



JANUARY 2010 Monthly Report



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SPECIAL POINTS OF INTEREST:

H1N1 Vaccination Clinic
Held (pg. 19)

Community Policing (pgs.
27-29)

30" Snowfall in January
see the details (pg. 44)

Implementation of Ten-
Year Plan to End
Homelessness (pg. 50)

Edward A. Barrett, City Administrator



Edward Barrett was sworn in as Lewiston's city manager on Monday, January 11. Barrett had been city manager of Bangor for over twenty years. After taking the oath of office from City Clerk Kathy Montejo, Barrett made a few comments to the crowd gathered in the Council Chambers at City Hall. He noted concern, as are all

municipal leaders around the state, about major federal and state cutbacks and the tough economy. Recognizing this, he stated that he wouldn't "...be perfect, I'll do my best."

A few of his accomplishments in Bangor have been:

- Achieving financial stability, including strong bond ratings (Moody's AA and Standard and Poor's A1), adequate reserves, and a declining to stable property tax rate;
- Implementing a \$15 million capital program in 2009 primarily funded through grants and American Recovery and Reinvestment Act funds to support the local economy

during the current recession;

c) Spearheading a \$12 million energy conservation project for city and school facilities to reduce energy use by 15% to 20% with a 10-year payback period.

During his professional career, Mr. Barrett previously worked closely with Lewiston's Deputy City Administrator Phil Nadeau, and with Auburn City Manager Glenn Aho, when Mr. Aho worked in the towns of Brewer and Lincoln.

(As reported in the Central Maine Business News Feb.2010, Volume 9, Issue 2)

EITC Kicks of the 2010 Tax Season

Did you know...

An average of 546 payroll direct deposits are made each week

See Finance (pg. 18) Audit/Accounting

A press conference was held on January 11th to kick off the local "Take the Money You've Earned It" awareness campaign regarding the Earned Income Tax Credit (EITC).

The EITC is a Federal benefit for low-to-moderate income (LMI) workers. Free tax preparation sites are set up locally and manned by IRS-certified volunteer preparers, positively impacting families and the local economy.

The EITC is nationally touted as the most successful anti-poverty initiative created by the Federal government. Eligible individuals could receive a tax credit of up to \$5,657 during the 2010 tax season.

Since 2004, the local EITC awareness campaign—facilitated by the LA CA\$H Coalition—has returned \$7,934,674 in Federal / State refunds to the pockets of area LMI workers. In addition to the

Twin Cities, the Coalition is comprised of 20+ area businesses and/or organizations, as well as retired seniors.

The initiative is annually funded through a grant from the Annie E. Casey Foundation and recently the Coalition was also awarded a portion of a Statewide VITA grant for the eight Maine CA\$H coalitions. Key Bank has also contributed to the campaign again this year.

2010 Census

U.S. Population Clock



308, 671, 014

2/12/10, 2:40 PM EST

What will be on your 2010 Census form? **10 Questions.** How long will it take? **10 Minutes.** This is one of the shortest forms in the history of the Census.

Below are the 10 Questions –abbreviated- you can expect to see on your form:

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2010?

2. Were there any additional people staying here April 1, 2010 that you did not include in Question 1?

3. Is this house, apartment, or mobile home... owned, rented or occupied without payment of rent.

4. What is your telephone number?

5. Please provide information for each person living here. Start with a person living here who owns or rents this house, apartment, or mobile home. If the owner or renter lives somewhere else, start with any adult living here.

6. What is Person 1's sex?

7. What is Person 1's age and what is Person 1's date of birth?

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

9. What is Person 1's race?

10. Does Person 1 sometimes live or stay somewhere else?

Space is provided to answer those questions for each person residing at that residence.

You can expect your Census form to be mailed to you in mid-March.

A recent Census Bureau poster states:

Counting is our job – Keeping your answers completely confidential is our oath.

Participate in the 2010 Census and improve life our community.

"We can't move forward until you mail it back."

City Administrator's Report

Orientation Activities

During my first three weeks on the job, the majority of my time was devoted to becoming familiar with the issues facing Lewiston, meeting with key staff and others with an interest in Lewiston, and touring City facilities.

Specifically, meetings were held with the Mayor and the majority of Councilors to explore individual priorities and concerns; sites visited included Central Fire Station, the various Public Works/Public Services locations, and the School Department including a meeting with the Superintendent; I met with a number of state legislators and Lewiston's County Commissioner; met with representatives of the Visible Community and LA Arts; attended several Chamber events; met with Auburn City Manager Glenn Aho; sat in on a meeting of the Planning Board, Finance Committee, and Energy Savings Committee, attended the ATRC Policy Committee Meeting at AVCOG, and attended several public meetings on the CMP Maine Power Reliability Project.

Projects and Major Issues

- **Marijuana Dispensaries.** Working with Gil Arsenault and other staff, we reviewed the issues associated with marijuana dispensaries, discussed options on how the City should respond, and prepared a moratorium ordinance subsequently adopted by the City Council.
- **Parking Garage.** Again working with a variety of staff, background information on the proposed Lincoln Street garage was prepared and provided to the City Council. Linc Jeffers and I met with the Developer, Tom Platz, to discuss issues and options.
- **Casino Proposal.** At the recommendation of staff, Council authorized staff to meet with representatives of Great Falls on several occasions to see if it was possible to negotiate a referendum question acceptable to both the City and the developers.
- **Council Retreat.** Working with Dottie, information was developed on potential facilitators for the planned Council retreat.
- **Council Workshop System.** To provide the Council with earlier and more complete information on major issues, a Council Workshop system was implemented on alternate Tuesdays. To date, the feedback on this approach has been positive.
- **Current Budget.** Briefed the City Council on the pending budget gap for 2011 and sought and received Council direction to implement pending reductions in the current budget including proceeding with street light disconnects, eliminating forgiveness parking tickets, and restructuring spring cleanup.
- **FY 2011 budget.** Instructions were provided to all department directors to develop budget reduction plans that would, first, reduce their expenditure requests to no more than their budgets for the current year then propose both 5% and 10% reductions from their current level of property tax support.
- **Auburn Assistance.** Coordinated a shared assistance program with Auburn under which we will assist their Assessing Department, which is currently short staffed, in exchange for their assistance to our General Assistance Department that was also experiencing a staffing shortage.
- **With the Mayor,** met with the newly established Community Policing Team to review its goals and objectives.
- **Worked with Mark McComas** on the City's neighborhood stabilization program and our ability to meet state requirements as to the programs progress in acquiring and rehabilitating properties.
- **Worked with Ian Houseal** on the street light conversion project and sought the approval of the Energy Savings Committee.

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

- Casino Referendum language
- Location and financing of the proposed garage
- Marijuana Dispensary location regulation
- Regulation of Chickens
- Adoption of the 5 year Capital Improvement Program
- Holding the Council Retreat

I would like to thank everyone for the warm welcome that I have received as I have assumed my duties in Lewiston. Over the first month, I have had the opportunity to meet many residents, staff, and others with an interest in the City, all of whom have taken the time to express their views on the issues and challenges we are facing. While still familiarizing myself with Lewiston, I believe that my first few weeks on the job have been productive as staff and Council work through a wide range of issues facing our community.

Deputy City Administrator's Report

Much of my focus this month involved preparations for Ed Barrett's first day on the job—January 11, 2010. Though Ed spent many hours/days in December becoming familiar with city operations, there remained many details to attend to: setting up his office; email and cell phone accounts; keys; passcodes; meeting with staff, elected officials, agency representatives, business leaders, community leaders, etc.

Even with all that confronted him on his first days as City Administrator, Ed still found time to begin the process of getting up-to-speed on a number of ongoing issues which included project/initiatives/policies that were in works-in-progress prior to arrival:

- Canal purchase negotiations with NextEra
- Casino proposal for Bates Mill #5 property
- County proposal for integrating dispatch services with Lewiston-Auburn
- MPRP Project in Lewiston
- Bates Mill #5 demolition
- Bates Mill parking garage
- Kennedy Park pool house
- Proposal to implement lower cost cell phone plan for city employees
- Proposal to develop a new city volunteer corps program
- H1N1 incident command plan for city operations
- White/Bardwell/Newman Street stormwater project and homeowner damage claims
- Joint code enforcement/planning software project with Auburn
- Development of new charitable donations policy per City Council request
- Development of new leased-land property tax lien policy per City Council request
- Discussions with Auburn on Oxford Networks and Time Warner cable TV contracts

In addition to the tasks associated with Ed's new job, I also attended two local meetings on January 21 and January 25 involving the Maine Power Reliability Project. Given the city's role in working with residents to develop a local Tax Increment Financing District to shelter the costs associated with the local modifications to power lines in Lewiston, I will continue to monitor all local and state government activities associated with this project until a final decision is rendered by the Maine Public Utilities Commission.

The responsibility of monitoring state legislation is one of my primary responsibilities. I work with Mayor Gilbert who serves with me on the Maine Municipal Association's Legislative Policy Committee (LPC). On January 21, the Mayor participated in a day-long meeting of the LPC to review a number of bills that are being monitored by MMA. I work with staff, the Mayor and the Council on developing a number of positions on the list of bills tracked by MMA which we pass along to our city legislative delegation. That information is also shared with our counterparts in Auburn.

I also attended legislative hearings on January 27 involving LD1695 and LD1644. These bills would mandate that utility companies report disconnection activity relating to utility services (electricity, gas, water, etc.) to landlords. One of these bills, LD1695, had the support of Representative Peggy Rotundo and Senator Margaret Craven who were responding to a public safety concern brought to their attention through city actions taken following two fires this past summer (one involving a fatality). After six hours of hearings, it was determined that a work group would be assembled to do some further refining of the two bills that were under consideration. More will be reported on this next month.

Assessing Report

January activity in the Assessing Department marks the transition for the preparation of the 2010-11 tax roll, based on the April 1, 2010 State taxing date.

Activity included preparation of the 2010 personal property letter and associated return letters. In early February approximately 1600 personal property returns will be mailed to business taxpayers advising them of their responsibilities and requesting the taxpayer to declare their personal property assets. In Lewiston over \$6,000,000 is collected via personal property tax bills and the BETE program.

In January the office also prepared for mailing 1000 non-resident forms, 500 mobile home forms and 100 Franklin Property forms. The mobile homes and Franklin forms are sent out to determine changes in ownership due to the lack of recorded deeds for these types of properties.

Building permits for the 2010 tax year are now being reviewed. This is an acceleration of the normal start date due to Lewiston's appraisers being provided to assist the understaffed Auburn Assessing Department. Multi family reviews continue while residential reviews are being suspended due to the spring canvass of building permits.

City Clerk's Report

The month of January was primarily dedicated to preparing material for the incoming Council as well as other items:

Inaugural Ceremony: Conducted the Inaugural Ceremony for the Mayor, City Council and School Committee members. About 300 people were in attendance at the event which was held at the Franco American Heritage Center.

Appointments to Boards and Committees: Worked with the Mayor to complete all of the annual appointments to the various city boards and committees and notified the citizens and related departments of their appointments.

Administering Oaths of Office: Sworn in new City Administrator as well as new police officers. Also created a new agenda preparation process with the City Administrator.

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 fine of \$15 effective February 1. Many renewals (596) were processed in January prior to the late fine.

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, preparation of weekly meeting schedule and so forth.

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

January 2010 Monthly Report for Council

	Monthly Totals	Revenue	
Birth, Death & Marriage certified copies issued	897	\$7,395.00	
Burial Permits issued	55	\$275.00	
Marriage licenses issued/recorded	9	\$270.00	
Acknowledgements of Paternity processed	7	\$35.00	
Genealogy searches	13	\$65.00	
Death records recorded	62	n/a	
Birth records recorded	102	n/a	
Fish & Game licenses issued	130	\$245.50	agent fee retained
Garage Sale permits issued	0	\$0.00	
Dog licenses issued	596	\$1,595.00	agent fee retained
Business licenses issued/renewed	20	\$1,465.00	
Voter registration processed -new, change or delete	150	n/a	
Scanning of voter cards	0	n/a	
Petitions sheets certified - each ranging from 1 to 45 signatures	196	n/a	
CityLink Bus Passes sold	73	n/a	

Code Enforcement Report

Staff Review Committee (SRC) Activity January FY2010

- No Activity the month of December 2009.

Planning Board Committee (PB) Activity January FY2010

- Proposal by Stoneybrook Consultants, Inc. on behalf of St. Mary's Health System for the expansion of St. Mary's operating rooms at 95 Campus Avenue. The project consists of the demolition of the existing two story medical building at 95 Campus Avenue and the construction of a three story structure with a total footprint of 18,180 sf. (January 11, 2010)
- Paul Rancourt submitted a petition pursuant to Appendix A, Article XVII, Section 5 of the City of Lewiston Zoning and Land Use Code to amend Article XI, Section 7 of the Zoning and Land Use Code to allow lodging houses as a permitted use in the Neighborhood Conservation "B" (NCB) zoning district and Article XII, Section 17 of the Zoning and Land Use Code to reduce the off street parking required for lodging houses. (January 11, 2010)
- Request to initiate amendment to Article XV, Significant Buildings and Districts. (January 11, 2010)

Board of Appeals Committee (BOA) Activity January FY2010

- No activity the month of January 2010

Historic Preservation Review Committee (HPRC) Activity January FY2010

- Review and approval of Draft Historic Preservation Ordinances. (January 7, 2010)

Permit Activity January FY2010

Month	Permit Type	# of Permits	Total Estimate Cost of Construction	Total Fees Collected
January 2010	Building Permit	15		
	Commercial	11	\$25,547,872.00*	\$62,741.70*
	Residential	4	\$221,000.00	\$637.00
	Electrical Permit	41		
	Commercial	20	n/a	\$773.00

	Residential	21	n/a	\$746.00
	Plumbing Permit	10		
	Commercial	4	n/a	\$942.00
	Residential	6		\$222.00
	Sign Permit	6	n/a	
	Commercial	6	n/a	\$222.00
	Residential	0	n/a	\$0.00
	Use Permit	4		
	Commercial	4	/a	\$128.00
	Residential	0	n/a	\$0.00
Total		76	\$25,768,872.00	\$66,411.70

*Includes new construction at 95 Campus, St. Mary's: estimated cost of construction \$24,145,359; fee collected \$55,766.00

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

Inspection Activity January FY2010

Month	Inspection Type	# of Inspections
Jan 10	Building	88
	Plumbing	27
	Sign	8
	Housing/PMC	44
	Sanitation	33
Total		200

- Electrical permits are collected by Planning and Code Enforcement. Inspections are performed by Electrical Inspector (Senior Electrical Technician), Division of Street Lights/Hydro Facility, Department of Public Works.
- The number of inspections for permits varies relative size and complexity of project.
- Department is responsible for the inspection of all licensed food service establishments, lodging, variety stores, supermarkets, and tattoo establishments (sanitation).
- Housing/PMC inspection activity includes enforcement related to solid waste ordinance.
- Other inspection activities:
 - Citations issued: 1
 - Civil Penalty: 1
 - Notice of violations issued: 3
 - Condemnations: 2
133 Sabattus Street & 248 Lincoln Street

Community Development Report (by Division)

Community Development Block Grant

General

- Mark and Cathy began formal meetings and interviews for the FY2011 CDBG budget process. The CDBG Review Committee held its final planning meeting on January 13 and conducted its first round of applicant interviews on January 27
- Mark with the consultant hired jointly with the City of Auburn to assist in development of the Consolidated Plan. Focus Groups for this process will begin in early February and will be held through March. The Plan will be submitted to HUD no later than May 15.

Housing

Housing Rehabilitation/Multi-family:

- 88 and 88 1/2 College Street The roof work at this property has been completed and the contractor has been paid in full. Gary Campbell conducted the final inspection on January 19, 2010 and the final check and lien waiver was issued the week of the 25th. This property will go in repayment on March 1, 2010.
- 156-158 Ash Street 6 unit--Owner to complete the work described in the original application specifically to replace 2 – 275 gallon oil tanks, replace existing boiler system with new dual system for natural gas or oil heat and reline the chimney. Loan closed on January 12, 2010. The owner has had the contractor order the boiler but will wait until spring/summer and better weather to install the unit. If, the current boiler fails to last, the contractor is ready to replace if needed.

Landlord Energy Program

- **Fletcher Properties:** 315-317 Pine Street 6 Residential Units; 172 Pine Street 2 units; 9 Horton Street 2 units; 36 Nichols Street 3 units; 28 Orange Street 2 units; 56 Acadia Street 2 units; 73-75 Winter Street 2 units – New Landlord Energy Program application in process. Jayne is still working with the owner to obtain the additional information and to set a date to walk through properties.

Emergency Loan Program:

15 Fair Street – ECDD approved an emergency loan in the amount of \$1,000.00 to owner occupied single family home to remove and install a new 100 Amp electrical service and 3-4 install lights in the basement. The loan closed on December 14, 2010. the work was completed and inspected on January 6, 2010 by Gerry Caron and the final waiver and disbursement completed on January 20, 2010.

Commercial

- Mark worked with representatives from AVCOG and LAEGC to facilitate a loan for the purchase of two Main Street properties under foreclosure. AVCOG has identified a new owner who is planning to create new jobs in the space and LAEGC has been ask to participate in the loan using ESLP funds

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 we will begin contacting equipment providers in anticipation of a spring 2010 installation.
- Mark met with representatives from St. Mary's Nutrition Center to discuss potential improvements at their Wallace School facility. There are several short-term improvements that are needed, but St. Mary's is also pursuing the possibility of a more comprehensive rehabilitation of the property if funds can be identified.

HOME

Homebuyer Assistance Program:

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

Jayne also conducted initial intake sessions with 3 homebuyers (2 generated from the classes) and provided them with information and applications regarding the Homebuyer Program.

Rental Development

- **Tedford Housing**—The City issued its commitment letter to the developer for our HOME funds in January. However, there have been some delays in scheduling a closing for this project-based on HUD review requirements related to the project-based Section 8 vouchers involved. A spring 2010 closing is still expected.
- **Intown Manor**—Mark worked 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 is seeking FedHOME funds from the City as well as an Affordable Housing Tax Increment Financing District for the project. The building, which is on the National Historic Register, is eligible for Historic and Low-Income Housing Tax Credits. Staff will be approaching the City Council in February to consider the terms of the City financial participation in the project. The project will add 32 units of affordable senior housing to downtown inventory when developed.
- **Birch Hill**—Mark attended a pre-closing conference at MaineHousing to ensure that all funders were in agreement on the terms for the completion of the project. Mark continued planning with Developers Collaborative and Broach Reach Public Relations on a ribbon cutting event for this property to be 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.

Security Deposit Program

- Jayne attended 2 meetings of the L/A Security Deposit Task Force, which approved 4 security deposit applications this month

Lead Program

- Mark, Jayne and Claude attended weekly update meetings with Auburn staff to discuss progress on the grant. The program remains ahead of schedule on 3 of 4 benchmarks through year-end and we continue to make significant progress.
- Mark and Jayne completed the required Quarterly Progress Report and ARRA reports through FederalReporting.gov.

Neighborhood Stabilization Program (NSP)

- Mark worked with CCI to identify the first two homes to be purchased and rehabilitated under this program. CCI tendered offers on two two-family buildings in the downtown and we are waiting final acceptance. Under their 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. As NSP is part of the Federal stimulus package, there are strict time constraints for their use.

Brownfields

Bates Mill # 5 The City contracted with Summit to begin the recordation process. Lincoln Jeffers has been working with the SHPO, NHPB and EPA to obtain final approval to demolish Bates Mill #5 (not including the Hydro-electric plant.) A series of letters have documented the process. Jayne is working with Summit to complete the recordation process.

Other Activity

- Mark and Lincoln attended the annual MEREDA Conference in Portland and manned the City's presentation booth during the Showcase event.
- Mark worked with representatives from LAEGC and AVCOG to make a presentation at the regional Mobilize Event Conference. Mobilize Maine is an ongoing statewide process designed to identify unique assets in each region and to explore ways to capitalize on these assets. Mark and Lincoln will continue to be involved in this effort locally and at the state level when appropriate.

Economic Development Report

The month was filled with research and meeting with principals and councilors to bring projects to the City Council and Planning Board for action.

Major projects include:

Casino Referendum

Work with Casino developers to have them not have their referendum signatures certified and to develop an option term sheet for the Bates 5 property that is more equitable to both parties.

Bates Mill Parking Garage

I was engaged in public and private conversations throughout the month discussing the proposed siting of the garage at the corner southwest corner of the Bates Mill 5 surface parking lot, as well as potential alternative sites. Many people, including City Councilors and Planning Board members expressed the need for a comprehensive redevelopment plan for this area. The City is behind on contractual obligations to provide parking to support redevelopment of Bates Mill. Redevelopment won't occur without the parking. There are two possible tenants/developers seriously evaluating Bates Mill for projects.

84 Lisbon Street

I have been working with a potential developer who wants to acquire the city owned 84 Lisbon Street from the City. The terms of the sale and redevelopment are being negotiated and will be brought to the Council for a vote in March.

Canal Acquisition

The city continues discussions with NextEra Energy regarding the transfer of the canals to the city. Common ground is being found, but work remains before a transfer agreement can be brought to the Council for action

Island Point

I reviewed the site with the architect for a potential project. The developer's due diligence on evaluating the site continues.

Other Projects

I am working with a new food manufacturer that is seeking financing for a start up business. I participated in a meeting with a local business that is struggling to survive the downturn in the economy and changes in their industry. The Maine Department of Economic and Community Development was the lead agency in that meeting. LAEGC also participated. I'm in early discussions with another developer that has an interest in redeveloping a city owned property. I participated in bringing all parties to the table to complete the financing and close a loan for transfer of a downtown commercial building.

Meetings

The City had a booth at the Maine Real Estate Development Association Annual Real Estate Forecasting conference held in Portland. Mark McComas and I staffed the booth. I spoke at the Androscoggin River Watershed Coalition Conference on the topic of using the river to help achieve economic development goals. I am serving on the CDBG Committee which makes a recommendation to the City Council regarding funding for social service agencies. I am also serving on an ad hoc Strategic Planning Committee plotting a course for a future initiative of LAEGC. I participated in the Maine Public Utilities Commission Public Hearing before the Planning Board regarding the Maine Power Reliability Program. If the project goes forward Lewiston may receive as much as \$108 million in new investment in the community, including \$71 million in a new substation off the end of Larrabee Road. A portion of the new tax revenue to be generated by the project will be used, through a tax increment financing mechanism approved by the Council, to make additional improvements to mitigate impacts to a portion of the transmission corridor running through Lewiston.

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.
- Pavement Program – Updating the City's Pavement Program with Public Works and Auburn.
- Solid Waste Review
- Streetlight Grant Money Planning – Efficiency Maine Submittal for \$157,000
- Lincoln Street Parking Garage Renderings

Energy Saving Projects

- Biomass boiler grant response expected February 8, 2010
- Wind Anemometer Grant Site Planning
- Lighting at Lincoln Street Parking Garage
- Variable Speed Drives at Library Planning

Finance Department (by Division)

Administration

- Finance Director continued to work on completing the financing package for the QSCB – McMahon School project. Met with Supt. Levesque and Senator Susan Collins to discuss modifications to the law that would help us in our efforts to finance these projects.
- Finance Director worked on finalizing budget requests for Finance department; major revenue categories and insurance, retirement and all miscellaneous categories.
- Finance Director attended the following regular meetings: A/L Airport Board; LA Transit Committee; MePERS Board of Trustees.
- Prepared Lincoln Street parking garage information for City Council consideration

Audit/Accounting

- Deputy Director prepared all FY2011 personnel services budget estimates for all departments
- Issued 633 W-2's; 13 1099's and 160 1099Misc.
- 367 A/P checks were issued and 105 electronic fund transfers (EFT's). Since 2007, we have been encouraging use of EFT's with Vendors. This has saved us \$3,000 per year and our current participation rate is 22-26%.
- An average of 546 payroll direct deposits are made weekly. Since our conversion to direct deposit last April, the city is saving approximately \$6,200 per year.
- 367 miscellaneous receivable invoices were issued in January for collection of departmental revenues for services. A total of \$5.7 million was billed during 2009.

Treasury

- 11,765 real estate and 1,549 personal property tax bills were mailed on January 18. A total of \$347,418 in payments was generated by the end of the month.
- Motor Vehicle Excise transactions during the month amounted to 1,663 and a total of \$219,270 was collected. Collections to date amount to \$1,995,557 and are \$25,951 behind last year's collections.
- A total of 435 Treasurer's receipts were processed for a total of \$6,166,632.

Purchasing

- Finalized LCIP document publication and distributed to City Council, Planning Board and Finance Committee.
- The following bids / RFP's were opened during January:
 1. Lincoln Street Parking Garage
 2. Used 8 Passenger Van for PW
 3. Brush Chipper for PW
 4. Used SUV for Public Services Dept.
 5. Fire Uniforms
 6. Fire Department Turnout Gear

Fire Department Report (by Division)

Administration:

- Chief LeClair and Asst. Chief Merrill are part of an effort to form an Androscoggin County Incident Management Team. Area Fire and Police Chiefs are meeting to discuss the potential of training and forming a team of leaders that would be available to assist other public safety agencies in and around Androscoggin County with managing large scale and long term incidents.
- Senator Collins visited the Lewiston and Auburn Public Safety agencies on January 14, 2010 to participate in an on-site visit and forum to discuss the continuing Homeland Land Security needs of the area. The visit was hosted by the Auburn Police Department.
- The Chief and Asst. Chief interviewed 26 firefighter candidates jointly with the Auburn Fire Department. This is the fourth year Lewiston and Auburn Fire Departments have participated in a joint effort to establish a list of eligible firefighter candidates for hire.
- Asst. Chief Merrill organized an H1N1 vaccination clinic for both Lewiston and Auburn City employees. The event was well attended and United Ambulance provided support for the event by committing staff to conduct screening and vaccinations.
- On Wednesday, December 15th the Assistant Chief was elected President of the Androscoggin County Firefighters Association at the quarterly meeting held recently at Lewiston Fire's central station. Asst. Chief Merrill replaces long time ACFFA President, Fire Chief Steve French of Minot.
- Chief LeClair and Auburn Police Chief Crowell presented an update to the Lewiston and Auburn City Councils on the work of the Androscoggin Regional Communication Center Committee. A final report from the Committee will be presented in February 2010.
- Beginning in January 2010, Chief LeClair will serve as the Lewiston Auburn 911 Committee Chairman.

Firefighting & Training:

- On January 31, 2010 two long-time firefighters retired. Capt Roger Beaudoin served 41 years and Pvt. Roger P. Roy served 25 years. The department wishes both Captain Beaudoin and Pvt. Roy the best as they embark on their lives away from the LFD.
- During the Month of January, the Chief, Staff and Firefighters met to discuss a revised Fire Ground Operations SOP. National Incident Management System terminology and Fire Ground assignments were reviewed to ensure continuity of operations department wide.
- Each year the Lewiston Fire Department applies for funding to present Hazardous Materials Operations training. The funding was provided by SERC, a division of the Maine Emergency Management Agency.
- A Second Alarm Fire heavily damaged a three family home at 128 Horton St on January 4, 2010.

- Fire Department units responded to over 120 calls for service in January.

Maintenance Technician & Fire Alarm Division:

- Repairs:
Rebuilt both air horns on Engine #7

Repaired portable generator on Ladder #1: (electrical issue)

Repaired portable generator on Squad #1 (carb. issue)

Repaired 2 gas meters, both needed combustible sensors changed
- Installed (2) new SCBA brackets on Engine #7
- Trained Lewiston Police Department personnel on fit testing procedures for the N95 respirator and on the use of the new fit testing unit.
- Fit tested Platoon D of the Auburn Fire Department (15 firefighters) for Scott air pack face pieces and N95 respirators.
- Calibrated the Cobra Team's gas detection meter.
- Reviewed the quarterly maintenance inspection process with Platoon A, Ladder #1 crew.
- Began annual flow testing of SCBA's: Appx. 1/4 completed

Fire Prevention:

- Fire Prevention staff participated in the plans review process for the following projects:
St. Mary's Hospital expansion

CMMC Emergency Room expansion

Proposed elderly housing project in the former In-Town Manor, 81 Ash St.
- The Inspectors and the Fire Prevention Clerk coordinated their efforts to close out the 2009 Tenement Inspection year.
- 10 Re-Inspections were completed by the Inspectors.

Human Resource's Report

- Meetings between the Health Care Educator and the employees are completed for 2009. A total of 302 employees/spouses were scheduled over the last 3 months; those completing the components were allowed a 15% discount on their health insurance premium
- Orientation for 5 new employees were conducted during the month
- Applied for the Wellness Grant from the Maine Municipal Employees Health Trust for 2010 year, totaling \$12,680.00
- Met, processed and retired six (6) employees totaling 153 years of service
- Produced and distributed the required 2009 OSHA 300 Log and 300a Summary for the City's twenty-two (22) facilities
- Reconciled the Safety Incentive database noting that Public Works/Public Services have gone twelve (12) months without a 7 work day lost time injury and are, therefore, entitled to gift certificates to various vendors within the City
- A brief review of the City's Workers' Compensation statistics for 2009 yields the following:
 - 83 injuries with 299 hours of restricted duty and 22 out of work days from the following departments: 22 Public Works, 16 Police, 24 Fire, 13 Public Services, 6 at City Hall, and 2 at Recreation--Library had no recorded injuries this year
- The total incurred cost for these injuries was \$208,182, compared to \$294,242 in 2008
- There was 83 reported injuries in 2009 compared to 74 in 2008 and 56 in 2007
- Though most were minor injuries—the increase number is partly due to the chemical related fire at Pioneer Plastics where 13 firefighters were exposed and tested
- Coupled with these injuries, 56 incidents or minor accidents involving city vehicles and property were investigated, and an additional 7 citizen injuries and or complaints
- Numerous safety audits were conducted in our municipal buildings by the Bureau of Labor Standards
 - Also in 2009, a variety of employees were trained in VDT, Workplace Violence, Defensive Driving, Hazard Communications, Bloodborne Pathogens, Bucket Truck Safety, Fall Protection, Back Injury Prevention, Self Propelled Man Lifts, Fork Lifts, Hearing Conservation, Mine Safety and Health 8-hour required training, and summer employee orientation for LPW and Recreation
- Conducted over a dozen ergonomic workstation assessments, excluding follow ups and minor adjustments to workstations [previously done by outside consultant
- Dozens of active work sites were visited for OSHA compliance and subsequent follow-up
- As part of the Federal Highway Administration's Alcohol & Drug Rules, the City administered 52 CDL random drug tests and 25 breadth alcohol tests, also administered 32 non-CDL pre-employment drug tests

Information Technology (MIS)

Printer Ink Purchasing

In the month of January, 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 January. 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 complied 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

- Mayor Gilbert appointed Judith Gervais and Mike Miller to 3-year terms on the Board of Library Trustees; and Philip Isaacson was re-appointed to a new 3-year term on the Board.
- Six video surveillance cameras were installed in the Library facility by Norris, Inc. and connected to the city-wide security network.
- The Board of Library Trustees of the Lewiston Public Library held their annual joint meeting with the Auburn Public Library Board to receive reports on cooperative activities and to discuss further collaboration efforts.
- The Library's Teen VISTA worker kicked off the Library's Teen Writers Group to work with Lewiston youth interested in developing their writing skills. The Group will be meeting twice monthly.
- Extensive planning work was done with many community partners for the upcoming One Book/One Community celebration. The "One Book" for L-A for this year is ***Animal, Vegetable, Miracle***, by Barbara Kingsolver and the programs will begin in late February.
- Library Director Speer was asked to serve on a special Lewiston Auburn Economic Growth Council marketing committee to develop events and activities to promote L-A both locally and regionally. The Committee began its work in January.

Library Use Statistics for calendar year 2009 reported on the next page.

Lewiston Public Library
Monthly Report - Use Statistics
Calendar year 2009

	2009	2008
Adult Book Circulation	121,554	120,476
Adult AV Circulation	13,136	11,069
Children's Book Circulation	79,959	77,561
Children's AV Circulation	15,352	15,298
Total Circulation	230,001	224,404
Door Count (daily average)	591	569
Children's Programs	417	363
Children's Program Attendance	8,247	6,341
Teen & Adult Programs	83	64
Teen & Adult Program Attendance	3,012	2,312
New Materials Added	10,853	9,723

Police Report

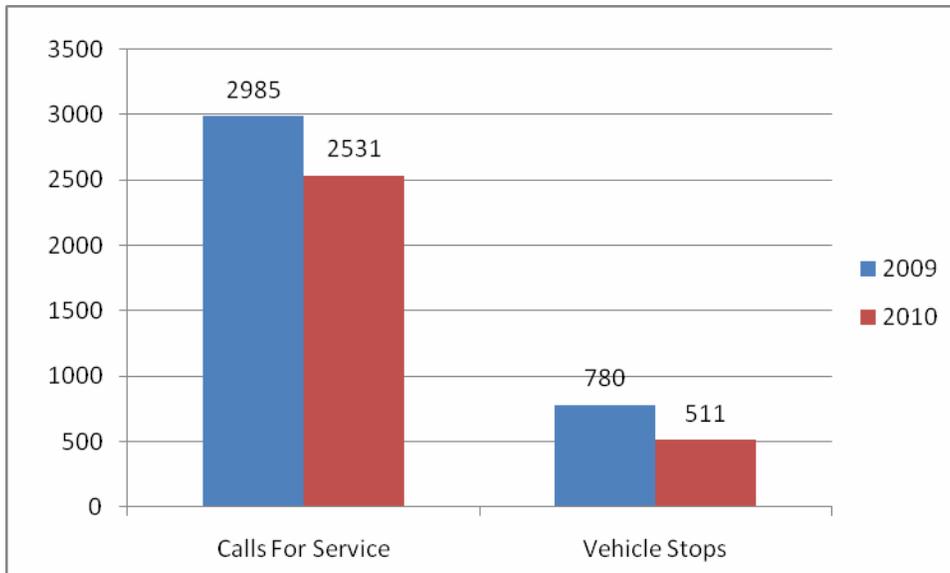
January Statistics and Calls for Service:

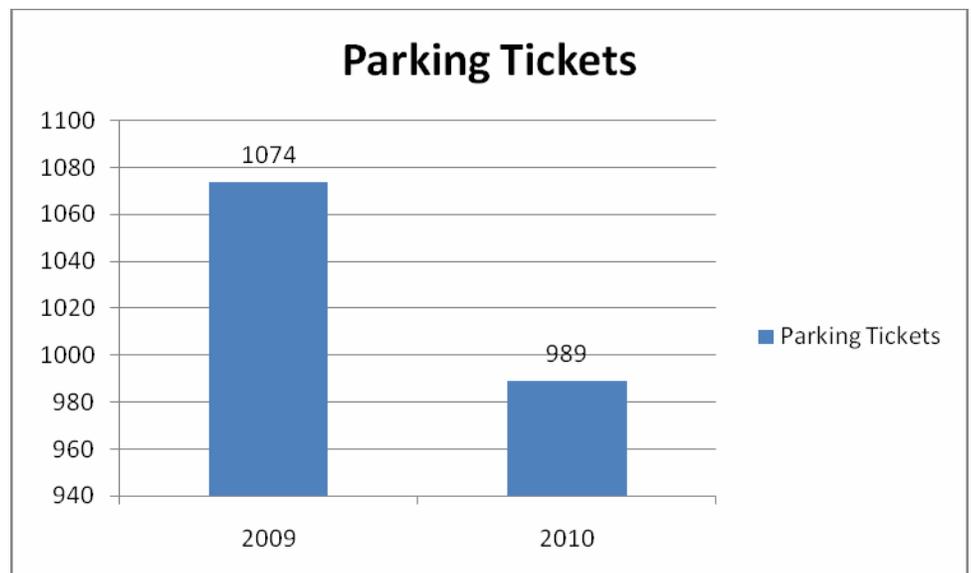
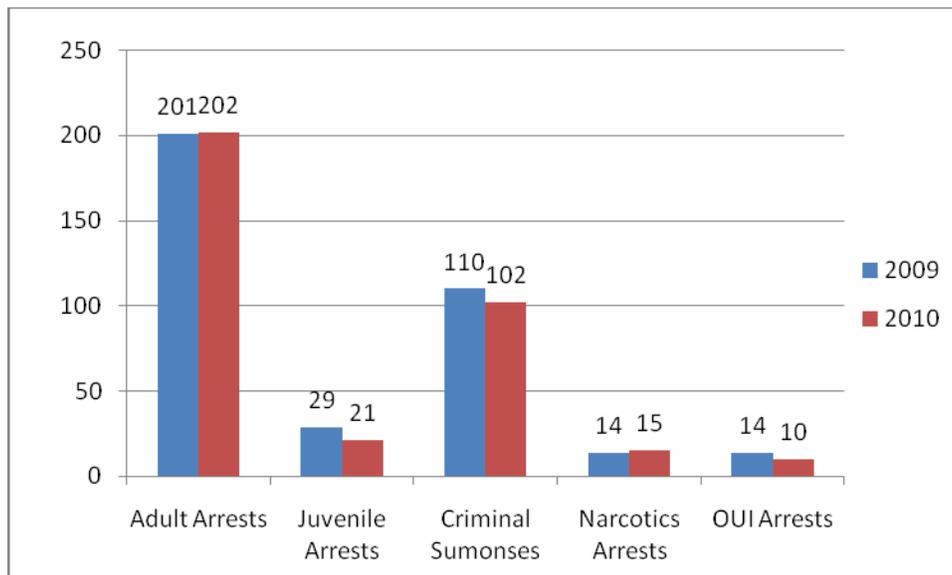
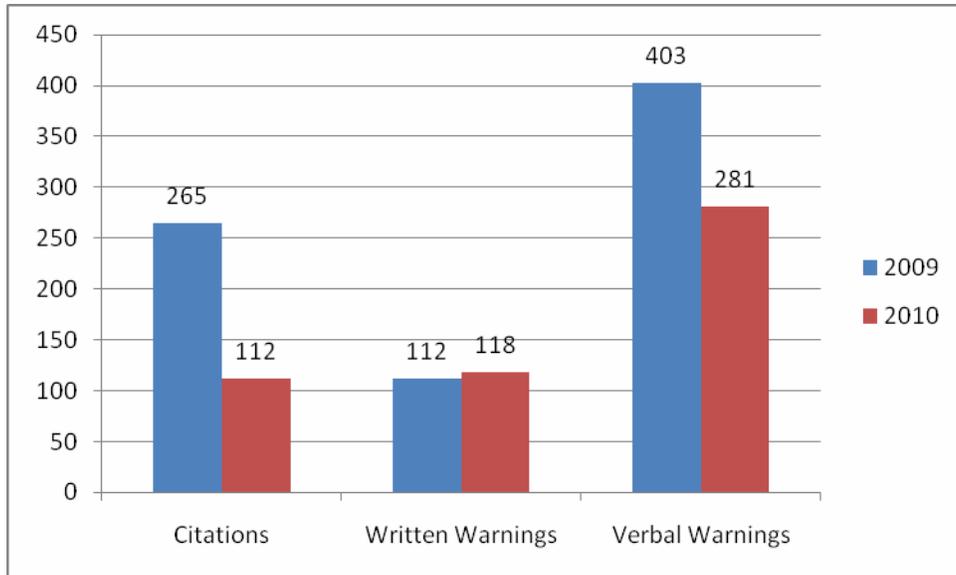
* In the year 2009 Lewiston Police made a total of 2,075 physical arrests. Of that total, 1,504 provided a Lewiston address as their place of primary residence. That equates to 72.5 % identifying themselves as Lewiston residents while the remaining 27.5% reside elsewhere.

In the month of January, the Lewiston Police Department responded to 2,531 Calls for Service. The agency initiated 511 vehicle stops in the month of January resulting in 112 citations, 118 written warnings with the remaining stops resulting in verbal warnings. There were 202 arrests of adults and 21 juvenile arrests during this period as well as 102 criminal summonses issued. There were 15 arrests on narcotics violations and 10 arrests for operating a motor vehicle while under the influence of alcohol or drugs. The parking enforcement and patrol divisions issued 989 parking tickets in the month of January.

January 2010

	2009	2010	% Change
Calls For Service	2985	2531	-15.21%
Vehicle Stops	780	511	-34.49%
Citations	265	112	-57.74%
Written Warnings	112	118	5.36%
Verbal Warnings	403	281	-30.27%
Adult Arrests	201	202	0.50%
Juvenile Arrests	29	21	-27.59%
Criminal Summonses	110	102	-7.27%
Narcotics Arrests	14	15	7.14%
OUI Arrests	14	10	-28.57%
Parking Tickets	1074	989	-7.91%





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:

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

JANUARY 6 – 8, 2010

- Introduced team to personnel at Lewiston City Hall including personnel at Code Enforcement to discuss strategies for urban “blight”.
- Office set up (desks, tables, chairs). Purchased office equipment.
- Introduced team to agencies at the B-Street building (Advocates for Children, Head Start, Empower Lewiston, etc).
- Participated in Trinity Episcopal Church and Lewiston Public Library after school program.
- Met with Janice Plourde, Director of elementary curriculum (Lewiston School Department) to discuss the school lunch program.
- Meeting with Maggie Chisholm, Director of the Lewiston Recreation Department to discuss problems and potential resolutions with after school youth programs at Lewiston Recreation Department.
- Team was scheduled to attend a Hate Bias Seminar at L/A College on January 29, 2010.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

JANUARY 11 – 15, 2010

- Sergeant Robitaille and Officer Craig Johnson went to Play Group at Advocates for Children.
- Sergeant Robitaille, Officer Johnson and Officer Rousseau attended the swearing in ceremony for the new City Administrator, Ed Barrett.
- Above three meet with Janice Plourde of the School Department, and re-established funding for the School Lunch Program and made arrangements to be on the committee for Wellness week. Plourde also made reference to a Media insert in the Sun Journal which would highlight the CRO’s and their functions.
- Officer Craig Johnson and Sgt Robitaille met with Officer Corey Jacques at the Lewiston Middle School to discuss ongoing issues and ate lunch with students.
- Officer Murphy, Officer Johnson, Sergeant Robitaille, Deputy Chief Minkowsky and Chief Bussiere ate lunch at Lewiston High School with the students.

- Officer Rousseau worked nights and did a Q and A sit down with the children of Head Start. He also did a walk through of: Advocates for Children and Adult Education, which were the only offices still open at the time of the walk through.

-All members of the unit attended a meeting at Oak Park where the following items were discussed:

-Conducting a citizen's police academy for the residents, geared toward issues that they feel are important.

-Having a bean supper so the residents can raise money for a giving tree this coming Christmas.

-Spoke about continuing problems with loud patrons and skateboarders in the parking garage.

-Sergeant Robitaille, Officer Murphy, and Officer Johnson, went to head start and completed finger print kits and read with the children.

-Sergeant Robitaille and Officer Johnson met with Lewiston housing in reference to a committee to establish a resource person between Meadow View and Blake Street Towers.

-Officer Murphy met with Liz Allen from Auburn VIPs, reference the Explorer program and the upcoming Citizen Police Academy.

-Officer Rousseau attended the Rec Department Boys Basketball game to show officer presence to deter any potential problems.

-All members of the CRO Team attended a briefing with Senator Collins regarding COPS funding and how it has been used to assist the Departments of Androscoggin County with information sharing and officer safety.

-Sergeant Robitaille, Officer Murphy and Officer Johnson attended the Special Olympics at Lost Valley.

-Officer Johnson and Officer Rousseau attended a meeting with the Head Start Program in Auburn and conducted a presentation related to the newly established LPD CRT.

COMMUNITY RESOURCE TEAM

WEEKLY ACTIVITY LOG

JANUARY 25-29, 2010

- Met with Erin Reed of the after school program at Lewiston Library who educated us on proper tutoring practices, and Somali history and culture.

- Officers Rousseau, Johnson and Sergeant Robitaille met with representatives of Advocates For Children to discuss involvement in a mentoring / parenting class for fathers.

- Ate lunch with students at Longley and Trinity Catholic Middle School.

- Officer Rousseau (while assigned to nights) met with Christopher Pope of the Root Cellar and discussed our participation in youth activities and ongoing neighborhood problems.
 - Fingerprinted pre-school kids at River St. head start.
 - Gave a tour of the police department to pre-school children of Coburn Head Start.
 - Provided a tour of the sub-station and police department to two CJ interns of the Central Maine Community College.
 - Met with LFD (Paul Ouellette and Bruce McKay), Code Enforcement (Gil Arsenault, Tom Maynard, Sue Reny) to discuss the creation of a multi-agency worksheet which could be used by fire, police, and code. Paperwork was provided to Code Enforcement officials to initiate the process of swearing them in as constables.
 - Inspected vacated / condemned buildings that were identified by Code Enforcement as potential hazards.
 - Met with Maggie Chisholm of the Lewiston Recreation Department to discuss strategies to deal with problem children causing problems during Rec Department youth activities.
 - Attended a conference for the Prevention of Hate and Violence at USM L/A college.
 - Interacted and participated in conversations with several representatives of Maine's refugee community and discussed strategies to end hate and bias.
 - Officer Rousseau met with members of Tri-County to discuss a proposal for a personal safety class for members of their staff.
 - Officer Murphy volunteered to be the coordinator for the LPD VIPS program (Volunteer in Police Services).
 - Assisted children with homework at the after-school programs at the Lewiston Library.
-

The following community initiatives were also performed by other divisions within this agency:

Criminal Investigations Division

January 4, 2009; Detective Theiss, and Officer Lacombe presented the colors as the Honor Guard detail at the opening ceremonies for the Mayoral Inauguration.

January 5, 2010; Detectives Stone and Morin attended the Career Day at the Central Maine Community College and made a presentation to the students on careers in law enforcement.

January 11, 2010; Detective Brochu attended the Lewiston PAL meeting and continues to be highly involved with the organization.

January 13, 2010; Detective Jones made a presentation to all the chief financial officers from the various credit unions locally in regards to bad checks and forgeries. This presentation took place at the Central Maine Community Credit Union.

January 13, 2010; Detective Jones made a presentation at the Seniors Plus Center regarding senior safety and frauds.

January 13, 2010; Detective Jones made a presentation at Lewiston Housing Authority regarding senior safety and frauds.

January 15, 2010; Detective Dumont conducted a tour of the Lewiston Police Department and a police officer career presentation to the Cub Scouts from Greene.

January 2010; Detective Dumont continues to coach the Lewiston High School girls hockey team.

January 2010; Detective Theiss continues to volunteer as assistant coach to the Lewiston High School girl's hockey team.

January 2010; Detective D. Murphy continues to referee girl's basket ball games in the Twin City area.

Patrol Division:

Officers continue to join students for lunch, most recently at Farwell School.

Corporal Roberts bought some birthday presents for an underprivileged young child.

Officer Kittredge went to a job fair at Hillview

Officer Clifford continues to coach youth basketball in Sabattus.

Sergeant St. Laurent coaches youth hockey in Lewiston for two different teams of 7 and 8 year olds.

Officer Griffin gave a tour of the station to a pack of cub scouts 01/15/10.

Lieutenant Watson teaches a monthly class in Livermore on domestic relations with a law enforcement focus. (How and why we do are job)

Officer T. Murphy has been taking a local under privileged youth hunting and fishing for the past eight years. He took the now 18 year old fishing this month.

Officer Burkhardt assisted coaching Special Olympians at Lost Valley Ski Resort while off duty.

Officer Kavanagh attended a 2.5hr strategy meeting with the Maineiacs while being off duty.

Promotions, Assignments, and Awards:

Assignments:

* Congratulations to Officer Michael Lacombe who recently graduated from DARE school. Mike will be teaching the DARE curriculum throughout the Lewiston Elementary Schools.

* There are currently two new interns participating in the Lewiston Police 'ride-along' program, and performing other educational assignments within the station.

Training:

The following training resulted during this reporting period:

I. General:

January 18, 2010; DVC/Officer Conley attended a week long training session in Savannah, Georgia on immigration and law enforcement interactions.

January 22, 2010; Officer Lacombe graduated from DARE officer training, which is a two week school that was held in New Hampshire.

January 25, 2010; Corporal Darnell teaches a class to law enforcement officers in regards to under aged alcohol consumption at the Cumberland County Sheriff's office.

Officer Hausman has enrolled in an EMT class.

II Haz Mat Team:

No Updates at this time.

III. Accident Reconstruction:

Officer Somma reconstructed a fatal accident for Auburn PD 1/30/10.

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 continuing. We currently have two garages on line, Oak Street and Canal Street.
3. We are in the process of researching handheld FLIR systems (infrared) to assist with K-9 and related search situations. Additionally, we are in the final stages of selecting a new K-9 which will begin training with his new handler in March.

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, which are not reported on by other members of the groups.

- Lewiston-Auburn Water Pollution Control Authority (LAWPCA) Board of Directors met on January 15th for the regularly scheduled monthly meeting with the routine financial and plant operations reports and the following items addressed:
 - Apportionment for December 2009: Lewiston=58.03%; Auburn=41.97%
 - Flow: Lewiston = 276.367 MGal; Auburn = 143.227 MGal
 - BOD: Lewiston = 250,014 lbs; Auburn = 277,915 lbs
 - TSS: Lewiston = 227,114 lbs; Auburn = 179,270 lbs
 - Project Updates for:
 - Solids Thickening (Gravity Belt Thickener) Project – submitting for potential ARRA Reallocation Funding (\$1.25 million)
 - Anaerobic Digester Project – Approved CDM proposal to proceed to 30% design to position us for potential future funding options.
 - Lighting Replacement Project – Waiting on Efficiency Maine approval to proceed
 - Compost Facility Biofilter & Groundwater Project – John Sevee & Mac Richardson meeting with DEP to discuss data and next steps
- Lake Auburn Watershed Protection Commission – Next meeting is February 23rd.
- Androscoggin Transportation Resource Center (ATRC) Policy Committee met on Jan 28th
 - Minutes of Dec 17th meeting
 - ATRC Quarterly Status Report
 - Appointment Letters – Ed Barrett (City Administrator) and Dave Jones (Public Services) identified as representatives to the ATRC Policy Committee
 - Project Priorities – Listing of projects provided for review and consideration for upcoming Biennial Transportation Improvement Program.
 - Rail 101 – Presentation made regarding Railroad efforts and projects

Monthly updates for each of the divisions within the Department of Public Services 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 Nov. 30, 2009		As of Dec. 31, 2009		As of Jan. 31, 2010	
		# of Accts	Amount Owed	# of Accts	Amount Owed	# of Accts	Amount Owed
Single Family Home	7,312	129	\$5,035.90	143	\$5,541.18	165	\$5,942.32
Duplex Residential	1,061	20	\$1,050.00	18	\$900.00	16	\$885.00
Base Fee + cost/SF	2,483	70	\$73,421.68	64	\$70,770.21	67	\$79,142.67
Late Fees			\$14,192.05		\$14,730.09		\$15,290.03
Totals		219	\$93,699.63	219	\$91,941.48	248	\$101,260.02

- Other Administration / Business Office Statistics for the Month:

Excavation Permits issued	20	Permit Fees =	\$4,318.00
Street / Sidewalk Occupancy Permits issued	1	Permit Fees =	0.00
Total # of Utility bills sent	3,169	Utility Fees =	\$936,842.40
Total # of Sewer Utility Delinquent Notices sent	877	Delinquent Amt =	\$118,102.88
Total # of Stormwater Delinquent Notices sent	854	Delinquent Amt =	\$53,501.26
Total # of Water Disconnect Notices sent	811	Delinquent Amt =	\$59,142.05
Collection Calls made	530	# of Accounts =	744

# of Payment Arrangements made	18		
# of Single Unit Accts Disconnected for Delinquent Water	0		
# of Properties disconnected for No Customer	0		
# of Water Liens Discharged	0		
# of Sewer Liens Discharged	0		

Buildings Division

- In addition to scheduled and planned maintenance of City facilities, the division responded to 28 E-Gov and email requests for service from various City Departments during the month.
- Maintenance staff has replaced or repaired all the Public Work Garages overhead door weather stripping. The materials cost \$500. The estimate for a local door contractor to complete the project was \$5,000.
- The first phase of the Lewiston City Building Lighting Study recommendations is now being designed by Bartlett Design. City Staff is working on the front end of the specifications and it will go out to bid by February 12th.
- City Hall Boiler Replacement Contract – Damon Mechanical is working on Change Order No.1 which includes AC for the second floor of City Hall. They are waiting for delivery on the chiller and other AC equipment. They still need to provide as-builts and operation manuals.
- Mill 5 Parking Garage Project – The low bidder is Ledgewood of South Portland. The 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 12th. The project will go out to bid by February 26th. Construction will begin in early spring, with completion of the project before June 1st.
- Integrated Energy Systems will have the design completed by the end of February 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. Integrated Energy Systems will be monitoring for CO2 the second week of February. 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.

Engineering Division

- Administration
 - Ongoing orientation of Lauren Shaw and Tony Lombardo.
 - Prepared MeDOT drawdowns for Bike Path, Lincoln St. Reconstruction (2 projects); and the Traffic Signal Improvement Project with Nancy Fraser.
 - Prepared the SRF drawdown request for the Gully Brook Storage Project with Nancy Fraser.
 - Prepared the SRF drawdown request for the Lake Auburn UV Treatment Project.

- Prepared the Department's monthly newsletter.
- Worked on the FY 2011 budgets for engineering and stormwater.
- 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 the Safety Committee's bi-monthly meeting.
- 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 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 Div 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 prepping for public hearing in March. The categorical exclusion is nearly complete.
 - Lincoln Street (Locust and Lincoln Street intersection) – Engineering Div is working on the design plans. The project is being evaluated as a section 4(f), because of the historical value of the Avon Building.
 - 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.
- Streets & Sidewalks – No new info
- Clean Water
 - Goff Brook CSO Storage Project – Oldcastle Precast has finished all of the precast box culverts. St. Laurent and Son have installed half of the box culverts and should be finished with that part of the work by the end of February.
 - Jepson Brook CSO Project – Sebago Technics has submitted phase 1 of the existing conditions plans. Staff is currently reviewing the base maps received to date and beginning design work.
 - 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 ready to begin running future simulations.
 - 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.
- 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;

- Under slab conduit runs are complete
 - The existing concrete structure is under cover for the winter.
 - 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 meeting to further discuss proposed changes to Campus Ave in conjunction with St Mary's addition
 - Attended meeting to discuss conversion of building at 81 Ash Street to elderly housing
- MePDES Phase II Stormwater Permit:
 - Submitted monthly stormwater article to PW newsletter
 - Attended training seminar on low impact development
 - Facilitated MePDES PH II stakeholders meeting
 - Continued work on draft O&Ms and SWPPs for applicable municipal facilities and activities
 - Met with CES, Inc, and City of Auburn to draft presentation for MEREDA meeting in March
- Hart Brook Watershed Management Plan:
 - Continued collecting information in support of design work for the MeDOT proposed Surface Water Quality Protection Program (SWQPP) grant project along Lisbon Street
- Construction:
 - Held progress meeting for Cured-in-Place Piping contract to further discuss issues the came up during TV and cleaning phase and refine lining schedule
 - Initiated conversations with PanAm Railways regarding a temp easement for crossing track with gravel road to access manholes for Cured-in-Place Piping contract
 - Processed change orders 6 & 7 for Gendron Business Park PH II
- Paving Program
 - Operated a City snow plow during the large storm that of New Years weekend.
 - 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.
 - Researched data and completed three reports for Paul Boudreau for use in budget briefing.
 - 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
 - Took project engineer Tony Lombardo to Pine St to familiarize him with the location and onsite conditions for the planned MeDOT milling and resurfacing project.
 - Performed a paving estimate for Mike Paradis for repairs and resurfacing the Lincoln St. fire station.
- GIS
 - Ongoing coordination with Auburn IT, Lew, on shared enterprise GIS, virtualization management and backup servers.
 - Worked on EnerGov GIS integration issues, conference calls made with Auburn personnel and EnerGov GIS implementation team
 - Provided user technical support, software installations, training, on various GIS applications
 - Worked with MIS on address points layer issues, ongoing for EnerGov implementation
 - Updated landbase planimetric mapping, new buildings, parking, from recently submitted plans, i.e. 21 Old Farm Rd
 - Updated impervious surface layer from revised planimetrics
 - Coordinated and provided training for water and sewer utility data layers maintenance
 - Created PDF and printed map book for updated Water system mapping for Water Div. office.

- Created updated PDF hydrants/streets map booklet for LFD field units
- Posted updated Zoning Mapping and PDF maps online
- Posted revised School District mapping to online mapping
- Initiated and designed base GIS layer for inventory and mapping of pavement markings (turn arrows, crosswalks, etc) for to be input by HW personnel.
- Assisted with parcel listing/ abutter notification database for CMP MPRP corridor and annual flood zone notification mailings.
- Worked out web mapping print tool and other issues
- Performed other routine GIS layer maintenance
- Fielded various other data requests from internal as well as external interests.
- Survey
 - Right of Way Locates Ashmount St., Pine St., Arch St.
 - Easement corrections for Pineview & Balsam Streets.
 - Greenway Bike Path Preliminary Plan Review.
 - Greenway Bike Path Add TOPO.
 - 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.
 - 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 39 street light concerns.
 - Responded / Repaired / Adjusted 8 traffic signal concerns.
 - Repaired rain gauge at the Main St. pump station.
 - Repaired traffic lights at Sabattus St. and Pond Rd. and at Lincoln St and Cedar St.
 - Checked power in welder's bay for welder not working.
 - Repaired 2 exhaust fans in repair shop garage.
 - Removed traffic lights from Russell St. project.
 - Repaired and assembled street lights for use by department.
 - Located and marked traffic loops at several locations as part of the Dig Safe program.
 - Disconnected and tagged 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 69 Electrical inspections.
 - Responded to 0 electrical emergencies
 - Conducted 3 electrical consultation requests
 - Responded to 46 "Dig-Safe" requests
 - Responded to 0 fire or salvage calls during the month.
 - Responded to 2 electrical complaints.
 - 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).

- Restored historical data for MJ Dillingham.
- Created historical report for Water Street CSO and rain data to be delivered via E-Mail to Jeff Beaulé and Travis Peasley from LAWPCA.
- Retrieved CSO #1 Data from Riverside Dr. in Auburn; Reprogrammed unit for better data collection.
- Installed and configured new LC2 analyzer for Auburn Water
- Repaired Norm Lamie's desktop, Assist in data retrieval
- Assisted Sue Whiteley with RTA computer
- Prepared year end Flow report for Norm Lamie
- Reconfigured Hypo injection at LAPS
- Pump Stations
 - Performed regularly scheduled operations & maintenance including:
 - ▽ Weekly cleaning of probes in 14 sewer lift stations
 - ▽ Weekly PM checks for standby generators at 14 sewer lift stations and 3 water pump / treatment stations.
 - ▽ Weekly PM of components at 14 sewer lift stations and 2 water pump stations
 - ▽ Daily calibration & check of instrumentation at Lake Auburn Intake Facility, Main St Water Pump Station, Central Ave Water Pump Station, Ferry Rd and Webber Ave Water Storage Reservoirs
 - ▽ Daily raw water sampling and replenishment of "day tank" water treatment chemicals (done 7 days per week)
 - Ordered / received chemical shipments
 - Assisted Auburn crew in cleaning intake screens and cleaned CL17 Chlorine analyzer.
 - Flushed at Main St. and swapped pump and installed CL17 meter.
 - Cleaned caustic room at Main St. neutralized caustic and washed floor.
 - Maintenance work on APA at Main St..
 - Repaired low temp alarm problem at Ferry Rd. water storage facility.
 - Rebuilt pressure washer and replace fittings on hoses and checked trends to lift stations.
 - Checked Fuel and Antifreeze levels at 16 standby generator sites.
 - Checked, cleaned and serviced snow blowers, in preparation for winter storms and plowed pump and lift stations.
 - Changed fluids for CL17 at Lake.
 - Changed pump at Main St cleaned building and went to dump with trash.
 - Heavy rains watched trends and checked out lift stations.
 - Cleaned Randall Rd lift station flooded from heavy rains, disinfected wet well.
 - Helped Hannel Bros. at Lake Auburn repair large tear in roof caused by high winds.
 - Did maintenance on ATI, APA, and CL17.

Water & Sewer Division

- Daily maintenance activities conducted by assigned workers include:
 - Emergency Standby
 - Reading water meters
 - Testing/Repairing/Replacing water meters
 - Open/close water service for various reasons
- Crews conducted the following work:
 - Responded to 1 structural fire to support the LFD
 - Repaired 4 water main leaks
 - Repaired 1 service leak
 - Removed snow from Hydrants (3 storms)

- Monitored 740 hydrants for fire fighting
- Responded to 8 emergency shuts for private repairs
- Responded to 40 Dig Safe requests for water & sewer utility locates for excavations
- Responded to 26 E-Gov customer concerns for various issues
- Changed 105 meters of different diameters
- Removed 5 meters from vacant buildings
- Removed 5 meters for demolition
- Removed 1 meter for seasonal
- Installed 1 meter for new service
- Tested 97 meters to be Rebuilt
- Responded to 4 sewer backups, 3 were private
- Flushed and cleaned sewer lines
- Repaired 3 man-holes for various reasons
- On going sandblasting and hydrant painting

Public Works Report (by Division)

Customer Concerns

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

Job code	Submitted	In-Progress	Waiting	Resolved
Brush Cutting & Removal	0	0	1	0
Tree Branch/Brush Service	0	6	60	21
Traffic Signs	4	0	10	21
Street Name Signs	0	0	6	3
Snow Plowing/removal & Ice Conditions	4	0	4	48
Sanding Concern	1	0	0	10
Potholes	2	0	2	9
Mailbox Concern	26	0	10	2
Cave-ins/Ditch Repair/Road Erosion and Grading	8	0	8	1
Trash Pick-up	2	0	0	7
Property Damage/Graffiti Concern	22	0	16	1
Catch Basin plugged/Repair/Install Culvert	6	2	27	12
Street Improvements	2	0	4	0
Curb driveway/entrance/Gutter Service	0	0	8	1
Lawn Damage	5	0	20	0
Dead animal removal	1	0	0	5

Municipal Garage Division

- Serviced 112 vehicles:
 - 59 - Public Works, Two hundred thirty –six hours (236) on snow removal equipment
 - 6 - Public Services
 - 1 - LAWPCA
 - 4 - Sheriff
 - 18 - Police
 - 5 - Fire
 - 6 - Landfill.

- Serviced fuel pumps and other small equipment from PW/PS

- Major repairs to 20 vehicles
 - Blower for snow removal - repaired impeller and replaced seal
 - Blower for snow removal - repaired auger and replaced tapered collar
 - Wheel Loader - repaired coupler and pins
 - Freightliner Tractor - hydraulic pump
 - Excavator - water pump
 - Bucket Loader - starter
 - Bobcat sidewalk tractor - hydraulic cylinder
 - Medium dump truck - oil pan
 - Bucket Truck - king pins
 - Sidewalk tractor -gear box
 - 1 Ton dump - dump body
 - Large dump truck - walking beam bushings
 - Loader Backhoe - joints and radiator
 - Sander- springs
 - Grader – blade float and rebuilt end plates
 - Sidewalk tractor - blower
 - Grader wing post
 - Pickup - ball joints
 - Small dump truck - front axle joints
 - Sander - exhaust manifold studs

Solid Waste Division

Compliance

- In correspondence dated December 23, 2009, DEP staff raised concerns that the residential well, located at 463 River Rd. was being adversely impacted by the attenuated landfill, and/or the LAWPCA sludge dump. Water samples, which are collected as part of the solid waste facility's Environmental Monitoring Program, from this residence contained varying concentrations of chloride, bromide and sulfate, which are also known to be present in landfill leachate. Although there is no clear evidence to suggest the residential well at this site is being contaminated by landfill leachate (liquid expressed from the landfill), the resident has been provided with all laboratory data and information related to this monitoring activity. A meeting has been scheduled (January 14, 2010) with DEP staff and the City's consultant – Summit Environmental – to review DEP's findings.
 - *City staff & their consultants, Summit Environmental Services, met with DEP staff, as stated, to review these concerns.*
 - *Based on their review of the monitoring data & boring logs, the City's consultant reports there is little evidence to support the landfills – LAWPCA's closed sludge dump or the City's closed attenuated landfill – are having an impact on the residential well.*
 - *DEP claims the chemistry of the residential well water, notably the Chloride : Bromide ratio suggests some impact to the residential well, by the closed landfills or associated structures, notably the pump station (River Rd. #2) or abandoned pump station.*
 - *There is agreement that the Sodium concentration of the residential well (which is approx. 10' from the edge of River Rd.) reaches levels, which would be unhealthy for individuals on a sodium restricted diet.*
 - *Per guidance provided by the City Administrator, Ed Barrett, and as required in the Solid Waste Facility's State issued operations permit, staff are investigating the purchase & installation of a water filtration system for the property at 463 River Rd., in an effort to resolve this issue. In addition, hydrostatic testing of the pump stations will be conducted to confirm their integrity.*
 - 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 February 2010.

- Solid Waste Facility staff attended haz-waste training, which dealt with reactive wastes & explosives (January 13, 2010). Training was sponsored by Environmental Projects, Inc.

Operations

- Prepared & submitted LCIP's for the Solid Waste Facility –
 - Purchase & Installation of software & hardware to the Facility's Scale Management System. This upgrade will improve the security of financial transactions & customer service at the Scale House.
 - Replace the in-bound scale due to costly maintenance issues and inability to obtain spare parts to keep the scale operational.
- Prepared & submitted the draft FY2011 operations budget for the following 3 divisions
 - **Waste Collection – 43420** This budget covers expenses associated with residential waste collection, waste collection from municipal bldgs. & schools, waste leaf & waste Christmas tree collection. Revenue is from fees charged to multi-unit apt. bldgs. for waste collection services.
 - *Projected Expenses - \$785,800, projected Revenue - \$344,160*
 - **Waste Disposal – 43430** This budget covers expenses associated with waste disposal and operations at the solid waste facility (excluding recycling activities). Revenue is from tip fees charged for waste disposal, including the sale of "Punch Passes" to City residents.
 - *Projected Expenses - \$731,821, projected Revenue - \$393,800*
 - **Recycling – 43440** This budget covers expenses associated with processing and marketing recyclable wastes brought to the solid waste facility. Revenue is from the sale of recyclable waste material as well as fees charged to member towns, which they bring to the Solid Waste Facility for processing & marketing.
 - *Projected Expenses - \$179,333, projected Revenue - \$232,000*
- Assisted Code Enforcement & Auditing by screening properties (multi-unit apartment bldgs.), which are not eligible for City provided trash collection services, in accordance with Chapter 62-13 of the Code Of Ordinance (Municipal Collection of Solid Waste & Recyclables). These properties may elect to receive this service by paying the City \$160 / dwelling unit / year.
- The term of the City's residential waste & recycle collection contract with Pine Tree Waste will conclude on June 30, 2011. In consideration of this fact, 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 in February or early 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	60.98			\$6,314.17	\$6,314.17	34.05%
Auburn	48.66		\$1,362.48	\$5,038.49	\$3,376.01	27.17%
Bowdoin				\$0.00	\$0.00	0.00%

Greene	12.85		\$385.50	\$1,330.55	\$945.05	7.18%
Leeds	6.65		\$199.50	\$688.57	\$489.07	3.17%
Mechanic Falls	15.6		\$514.80	\$1,615.3	\$1,100.50	8.71%
New Gloucester	17.89		\$590.37	\$1,852.42	\$1,262.05	9.99%
Raymond	10.94		\$361.02	\$1,132.78	\$771.76	6.11%
Turner	5.51		\$165.30	\$570.53	\$405.23	3.08%
Totals:	179.08		\$3,578.97	\$18,542.82	\$14,963.85	100.00%

	Tons In	Tons Out	Process	Gross Revenue	Net	Percentage
Scrap Metal						
Clear Glass Out						
Mixed Paper Out		106.98		\$6,524.2		
Old Cardboard Out		78.82		\$7,745.40		
Old News Paper Out		44.25		\$3,761.25		
Old Plastic Out						
Sorter Ledger Out						
Tin Cans Out		9.19		\$511.97		
Totals:	179.08	239.24		\$18,542.82		

Highway Division

- Winter Operations

The month of January brought 30" of snow to the City of Lewiston. The Public Works Department tracked 5 plowable storms and 11 sanding/de-icing events. Also during the month of January the Department conducted day and evening snow removal. Below are statistics for Winter Operations for the month of January including snow removal and plowing/sanding operations.

Job Code	Labor Hours	Labor Cost	Vehicle Hours	Vehicle Costs
Snow Removal	2,756	\$51,320	2,567	\$48,375
Mixing Material	16	\$291	16	\$356
Night Patrol	456	\$8,338	448	\$3,872
Plowing	1692	\$43,626	1,650	\$29,118
Sanding	1142	\$29,254	1,137	\$15,398
Sidewalk Plowing	272	\$5,903	273	\$7,066
Sidewalk sanding	91	\$1,646	87	\$1,596

January 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
Jan. 1	3.5	0	0	136.75	\$3,664	0	0	\$2,439	\$2,687	\$8,790
Jan. 2-3	10.5	0	0	356	\$9,602	213	\$7,691	\$10,227	\$11,065	\$38,798
Jan 18	8.5	0	0	340.75	\$8,978	0	0	\$5,843	\$6,816	\$21,637
Jan. 19-20	6	328.75	\$6,316	161	\$4,475	0	0	\$8,647	\$502	\$19,940
Jan. 28-29	1.5	30	\$521	59	\$1,575	0	0	\$1,379	\$0	\$3,475

January Sanding/De-Icing Event Information

Not including

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
#11	Jan. 1-4	66	\$1,161	313	\$8,685	87	\$3,075	464	\$6,441	\$50,866	\$70,228
#12	Jan. 18	0	0	139	\$3,962	0	0	139	\$1,906	\$16,473	\$22,341
#13	Jan. 19-20	129	\$2,379	98	\$2,720	0	0	227	\$3,062	\$20,301	\$28,462
#14	Jan. 24-25	22	\$410	59	\$1,637	21	\$763	102	\$1,310	\$10,239	\$14,359
#15	Jan. 28-29	63	\$1,122	73	\$2,063	0	0	135	\$1,857	\$12,933	\$17,975

Snow removal is conducted both day and night. Night time snow removal is conducted during the evening to prevent road closures and unnecessary traffic congestion. Day time snow removal is conducted on roads with 4 lanes of traffic and where road closures are not necessary. Day time snow removal numbers have not previously been tracked. In the future Public Works will track Cubic Yards moved during the day as well as vehicle and labor costs. Day time snow removal is not as efficient as evening snow removal but overtime is not required and therefore more cost effective.

Night Time *Snow Removal Information*

No. of Loads	Cubic Yards Material Moved	Vehicle Rental Costs	Outside Labor & Rental Costs	Labor Cost	Total Cost
869	20,138	\$18,806	\$8400	\$20,224	\$47,430

- Tree and landscape

The City of Lewiston has received \$8,000 in grant money from the State of Maine's Project Canopy to invest in the implementation of a Timber Management Plan. The grant is a 50-50 matching grant with about a \$4,000.00 investment from the City with in-kind services included. The plan is in the information gathering stage with the City's Arborist and Purchasing Agent working on a RFP to see what companies might be interested in conducting the timber assessment and to see how much it will cost. Eight to ten properties amounting to about 500 acres have been recognized by the City Arborist as potential candidates for a harvesting program. With about a \$3,000 dollar out of pocket investment, the City may be looking at a significant future revenue source. Other municipalities including but not limited to the City's of Auburn and Augusta are involved in such Timber Harvest practices with revenue in the range of \$20,000.00. Augusta averages 2-3 years between cuts.

Recreation (by Division)

ADMINISTRATION

Safe Haven, Weed and Seed and Regional Community Justice Coalition:

1. A meeting was scheduled in January with the Safe Haven staff for a final edit, of the Body Language Video, titled "The Way You Say It". Comments were solicited and all changes will be initiated. Several ideas were discussed regarding the study guide that will be produced as part of the Video series.
2. The Jumpinjobs4teens.com website is operational. Several businesses have registered, banners are in the process of design and when completed, will be posted throughout Androscoggin County.
3. Regional Community Justice Coalition R.C.J.C. will develop a website, research 501c3 non-profit status, coordinate Lincoln, Sagadahoc and Androscoggin Safe Haven committee meeting in March to discuss the major problems in each County, (on a Safe Haven level) and how to address those problems using prevention and intervention strategies.

Lewiston Youth Advisory Council:

Youth continue to work on the Spring Summit. A site visit was scheduled at the Armory to review logistics, location of sessions, layout etc. Several other ideas and options surfaced during this meeting. Welcome aboard, City Councilor John Butler, we are pleased you were appointed the LYAC Representative.

Meetings:

Several meetings were held with different groups; U.S. Census 2010, L.P.D. Community Resource Unit, St. Mary's Hospital, Green Independent Party, Dempsey Challenge, Museum L/A Du Challenge, Maine Games, etc.

Lewiston - Auburn Youth Court:

The January Youth Court hearing was held 1/26/10 at the District Court. Two cases were tried and dispositions implemented. The Lewiston High School L.A.Y.C. students are anxiously waiting for the final edit of their promotional video.

ARMORY AND M.P.C. FACILITIES

Armory – Events – Cheering practices, Grade School, Winter and Travel basketball practices and games, Volleyball, Elan School physical education classes, basketball games and practice, E.I.T.C. and A.A.R.P. ‘income tax credit’ classes, Don Morin Photography, 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, Senior Citizen’s Line Dancing, E.I.T.C. and A.A.R.P. income tax preparation, R.O.T.C. practice, Citizen Action Group, Planning Dept. public meeting, etc.

RECREATION PROGRAMS

- The Department is planning Adult Basketball Tournament for the month of March and possibly adding one, if not, two more open gym sessions to the existing programs.
- The Lewiston Police Athletic League and the Department is investigating the possibility of installing a pitching/batting cage within the Armory, by spring 2010.
- Believe it or not – Softball is rearing its way through the winter season; meetings are scheduled in preparation for the upcoming season.

The Prime Time After-School Program: There were 24 students enrolled for the month of December. Participants continue to enjoy many activities scheduled throughout the week. Snacks are served each day, funding is provided by U.S.D.A. Child and Adult Food Program. The After School Program is funded by C.D.B.G.

Volleyball: Approximately 230 Men & Women participate in the various volleyball leagues. The Leagues are divided into - Mens, Womens, Co-Ed “A” League, and Co-Ed “B” League. The leagues operate through mid-March followed by Playoffs.

Gymnastics: The Gymnastics Program continues with seven week sessions. There are 53 participants involved in Tiny Tots, Beginner I, Beginner II, Pre-Team or Team. Participants are grouped based on appropriate age & skill level.

Kinder Basketball: The Kinder Youth basketball program for 4 to 6 year olds started January 9th and will operate through February 13th. Forty youth are enrolled for this program. The participant's are learning the basic fundamentals of this sport including dribbling, shooting, defensive skills preparing them for the next level of the program. Grade School, Co-ed Basketball and travel teams continued throughout the month of January.

Evening Open Gym: This program started up on Wednesday January 6th and Thursday January 7th and it will continue to operate through March 18th. Between 50 –75 people attend each evening.

Wednesdays in the Park: The Recreation Coordinator attended the Entertainment Showcase along with the Auburn representative to book the performers for the Summer Wednesdays In The Park series. The showcase is a good resource to secure performers for those who attend.

Lewiston Senior Citizens: The Lewiston Senior Citizens held elections for the Board of Directors. New Board Members for 2010 are as follows: President: Pam Foulke, First Vice-President: Barbara Fournier, Second Vice-President: Lucille Boisvert, Secretary: (open), Treasurer: Madeleine Beaulieu, Representative 3 years: Maggie Chadburn, Representative 2 years: Toni Mathieu, Representative 1 year: Anna Faucher. January activities included Monthly meetings, Social Bridge and Duplicate Bridge, line dancing, Bingo 2x's, Craft day, Cribbage, Pinochle, Game Day, Pool and Snooker. The lunch bunch gathered at Chinese Buffet for January. Membership continues to increase.

Social Services

Statistical Activity	Previous month December 2009	January 2010	FYTD 7/1/2009- 6/30/2010
Office Traffic (Duplicated)	720	661	5059
New Clients	65	59	410
Households Served (OT) (Unduplicated)	226 Use OT Report	232	1600
Housing Expenditures	\$65,275.50	\$82,328.82	\$454,506.95
Total Expenditures	\$74,423.09	\$95,005.90	\$523,821.81
State Reimbursement	\$36,888.15	\$47,447.95	\$260,051.47
SSI Reimbursement	\$0	\$7,379.67	\$19,641.87
Other Reimbursements	\$646.80	\$110.00	\$3,718.92
Actual Municipal GA Cost (net)	\$36,888.14	\$40,068.28	\$240,439.55
Workfare			
Total hours performed	3,616.00	3,827.04	22,267.19
# of households	92	109	601
Monetary value	\$27,120.00	\$28,702.80	\$158,789.06

- This month's office traffic has decreased due to scheduling appointments for new clients and assisting clients with 2-4 weeks of GA versus 1-2 weeks. This does not decrease the number of unduplicated clients. We are serving more unduplicated cases and those cases are made up of more individuals than prior months. This is reflected in the increase in 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-

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. A meeting will be scheduled in January 2010 to begin the implementation of the 10-year L/A Plan to End Homelessness. 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. A presentation was made to the council in August.

Collaborative partnerships are being formed to start up for the Homeless Diversion and Prevention Program (ARRA funding) that will benefit Lewiston. My department will be an active partner. I met with Common Ties and New Beginnings to discuss collaborative efforts. The funding has the potential to reduce GA costs as the focus is on permanent supportive housing.

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.