

Appendix

February Report of the Federal Reserve
(Referenced on Page 18 of the this February 2010 Monthly Report)

U.S. Gross Domestic Product- GDP (SAAR)	Period	Level (billions, 2005 chained dollars)	Percent change from prior quarter (AR)	Percent change from year- ago quarter
	Q4 2009 (advance)	12,892.4	5.7	0.1

U.S. Federal Funds Target Rate	Period	Level (percent)	Level in year-ago period
	February 4, 2010	0 to 0.25	0 to 0.25

Total Nonagricultural Employment (SA)	Period	Level (thousands of jobs)	Percent change from prior month (AR)	Percent change from year- ago month
United States	December 2009	130,910	-0.8	-3.1
New England		6,743.2	-2.6	-2.5
Maine		588.8	0.4	-2.6
Bangor NECTA		64.4	5.8	-1.7
Portland-South Portland-Biddeford NECTA		185.5	-3.2	-2.8

Unemployment Rate (SA)	Period	Level (percent)	Level in prior month	Level in year-ago month
United States	December 2009	10.0	10.0	7.4
New England		9.0	8.5	6.4
Maine		8.3	8.0	6.5
Bangor NECTA		7.6	7.3	6.6
Lewiston-Auburn NECTA		8.7	8.4	7.6
Portland-South Portland-Biddeford NECTA		6.9	6.5	5.7

Average Weekly Initial Claims for Unemployment

Insurance (SA)	Period	Level (thousands)	Percent change from year- ago month
United States	December 2009	446,100	-16.5
New England		19,167	-15.5
Maine		1,968	-6.3

Total Personal Income (SAAR)	Period	Level (millions of dollars)	Percent change from prior quarter (AR)	Percent change from year- ago quarter
United States	Q3 2009	12,077,636	1.3	-1.6
New England		697,281	1.8	-1.2
Maine		48,589	1.4	0.6

Employer Cost Index- ECI (NSA)	Period	Level (index, Q4 1995=100)	Percent change from prior period (AR)	Percent change from year- ago period
United States	Q4 2009	110.2	0.7	1.2
New England		111.5	1.1	1.8

Consumer Price Index- CPI (NSA)	Period	Level (index, 1982- 84=100)	Percent change from prior period (AR)	Percent change from year- ago period
United States	December 2009	215.9	-2.1	2.7
Boston (New England)	November 2009	236.6	0.0	1.8

The CPI for the Boston area is published every other month and covers parts of Connecticut, Maine, Massachusetts, and New Hampshire.

Home Price Index (NSA)	Period	Level (index, Q1 1980=100; Q1 1995=100 for metro areas)	Percent change from prior quarter (AR)	Percent change from year- ago quarter
United States	Q3 2009	350.0	-9.2	-4.1
New England		551.3	-7.7	-4.0
Maine		477.3	-6.9	-3.2
Bangor		188.7	1.3	-1.2
Lewiston-Auburn		192	-3.2	-5.1
Portland-South Portland-Biddeford		224.7	-8.1	-3.6

Total Housing Permits	Period	Level (units authorized)	Percent change from year- ago month
United States (SA)	December 2009	54,000	14.9
New England (SA)		1,836	30.4
Maine (SA)		310	49.3
Bangor (NSA)		16	60.0
Lewiston-Auburn (NSA)		12	71.4
Portland-South Portland-Biddeford (NSA)		76	8.6

Existing-Home Sales (SAAR)	Period	Level (thousands of units)	Percent change from year- ago quarter
United States	Q3 2009	5,300	5.9
New England		225.6	3.9
Maine		22.8	11.8

Total Merchandise Exports (NSA)	Period	Level (millions of dollars)	Percent change from year- ago quarter
United States	Q3 2009	264,520	-22.3
New England		11,658	-18.6
Maine		693	-4.8

Sources:

Bureau of Economic Analysis (GDP, Income)
 Bureau of Labor Statistics (Employment, Unemployment, CPI, ECI)
 Census Bureau (Housing Permits)
 Department of Labor (Claims for Unemployment Insurance)
 Federal Reserve Bank of New York (Federal Funds Rate)
 National Association of Realtors (Existing-Home Sales)
 Federal Housing Finance Agency (Home Price Index)
 World Institute for Strategic Economic Research (Exports)

Notes:

AR= annual rate
 SA= seasonally adjusted
 NSA= not seasonally adjusted
 SAAR= seasonally adjusted at an annual rate
 NA= not available