



**Department Manager's
Monthly Reports
July 2010**

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Introduction

The following reports are submitted by each department manager on a monthly basis. The information contained in these reports highlight the activities of each department. The Department Managers report on their management, achievements, equipment maintenance, employee development as well as issues that have arisen in their respective departments.

I welcome feedback from our residents on how we are doing; whether there is something we can improve upon, provide more information on or something we are doing right. All feedback is good! Please email me at town.manager@lincolnmaine.org or call me at 794-3372.

Lisa J. Goodwin
Town Manager

Records Department

M O N T H L Y R E P O R T

DATE: August 2, 2010
TO: Lisa J. Goodwin, Town Manager
FROM: Diana V. Hill, Town Clerk
RE: July 2010

ACTIVITIES:

There are several law changes affecting vital records which went into effect on July 12th. Vital records are no longer open to the public and anyone requesting a record must show proof of identification as well as proof of eligibility. This means that even people requesting records by mail must use our application and send a photocopy of their identification. The fees for certified records increased from \$10.00 to \$15.00 for the first copy and from \$5.00 to \$6.00 for each additional copy of the same record purchased at one time. Marriage licenses increased from \$30.00 to \$40.00 and Disposition of Remains (burial permits) increased \$5.00 to \$20.00. The legislature instructed the Department of Health and Human Resources to make this department self-sufficient. As a result, fee increases have been imposed on municipalities to create revenue for the state. Although municipalities have not yet been notified as to how much of the fee increase will be paid to the state, it is anticipated that it will be approximately 25%. Prior to the law change, all fees collected for vital records remained in the municipality. The law change has required that this office create new revenue accounts to track these funds as previously all vital records revenue was placed in one revenue account for all clerk transactions. A new spreadsheet was created to track daily transactions for ease in reporting. New request forms were developed to include the necessary data required by the law change.

On July 13th the fee for passports also increased from \$100.00 to \$135.00 for the Passport Book and from \$45.00 to \$55.00 for the Passport Card. The entire fee increase is paid to the Department of State with the town receiving no additional revenue. The day before the fee change went into effect we processed 14 passport applications! In July 2010 the office accepted 82 passport applications compared to 57 in July of 2009. The revenue received by the town for providing this service in the month of July totaled \$2,050.

The month of July has been a “catch-up” month for me. I completed updates to the Municipal Code and Election Book which captures the results of all election history for Lincoln, as well as the voter history report from the June Primary Election. I prepared and sent out the bid for printing and binding of the FY2010 Annual Report. Award of this bid will be presented to the Town Council at its August meeting.

Tax Collector, Tracie York, prepared and mailed 352 30-Day Notice letters informing taxpayers that they have until August 19th to make their account current before a lien is filed

against the property. This procedure and time line is mandated by State law and Mrs. York must maintain a very tight schedule through the whole process. Part-time Counter Clerk, Pat Cole, helped Tracie by creating the mail merge and printing address labels for the certified mailing process. All front office staff helped with applying labels and stuffing envelopes when available.

Caitlin Brinkman is our Wellness Coordinator. This month, the class Preserving Your Harvest was presented. Attendance was down somewhat over past classes. Those attending learned some important facts about canning. This class was a follow-up from the spring training on gardening.

Below is a chart showing the number of daily receipts produced in the Town Office from FY06 to FY10. Tracking these receipts helps to manage staffing levels. Providing effective customer service is this office's primary goal. In order to have the appropriate staffing levels to meet customer demand, this tracking system allows for easy scheduling for training, vacations, and other work projects so that the customers' needs are taken care of without a long wait.

MONTHLY RECEIPT TOTALS FY2006 TO FY2010					
Month	FY06	FY07	FY08	FY09	FY10
July	1754	1559	1655	1713	1912
Aug	1497	1464	1390	1463	1358
Sept	1149	1122	1057	1360	1609
Oct	1073	2267	2052	2539	1774
Nov	1641	3370	3507	3643	3004
Dec	3888	2170	1617	1920	1484
Jan	3053	1513	1678	1930	1776
Feb	1347	1455	1202	1170	1384
March	1678	1430	1364	1099	1584
April	1943	1811	1994	2231	1384
May	3721	3788	3883	3930	3589
June	1974	1953	1871	2018	1496
Yearly Total	24718	23902	23270	25016	22354
Monthly Average	2060	1992	1939	2085	1863

TRAINING:

I attended year two training at the New England Municipal Clerks Institute from July 17th to the 23rd. The institute is a three-week course broken down into one week segments each July. Each year there are a variety of subjects offered to enhance the clerk's skills and abilities. This year's courses included: creative conflict, computers, problem solving, public speaking and municipal law. This training is also an excellent opportunity to network with clerks throughout New England learn different ways of providing service as well as ideas on how to manage more efficiently and effectively.

Counter Clerk/Assessor's Clerk, Caitlin Brinkman, presented a training session on Outlook to the Department Managers at their July 12th meeting. This is a valuable tool that will help us keep organized and meet certain deadlines.

Finance Department

M O N T H L Y R E P O R T

DATE: August 3, 2010
TO: Lisa J. Goodwin, Town Manager
FROM: Gilberte Mayo, Administrative Assistant/Treasurer
RE: July 2010

PROJECTS:

Our **outside audit firm** came to Lincoln on July 7th to begin the process of auditing the Town's books for **fiscal year ending 6/30/10**. Mr. Hollingsworth and his associates reviewed Town Council minutes, accounts payable and Treasurer's warrant information, bank statements and reconciliations, payroll quarterly reports, employee files, union contracts, new lease and debt documents, tax abatements, and tested vehicle excise tax and registrations. They are scheduled to return to Lincoln to complete their review work on August 9th. Prior to their arrival I worked on the debt analysis report. I also entered the new expense and revenue appropriations for the new 2011 fiscal year budget reports. Melissa updated the reserve, capital project, and small trust fund spreadsheet to include all activity for FY2010 (donations received, interest earned, and checks written). Melissa's work on this spreadsheet has saved me an enormous amount of time. Melissa also completed the employee accrual report and verified with department managers its accuracy. Diana Hill and I reconciled the perpetual care trust fund for all new donations received this fiscal year. Melissa has completed and submitted the report that updates all salary increases effective July 1st so that income protection and life insurance benefits can be updated by MMEHT.

Regular duties for the month of July included completing the following **quarterly reports**: payroll quarterly reports for 941-FICA and the quarterly unemployment report and labor statistic reports. While completing the IRS 941 report, I found that the Town may be eligible to receive a refund of social security taxes paid for employees who qualify under the HIRE act that was passed by Congress on March 18, 2010. This allows any new employee hired between March 18, 2010 and December 31, 2010 to sign a statement that proves they were unemployed or did not work for more than 40 hours for the 60-day period prior to being hired by the Town. Eighteen employees signed the W-11 and their wages paid for the second quarter 2010 will not be FICA taxed.

A new law that was effective July 12, 2010 required all full time employees to sign an election/non-election form for the **MainePERS (formerly known as the Maine State Retirement System)** retirement plan. The completed forms were submitted prior to the deadline to MainePERS and a copy placed in the employee's personnel file.

With the help of the cemetery crew and the recreation assistants, our **annual yard sale** was accomplished. I want to thank Ron and his employees for their continued help and willing attitude. Using the yard sale process to sell unnecessary items has cleaned out Ballard Hill from unwanted and unused equipment. The Town received \$146.85 from the proceeds that will be deposited into the reserve accounts for future equipment purchases.

The Town received new vehicle insurance cards from our new carrier – Neal Associates/Varney Agency this month. Melissa has distributed the new **vehicle insurance cards** to the department managers for the upcoming fiscal year.

The quarterly **concealed weapons permit report** has been completed and submitted to the State. This report totals the number of new and renewal applications processed by our police department with a check forwarding the State's share of the permit fees. Beth Jobs, our Public Safety Administrative Assistant, is responsible for meeting the public and accepting these applications and fees. We processed 36 renewal applications and 33 new applications from our residents this fiscal year.

As a result of the **tax acquired property foreclosure process**, I researched and prepared a quit claim deed and the transfer tax forms for the high bid for the property that was sold at 90 Milts Way. I have had a number of discussions with the U.S. Department of Justice representatives about their continued interest in real estate owned by Donald Russell located at 22 Phinney Farm Road. I received formal notification that the US DOJ has seized this property through their forfeiture proceedings.

Motorbrain notified me late during the FY2011 budget preparation that the computer server that currently runs the Town's computer network is five years old and needs to be replaced. Next, our Northern Data Systems server crashed at the beginning of July because it was infected with a virus causing a lot of inconvenience to our residents and more manual work for our employees. Both of these incidents lead me to research and request information from both Motorbrain Inc and Northern Data Systems about other alternatives for running our computer network. Both companies have other alternatives that could give the Town the necessary security of relying on our computer to stay current and be available when needed to do our everyday activities for our residents. I am requesting proposals from both these companies on what it would cost the Town to have a virtual server at their location and what the cost of disaster planning would cost for our current and future computer needs. This will help the Town by not having the hardware located here at the Town, but rather located at the business that we chose and purchasing disaster insurance that will help the Town if misfortune descends. I plan on getting these proposals ready for your review in the near future.

SAFETY COMMITTEE:

A representative from MMA taught our **wellness class** for July on the topic "**Preserving Your Harvest**". Caitlin worked on securing the speaker, refreshments and door prizes. These wellness classes are paid by grants received from Maine Municipal Employees Health Trust.

I have completed and filed a **Safety Scholarship Grant with Maine Municipal Association** so that I might have an opportunity to attend the annual wellness and safety

conference being held in Augusta this year. That grant, if awarded, will pay up to \$500 for safety training.

The July agenda of the **Safety Committee** included **inspections** of the Public Safety Building, Fish Hill generator, Ballard Hill Community Center, the cemetery tomb, and all playgrounds. **Incidents/accidents** discussed included: fire alarm pulled by child at Library, public works employee rolled ankle on job site, hanging plant was stolen from the public safety building, damage done to Ladder 1 while driving out of the public safety building, stolen WII equipment reported at Ballard Hill Community Center, smoke from backhoe after using the equipment in the wood pit, criminal activity at the rear of the Library, patron vomited in the waste can at the Library, child complained of neck pain while swimming at Prince Thomas Park, participants hurt during farm league and track meet, water rescue at Prince Thomas Park, lawn mower rolled down the embankment at Ballard Hill Community Center, participant cut toe on ladder at float and three residents were stung by bees all occurring at Prince Thomas Park, damage to vent at bathhouse at Prince Thomas Park, employee picked up broken glass on Main Street and cut hand, employee broke molar while eating at a function, and employee sprained ankle on front stairs at Town Office. The **near miss and employee safety reports** included: report of secondary oil containment tank too close to the baler at the Transfer Station, clarification of the type of safety goggles recommended by safety inspector, and smoking street light on Main Street.

GENERAL ASSISTANCE:

The general assistance **statistical and expense reports** to the State Department of Human Services were completed in July. The **Salvation Army quarterly report** showing the number of families assisted and vouchers issued for the quarter were also completed.

General Assistance – Fiscal Year 2011		
Basic Need	Paid July 2010	Paid YTD
Housing	0	0
Heating (all types)	0	0
Utilities (electric, water, sewer)	0	0
Food	0	0
Medical	0	0
Household & Personal Supplies	0	0
Burials/Cremations	0	0
Total	0	0

PERSONNEL:

I completed my **employee evaluation** for fiscal year ending 6/30/10 and have reviewed this document with Melissa. Goals have been set that include getting more training for Melissa on tax liens and tax acquired property.

Assessing & Code Enforcement Department

M O N T H L Y R E P O R T

DATE: August 2, 2010
TO: Lisa Goodwin, Town Manager
FROM: Ruth E. Birtz, Tax Assessor
RE: Monthly Report for July

Assessing Activities:

The Department of Revenue completed the annual audit of the Assessing office this month. The auditor conducts an annual review of property records, exemption files, tree growth files, abatements issued, supplemental bills issued, and compares current selling prices to the assessments on record. The auditor found Lincoln's assessment records in good shape. He was especially pleased with the efficiencies that had been implemented this year such as the automation and tracking of supplemental bills and abatements and the assessment manual that is being compiled as Mrs. Brinkman receives training for her CMA. The only recommendation the auditor had was in the area of waterfront property to see it broken out more in the property type coding and also to develop an Excel spreadsheet on Farm and Open Space. On the valuation side, residential and commercial property valuations are at 93% and waterfront is at 73%. The auditor wanted the waterfront valuations to increase by at least 20% this year. However, sales statistics for the year indicate waterfront prices at 100% of assessments. Once I was able to show the auditor the sales statistics for this year he was satisfied with the 5% overall adjustment made. There will be no adjustment of waterfront values for next year.

I have stated in the past that we do not experience the real estate highs and lows like the rest of the country. We experience the national trends 12 to 18 months after the rest of the country. I have seen an increase in foreclosures for July. Along with the increase in foreclosures has come an increase in requests to review property assessments. These reviews have resulted in very few adjustments to property valuations. Financial distress, although I am sympathetic, is not a reason for a reduction in valuation. I have adjusted valuations when I have found the assessment to be inequitable with similar properties and for the overall deterioration of a residence.

Work continues to complete commitment so tax bills can be printed on or around August 9th. Final assessments are being audited for new building improvements and for the personal property accounts. Once these valuations are reviewed and audited Mrs. Brinkman and I will complete the final audit of all property accounts. Work toward completing commitment this year has gone well as far as keeping it within the targeted time frame. Next year I plan to start personal property assessments earlier in the spring and building permit assessments in the fall so that commitment can be completed earlier. To date, value estimates given for the FY2011 budget are very close to what was projected.

Economic Development Activities:

I have also been working to complete the final data for the Comprehensive Plan. One of the tables that will be included in the Comprehensive Plan is an inventory of subdivisions filed in the Town of Lincoln. Since 1975, 136 subdivisions have been approved and 3,655 acres have been taken from undeveloped forestland to building lots. Twenty-eight percent of this acreage is still available. Adding the water and sewer lines as an overlay on the tax maps still needs to be completed for the final draft of the Comprehensive Plan. This item is part of the tax map updates planned for last year. Unfortunately, the cost to complete the tax map updates was more than anticipated and could not be completed in FY2010. It is part of the FY2011 budget and is in process. Mrs. Hilton has received permission to submit the draft plan to the State without this map.

The Grant Committee did not meet this month. Chief Minckler submitted a regional grant. The committee will resume regular meetings in August. At that time, I will be looking for progress reports on Library grants and two Community Development Block Grant applications.

Training:

Mrs. Brinkman's assessing training was stepped up this month in preparation for her Certified Maine Assessor's exam in Belfast on August 6, 2010. This exam is scheduled to take 8 hours. The first 4 hours is dedicated to questions on State Law governing taxation. The afternoon session will be four sections with 50 multiple choice questions. Section one deals with the Assessor's responsibilities, section two deals with the measuring and assessment of land, section three deals with the grading and assessment of improvements on the land and section four is on statistics. Jerry and I did not attend any training in July.

Grant	Awarded	Open/Pending Award
FEMA Grant –Fire Department	\$149,744.00	Pending
Airport-Vegetation Grant	\$66,100.00	Open
CDBG-Elderly Housing	\$250,000.00	Pending Closing Audit
CDBG-Public Infrastructure	\$312,253.62	Not Granted
Energy Efficiency & Conservation Grant	\$80,000.00	Not Granted
Police Department Laptop Grant	2 laptop computers	Open
Children's Fishing Pond Grant	\$38,600.00	Open
Herb & Ellie Bailey-Skate Park Grant	\$39,019.00	Not Granted
Sprint for Life Party Patrol Police	\$5,152.00	Open
Speeding Enforcement Grant	\$2,934.00	Open
Strategic Underage Drinking Enforcement	\$8,000.00	Open
Drug & Violent Crime Initiative	\$4,218.00	Open
Machias Saving Bank	\$2,500.00	Open
United Way Grant	\$2,500.00	Open
MMA Safety Grant	\$2,000.00	Open
Gates Grant-Library	\$1,300.00	Open
Herb & Ellie Bailey Teen Room Library	\$1,750.00	Open
Wellness Grant	Quarterly \$170.00 & \$341.42	Open
Bike Grant	\$156.00	Closed & Purchased

Code Enforcement Activity:

July is always a very busy month for this department. Homecoming is a huge undertaking. Mr. Davis is on hand to set up vendors with water and electric connections. Additionally, he works as Mrs. Crosby’s right hand man directing the placement of everything from portable toilets and stages to barricades to keep the public safe. Every year after the event, he and Mrs. Crosby try to identify problems that need to be corrected before next year’s event. The biggest item this year was that the electrical capacity was maxed out. A plan to add more electrical connections to the Veterans Memorial Square will be included in the FY2012 budget. If more connections are not added, vendors will have to be turned away. While Mr. Davis is busy with Homecoming, I cover both Assessing and Code functions for the office.

Gwen Hilton, the Comprehensive Plan consultant is also a member of the advisory committee for the Land Use Regulatory Committee (LURC). Mrs. Hilton mentioned she has received many complaints regarding how LURC officials enforce shoreland zoning regulations. In response to these complaints she forwarded all the articles in the Bangor Daily News regarding Mr. Davis’ enforcement methods in Lincoln. A recommendation from the board has been passed on to LURC officials that they should adopt Mr. Davis’ methods as the model for enforcement practices for their agency. It really speaks well of Lincoln when our Code Enforcement Officer is recognized as setting the standards for State Agencies to duplicate.

Code Enforcement activity was brisk this month. Mr. Davis was very busy with electrical and plumbing inspections.

**ACTIVITIES: Code Enforcement Activity:
Permits**

		MTD ¹	REVENUES	YTD ²	YTD \$ TOTALS	LY ³	\$ TOTALS 2009
Lakeview Senior Housing is progressing nicely and Tim Horton’s is in process of completing and submitting their building permit.	Building	22	\$771.00	91	\$8,616.00	13	\$20,768.00
Monthly permit activity was down from July of 2009, but the total	Electrical	16	\$440.00	32	\$840.00	6	\$1,270.00
	Plumbing	5	\$453.00	34	\$2,849.50	46	\$1,331.00
	Home Occupation	1	\$20.00	20	\$400.00	35	\$260.00
	Shingles/DEMO	2	\$50.00	46	\$1,850.00	12	\$3,615.00
	Sign	0	\$0.00	11	\$130.00	79	\$220.00
	New Business	0	\$0.00	5	\$140.00	22	\$460.00
	Street Opening	0	\$0.00	1	\$50.00	23	\$110.00
	Wood Boiler	0	\$0.00	1	\$20.00	3	\$0.00
	Subdivision	1	\$150.00	1	\$400.00	0	\$450.00
	Totals	47	\$1,884.00	242	\$15,294.50	358	\$28,484.00

permits for the same period is still above last year. Last year from January to July a total of 162 permits had been issued compared to the total this year of 242 permits issued.

The Planning Board met approved the Celtic Way subdivision submitted by Lakeville Shores. This subdivision is the result of a land swap between Lakeville Shores and Lincoln Paper and Tissue.

¹ Month to date (July)

² Year to date (January – December 2010)

³ Last Year (January – December 2009)

Mick Rogers of the Department of Conservation reviewed the Children's Fishing Pond project. Mr. Rogers said the only things remaining to be done are the installation of a dock and picnic tables. Mr. Davis plans to have these things in place by the fall. Once this is done the final request for funds will be made from the State and the grant closed. The pond's eco system is progressing nicely and all things are looking good for stocking the pond with trout in the spring.

The shoreland zoning violation that has been ongoing on McGregor Drive will not necessitate court action. Mr. Davis conducted a follow-up inspection and was pleased to see significant progress toward replanting on the property. Although the correction plan is not complete, it has progressed to a point where Mr. Davis feels confident the property owner will complete the replanting by the end of the summer.

In boat launch news, the Department of Inland Fisheries and Wildlife has completed the boat launch for the Big Narrows. The launch is located off Furrough Lane, a private road off the Stanhope Mill Road. The erosion problems at the Folsom Pond Boat Launch have finally been alleviated. Diversion ditching and a cross culvert to divert the water into the woods away from the landing was installed along with 15 new concrete planks. The planks were installed at the bottom of the launch to take care of the 1' drop off that was causing damage to boats. Both of these projects alleviate long term concerns on both ponds. The Big Narrows is now stocked with salmon and trout on an annual basis. This will ensure the lake's natural eco-system remains healthy and pollution concerns have been eliminated at the Folsom Pond Boat landing.

Police Department

M O N T H L Y R E P O R T

DATE: August 2, 2010
TO: Lisa Goodwin, Town Manager
FROM: Scott D. Minckler, Police Chief
RE: July 2010

ACTIVITIES:

July was a very busy time for the Police Department. Officers worked on Homecoming, a community meeting, numerous burglary investigations and for only the second time in over 2 years the department answered over 400 incidents. All of this was on top of every day patrol duties. Investigations into area burglaries have led to arrests. Brandon Tolman was arrested and charged in connection with the Ballard Hill Community Center burglary. Tolman was located in possession of some of the Nintendo Wii equipment. Charges to other individuals could follow in the near future.

Homecoming was a success for the Police Department. Officers had to make only 1 warrant arrest during the festivities and there were no major police related issues. The department had 12 of the 18 officers work some sort of shift during Homecoming. I appreciate all the hard work and long hours the officers put in to make Homecoming run smooth. Police Department Homecoming planning for next year has already begun.

I called a community meeting as a result of all the burglaries that the town has experienced. A fantastic turnout of approximately 150 residents filled the Mattanawcook Academy cafeteria to find out ways to combat the growing issue. Topics covered were safeguarding a residence from a burglary, creation of a citizen patrol, and ways the public can protect their neighborhoods. There were many good questions asked throughout the meeting. Overall the meeting was a great success and a lot of good information was obtained by myself and the community. I would like to thank the town for a great response to the community meeting.

The month of July saw officers respond to 428 incidents (see graphs). This is only the second time in 2 years (July 2008) that the department has had this many incidents. In June of 2009 there were 404 incidents. Officers have been strained by ongoing investigations as well as having to respond to more incidents than the department has seen in any one month over the last two years. All this has been done with a department that is still understaffed. Thank you to the officers for their hard work.

PERSONNEL:

The department welcomed Roy Bickford Jr. to the reserve police officer staff. Roy is a Lincoln resident with past law enforcement experience in Florida. Roy is also retired from the military. He is in the process of completing his Field Training Program and should be ready to work sometime in early August.

The department is also in the background process with a candidate for the final full-time police officer position. The new officer will be announced upon completion of all mandatory hiring procedures. We hope to have the officer into the Field Training Program by the start of September.

The Department handled 428 incidents for the month of JULY 2010.

Abandoned Vehicle Complaints	2	Message Delivered Complaints	1
Agency Assist Complaints	36	Motor Assist Complaints	4
Alarm Complaints	9	Motorcycle/Recreation Veh Problem Complaints	1
Alcohol Offense Complaints	2	Noise Problem Complaints	4
Ambulance/ Medical Assist Complaints	7	Nonsufficient Funds Checks Complaints	1
Animal Problem Complaints	24	Overtime Detail Complaints	2
Assault Complaints	1	Parking Problem Complaints	1
Bail Search Complaints	3	Person Wanted Out Complaints	5
Burglary Complaints	22	Police Information Complaints	50
Citizen Assist Complaints	16	Property Check Complaints	33
Civil Matter Complaints	1	Property Damage Non-vandalism Complaints	1
Communications Offense Complaints	3	Public Service Complaints	3
Court Service Complaints	22	Suicide Threat Complaints	2
Criminal Mischief Complaints	4	Suspicious Person/Circumstance Complaints	36
Custodial Interference Complaints	2	Theft Complaints	22
Designated Patrol Complaints	6	Threatening Complaints	3
Disorderly Conduct Complaints	5	Tobacco Problem Complaints	1
DUI Alcohol or Drugs Complaints	2	Traffic Accident, Prop Damage Complaints	18
Emotional/Behavioral Prob Complaints	1	Traffic Hazard Complaints	4
Erratic Vehicle Operation Complaints	14	Traffic Offense Complaints	6
Family Fight Complaints	3	Unsecure Premises Complaints	2
Fraud Complaints	3	Violation of P.O. Complaints	2
Harassment Complaints	8	Violation of Release Conditions Complaints	1
Intoxicated Person Complaints	6	Warrant Arrest Complaints	4
Juvenile Problem Complaints	2	Weapon Problem Complaints	1
Lost or Found Property Complaints	1	Welfare Check Complaints	15
Cases cleared by Adult Arrest	11	Traffic Stops	88
Cases Cleared by Juvenile Arrest	2	Traffic Citations Issued	11
Criminal Summonses	15	Traffic Written Warnings Issued	11
Court Papers Served	19	Traffic Verbal Warnings Issued	56

TRAINING:

Due to a busy month there was no department training.

EQUIPMENT:

The first month of the new fiscal year has seen 3 police cruisers work well and 1 cruiser has needed numerous repairs. The 2005, 2006, and 2010 cruisers have all run well with just routine maintenance and a few minor repairs being conducted. The 2008 cruiser on the other hand is fast approaching the \$1,600 mark in maintenance costs for the month of July. The cruiser has needed new brakes and rotors on the rear, a new battery, a rear pinun seal, a tire repair, and the large repair of a computer that runs the ABS braking system. Some of these costs are routine items, but others like the braking system is something that the officers driving the vehicle have no control over. This was just a computer that broke on its own but needs to be repaired because it is a safety issue. This repair alone is approximately \$900.

The graph below is the total mileage for each cruiser in service, as well as the total mileage driven during the month of June.

Lincoln Police Vehicle Report		
Cruiser	Mileage	Total Miles
2010	24,455	2967
2008	120,356	4013
2006	150,338	1349
2005	150,053	252

OVERTIME:

In July there were 10 hours sick time used and a cost of \$120 to fill the shift with a reserve officer. There was no vacation days used. There were a total of 15 PTO hours used for a cost of \$255 to fill the hours. Regular overtime was used to fill 220 hours of open shifts for a total of \$4,605. Police Officers are often required to appear in court during off-duty time for hearings and trials. There were 21 hours of court time in July for a cost of \$512.75. Officers were required to stay over their shift for a total of 6.5 hours for a cost of \$178.13. There was also a department meeting about homecoming that resulted in 30 officer hours and \$360 in wages. We also had 12 hours of transports to Penobscot County Jail in Bangor at a cost of \$164. There was also Homecoming shifts and extra burglary patrols that were special details at a total of 202.25 hours at a cost of \$3,525.50.

PROJECTS:

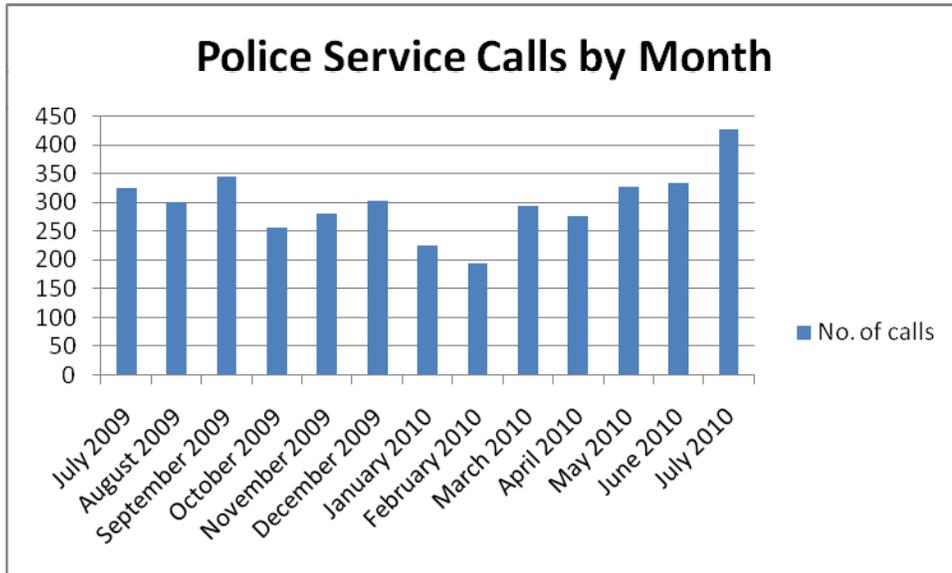
I submitted the 2010 Bryne Justice Assistance Grant application. Penobscot County was given the 2010 Bryne Grant and Old Town Police Department Sgt. Travis Roy is the County administer. Lincoln PD is slotted for \$1,336 that can be spent on equipment for the department. The grant was completed, submitted to the Grant Committee for review, and was sent to Old

Town PD before the deadline. An answer on the grant should be known sometime in early September.

MISCELLANEOUS:

I would like to thank Beth Jabs for her continued work for the Police Department and the work she does on the graphs within the monthly report.

The graph below shows Police calls for service by month for the last year.



Fire Department

M O N T H L Y R E P O R T

DATE: August 1, 2010
TO: Lisa Goodwin, Town Manager
FROM: Phillip L. Dawson Jr., Fire Chief
RE: July 2010

ACTIVITIES:

As of July 31st, we responded to 25 calls and requests for service with 24 in Lincoln and one call in Chester, 7 of which were toned calls.

Haskell Lumber experienced a fire on the 13th at their new facility. An equipment malfunction caused a fire in one of the bins resulting in a very hot and smoky situation. Once power was cut to the building, firefighters were able to locate access and extinguish the fire. The fire had set off a couple of sprinkler heads that provided a source of steam as the water fell on the hot equipment. Fire crews cleared the scene a little over an hour later with apparent minimal damage and no injuries.

We responded to Lincoln Paper & Tissue on the 15th to an electrical fire at a transformer sub-station. There was a failure with a piece of electrical equipment that involved one of three transformers handling 44,000 volts. Initially the failure resulted in the breakers at the Chester sub-station feeding the 44,000 volt line to kick out causing the mill to go down. The system attempted to reset itself automatically and the lines re-energized resulting in a small explosion and fire at the LP&T site. There was a small fire at the base of one of the transformers inside a fenced in area. I requested that the Bangor Hydro respond to the mill's main sub-station to lock it out and we initiated a lock out tag out at the sub-station as well as the electrical machine room to prevent a back feed to the transformers. Once this process was completed firefighters extinguished the fire with dry chemical extinguishers. The coordination between the fire department and mill personnel went very well and there was minimal damage and no injuries. Fires at these industrial complexes are extremely dangerous due to the machinery and very high voltage involved.

Homecoming from the fire department perspective went well. The majority of fire department personnel had assignments ranging from traffic control and parade walkers to fire/EMS patrols. As you may have noticed our walkers walked primarily along Main Street helping with safety by keeping children out of the road and looking for people who may need water due to the very warm weather. Our fire/EMS patrols consisted of Penobscot Valley Hospital Unit #2, Mattawamkeag Rescue and Lee Rescue and some of our firefighters who were EMT's. They provided a valuable and needed assistance responding to various emergencies primarily heat related. Our personnel handed out all but 50 of the 408 donated and purchased

bottles of water. We were very fortunate that there weren't more people stricken by the heat. Our fire/EMS patrols responded to 14 calls. I thank all of the public safety and emergency personnel who helped contribute to a safe homecoming event.

On the 31st the fire department responded to the Jeremy Dill residence for a well involved garage fire that was within 20 feet of the residence. Firefighters reacted quickly to the situation by applying water to the fire closest to the residence. This attack resulted in very little damage done to the residence, however, the garage structure that was a total loss. Crews and tanker trucks responded from Lee and Howland to assist with this intense fire. Crews did an excellent job saving the home.

The fireworks were very spectacular although they kept us on our toes. Strong winds pushed the fireworks back over the ball field and resulted in burning debris falling down onto the Wilson Street homes and into the trees. Within about five minutes we had to suspend the fireworks to enable me time to re-position firefighters and have them check the area covering several hundred feet for fire. Once I was satisfied with the reports the show was allowed to resume to its conclusion with firefighters positioned at various points to keep an eye on things. We appreciated everyone's patience during this process and the assistance of the area homeowners.

July Service Calls				
	July Occurrences	Ave Labor Costs:	FY11 Occurrences:	FY11 Avg Labor Costs:
	:			
<i>Incident Type:</i>	MTD	MTD	YTD	YTD
Fireworks	1	631.40	1	631.40
Parade	1	1,160.26	1	1,160.26
Structure Fire	2	1,568.61	2	1,568.61
Utility Problem	3	442.08	3	442.08
Vehicle Accident	2	278.50	2	278.50
TOTALS:	9	4,080.85	9	\$4,080.85

July Training				
	Hours	Ave Labor Costs:	FY11 Avg Labor Costs:	FY11 Hours
<i>Training Type:</i>	MTD	MTD	YTD	YTD
Department Class Training	0	0	0	0
Department Field Training	34	240.00	240.00	34
Engineers Class Training	0	0	0	0
Engineers Field Training	0	0	0	0
Other Fitness				
TOTALS:	34	\$240.00	\$240.00	34

OVERTIME:

Overtime is a cost we work hard to control. Department staff is scheduled to insure the greatest impact on calls for service. However, staffing levels can be adjusted to control costs.

During the month of July, staff used 141 hours of accrued vacation time. In this same period, the department paid out a total of 141 hours in overtime for vacation replacement at a cost of \$2,998.76. In the same time period, employees used 14 hours of sick leave while 14 hours of overtime was paid out to cover these vacancies at a cost of \$302.19. This particular overtime cost is more difficult to forecast as it centers on unexpected illnesses and employee health. Vacation replacement is easier to manage as current staffing levels weigh in on the vacation approval process.

Regular Overtime is used to cover incidents where extra manpower (Engineers) were called in to cover seven toned incidents (11 hours for \$232.01), PTO (10 hours for \$220.65), Homecoming parade and fireworks details (52.5 hours for \$1,127.53) and training (6 hours for \$126.72) that resulted in \$5,007.85 for 234.5 contractually paid hours. This account also covers overtime used for workers compensation replacement, special events and details.

PERSONNEL:

Engineer Ken Lovdahl reported that eleven business inspections were conducted in July with no reportable issues noted. All Town owned fire extinguishers were inspected with no reportable issues.

I recognize our engineers and firefighters who made themselves available to assist with the Homecoming activities. They did a great job with the safety aspects as well as maintaining vigilance to the best of their abilities. With the assistance they lent to the known various medical issues to the numerous bottles of water to those spectators and parade participants who appeared in need, I believe they were instrumental in minimizing the medical issues. Those who were involved in traffic details were of significant assistance to the police department. I thank them for a job well done.

CALL DEPARTMENT:

There were 7 toned calls and 1 training meeting. Training consisted of hose coupling, hose advance and water nozzle patterns. The Fire Company experienced a very busy and successful fundraising during Homecoming. They set up concessions at the parking lot of Steaks & Stuff and at Cobb Field during the festivities prior to the fireworks. Initial reports were that they were much busier at Cobb Field.

EQUIPMENT:

There are no other reportable issues.

APPARATUS:

There are currently no other apparatus issues.

BUILDING MAINTENANCE:

Engineer Slomienski reports that there is no building maintenance.

TRAINING:

July 20th – Hose coupling, attack hose advance and water nozzle use.

Firefighters were broken up into teams to practice coupling 200' attack lines. Advancing as a team the attack line utilized proper water nozzle patterns until reaching a predetermined point to accurately engage and knock down a target with the proper water pattern. We then added a stress to the exercise by pitting the teams against each other for time while simultaneously completing the exercise properly.

SAFETY:

Code Enforcement Officer Jerry Davis and I inspected the Fish Hill site for reportable issues and conducting a monthly inspection. While there I conducted an emergency generator test which also tested the electrical transfer switch. No reportable issues were noted.

Engineer Millett reports that there are currently no safety issues.

Public Works Department

M O N T H L Y R E P O R T

DATE: August 2, 2010
TO: Lisa J. Goodwin, Town Manager
FROM: David Lloyd, Public Works Director
RE: July- 2010

ACTIVITIES:

This month the public works crew completed the ditching project on Penobscot Valley Avenue. The section of road between the railroad crossing and West Broadway is scheduled to be paved in FY-2011. We still have one cross culvert that needs to be replaced but due to conflicts with other projects it was placed on hold for the time being.

The dry weather we have experienced this summer has increased the calls for liquid calcium chloride. We have purchased another 4,200 gallons and have already used 1,500 gallons of that just on roads that we were working on to reduce the dust in the work area. This year it has been more difficult to keep the gravel roads graded up due to the dry conditions. We have suspended our grading until we receive some rain. We need some moisture in the gravel to help keep the fines together so the road surface will pack. Without some moisture the road surface is actually just blowing away when traffic travels over the road.

After meeting with a resident on Worcester Way last month and learning of his concerns about the silt and fines from the road washing into the lake, I researched just what we could do in the area to prevent this from happening. The Town of Lincoln only maintains a 30.5 foot right of way and there were also two leach fields that are just off the right of way making it almost impossible to build a ditch to direct the water runoff into the existing culverts. My concern was if we removed the trees and ditched that section of road it might have been a direct route for the septic material to enter the watershed. The landowner also mentioned that he would hate to see the trees cut on that section of road. With all this in mind I opted to build the center of the road up with screened gravel to try to force the water onto one side of the road until it reached the cross culvert. Several days after completing the project the landowner called to say that he had the chance to view the road after a pretty severe rain shower and he was very satisfied with our efforts.

The residents of the Folsom Pond Road Association are pleased with our repair of the boat launch on that lake. This launch has been a concern with the residents for a few years as each spring the sand and silt would wash down the road and enter the lake. Jerry Davis and I viewed this site earlier this year and could see by the plume of brown sand on the ice in this area that it was indeed a concern we needed to address as soon as possible. After contacting the Department of Conservation and securing 15 ramps for the site the PWD went to work ditching

along the property belonging to the Town of Lincoln. In all the crew spent two full days improving the ditching and installing the new ramps. I spoke with one of the road association members after completing the project and he said we exceeded his expectations on the boat launch site. I also informed him that if they should have any other concerns regarding the boat launch site to contact me and I would try and address them as soon as possible.

This month the Town Manager Lisa Goodwin and I attended a meeting with MDOT Officials to discuss the new Highway Simplification Study. This new policy might turn the rural State roads back onto municipalities for summer and winter maintenance. I was not happy to hear that we might need to start maintaining about 15 more miles of roadway in the Town of Lincoln. Although I do agree with MDOT that this would improve customer service for residents living on these roads in Lincoln, it would also increase the PWD budget to cover the extra manpower, equipment and materials that these roads will require. The MDOT and MMA are still researching all of the pros and cons of the study and I intend to be at every meeting to voice my concern regarding the municipalities and our role in road maintenance.

EQUIPMENT:

The excavator that the town rented has allowed us to gain some much needed ground in the areas around town that we had fallen behind in ditching. This year I opted to rent an excavator with a ditching bucket to see if it would decrease our ditching time. This is probably the most efficient machine that we have rented. The wider bucket has allowed the operator to ditch probably 50% more than what we could with regular bucket.

TRAINING:

No training to report this month.

AIRPORT:

I have been working closely with our airport consultant Hoyle Tanner & Associates to secure funding for our FY-11 CIP (Capital Improvements Plan). The Town of Lincoln has been awarded a grant for the phase II obstruction study at Lincoln Regional Airport. This grant is a multi part grant which totals over \$123,000. Once we have all the safety concerns corrected we can start to develop LRG so it will become self sufficient in future years.

Transfer Station Department

M O N T H L Y R E P O R T

DATE: August 3, 2010
TO: Lisa Goodwin, Town Manager
FROM: David Lloyd, Transfer Station Director
RE: July 2010

ACTIVITIES

This month Peter Stitham started his duties at the transfer station. Peter replaces Richard Bridges who submitted his resignation in June. Peter's first few days consisted of reading safety manuals, reading our policies and trying to learn our daily routine. Our first goal was to teach Peter how to change a trailer as this will be one of his duties when our full time driver is unavailable. Having Peter trained to perform this will reduce the PWD overtime because if I was not available to assist the crew on a Sunday it would require a two hour call in for the PWD employee.

We shipped out two loads of shingles this month with CRPC. These will be processed into CR material and we will receive about 40 cubic yards of this material back that we will be able to utilize on PWD projects. Dan Ireland called to inform me that the landfill in Greenbush is in the process of closing and is now accepting shingles at \$50 per ton. I contacted the State Planning Office to discuss the possibility of land filling these shingles rather than recycling. I was told that it was possible to landfill asphalt shingles but we would lose this tonnage on our end of year report that we file with the State of Maine.

Wood waste is becoming a bigger concern due to the volume that is being brought into the facility. There were several days that we could not burn due to high winds which the crew thought was too dangerous to attempt to burn. I rely on the Fire Department to determine whether it is too dry, and my employees to decide if it is too windy to burn.

EQUIPMENT

We now are operating the station with a programmable logic computer. This is a small unit that is programmed to perform a certain task when we run the compactor. Each time the operator pushes the start button the unit will perform the task that is programmed. So far the new unit has not had any problems. We have shipped out eight loads of waste and only one was light (92,000 lbs) and we think that load might have had a lot of bulky waste, which does not compact well.

The backhoe needed some vehicle maintenance this month. The front tires were replaced due to being work down to the point the foam filling started to show through and the crew also replaced the cutting edge on the front bucket.

PERSONNEL

The Transfer Station is currently staffed with three very hard working individuals and when one employee takes a vacation it requires me either to try and staff the facility with only one employee for two days a week or to offer overtime. I feel it is too much responsibility and a safety concern to have only one employee on site all day. Trying to manage items such as wood waste, electronic waste, mercury recycling and assisting residents is too much for one employee. This decision will over spend the wages line item but I feel I can make it up in another area.

TRAINING

No training this month.

Materials

This month we shipped 1 load of light iron. We have collected an estimated 14,000 lbs. of cardboard, 10,000 lbs. of newsprint, 200 lbs. of plastic, and 500 lbs of glass.

	MTD¹	FYTD²	Comments
Cardboard	0	00	1000lbs. per bale
Newsprint	0	00	1500lbs. per bale
Plastic	0	00	300lbs. per bale
Light Iron & Tin	1 load	1 loads	Tons vary per load
Glass	0	0	20 tons per load
Ash	0	0	12-15 tons per load
Shingles	1	1	20 tons per load
Sheetrock	0	0	20 tons per load
Waste Oil	0	0	Gallons shipped
Mercury	380	380	# of items shipped
Equipment Tires	0	0	lbs of items shipped
Freon Removal	36	36	# of units

¹ Month To Date

² Fiscal Year To Date

Equipment Maintenance Report

Equipment	Comments								
1997 John Deere Backhoe	<ul style="list-style-type: none"> We put 41 hours on the backhoe Peter, Keith and Troy have performed all the regular maintenance. Clean air filters twice weekly, because of ash from wood pit. 								
Ryder Truck	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Starting Mileage³</td> <td style="width: 20%; text-align: center;">106,405</td> <td style="width: 30%;">Ending Mileage</td> <td style="width: 20%; text-align: center;">107,595</td> </tr> <tr> <td>Total Miles</td> <td style="text-align: center;">958.10</td> <td>Total Fuel</td> <td style="text-align: center;">288.77</td> </tr> </table>	Starting Mileage ³	106,405	Ending Mileage	107,595	Total Miles	958.10	Total Fuel	288.77
Starting Mileage ³	106,405	Ending Mileage	107,595						
Total Miles	958.10	Total Fuel	288.77						
Trips to PERC	<u>Troy J. 8 Tim H. 3 Glenn T. 1</u>								
2003 John Deere Skidsteer	<ul style="list-style-type: none"> We put 16 hours on the skid steer this month.. 								
2004 Steco TS-01	<ul style="list-style-type: none"> Troy cleaned the front of the trailer where the cylinder connects. 								
2004 Steco TS-02	<ul style="list-style-type: none"> Tail lights cleaned, doors greased once weekly. 								
Recycling Baler (cardboard and tin cans)	<ul style="list-style-type: none"> Keith and Troy performed Regular Maintenance (Log at TS) 								
Recycling Baler (newsprint and plastics)	<ul style="list-style-type: none"> Peter, Keith and Troy performed Regular Maintenance (Log at TS) 								
Trash Compactor	<ul style="list-style-type: none"> Peter, Keith and Troy performed Regular Maintenance (Log at TS) 								

This report summarizes the equipment maintenance activity.
Daily inspection records are kept to monitor maintenance

Penobscot Energy Recovery Company (PERC) Trash Tonnages⁴

	Calendar Year			Fiscal Year			
	2010	Tons	Tipping Cost	2011	Tons	Tipping Cost	Cost
Jan-10	258.48	\$72.20	\$18,662.26	July-11	294.97	\$72.50	\$21,385.53
Feb-10	254.11	\$72.20	\$18,346.74				
Mar-10	287.62	\$72.20	\$20,766.16				
Arl-10	295.01	\$71.50	\$21,093.22				
May-10	324.29	\$71.50	\$23,186.74				
Jun-10	352.96	\$71.50	\$25,236.64				
July-10	294.97	\$72.50	\$21,385.53				
	2,067.44		\$148,677.29				

³ As of first of month.

⁴ Lincoln's Guaranteed Annual Tonnage to PERC is 3,900 tons.

Cemetery Parks & Recreation Department

M O N T H L Y R E P O R T

DATE: August 4, 2010

TO: Lisa Goodwin, Town Manager

FROM: Ronald Weatherbee, Cemetery, Parks and Recreation Director

RE: July 2010

ACTIVITIES

The month of July was filled with a variety of activities involving all ages. Boot Camp exercise class met with the most enthusiasm that any new program has over the past years. We also offered adult trips to Columbia Falls, Port Clyde and Thomaston during July for those wishing to get away without driving. For the younger participants we had swimming lessons, arts and crafts, Discovery Camp, Farm League, walking, T-ball, basketball, track and field, soccer and music. Also for the youngsters July saw clinics in cheering with Ashley Dill, basketball with Brian McDormand, football with David Hainer and soccer with Steph Dubay. The department also sponsored our annual trip to Funtown/Splashtown with a variety of ages ranging from 5 to adult.

Calpine TMG of Texas made a donation that allowed us to purchase 15 additional wrestling singlets and 15 pieces of head gear equipment. These will be used to supplement the ones we purchased as we did not have enough singlets and head gear for each participant. In previous years the wrestlers did not have uniforms or head gear, both of which were a safety concern that needed to be addressed. This donation from Calpine was made because they like to give help in their employee's hometown. Josh Sutherland is employed by Calpine and has been a wrestling volunteer this summer.

PERSONNEL

- Shelly Crosby spearheaded another great Homecoming Festival. The compliments flowed in about all that she did to help make it a success.

Program Enrollment	Total
Arts & Crafts	32
Basketball Camp	24
Coed Basketball	14
Creatures in Backyard	19
Coed Soccer	13
Soccer Camp	23
Farm League	42
Discovery Camp	13
Cheering Camp	11
Football Camp	19
Swimming Lessons	86
T-Ball	28
Track & Field	29
Tennis	17
Funtown Trip	26
Adult Trips	11
Zumba	21
Total	428

- Ryan Cahill had a rescue at Prince Thomas Park while he was lifeguarding.
- The cemetery staff of Chris Arnold, Mike Downs, Teddy Martin, Raymond Tilton, Cameron Okeson, Jarrett Schick and Ryan Crane were outstanding during the Homecoming Festival as they balanced their daily duties with the additional duties that go with Homecoming.
- Abbie Quintela volunteered with our T-ball, Cheering Camp and Farm League programs for the summer.
- Assisting Coach Hainer at the Football Clinic were Coach Dan MacEachern and high school players Chase Vicaire, Travis Sutherland, Cody McDonald, Sylvain Pinet and Matt Murray.
- Assisting Coach Dubay at the Soccer Clinic were Mikaila Bisson and Ashley Crosby.
- Assisting this summer at Prince Thomas Park have been Josiah Pante, Tori Jordan, Monique Theriault and Leah Susen.

EQUIPMENT/MAINTENANCE/CEMETERY

The John Deere 1400 that is used to help with burials had an oil leak issue that the Public Works Department tried to help us with but it had to be taken to Bangor to be serviced. The housing section had to be replaced, hydraulic oil drained and replaced, the filter changed and the metal screen taken out. This was an unexpected repair and the estimate is \$1,300 in a line item that I have \$1,800 for FY11.

The tomb has a fresh coat of paint and the beach house at Prince Thomas Park has had the vent replaced as well as the trim and siding fixed. Both of these buildings are looking nice.

Janitor's Hours for June						
Pay Week	BH	CEM/REC	Town Office	Library	OT	Week Total
6/6/2010	5.5	19.5	5.5	9.5	0	40
6/13/2010	8.5	19	5.5	10.5	3.5	43.5
6/20/2010	4.5	22	5	10.5	2	42
6/27/2010	4	28.5	5	10	7.5	47.5
Dept Total	22.5	89	21	40.5	13	173

TRAINING & SAFETY (BUREAU OF LABOR STANDARDS)

Peter Noddin, consultant for Maine Municipal Association, visited the cemetery earlier this summer and was very pleased but made one suggestion. He wanted a different type of eye protection for our trimmers. Those have been purchased and are now in use by our employees.

PROJECTS

July saw the first meeting of the Recreation Center Building Committee. The committee has eight members and met with Scott Braley, Vice President, and Keith Whitacker, Project Manager, of Plymouth Engineering, Inc. The committee members are Paul Labreque, Byron Sanderson, Bruce Albert, Sarah Irving, Sam Clay, Tom Gardner, Thora House, and Paul Smith. The first meeting was spent talking about needs, wishes, and grants for the facility. Jerry Davis and Ruth Birtz were a great resource for us at the meeting as well.

The opening of the Skateboard Park is planned for August as July was spent finalizing the rules, meeting with RSU 67 and fixing equipment.

BALLARD HILL COMMUNITY CENTER

by Shelly Crosby

Meals for Me and the recreation programming have continued for the summer season again this year. The theft of the Wii equipment has seen some developments as the Lincoln Police Department has worked diligently to solve that case.

Meanwhile, Teddy Martin has been busy with the necessary cleaning and the regular maintenance. Various recreation staff members have also been painting different areas of the building as needed. In the basement there was a major leak that developed with water running down the inside wall. Teddy Martin and Chris Arnold were able to find the issue on the roof and fixed what was causing the leak. There is no chart this month showing the expenses and revenues as we are in the process of reconciling the fiscal year end totals.

COMMUNITY EVENTS

by Shelly Crosby

“When a team outgrows the value placed on an individual’s performance and learns team confidence; trusting one another, excellence becomes their reality. This shift in attitude by team members alone allows common people to attain uncommon results.

~Joe Paterno/Andrew Carnegie

This has been a month of working towards a vision while creating a wee bit of magic! To say that this Homecoming was like any other would be an incorrect statement. It was different from the planning stages to the end. Many factors contributed to the increased interest this event generated from the Bangor Daily News Supplement which was published on July 9th to the award presentation of the 2010 Spirit of America Award in April.

It has been my pleasure to work with the various departments that contributed and continue to build the team. Likewise, the Homecoming Committee, employees and numerous volunteers who rolled up their sleeves to make the 2010 Lincoln Homecoming Festival a success are to be commended! When I was able to attend the various activities participants were engaged and best of all, smiling. With every event planned, my prayer is *“that everyone comes with the same attitude at heart, to give back to their fellow neighbors and make Lincoln a great place to call home.”* There is one person who I wish to recognize who has embraced this concept whole heartedly each year and I certainly leaned on him a great deal for almost any issue that arose. Thanks, Jerry Davis! A full report detailing the event has been completed for FY2012 budget planning. The next committee meeting will be August 16th.

Some of the festival highlights have already been outlined by the local and regional media affiliates. It was definitely a positive experience for all those who worked the event as well as those who attended. Since the event, two towns have contacted me with event planning questions and well wishes were expressed by the Town of Hermon for such a great job! It is exciting to be the one in the lead – trail blazing the way to better community partnerships and overall hometown spirit. Here is a recap of some of the exciting things that transpired.

- Clean-up and trash removal over the four day stretch was greatly improved by the Cemetery, Parks & Recreation Department.
- The tents rented from General Rental Company were exceptional and we gained additional space for participants to sit and eat under the food tent because of the design. The company brought in a setup staff which saved the town at least \$500.00 over last year's price.
- The presentations of the awards at the judge's stand made an impressive impact on both the crowd and those being honored. The parade lasted 2 hours and at one point stretched from Hannaford to Ella P. Burr School for a full 15 minutes while a UH-60 Blackhawk helicopter flew the route before landing on Cobb Field.
- Many comments from business owners, community leaders and state dignitaries that this was a professional and well organized event and that the volunteers and employees should be commended.
- Both the Briarwood and Lincoln House Motel were at full capacity. The Lincoln House Motel opened up their parking lot for camper parking. Our BMX/Skateboarding crew opted to stay over in Lincoln for an additional night's stay and participated in many of our activities. Later they posted on Facebook that Lincoln had the nicest people anywhere in the United States!
- About 80% of the vendors remarked that they intended to return next year and had better sales than expected. Over the four day festival, at least 8 vendors were turned away due to lack of space.
- Over 45 cases of water (1200 + bottles) were given out over the four day event. Last year only 12 cases were used. Many businesses and community members donated water at will without being solicited.
- Richard's Sport Shop donated the use of 9 ATV's for the increased numbers. Last year 4 units were donated. Over the four day event, 14 EMS calls were received and handled without delay.
- Wal-Mart and McDonalds ran out of water and ice during the weekend and had to order additional product. Shooter's Billiards, Bar and Grill opened their ice machine contents and donated three days worth of ice to support the volunteers.
- On Friday, the Monster Tent had to order an additional 18 cases of the green product. Maine Distributors also donated a mini fridge to be used at the Chuck Foster Teen Dance Parties. The Lincoln Fire Company sold twice as many sausages as anticipated at the Fireworks show and has requested to return next year.
- Over 200 businesses and volunteers made it onto the thank you list that was placed in the July 22nd edition of the Lincoln News.
- The furthest vendors traveled to participate were Florida and Texas.
- The Roaming Railroad was full to capacity for the two days that it ran and Katahdin Cellular reported being very pleased with their sponsorship.
- *Circle K, Gillmor's Restaurant, Timberhouse, High Street Market, Marden's and Why Not Stop* all reported record sales.
- The fireworks hosted by Central Maine Pyrotechnics wooed the crowd despite not being able to launch the water cakes. As a result, fireworks lasted longer than anticipated.
- A lot of our volunteers were under the age of 25 years old and here is one email that sums up the experience:

"I enjoyed this year's Homecoming Festival. I didn't really check out many of the booths, but I think the Monster booth was a great addition. Many of the younger kids seemed to enjoy it. The fireworks were also really nice. I overheard a lot of people saying that they liked them a lot, and preferred them over Bangor's. The BMX and skate show seemed like success, people were still recognizing them in town after the shows were over. If I could change anything it would be to add more vendors to another area, like Cobb Field something close. I actually had a fun time volunteering; the other volunteers were very helpful when we needed them to help move things to the beach. Overall I think it was a pretty awesome homecoming weekend for everyone."
– Alexa Olsen

Festival financial numbers are quite favorable to date. With another 11 months of fundraising left to add to the RO919 account, I anticipate that this will be the best one yet. The calendar sales are a bit down from last year and I surmise that the start date for selling calendars being later may have hurt us. Once the numbers have cleared and cash prizes are awarded, I expect this fundraiser to make around \$1,400.00.

Immediately following the festival, I was invited by S.P.R.I.N.T. for Life to attend the 2010 Mid-Year Leadership training in Phoenix, Arizona being hosted by CADCA. The complete trip was funded through a federal grant which allows states to come together to strategize promotion of wellness, healthy lifestyles and anti-drug/substance abuse community programming. In total there were over 1,400 people in attendance from all 50 states with our group being the only 5 people representing the State of Maine. Over the five days, I was able to attend the Human Resources Management / Media & Communication and Leadership / Team Building Management education tracks. The knowledge that I gained and the networking opportunities that were presented will greatly benefit the Town of Lincoln and its surrounding regions as the coalition continues its work. One area that I was especially proud of was that we (*Lincoln*) seem to be ahead of the learning curve on many subject areas. As the presenters were giving their recommendations for areas of improvement, I could share that Lincoln already had them in place! For example, in a room of at least 100 managers, I was able to raise my hand with 2 others that already had an organizational manual in place for volunteers. Besides, it is always good to remind ourselves that there is a whole big world out there beyond Interstate 95! My deepest appreciation is expressed to the coalition for extending an invitation for me to attend this year and also to the Town of Lincoln for affording me the time to attend.

A quick glimpse at the numbers*

Please note that for the next few weeks these numbers will continue to change as money is recorded.

REVENUES	FY 2010 Totals	FY 2011 7/21 Total
3 on 3 Tournament	\$245.00	\$230.00
Glo - Sticks	\$822.00	\$778.00
Cruise In Fundraiser	\$152.00	\$328.00
Monster Tent	\$0.00	\$1,742.79
Birdie Googins Tickets (187)	\$0.00	\$1,870.00
Concessions at B.Googins	\$0.00	\$85.00
Bottle Return Money	\$0.00	\$120.00
Novelties Sales @ HC	\$48.00	\$68.85
Clothing Sales at HC Trailer	\$147.00	\$40.00
Bounce House	\$173.00	\$409.87
Vendors - Novelties/Tables	\$585.00	\$1,000.00
Vendors - Food	\$630.00	\$480.00
Festival Fundraising Totals	\$2,802.00	\$7,152.51
Supplement Advertising	\$5,922.00	\$5,705.00
HC Grants & Donations	\$701.00	\$1,210.00
In Lieu of cash - services given*		<i>\$10,580.00</i>
Roaming Railroad Sponsorship	\$3,500.00	<i>\$3,500.00</i>
Calendar Advertising	\$1,620.00	\$1,355.00
Calendar Sales	\$2,290.00	\$0.00
Dance Deposits	\$3,941.00	\$0.00
Concessions at Dances	\$78.92	\$0.00
Fall Fest Sales	\$31.42	\$0.00
Breakfast w/Santa Donations	\$605.00	\$0.00
Breakfast w/Santa Tickets	\$1,034.00	\$0.00
Entertainment	\$0.00	\$0.00
	\$25,327.34	\$22,350.00

Total Receipts since 1/1/10 = \$18,239.51

Italics denotes no actual cash was recorded

Lincoln Memorial Library Department

M O N T H L Y R E P O R T

DATE: July 27, 2010
TO: Lisa Goodwin, Town Manager
FROM: Linda Morrill, Library Director
RE: July 2010

ACTIVITIES:

As an approved worksite for the Eastern Maine Development Corporation youth work program, I have two Lincoln youth working 27 hours per week performing clerical and maintenance tasks. The two students have been busy assisting with a variety of library and building maintenance tasks. They have been working on our library inventory and the painting of our children's room book shelves. Each section of the juvenile collection will be different complementing colors. The juvenile biography section has been painted marigold yellow; the Juvenile Maine collection has been painted light green; the Parent/Teacher shelf has been painted sunny yellow; and the Juvenile Nonfiction collection has been painted navy blue. A chart will be created showing what each color signifies. This change from white to color will create a brighter, warmer children's area and help patrons (young and old) locate the different sections of the children's library. Both of these positions are being paid by the Eastern Maine Development Corporation.

Our summer program participant numbers are:

- Adult reading program 90
- Teen program 30
- School age program 60

Each week the library is filled with children reading, learning and enjoying all the services the library offers.

Records were broken this July at the library. Our circulation was 1,333 items this month. Patrons like having a steady supply of new releases available each month. Positive comments have been made regarding our numerous book displays. The book displays are used to encourage patrons to take out our older books. Our Interlibrary loan service grew from 21 items borrowed in July 2009 to over 106 as of July 27th. We also had 7 requests for books that were sent to other libraries. Last year we had 3 requests by other libraries. This is a great example of teamwork and promotion for a service provided free of charge for the community.

With many summer visitors stopping by the library they have been very pleased with the services available. The common statement is "*thank you for having wireless at the library*".

They bring in their laptops and work at one of our tables throughout the library. Usage for wireless this month was 240 users.

Inventory of the adult and teen sections is complete. Work has begun on the special collections and children's areas. Through this inventory process I have been able to fix problems with cataloging and have developed a new list of staff training based on what I have found. We have located 25 books that were missing. There have been over 700 items that were not correctly cataloged that have been fixed. I plan to complete a full inventory a minimum of two times each year to ensure the integrity of our collections.

Several patrons continue to donate DVD's to both the adult and children's collection. This month a total of 30 new DVD's were donated to the adult collection and 10 DVD's for the children's collection. Through donations of books, DVD's and books on CD we are able to continue building these collections and providing variety for the Lincoln community.

Our Teen Writing/Reading workshop was canceled due to lack of interest. I have spent time this summer talking with the teens visiting the Teen Zone. Overall, the feedback received was positive, however, the teens stated summer was not the best time for programs as they were busy with other summer activities and jobs. I have put this program and others on hold until winter. Plans to revitalize the Teen Advisory Board have been made and notifications will be sent to the junior high and high school this fall.

Volunteers contributed 26 ½ hours this month. Our volunteers assist with a variety of tasks to help us meet our goals to the community. One volunteer has taken over our coupon box, cutting and sorting the coupons every week. Patrons love the coupon box-one woman got her first library card because she heard that we had coupons free for the taking. She visits at least once a week for books and coupons. The extra help for the summer reading program has been greatly appreciated, especially on weeks where we have had over 20 participants. Thank you to all of our volunteers.

Forty children attended our "Majesties of the Pond" with Jerry Schneider. Forty parents attended as well. The Friends of the Lincoln Memorial Library paid for the 40 t-shirts used in creating special dragonfly/butterfly t-shirts.

Pat Smith Ranzoni, a poet born in Lincoln, read from her special book "From Here- Poems from Being Born in Lincoln, Maine". Seventeen adults attended this wonderful poetry reading. A copy of her book has been placed in our Maine collection.

This summer we had three Title 1 summer school visits. The district's elementary and junior high aged children with their teachers visited the library as part of their summer curriculum. Forty five children attended each of the three sessions.

Colonial Healthcare and the library have developed a new partnership. Once a month the library will provide DVD's and large print books for the residents of the home. Della Porter and I met last week and arranged to have books and DVD's delivered to the home for resident use. I am excited to form a partnership with Colonial Healthcare and look forward to working on programs for their residents in the coming fiscal year.

STAFF:

Darlene Mulari and I have been training Dulcey Regoli to assist with cataloging. She has been instrumental in assisting us in processing new and donated books. We had over 277 donated items added to the collection this month and 142 new titles. She has done a great job of mastering this process. Catalog training is ongoing with all staff at the library.

Shandi Daigle and Mary Jo Hammond have done an outstanding job on creating the best interlibrary loan system the library has ever had. A new tracking system has been implemented to improve statistical data. Patrons are receiving the material in a timelier manner and overall they get an A⁺ for team effort and efficiency.

Darlene Mulari has done an outstanding job this month providing a summer reading program for our toddler age group. Each week she has shared stories, songs and other fun activities with the under five's! Feedback has been very good and the children have had a wonderful introduction to the world of literacy.

Mary Jo Hammond and Carolyn Johnson have been working on our volunteer program. They have completed a data base for tracking our volunteers and hours worked. Again I am pleased with the teamwork. The volunteers have a better understanding of their roles and specific tasks they can accomplish while volunteering at the library. When a volunteer signs up I want to make sure they feel valued by the library team. Letters of appreciation are sent to each volunteer once they start their time at the library.

TRAINING:

The library staff takes MMA safety training classes online each month. This month they completed the following:

- Carolyn Johnson: Back Safety
- Darlene Mulari: Back Safety
- Shandi Daigle: Back Safety
- Dulcey Regoli: Back Safety
- Mary Jo Hammond: Back Safety
- Linda Morrill: Back Safety

In addition to the MMA safety training classes I have requested that each staff person take one class from the Maine State Library's Web Junction. The July 2010 class I have recommended for all library staff is "Improving Co-Worker Relations". These are free online classes for library personnel only.

BUILDINGS & GROUNDS

With the employment of the two youth from Eastern Maine Development Corporation I have been able to launch an inside/outside cleanup of the library this month. Tasks completed or being worked on include:

- Waxing and cleaning of the library sign
- Painting of the concrete foundation with waterproof paint
- Painting of entrance door to the children's room
- Painting of the library's front entrance door
- Painting of the bookshelves in the children's room
- Washing and sanding of all windowsills in preparation for painting in August
- Painting of the walls surrounding the back entrance to the children's room
- Weeding and watering all library gardens
- Cleaning each entrance and all outside windows
- Cleaning the boiler room

The library lights will be arriving in August and installation will begin once the lighting units arrive. Joe Brown has been keeping me updated on the status of the lights.

The children's garden is in full bloom! We found a few cucumbers out in the garden last week. Plans are underway for the children at the summer reading program to create fairy houses (based on a pond, lake and ocean theme) for the garden. We plan on creating special library garden rocks for the garden as well. Friends of Lincoln Memorial Library were asked at the July meeting to sponsor a forever garden in this spot beginning with fall planting of perennials and bulbs. We will address this request at the August meeting.

Acquisitions	July 2010	YTD FY 2011
For adult, teen and children's collections	142	142
Donated Books	277	277
Donated DVD/CD's	40	40
Magazines	56	56

LIBRARY STATISTICS

	July 2009	July 2010	Total 7/9-6/10	Total 7/10-6/11
Days Open	25	25	330	25
Daily Average	260	278	168	278
Circulation	6494	6957	55030	6957
Interlibrary				
<i>Borrowed</i>	21	106	758	106
<i>Loaned</i>	3	9	40	9
Total Circulation	6518	7072	55828	7072
Registration				
<i>Resident</i>	33	54	337	54
<i>Non-Resident</i>	12	9	122	9
<i>Internet only</i>	23	20	263	20
TOTAL	68	83	641	83
Program Attendance				
<i>Adult</i>	78	117	923	117
<i>Teen</i>	0	0	75	0
<i>Children(Offsite)</i>	0	0	498	0
<i>Children (Onsite)</i>	122	196	1704	196
TOTAL	230	313	3200	313
Public Library Computer Use	1455	1640	11051	1640
Wireless Usage	Not applicable	240	483	240
TOTAL	1455	1880	11534	1880

Adult Events in July 2010	Attendance/Participants
<i>Water Your Mind reading program adult</i>	90
<i>Housebound Visits</i>	2
<i>Computer training sessions</i>	2
<i>Volunteer</i>	3
Total	97
Children Events in July 2010	Attendance/Participants
Toddler summer reading program	63
Summer Reading Program school age	97
Lego club rainy day program	22
Mystery of the Pyramid	16
Teen program	0
Total	198

LIBRARY ADVISORY COMMITTEE:

The Library Advisory Committee will meet on August 17th at 6:30 PM. We are currently looking for two new members to serve on the LAC.

FRIENDS OF THE LINCOLN MEMORIAL LIBRARY:

The Friends of the Lincoln Memorial Library met on July 8th at 7:00 PM. The group discussed plans for the annual book sale. They voted to use the money from the book sale to purchase books for the library non-fiction collections to aid in our collection development plan. I discussed the children's garden and asked the friends to consider planting a library garden in the fall with perennials and bulbs. They talked about purchasing benches for that area and will continue the discussion next month. They raised \$535 at their book sale. The next meeting will be held on August 12th at 7:00 PM.