

Town of Lincoln | Weekly News

TO: Lincoln Town Council
FROM: Lisa J. Goodwin, Town Manager
DATE: March 16, 2012

The Special Town Council meeting scheduled for April 17th has been moved to April 23rd at 7:00 PM.

ITEM 1. This is the last Weekly News I will write as Town Manager for the Town of Lincoln. I am not sure if this document will continue to be written but I hope that it does continue in some form. Not only is it a means for the Town Manager to keep the Town Council up-to-date, but it also has grown into a news venue for the general public and the media. Department Managers have identified this document as a great means to highlight events within their departments, to recognize employee accomplishments, to seek input from the public and to report on the results of their management. It is a valuable tool for the departments to show the value of the services provided. Time and again employees who are recognized by their Department Managers express their appreciation of the Weekly News.

Each week Department Managers submit items for the Weekly News based on what they are accomplishing within their individual departments. Likewise, the general public can rely on this document to receive information on what is happening within town government and what issues each department is faced with. Many times we receive emails from residents who have great ideas for solving some of our problems mentioned in the Weekly News and sometimes those ideas result in savings for the town. For instance, when we started our cemetery mapping project \$10,000 was anticipated for hiring a part time person to input data. Resident Diane Whitney stepped forward after reading the Weekly News and has volunteered her time to help with this project eliminating the need for funding! As a whole, the Weekly News helps to tie our community together.

I want to give special thanks for the Department Managers who faithfully submit items for the Weekly News. They are the ones who truly value the Weekly News and see the benefit it has for both their departments and the town! They recognize that it is yet another management tool to help them manage their departments efficiently.

ITEM 2. The proposed FY 2013 municipal budget has been completed and will be distributed to the Town Council with their weekly packet. I am extremely pleased to report that the budget as proposed reflects a tax decrease for our citizens for a second year in a row. The budget still must go through review by the Budget Committee and the Town Council before a final mil rate is set. However, if no additions are made to the budget and the school budget does not come in with more than a 2% increase, Lincoln residents will enjoy a decrease in the next fiscal year budget. Although expenditures increased, revenue from TIF projects has more than offset that increase resulting in a tax reduction.

Again I thank the Department Managers for submitting budgets that allow for a continuation of services without major increases. The largest increases in the budget are reflective of current fuel prices and contractual obligations.

The FY13 Budget Committee will begin review of the budget on March 29th at 6:00 PM.

ITEM 3. There will be a Special Town Council meeting next Monday, March 19, 2012, at 7:00 PM. The purpose of this meeting is to consider the purchase of a used street sweeper. Since receiving direction from the Town Council at its meeting on March 12th, Public Works Director, David Lloyd, has been doing research to find a good, used sweeper that will meet the Town's need. On Thursday Mr. Lloyd and Public Works employee, Reginald Ogden, travelled to H. P. Fairfield in Skowhegan to check out used sweepers. There is one sweeper available that Mr. Lloyd is recommending the Town purchase. It is a 2007 Allianze 3000/MX mechanical sweeper. This is a factory demo model with 5,950 miles and 1,100 operational hours. H. P. Fairfield is also offering a six month warranty of this unit. The purchase price is \$95,000. If purchased new, this unit would cost \$165,000. The dealer is holding the sweeper until the Town Council has an opportunity to vote on whether or not to purchase this piece of equipment at its meeting Monday night.

If approved, \$35,000 of the purchase price will come from TIF reserve accounts - LP&T (\$5,000) and First Wind (\$30,000). The remainder will need to be financed and Treasurer, Gilberte Mayo, will seek sealed bids for this financing with final financing approval brought to the Town Council at its regular meeting in April.

Enclosed in the Town Council packet is the agenda for Monday's meeting along with a copy of the brochure on the street sweeper.

ITEM 4. Providing good customer service, both internally and externally, is a vital component in any organization and it is no different for municipalities. Attending seminars on customer service doesn't always fit into schedules and training can be difficult. Recently, Public Works Director, David Lloyd, asked our Tax Collector, Tracie York, if she would put together a customer service training class for his employees. Mrs. York understands the importance of good customer service, is a trained teacher and was eager to assist. Last week, Tracie was able to conduct on-site training for the Public Works employees at their new garage. Tracie said, *"I was pleased to be at the Public Works garage to give a presentation on Internal Customer Service. We used a model from one of our Wellness Classes involving a quiz about different personality types, labeling them as colors. We had some really good discussions about understanding other people's perspectives. We also talked about communication and how much delivery style really does make a difference. It seemed to be received positively, and hopefully gave some practical ways to work together more productively."* Thank you, Tracie!

ITEM 5. Congratulations to Town Clerk, Shelly Crosby! Mrs. Crosby has received a \$400 scholarship from the IIMC's Municipal Education Foundation for attendance at the New England Town & City Clerks Institute in Plymouth, New Hampshire during the third week in July. The Institute is open to all city and town clerks, as well as deputy and assistant clerks in the United States and Canada. The purpose of the Institute is to assist Clerks in developing and maintaining a high level of administrative expertise needed for the successful operation of increasingly complex municipal governments. This educational opportunity can be used as part of the requirements to receive a CMC (Certified Municipal Clerk) designation by the International Institute of Municipal Clerks (IIMC). Mrs. Crosby has also applied for scholarships through the

Maine Town & City Clerks Association and the New England Association of Town & City Clerks to further cover the \$850 tuition fee. Best of luck, Shelly!

ITEM 6. Police Chief, William Lawrence, will be celebrating his one year employment anniversary with the Town in just a few weeks. Since his arrival, the department has benefitted from his managerial abilities and the roster has been stabilized. When Chief Lawrence first arrived there were two vacancies on the force and the average years of law enforcement experience in the department was two years. The clearance rate for our criminal cases was 20%. There was very little traffic enforcement or follow up procedures. Also, there was no set training program or community policing programs.

After evaluating the department in just three short weeks, Chief Lawrence set a goal of raising the clearance rate to 30% over the next 12 months and establishing relationships with the schools, businesses and residents. Chief Lawrence reports that his department has worked together as a team and his work force has stabilized. The Town Council approved the Investigator/Officer overlay position which has provided the department with an officer to focus on child abuse investigations, domestic assaults, sex offender registry and property crimes. Chief Lawrence was successful in obtaining a COPS grant which reimburses the Town of Lincoln for the cost associated with this new position for the first three years of employment. Chief Lawrence has met his clearance rate goal and continues to build relationships within the community. I commend Chief Lawrence for his management skills and the dedication he has shown to build his work force and to provide the officers with the training necessary to be successful in keeping our community safe. I am extremely pleased with Chief Lawrence's management abilities; the successes within the department over the past year are a reflection of his commitment to continual improvement within the Police Department as well as his commitment to the Town of Lincoln. I have even heard that other law enforcement agencies are now looking to Lincoln as a model department! Great job!

ITEM 7. The 10th Annual Recreation Invitational Basketball Tournament was held this past weekend at Mattanawcook Academy and Mattanawcook Junior High. Recreation Director, Ronald Weatherbee, was pleased that the number of teams increased from last year with eight boys' teams and seven girls' teams competing. Tournament Director, Nancy Guiod, and Mr. Weatherbee reported that the two days went very well and they received numerous positive comments and the weekend was filled with many good games. Millinocket won the girls division as they beat Lincoln in the finals; while on the boys side, Ellsworth beat Lincoln in the final. Mr. Weatherbee would like to thank the many volunteers that went above and beyond to help make this another great

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tournament! Special thanks are extended to the sponsors listed in the table to the right; their generous donations help make this tournament possible!

This annual tournament was started by the Recreation Committee in 2003 to raise money for a recreation center. Members of the committee at that time included: George Birmingham, Beth Farrell, Linda Brown, Roberta Dickinson, Bert Libbey, Susan Smith, Kim Pelkey, Jeff Day, Elizabeth Daub and John Hawkins. According to Mr. Weatherbee, after deducting expenses, this tournament added \$5,967.77 to the Recreational Center Trust Fund which would bring the fund balance to \$425,711.

ITEM 8. Library Director, Linda Morrill, reports that since the last week in February there has been a rise in usage of the public access computers. With the addition of the Maine State Library database *Learning Express Library*, there have been 19 members of the community come in to use the on-line GED preparation classes and the Jobs & Career classes available through this free database. Most of the patrons who have used this database do not have a computer or internet access at home and appreciate having this service available at the Library. Mrs. Morrill has also been working with Assistant Librarian, Mary Jo Hammond, to create a series of literacy classes for adults in the community.

ITEM 9. Cemetery Parks & Recreation Director, Ronald Weatherbee, is happy to announce that the low impact exercise class for seniors has started. He said five people attended a one hour low impact work-out led by Melanie Rhodes. Mr. Weatherbee invites anyone that is looking for a very beneficial and free work-out to join Melanie at the Ballard Hill Community Center on Wednesdays from 10:30 am to 11:30 am.

Mr. Weatherbee also reports that the Precision Dribble Team was a huge success. There were over 30 kids in grades 1 to 4 who participated and were very enthusiastic about the ball handling drills and skills. Frank Welch, Jesse Oliver, Chase Vicaire, Steph Dubay and Ken Hanscom worked on this program to see if it would be a program that the department would want to offer next year. With all the positive comments and enthusiasm that were shown this is definitely a program that Mr. Weatherbee will plan for next year. The kids improved their skills, were active and had a great time for each of the one hour sessions. Thanks to all that participated and to the volunteer coaches.

ITEM 10. On Wednesday, the Lincoln Fire Department hosted the first part of a "Train the Trainer Emergency Vehicle Operations Class" at the Public Safety Building. Fire Chief, Phillip Dawson, reports that he requested this class through Maine Fire Training in January to provide a local mechanism of training our engineers who operate emergency vehicles and to comply with the Department of Labor's requirement for apparatus driver training. With in-house trainers the department can provide reoccurring training while also maintaining compliance with DOL. This class is offered at no cost to participants however there is a labor cost for engineers to attend. Chief Dawson estimates this cost to be \$545 for the complete class. The class is a two day class that started with classroom instruction. On March 21st the practical portion of the class will take place in and around the hangars and parking ramp at the airport. Engineers David Slomienski and Cory Stratton are attending the class and will be the department's trainers.

ITEM 11. Events Coordinator, Amanda Woodard, reports that she has already sold advertisements totaling \$1,170.00 for the Homecoming Festival supplement and \$150 for the calendar raffle. She has also heard from several businesses that are planning on taking out ads. Letters were sent out to businesses the second week in February and response has been very positive. At this same time last year Amanda had no commitments for advertising. This is definitely a great sign for our 2012 Homecoming Festival! The tentative Homecoming Festival schedule is updated monthly on the town's web site www.lincolmaine.org.

ITEM 12. Assessor, Ruth Birtz, will be working with Penquis on a Community Development Block Grant for housing rehabilitation. Penquis was the successful bidder to assist in the writing and administration of this grant. If successful with this grant application, the Town will have \$250,000 available to assist low income residents in upgrading their older stock housing.

Mrs. Birtz is also working with the Chamber of Commerce on an application to become a certified Business Friendly Community. This is an advertising opportunity from the State that will help market Lincoln to perspective businesses.

ITEM 13. Library Director, Linda Morrill, said the Library's book collection continues to grow. With that growth the Library is also seeing an increase in usage each year. Whenever a change is made to a particular collection, Mrs. Morrill carefully watches the circulation numbers for each section to determine if the changes result in an increase in usage. Over the last four months with the help of the library staff, Mrs. Morrill has noticed a marked improvement in the use of the following areas of the library collection: Mystery, Science Fiction, Fantasy, Romance and Maine fiction and non-fiction. The results are represented in the chart below:

Collection Title	11/01/10 - 02/28/11	11/01/11- 02/29/12	Usage Increase
Mystery	629	1103	474
Science Fiction	38	195	157
Fantasy	98	212	114
Romance	285	525	240
Maine Fiction	153	438	285
Maine Non-Fiction	76	214	138
Total Usage	1279	2687	1408

Just as stores use displays and signage to increase sales, libraries do the same. By labeling books more clearly, moving the section of the collection and by better signage, Mrs. Morrill said each collection has shown considerable growth in usage. Moving the location of both the Maine collection and Science Fiction and Fantasy collections has improved the collection's visibility and reflects an increase in usage. Mrs. Morrill states that the cooperative efforts of all members of the library staff have made in relocating these sections has also produced team building within the library staff. Everyone had a part in each section and did an outstanding job of getting the project completed. Nice job!

ITEM 14. The State Planning Office has completed its review of Lincoln’s Comprehensive Plan. Assessor, Ruth Birtz, reports that the only issue the State Planning Office had with the plan was that they felt an item was left out of the Critical Natural Resources chapter. According to the State Planning Office Lincoln has a rare endangered fresh water mussel in the north end of Upper Cold Stream Pond (Big Narrows) known as a *tidewater mucket*. The State Planning Office will find the plan consistent and in compliance if the mussels are added to the plan and the map of the critical natural resources. Mrs. Birtz has forwarded assurances to the State Planning Office that this revision will be done. The Comprehensive Plan will be forwarded to the Town Council for final approval at the April 9, 2012 regular meeting.

ITEM 15. The Chuck Foster Teen Dance held on March 9th had 234 kids in attendance. These dances are part of the fundraising efforts for the Homecoming Festival. Last week’s event added \$579.13 to the Homecoming revenues. The dance is open to students between the ages of 13 and 18. Events Coordinator, Amanda Woodard, had received complaints that kids have been attending that are under the age of 13. To address this, Amanda will be contacting the schools to make announcements that no one under the age of 13 will be admitted to the dances. Also, to assist her with verifying student ages, Amanda will have volunteers who can identify students from different areas to make sure they are the right age to attend the dance. Additionally she will use the Lincoln News as an additional avenue to get the message out that those students either under the age of 13 or over the age of 18 will not be admitted.

Revenues for this fundraiser have decreased this year compared to last year. This is due to the number of dances being decreased because of conflicts with school functions. Average revenue and attendance is up slightly and expenses for the janitors are down compared to last year. The total revenues are down due to the decrease in the number of dances.

FY2011				FY2012			
DATE	KIDS	DOOR SALES**	JANITOR	DATE	KIDS	DOOR SALES	JANITOR
09/07/2010	174	\$870.00	\$69.74	11/18/2011	196	\$980.00	\$57.48
09/27/2010	186	\$930.00	\$50.05	12/09/2011	209	\$1,045.00	\$105.79*
10/18/2010	210	\$1,050.00	\$69.15	01/27/2012	SNOW CANCELATION		
11/19/2010	174	\$870.00	\$23.21	02/13/2012	218	\$1,090.00	\$11.83
01/22/2011	183	\$915.00	\$202.15	03/09/2012	234	\$1,170.00	\$11.74
02/12/2011	192	\$960.00	\$213.59	04/13/2012			
03/25/2011	223	\$1,115.00	\$28.60	05/11/2012			
04/15/2011	237	\$1,185.00	\$45.70	06/15/2012			
05/27/2011	203	\$1,015.00	\$114.41				
06/17/2011	184	\$920.00	\$92.21				
TOTALS	1966	\$9,830.00	\$908.81	TOTALS	857	\$4,285.00	\$186.84
AVE PER DANCE	197	\$983.00	\$90.88	AVE PER DANCE	214	\$1,071.25	\$46.71

*This reflects a miscommunication with RSU on janitor staffing. RSU assigned 3 janitors. The fees after this date reflect the changes implemented by RSU facilities manager, David Ham.

**Chuck Foster receives half of the net door sales.

ITEM 16. Code Enforcement Officer, Dan Whittier, issued two letters of violation this week. The first violation resulted from cutting trees too close to the high water mark. Mr. Whittier received an anonymous complaint from a resident and followed up with the homeowner

at the property in question. After talking with the homeowner and reviewing the site, he determined that there were more trees cut than is allowed by the Town's Shoreland Zoning Ordinance. This spring, Dan plans on meeting with the homeowner and a licensed forester to determine the best replanting strategy to bring the property back into compliance. Dan wants to remind people that the Shoreland Zoning ordinance is in place to preserve our pristine lakes and that landowners should check with his office before clearing any trees in the zone.

The second letter of violation was issued to the estate of Walter Goding. Numerous items of old equipment have been stored at 910 West Broadway. The Town has given the property owner ample time to remove the equipment or maintain it as a properly licensed junkyard which would require a proper fencing around the equipment. Mr. Whitier has issued a letter of violation giving the owner 14 days to remove the equipment or to obtain a junkyard permit. He has not received any response yet.

ITEM 17. Although walking at 1:30 in the morning is not a crime, it will raise suspicion. This week while on routine patrol, Officer Mark Fucile noticed a man walking beside the road on West Broadway about this time of the morning. Officer Fucile decided to check the man who he identified as Brandon James from Charleston. During this check Officer Fucile discovered there were two warrants for his arrest and also discovered drugs in his possession. Brandon James was arrested and charged with unlawful possession of a Schedule W drug. Police Chief, William Lawrence, said this is one of the best crime prevention patrol methods the department utilizes. Great job, Officer Fucile!

ITEM 18. In closing, I wish to thank the Town Council and the citizens of Lincoln for the opportunity to have served you over the last 20⁺ years. It has been an honor and a privilege to work with many talented employees, volunteers and elected officials. Over the last few weeks, I have taken the opportunity to reflect on the many accomplishments the team of employees has achieved as well as the steady growth our community has experienced. Lincoln is in very good shape fiscally and has a strong team of managers who will continue to provide excellent services to this community. I have enjoyed my employment with the Town of Lincoln and I appreciate the many, many well-wishes and expressions of appreciation I have received over the last three weeks. Thank you for your support and God bless each of you!