



AGENDA
COUNCIL WORKSHOP
& MEETING
JANUARY 15, 2019
LISBON TOWN OFFICE
6:00 P.M.

Town Council
Norm Albert, Chairman
Kris Crawford, Vice Chair
Christopher Brunelle
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 - ___ Councilor Albert ___ Councilor Brunelle ___ Councilor Crawford ___ Councilor Kolbe
 - ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward

Town Clerk reading of meeting rules
3. **WORKSHOP - Council Goals/Gardiner Dispatch Quote**
4. **RECESS UNTIL 7:00PM**
5. GOOD NEWS & RECOGNITION
6. PUBLIC HEARINGS
 - A. Licensing Of Medical Marijuana Establishments Ordinance
 - B. Victualer's License for the Rusty Lantern
7. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
8. CONSENT AGENDA
 - 2019- 01 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#12202018	\$ 3,279.81	#44	\$ 20,796.07
#45	\$175,302.32	#132019	\$19443.61
#142019	\$131,064.68		
 - B. School Accounts Payable & Payroll Warrants -

#16	\$1,105.86	#1034	\$349,304.73
#1035	\$11,233.47	#	\$
 - C. Minutes of December 18, 2018
 - D. Victualer's License for the Rusty Lantern
 - E. Maine Downtown Center Affiliate Community Agreement
9. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2019-02 ORDER – 428 Ridge Road Demolition - Extension Request
 - 2019-03 ORDER – Tax Acquired Redemption Property
 - 2019-04 ORDER – Road Name Request - Golden Road
 - 2019-05 ORDER – Budget Schedule
 - 2019-06 ORDER – Solicit Bids for Emergency Generator
 - 2019-07 ORDER – Fire Truck Purchasing Process
 - 2019-08 ORDER – Hydraulic Extrication Bid Award
 - 2019-09 ORDER – CDBG Letter of Intent- Micro Enterprise Façade Program
 - 2019-10 ORDER – Solicit bids for CDBG Lisbon Village Streetscape Project
 - 2019-11 ORDER – Wellness Grant
 - 2019-12 ORDER – Lease Purchase Payoff
 - 2019-13 ORDINANCE –Licensing of Medical Marijuana Establishments – *Second Reading*
10. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Ward)
 3. Water Department (Councilor Brunelle)
 4. LDC (Councilor Larochelle)
 5. Conservation Commission (Councilor Ward)
 6. Recreation (Councilor Kolbe)
 7. County Budget (Councilor Ward)
 8. Library (Councilor Lunt)
 - B. Town Manager's Report
 - C. Department Head Written Reports
 - D. North Star Planning Quarterly Report
11. APPOINTMENTS
 - 2019-14 ORDER – Registrar of Voters – 2-Year Term
 - 2019-15 ORDER – Board of Appeals – Resignation
 - 2019-16 ORDER- Lisbon Development Committee Appointment-Christopher Huston

COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
 - 2019-17 ORDER – Per 1 MRSA Section 405 6 (C) Acquisition of Real Property or Economic Development
14. ADJOURNMENT
 - 2019-18 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").



Town of Lisbon

Diane Barnes
Town Manager

Town Council
Norm Albert, Chairman
Kris Crawford, Vice Chair
Christopher Brunelle
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: January 15, 2019

Agenda Item 2019-02 Tax Acquired Redemption Property

The Town of Lisbon foreclosed on the following properties on December 17, 2018 for non-payment of Real Estate Taxes. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property.

<u>Name</u>	<u>Address</u>	<u>Total Owed as of 2/19/2019</u>
Gendron & Gendron	Off Cross Street	\$3,191.12
Christine Smith	8 Whispering Pines	\$ 506.39

Recommendation

Authorize the Town Treasurer to send out a 30-day notice of redemption to the tax acquired property owners of record allowing them to pay all real estate taxes and fees owed on the property in full by the end of the 30-day period of redemption, and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.

Agenda Item 2019-04 Road Name Request- Golden Road

Ms. Malloy, the E911 Officer indicates the Road Name Request for Golden Road (drive off Frost Hill Avenue between 75 and 79) meets E911 standards and is in compliance with the Town's road naming ordinance sec. 46-93.

Recommendation

Adopt the name Golden Road for the extended drive off Frost Hill Avenue between 75 and 79 Frost Hill Avenue.

**Agenda Item 2019-06
Solicit Bids for Emergency Generator**

Currently there is no public emergency shelter in Lisbon. After the completion of a new gym at the high school, the Town felt this was a feasible location for an emergency shelter. The need for a shelter was in mind during design and construction, including electrical and space requirements. Space was provided in the electrical room for a transfer switch. In 2016, the Town began applying for grant funds through the Department of Homeland Security to help pay for the generator and transfer switch. The Town was successful in receiving grant funds from HSGP over the past three years totaling \$36,625.89. Council also designated \$20,000 from unassigned fund balance to go towards the generator pad and infrastructure. We are now asking permission to solicit bids for the generator and switch.

Recommendation

Authorize the Town Manager and Emergency Management Director to solicit bids for a generator and transfer switch.

**Agenda Item 2019-07
Fire Truck Purchasing Process**

Chief LeClair is requesting the Council consider using HGAC (Houston-Galveston Area Council) Cooperative Purchasing Program to get multi-unit prices while only purchasing a single unit.

HGAC (also known as HGACBuy) was established per Texas Local Government Code, Title 7, Chapter 791 to allow local governments and certain non-profits the ability to contract or agree under the terms of the Act to provide purchasing services and other administrative functions appropriately established by another government entity. The Inter-Local Contract is the required legal document that establishes a link between the End User and HGACBuy and gives the End User access to HGACBuy contracts.

Recommendation

Authorize the Fire Chief permission to become a participating member of the HGACBuy Cooperative to purchase a pumper Fire Truck through their procurement process.

**Agenda Item 2019-08
Hydraulic Extrication Bid Award**

The Fire Chief is requesting The Council award the bid for the extrication equipment. The Fire Chief sent out the RFP and posted it on the Town's website. We received two bids. The bids were publicly opened, on January 8 at 4:00 p.m., in the Town Manager's office. The bids were from Industrial Protection Services (Holmatro), out of South Portland and from HSE (Genesis), out of Lewiston as follows:

Holmatro:	\$14,813 (\$15,639 with options)
Genesis:	\$18,030 (\$19,980 with options)

After reviewing the bids and comparing specifications, the Fire Chief recommends the Genesis brand offered by HSE for \$18,030 for the following reasons:

- The Genesis tool uses a Milwaukee brand battery that can be obtained locally and has a 3-year warranty. The Holmatro brand tool comes with a battery that is a proprietary item and can only be purchased from Holmatro and has a 1-year warranty.

- The firefighters who demonstrated these tools stated that the Genesis brand is narrower, better balanced, and easier to maneuver.
- And lastly, service has been an issue with the Holmatro vender lately. Speaking with other Fire Departments that have purchased Genesis, they have been happy with the service from the vendor and the company, directly.

Recommendation

Award the extrication equipment bid to Genesis in the amount of \$18,030.

Agenda Item 2019-09

CDBG Letter of Intent- Micro Enterprise Façade Program

Lisbon has been very fortunate in securing grant funds through the Maine Office of Community Development and with the support of the Lisbon Development Committee the Economic Development Director would like to continue grant opportunities.

We are asking Council for the following recommendations:

1. Give authorization for the Town Manager to submit a 2019 CDBG Micro-Enterprise Assistance Grant Letter of Intent in the amount of \$150,000.

These funds would be used towards exterior improvements and signage on an existing business and/or existing or developing businesses that have five or fewer employees that meets the LMI criteria.

Eligible activities under the Micro-Enterprise category are grants or loans to for-profit businesses that can be used for working capital and interior renovations, façade grants or loans for exterior improvements, including signage, painting, siding, awnings, lighting and display windows.

Please note the deadline of the Letter of Intent is Friday, February 8, 2019 at 4:00 p.m.

Recommendation

Approve and authorize the Town Manager to submit a Letter of Intent for the CDBG Micro-Enterprise Façade Program Grant.

Agenda Item 2019-10

Solicit bids for CDBG Lisbon Village Streetscape Project

Since the fall of 2018, the Lisbon Development Committee has been working with Olver Associates on the Engineering/Design Services in preparation for a CDBG DR (Community Development Block Grant) Downtown Revitalization "Village Streetscape Project."

Spring/Summer of 2018, the Town of Lisbon was awarded a \$300,000 CDBG Downtown Revitalization Grant for the Village Streetscape Project.

Now that we have a scope of work and plan ready, the Lisbon Development Committee along with staff are requesting permission to submit an RFP for the CDBG Downtown Revitalization Village Streetscape Project.

Recommendation

Authorize the Economic & Community Development Director to solicit bids for the CDBG Lisbon Downtown Revitalization Village Streetscape Project.

300 Lisbon Street, Lisbon, ME 04250 | Phone: (207) 353-3000 | Fax: (207) 353-3007 | www.lisbonme.org

**Agenda Item 2019-11
Wellness Grant**

Tracey Steuber is requesting Council permission to apply and accept funds from the Maine Municipal Employees Health Trust 2019 Wellness Grant in the amount of \$2,080.00. One of the benefits afforded to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$41.60 per year, per employee covered under the Health Trust health insurance programs."¹

The Town of Lisbon currently has 50 health plan participants. The maximum grant application for 2019 is an amount of \$2,080.00.

Recommendation

Authorize Tracey Steuber to apply and accept funds from the Maine Municipal Employees Health Trust 2019 Wellness Grant in the amount of \$2,080.00.

**Agenda Item 2019-12
Lease Purchase Payoff**

During last year's budget workshops, council approved using undesignated fund balance to pay off the debt service for capital leases for the years 2019, 2020, and 2021. That left one of the capital leases with one remaining estimated payment of \$28,539 due in 2022. The Finance Director would like to over expend the debt service for capital leases expense line this year to pay off the lease completely. The estimated payment for the current year is \$20,000, saving the Town approximately \$8,500 in interest costs over the next 3 years.

Recommendation

Approve over-expending the debt service account in the amount of \$20,000 this year to pay off the lease purchase payment of \$28,539 as presented.

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual
300 Lisbon Street, Lisbon, ME 04250 | Phone: (207) 353-3000 | Fax: (207)
353-3007 | www.lisbonme.org



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2019-6A

Twila D. Lycette, Town Clerk

Michelle Foss, Assistant

PUBLIC HEARING

Medical Marijuana Licensing Ordinance

Town of Lisbon Public Hearing Notice

The Lisbon Town Council intends to hold a public hearing on January 15, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the Ordinance for Licensing of Medical Marijuana Establishments.

Copies of this ordinance may be obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or viewed online at www.lisbonme.org. The public is invited to attend.

Twila Lycette, Lisbon Town Clerk

The public is invited to attend.

Twila Lycette, Town Clerk



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2019-6B

Twila D. Lycette, Town Clerk

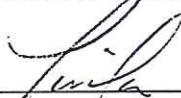
PUBLIC HEARING

The Town Council will hold a public hearing on January 15, 2019 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering a new Victualer's for:

*John Koch d/b/a The Rusty Lantern
689 Lisbon Road
Lisbon Falls, Maine*

The public is invited to attend.

The public is invited to attend.



Twila Lycette, Town Clerk



**TOWN COUNCIL
MEETING MINUTES
DECEMBER 18, 2018**

Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020
Normand Albert, At Large 2021
Kasie Kolbe, District 1 2021
Allen Ward, District 2 2021

CALL TO ORDER. The Chairman, Councilor Albert, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, and Larochelle. Also present were Diane Barnes, Town Manager; Steve Aievoli, Sewer Department Superintendent/Interim Public Works Director; Nate LeClair, Fire Chief; Miriam Morgan-Alexander, Assessment Review/Appeals Board Member; and approximately 12 citizens in the audience.

VOTE (2018-263A) Councilor Albert, seconded by Councilor Kolbe moved to excuse Councilor Crawford's absence. **Order passed – Vote 6-0.**

GOOD NEWS & RECOGNITION

VOTE (2018-263B) Councilor Albert, seconded by Councilor Kolbe moved to adopt the Community Markets Coalition Resolution as follows:

WHEREAS, the Maine convenience store industry, with more than 1,000 stores, the State selling fuel, food and merchandise, more than 3 billion dollars in sales in each year;

WHEREAS, as part of the fabric of the community, convenience stores support local charities, from youth sports teams to food drives, they strengthen the communities that they serve;

WHEREAS, convenience stores are closely tied to their community; according to a National Association of Convenience Stores consumer survey, says 78% of National Association Convenience Store member companies support five or more charities in their communities, and 83% have been involved in charitable giving for more than 10 years and;

WHEREAS, the median charitable contribution per store is \$4,100 in direct contributions and \$2,500 in donations collected; this means that as an industry, convenience stores contribute or collect nearly \$1 billion dollars a year for charities;

WHEREAS, there are 1,028 convenience stores in Maine; no matter their location, they are designed to serve customers on the go, whether for fuel, drinks, and snacks, fill-in groceries, or ATMs;

WHEREAS, the average convenience store in Maine provides 15 jobs in the community totaling more than 16,000 across the state, split about equally between full and part-time workers;

WHEREAS, convenience store jobs also can help students successfully afford a higher education and increase their business success, no matter what career path they ultimately pursue;

WHEREAS, convenience stores are responsible retailers in the community, creating store-level sales practices for "age-sensitive products" like tobacco and alcohol such as "We Care Because We Care";

WHEREAS, convenience stores conduct 4.5 million ID checks nationally for age restricted products every day, more than anyone in the country; by comparison, the Transportation Security Administration conducts about 2 million ID checks a day;

WHEREAS, convenience stores don't just serve communities, they invest in them; on average, a convenience store operator invests \$4.27 million dollars to open a new store in a rural neighborhood; with this large investment, they have a stake in the community's success and seek to enhance it;

WHEREAS, in rural areas, convenience stores are often the only place in town to buy grocery items, fuel, other products, or services; 81% of rural Americans say that a convenience store is within 10 minutes of their home;

WHEREAS, consumers agree that convenience stores represent the community's values. More than two in three Americans (or 71%) say that convenience stores share their values and do business the right way; and more than three in four (or 77%) say they would be favorable to a new store being built or opened in their community;

THEREFORE, BE IT RESOLVED, that in recognition of outstanding contributions to and service to the Town of Lisbon, we hereby most highly commend the community markets that operate in Lisbon, Maine.

Order passed – Vote 6-0.

Matthew Morrison, Vice President of the Maine Energy Marketers Association explained how negative news and politics effect the market place. He advocates for a seat at the table to discuss negative situations, to present the positive side, and to educate citizens about how involved and committed these providers really are. Mr. Morrison thanked the Council for their support.

PUBLIC HEARING

A. JUNKYARD PERMIT FOR HUSTON'S AUTO SALVAGE

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

B. JUNKYARD PERMIT FOR CAMPBELL'S USED AUTO PARTS

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

C. MEDICAL MARIJUANA ESTABLISHMENT LICENSE FOR LISBON CANNABIS COMPANY

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

EXECUTIVE SESSION

VOTE (2018-264) Councilor Kolbe, seconded by Councilor Larochelle moved to go into Executive Session at 7:06 PM per 1 MRSA Section 405 (6) (A) Personnel Matters. **Order passed – Vote 6-0.**

The Council returned to their seats. Councilor Kolbe, Seconded by Councilor Larochelle moved to come out of executive session at 7:22 PM. The Chairman resumed the meeting.

Items Taken Out Of Order

APPOINTMENTS

PLANNING BOARD MEMBER – ASSOCIATE

VOTE (2018-275) Councilor Kolbe, seconded by Councilor Lunt moved to appoint Shaun J. Carr an Associate Member on the Planning Board to 6/30/2021. **Order passed - Vote 6-0.**

CONSERVATION COMMISSION MEMBER

VOTE (2018-276) Councilor Kolbe, seconded by Councilor Albert moved to appoint Savanna Hagerthy to the Conservation Commission to 6/30/2020. **Order passed - Vote 6-0.**

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE

CONSENT AGENDA

VOTE (2018-26) Councilor Kolbe, seconded by Councilor Lunt moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#12-07-2018	\$14,940.61	#12-13-2018	\$5,938.75
#12-18-2018	\$250,939.60	#42	\$170,637.78
#43	\$18,196.74		

B. School Accounts Payable & Payroll Warrants -

#1029	\$348,275.46	#1030	\$11,274.01
#1031	\$54,461.48	#1032	\$369,430.91
#14	\$2,853.71	#	\$

Plus the Minutes of November 13 and December 4, 2018, the renewal Automobile Graveyard Permit for Campbells Used Autoparts, renewal Automobile Graveyard Permit for Huston's Auto Salvage, and set a public hearing for January 15 for a Victualer's license for the Rusty Lantern, and approve the Municipal/County Agreement for PSAP & Dispatch Services. **Order passed - Vote 6-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

BID FOR THE HYDRAULIC EXTRICATION EQUIPMENT

INTRODUCTION: The Fire Chief requested permission to go out to bid for the hydraulic extrication equipment, which the Council approved \$18,000 through the undesignated fund balance.

COUNCILOR COMMENTS: Chief LeClair said he would sell the old equipment at auction or traded it in. Councilor Ward mentioned it could be donated to another town, as well.

VOTE (2018-266) Councilor Brunelle, seconded by Councilor Larochelle moved to give the Fire Chief permission to go out to bid for the Hydraulic Extrication Equipment. **Order passed - Vote 6-0.**

SCHOOL CAPITAL RESERVE EXPENDITURE

INTRODUCTION: Allen Ouellette, School Facilities Manager, explained that the School's 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.

Mr. Ouellette said the current balance is \$67,675. The School Committee voted 5-0 to request Council permission to utilize an amount not to exceed \$56,000 to pay for the update of the phone system at the Lisbon Community School.

VOTE (2018-267) Councilor Ward, seconded by Councilor Kolbe moved to give the Lisbon School Committee permission to utilize an amount not to exceed \$56,000 for updating the phone system at the Lisbon Community School. **Order passed - Vote 6-0.**

Next Items Taken Out Of Order

JANUARY COUNCIL MEETINGS
&
SET WORKSHOP-ATV ORDINANCE

INTRODUCTION: Mrs. Barnes asked the Council what meetings they would like to schedule for January since the next meeting would be on a holiday, January 1, New Year's Day.

COUNCILOR COMMENTS: Councilor Kolbe recommended going with one meeting on January 15. Councilor Albert asked when the Council would like to set a workshop to discuss Council Goals. Councilor Brunelle suggested January 15 as well, but to start with the workshop on goals at 6:00 PM that night.

Mrs. Barnes indicated Roger Bickford has some recommended changes for the access roads in the ATV Ordinance and requested a Council Workshop to discuss these. She recommended combining Mr. Bickford's request with the Council's annual review prior to the trails opening in May. Councilor Ward requested Mr. Bickford identify and summarize his proposals for the Council to review on January 15 to determine whether a workshop would be needed and if needed, they would set one then.

VOTE (2018-269) Councilor Kolbe, seconded by Councilor Larochelle moved to hold one meeting in January on the 15th and to start at 6:00 PM with the workshop on Council Goals. **Order passed - Vote 6-0.**

NIMS RESOLUTION

INTRODUCTION: Mrs. Barnes explained that between 2006 and 2008, the State of Maine, its sixteen counties, and their respective municipalities adopted by resolution the Homeland Security Presidential Directive #5 (HSPD-5) which requires all state, tribal, and local governments to adopt the National Incident Management System (NIMS) as a condition of receiving federal preparedness funds beginning in 2005. These funds include Homeland Security Grants, Firefighter Grants, Hazard Mitigation Grants, etc. with the exception of federal disaster assistance under the Federal Robert T. Stafford Act. The local resolution states that all departments of that jurisdiction shall utilize and respond by the prescribed NIMS and local Incident Command System plans be updated as needed, that all covered by the NIMS requirements completed required training such as incident command training for emergency responders, and incident command orientation for elected municipal officials (NIMS 402 training), and that adoption of the resolution be made in a meeting open to the public. In 2006, Androscoggin County and all fourteen of its political subdivisions adopted and signed the NIMS Resolution.

Mrs. Barnes said it is time again for the State, its 16 counties, and all of the counties' local jurisdictions to reaffirm adoption of the NIMS Resolution by reviewing and signing a new NIMS Resolution for 2018.

VOTE (2018-270) Councilor Ward, seconded by Councilor Kolbe moved to confirm adoption of the following NIMS resolution:

RESOLUTION CONFIRMING ADOPTION OF THE
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, President Bush issued Homeland Security Presidential Directive (HSPD-5), *Management of Domestic Incidents*, on February 28, 2003, directing the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS); and

WHEREAS, NIMS will provide a consistent nationwide approach allowing federal, state, local and tribal governments to work effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents; and

WHEREAS, The Department of Homeland Security has sought extensive input on NIMS from state, local and tribal officials, the emergency response community, and the private sector and has incorporated the best

practices currently in use by incident managers; and

WHEREAS, Effective homeland security incident management involves new concepts, processes, and protocols that will require refinement over time. The collective input and guidance from all homeland security partners has been, and will continue to be, vital to the further development of an effective and comprehensive national incident management system; and

WHEREAS, NIMS was published by the Department of Homeland Security on March 1, 2004; and

WHEREAS, HSPD-5 and NIMS require all federal departments and agencies to adopt NIMS and use it in domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as to assist state, local, or tribal entities; and

WHEREAS, HSPD-5 and NIMS require federal departments and agencies to require state, tribal and local organizations to adopt NIMS as a condition for federal preparedness assistance beginning in federal FY 2005 and to confirm adoption of the NIMS Resolution in FY 2018.

NOW, THEREFORE, BE IT RESOLVED by the Lisbon Town Council as follows:

SECTION 1: That all departments of the Town of Lisbon, in Androscoggin County, shall utilize the National Incident Management System (NIMS) prescribed by the Department of Homeland Security;

SECTION 2: That the Lisbon Town Council directs all departments to train their personnel on the NIMS and to update the Town's Integrated Emergency Management Plan (formerly known as the Incident Command System Plan – an Addendum to the City's overall Emergency Operations Plan);

SECTION 3: That this Town Council hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements;

SECTION 4: This Resolution shall take effect at the earliest period allowed by law.

Effective: This 18th day of December in the Year of Our Lord 2018

Order passed - Vote 6-0.

WESTERN MAINE TRANSPORTATION ALTERNATIVE SHOPPING DESTINATION

INTRODUCTION: Western Maine Transportation contacted the Town to see if we would be receptive to having the Lisbon Connection Bus go to Topsham at least one Tuesday a month instead of Wal-Mart in Auburn for shoppers that usually ride the bus on Tuesdays. The driver polled the shopper riders and they thought this would be a good alternative.

Richard Nadeau said he spoke to the driver who said WMTS would like him to bring the issue to the Lisbon Town Council. He said they were looking at going to Topsham one week and Auburn/Lewiston the next; alternating between the two routes every other week.

COUNCILOR COMMENTS: Councilor Larochelle asked if there would be additional costs associated with this change. Mrs. Barnes indicated there would be none and that WMTS might pick up additional riders, too. She said this change fell in line with their goal to expand into the Brunswick/Bath area.

VOTE (2018-271) Councilor Larochelle, seconded by Councilor Kolbe moved to support the recommendation of WMTS to conduct a trial run to Topsham at least one Tuesday a month for the shoppers. **Order passed - Vote 6-0.**

AMENDMENT TO EMERGENCY ORDINANCE
FOR LICENSING OF MEDICAL MARIJUANA ESTABLISHMENTS

INTRODUCTION: Mrs. Barnes explained this change specifies that odor mitigation systems should only be needed for establishments that cultivate, manufacture or extract marijuana.

VOTE (2018-272) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following Amendment to the Emergency Ordinance for licensing of Medical Marijuana Establishments:

Amendment to Emergency Ordinance for Licensing Of
Medical Marijuana Establishments

Section 10-611, Subsection 3 of the Emergency Ordinance for Licensing of Medical Marijuana Establishments adopted by the Council on November 13, 2018, is amended as follows:

(3) Ventilation.

- (a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.
- (b) All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

Emergency Declaration

The Town Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious public harm that could be caused by the unregulated development of medical marijuana business establishments, thereby necessitating amendment of the emergency ordinance adopted by the Council on November 13, 2018. This amendment shall be enacted as an emergency ordinance under Section 2.08(b) of the Town Charter. It shall be effective as an emergency ordinance immediately upon enactment and shall remain in effect through the ninety-first (91st) day following the date on which the emergency ordinance that it amends was adopted, unless finally adopted as a regular ordinance within that time.

Proposed: December 14, 2018.

Approved: December 18, 2018 (EMERGENCY)

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, and Kolbe. Nays - None. Abstentions: Brunelle.
Order passed - Vote 5-0-1.

MEDICAL MARIJUANA ESTABLISHMENT ORDINANCE
First Reading

VOTE (2018-273) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the Medical Marijuana Establishment Ordinance as follows:

LISBON CODE OF ORDINANCES
CHAPTER 10-BUSINESSES
ARTICLE XI. – MEDICAL MARIJUANA ESTABLISHMENTS

Sec. 10-601. - Authority.

This article is enacted pursuant to authority granted under 30-A M.R.S. § 3001, 22 M.R.S. § 2423-A(14) and 22 M.R.S. § 2429-D.

Sec. 10-602. - Purpose.

The purpose of this article is to provide procedures and standards relating to the operation of medical marijuana establishments and to require their annual licensing.

Sec. 10-603. - Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings.

Registered caregiver retail store. "Registered caregiver retail store" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients that operates a retail store to sell medical marijuana to qualifying patients.

Registered dispensary. "Registered dispensary" means a dispensary authorized under state law to cultivate and dispense medical marijuana to qualifying patients and caregivers.

Marijuana testing facility. "Marijuana testing facility" means a public or private laboratory authorized under state law to test medical marijuana for contamination, potency or cannabinoid profile.

Manufacturing facility. "Manufacturing facility" means a manufacturing facility authorized under state law to manufacture marijuana products for medical use or to engage in marijuana extraction for medical use.

Medical marijuana establishment. "Medical marijuana establishment" means a registered caregiver retail store, registered dispensary, marijuana testing facility, or manufacturing facility.

State registration authority. "State registration authority" means the authority created or designated by the state for the purpose of regulating and controlling registration for medical marijuana establishments.

Disqualifying drug offense. "Disqualifying drug offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; or (2) An offense that consisted of conduct that would have been permitted under the Maine Medical Use of Marijuana Act.

Sec. 10-604. - License required.

No person shall operate a medical marijuana establishment, nor shall any property owner permit the use of his or her premises to be operated as a medical marijuana establishment, without a valid license issued by the town. Each license shall be for a period of one year from the date of its issuance. A license must be obtained prior to the opening of a medical marijuana establishment. Applications for renewal licenses shall be submitted at least ninety (90) days prior to expiration of the existing term. Any licensee that fails to submit a renewal application by the applicable deadline shall not have authority to operate until a license is granted.

Sec. 10-605. - Application.

Each applicant for a medical marijuana establishment license shall complete and file an application on the form provided by the town clerk, together with the applicable nonrefundable license fee, as well as the following supporting materials:

- (1) A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority, if applicable.
- (2) Evidence of all state approvals or conditional approvals required to operate a medical marijuana establishment, including, but not limited to, a state registry identification card or registration certificate.
- (3) If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical marijuana establishment.
- (4) If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.
- (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual.

- (6) A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
- (7) A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.
- (8) Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.
- (9) Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
- (10) Evidence of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable food or victualer's license.
- (11) Evidence of compliance with the requirements of sections 10-611 and evidence that the standards listed in section 10-610 have been met.

If the town clerk determines that a submitted application is not complete, the clerk shall notify the applicant within ten (10) business days of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the clerk's request, the application may be denied.

Sec. 10-606. - Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection 10-605(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, and plumbing code, and shall report findings in writing to the town clerk.
- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.
- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk; and
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and shall report findings in writing to the town clerk.

Sec. 10-607. - Action on application.

- (1) Public hearing. The town clerk upon receipt of a completed application and upon receipt of the reports required under section 10-606 above, shall schedule a public hearing at a regular or special meeting of the town council and shall arrange for public notice of the public hearing to appear in the newspaper of general circulation within the Town of Lisbon at least seven days prior to the date of the scheduled public hearing. Costs of the hearing notice shall be paid out of the license and processing fee.
- (2) Town council action. The council, after notice and public hearing, shall determine whether the applicant complies with the requirements of this article. Upon such determination by the council, the town clerk shall be authorized to issue the license.

Sec. 10-608. - Status of license—Display.

No license issued under this article may be assigned or transferred to another entity. Any change in ownership or change in the officers of an owner shall require a new license. Licenses are limited to the premises for which they

are issued and are not transferable to another location. The license shall be displayed in a conspicuous place in the medical marijuana establishment for which the license is issued.

Sec. 10-609. - Duty to update information.

Any licensee issued a license under this article shall have the duty to maintain updated and accurate information regarding all of the information provided pursuant to the application process and as required in section 10-605 within ten days of any change of status. Failure to provide and maintain current and accurate information may result in revocation of the applicant's license.

Sec. 10-610. - Standards for approval, denial, revocation.

A license application for a medical marijuana establishment shall be denied by the town council, and an existing license may be suspended or revoked by the town council after notice and hearing, if the applicant, or any owner of the applicant or licensee:

- (1) Fails to meet the requirements of this ordinance.
- (2) Is not at least twenty-one (21) years of age.
- (3) Is not a resident of the state of Maine.
- (4) Has had a license for a marijuana establishment revoked by a municipality or by the state.
- (5) Has not acquired all necessary state and local approvals prior to issuance of the license.
- (6) Has been convicted of a disqualifying drug offense.
- (7) Has provided false or misleading information in connection with the license application.

Sec. 10-611. - Operating Requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

(1) Fixed location.

All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate medical marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.

(2) Security.

- (a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
- (b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
- (c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).

(3) Ventilation.

- (a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.
- (b) All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

(4) Loitering.

The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.

(5) Compliance with requirements of state and local law.

A medical marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing medical marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

Sec. 10-612. - Violations; penalties.

In addition to revocation or suspension of a medical marijuana establishment license as provided in this article, the violation of any provision of this article shall be punished by a fine of not less than \$500.00 nor more than \$2,500.00 for each offense. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. In addition to such penalty, the town may enjoin or abate any violation of this article. All fines and penalties, together with costs of prosecution of violations, which shall include the town's cost and attorney's fees, shall inure to the benefit of the town. This section shall be enforced by the Lisbon police chief, the Lisbon codes enforcement officer, and/or their designees. Notice of violations by medical marijuana establishment licensees of other provisions of this Code shall be provided to the police chief, town officers, and town attorney.

Sec. 10-613. - License fee.

The annual license fees shall be as follows:

Registered caregiver retail store:	\$ 250
Registered dispensary:	\$ 250
Manufacturing facility:	\$ 250
Marijuana testing facility:	\$ 250

Sec. 10-614. - Severability.

If any section, phrase, sentence or portion of this article is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Sec. 10-615. - Appeals.

An appeal from any final decision of the town council under this article may be taken by any party to Superior Court within thirty (30) days of the decision being appealed in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, and Kolbe. Nays - None. Abstentions: Brunelle.
Order passed - Vote 5-0-1.

**MEDICAL MARIJUANA ESTABLISHMENT LICENSE FOR
LISBON CANNABIS COMPANY**

VOTE (2018-274) Councilor Kolbe, seconded by Councilor Larochelle moved to approve the license for Lisbon Cannabis Company.

Councilor Larochelle asked if this application was complete. Mrs. Barnes said no and explained that the Fire Chief and Code Enforcement Officer (CEO) had not completed their inspections as required yet because construction was not complete. Jason Smith said he was planning to open around February 1. He said he has not installed the front door yet and that he just learned today that the State Fire Marshall's office would need to inspect that also.

Councilor Albert said since there is no sense of an emergency that he would be inclined to hold off on issuing this license for now. Councilor Ward recommended approving the license contingent upon final inspections by our Fire Chief and CEO.

VOTE (2018-274) Councilor Kolbe, seconded by Councilor Larochelle moved Amendment #1 that the Town Clerk be authorized to issue the license contingent upon final inspections being completed by our Fire Chief and CEO. **Amendment passed – Vote 5-0-1.**

Main Motion as Amended #1 passed - Vote 5-0-1.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he was going to mention the phone system, but that's already been discussed. He said there is nothing else to report.
2. Planning: Councilor Ward said they are processing a couple of applications and a hearing for Crafts was scheduled.
3. LDC: Councilor Larochelle said he had nothing to report.
4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said he had nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported the town received a worker's compensation dividend check and that our mod rate is up to 1.33 now.

Mrs. Barnes reported that the Rusty Lantern would open on Thursday at 5AM for business.

Mrs. Barnes indicated that the MUNIS module scheduled to be online the first part of January was moved to the first part of April.

C. DEPARTMENT HEAD WRITTEN REPORTS

Councilor Ward recommended Mrs. Barnes let Councilors know about ribbon-cutting ceremonies when the Economic Development Director and Town Manager are not available so that someone from the town can be present.

Councilor Ward requested Departments include a little bit more about what is happening in their departments, like stats on visits, inspections, issues, violations, etc. per month. He requested the Finance Director present a verbal financial report soon. He said the carpet at the Library looks great. He congratulated the two new officers (Chandler/Koffman) who recently graduated from the Police Academy.

D. COUNCIL COMMITTEE LIAISONS

Councilor Albert asked Councilors if they wanted to switch positions to different committees. There were no changes. Councilor Crawford was added to fill the Water Department Liaison opening.

Liaisons

Councilor Lunt
 Councilor Crawford
 Councilor Kolbe
 Councilor Larochelle
 Councilor Albert
 Councilor Ward
 Councilor Crawford
 Councilor Larochelle
 Councilor Larochelle
 Councilor Larochelle
 Councilor Kolbe
 Councilor Lunt
 Councilor Crawford
 Councilor Ward
 Councilor Kolbe
 Councilor Lunt
 Councilor Ward

Boards/Committees

Administration/Library
 Public Safety
 Public Works/Parks/Recreation
 School Facility Committee
 School Committee
 Planning Board
 Water Commission
 Lisbon Development Committee (LDC)
 Assessment Review Board
 Voter Registration Appeals Board
 Ethics Panel
 Library Governing Board
 Zoning Appeals Board/Sewer Appeals Board
 Conservation Commission
 Recreation Committee
 Commercial Revolving Loan
 County Budget Committee

Additional Liaisons

Councilors Larochelle
 Councilors Albert
 Councilor Brunelle
 Councilors Crawford & Ward

 Councilor Albert

 Councilor Albert & Crawford
 Councilor Albert
 Councilor Lunt

APPOINTMENTS**PLANNING BOARD MEMBER – ASSOCIATE**

See motion taken towards the beginning of this meeting.

CONSERVATION COMMISSION MEMBER

See motion taken towards the beginning of this meeting.

COUNCILOR COMMUNICATIONS

Councilor Ward asked for a list of allocations left to complete in the fund balance account still open that could expire this June 30.

Councilor Albert asked for an update on Winter Operations. Mr. Aievoli reported all the plow routes are covered. He said he was trying to get a handle on salt usage right now, but everything is going well. He was pleased to report openings filled and/being covered by volunteers from the School Department. They have been a great help.

Councilor Larochelle wished everyone a Very Merry Christmas and safe travels.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE**ADJOURNMENT**

VOTE (2018-277) Councilor Albert, seconded by Councilor Kolbe moved to adjourn at 8:05 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
 Town Clerk, Lifetime CCM/MMC
 Date Approved: January 15, 2019

Business Name: Rusty Lantern

INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature:  Date: 12/14/18

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 12/14/18

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Deputy Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 111....Health Officer
287-5671..... State Health Inspection Dept.

624-9693State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
1-800-872-3838..Business Answers

Revised March 12, 2018

May open Dec 20

Maine Downtown Center Affiliate Community Agreement

Between the Maine Downtown Center and Town of Lisbon.



THIS AGREEMENT is entered into between the Maine Downtown Center (MDC) and Town of Lisbon, a Maine Downtown Center Affiliate Community ("Affiliate").

WHEREAS, the MDC and the Affiliate desire to promote the revitalization of the Lisbon downtown commercial district; and

WHEREAS, the MDC desires to provide technical assistance and training to the Affiliate;

WHEREAS, Affiliate designation is a prerequisite in becoming a designated Main Street Maine community, should Main Street designation be a future goal of the Affiliate.

NOW THEREFORE, the parties agree as follows:

SECTION I. The Affiliate shall:

57. Understand, commit to and follow the Refreshed Main Street Four-Point Approach® to downtown revitalization (Organization, Design, Promotion and Economic Vitality) established by the National Main Street Center and promoted by the Maine Downtown Center.
58. Develop and maintain a volunteer board or committee, including representatives of downtown business entities, the greater community, and local government, to oversee the continuing development of the local downtown revitalization program for the terms of this agreement.
59. Maintain and report on quantitative measures of success annually, specifically volunteer hours. Volunteer hours tracking form will be supplied by MDC to Affiliate. The Affiliate will also be asked to provide a narrative of activities and efforts at the end of the calendar year.
60. Attend training offered by MDC in person at least once per year. Additional trainings will be offered remotely.
61. Access technical services in historic preservation provided through MDC and its Advisory Council and in partnership with Maine Preservation, the Maine Historic Preservation Commission, and other organizations.
62. Share lessons learned from your experience as an Affiliate, and share documents, strategies and products with the MDC and other communities in instances where sharing will not compromise the work of the Affiliate.
63. Acknowledge receipt of MDC's services by crediting it through appropriate methods (i.e., both MDC and National Main Street Center logos included on website and social media, printed materials, press releases, project signs, verbal recognition at public meetings, etc.).

64. Include a tagline with the Affiliate's branding which states, "A Maine Downtown Center Affiliate Program." Affiliates may not use "Main Street" in organizational names because of potential confusion with nationally accredited Main Street organizations using the same branding.
9. Pay an annual participation fee of \$1000 to MDC, due within 30 days of completion of this agreement.

SECTION II. The Maine Downtown Center shall:

64. Respond to requests for visits and/or other forms of technical assistance by MDC's Program Director, consultants or members of the MDC's Advisory Council members, as needed.
65. Provide training opportunities for board members, committee members, staff and volunteers on the content and methodology of the Refreshed Main Street Four-Point Approach®.
66. Provide resource and consultant information to Affiliates in topic areas specifically related to organization, design, promotion, and economic vitality.
67. Assist in the selection of a local program director, if appropriate, and provide orientation and training in the Four Point Approach®, as necessary.
68. Pay for the Affiliate's membership to the National Main Street Center during the term of this agreement *upon written request by the Affiliate*.
69. Facilitate public awareness and collective impact among Affiliate and Main Street Maine communities and the general public.
70. Post success stories and testimonials from the Affiliate on the MDC website and via social media and share links to the National Main Street Center and other state coordinating programs.
71. Provide opportunities for special program participation, benefits, and grant opportunities.
72. Assign a coach from the MDC Advisory Council that will connect with a local volunteer chair or co-chair regularly via email, phone call or in-person visit. The coach may assist with setting agendas, problem solving, developing work plan, etc.

SECTION III. The Parties hereto otherwise agree as follows:

57. The term of this agreement shall be for a period of one year following a fiscal / calendar year (circle one) from dates (fill in here)_____ ending _____. It may be extended or revised by a written amendment signed by both parties.
58. Either party may terminate this agreement with or without cause upon thirty (30) days prior written notice to the other party. Both parties shall consent to an exit interview, if requested.

59. Notwithstanding any other provision of this agreement, if funds anticipated for the continued fulfillment of the agreement are at any time not forthcoming or insufficient, the MDC shall have the right to terminate this agreement without penalty upon thirty (30) days written notice.
60. The contract constitutes the entire understanding and agreement between the parties and incorporates and supersedes any previous agreements or negotiations, whether oral or written.
61. Nothing herein shall be construed to create an employer-employee relationship between the MDC and the Affiliate program.
62. In the event of any conflict between this contract and the attachments hereto, the terms of the contract shall prevail.
63. This contract shall be governed by MDC. The Affiliate program shall at all times comply with, and observe all federal, state and local laws which are in effect during the period of this contract and which, in any manner, affect the work or its conduct.
64. MDC and the Affiliate program acknowledge and agree that in no event shall MDC be deemed a "legal partner" or joint venture with the Affiliate program, or any beneficiary of the Affiliate program.

IN WITNESS WHEREOF, the parties have executed this agreement.

BY: _____
Title

Date

BY: Anne G. Ball
Anne G. Ball
Program Director
Maine Downtown Center
Maine Development Foundation
2 Beech St., Ste. 203
Hallowell, ME 04347

January 9, 2019
Date

Version 01/2/19 AGB/rjo'b

MEMO

TO: LISBON TOWN COUNCIL
FROM: KATHY MALLOY, E-911 ADDRESSING OFFICER
DATE: DECEMBER 17, 2018
RE: ROAD NAME APPROVAL

There is a new lot off Frost Hill Avenue between the address range of 75 and 79 Frost Hill Avenue. Since there is a potential for multiple dwellings accessing the same drive, the owners of the property, Jennifer and Peter Larochelle, have requested their extended drive be named the Golden Road.

This road name meets E-911 standards and is in compliance with the Town's road naming ordinance sec. 46-93.



Town of
LISBON
Maine

Map prepared by:
April 1, 2018



DISCLAIMER
For Assessment Purposes Only
Not For Property Line Purposes

LEGEND

- Town Line
- Adjacent Towns
- Parcels
- Streams
- Flood Zones
- Zoning
- Easements
- Adjacent Maps
- Water
- Road ROW

Lisbon 2018 GIS Tax Map
Revised by



Custom GIS Software



U-11
TAX MAP

Scale: 1" = 100 Feet



Town of Lisbon
Municipal Budget Schedule 2019-2020
7:00 PM

Agenda Item 2019-05

March 12, 2019	Tuesday, Special Town Council Meeting <i>School Budget Presentation to Council</i>
March 19, 2019	Tuesday, Town Council Meeting <i>Municipal Budget Presentation</i>
March 26, 2019	Tuesday, Town Council Budget Workshop <i>Parks & Recreation & Library</i>
April 9, 2019	Tuesday, Town Council Budget Workshop <i>Lisbon Emergency</i> <i>Police & Fire Budget Workshop</i>
April 16, 2019	Tuesday, Town Council Meeting <i>Approve Warrant</i>
April 23, 2019	Tuesday, Town Council Budget Workshop <i>Dept. Heads-Finance/Tax, Technology Town Manager, Codes, Town</i> <i>Buildings, Assessing, Economic Development, Town Clerk,</i> <i>Presentation of Capital Improvement Plan to Council,</i> <i>Lisbon Emergency</i>
April 25, 2019	Thursday, Planning Board Meeting <i>Presentation of Capital Improvement Plan to Planning Board</i>
May 6, 2019	Monday, School Committee Meeting <i>Adopt School Budget</i>
May 7, 2019	Tuesday, Town Council Meeting <i>School Budget/CIP Public Hearing</i>
May 14, 2019	Tuesday, Town Council Meeting <i>Adopt School Budget</i> <i>Council Recommendation on School Budget for ballot</i>
June 11, 2019	School Budget Validation Referendum
June 18, 2019	Tuesday, Council Meeting <i>Municipal Budget Public Hearing</i>
June 25, 2019	Tuesday, Special Town Council Meeting/Adopt Municipal Budget

January 10, 2018

To Lisbon Town Council and Town Manager:

We have received three awards through Homeland Security grant funding to purchase a generator to create an Emergency Shelter at the Lisbon High School Gym.

In 2016 we received \$15,258.44, \$8,439.67 in 2017 and \$9,927.78 in 2018. Council has also already designated \$20,000 toward the generator pad, infrastructure and installation.

I am requesting permission to solicit bids for the generator and switch so that we can make the purchase prior to the springtime deadline.

Thank you,
Lisa Ward
Lisbon EMA Director



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Diane Barnes
Ref: Request for Council Agenda
Date: January 8, 2019

I am requesting to be put onto the Council Agenda for the January 15th meeting. This is to speak to the Council reference the purchasing of a new pumper which was approved by the voters at the November 6 referendum.

I would recommend going with a cooperative purchasing program such as HGAC (the Huston-Galveston Area Council). This would give us the benefit of receiving multi-unit prices while only purchasing a single unit.

Nathan LeClair

A handwritten signature of Nathan LeClair in black ink.

Fire Chief



About the Cooperative

H-GAC and the Cooperative Purchasing Program

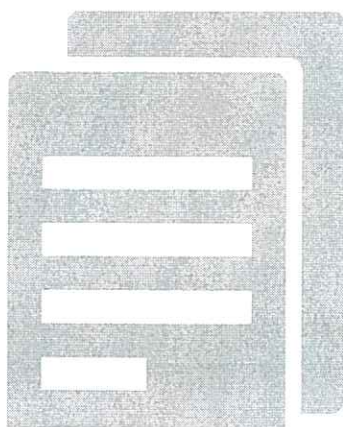
The Houston-Galveston Area Council (H-GAC) is the largest of 24 Councils of Government (COG) in Texas, and is a political subdivision of the State of Texas. It has been serving local governments for more than 40 years.

H GAC's Cooperative Purchasing Program, known as HGACBuy, was established pursuant to Texas Interlocal Cooperation Act [Texas Local Government Code, Title 7, Chapter 791]. The Act allows local governments and certain non-profits to contract or agree under the terms of the Act to make purchases or provide purchasing services and other administrative functions appropriately established by another government entity. The Interlocal Contract (ILC) is the required legal document that establishes a link between the End User (local governments and certain non-profits) and HGACBuy, and gives the End User access to HGACBuy contracts.

**HELPING
GOVERNMENTS
ACROSS THE
COUNTRY
BUY**

H-GAC has established Interlocal Contracts with thousands of End Users throughout Texas and across the United States.

HGACBuy contracts are established based on the requirements of [Texas Local Government Code, Chapter 252]. Products and services are contracted after having been subjected to either a competitive bid (IFB) or competitive proposal (RFP) process. Contracts are blanket type, usually for a term of two or three years. Use of HGACBuy for purchases by any End Users is strictly at the discretion of that entity. End Users issue their purchase orders to and pay directly the HGACBuy Contractor.



How to Become an End User?

Completing and Executing the ILC

Steps for Completing and Executing the Interlocal Contract (ILC).



[\(/join/become-an-end-user.aspx\)](/join/become-an-end-user.aspx)

Scope of HGACBuy's Professional Services

HGACBuy acts as the designated purchasing agent on behalf of participating End Users by performing specific services including, but not limited to:

- Developing specifications for competitive bids and proposals
- Soliciting vendor participation

- Conducting pre-bid/pre-proposal conferences
- Conducting public bid/proposal openings of responses
- Evaluating responses and making award recommendations
- Executing vendor contracts awarded by the H-GAC Board of Directors
- Maintaining contract information available through HGACBuy's Website
- Contract Administration

How to Become a Contractor?

All products and services offered through HGACBuy have been subjected to a competitive bid or proposal process, subsequently resulting in the award of a blanket contract(s).

Becoming an HGACBuy Contractor requires that you go through that process with us when we do a procurement for the products and/or services which you offer.

Most of our contracts run for a term of two years, dictating that the procurement process for a product/service is undertaken on that same schedule, i.e. every two years.

Click here (</join/become-a-contractor.aspx>) to know more about The HGACBuy Procurement Policy

How to Become an End User?

To become an End User and participate in purchasing through HGACBuy, you must:

- Be a state agency, county, municipality, special district, or other political subdivision of a state, or a qualifying non-profit corporation (providing one or more governmental function or service)
- Possess legal authority to enter into the Contract.

The End User warrants that both requirements are fulfilled by execution of an Interlocal Contract (ILC).

Click here (</join/become-an-end-user.aspx>) to know more about becoming an End User.

News & Events

End User Orientation (/events/event-details.aspx?eventid=63)

Join us for an HGACBuy End User Orientation (/events/event-details.aspx?eventid=63)

The HGACBuy End User Orientation objective is to introduce End Users to the HGACBuy program:

- Who is HGACBuy?
- Discuss what HGACBuy Cooperative does
- The advantages of using HGACBuy
- Discuss the purchasing process
- HGACBuy Website.

hgacbuy.org%2Fabout%2Fdefault.aspx&title=About%20the%20Cooperative%20-%20HGACBuy

Contractor Orientation (/events/event-details.aspx?eventid=66)

Join us for a Contractor Orientation Webinar (/events/event-details.aspx?eventid=66)

The orientation will discuss:

- Our cooperative environment
- Requirements for Member participation
- Preparing Contract Pricing Worksheets
- Purchase orders and Order Confirmations
- Quarterly Activity Reporting

hgacbuy.org%2Fabout%2Fdefault.aspx&title=About%20the%20Cooperative%20-%20HGACBuy

Contractor Orientation (/events/event-details.aspx?eventid=67)

Join us for a Contractor Orientation Webinar (</events/event-details.aspx?eventid=67>)

The orientation will discuss:

- Our cooperative environment
- Requirements for Member participation
- Preparing Contract Pricing Worksheets
- Purchase orders and Order Confirmations
- Quarterly Activity Reporting

hgacbuy.org%2Fabout%2Fdefault.aspx&title>About%20the%20Cooperative%20-%20HGACBuy)



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Diane Barnes
Ref: Request for Council Agenda
Date: January 8, 2019

I am requesting to be put onto the Council Agenda for the January 15th meeting. This is to award the bid for the extrication equipment.

The RFP was sent out and posted on the Town web site. We received two bids. The bids were publicly opened, on January 8th at 4pm, in the Town Manager's office with Town Manager Barnes and myself present. The bids were from Industrial Protection Services (Holmatro), out of South Portland and from HSE (Genesis), out of Lewiston.

The bids were as follows:

Holmatro:	\$14,813 (\$15,639 with options)
Genesis:	\$18,030 (\$19,980 with options)

After reviewing the bids and compared specifications, I am recommending we go with the Genesis brand offered by HSE for \$18,030.

- The Genesis tool uses a Milwaukee brand battery that can be obtained locally and has a 3 year warranty. The Holmatro brand tool comes with a battery that is a proprietary item and can only be purchased from Holmatro and has a 1 year warranty.
- The firefighters who demonstrated these tools stated that the Genesis brand is narrower, better balanced, and easier to maneuver.
- Service. Service has been an issue with the Holmatro vender lately. Speaking with other Fire Departments that have purchased Genesis, they have been happy with the service from the vendor and the company, directly.

Nathan LeClair

A handwritten signature of Nathan LeClair in black ink.

Fire Chief

HARRISON SHRADER ENTERPRISES

**Harrison Shrader Enterprises**

13 Westminster Street
 Lewiston, Me 04240
 207-241-0325 Fax: 207-553-2288
www.hsefiresafety.com

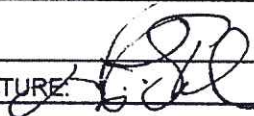
Quotation

Date:	Submitted By:
1/8/2019	Bill Shrader

Quotation For:

Lisbon Fire Department
 300 Lisbon St.
 Lisbon ME 04250

CONTACT:	EST. SHIP DATE	SHIP VIA	TERMS
Bill Shrader	30-40 DAYS	HSE	NET 30

QUANTITY	DESCRIPTION		EXT. PRICE
1	Genesis EForce 2.0 S44 Spreader w/5 Amp Milwaukee Battery (Per Required Specifications)		\$ 8,745.00
1	Genesis EForce 2.0 C236-SL2 Cutter w/5 Amp Milwaukee Battery (Per Required Specifications)		\$ 8,835.00
2	5 Amp Milwaukee Battery. (Spares).	\$ 225.00	\$ 450.00
2	Genesis 110 V AC Tethering Adapter	\$ 975.00	\$ 1,950.00
	Free Shipping		
	Thank You 		
		TOTAL	\$ 19,980.00
SIGNATURE: 		ABOVE PRICING WILL BE HONORED FOR: 30 DAYS	



125 John Roberts Rd
South Portland, ME 04106
PH: 207-847-3313
Jon Usher-Maine Sales
jusher@ipp-ips.com

PRICE QUOTE FOR:
Lisbon Fire Department
Chief Nathan LeClair
300 Lisbon St
Lisbon, ME 04250

DATE:
1/7/2019

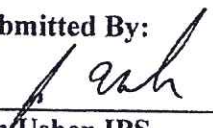
Product/Description	Price Ea
Holmatro GCU506i EVO3 Battery Incline Cutter p/n 158.052.264	\$7,465.00
Holmatro GSP5250 EVO3 Battery Spreader p/n 158.052.249	\$7,348.00
Total	\$14,813.00

Options

Holmatro BMC2 AC/DC 110V Charger (2) p/n 150.182.207	\$826.00
---	----------

***Each Tool Includes 2 Batteries And Charger**

Submitted By:



Jon Usher-IPS



125 John Roberts Rd
South Portland, ME 04106
PH: 207-847-3313
Jon Usher-Maine Sales
jusher@ipp-ips.com

1/7/2019

**Lisbon Fire Department
Chief Nathan LeClair
300 Lisbon St
Lisbon, ME 04250**

Exceptions

IPS is taking 2 exceptions to the RFP

**Must Have Spreading Force Of 180,000 lbs Minimum
Holmatro Spread Force Is 82, 280 lbf**

**Must Have Replaceable Cutting Blade
Holmatro Cutting Edges Are Fixed**



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC: Lisbon Development Committee
SUBJECT: 2019 CDBG Micro-Enterprise Assistance Grant Letter of Intent
DATE: January 10, 2019

Lisbon has been very fortunate in securing grant funds through the Maine Office of Community Development and with the support of the Lisbon Development Committee, we would like to continue grant opportunities.

We are asking Council for the following recommendations:

1. Give authorization for the Town Manager to submit a 2019 CDBG Micro-Enterprise Assistance Grant Letter of Intent in the amount of \$150,000.

These funds would be used towards exterior improvements and signage on an existing business and/or existing or developing businesses that have five or fewer employees that meets the LMI criteria.

Eligible activities under the Micro-Enterprise category are grants or loans to **for-profit businesses** that can be used for working capital and interior renovations, façade grants or loans for exterior improvements, including signage, painting, siding, awnings, lighting and display windows.

Please note the deadline of the Letter of Intent is **Friday, February 8, 2019 at 4:00 p.m.**



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC: Lisbon Development Committee
SUBJECT: Approval to submit an RFP for the CDBG DR Village Streetscape Project
DATE: January 10, 2019

Since the fall of 2018 the Lisbon Development Committee has been working with Olver Associates on the Engineering/Design Services in preparation for a CDBG DR (Community Development Block Grant) Downtown Revitalization "Village Streetscape Project."

Spring/Summer of 2018, the Town of Lisbon was awarded a \$300,000 CDBG Downtown Revitalization Grant for the Village Streetscape Project.

Now that we have a scope of work and plan ready, the Lisbon Development Committee along with staff request permission to submit an RFP for the CDBG DR Village Streetscape Project.

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

November 14, 2018

Ms. Tracey Steuber, Director of Economic Development
Lisbon Town Office
300 Lisbon Street
Lisbon, Maine 04250

RE: Lisbon Village Streetscape
Preliminary Concepts and Cost Estimates

Dear Tracey:

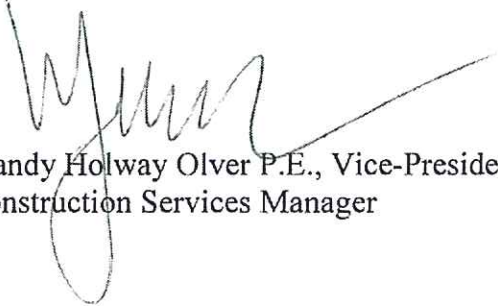
As requested, we have prepared preliminary cost estimates for the work that the Town plans to conduct in the Lisbon Village area. The attached cost estimates are very preliminary based on the scope of project depicted on the enclosed concept plans. The overall estimated cost of the work is approximately \$635,875 while the cost of Phase 1 is approximately \$414,100. As you will see, the cost of replacing all the lights is a large portion of each budget.

If you have any questions or wish to refine the project scope, please let us know.

Very truly yours,

OLVER ASSOCIATES INC.




Mandy Holway Olver P.E., Vice-President
Construction Services Manager

MHO/sb

1318/090

CC: Mr. Tom Martin, Public Works Director

LISBON CENTER STREETSCAPE IMPROVEMENTS
TOWN OF LISBON, MAINE
Phase 1 Only
November 13, 2018

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
Site Clearing/Removals/Gen conditions	1	LS	\$ 23,000.00	\$ 23,000.00
Existing Structures Modification	6	EA	\$ 600.00	\$ 3,600.00
Temporary Erosion Control	1	EA	\$ 3,000.00	\$ 3,000.00
4" Trench, Driveway, and Roadway Pavement	60	Tons	\$ 150.00	\$ 9,000.00
Remove and Reset Existing Granite Curb	900	LF	\$ 30.00	\$ 27,000.00
Granite Curb, 5" x 17"	100	LF	\$ 50.00	\$ 5,000.00
Granite Curb, 5" x 17" Terminal	200	LF	\$ 55.00	\$ 11,000.00
4" Concrete Sidewalk	820	SY	\$ 50.00	\$ 41,000.00
6" Concrete Sidewalk (Driveways)	100	SY	\$ 55.00	\$ 5,500.00
Detectable Warning Plates	10	EA	\$ 1,200.00	\$ 12,000.00
Light Base, Pole, & Luminaire	18	EA	\$ 9,500.00	\$ 171,000.00
Bus Shelter Installed	2	EA	\$ 3,000.00	\$ 6,000.00
Retaining wall (15 ' long X 3' high)	1	LS	\$ 3,000.00	\$ 3,000.00
Owner's Testing Allowance	1	AL	\$ 1,000.00	\$ 1,000.00
Subtotal Estimate				\$ 331,100.00
Engineering				\$ 45,000.00
Contingency				\$ 38,000.00
Total Estimate				\$ 414,100.00
Water department expected to replace and adjust all curb stops				

LISBON CENTER STREETSCAPE IMPROVEMENTS
TOWN OF LISBON, MAINE
Total Project
November 13, 2018

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Traffic Control	1	LS	\$ 20,000.00	\$ 20,000.00
Site Clearing/Removals/Gen conditions	1	LS	\$ 40,000.00	\$ 40,000.00
Existing Structures Modification	15	EA	\$ 600.00	\$ 9,000.00
Temporary Erosion Control	1	EA	\$ 5,000.00	\$ 5,000.00
4" Trench, Driveway, and Roadway Pavement	100	Tons	\$ 150.00	\$ 15,000.00
Remove and Reset Existing Granite Curb	1500	LF	\$ 30.00	\$ 45,000.00
Granite Curb, 5" x 17"	100	LF	\$ 50.00	\$ 5,000.00
Granite Curb, 5" x 17" Terminal	250	LF	\$ 55.00	\$ 13,750.00
4" Concrete Sidewalk	1400	SY	\$ 50.00	\$ 70,000.00
6" Concrete Sidewalk (Driveways)	200	SY	\$ 55.00	\$ 11,000.00
Detectable Warning Plates	10	EA	\$ 1,200.00	\$ 12,000.00
Light Base, Pole, & Luminaire	26	EA	\$ 9,500.00	\$ 247,000.00
Bus Shelter Installed	2	EA	\$ 3,000.00	\$ 6,000.00
Retaining wall (15' long X 3' high)	1	LS	\$ 3,000.00	\$ 3,000.00
Owner's Testing Allowance	1	AL	\$ 1,500.00	\$ 1,500.00
Subtotal Estimate				\$ 503,250.00
Engineering				\$ 70,000.00
Contingency				\$ 60,000.00
Total Estimate				\$ 633,250.00
Water department expected to replace and adjust all curb stops				

SCOPE OF WORK INCLUDES:

- RESET EXIST. GRANITE CURB
- PROVIDE NEW CONCRETE SIDEWALK
- REPLACE ALL DECORATIVE LIGHTS
- REMOVE ALL TREES
- ADD DETECTABLE WARNING PLATES AT CROSSWALKS
- ADD BUS SHELTERS

TOWN OF LISBON, MAINE

LISBON VILLAGE
STREETSCAPE IMPROVEMENTS
CONCEPTUAL SITE PLAN
PHASE 1 SCOPE

OLIVER ASSOCIATES INC.
ENVIRONMENTAL ENGINEERS
250 MAIN STREET
WINTERPORT, MAINE

ADD DETECTABLE
WARNING PLATES
(TYP. OF 10)

REPLACE EXIST.
DECORATIVE LIGHTS
(TYP. OF 18)

ADD NEW
BUS SHELTER

ADD RETAINING
WALL

REMOVE EXIST.
TREES AND LIGHTS
(TYP.)

REPLACE BUS
SHELTER

SCOPE OF WORK INCLUDES:

- RESET EXIST. GRANITE CURB
- PROVIDE NEW CONCRETE SIDEWALK
- REPLACE ALL DECORATIVE LIGHTS
- REMOVE ALL TREES
- ADD DETECTABLE WARNING PLATES AT CROSSWALKS
- ADD BUS SHELTERS

TOWN OF LISBON, MAINE

LISBON VILLAGE
STREETSCAPE IMPROVEMENTS
CONCEPTUAL SITE PLAN
ALL PHASES

OLIVER ASSOCIATES INC.
ENVIRONMENTAL ENGINEERS
290 MAIN STREET
WINTERPORT, MAINE

REPLACE EXIST.
DECORATIVE LIGHTS
(TYP. OF 26)

ADD DETECTABLE
WARNING PLATES
(TYP. OF 10)

ADD NEW
BUS SHELTER

ADD RETAINING
WALL

REMOVE EXIST.
TREES AND LIGHTS
(TYP.)

REPLACE BUS
SHELTER



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC:
SUBJECT: Maine Municipal Employees Health Trust Wellness Grant Application
DATE: January 8, 2019

One of the benefits afforded to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$41.60 per year, per employee covered under the Health Trust health insurance programs."¹

The Town of Lisbon currently has 50 health plan participants. The maximum grant application for 2019 is an amount of \$2,080.00.

Recommendation

Authorization to apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2019 Wellness Grant in the amount of \$2,080.00.

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual



Maine Municipal
Employees Health Trust
60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 621-2645
1-800-852-8300
FAX (207) 624-0166
www.mmeht.org

APPLICATION FOR WELLNESS PROGRAM GRANT
JANUARY 1, 2019 - DECEMBER 31, 2019

Return to: **Anne Charles, Health Promotion Manager**
Wellness Works
Maine Municipal Employees Health Trust
60 Community Drive
Augusta, ME 04330

From: Tracey Steuber
Name
Economic & Community Dev. Dir.
Title
Town of Lisbon
Municipality/Organization
300 Lisbon Street
Address
Lisbon, ME 04250

(207) 353-3000
Phone
(207) 353-3007
Fax

tsteuber@lisbonme.org
Wellness Coordinator's E-mail Address

The Town of Lisbon (name of Town/City/County/Special District/Authority) presents the following application for the MMEHT Wellness Incentive Grant.

1. This application was approved by the Town Manager/City Council/Board of Selectmen/County Commissioners/Board of Directors or Trustees/Executive Director on _____.
2. The Program Coordinator is Tracey Steuber.
3. Wellness Committee Members and Departments represented are:

Name	Department	Name	Department
<u>Tracey Steuber</u>	<u>Economic Dev</u>		
<u>Lidia Colston</u>	<u>Finance</u>		
<u>Lindy Masse</u>	<u>Water</u>		
<u>Brend Martin</u>	<u>Finance</u>		
<u>Megan Lavinge</u>	<u>Town Manager's Office</u>		
<u>Diane Nadeau</u>	<u>Library</u>		
<u>Twila Lyette</u>	<u>Clerk</u>		

4. Committee Meeting times are: 3rd Wednesday each month @ 10:00 A.M.

5. The Town of Lisbon (name of Town/City/County/Special District or Authority) agrees to:

- a. Spend the Wellness Incentive Grant money only on health promotion programs;
- b. Offer the programs listed above at times convenient for employees and to encourage their participation;
- c. Forward reports to the Health Promotion Manager at the beginning of each three-month period (January, April, July, and October) for the previous quarter;
- d. Allow Wellness Coordinator or a Wellness Committee member to attend the annual Wellness Conference; and
- e. Should the program be terminated or discontinued before completion of all planned activities or should the participating member or group discontinue participation in the Maine Municipal Employees Health Trust health plan, the balance of budgeted monies not expended in accordance with the itemized budget must be returned to the Maine Municipal Employees Health Trust.

6. Funds will be distributed four times a year (January, April, July, and October) upon receipt of the group's grant report for the preceding quarter and approval of a fund request for the upcoming three (3) month period.

Proposal submitted on: _____

By:

Name (Town Manager/Official)

Title

Please provide a **Program Plan** and **Budget Estimate for the entire year**. Education programs, on-site exercise classes, special events, incentives/recognition awards and health education materials should be listed.

- An education program should be planned for each quarter.
- You may budget for travel to the Annual Wellness Conference.

Activities/Item

January – March

Estimated Cost

3 Lunch-n-Learn	\$ 250
3 materials & incentives	\$ 170
Healthy Snacks	\$ 100

April – June

Estimated Cost

3 Lunch-n-Learn	\$ 250
3 materials & incentives	\$ 170
Healthy Snacks	\$ 100

July – September

Estimated Cost

3 Lunch-n-Learn	\$ 250
3 materials & incentives	\$ 170
Healthy Snacks	\$ 100

October – December

Estimated Cost

3 Lunch-n-Learn	\$ 250
3 materials & incentives	\$ 170
Healthy Snacks	\$ 100

ESTIMATED TOTAL COST FOR 2019*

\$ 2,080.00

*Please remember: This is only a projection, and may be subject to change.

TOTAL GRANT FUNDS AVAILABLE FOR 2019: \$ 2,080.00



FINANCE DIRECTOR'S MEMO

Lydia Colston, CPA, Finance Director

Diane Barnes, Town Manager

DATE: January, 9, 2019
TO: Town Council
Town Manager
FROM: Lydia Colston, CPA, Finance Director

During last year's budget workshops, council approved using undesignated fund balance to pay off the debt service for capital leases for the years 2019, 2020, and 2021. That left one of the capital leases with one remaining estimated payment of \$28,539 due in 2022. I would like to over expend the debt service for capital leases expense line this year to pay of the lease completely. The estimated payment for the current year is \$20,000, saving the Town approximately \$8,500 in interest costs over the next 3 years.

Respectfully,

Lydia A. Colston, CPA

LISBON CODE OF ORDINANCES

CHAPTER 10-BUSINESSES

ARTICLE XI. – MEDICAL MARIJUANA ESTABLISHMENTS

Sec. 10-601. - Authority.

This article is enacted pursuant to authority granted under 30-A M.R.S. § 3001, 22 M.R.S. § 2423-A(14) and 22 M.R.S. § 2429-D.

Sec. 10-602. - Purpose.

The purpose of this article is to provide procedures and standards relating to the operation of medical marijuana establishments and to require their annual licensing.

Sec. 10-603. - Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings.

Registered caregiver retail store. "Registered caregiver retail store" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients that operates a retail store to sell medical marijuana to qualifying patients.

Registered dispensary. "Registered dispensary" means a dispensary authorized under state law to cultivate and dispense medical marijuana to qualifying patients and caregivers.

Marijuana testing facility. "Marijuana testing facility" means a public or private laboratory authorized under state law to test medical marijuana for contamination, potency or cannabinoid profile.

Manufacturing facility. "Manufacturing facility" means a manufacturing facility authorized under state law to manufacture marijuana products for medical use or to engage in marijuana extraction for medical use.

Medical marijuana establishment. "Medical marijuana establishment" means a registered caregiver retail store, registered dispensary, marijuana testing facility, or manufacturing facility.

State registration authority. "State registration authority" means the authority created or designated by the state for the purpose of regulating and controlling registration for medical marijuana establishments.

Disqualifying drug offense. "Disqualifying drug offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; or (2) An offense that consisted of conduct that would have been permitted under the Maine Medical Use of Marijuana Act.

Sec. 10-604. - License required.

No person shall operate a medical marijuana establishment, nor shall any property owner permit the use of his or her premises to be operated as a medical marijuana establishment, without a valid license issued by the town. Each license shall be for a period of one year from the date of its issuance. A license must be obtained prior to the opening of a medical marijuana establishment. Applications for renewal

licenses shall be submitted at least ninety (90) days prior to expiration of the existing term. Any licensee that fails to submit a renewal application by the applicable deadline shall not have authority to operate until a license is granted.

Sec. 10-605. - Application.

Each applicant for a medical marijuana establishment license shall complete and file an application on the form provided by the town clerk, together with the applicable nonrefundable license fee, as well as the following supporting materials:

- (1) A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority, **if applicable.**
- (2) Evidence of all state approvals or conditional approvals required to operate a medical marijuana establishment, including, but not limited to, a state registry identification card or registration certificate.
- (3) If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical marijuana establishment.
- (4) If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.
- (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual.
- (6) A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
- (7) A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.
- (8) Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.
- (9) Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
- (10) Evidence of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable food or victualer's license.

- (11) Evidence of compliance with the requirements of sections 10-611 and evidence that the standards listed in section 10-610 have been met.

If the town clerk determines that a submitted application is not complete, the clerk shall notify the applicant within ten (10) business days of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the clerk's request, the application may be denied.

Sec. 10-606. - Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection 10-605(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, and plumbing code, and shall report findings in writing to the town clerk.
- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.
- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk; and
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and shall report findings in writing to the town clerk.

Sec. 10-607. - Action on application.

- (1) *Public hearing.* The town clerk upon receipt of a completed application and upon receipt of the reports required under section 10-606 above, shall schedule a public hearing at a regular or special meeting of the town council and shall arrange for public notice of the public hearing to appear in the newspaper of general circulation within the Town of Lisbon at least seven days prior to the date of the scheduled public hearing. Costs of the hearing notice shall be paid out of the license and processing fee.
- (2) *Town council action.* The council, after notice and public hearing, shall determine whether the applicant complies with the requirements of this article. Upon such determination by the council, the town clerk shall be authorized to issue the license.

Sec. 10-608. - Status of license—Display.

No license issued under this article may be assigned or transferred to another entity. Any change in ownership or change in the officers of an owner shall require a new license. Licenses are limited to the premises for which they are issued and are not transferable to another location. The license shall be displayed in a conspicuous place in the medical marijuana establishment for which the license is issued.

Sec. 10-609. - Duty to update information.

Any licensee issued a license under this article shall have the duty to maintain updated and accurate information regarding all of the information provided pursuant to the application process and as required in section 10-605 within ten days of any change of status. Failure to provide and maintain current and accurate information may result in revocation of the applicant's license.

Sec. 10-610. - Standards for approval, denial, revocation.

A license application for a medical marijuana establishment shall be denied by the town council, and an existing license may be suspended or revoked by the town council after notice and hearing, if the applicant, or any owner of the applicant or licensee:

- (1) Fails to meet the requirements of this ordinance.
- (2) Is not at least twenty-one (21) years of age.
- (3) Is not a resident of the state of Maine.
- (4) Has had a license for a marijuana establishment revoked by a municipality or by the state.
- (5) Has not acquired all necessary state and local approvals prior to issuance of the license.
- (6) Has been convicted of a disqualifying drug offense.
- (7) Has provided false or misleading information in connection with the license application.

Sec. 10-611. - Operating Requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

(1) *Fixed location.*

All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate medical marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.

(2) *Security.*

(a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.

(b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.

(c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).

(3) *Ventilation.*

(a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.

(b) All medical marijuana establishments **that cultivate, manufacture or extract marijuana** shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

(4) *Loitering.*

The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be

loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.

(5) Compliance with requirements of state and local law.

A medical marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing medical marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

Sec. 10-612. - Violations; penalties.

In addition to revocation or suspension of a medical marijuana establishment license as provided in this article, the violation of any provision of this article shall be punished by a fine of not less than \$500.00 nor more than \$2,500.00 for each offense. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. In addition to such penalty, the town may enjoin or abate any violation of this article. All fines and penalties, together with costs of prosecution of violations, which shall include the town's cost and attorney's fees, shall inure to the benefit of the town. This section shall be enforced by the Lisbon police chief, the Lisbon codes enforcement officer, and/or their designees. Notice of violations by medical marijuana establishment licensees of other provisions of this Code shall be provided to the police chief, town officers, and town attorney.

Sec. 10-613. - License fee.

The annual license fees shall be as follows:

Registered caregiver retail store:	\$ 250
Registered dispensary:	\$ 250
Manufacturing facility:	\$ 250
Marijuana testing facility:	\$ 250

Sec. 10-614. - Severability.

If any section, phrase, sentence or portion of this article is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Sec. 10-615. - Appeals.

An appeal from any final decision of the town council under this article may be taken by any party to Superior Court within thirty (30) days of the decision being appealed in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: JANUARY 9, 2018
RE: MONTHLY REPORT FOR DECEMBER

- 21 deeds for the month of September were processed bringing the total number processed since April 2nd 2018 to 153.
- The Sales Analysis Return was submitted to Maine Revenue Services. This report collects sales data from the Real Estate Transfer Declaration to assist in determining our sales ratio. The sales ratio is a comparison of the assessed value to selling price of all the properties sold within a municipality. Assessors are required by Maine State Law to conduct an annual sales ratio study, the completion of the report satisfies this requirement.
- Of Lisbon's 194 sales, we classified 56 as unusable. Some examples of unusable sales are foreclosure, related parties or property of an exempt organization. For the remaining 138 sales we provided the assessed value and type of property, such as single or multi family, commercial, mobile home or vacant land. We also verify the acreage, map & lot numbers and code the property as urban or rural.

Code Enforcement

Dennis J. Douglass

Code Enforcement Officer, Building Inspector, Licensed Plumbing
Inspector, Local Health Officer

Monthly Report for December 2018

Building permits issued - 9

- 8 Mobile homes
- 1 Commercial remodel

Electrical permits issued - 15

- 1 Remodel
- 7 Mobile home
- 1 New home
- 3 Upgrade service
- 2 Generator
- 1 Commercial alarm

Plumbing permits issued - 7

- 5 Mobile home hook-ups
- 1 Replacement HHE200
- 1 Internal plumbing

Misc. permits issued - 2

- Sign permit
- Roofing shingles

Planning Board -

Public Hearing - Case #18-12 – Conditional Use application – Medical Marijuana Retail Store

Lisbon Cannabis Co., Jason Smith
60 Capital Ave., Lisbon Maine 04252
Tax Map U10 Lot 018

- Retail storefront for the sale of medical marijuana products

Case #18-12 - Approved

Case #18-13 – Tier 2 Site Plan Review application - Medical Marijuana Retail Store

BBB Pharmaceutical Alternatives, LLC, Paul J. Brunelle
385 Lisbon Street, Lisbon Maine 04250
Tax Map U13 Lot 005

- Retail storefront for the sale of medical marijuana products

** This case was withdrawn after approval of the application and the scheduling of a Site Visit & Public Hearing. All notices were sent, re-sent, and all abutters were notified both times.*

Case #18-13 - Closed

Case #18-14 – Subdivision Review application – Crafts Subdivision

John D. Crafts – Rear lot at 117 Main Street, Lisbon Falls

- Two lots to be created at 117 Main Street in Lisbon Falls

Case 18-14 - Approved

Case #18-15 – Conditional Use application – Home Daycare Business

Kelli Daigle – 7 Ridlon Road, Lisbon Maine 04250

Tax Map R8 Lot 9C

Case 18-15 – Scheduled for Public Hearing

Town Planner – On-Going Comprehensive Plan work

Appeals Board - No cases to report.

Health Officer –

- On-going work as the Health Officer. Dealt with uninhabitable buildings, Child Protective Services, Adult Protective Services, Lisbon PD, Lisbon EMS, Lisbon Fire.
- Landlord/Tenant issues – Primarily heating, snow removal...

Building Maintenance –

- Library heating control issue – Siemens controls – Reset Library to match with hours of operation and adjusted the settings to appropriate heating levels.
- MTM - Installed water line and proper fittings to provide adequate supply for maintenance of the ice rink.
- Working on HVAC systems at Town Office and the MTM buildings.

** I am working on estimates and a presentation to have ready for the council to review. At some point, in the near future, time has to be set aside to have discussions on the current state of our HVAC and budgeting for a replacement.*



TOWN OF LISBON

Economic & Community Development

300 Lisbon Street
Lisbon, ME 04250
(207) 353-3000, ext. 122
(207) 353-3007, fax

Economic & Community Development December Report

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: January 8, 2019
RE: Monthly Department Report

The first week of December I was out of the office on vacation and upon my return businesses were in full swing in preparation of the Christmas holiday.

Projects I worked on during the month of December were: updating the Town's website, facebook page as well as the electronic sign. These are three media sources that I use when notifying the public about events, department closures for the holiday, and other public information. I had always wondered if people read the electronic sign out front and if the message is received. I learned from the fire department that because of the notice I posted, they received about six new applicants for firefighters...this was a good sign that yes, people are paying attention to the information on the board.



On Friday, December 14th I had the pleasure along with the Town Manager, Fire & Police Chiefs to visit the downtown businesses with the children from the library for some Christmas carolling and able to wish them a Merry Christmas. The businesses really enjoyed having the kids visit them and it was truly an honor to be able to participate. We visited the following businesses: Hair's to You, Sippy Cup Consignment, Soul 2 Soul Childcare, Flux, Eastcraft, Frank's, Mike's Flooring, Canton Pearl, Tangles, Sausage Kitchen, and Roger's Insurance. I also stopped in to visit Gentlemen's Quarters. Mic has once again expanded his business on Union Street up to six barbers. This growth will continue to bring people downtown.

New Businesses: We have all been waiting for Rusty Lantern to open, well on December 19th I had the pleasure of attending a soft opening and meeting the owner and his management team. They are very excited to be part of Lisbon. The Rusty Lantern officially opened its doors for business on December 20th at 5:00 a.m. Rusty's currently is open 24/7 for the convenience of those traveling through Lisbon late from their shift. A formal ribbon cutting will be scheduled at a later date.



Also during the month of December I began to work with a couple of new potential businesses for Lisbon. These are in the preliminary stages now and will give updates as they progress.

Community Development Block Grant:

Façade Grant Projects: The CDBG Façade grant program has ended for 2016 and I am currently working with the State to close out the grant.

I also spent some time researching other grant opportunities for Lisbon and will bring them before the Lisbon Development Committee and Council.

Moxie Festival 2019: Assembled files, etc. for the new Moxie Festival Coordinator and will be on hand to assist her when needed.

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12020000 General Government							
12020000 40001 Real estate and per	0	0	0	-13,022,142.90	.00	13,022,142.90	100.0%
12020000 40004 Supplemental Real &	0	0	0	-19,011.39	.00	19,011.39	100.0%
12020000 40020 Motor vehicle excis	-1,575,000	0	-1,575,000	-752,142.27	.00	-822,857.73	47.8%
12020000 40021 Boat excise taxes	-4,000	0	-4,000	-1,320.40	.00	-2,679.60	33.0%
12020000 40030 Interest/Penalties	-28,000	0	-28,000	-15,586.94	.00	-12,413.06	55.7%
12020000 40160 Registration Fees	-27,000	0	-27,000	-13,032.00	.00	-13,968.00	48.3%
12020000 40225 State revenue shari	-633,000	0	-633,000	-266,564.25	.00	-366,435.75	42.1%
12020000 40227 Urban road initiati	-97,770	0	-97,770	-97,724.00	.00	-46.00	100.0%
12020000 40230 Homestead exemption	-724,370	0	-724,370	-519,825.00	.00	-204,545.12	71.8%
12020000 40231 Veterans Reimbursem	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
12020000 40232 Tree Growth Reimbur	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
12020000 40233 RETE Reimbursement	-409,760	0	-409,760	-409,760.00	.00	-	100.0%
12020000 40235 State Road Revenue	-15,792	0	-15,792	.00	.00	-15,792.00	.0%
12020000 40260 Copier Revenue	-400	0	-400	-147.00	.00	-253.00	36.8%
12020000 40261 Fax Revenue	0	0	0	-49.00	.00	49.00	100.0%
12020000 40262 NSF Fees	0	0	0	286.81	.00	-286.81	100.0%
12020000 40901 Sewer Dept Admin Re	-16,097	0	-16,097	.00	.00	-16,097.00	.0%
12020000 40902 Sewer Dept Benefit	-6,308	0	-6,308	.00	.00	-6,308.00	.0%
12020000 40903 Water Dept Admin Re	-11,061	0	-11,061	-5,530.32	.00	-5,530.68	50.0%
12020000 40904 Water Dept Benefit	-5,214	0	-5,214	-2,607.12	.00	-2,606.88	50.0%
12020000 40905 Water Dept IT Reimb	-2,500	0	-2,500	-1,249.98	.00	-1,250.02	50.0%
12020000 40906 Water Dept Insur Re	-9,229	0	-9,229	-8,789.00	.00	-440.00	95.2%
12020000 40907 Water Dept HRA Reim	0	0	0	912.43	.00	-912.43	100.0%
12020000 40990 Misc. Fees	0	0	0	-15,975.63	.00	15,975.63	100.0%
12020000 44409 Investment earnings	-23,000	0	-23,000	-8,476.24	.00	-14,523.76	36.9%
12020000 44410 Cash Over/Short	0	0	0	422.72	.00	-422.72	100.0%
TOTAL General Government	-3,613,501	0	-3,613,501	-15,158,311.48	.00	11,544,810.04	419.5%
12020500 Elected Officials							
12020500 50108 Elected Officials	17,730	0	17,730	8,863.92	.00	8,866.08	50.0%
12020500 50202 Workers Comp Insura	64	0	64	17.12	.00	46.88	26.8%
12020500 50230 FICA Employer Costs	1,357	0	1,357	677.82	.00	679.18	49.9%
12020500 50301 Office Supplies	0	0	0	20.11	.00	-20.11	100.0%
12020500 50302 Operating supplies	500	0	500	11.68	.00	488.32	2.3%
12020500 50306 Postage	100	0	100	.00	.00	100.00	.0%
12020500 50307 Advertising	1,000	0	1,000	496.75	.00	503.25	49.7%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12020500 50308 Printing	100	0	100	.00	.00	100.00	.0%
12020500 50401 Professional Develo	1,000	0	1,000	196.00	.00	804.00	19.6%
TOTAL Elected Officials	21,851	0	21,851	10,283.40	.00	11,567.60	47.1%
12021000 Town Manager							
12021000 50101 Town Manager	96,482	0	96,482	48,245.60	.00	48,236.40	50.0%
12021000 50107 Administrative	47,502	0	47,502	23,753.60	.00	23,748.40	50.0%
12021000 50140 Overtime wages	500	0	500	.00	.00	500.00	.0%
12021000 50201 Unemployment Costs	495	0	495	199.00	.00	296.00	40.2%
12021000 50202 Workers Comp Insura	2,576	0	2,576	426.56	.00	2,149.44	16.6%
12021000 50210 MSPERS - Employer S	14,449	0	14,449	7,220.60	.00	7,228.40	50.0%
12021000 50220 Health Insurance	38,768	0	38,768	18,626.97	.00	20,141.03	48.0%
12021000 50230 FICA Employer Costs	11,053	0	11,053	5,164.30	.00	5,888.70	46.7%
12021000 50301 Office Supplies	600	0	600	324.95	-70.47	345.52	42.4%
12021000 50306 Postage	250	0	250	1,074.00	.00	-824.00	429.6%
12021000 50307 Advertising	1,000	0	1,000	179.50	.00	820.50	18.0%
12021000 50308 Printing	1,200	0	1,200	.00	.00	1,200.00	.0%
12021000 50352 Cell Phone/Allowanc	840	0	840	315.00	.00	525.00	37.5%
12021000 50401 Professional Develo	1,500	0	1,500	561.86	.00	938.14	37.5%
12021000 50412 Meals and Lodging	100	0	100	.00	.00	100.00	.0%
12021000 50413 Mileage/ travel rei	2,900	0	2,900	1,089.24	.00	1,810.76	37.6%
12021000 50452 Audit services	9,850	0	9,850	9,700.00	150.00	.00	100.0%
TOTAL Town Manager	230,065	0	230,065	116,881.18	79.53	113,104.29	50.8%
12021500 Appeals Board							
12021500 50104 Non Supervisory	200	0	200	.00	.00	200.00	.0%
12021500 50108 Elected Officials	751	0	751	371.46	.00	379.54	49.5%
12021500 50202 Workers Comp Insura	4	0	4	.51	.00	3.49	12.8%
12021500 50230 FICA Employer Costs	73	0	73	28.82	.00	44.18	39.5%
12021500 50301 Office Supplies	50	0	50	.00	.00	50.00	.0%
12021500 50306 Postage	50	0	50	.00	.00	50.00	.0%
12021500 50307 Advertising	375	0	375	.00	.00	375.00	.0%
12021500 50401 Professional Develo	200	0	200	.00	.00	200.00	.0%
TOTAL Appeals Board	1,703	0	1,703	400.79	.00	1,302.21	23.5%
12021600 Planning Board							
12021600 40116 Code Enforcement Fi	0	0	0	-2.00	.00	2.00	100.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021600 40265 Planning/Appeals Fe	-400	0	-400	-350.00	.00	-50.00	87.5%
12021600 50104 Non Supervisory	1,000	0	1,000	224.12	.00	775.88	22.4%
12021600 50103 Elected Officials	5,000	0	5,000	1,770.82	.00	3,229.18	35.4%
12021600 50202 Workers Comp Insura	22	0	22	3.76	.00	18.24	17.1%
12021600 50230 FICA Employer Costs	459	0	459	152.47	.00	306.53	33.2%
12021600 50301 Office Supplies	400	0	400	23.62	.00	376.38	5.9%
12021600 50306 Postage	150	0	150	15.35	.00	134.65	10.2%
12021600 50307 Advertising	750	0	750	128.17	.00	621.83	17.1%
12021600 50401 Professional Develo	600	0	600	157.76	.00	442.24	26.3%
12021600 50451 Contracted Professi	21,250	0	21,250	8,854.15	1,770.83	10,625.02	50.0%
12021600 50455 Profesional Service	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL Planning Board	31,731	0	31,731	10,978.22	1,770.83	18,981.95	40.2%
12022000 Legal							
12022000 50450 Legal expense	40,000	0	40,000	8,761.17	27,587.67	3,651.16	90.9%
TOTAL Legal	40,000	0	40,000	8,761.17	27,587.67	3,651.16	90.9%
12022500 Clerk							
12022500 40110 Clerk Fees	-19,000	0	-19,000	-8,004.55	.00	-10,995.45	42.1%
12022500 40160 Registration Fees	0	0	0	80.00	.00	-80.00	100.0%
12022500 40263 Notary Fees	-400	0	-400	-395.00	.00	-5.00	98.8%
12022500 40264 School Election Rei	-900	0	-900	-1,599.58	.00	699.58	177.7%
12022500 50102 Department Head	56,560	0	56,560	28,277.60	.00	28,282.40	50.0%
12022500 50104 Non Supervisory	20,263	0	20,263	9,049.84	.00	11,213.16	44.7%
12022500 50130 Temporary/seasonal	5,500	0	5,500	3,869.64	.00	1,630.36	70.4%
12022500 50201 Unemployment Costs	608	0	608	99.50	.00	508.50	16.4%
12022500 50202 Workers Comp Insura	297	0	297	52.24	.00	244.76	17.6%
12022500 50210 MEPEERS - Employer S	5,656	0	5,656	2,827.76	.00	2,828.24	50.0%
12022500 50220 Health Insurance	16,644	0	16,644	8,016.53	.00	8,627.47	48.2%
12022500 50230 FICA Employer Costs	6,298	0	6,298	2,686.92	.00	3,611.08	42.7%
12022500 50301 Office Supplies	1,800	0	1,800	1,602.31	.00	197.69	89.0%
12022500 50306 Postage	770	0	770	805.71	.00	-35.71	104.6%
12022500 50307 Advertising	500	0	500	143.04	42.49	314.47	37.1%
12022500 50308 Printing	3,400	0	3,400	3,199.16	101.00	99.84	97.1%
12022500 50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
12022500 50401 Professional Develo	1,480	0	1,480	466.00	.00	1,014.00	31.5%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500	50402 Dues and Membership	600	0	600	95.00	240.00	265.00	55.8%
12022500	50412 Meals and Lodging	900	0	900	146.77	.00	753.23	16.3%
12022500	50413 Mileage/ travel rei	2,500	0	2,500	253.24	.00	2,246.76	10.1%
12022500	50451 Contracted Professi	600	0	600	.00	.00	600.00	.0%
12022500	50455 Professional Service	12,795	0	12,795	950.00	.00	11,845.00	7.4%
12022500	50536 R&M: Equipment	2,200	0	2,200	1,178.00	175.00	847.00	61.5%
TOTAL Clerk		119,491	0	119,491	53,975.13	558.49	64,957.38	45.6%
12023000 Finance								
12023000	50102 Department Head	77,228	0	77,228	38,615.22	.00	38,612.78	50.0%
12023000	50104 Non Supervisory	28,011	0	28,011	14,008.80	.00	14,002.20	50.0%
12023000	50201 Unemployment Costs	495	0	495	99.50	.00	395.50	20.1%
12023000	50202 Workers Comp Insura	379	0	379	70.18	.00	308.82	18.5%
12023000	50210 MEPPERS - Employer S	10,524	0	10,524	3,861.52	.00	6,662.48	36.7%
12023000	50220 Health Insurance	33,081	0	33,081	11,020.52	.00	22,060.48	33.3%
12023000	50230 FICA Employer Costs	8,051	0	8,051	3,716.14	.00	4,334.86	46.2%
12023000	50301 Office Supplies	4,000	0	4,000	998.74	379.06	2,622.20	34.4%
12023000	50306 Postage	1,500	0	1,500	392.99	.00	1,107.01	26.2%
12023000	50352 Cell Phone/Allowanc	420	0	420	210.00	.00	210.00	50.0%
12023000	50401 Professional Develo	2,000	0	2,000	193.71	210.00	1,596.29	20.2%
12023000	50402 Dues and Membership	520	0	520	225.00	170.00	125.00	76.0%
12023000	50412 Meals and Lodging	0	0	0	.00	480.23	-480.23	100.0%
12023000	50413 Mileage/ travel rei	800	0	800	124.75	.00	675.25	15.6%
TOTAL Finance		167,009	0	167,009	73,537.07	1,239.29	92,232.64	44.8%
12023500 Tax Collection								
12023500	50104 Non Supervisory	125,564	0	125,564	57,243.59	.00	68,320.41	45.6%
12023500	50130 Temporary/seasonal	2,500	0	2,500	3,400.38	.00	-900.38	136.0%
12023500	50140 Overtime	1,500	0	1,500	662.47	.00	837.53	44.2%
12023500	50201 Unemployment Costs	1,072	0	1,072	398.00	.00	674.00	37.1%
12023500	50202 Workers Comp Insura	467	0	467	72.92	.00	394.08	15.6%
12023500	50210 MEPPERS - Employer S	12,642	0	12,642	7,117.77	.00	5,524.23	56.3%
12023500	50220 Health Insurance	31,504	0	31,504	13,354.96	.00	18,149.04	42.4%
12023500	50230 FICA Employer Costs	9,912	0	9,912	4,207.73	.00	5,704.27	42.5%
12023500	50301 Office Supplies	4,500	0	4,500	1,266.51	42.72	3,190.77	29.1%
12023500	50306 Postage	7,000	0	7,000	3,947.91	.00	3,052.09	56.4%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12023500 50401 Professional Develo	1,300	0	1,300	195.00	360.00	745.00	42.7%
12023500 50402 Dues and Membership	0	0	0	60.00	.00	-60.00	100.0%
12023500 50412 Meals and Lodging	250	0	250	42.96	480.23	-273.19	209.3%
12023500 50413 Mileage/ travel rei	500	0	500	343.50	.00	156.50	68.7%
TOTAL Tax Collection	198,711	0	198,711	92,313.70	882.95	105,514.35	46.9%
12024000 Assessor							
12024000 50102 Department Head	59,452	0	59,452	29,723.20	.00	29,728.80	50.0%
12024000 50104 Non-supervisory wag	14,560	0	14,560	7,703.91	.00	6,856.09	52.9%
12024000 50201 Unemployment Costs	495	0	495	99.50	.00	395.50	20.1%
12024000 50202 Workers Comp Insura	1,533	0	1,533	244.52	.00	1,288.48	16.0%
12024000 50210 MEPPERS - Employer S	7,402	0	7,402	3,362.32	.00	4,039.68	45.4%
12024000 50220 Health Insurance	28,084	0	28,084	3,722.85	.00	24,361.15	13.3%
12024000 50230 FICA Employer Costs	5,662	0	5,662	2,458.79	.00	3,203.21	43.4%
12024000 50301 Office Supplies	400	0	400	155.21	58.93	185.86	53.5%
12024000 50306 Postage	250	0	250	20.15	.00	229.85	8.1%
12024000 50308 Printing	300	0	300	.00	.00	300.00	.0%
12024000 50401 Professional Develo	400	0	400	.00	40.00	360.00	10.0%
12024000 50402 Dues and Membership	200	0	200	40.00	30.00	130.00	35.0%
12024000 50413 Mileage/ travel rei	800	0	800	227.88	.00	572.12	28.5%
12024000 50451 Contracted Professi	3,000	0	3,000	.00	.00	3,000.00	.0%
12024000 50470 Registry Services	800	0	800	331.00	35.00	434.00	45.8%
12024000 50536 R&M: Equipment	200	0	200	.00	.00	200.00	.0%
12024000 50624 Mapping & Microfili	1,000	0	1,000	2,000.00	.00	-1,000.00	200.0%
TOTAL Assessor	124,538	0	124,538	50,089.33	163.93	74,284.74	40.4%
12024500 Code Enforcement							
12024500 40111 Construction Fees	-18,000	0	-18,000	-4,944.00	.00	-13,056.00	27.5%
12024500 40114 Plumbing permits	-5,000	0	-5,000	-1,830.00	.00	-3,170.00	36.6%
12024500 40266 Construction Fees	0	0	0	-2,825.00	.00	2,825.00	100.0%
12024500 40267 Planning Fees	0	0	0	-862.50	.00	862.50	100.0%
12024500 40268 Sabattus Code Reven	0	0	0	-5,625.00	.00	5,625.00	100.0%
12024500 40350 Sabattus Code Enfor	-22,500	0	-22,500	-5,625.00	.00	-16,875.00	25.0%
12024500 50102 Department Head	77,777	0	77,777	38,885.60	.00	38,891.40	50.0%
12024500 50201 Unemployment Costs	248	0	248	99.50	.00	148.50	40.1%
12024500 50202 Workers Comp Insura	1,936	0	1,936	305.17	.00	1,630.83	15.8%

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ACCOUNTS 1000	FOR: General Fund		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024500	50210	MEPERS - Employer S	7,778	0	7,778	4,151.29	.00	3,626.71	53.4%
12024500	50220	Health Insurance	22,881	0	22,881	10,503.28	.00	12,377.72	45.9%
12024500	50230	FICA Employer Costs	5,950	0	5,950	2,795.18	.00	3,154.82	47.0%
12024500	50301	Office Supplies	500	0	500	97.05	6.98	395.97	20.8%
12024500	50306	Postage	100	0	100	53.55	.00	46.45	53.6%
12024500	50352	Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
12024500	50375	Gas	850	0	850	326.96	.00	523.04	38.5%
12024500	50401	Professional Develo	750	0	750	350.00	.00	400.00	46.7%
12024500	50402	Dues and Membership	250	0	250	.00	.00	250.00	.0%
12024500	50501	Vehicle Repairs	500	0	500	.00	.00	500.00	.0%
12024500	50624	Mapping & Microfili	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Code Enforcement			75,440	0	75,440	36,031.08	6.98	39,401.94	47.8%
12025500 Liability Insurance									
12025500	50221	HRA Costs	41,650	0	41,650	11,445.85	.00	30,204.15	27.5%
12025500	50601	General Liability	8,455	0	8,455	4,218.50	.00	4,236.50	49.9%
12025500	50602	Vehicle Insurance	29,459	0	29,459	14,729.50	.00	14,729.50	50.0%
12025500	50603	Police Liability	15,812	0	15,812	7,906.00	.00	7,906.00	50.0%
12025500	50604	Property Insurance	18,934	0	18,934	9,467.00	.00	9,467.00	50.0%
12025500	50605	Fire Fighter Insura	1,118	0	1,118	559.00	.00	559.00	50.0%
12025500	50606	Crime Insurance	1,189	0	1,189	594.50	.00	594.50	50.0%
12025500	50607	Public Officials	3,860	0	3,860	1,930.00	.00	1,930.00	50.0%
12025500	50608	Employment Liabilit	8,651	0	8,651	4,437.50	.00	4,213.50	51.3%
12025500	50609	Public Officials Bo	1,580	0	1,580	1,580.00	.00	.00	100.0%
TOTAL Liability Insurance			130,708	0	130,708	56,867.85	.00	73,840.15	43.5%
12026500 Technology									
12026500	50360	Minor equipment	20,000	0	20,000	13,676.99	358.00	5,965.01	70.2%
12026500	50362	Cold Patch	175,021	0	175,021	.00	.00	175,021.00	.0%
12026500	50451	Contracted Professi	0	0	0	79,469.28	.00	-79,469.28	100.0%
12026500	50454	Internet and websit	6,000	0	6,000	2,146.10	39.98	3,813.92	36.4%
12026500	50530	Software and Servic	0	0	0	43,039.51	2,788.39	-45,827.90	100.0%
12026500	50536	R&M: Equipment	15,000	0	15,000	3,195.57	52.32	11,752.11	21.7%
TOTAL Technology			216,021	0	216,021	141,527.45	3,238.69	71,254.86	67.0%
12027500 Miscellaneous General Governme									
12027500	50930	Tax overlay	122,676	0	122,676	.00	.00	122,675.57	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12027500 50935 TIF Payments	700,102	0	700,102	150,442.12	.00	549,659.56	21.5%
TOTAL Miscellaneous General Governme	822,777	0	822,777	150,442.12	.00	672,335.13	18.3%
12028000 School Required							
12028000 51300 Required Local Shar	4,533,277	0	4,533,277	2,644,411.56	.00	1,888,865.44	58.3%
12028000 51310 Add'l Local Share	2,009,155	0	2,009,155	1,172,007.06	.00	837,147.94	58.3%
12028000 51320 Local Share Debt	467,075	0	467,075	272,460.44	.00	194,614.56	58.3%
12028000 51330 Local Share Adult E	14,276	0	14,276	8,327.69	.00	5,948.31	58.3%
TOTAL School Required	7,023,783	0	7,023,783	4,097,206.75	.00	2,926,576.25	58.3%
12051500 Town Buildings							
12051500 50104 Non-supervisory wag	11,800	0	11,800	5,119.67	.00	6,680.33	43.4%
12051500 50201 Unemployment Costs	244	0	244	99.50	.00	144.50	40.8%
12051500 50202 Workers compensatio	534	0	534	98.82	.00	435.18	18.5%
12051500 50230 FICA taxes	903	0	903	391.68	.00	511.32	43.4%
12051500 50302 Operating supplies	6,100	0	6,100	2,779.67	109.23	3,211.10	47.4%
12051500 50451 Contracted Professi	6,500	0	6,500	6,629.76	.00	-129.76	102.0%
12051500 50483 Security System Mai	0	0	0	.00	.00	.00	.0%
12051500 50510 Electricity	48,000	0	48,000	17,103.34	4,103.77	26,792.89	44.2%
12051500 50511 Water usage fees	2,000	0	2,000	937.31	.00	1,062.69	46.9%
12051500 50512 Telephone	7,600	0	7,600	3,710.36	.00	3,889.64	48.8%
12051500 50513 Sewer Expense	600	0	600	337.08	.00	262.92	56.2%
12051500 50514 Heating Fuel	12,000	0	12,000	3,719.88	81.19	8,198.93	31.7%
12051500 50515 Natural Gas	30,000	0	30,000	2,956.58	4,094.72	22,948.70	23.5%
12051500 50516 Trash Removal	0	0	0	-33.93	.00	33.93	100.0%
12051500 50520 Building Expense	20,000	0	20,000	560.00	.00	19,440.00	2.8%
12051500 50536 R&M: Equipment	30,000	0	30,000	7,751.19	.00	22,248.81	25.8%
12051500 50549 R & M Buildings	17,000	0	17,000	27,660.58	1,519.47	-12,180.05	171.6%
12051500 50705 Buildings	0	0	0	2,295.18	.00	-2,295.18	100.0%
TOTAL Town Buildings	193,281	0	193,281	82,116.67	9,908.38	101,255.95	47.6%
12090100 Abatements							
12090100 50901 Tax abatements	10,000	0	10,000	9,973.14	.00	26.86	99.7%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Abatements	10,000	0	10,000	9,973.14	.00	26.86	99.7%
13030500 Health Officer							
13030500 50102 Department Head	0	5,268	5,268	2,627.04	.00	2,640.96	49.9%
13030500 50202 Workers Comp Insura	0	132	132	21.61	.00	110.39	16.4%
13030500 50210 MEPPERS - Employer S	0	527	527	.00	.00	527.00	.0%
13030500 50230 FICA Employer Costs	0	403	403	188.35	.00	214.65	46.7%
13030500 50301 Office Supplies	0	150	150	.00	.00	150.00	.0%
TOTAL Health Officer	0	6,480	6,480	2,837.00	.00	3,643.00	43.8%
13031000 General Assistance							
13031000 40228 General assistance	-17,500	0	-17,500	-1,840.38	.00	-15,659.62	10.5%
13031000 50102 Department Head	10,508	0	10,508	5,227.99	.00	5,280.01	49.8%
13031000 50201 Unemployment Costs	217	0	217	99.50	.00	117.50	45.9%
13031000 50202 Workers Comp Insura	38	0	38	7.08	.00	30.92	18.6%
13031000 50230 FICA Employer Costs	804	0	804	399.97	.00	404.03	49.7%
13031000 50301 Office Supplies	100	0	100	.00	.00	100.00	.0%
13031000 50306 Postage	200	0	200	18.01	.00	181.99	9.0%
13031000 50352 Cell Phone allowanc	363	0	363	139.40	27.91	195.69	46.1%
13031000 50440 General Assistance	25,000	0	25,000	12,743.35	2,861.66	9,394.99	62.4%
13031000 50510 Electricity	0	0	0	15.00	.00	-15.00	100.0%
TOTAL General Assistance	19,730	0	19,730	16,809.92	2,889.57	30.51	99.8%
14040500 Police							
14040500 40400 Court fines	-300	0	-300	-89.36	.00	-210.64	29.8%
14040500 40410 Police Report Fees	-1,500	0	-1,500	-867.00	.00	-633.00	57.8%
14040500 40411 Restitution	0	0	0	-35.00	.00	35.00	100.0%
14040500 40412 Concealed Weapon Pe	0	0	0	-265.00	.00	265.00	100.0%
14040500 40420 SRO Reimbursement	-60,873	0	-60,873	-41,651.42	.00	-19,221.58	68.4%
14040500 40421 School Detail	-11,750	0	-11,750	-1,434.51	.00	-10,315.49	12.2%
14040500 40430 Durham Dispatch	-11,890	0	-11,890	.00	.00	-11,890.00	.0%
14040500 40431 Lisbon Emergency Di	-5,000	0	-5,000	.00	.00	-5,000.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500 40440 MCJ Academy Trainin	-3,000	0	-3,000	-27,000.00	.00	24,000.00	900.0%
14040500 40991 Misc Revenue	-500	0	-500	-1,319.81	.00	24,819.81	264.0%
14040500 50102 Department Head	77,270	0	77,270	38,636.01	.00	38,633.99	50.0%
14040500 50104 Non Supervisory	716,056	0	716,056	331,435.09	.00	384,620.91	46.3%
14040500 50107 Administrative	38,572	0	38,572	18,118.22	.00	20,453.78	47.0%
14040500 50117 Misc. Police Detail	7,000	0	7,000	2,088.79	.00	4,911.21	29.8%
14040500 50130 Temporary/seasonal	25,000	0	25,000	7,748.13	.00	17,251.87	31.0%
14040500 50140 Overtime wages	31,350	0	31,350	12,468.00	.00	18,882.00	39.8%
14040500 50141 Holiday/Personal ti	101,277	-101,277	0	4,925.74	.00	-4,925.74	100.0%
14040500 50143 Court time	9,000	0	9,000	2,987.37	.00	6,012.63	33.2%
14040500 50145 Replacement Wages	0	101,277	101,277	68,437.36	.00	32,839.64	67.6%
14040500 50201 Unemployment Costs	4,470	0	4,470	1,193.97	.00	3,276.03	26.7%
14040500 50202 Workers Comp Insura	34,086	0	34,086	5,984.97	.00	28,101.03	17.6%
14040500 50210 MEPEERS - Employer S	100,887	0	100,887	46,971.76	.00	53,915.24	46.6%
14040500 50220 Health Insurance	305,913	0	305,913	124,747.40	3,795.14	177,370.46	42.0%
14040500 50230 FICA Employer Costs	76,923	0	76,923	35,840.38	.00	41,082.62	46.6%
14040500 50260 Uniform Cleaning	800	0	800	251.50	88.20	460.30	42.5%
14040500 50301 Office Supplies	3,250	0	3,250	1,122.14	31.56	2,096.30	35.5%
14040500 50302 Operating supplies	13,700	0	13,700	7,315.21	-4.66	6,389.45	53.4%
14040500 50306 Postage	750	0	750	161.97	.00	588.03	21.6%
14040500 50307 Advertising	750	0	750	119.65	.00	630.35	16.0%
14040500 50308 Printing	3,500	0	3,500	1,344.00	.00	2,156.00	38.4%
14040500 50349 Recruitment Testing	2,500	0	2,500	825.00	.00	1,675.00	33.0%
14040500 50351 Clothing/Boot Allow	18,900	0	18,900	11,380.67	1,521.63	5,997.70	68.3%
14040500 50352 Cell Phone/Allowanc	5,670	0	5,670	2,342.74	459.80	2,867.46	49.4%
14040500 50353 Physicals	200	0	200	247.00	.00	-47.00	123.5%
14040500 50375 Gas	26,250	0	26,250	12,047.00	.00	14,203.00	45.9%
14040500 50378 Tires Expense	4,200	0	4,200	1,012.83	.00	3,187.17	24.1%
14040500 50401 Professional Develo	14,420	0	14,420	8,265.51	1,445.81	4,708.68	67.3%
14040500 50413 Mileage/ travel rei	800	0	800	19.66	.00	780.34	2.5%
14040500 50415 Education Program	2,434	0	2,434	.00	.00	2,434.00	.0%
14040500 50501 Vehicle Repairs	10,000	0	10,000	3,910.80	.00	6,089.20	39.1%
14040500 50512 Telephone	10,000	0	10,000	4,613.39	120.00	5,266.61	47.3%
14040500 50532 R&M Office Equipmen	0	1,000	1,000	.00	.00	1,000.00	.0%
14040500 50536 R&M: Equipment	1,000	5,500	6,500	2,890.40	245.00	3,364.60	48.2%
14040500 50544 R & M: Radios	6,500	-6,500	0	.00	340.00	-340.00	100.0%
14040500 50710 Equipment	2,700	0	2,700	.00	3,325.00	-625.00	123.1%
14040500 50720 Equipment - vehicle	0	40,000	40,000	.00	.00	40,000.00	.0%
14040500 50730 Equipment - furnitu	40,000	-40,000	0	.00	.00	.00	.0%
TOTAL Police	1,601,315	0	1,601,315	686,790.56	11,367.48	903,156.96	43.6%

14041500 Fire Department

14041500 40411 Restitution	0	0	0	-330.37	.00	330.37	100.0%
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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14041500 40950 Donations	0	0	0	-54.68	.00	54.68	100.0%
14041500 50102 Department Head	70,013	0	70,013	35,006.40	.00	35,006.60	50.0%
14041500 50104 Non Supervisory	150,000	0	150,000	59,705.96	.00	90,294.04	39.8%
14041500 50201 Unemployment Costs	247	0	247	99.50	.00	147.50	40.3%
14041500 50202 Workers Comp Insura	18,306	0	18,306	3,373.79	.00	14,932.21	18.4%
14041500 50210 MEPRS - Employer S	7,001	0	7,001	3,500.64	.00	3,500.36	50.0%
14041500 50220 Health Insurance	22,881	0	22,881	11,020.51	.00	11,860.49	48.2%
14041500 50230 FICA Employer Costs	16,831	0	16,831	6,770.47	.00	10,060.53	40.2%
14041500 50301 Office Supplies	500	0	500	373.42	323.15	-196.57	139.3%
14041500 50302 Operating supplies	10,000	0	10,000	1,100.99	1,114.58	7,784.43	22.2%
14041500 50306 Postage	50	0	50	19.12	.00	30.88	38.2%
14041500 50351 Clothing/Boot Allow	3,500	0	3,500	635.81	.00	2,864.19	18.2%
14041500 50352 Cell Phone/Allowanc	420	0	420	140.00	.00	280.00	33.3%
14041500 50353 Physicals	5,000	0	5,000	1,880.00	494.00	2,626.00	47.5%
14041500 50370 Parts - Supplies	5,500	0	5,500	1,491.19	191.25	3,817.56	30.6%
14041500 50375 Gas	1,900	0	1,900	1,167.76	.00	732.24	61.5%
14041500 50377 Diesel	3,700	0	3,700	2,410.98	.00	1,289.02	65.2%
14041500 50378 Tires Expense	2,600	0	2,600	1,642.20	.00	957.80	63.2%
14041500 50401 Professional Develo	5,000	0	5,000	472.00	700.00	3,828.00	23.4%
14041500 50413 Mileage/ travel rei	300	0	300	120.70	.00	179.30	40.2%
14041500 50490 Capital Projects Re	75,000	0	75,000	.00	.00	75,000.00	.0%
14041500 50502 Vehicle Maintenance	0	0	0	.00	.00	.00	.0%
14041500 50511 Water Usage	2,395	0	2,395	1,034.05	.00	1,360.95	43.2%
14041500 50512 Telephone	2,600	0	2,600	1,109.34	121.62	1,369.04	47.3%
14041500 50513 Sewer Expense	214	0	214	147.84	.00	66.16	69.1%
14041500 50536 R&M: Equipment	24,000	0	24,000	35,957.04	.00	-11,957.04	149.8%
14041500 50544 R & M: Radios	8,300	0	8,300	7,123.96	.00	1,176.04	85.8%
14041500 50560 Fire Fighting Foam	3,000	0	3,000	1,490.00	.00	1,510.00	49.7%
14041500 50561 EMS Supplies	1,500	0	1,500	306.80	.00	1,193.20	20.5%
14041500 50562 Personal Protective	20,500	0	20,500	1,597.84	540.00	18,362.16	10.4%
14041500 50563 Hose Replacement	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Fire Department	466,258	0	466,258	179,313.26	3,484.60	283,460.14	39.2%
14043000 Emergency Management							
14043000 40430 Durham Dispatch	0	0	0	-2,972.50	.00	2,972.50	100.0%
14043000 40431 Lisbon Emergency Di	0	0	0	-1,250.00	.00	1,250.00	100.0%
14043000 50100 LEMS Stipend	127,885	0	127,885	63,942.24	31,971.12	31,971.64	75.0%
14043000 50104 Non Supervisory	1,546	0	1,546	772.85	.00	773.15	50.0%
14043000 50201 Unemployment Costs	32	0	32	.00	.00	32.00	.0%
14043000 50202 Workers Comp Insura	6	0	6	6.36	.00	-.36	106.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14043000 50230 FICA Employer Costs	119	0	119	59.03	.00	59.97	49.6%
14043000 50402 Dues and Membership	35	0	35	.00	.00	35.00	.0%
TOTAL Emergency Management	129,623	0	129,623	60,557.98	31,971.12	37,093.90	71.4%
14045000 Animal Control							
14045000 40451 Sabattus ACO Revenu	-21,455	0	-21,455	-10,727.50	.00	-10,727.50	50.0%
14045000 40452 Bowdoin ACO Revenue	-8,265	0	-8,265	-4,132.50	.00	-4,132.50	50.0%
14045000 40453 Durham ACO Revenue	0	0	0	-3,100.00	.00	3,100.00	100.0%
14045000 50104 Non Supervisory	41,606	0	41,606	19,948.45	.00	21,657.55	47.9%
14045000 50140 Overtime	2,400	0	2,400	1,340.59	.00	1,059.41	55.9%
14045000 50201 Unemployment Costs	397	0	397	99.50	.00	297.50	25.1%
14045000 50202 Workers Comp Insura	823	0	823	538.91	.00	284.09	65.5%
14045000 50210 MEPEERS - Employer S	3,918	0	3,918	2,071.40	.00	1,846.60	52.9%
14045000 50220 Health Insurance	22,881	0	22,881	11,020.52	.00	11,860.48	48.2%
14045000 50230 FICA Employer Costs	3,367	0	3,367	1,473.05	.00	1,893.95	43.7%
14045000 50302 Operating supplies	250	0	250	17.92	.00	232.08	7.2%
14045000 50351 Clothing/Boot Allow	600	0	600	.00	.00	600.00	.0%
14045000 50352 Cell Phone/Allowanc	626	0	626	377.29	69.50	179.21	71.4%
14045000 50375 Gas	2,700	0	2,700	1,402.66	.00	1,297.34	52.0%
14045000 50378 Tires Expense	685	0	685	.00	.00	685.00	.0%
14045000 50401 Professional Develo	500	0	500	16.06	.00	483.94	3.2%
14045000 50451 Contracted Professi	500	0	500	.00	.00	500.00	.0%
14045000 50453 Animal Shelter Serv	11,712	0	11,712	11,711.70	.00	.30	100.0%
14045000 50501 Vehicle Repairs	0	0	0	680.04	.00	-680.04	100.0%
14045000 50536 R&M: Equipment	700	0	700	70.86	.00	629.14	10.1%
14045000 50710 Equipment	400	0	400	123.65	.00	276.35	30.9%
TOTAL Animal Control	64,345	0	64,345	32,932.60	69.50	31,342.90	51.3%
14046000 Lisbon Communications Center							
14046000 40430 Durham Dispatch	0	0	0	-2,972.50	.00	2,972.50	100.0%
14046000 40431 Lisbon Emergency Di	0	0	0	-1,250.00	.00	1,250.00	100.0%
14046000 50104 Non Supervisory	193,148	0	193,148	87,612.86	.00	105,535.14	45.4%
14046000 50130 Temporary/seasonal	20,425	0	20,425	9,809.34	.00	10,615.66	48.0%
14046000 50140 Overtime wages	2,250	0	2,250	17,897.95	.00	-15,647.95	795.5%
14046000 50141 Replacement Wages	37,493	-37,493	0	996.96	.00	-996.96	100.0%
14046000 50145 Replacement Wages	0	37,493	37,493	15,065.96	.00	22,427.04	40.2%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14046000 50201 Unemployment Costs	1,410	0	1,410	398.00	.00	1,012.00	28.2%
14046000 50202 Workers Comp Insura	912	0	912	.00	.00	912.00	.0%
14046000 50210 MEPPERS - Employer S	23,367	0	23,367	7,924.08	.00	15,442.92	33.9%
14046000 50220 Health Insurance	37,667	0	37,667	26,550.68	.00	11,116.32	70.5%
14046000 50230 FICA Employer Costs	19,379	0	19,379	9,646.74	.00	9,732.26	49.8%
14046000 50301 Office Supplies	2,400	0	2,400	1,588.91	.00	811.09	66.2%
14046000 50307 Advertising	120	0	120	.00	.00	120.00	.0%
14046000 50349 Recruitment Testing	500	0	500	250.00	.00	250.00	50.0%
14046000 50351 Clothing/Boot Allow	1,750	0	1,750	745.49	142.90	861.61	50.8%
14046000 50401 Professional Develo	1,400	0	1,400	701.26	.00	698.74	50.1%
14046000 50413 Mileage/ travel rei	100	0	100	100.00	.00	.00	100.0%
14046000 50512 Telephone	1,800	0	1,800	691.84	139.07	969.09	46.2%
14046000 50536 R&M: Equipment	1,125	0	1,125	.00	.00	1,125.00	.0%
TOTAL Lisbon Communications Center	345,246	0	345,246	175,757.57	281.97	169,206.46	51.0%
15050500 Department of Public Works							
15050500 50102 Department Head	80,018	0	80,018	36,931.21	.00	43,086.79	46.2%
15050500 50104 Non Supervisory	365,983	0	365,983	163,429.60	.00	202,553.40	44.7%
15050500 50107 Administrative	18,706	0	18,706	9,235.02	.00	9,470.98	49.4%
15050500 50140 Overtime wages	40,000	0	40,000	12,510.54	.00	27,489.46	31.3%
15050500 50201 Unemployment Costs	2,472	0	2,472	994.99	.00	1,477.01	40.3%
15050500 50202 Workers Comp Insura	28,586	0	28,586	5,642.48	.00	22,943.52	19.7%
15050500 50210 MEPPERS - Employer S	45,440	0	45,440	18,022.37	.00	27,417.63	39.7%
15050500 50220 Health Insurance	166,744	0	166,744	56,537.35	.00	110,206.65	33.9%
15050500 50230 FICA Employer Costs	38,610	0	38,610	15,926.65	.00	22,683.35	41.3%
15050500 50240 Medical testing	1,200	0	1,200	1,002.19	.00	197.81	83.5%
15050500 50301 Office Supplies	1,100	0	1,100	1,187.98	-130.98	43.00	96.1%
15050500 50302 Operating supplies	7,000	0	7,000	2,714.44	162.19	4,123.37	41.1%
15050500 50303 Other Supplies	1,350	0	1,350	17.98	.00	1,332.02	1.3%
15050500 50306 Postage	100	0	100	69.69	.00	30.31	69.7%
15050500 50307 Advertising	1,000	0	1,000	1,702.35	.00	-702.35	170.2%
15050500 50310 Grants Match	6,500	-6,500	0	.00	560.00	-560.00	100.0%
15050500 50330 Drug Testing	0	0	0	.00	64.00	-64.00	100.0%
15050500 50331 RENAME	15,000	0	15,000	.00	438.10	14,561.90	2.9%
15050500 50351 Clothing/Boot Allow	10,000	0	10,000	4,550.44	158.65	5,290.91	47.1%
15050500 50352 Cell Phone/Allowanc	1,146	0	1,146	687.81	35.89	422.30	63.2%
15050500 50360 Minor equipment	3,000	0	3,000	1,860.61	.00	1,139.39	62.0%
15050500 50363 Culverts	15,000	0	15,000	662.37	.00	14,337.63	4.4%
15050500 50366 Asphalt-Hot Top	0	0	0	2,323.91	.00	-2,323.91	100.0%
15050500 50367 Excavation Expense	5,000	0	5,000	.00	.00	5,000.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50370 Parts - Supplies	40,000	0	40,000	26,680.88	3,455.80	9,863.32	75.3%
15050500 50371 Sand & Gravel	0	6,500	6,500	7,619.08	.00	-1,119.08	117.2%
15050500 50375 Gas	10,125	0	10,125	-2,151.74	4,960.38	7,316.36	27.7%
15050500 50376 Oils and lubricants	4,500	0	4,500	817.43	.00	3,682.57	18.2%
15050500 50377 Diesel	27,000	0	27,000	15,012.46	12,846.70	859.16	103.2%
15050500 50378 Tires Expense	5,000	0	5,000	1,830.66	.00	3,169.34	36.6%
15050500 50401 Professional Develo	4,000	0	4,000	475.30	.00	3,524.70	11.9%
15050500 50413 Mileage/ travel rel	200	0	200	332.48	.00	-132.48	166.2%
15050500 50430 Filing fees/license	1,200	0	1,200	471.00	.00	729.00	39.3%
15050500 50455 Professional Service	26,400	0	26,400	1,222.32	.00	25,177.68	4.6%
15050500 50511 Water Usage	375	0	375	128.02	.00	246.98	34.1%
15050500 50512 Telephone	4,000	0	4,000	1,709.63	187.77	2,102.60	47.4%
15050500 50513 Sewer Expense	560	0	560	124.32	.00	435.68	22.2%
15050500 50535 Rental of Equipment	30,000	0	30,000	9,695.85	750.00	19,554.15	34.8%
15050500 50536 R&M: Equipment	8,000	0	8,000	4,671.74	445.63	2,882.63	64.0%
15050500 50537 Equipment Painting	3,000	0	3,000	74.30	.00	2,925.70	2.5%
15050500 50538 Loam & Seed	1,500	0	1,500	3,276.89	.00	-1,776.89	218.5%
15050500 50539 R&M: Catch Basins &	5,000	0	5,000	4,738.77	.00	261.23	94.8%
15050500 50541 Ground repair and m	6,000	0	6,000	4,800.00	.00	1,200.00	80.0%
15050500 50544 R & M: Radios	1,000	0	1,000	218.70	.00	781.30	21.9%
15050500 50545 R & M: TREE REMOVE	6,000	0	6,000	2,500.00	.00	3,500.00	41.7%
15050500 50547 R & M: SIGNS	3,000	0	3,000	757.62	125.04	2,117.34	29.4%
15050500 50548 R & M: STREETS	20,000	0	20,000	15,419.36	.00	4,580.64	77.1%
15050500 50720 Equipment - vehicle	30,000	0	30,000	30,816.50	.00	-816.50	102.7%
15050500 50770 Infrastructure- Pav	425,000	0	425,000	42,295.04	.00	382,704.96	10.0%
TOTAL Department of Public Works	1,515,815	0	1,515,815	509,546.59	24,059.17	982,209.24	35.2%

15051000 Winter Operations

15051000 50140 Overtime	65,000	0	65,000	6,379.65	.00	58,620.35	9.8%
15051000 50201 Unemployment Costs	248	0	248	.00	.00	248.00	.0%
15051000 50202 Workers Comp Insura	4,901	0	4,901	931.05	.00	3,969.95	19.0%
15051000 50210 MEPEERS - Employer S	6,825	0	6,825	.00	.00	6,825.00	.0%
15051000 50230 FICA Employer Costs	4,972	0	4,972	438.06	.00	4,533.94	8.8%
15051000 50301 Office Supplies	0	0	0	.02	.00	-.02	100.0%
15051000 50303 Other Supplies	140,000	0	140,000	51,338.27	22,031.43	66,630.30	52.4%
15051000 50306 Postage	0	0	0	13.36	.00	-13.36	100.0%
15051000 50370 Parts - Supplies	15,000	0	15,000	504.00	200.00	14,296.00	4.7%
15051000 50451 Contracted Professi	50,000	0	50,000	24,999.00	8,333.00	16,668.00	66.7%
TOTAL Winter Operations	286,946	0	286,946	84,603.41	30,564.43	171,778.16	40.1%

15051500 Town Buildings

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15051500 50302 Operating supplies	0	0	0	.00	253.62	-253.62	100.0%
15051500 50483 Security System Mai	0	0	0	.00	90.00	-90.00	100.0%
15051500 50514 Heating Fuel	0	0	0	.00	1,200.57	-1,200.57	100.0%
15051500 50549 R & M Buildings	0	0	0	.00	4,188.00	-4,188.00	100.0%
TOTAL Town Buildings	0	0	0	.00	5,732.19	-5,732.19	100.0%
15052000 Solid Waste							
15052000 40500 Solid Waste Permits	-35,000	0	-35,000	-28,437.00	.00	-6,563.00	81.2%
15052000 40501 Metal	-20,000	0	-20,000	-15,485.00	.00	-4,515.00	77.4%
15052000 40502 Cardboard	-12,000	0	-12,000	-1,527.10	.00	-10,472.90	12.7%
15052000 40503 Mixed Paper	-3,000	0	-3,000	-543.00	.00	-2,457.00	18.1%
15052000 40504 Newspaper	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
15052000 40505 Yard Items	-15,000	0	-15,000	-10,185.00	.00	-4,815.00	67.9%
15052000 40506 Tires	-1,000	0	-1,000	-984.00	.00	-16.00	98.4%
15052000 40515 Universal Waste	-3,000	0	-3,000	-3,108.75	.00	108.75	103.6%
15052000 40520 Residential Disposa	0	0	0	-20.00	.00	20.00	100.0%
15052000 40521 Commercial Disposa	-9,000	0	-9,000	-7,622.60	.00	-1,377.40	84.7%
15052000 40522 Excavation Revenue	-2,000	0	-2,000	-1,355.00	.00	-645.00	67.8%
15052000 50104 Non Supervisory	102,169	0	102,169	46,779.06	.00	55,389.94	45.8%
15052000 50140 Overtime wages	0	0	0	466.44	.00	-466.44	100.0%
15052000 50201 Unemployment Costs	968	0	968	398.00	.00	570.00	41.1%
15052000 50202 Workers Comp Insura	4,915	0	4,915	1,047.95	.00	3,867.05	21.3%
15052000 50210 MEPPERS - Employer S	8,101	0	8,101	4,112.50	.00	3,988.50	50.8%
15052000 50220 Health Insurance	45,761	0	45,761	21,330.02	.00	24,430.98	46.6%
15052000 50230 FICA Employer Costs	7,816	0	7,816	3,169.15	.00	4,646.85	40.5%
15052000 50240 Medical testing	250	0	250	.00	.00	250.00	.0%
15052000 50301 Office Supplies	500	0	500	88.01	.00	411.99	17.6%
15052000 50302 Operating supplies	3,000	0	3,000	3,093.23	13.27	-106.50	103.6%
15052000 50306 Postage	60	0	60	22.18	.00	37.82	37.0%
15052000 50307 Advertising	100	0	100	71.80	.00	28.20	71.8%
15052000 50308 Printing	1,200	0	1,200	611.00	.00	589.00	50.9%
15052000 50351 Clothing/Boot Allow	1,800	0	1,800	468.46	225.16	1,106.38	38.5%
15052000 50352 Cell Phone allowanc	420	0	420	175.00	.00	245.00	41.7%
15052000 50368 Hauling	10,800	0	10,800	2,479.50	.00	8,320.50	23.0%
15052000 50369 Land Fill	4,000	0	4,000	2,012.60	843.75	1,143.65	71.4%
15052000 50370 Parts - Supplies	8,000	0	8,000	3,474.10	155.90	4,370.00	45.4%
15052000 50377 Diesel	8,325	0	8,325	4,354.06	.00	3,970.94	52.3%
15052000 50378 Tires Expense	4,000	0	4,000	155.57	2,867.82	976.61	75.6%
15052000 50401 Professional Develo	250	0	250	.00	.00	250.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 50413 Mileage/ travel rei	250	0	250	.00	.00	250.00	.0%
15052000 50430 Filing fees/license	700	0	700	396.00	.00	304.00	56.6%
15052000 50511 Water usage fees	2,500	0	2,500	948.32	.00	1,551.68	37.9%
15052000 50512 Telephone	1,500	0	1,500	715.88	67.21	716.91	52.2%
15052000 50513 Sewer Expense	500	0	500	188.16	.00	311.84	37.6%
15052000 50536 R&M: Equipment	5,000	0	5,000	497.49	2,983.45	1,519.06	69.6%
15052000 50555 Recycling curbside	275,000	0	275,000	126,173.81	16,041.11	132,785.08	51.7%
TOTAL Solid Waste	395,885	0	395,885	153,960.84	23,197.67	218,726.49	44.7%
15053500 Other Public Works							
15053500 50510 Electricity	107,000	0	107,000	38,006.83	8,321.57	60,671.60	43.3%
15053500 50534 Hydrant Rental	406,000	0	406,000	203,000.00	101,500.00	101,500.00	75.0%
15053500 50536 R&M: Equipment	8,500	0	8,500	1,975.00	439.00	6,086.00	28.4%
TOTAL Other Public Works	521,500	0	521,500	242,981.83	110,260.57	168,257.60	67.7%
16030500 Health Officer							
16030500 50102 Department Head Wag	5,268	-5,268	0	.00	.00	.00	.0%
16030500 50202 Workers compensatio	132	-132	0	.00	.00	.00	.0%
16030500 50210 Maine State retirem	527	-527	0	.00	.00	.00	.0%
16030500 50230 FICA taxes	403	-403	0	.00	.00	.00	.0%
16030500 50301 Office supplies	150	-150	0	.00	.00	.00	.0%
TOTAL Health Officer	6,480	-6,480	0	.00	.00	.00	.0%
16060500 Library							
16060500 40360 Library Non-Residen	-1,900	0	-1,900	-1,050.00	.00	-850.00	55.3%
16060500 40361 Library Fines	-2,000	0	-2,000	-697.11	.00	-1,302.89	34.9%
16060500 40362 Library Fax	-475	0	-475	-141.00	.00	-334.00	29.7%
16060500 40363 Damage/Lost Fee	-400	0	-400	-231.57	.00	-168.43	57.9%
16060500 40960 Restricted Donation	0	0	0	-85.00	.00	85.00	100.0%
16060500 50102 Department Head	54,089	0	54,089	27,174.78	.00	26,914.22	50.2%
16060500 50104 Non Supervisory	99,049	0	99,049	48,232.29	.00	50,816.71	48.7%
16060500 50201 Unemployment Costs	1,508	0	1,508	597.00	.00	911.00	39.6%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16060500 50202 Workers Comp Insura	663	0	663	121.15	.00	541.85	18.3%
16060500 50210 MEPEERS - Employer S	12,394	0	12,394	6,205.61	.00	6,188.39	50.1%
16060500 50220 Health Insurance	70,173	0	70,173	33,490.77	.00	36,682.23	47.7%
16060500 50230 FICA Employer Costs	11,716	0	11,716	5,297.60	.00	6,418.40	45.2%
16060500 50301 Office Supplies	3,700	0	3,700	1,220.07	.00	2,479.93	33.0%
16060500 50302 Operating supplies	39,468	0	39,468	10,523.11	2,217.99	26,726.90	32.3%
16060500 50303 Other Supplies	0	0	0	.00	97.30	-97.30	100.0%
16060500 50305 Books and Periodica	0	0	0	875.89	99.97	-975.86	100.0%
16060500 50306 Postage	2,112	0	2,112	993.25	.00	1,218.75	42.3%
16060500 50308 Printing	550	0	550	.00	.00	550.00	.0%
16060500 50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
16060500 50401 Professional Develo	550	0	550	.00	.00	550.00	.0%
16060500 50402 Dues and Membership	200	0	200	.00	.00	200.00	.0%
16060500 50413 Mileage/ travel rel	300	0	300	.00	.00	300.00	.0%
16060500 50511 Water usage fees	225	0	225	108.40	.00	116.60	48.2%
16060500 50512 Telephone	1,900	0	1,900	812.39	.00	1,087.61	42.8%
16060500 50513 Sewer Expense	145	0	145	67.20	.00	77.80	46.3%
16060500 50535 Rentals of Equipmen	550	0	550	151.50	29.25	369.25	32.9%
16060500 50536 R&M: Equipment	650	0	650	590.43	.00	59.57	90.8%
TOTAL Library	295,587	0	295,587	134,331.76	2,444.51	158,810.73	46.3%

16061500 PARKS & RECREATION

16061500 40300 Before School	-92,000	0	-92,000	-30,836.21	.00	-61,163.79	33.5%
16061500 40301 Fitness Center	-18,000	0	-18,000	-7,485.60	.00	-10,514.40	41.6%
16061500 40302 Out of Town	-1,500	0	-1,500	-807.50	.00	-692.50	53.8%
16061500 40303 Playground	-35,000	0	-35,000	-16,522.82	.00	-18,477.18	47.2%
16061500 40304 Trekker	-44,000	0	-44,000	-21,240.15	.00	-22,759.85	48.3%
16061500 40305 Trips/Excursions	-30,000	0	-30,000	-17,677.27	.00	-12,322.73	58.9%
16061500 40306 Marion T. Morse	-4,500	0	-4,500	-3,360.00	.00	-1,140.00	74.7%
16061500 40307 Fitness Instruction	-12,000	0	-12,000	-4,602.00	.00	-7,398.00	38.4%
16061500 40308 Senior Meals	-7,000	0	-7,000	-2,398.00	.00	-4,602.00	34.3%
16061500 40309 New Programs	-8,000	0	-8,000	-7,289.69	.00	-710.31	91.1%
16061500 40310 Moxie 5-K	-9,500	0	-9,500	-8,672.50	.00	-827.50	91.3%
16061500 40311 Moxie Car Show	-9,000	0	-9,000	-8,449.00	.00	-551.00	93.9%
16061500 40320 Basketball 1-3	-1,210	0	-1,210	-1,567.00	.00	357.00	129.5%
16061500 40321 Basketball 4-6	-2,023	0	-2,023	-1,300.40	.00	-722.60	64.3%
16061500 40322 Winter/Spring Swim	-1,500	0	-1,500	.85	.00	-1,500.85	-.1%
16061500 40330 Summer Basketball	-400	0	-400	-697.80	.00	297.80	174.5%
16061500 40332 Summer Football	-2,000	0	-2,000	-1,939.55	.00	-60.45	97.0%
16061500 40333 Summer Pee Wee Fiel	-120	0	-120	-324.00	.00	204.00	270.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 40334 Summer Soccer	-700	0	-700	-398.10	.00	-301.90	56.9%
16061500 40335 Summer Swim	-1,500	0	-1,500	-896.26	.00	-603.74	59.8%
16061500 40336 Co-ed Softball	-12,000	0	-12,000	-5,915.00	.00	-6,085.00	49.3%
16061500 40337 Summer Tennis	-250	0	-250	31.50	.00	-281.50	-12.6%
16061500 40340 Fall Field Hockey	-520	0	-520	-995.15	.00	475.15	191.4%
16061500 40341 Fall Soccer	-5,000	0	-5,000	-5,257.85	.00	257.85	105.2%
16061500 40342 Football Tackle 5-6	-3,300	0	-3,300	-3,605.60	.00	305.60	109.3%
16061500 40343 Football Tackle 7-8	-2,500	0	-2,500	-1,809.20	.00	-690.80	72.4%
16061500 40344 Track & Field	-3,000	0	-3,000	-3,247.75	.00	247.75	108.3%
16061500 40366 Playground	0	0	0	-543.00	.00	543.00	100.0%
16061500 40380 Park Cabin Rent	-4,800	0	-4,800	-2,400.00	.00	-2,400.00	50.0%
16061500 40381 Beaver Park Fees	-10,000	0	-10,000	-3,684.36	.00	-6,315.64	36.8%
16061500 40950 Donations	0	0	0	-454.25	.00	454.25	100.0%
16061500 50102 Department Head	61,922	0	61,922	30,960.80	.00	30,961.20	50.0%
16061500 50104 Non Supervisory	163,453	0	163,453	82,370.42	.00	81,082.58	50.4%
16061500 50130 Temporary/seasonal	126,310	0	126,310	90,865.89	.00	35,444.11	71.9%
16061500 50140 Overtime	5,819	0	5,819	1,184.47	.00	4,634.53	20.4%
16061500 50201 Unemployment Costs	5,196	0	5,196	597.00	.00	4,599.00	11.5%
16061500 50202 Workers Comp Insura	16,267	0	16,267	2,295.71	.00	13,971.29	14.1%
16061500 50210 MEPEERS - Employer S	15,328	0	15,328	5,258.73	.00	10,069.27	34.3%
16061500 50220 Health Insurance	59,007	0	59,007	28,476.65	.00	30,530.35	48.3%
16061500 50230 FICA Employer Costs	27,350	0	27,350	15,386.80	.00	11,963.20	56.3%
16061500 50301 Office Supplies	1,200	0	1,200	186.26	72.41	941.33	21.6%
16061500 50302 Operating supplies	41,700	0	41,700	20,931.24	418.07	20,350.69	51.2%
16061500 50306 Postage	300	0	300	25.48	.00	274.52	8.5%
16061500 50307 Advertising	500	0	500	71.80	.00	428.20	14.4%
16061500 50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
16061500 50355 Co-Ed Softball/Fast	12,000	0	12,000	6,291.94	.00	5,708.06	52.4%
16061500 50356 Summer Trips	36,000	0	36,000	16,014.13	.00	19,985.87	44.5%
16061500 50357 Sunshine Hill	3,000	0	3,000	2,415.38	.00	584.62	80.5%
16061500 50358 New Programs	8,000	0	8,000	7,182.04	.00	817.96	89.8%
16061500 50359 Officials	3,400	0	3,400	2,715.54	.00	684.46	79.9%
16061500 50375 Gas	5,500	0	5,500	2,336.68	.00	3,163.32	42.5%
16061500 50376 Oil and lubricants	0	0	0	.00	.00	.00	.0%
16061500 50377 Diesel	1,400	0	1,400	809.95	.00	590.05	57.9%
16061500 50380 Uniforms/safety equ	500	0	500	.00	.00	500.00	.0%
16061500 50401 Professional Develop	1,200	0	1,200	167.85	.00	1,032.15	14.0%
16061500 50413 Mileage/ travel rei	400	0	400	.00	.00	400.00	.0%
16061500 50414 Senior Meals Expens	7,000	0	7,000	2,342.53	497.13	4,160.34	40.6%
16061500 50483 Security System Mai	360	0	360	180.00	.00	180.00	50.0%
16061500 50501 Vehicle Repairs	3,000	0	3,000	1,678.00	222.36	1,099.64	63.3%
16061500 50502 Vehicle Maintenance	0	0	0	.00	.00	.00	.0%
16061500 50510 Electricity	300	0	300	95.10	26.57	178.33	40.6%
16061500 50511 Water Usage	1,312	0	1,312	545.26	.00	766.74	41.6%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 50512 Telephone	2,800	0	2,800	1,349.02	68.65	1,382.33	50.6%
16061500 50513 Sewer Expense	1,000	0	1,000	215.04	.00	784.96	21.5%
16061500 50516 Trash Removal	0	0	0	126.73	126.61	-253.34	100.0%
16061500 50522 Space Rental	2,200	0	2,200	1,168.32	.00	1,031.68	53.1%
16061500 50536 R&M: Equipment	5,000	0	5,000	1,501.06	.00	3,498.94	30.0%
16061500 50541 Grounds maintenance	11,500	0	11,500	6,145.46	281.58	5,072.96	55.9%
16061500 50542 River Trail maint a	5,000	0	5,000	2,079.03	.00	2,920.97	41.6%
16061500 50543 R&M: Green Thumb	4,690	0	4,690	1,535.10	152.45	3,002.45	36.0%
16061500 50556 Processing/disposal	1,150	0	1,150	553.12	.00	596.88	48.1%
TOTAL PARKS & RECREATION	320,161	0	320,161	171,889.87	1,865.83	146,405.30	54.3%
16062000 Public Services - Other							
16062000 50442 Transportation serv	40,000	0	40,000	20,000.00	.00	20,000.00	50.0%
16062000 50650 Historical Society	2,000	0	2,000	.00	.00	2,000.00	.0%
16062000 50651 LACO	1,000	0	1,000	.00	.00	1,000.00	.0%
16062000 50652 Memorial Day	1,500	0	1,500	.00	.00	1,500.00	.0%
16062000 50653 MMA	8,500	0	8,500	.00	.00	8,500.00	.0%
TOTAL Public Services - Other	53,000	0	53,000	20,000.00	.00	33,000.00	37.7%
17070500 Economic Development							
17070500 40670 TIF Revenue	-105,197	0	-105,197	.00	.00	-105,197.00	.0%
17070500 50102 Department Head	57,276	0	57,276	28,631.20	.00	28,644.80	50.0%
17070500 50201 Unemployment Costs	248	0	248	99.50	.00	148.50	40.1%
17070500 50202 Workers Comp Insura	207	0	207	36.86	.00	170.14	17.8%
17070500 50210 MEPERS - Employer S	5,726	0	5,726	2,863.12	.00	2,862.88	50.0%
17070500 50220 Health Insurance	10,201	0	10,201	4,913.05	.00	5,287.95	48.2%
17070500 50230 FICA Employer Costs	4,381	0	4,381	2,103.85	.00	2,277.15	48.0%
17070500 50301 Office Supplies	450	0	450	15.44	619.00	-184.44	141.0%
17070500 50302 Operating supplies	3,000	0	3,000	1,287.20	85.50	1,627.30	45.8%
17070500 50306 Postage	300	0	300	21.21	.00	278.79	7.1%
17070500 50307 Advertising	1,000	0	1,000	105.53	.00	894.47	10.6%
17070500 50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
17070500 50401 Professional employ	3,500	0	3,500	488.00	20.00	2,992.00	14.5%
17070500 50402 Dues and Membership	3,000	0	3,000	605.00	.00	2,395.00	20.2%
17070500 50406 AVCOG Dues	8,988	0	8,988	8,987.35	.00	.65	100.0%
17070500 50412 Meal allowance	500	0	500	.00	.00	500.00	.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17070500 50413 Mileage/Travel rei	1,000	0	1,000	197.50	.00	802.50	19.8%
17070500 50670 Moxie Festival Dona	5,000	0	5,000	.00	.00	5,000.00	.0%
17070500 50852 FAME Loan - Admin	0	0	0	.00	524.25	-524.25	100.0%
TOTAL Economic Development	0	0	0	50,529.81	1,248.75	-51,778.56	100.0%
18085000 County Tax							
18085000 50405 PSAP Fees	18,919	0	18,919	18,918.90	.00	.10	100.0%
18085000 50920 County tax	680,704	0	680,704	680,703.75	.00	.25	100.0%
TOTAL County Tax	699,623	0	699,623	699,622.65	.00	.35	100.0%
TOTAL General Fund	12,515,122	0	12,515,122	-6,944,460.78	294,874.10	19,164,708.49	-53.1%
TOTAL REVENUES	-4,355,029	0	-4,355,029	-15,527,402.43	.00	11,172,372.99	
TOTAL EXPENSES	16,870,151	0	16,870,151	8,582,941.65	294,874.10	7,992,335.50	



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Monthly Department Report: December

In the month of December the Fire Department responded to 34 calls for service (includes inspections and various investigations and complaints, such as unpermitted burns). 3 of which were mutual aid calls. The Department responded to 4 First Responder (Medical) calls and 1 call to assist Lisbon Emergency, with lifting.

Out of the calls we responded to, we had 3 different occasions of incidents involving stoves/ovens. Some of these incidents were malfunctions, uncleaned ovens, or like in one incident, rodents taken up residency in the back of the appliance.

I did 1 business inspection and dealt with 2 violations that were noticed during calls. These situations were settled by talking to the property owner. Code Enforcement is kept informed whenever we run into these situations.

Over the past 6 months I have worked on updating Department policies and guideline and worked with SafetyWorks, through the Maine Bureau of Labor, to keep the Department complaint with all safety standards. I also took on the task of updating the Town's Emergency Action Plan, that not only covers the Town Office but all municipal buildings. The final draft will be going towards the Safety Committee in January for final approval.

We took advantage of the early cold weather and got out and did the annual ice rescue refresher on the Sabattus River. Personnel worked the victim retrieval skills and self-rescue techniques. Those who participated maintain their certification in Ice Rescue In 2018.

The Fire Department responded to a total of 406 calls for service. This was an increase to the 355 calls done in 2017 and 245 done in 2008.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



<u>Incident Type</u>	<u>Occurrences</u>
Building fire	2
Cooking fire, confined to container	2
Passenger vehicle fire	1
Excessive heat, scorch burns with no ignition	1
Medical assist, assist EMS crew	1
EMS call, excluding vehicle accident with injury	1
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries	1
Carbon monoxide incident	1
Power line down	4
Arcing, shorted electrical equipment	1
Service call, other	1
Water evacuation	1
Public service assistance, other	1
Public service	1
Good intent call, other	1
Dispatched canceled en route	4
No incident found on arrival at dispatch location	1
Smoke scare, odor of smoke	1
EMS call, party transported by non-fire agency	3
Smoke detector activation	2
CO detector activation due to malfunction	1
Carbon monoxide detector activation, no CO	1
TOTAL:	34

Respectfully submitted,

Nathan LeClair
Fire Chief

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

December 2018

CIRCULATION STATISTICS:

Adult Bks	1,257	Adult DVD's	337
Juv.Bks.	636	Juv. DVD's	149
Audio Bks.	87	Periodicals	171
ILL in	147	ILL Out	206
E-Readers Users	28	E-Reader Downloads	54
E-Audio Downloads	41	Kits	1
Steam Lab Science	NA	Juv.Audio Bks.	9
Legos Club	11	Patron Use Computers	328
Priv.School Visits	NA	Thurs.3:30 PM Storytime	18
Adult Room Count	1,169	Children's Rm. Count	597
Sat. AM Storytime	12	Stop Motion Program	11
Crafts/Claudia	9	New Patrons	23
Holiday Parade/Party	35	Merry Main St. Event	355

Library was closed 12/24/18 Christmas Eve & 12/25/18 Christmas Day.

The Library Department had a successful month of December with several holiday programs. Our participation in the Merry Main St. event brought approximately 350 visitors to the library that evening. They enjoyed the variety of Chex Mix snack bags that the staff had prepared.

The Library hosted our annual Children's Holiday Parade and program on Friday December 7th. 35 children and their families joined the staff, Town Manager, Diane Barnes, Police Chief, Marc Hagan, Fire Chief, Nate LeClair and Economic Development Director, Tracey Steuber as we visited most of our Main St. neighbors and businesses. The children sang Christmas carols to the business owners and their customers and the library staff gave each business a thank you card and holiday treats. The program was fun and successful and certainly let our Main St. businesses know we appreciate their support of the library.

The library hosted our "Graziano Family Program" on Saturday, December 15, 2018. 30 Lisbon residents and visitors attended the very informative and enjoyable program. Mrs. Graziano, Mary and Joe, Jr. shared their memories of the iconic restaurant and Joe Graziano, Sr. The family treated our guests to two of the restaurant's favorite desserts. The library was proud to host a program that honored a very important Lisbon family and business. We hope to do more of these local interest programs in the near

future.

The Library continued to host our weekly children's programs throughout the month of December. We expect better participation now that the busy holiday season is over. Although our 2019 Summer Reading Program is months away, we have begun to prepare and purchase materials that we will need to successfully implement this program.

Unfortunately, the library had a staff resignation in early December. Our 15 hour per week staff member resigned the first week of December. She had been with us since late September. The rest of the staff and I are now working those hours to ensure sufficient coverage and patron service. Megan Lavigne and I have begun the re-hire process. We have received several applications and should begin the interview process by next week.

We continue to get compliments on the new carpeting and new fresh look throughout the first floor. I am happy to report that the problem with the thermostats and regulating the heat issue was taken care of. A technician from Siemens Mechanical moved the thermostat that controls the heat in the backroom back to its previous location in the backroom. He also changed the computer regulated temperature controls to reflect the library's current hours. Siemens still had us closed on Mondays, no Tuesday evening hours and a mix up with our Saturday hours. I am happy to report as of 1/4/19 we seem to have taken care of this problem. The temperature has been regulated and we do not have these spikes in cold and hot times. I will keep the Town Manager and Town Council in this matter.

Respectfully submitted,
Diane I. Nadeau
Library Director



TOWN OF LISBON

Mark Stevens

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

mstevens@lisbonme.org

TO: Diane Barnes; Town Manager
SUBJECT: Monthly Report, November and December 2018
DATE: January 9, 2019

Planning has been going on with the 2019 Moxie Festival. Our first official Moxie Committee meeting will be held the first Monday in Jan. Julie-Ann, Moxie Coordinator is doing a lot of work behind the scenes acclimating to the transition from ECCD to our Dept.

Our water line that we had planned for the community ice rink was installed at MTM this month. Although we have had a colder than normal month of November than usual it was still too early to get ice down. Wesley took a trip to Brunswick skating park to get ideas on how to create and maintain the best ice.



Aline Strout, Lisbon Senior Coordinator, along with our staff and volunteers planned and executed a Thanksgiving and Christmas dinner that served nearly 60-80 people. Several trips were planned to a plethora of locations such as East Auburn Christmas Spectacular, Victoria Mansion, Botanical Gardens, Christmas Tree Shop, and 3 day 2 nights in North Conway NH. All were well attended. Our newer bus has been a tremendous addition to us for providing transportation for our folks. Thank you, Diane Barnes and Chief Marc Hagen for assisting us in the kitchen this year!



Basketball organizational meetings are held in November. Coaches are chosen, background checks, evaluations for choosing teams, and ordering team jerseys are all done during November. Basketball runs 6 days a week from November to mid-February at LCS. This year our Coordinator Julie Collins mixed things up with separating the boys and girls in the younger divisions. The goal is to attract more girls to the sport.

The Conservation Commission is working on getting the mapping done at Beaver Park. Wesley has taken the initiative to this project. This digital mapping will be a great benefit for those who walk, bike, ski, and snow shoe the park.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

January 2019 Report to Council Police Department

In the month of December the Lisbon Police Department received or responded to nine hundred and seventy eight (978) calls for service. A total of fifty one (51) investigations were initiated, and there were eighteen (18) motor vehicle crashes. Fifteen (15) persons were arrested or issued criminal or civil summonses, and there were one hundred and seventy eight (178) traffic stops.

For the 2018 calendar year, Lisbon personnel:

- ✓ Received 12,239 calls for service
- ✓ Conducted 674 investigations
- ✓ Investigated 149 motor vehicle crashes
- ✓ Arrested or summonsed 328 persons
- ✓ Initiated 2,710 motor vehicle stops

The members of the Lisbon Police Department accomplished much more than what the numbers provided above can show however. A number of goals were set for the men and women of this agency at the beginning of the 2018 calendar year. To look back in review of what was accomplished in 2018, due to the effort and determination of this staff, is truly impressive. Below are just a few of the goals and achievements that were attained during the past twelve months:

1. Decreased Level of Liability/Risk to Town of Lisbon, the Police Department, and all Personnel: This was addressed via two separate avenues of approach.

Training: High-risk tasks that are most problematic for a law enforcement agency, and likely to generate lawsuits, were identified and all department wide and individual training was geared towards these areas.

Increased Direct Supervision and Leadership: Sergeant Moore no longer has to address IT, or Communications Supervisor, duties allowing him more direct interaction and supervision of his personnel. In addition, the agency now has a Communication Supervisor (Cathy Roy) allowing greater direct supervision with Communications personnel.

2. Increased Directed Enforcement Activity: Even though the department ran short on Patrol personnel throughout the year traffic stops increased by 163 contacts compared to this same time period in 2017.



Lisbon Police Department

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300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

3. **Increased Cross-Training and Succession Planning:** Multiple persons have been and continue to be trained on specialized tasks or disciplines ranging from payroll, firearms, pepper spray, IT duties etc. etc. to prepare our agency for inevitable personnel changes.
4. **Increased Community Outreach:** The following programs/events expanded LPD's outreach in the community in 2018.
 - ✓ Police Trading Cards Program
 - ✓ Sand for Seniors Program
 - ✓ School visits/walk-throughs at LCS
 - ✓ No Shave November raising \$950 for LACO
 - ✓ Followers of Lisbon PD Facebook increased by 329 persons
 - ✓ ALICE training will be offered to any interested school/business to address active shooter situations
5. **Other accomplishments from 2018:**
 - ✓ 2 lives saved by Lisbon PD personnel through use of Naloxone
 - ✓ New modern rifle systems placed in cruisers
 - ✓ 2 additional patrol positions funded
 - ✓ Formalized field training program initiated in dispatch
 - ✓ All personnel training records have been updated
 - ✓ Long-term plan to update/increase taser assets developed
 - ✓ Hands-free headsets purchased for Communications personnel
 - ✓ DARE Patriots fundraiser raised over \$11,000
 - ✓ 8 months of continual field training on Patrol
 - ✓ New paint and furniture in main lobby and interview room
 - ✓ Chandler Field, Erika Decker, Nick Kauffman, and Brianna Kenney hired

This administrator is proud of the service, dedication, and accomplishments of this workforce.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To return the focus back to December however the police department kicked off our "Sand for Seniors" program after once again partnering with Lowes Home Improvement and several nearby law enforcement agencies. For those who may not recall, the idea behind the program is to bring a senior citizen, who is either alone or is unable to carry a heavy bucket, sand that they can hopefully use to spread on their walkway, steps, etc. in hopes of preventing a fall. It also gives members of our department an opportunity for some face-to-face contact with someone who may be shut in, or in need of some type of assistance, that we normally wouldn't come into contact with. Any person in need of sand has been asked to contact the PD at 353-2500 to request a bucket.

On December fourteenth several members of this agency watched as Officer Chandler Field, and Officer Nicholas Kauffman, graduated from the Maine Criminal Justice Academy after 18 long weeks of training. Both officers will undergo brief field training periods, with senior department officers, before hitting the roads on their own. Officer Brianna Kenney, who could not attend the MCJA with Field and Kauffman due to the class being full, will be attending the MCJA beginning at the end of January.

The department has numerous new goals and challenges that will be put forth to our personnel during the month of January. All directed toward enhancing the safety and security of our citizens in the upcoming year while maintaining our core values of Integrity, Respect, and Compassion. Thank you.

Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: DECEMBER 2018 MONTHLY REPORT
DATE: JANUARY 9, 2019

Public Works – December was a month that enabled the crew to catch their breath from the storms that we received in November. The new loading dock at the transfer station is almost complete and is usable the way it currently is. The highway crew was out patching pot holes and repairing/replacing signs for several days along with installing Christmas lights in Smith McCarthy Park and on the decorative street lamps. We did receive a few storms that were both rain and snow and there were quite a few call-ins to treat the roads as they were icing up at night. Maintenance on equipment was a priority this month as this winter was shaping up to be long and hard.

Pinewoods road and Park Street as you know were not paved due to the weather last month that has left in a difficult and unfortunate position. These two roads need constant attention and have already proven to be a challenge to maintain them to where they are smooth and without issues. Once the weather stays cold and the ground stays frozen this should hopefully keep them in better shape and require less maintenance.

The highway crew is fully staffed and we are still advertising to hire two mechanics, one of these positions has been open for almost six months. We cannot thank Duncan Daly enough for his time and effort while we are trying to fill these positions. His skills have once again proven why he is a valuable asset to the town and this should not go unnoticed. With that said we are also relying on outside sources to complete some of our repair work that is typically done in house when we have had the staff to do it.

Transfer Station - Below is a summary of the items shipped during the past month.

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.65
Trash	220.13
Bulky Waste	21.64
Wood	19.56
Brush	4.7
Antifreeze	73 gallons
Compost	6.96
Freon	35 units
Tires	2.59
Cardboard	20.79

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: NOVEMBER 2018 MONTHLY REPORT
DATE: JANUARY 8, 2019

Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed this month.

- New garage door opener installed on one of the Headworks Building doors
- Inspected the cross country sewer lines
- Cut brush on the cross country sewer lines
- Installed shelving in one of the storage rooms
- Cut and chipped brush along the treatment plant driveway
- Changed the oil in the sludge holding tank blowers
- Plowed the treatment plant and pump stations during and after the storms
- Zach Breton plowed with Public Works during the storms we received

Please contact me if you have any questions.

DECEMBER 2018

TOWN CLERK AND ELECTION DEPARTMENT

The Town Clerk transcribed the minutes from the Council Meetings in December and posted them to our webpage. The Council room was decorated for the holidays. Council pictures were taken and uploaded to the website. The Council Inauguration went well with several residents in audience. The Assistant Clerk programmed Council meetings on Livestream.

The Assistant Clerks verified approximately 791 signatures on petitions since Election Day. Petition deadline for filing them with the municipal office is January 14 by 5:00 PM and to the State Election Office by January 24 by 5:00 PM. All petitions were logged into our logbook and copies were placed on file and new ones need to be returned to proponent's by January 22. The Assistant Clerks completed updating 4,027 voter files with voter participation history. Voter registration cards continue to arrive weekly from motor vehicle, along with deletion notices. The Assistant Clerk pulled 167 cards recently, which need to be filed in the deleted card file.

We issued 70 certified copies of births, deaths, marriages, along with marriage licenses in December. The Town Clerk spent an entire afternoon with one person doing genealogy, resulting in \$154.00 in certificates and non-certified copies.

The usual Junkyard licenses were processed. We pulled boxes of ballots from previous Elections that are ready for disposal. Year-end statistics for the Town Report is being collected. Ads were placed in the Sun Journal and posted on the website, and delivered to the Police Department for posting at Post Offices for business licenses and ordinance public hearings.

Reminder dog notices were prepared and mailed or emailed to dog owners who preferred an email reminder. An ad was prepared and sent to the Sun Journal to run on January 13. 390 dog owners were licensed in December. The Assistant Clerk updated the dog files for the 50 online dog registrations, assigning dog tags, and mailing them to the 50 owners. Late fees (\$25 per dog) will begin on February 1. Remember you can register your dog on-line now at www.doglicensing.com.

The Town Clerk and Assistant Clerk transcribed the Planning Board meeting minutes. The Assistant Clerk posted the minutes to the website and Planning Board meetings were programmed on Livestream. The website has been updated with new appointment information and elected officials information was updated. An additional license application was added to the website for Medical Marijuana Establishment Licenses.

MUNIS business licensing module has been set up. We are in the process of data entry so billing should become much easier in March and April.

Donnegan installed our high-density roller-shelving in the vault a year ago. Our annual maintenance agreement ensures its components will be well oiled and maintained.

Codification work has been sent. The latest supplement should arrive in a couple more weeks. New ordinances are on line and available to the public for immediate access. Use our Town Ordinances link to view them if you like.

Respectfully submitted,
Twila Lycette, Town Clerk



North Star Planning, LLC
 North Yarmouth, ME
 207-400-6097

MEMORANDUM

TO: Diane Barnes, Town Manager

CC: Karin Paradis, Planning Board Chair
 Don Fellows, Planning Board Vice Chair
 Dennis Douglas, Code Enforcement Officer
 Tracey Steuber, Director of Economic Development

From: Ben Smith, AICP, Community Planner, North Star Planning *BS*

RE: Planning Board Goals update, October – December 2018

Date: January 9, 2019

Last May, the Town Council reviewed the following table showing Planning Board goals and estimated timelines. Goals are listed on the left and shaded cells show estimated timeframes from that meeting.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Comp Plan Update												
Implement Comp Plan												
Land Use Ordinance Project												
Waterfront Planning												
Beaver Park Planning												

Comprehensive Plan Update

The Comprehensive Plan Update remained the main focus of my time for the last three months of the year. This plan is in the final stages of production. Final decisions are being made on the photographs and document layout this month. At the Planning Board meeting on December 27, the Board discussed the likelihood of scheduling the public hearing on the Plan Update sometime in February.

This project is behind the anticipated schedule due to the amount of detailed revisions necessary to the complete draft of the Plan Update presented to the Planning Board on October 25. These revisions have resulted in many valuable updates and corrections. There is no question the final draft of the Plan the Council will review soon will be a better product because of the time and effort the Board has invested the last couple of months.

The Plan Update will include all of the normal inventory information related to municipal services, buildings, economy, development levels and more. It also focuses the suggested goals and policies into three Spotlight Topics for easy communication and to direct implementation efforts:

- Topic #1 – Focus on the Basics: Schools, Roads, Infrastructure
- Topic #2 – Boost the Value of Parks and Public Spaces
- Topic #3 – Best Face Forward: Raising the Bar for Community and Private Investment

Level of Effort and Looking Ahead

I have been supporting the Planning Board through:

- Staffing at Planning Board meetings to provide advice and technical assistance
 - I attended all six Board meetings and one site walk in the last three months of 2018.
- Research and revisions that are part of completing the Comprehensive Plan Update.

The amount of time spent each month for Lisbon is tracked closely. The following table presents time dedicated to Lisbon for the current fiscal year through December and indicates that we are tracking well to ensure Lisbon's value in contracted planning services.

	Jul - Sep	Oct-Dec	Jan-Mar	Apr-Jun
Hours	42.5	71.25		
Total Hours to Date	113.75			
Estimated Total Hours Contracted	250			
% hours used	46%			

I anticipate the Comprehensive Plan Update will be through the official approval process with the Board and Town Council in March or April. I look forward to a conversation soon with the Board and Town Manager regarding what comes next. At this point I think it would make sense to start a waterfront planning effort per the original May 2018 goals for the old Worumbo Mill site in Lisbon Falls. Alternatively, planning efforts may be directed to zoning or ordinance changes to implement the newly updated Plan, including efforts to strengthen design standards and access management or to ways to continue incentivizing new development in designated growth areas.

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: Appoint Registrar of Voters

DATE: January 1, 2019

The municipal officer shall appoint a qualified Registrar of Voters in writing by January 1 of each odd-numbered year, per Title 21-A Section 101 (2). The Registrar shall serve for 2 years and until a successor is appointed and sworn. The Municipal Clerk may be appointed to serve as registrar. The Town Clerk is willing to serve again.

Twila Lycette

From: Diane Barnes
Sent: Wednesday, December 19, 2018 12:56 PM
To: Twila Lycette
Subject: Fwd: Resignation: Appeals Board

FYI

Sent from my U.S. Cellular® Smartphone

----- Original message -----

From: Shaun Carr
Date: 12/19/18 12:17 PM (GMT-05:00)
To: Diane Barnes <DBarnes@lisbonme.org>
Subject: Resignation: Appeals Board

Diane,

With my appointment to the Planning Board last night 12/18/18, please accept this email as notice of my resignation from the Board of Appeals effective immediately.

Sincerely,

Shaun J. Carr

Sent from my iPhone