



AGENDA
COUNCIL MEETING
October 17, 2023
LISBON TOWN OFFICE
7:00 PM MEETING

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Donald Fellows
Jo-Jean Keller
Christine Cain
Fern Larochele
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
 - A. **Auntie D's Food Truck License**
 - B. **CDBG Grant Acceptance Hearing**
 - C. **LD-2003 Compliance Ordinance Changes**
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
 - A. *ORDER 2023-191 Consent Agenda Items*
 1. **Municipal Accounts Payable Warrants - \$ 411,157.47**
 2. **Municipal Payroll Warrants - \$ 2200,758.76**
 3. **School Accounts Payable - none**
 4. **School Payroll Warrant - \$ 382,836.26**
 5. **Food Truck (Victualer & Itinerant Vendor) License for Auntie D's**
 6. **MacDaddy's Mobile Cuisine LLC, Food Truck (Victualer & Itinerant Vendor) License Renewal**
 7. **Set Public Hearing for Slovak Catholic Assoc. Renewal of Liquor License and Special Entertainment Permit for November 21, 2023**
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - ORDER 2023-192 **CDBG Grant acceptance up to \$100,000.00 for the CDBG Community Enterprise Grant Program**
 - ORDER 2023-193 **Advisory Board Ordinance Revisions - *First Reading***
 - ORDER 2023-194 **Approve School Department Expenditure from Capital Reserve**
 - ORDER 2023-195 **LD-2003 Compliance Ordinance Changes**
8. OTHER BUSINESS
 - A. Moxie Festival Report and Update



AGENDA
COUNCIL MEETING
October 17, 2023
LISBON TOWN OFFICE
7:00 PM MEETING

- B. Town Manager's Report
- C. Council Committee Reports:
 - 1. School Committee – Councilor Cain
 - 2. Planning Board – Councilor Fellows
 - 3. Lisbon Development Committee – Councilor Lunt
 - 4. Conservation Commission – Councilor Moore
 - 5. Parks & Recreation Committee – Councilor Larochelle
 - 6. County Budget Committee – Councilor Lunt
 - 7. Library Governing Board – Councilor Keller
 - 8. Water Commission – Councilor Fellows
 - 9. Finance Committee – Councilor Robishaw
- 9. COUNCIL COMMUNICATIONS
- 10. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
- 11. ADJOURNMENT



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Auntie D's Food Truck License**
Date: October 17, 2023

Summary

Public Hearing

Recommendation

Public Hearing

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **CDBG Grant Acceptance Hearing**
Date: October 17, 2023

Summary

Public Hearing

Recommendation

Public Hearing

Attachments

1. PH Notice CDBG



TOWN OF LISBON

300 Lisbon Street, Lisbon ME 04250

Lisa M. Ward, *Town Clerk*
Julie L. Vye, *Deputy Clerk*

PUBLIC HEARING

The Lisbon Town Council will hold a Public Hearing on 10/17/2023, at 7pm, at the Lisbon Town Office to discuss acceptance of a \$50,000 Community Enterprise CDBG Grant. The purpose of the grant is for gap financing for façade improvements in the downtown area. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to: Lisa Ward, Town Clerk, Town of Lisbon, 300 Lisbon St., Lisbon ME 04250 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Lisa Ward, Town Clerk at 207-353-3000, so that accommodations can be made.



The public is invited to attend.

Lisa M. Ward
Town Clerk

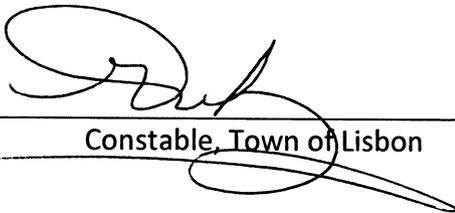
**Constable's
Return of Posting
State of Maine**

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office, the Lisbon Falls Post Office, and the Town Office Building, all being conspicuous and public places within the Town of Lisbon.

10/5/23
Date



Constable, Town of Lisbon



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **LD-2003 Compliance Ordinance Changes**
Date: October 17, 2023

Summary

Public Hearing

Recommendation

Public Hearing

Attachments

1. PH notice for LD2003



TOWN OF LISBON

300 Lisbon Street, Lisbon ME 04250

Lisa M. Ward, *Town Clerk*

Julie L. Vye, *Deputy Clerk*

PUBLIC HEARING

Ordinance Amendments

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on October 17th, 2023 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

To Amend Part 1 of the Lisbon Code of Ordinances, Chapter 70 Zoning Ordinances, Sec 70-535 Bulk and Space Standards, Sec 70-531 Table of Land Uses, Sec 70-616 Accessory Dwelling Units, and Sec 70-536 Dimensional Requirements

The public is invited to attend.

Lisa M. Ward
Town Clerk

**Constable's
Return of Posting
State of Maine**

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office, the Lisbon Falls Post Office, and the Town Office Building, all being conspicuous and public places within the Town of Lisbon.

Date

Constable, Town of Lisbon



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: *ORDER 2023-191 Consent Agenda Items*
Date: October 17, 2023

Summary

Consent Agenda Items are considered routine and will be considered for adoption by one motion with no separate discussion unless a Councilor requests an item be removed. Any Councilor wishing to remove an item may do so prior to the vote.

Recommendation

Approve the Consent Agenda as presented.

Attachments

None

Agenda Date: 10/17/2023

Date	Brenda Martin		Municipal Accts Payable
10/4/2023	10032023	\$	411,157.47

Date	Tiffany Hurd		Municipal Payroll Warrants
10/12/2023	231005	\$	183,942.98
10/12/2023	2310W1	\$	16,815.78
		\$	200,758.76

Date	Louise Levesque		School Accts Payable
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Date	Eva Huston		School Payroll Warrants
10/11/2023	1041	\$	11,190.27
10/11/2023	19	\$	2,196.98
10/11/2023	1040	\$	369,449.01
		\$	382,836.26

Agenda Date: 12-22-2020

Date	Brenda Martin	Municipal Accts Payable
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Date	Megan Lavigne	Municipal Payroll Warrants
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Date	Louise Levesque	School Accts Payable
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Date	Eva Huston	School Payroll Warrants
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Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Food Truck (Victualer & Itinerant Vendor) License for Auntie D's**
Date: October 17, 2023

Summary

Approve Food Truck (Victualer & Itinerant Vendor) License for Auntie D's

Recommendation

Approve Food Truck (Victualer & Itinerant Vendor) License for Auntie D's

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **MacDaddy's Mobile Cuisine LLC, Food Truck (Victualer & Itinerant Vendor)
License Renewal**
Date: October 17, 2023

Summary

Approve Renewal Victualer's and Itinerant Vendor License for MacDaddy's Mobile Cuisine LLC, Food Truck

Recommendation

Approve Renewal Victualer's and Itinerant Vendor License for MacDaddy's Mobile Cuisine LLC, Food Truck

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Set Public Hearing for Slovak Catholic Assoc. Renewal of Liquor License and Special Entertainment Permit for November 21, 2023**
Date: October 17, 2023

Summary

Set Public Hearing

Recommendation

Set Public Hearing

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **CDBG Grant acceptance up to \$100,000.00 for the CDBG Community Enterprise Grant Program**
Date: October 17, 2023

Summary

The \$100,000.00 grant would be a 50/50 match up to \$20,000.00 per business for the Town of Lisbon.

Recommendation

To accept the CDBG grant funds and adopt the 2023 CDBG Community Enterprise Grant Program Resolution as presented (see attachment).

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Advisory Board Ordinance Revisions - *First Reading***
Date: October 17, 2023

Summary

In line with the 2023 Council Goals, the staff has been directed to examine and suggest modifications to the advisory board committee structure. Technology Committee Recommendation: remove the Technology Committee as a permanent committee since the Council can add an ad hoc committee where needed. Library: clarify language and duties of governing board, which acts as an advisory board to the Town Council. Recreation Committee: clarify language and duties as an advisory committee for the Recreation Department. Changes to both the Library Board and the Recreation Committee are all in line with the current duties of those boards, these are mainly updates to the descriptions to put them in line with what those boards do. This is a first reading and will require a roll call vote.

Recommendation

Approve Ordinance Changes as presented and set Public Hearing for November 21st.

Attachments

1. DIVISION_9.____TECHNOLOGY_COMMITTEE
2. Ordinance Amend_Library Board Sept 2023
3. Ordinance Amend_Rec Committee Sept 2023 A

DIVISION 9. TECHNOLOGY COMMITTEE

Sec. 2-554. Established; membership; appointment.

The Lisbon Technology Committee is hereby established. There are seven members appointed by and to serve at the pleasure of the town council for indefinite terms.

(T.M. of 4-3-2007, § 2007-39)

Sec. 2-555. Duties.

The Lisbon Technology Committee shall:

- (a) Investigate and recommend the use of technology resources to improve communication opportunities throughout the entire business, educational and municipal community.
- (b) Update and keep current the five-year technology plan.
- (c) Meet on a periodic basis in order to consider design issues and make design recommendations that will ensure communication compatibility throughout the entire community.
- (d) Investigate and determine specific technology needs of the business, educational and municipal community.
- (e) Consult with users, draft written multi-year plans, and present annual budget estimates to implement the plans and outline and implement the needs of the municipal and school government.
- (f) Meet at least annually in a public forum to review plans and seek citizen and business comment and input as to the technology needs of the community.

(T.M. of 4-3-2007, § 2007-39)

Sec. 2-457. Duties of the library director.

- (a) Provide administration for all library employees and personnel.
- (b) Under the direction of the town council and in consultation with the library governing board, oversee all library operations and the ~~deliver~~ delivery of library services.
- (c) Enforce and carry out all library operating policies and procedures.
- (d) Supervise and administer the library budget and monitor and approve all expenditures regarding purchases paid for library purposes.
- (e) Aid the library governing board in preparation of their annual budget.
- (f) Perform such other tasks and carry out such other duties relating to library services as may from time to time be assigned by the town council, through the town manager.

Sec. 2-547. Duties.

- (a) ~~Establish~~ Recommend operating policies and procedures for ~~the all town library facilities for approval by the town council.~~
- (b) Serve as the general overseer of library operations ~~and to~~, supervise library personnel, and the delivery of library services and to provide recommendations to the town council on library operations, library personnel, and library services.
- (c) Prepare a recommended annual budget to be submitted to the town manager for inclusion in the overall Town of Lisbon Budget for consideration by the town council and in accordance with the provisions of section 18-38.
- (d) Monitor and approve all expenditures with regard to the library purchases in accordance with the provisions of section 18-38.
- (e) Recommend appropriate staffing for the library and to make grade level pay recommendations.
- (f) Perform such other tasks related to library services as may from time to time be assigned by the town council.

Sec. 18-31. Created.

- (a) *Jurisdiction.* ~~The administration of library board shall oversee and administer all library facilities under the jurisdiction of the town shall be under the direction of a library board as directed by the town council.~~
- (b) *Number, tenure and qualifications.* The library board shall consist of five members. All members shall be ~~elected at large~~ appointed by the Town Council. Each shall serve a three-year term running from town meeting to town meeting. Each member of the library board shall serve until his successor is ~~elected and qualified~~ appointed. All members of the board shall be residents of the town and registered voters within the town.

Sec. 18-32. ~~Nomination and election~~ Appointment of members.

Members of the library board shall be elected by secret ballot at the annual town meeting, following the same procedure for nomination and election as used for the office of council. In the initial year, however, the library board members shall be appointed to their initial terms by the town council. The town council shall consider, in making the appointments of members to the library board, a list of prospective members supplied by the boards of trustees of both libraries and members of the general public who wish to serve as members.

Sec. 18-33. Resignation and vacancies.

A member of the library board may resign at any time by giving written notice to the chairman of the town council or the town clerk. Unless otherwise specified in the notice, the resignation shall take effect upon receipt by the town council. Should a vacancy in office occur, the town council shall appoint an individual to fill the portion of the term until the next annual town meeting, at which time any remaining portion of the term shall be filled by election in the same manner as those terms expiring at the annual town meeting. If the resignation occurs too close to the time of the annual town meeting to allow the nomination and election process to occur, the appointment by the town council shall be until the next following annual town meeting at which normal procedures and time frames for nomination and election can occur.

Sec. 18-34. Powers and duties.

The library board shall serve in an advisory capacity to the town council and shall advise and provide recommendations to the town council on the operation and administration of all town library facilities. The library board shall have the following powers and duties with regard to the administration and operation of town library facilities:

- (1) To ~~establish~~ recommend operating policies and procedures for all town library facilities for approval by the town council.
- (2) To serve as general overseer of library operations ~~and to supervise,~~ library personnel, and the delivery of library services and to provide recommendations to the town council on library operations, library personnel, and library services.
- (3) To prepare a recommended annual budget to be submitted to the town council for inclusion in the town overall budget and in accordance with the provisions of section 18-38.
- (4) To monitor and approve all expenditures with regard to library purchases in accordance with the provisions of section 18-38.
- (5) To recommend to the town council appropriate staffing for the town library facilities and to make grade level pay recommendations with regard to the specific levels that may be approved.
- (6) To perform such other tasks related to library services as may be assigned by the town council.

Sec. 18-36. Organization, quorum and rules of procedure.

The library board shall choose, at its first annual meeting ~~after the town meeting and election of members,~~ a chairman to preside over the meeting of the library board. A quorum shall consist of three of the five members of the board. The board may adopt such rules of procedures as it deems appropriate for the expeditious handling of its business. The board shall also elect from its ~~midst~~ members a secretary, who shall be responsible for keeping the minutes of all meetings of the library board. All meetings shall be open to the general public and subject to the

provisions of the Maine Freedom of Access Law. Minutes of all meetings shall be approved at the next subsequent meeting and copies forwarded to the town clerk's office and available for public inspection. Copies shall also be forwarded to the town council for their review.

Sec. 18-38. Budget and finance.

- (a) The library board and library director shall be responsible for preparing a recommended budget for submission to the town council on or before March 1 of each year. The recommended budget shall contain an estimated list of all sources of revenue and a listing of all anticipated and recommended expenditures on a line item basis in a format determined by and agreeable to the town council. Upon receipt of the budget, the town council will review the budget and shall be empowered to make such changes and amendments as it deems appropriate in including that budget as part of the annual town budget, for review by the advisory board and ultimately for action at the annual town meeting.
- (b) All expenditures made by or on behalf of the town for library expenses shall be reviewed by the library board and submitted to the town for inclusion on town warrants for final approval by the town council prior to payment.

Ordinance Amendments:

Sec. 2-446. Public meetings; approval of programs.

- (a) The Parks and Recreation Department, ~~with the approval of~~ in consultation with the Lisbon Parks and Recreation Committee, shall hold periodic public meetings where it shall seek the opinions and ideas of the townspeople for new or expanded programs and facility.
- (b) Department programs shall be ~~approved~~ reviewed by the Lisbon Recreation Committee. ~~and approved by the town council.~~

Sec. 2-448. Duties of recreation director.

- (a) Administer a comprehensive municipal recreation program ~~as determined by~~ in consultation with the parks and recreation committee and as determined by the town council.
- (b) Maintain in good and safe condition and improve the condition of all recreational areas designated as such by the town council ~~and/or recreation committee.~~
- (c) Supervise the recreational use of all parks, playgrounds, play fields, recreational centers, ball diamonds, trails, gardens and such other recreational areas and facilities as may be made available to carry out the town's comprehensive recreation program.
- (d) Serve as staff to the recreation committee.
- (e) The director of the Park and Recreation department shall prepare an annual budget, which shall be reviewed by the ~~Lisbon Recreation Committee~~ parks and recreation committee, submitted to the town manager, and included in the annual town budget to be considered by the town council.
- (f) Perform all other duties required by Town Charter, town ordinances, state law or as may from time to time be requested by the town manager and/or town council.

Sec. 2-550. Established; membership; appointment.

The Lisbon Parks and Recreation Committee is established as an advisory committee to provide advice and recommendations to the town council on the operation and administration of the Lisbon Parks and Recreation Department and Parks and Recreation Department programming. The committee shall consist of **seven five** members ~~and two alternates~~. The members shall be appointed by the town council for the staggered terms of three years.

Sec. 2-551. Duties.

The Lisbon Parks and Recreation Committee shall advise and make recommendations to director ~~the town council~~ on the following matters:

- (a) ~~Approve recreation~~ Recreation department programs;
- (b) ~~Approve recreation~~ Recreation department administration;
- (c) ~~Approve the~~ The holding of public meetings by the parks and recreation department on new or expanded programs and facilities; and
- (d) ~~Review the~~ The annual budget of the recreation department.

Related Council Rules & Policies Revisions:

Sec. 74-93. - Public meetings; approval of programs.

- (a) The parks and recreation department, ~~with the approval of~~ in consultation with the Lisbon Recreation Committee, shall hold periodic public meetings where it shall seek the opinions and ideas of the townspeople for new or expanded programs and facility.
- (b) Department programs shall be ~~approved~~ reviewed by the Lisbon Parks and Recreation Committee ~~and approved by the town council.~~

Sec. 74-226. – Established; membership; appointment.

The Lisbon Parks and Recreation Committee is established as an advisory committee to provide advice and recommendations to the Director town council on the operation and administration of the Lisbon Recreation Department and Recreation Department programming. The committee shall consist of ~~seven~~ 5 members ~~and two alternates~~. The members shall be appointed by the town council for the staggered terms of three years.

Sec. 74-227. - Duties.

The Lisbon Parks and Recreation Committee shall advise and make recommendations to the Parks and Recreation Director town council on the following matters:

- (a) ~~Approve recreation~~ Recreation department programs;
- (b) ~~Approve recreation~~ Recreation department administration;
- (c) ~~Approve the holding~~ Holding of public meetings by the recreation department on new or expanded programs and facilities; and
- (d) ~~Review the~~ The annual budget of the recreation department.



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Laroche 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Approve School Department Expenditure from Capital Reserve**
Date: October 17, 2023

Summary

The Performing Arts Center stage at Lisbon High School (the former Lisbon High School Gym) is in need of stage lighting and related improvements. The estimated cost is \$8,058.99, which would come from the Capital Reserve line of the School Budget. Superintendent Green requests the use of Capital Reserve funds for this expenditure.

Recommendation

Approve School Department expenditure from Capital Reserve for Stage Lighting Improvements in the Performing Arts Center in the amount of \$8,058.99.

Attachments

1. School Lighting

OFFICE OF SUPERINTENDENT OF SCHOOLS
Richard A Green, Superintendent of Schools

LISBON SCHOOL DEPARTMENT

TO: Lisbon Town Council

FROM: Richard Green 

DATE: October 11, 2023

RE: Capital Reserve Request

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. As you know, using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The following request is to utilize an amount not to exceed \$25,000 to pay for the purchase of supplies/equipment (lighting, sound, seating, etc.) for the Performing Arts Center at the Lisbon High School.

On Tuesday, October 10, 2023, the Lisbon School Committee voted (4-0) to request authorization from the Town Council to utilize an amount not to exceed \$25,000 to pay for the purchase of supplies/equipment (lighting, sound, seating, etc.) for the Performing Arts Center at the Lisbon High School. I have attached a copy of a quote to replace the stage lighting from High Output for you as an example.

Please feel free to contact me if you have any questions or require any additional information prior to your next meeting. I thank you in advance for your consideration.



Quote
Order #: 594779
Version #: 1

Description: * Lisbon High School - Spots

Customer: High Output Portland Quotations
 *****QUOTATIONS ONLY - CALL TO
 CONFIRM ORDER***
 83 Bell St
 Portland ME 04103
Attn: QUOTATION ONLY
Phone: (207)854-4737
Fax: (207)854-4746

Ship To:
 *****QUOTATIONS ONLY - CALL TO
 CONFIRM ORDER***
 83 Bell St
 Portland ME 04103
Attn:
Phone:
Fax:

Customer ID	Ordered By	Phone	Cust PO	Salesperson	Terms	FOB
HOPQ	QUOTATION ONLY	(207)854-4737		JP Gagnon	Check In Advance	Portland ME 04103

Schedule		
Remark		Date
Delivery	CUST. P/U	08/29/2023
Pick Up	CUST. P/U	08/29/2023

Shipping Comments:

Qty	Item ID	Item Description	Unit Price	Bill Unit	Disc (%)	Ext Price
Control system - Computer Required						
1	ETCNMDSUK	ETC NOMAD EDUCATION BUNDLE w/	350.00	1.00		350.00
	T	GADGET II CPU2*				
1	CMDKEY	CMD_KEY * FOR EOS v3	350.00	1.00		350.00
Wireless DMX System - 1 Transmitter, 3 receivers						
1	CTSHOWBAB	SHOWBABY MULTIVERSE TRANSCEIVER	345.00	1.00		345.00
	YSELL	5 PIN				
3	ETCCSWLREL	ETC COLORSOURCE WIRELESS RELAY	425.00	1.00		1275.00
3	ETCCSPMT	ETC COLORSOURCE PIPE MOUNT FOR CS RELAY	21.00	1.00		63.00
Lights						
4	ETCCSSPOTJRETC	COLORSOURCE SPOT JR ZOOM DEEP	995.00	1.00		3980.00
	ZDB	BLUE & EDISON				
2	CHVEVEP160	CHAUVET EVE P-160 RGBW LED FIXTURE	418.00	1.00		836.00
Cables						
5	DMXPC003B	DMX/POWERCON CABLE 5PIN - 3 FT - BLIZZARD	35.00	1.00		175.00
1	BZPCEXT25	POWERCON EXT CABLE 14/3 - 25 FT - BLIZZARD	59.00	1.00		59.00
1	DMX025C	DMX CABLE - 25 FT - ELATION	26.99	1.00		26.99
1	DMX005C	DMX CABLE - 5 FT - ELATION	10.00	1.00		10.00
1	DMX5M3FC	DMX ADAPTER - 5P MALE < 3P FEMALE ELATION	9.50	1.00		9.50
1	DMXTRM3P	DMX TERMINATOR -3PIN	9.00	1.00		9.00
2	DMXTRM5P	DMX TERMINATOR -5PIN	9.00	1.00		18.00

.Hardware

9	FBSAFTEYCA BLACK SAFETY CABLE, 30" BL	4.50	1.00	40.50
9	LSMINICLMP PIPE CLAMP MINI-CLAMP BLACK	8.00	1.00	72.00
1	LABORINSTA Labor to setup new lights and a quick LL programming session*	450.00	1.00	450.00

Rental Subtotal	
Sales Subtotal	\$7,618.99
Sales Tax	
Labor Subtotal	
Misc. Charges	\$450.00
Shipping/Handling	
TOTAL DUE	\$8,068.99

Thank You for Your Business



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **LD-2003 Compliance Ordinance Changes**
Date: October 17, 2023

Summary

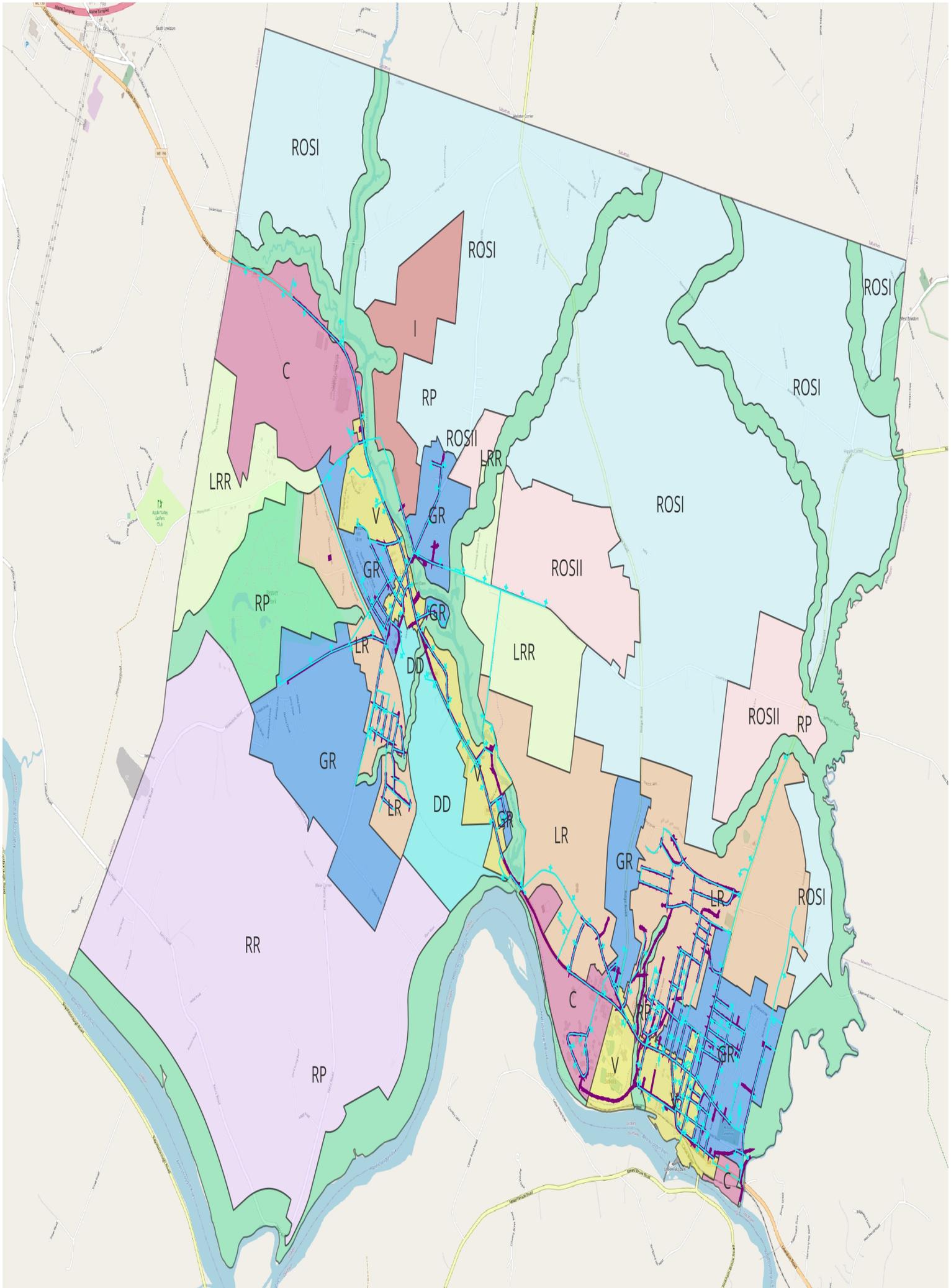
These items are Amendments to Lisbon Ordinances to bring Lisbon into Compliance with LD 2003. This is a Second Reading and will require a Roll Call vote.

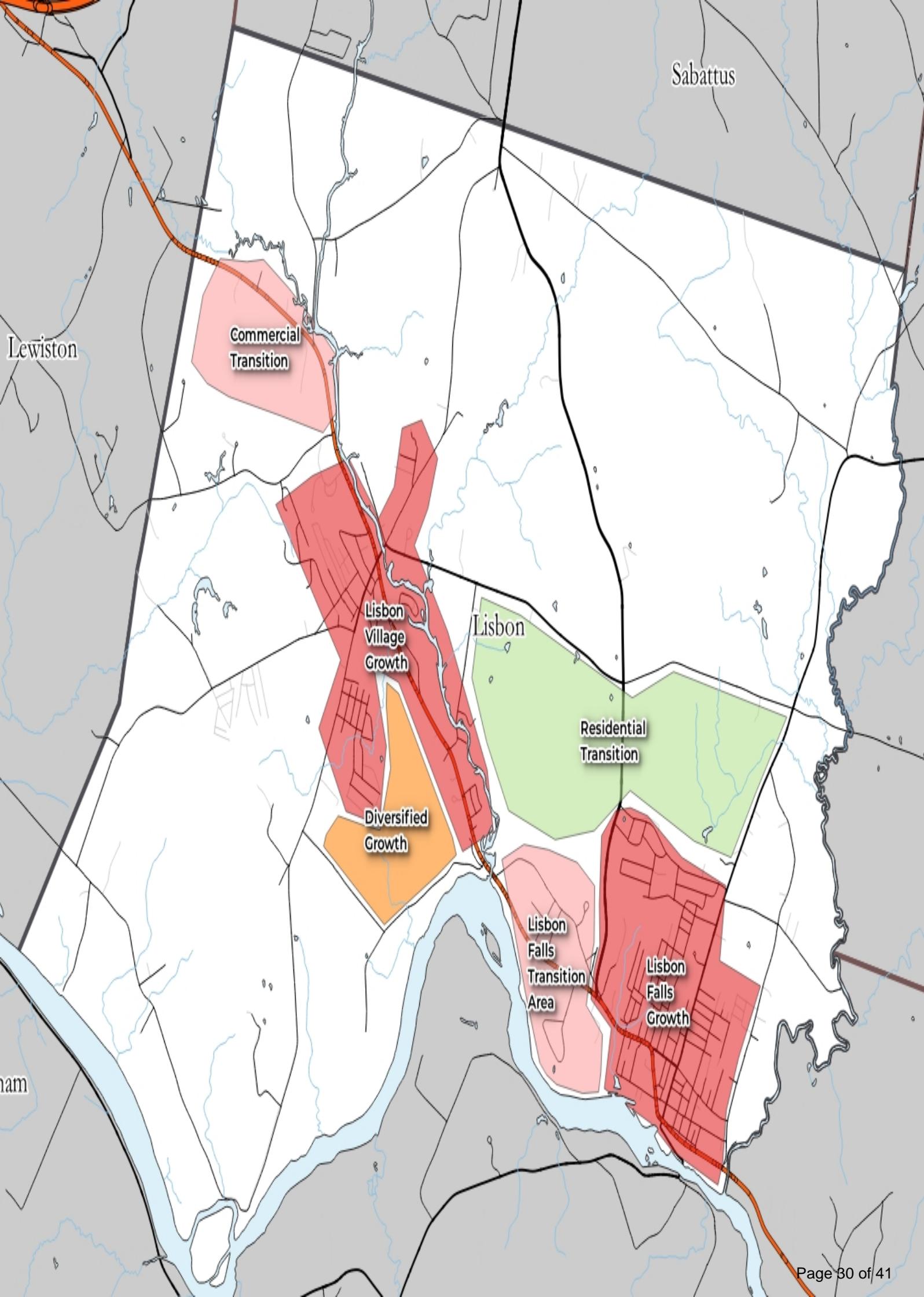
Recommendation

To Amend Part 1 of the Lisbon Code of Ordinances, Chapter 70 Zoning Ordinances, Sec 70-535 Bulk and Space Standards, Sec 70-531 Table of Land Uses, Sec 70-616 Accessory Dwelling Units, and Sec 70-536 Dimensional Requirements to satisfy State requirements.

Attachments

1. LisbonZoningMap
2. Lisbon Future Land Use_05-23-18
3. LisbonLD2003_CouncilMemo10.17
4. LisbonNewFLUMap9.21.23





Sabattus

Lewiston

Commercial
Transition

Lisbon
Village
Growth

Lisbon

Residential
Transition

Diversified
Growth

Lisbon
Falls
Transition
Area

Lisbon
Falls
Growth

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MEMORANDUM

TO: Lisbon Town Council

CC: Glenn Michalowski, Town Manager

From: Kate Burch, Planner, North Star Planning

RE: LD 2003 Compliance

Date: October 4, 2023

Overview

The Town of Lisbon will need to make changes to zoning and ADU ordinances by January 1, 2024 to comply with LD2003. There are three sections of LD2003 that are relevant to the Town of Lisbon's Land Use Ordinance. Required changes related to each section are described below.

Note that all future development will still be subject to shoreland zoning restrictions, the verification of adequate water and wastewater capacity, and any private restrictions (like easements, covenants, or deeds) that would limit the number of dwelling units.

Process

At the August 10, 2023 Planning Board meeting, the Board discussed the requirements of LD2003 and requested that North Star Planning prepare an outline of all changes. At the August 24, 2023 meeting, the Planning Board reviewed these required changes and moved them to a public hearing held on September 7, 2023. The Board received no public comments on the changes. The Board voted to approve the changes on September 7, 2023.

Lisbon Town Council held a first reading of these changes on October 3, 2023. The Council voted to move to a public hearing on October 17, 2023.

1: Affordable Housing Density Bonus ([30-A MRSA §4364](#))

LD2003 Requirements

This section establishes an automatic density bonus of 2.5 times the base zoning for affordable housing developments that:

- Meet the definitions of affordable housing: the majority of units have to be affordable to households whose income does not exceed 80% of median income for rentals, or 120% of median income for owned housing
- Are in a designated Growth Area in a state consistent Comprehensive Plan, **or** are served by “public, special district or other comparable” sewer or water system
 - Privately owned and operated engineered wastewater treatment and disposal systems serving a project will likely meet this definition, as will private wells that meet the DEP requirements for Public Water Systems.
- Are in an area where multifamily is allowed in town

Lisbon Ordinance Changes

Sec. 70-535. - Bulk and space standards.

- (1) Lots in each district shall meet or exceed the minimum requirements as identified in section 70-536, (refer also to article VI of this chapter).
 - (2) [Multifamily development designated as affordable housing according to the requirements of 30-A MRSA §4364 is eligible for a density bonus of 2.5 times the base density in Sec. 70-531.](#)
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2: Accessory Dwelling Units ([30-A MSRA §4364-B](#))

According to LD2003, Accessory Dwelling Units (ADUs) must be allowed in any zone where housing is allowed. LD2003 does not allow towns to have parking requirements for ADUs. NSP also recommends eliminating the provision that the principal dwelling or the ADU must be owner-occupied, as this is nearly impossible to enforce in the long term.

Lisbon Ordinance Changes

Sec. 70-531. - Table of land uses.

Residential Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD
Accessory Dwelling Unit	C	P	P	P	P	P	P	P	NO	NO	C

Sec. 70-616. - Accessory dwelling unit.

- (1) Purpose. The purpose of the *Accessory Dwelling Unit* standards are to:
- a. Increase the supply of affordable housing without the need for more infrastructure or further land development.
 - b. Provide flexible housing options for residents and their families.
 - c. Integrate affordable housing into the community with minimal negative impact.
 - d. Provide elderly citizens with the opportunity to retain their homes and age in place.

(2) Conditional Use Permit Required. In zones RP and DD, the Planning Board is authorized to grant a Conditional Use Permit to allow for *Accessory Dwelling Units* in accordance with the restrictions and requirements of this section.

- a. The Conditional Use permit shall run with the land, not the property owner.

(3) Criteria for Approval. All of the following criteria must be met in order for the Planning Board to approve an *Accessory Dwelling Unit*.

- a. A maximum of one (1) *Accessory Dwelling Unit* may be permitted on a property located in zoning districts that allow single-family *dwelling*s.
- b. The *Accessory Dwelling Unit* can be within the existing home, attached to it, or in a new structure.
- c. The *Accessory Dwelling Unit* shall have an independent means of ingress and egress.
- d. ~~A minimum of two (2) off-street parking spaces shall be provided for the *Accessory Dwelling Unit*.~~
- e. The applicant must demonstrate adequate provisions for water supply and sewage disposal for the *accessory* and principal *dwelling* units. Water and wastewater systems for the principal *dwelling* unit and *Accessory Dwelling Unit* may be shared or separate.
- f. ~~Either the principal *dwelling* unit or the *Accessory Dwelling Unit* must be owner-occupied. The owner must demonstrate that one of the units is their~~

~~principal place of residence. Both the primary dwelling unit and the Accessory Dwelling Unit must remain in common ownership.~~

- g. *Accessory Dwelling* Units shall maintain an aesthetic continuity with the principal *dwelling* unit as a single-family *dwelling*.
- h. An *Accessory Dwelling* Unit shall not exceed 800 square feet.
- i. The *Accessory Dwelling* Unit shall have no more than 2 bedrooms.

(4) An *Accessory Dwelling* Unit that complies with the requirements of this section shall not be considered an additional *dwelling* unit when calculating lot area per family under the space and bulk regulations of the Code.

(5) All necessary building and occupancy permits shall be obtained from the Code Enforcement Officer. Compliance with all building codes applicable to the construction of an *Accessory Dwelling* Unit is required.

3: Multiple Dwelling Units on any property where housing is allowed (30-A MSRA §4364-A)

LD2003 requires towns to allow minimum housing density based on growth and rural areas as designated by the Future Land Use Map in the Comprehensive Plan.

In **Growth Areas**, the minimum density required by LD2003 is:

- A lot without a dwelling unit can have 4 units.
- A lot with a dwelling unit can have 2 additional dwelling units (one attached and one detached.)

In **Rural Areas**, the minimum density required by LD2003 is:

- A lot without a dwelling unit can have up to 2 units.

The Future Land Use Map in Lisbon's 2019 Comprehensive Plan includes the Village Zone and parts of the General Residential and Limited Residential zones in the Growth Area. Currently, the Village (V) and General Residential (GR) zones already allow 4 dwelling units on a parcel, while Limited Residential (LR) only allows 2 units on a parcel.

Lisbon must amend the Land Use and Dimensional tables to allow at least 4 dwelling units on parcels in V, GR, and LR. Lisbon must also make two-family homes a conditional use in the Resource Protection zone (RP) because single-family homes are a conditional use there, and LD2003 requires that any lot where housing is allowed in rural areas can have up to 2 dwelling units.

Lisbon Ordinance Changes

Sec. 70-531. - Table of land uses.

<i>Residential Uses</i>	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD 8
Accessory Dwelling Unit	C	C	C	C	C	C	C	C	NO	NO	C
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P 10
Mobile Home	NO	NO	NO	P	P	P	NO	NO	NO	NO	NO
Two Family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P 10
Multifamily Dwelling	NO	P/C 6	P/C 6	P/C 6	NO	P/C 6	NO	P	C 11	NO	P 10

Footnote 6: Multifamily dwellings containing more than four units require a conditional use permit, **unless those units are designated as an affordable housing density bonus in accordance with 30-A MRSA §4364.**

Sec. 70-536. - Dimensional requirements.

	Minimum Lot Size/Density	Minimum Road Frontage
Village		
w/o water and sewer	20,000 SF per DU	50'
Single-family (SF) w/ water and sewer	5,000 SF	
multifamily (MF) w/ water and sewer	3,000 SF per DU	
General Residential		
SF w/o water and sewer	25,000 SF	100'
SF w/ water and sewer	10,000 SF	
MF w/o water and sewer	20,000 SF per DU	50' per DU
MF w/ water and sewer	10,000 SF per DU	
Limited Residential		
SF w/o water and sewer	30,000 SF	100'
SF w/ water and sewer	15,000 SF	
duplex MF w/o water and sewer	50,000 SF 25,000 SF per DU	150' 75' per DU
duplex MF w/ water and sewer	23,000 SF 11,000 SF per DU	

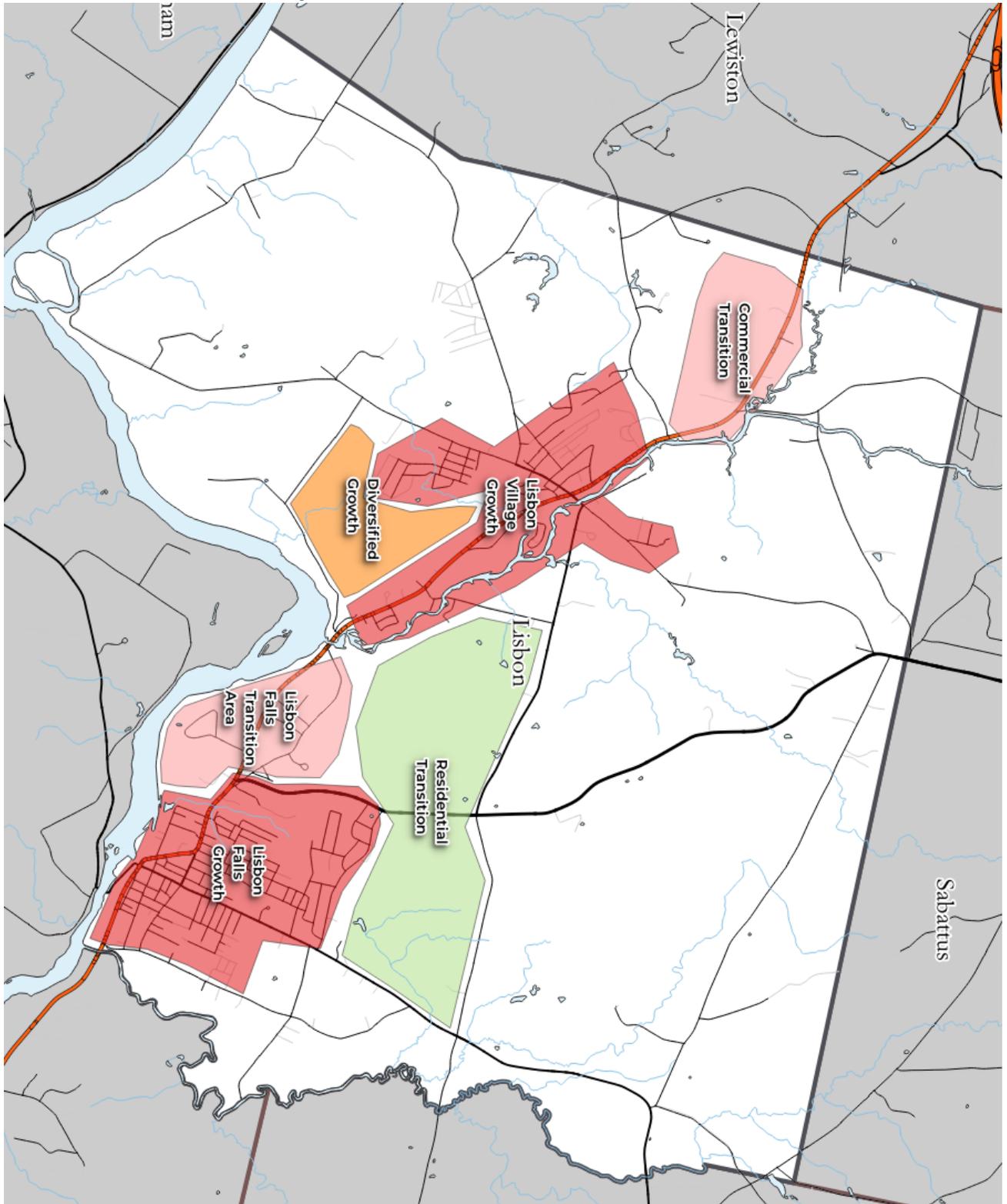
Comprehensive Plan Future Land Use Map

LD2003 requires that the Growth and Rural Areas defined in Lisbon's 2019 Comprehensive Plan Future Land Use Map now determine density allowances described above.

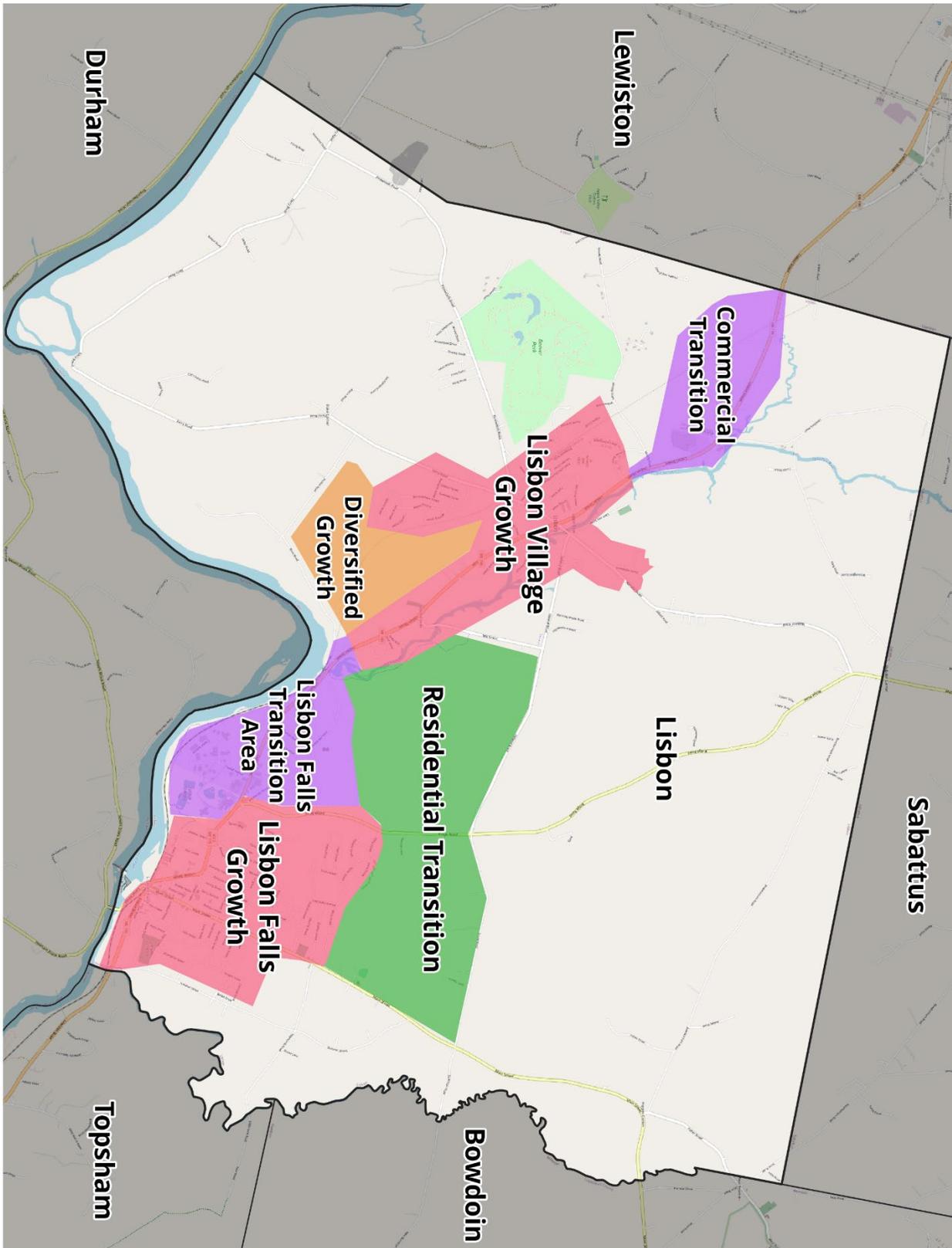
The map created in 2019 has loosely-defined boundaries. North Star Planning has consulted with the State of Maine Municipal Planning Assistance Program, who recommended updating the map to clarify boundaries.

Working with the Planning Board, we have developed a new map that shows contiguous growth and transition areas, and includes more detail in the north end of Lisbon Village where the growth area borders a rural zone. The Planning Board voted to move forward with these changes at the August 24, 2023 meeting. With Council's approval, this updated map will be submitted to the state as an update to the 2019 Comprehensive Plan. It will be considered a minor change that can be approved by the State office.

2019 Future Land Use Map



Proposed Future Land Use Map Update



Sabattus

Commercial
Transition

Lisbon

Lewiston

Lisbon Village
Growth

Bowdoin

Residential Transition

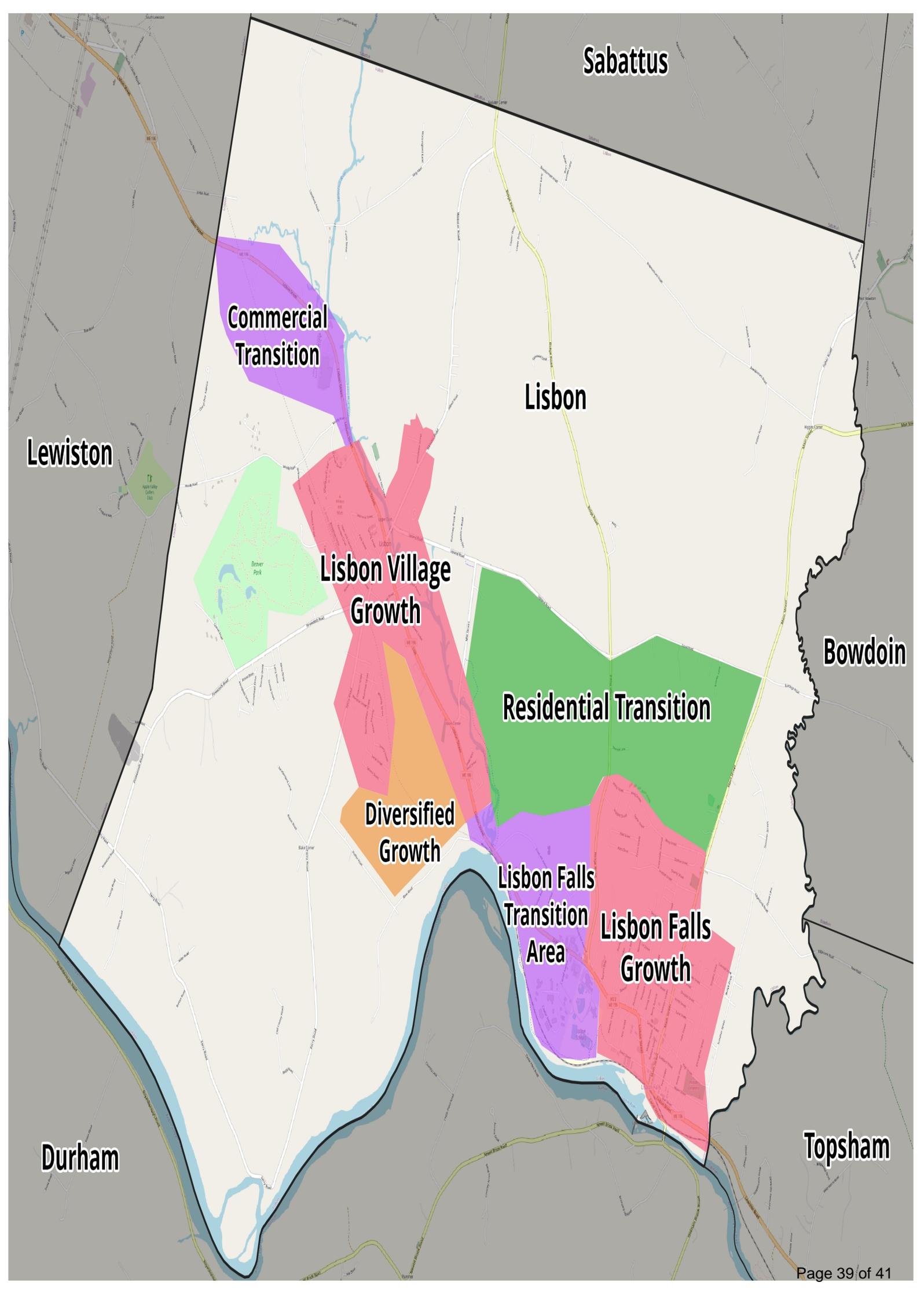
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Growth

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Growth

Durham

Topsham





Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Moxie Festival Report and Update
Date: October 17, 2023

Summary

Mark Stevens, Parks & Recreation Director, will present a final report on the 2023 Moxie Festival.

Recommendation

Accept the Director's Report.

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Water Commission – Councilor Fellows
Date: October 17, 2023

Summary

Recommendation

Attachments

None