



AGENDA
COUNCIL MEETING
MARCH 20, 2018
LISBON TOWN OFFICE
7:00 P.M.

Town Council
Allen Ward, Chairman
Chris Brunelle, Vice Chairman
Norm Albert
Kris Crawford
Kasie Kolbe
Fern Larochelle
Mark Lunt

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. GOOD NEWS & RECOGNITION
A. ORDER – Proclamation for Phil Palmore for years of service
4. PUBLIC HEARINGS
A. CDBG Downtown Revitalization Grant
B. Amend Chapter 34 Sewer Ordinance
C. Amend Chapter 46 Streets, Sidewalks, & Other public places, Article 1– In General
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2018-53 ORDER–A. Municipal Accounts Payable & Payroll Warrants -

#99	\$11,929.80	#100	\$ 173,730.93
#101	\$ 17,550.82	#	\$
#	\$	#	\$
#	\$	#	\$

B. School Accounts Payable & Payroll Warrants -

#1816	\$196,761.90	#1047	\$293,162.51
#1048	\$ 13,701.45	#1049	\$327,304.58
#25	\$ 365.40		

C. Minutes of March 6, 2018
D. Approve a renewal Liquor License for Briana Bowen d/b/a Angelo's Restaurant
E. Approve Itinerant Vendor Application for Festivals for Positive Change Lisbon
F. Set a Special Council Meeting on March 21 for the School Budget Presentation
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2018-54 ORDER – CDBG Downtown Revitalization Grant
2018-55 ORDER – Mid-Maine Waste Action Corporation - Renewal Contract
2018-56 ORDINANCE – Amend Chapter 34 Sewer Ordinance - *Final Reading*
2018-57 ORDINANCE – Amend Chapter 46 Streets, Sidewalks, & Other Public Places Article 1-In General – *Final Reading*
2018-58 ORDER – MMA Executive Committee and Vice President – Call for Nominations
8. OTHER BUSINESS
A. Council Committee Reports:

1. School (Councilor Albert)	5. Conservation Commission (Councilor Ward)
2. Planning Board (Councilor Ward)	6. Recreation (Councilor Kolbe)
3. Water Department (Councilor Brunelle)	7. County Budget (Councilor Ward)
4. LDC (Councilor Larochelle)	8. Library (Councilor Lunt)

B. Town Manager's Report
C. 2018-2019 Municipal Budget Presentation
D. Department Head Written Reports
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2018-59 ORDER – 1 MRSA §405 (6) C Acquisition of Real Property or Economic Development
13. ADJOURNMENT
2018-60 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
Allen Ward, Chairman
Christopher Brunelle, Vice Chair
Norm Albert
Kris Crawford
Kasie Kolbe
Fernand Laroche, Jr.
Mark Lunt

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: March 20, 2018

Agenda Item 2018-54

CDBG DOWNTOWN REVITALIZATION GRANT

The Council set a public hearing date for March 20, 2018 on March 6 to discuss the submittal of a 2018 CDBG DR Grant for the Village area.

The Town of Lisbon is fortunate enough to be chosen by the Office of Community Development to submit a full 2018 Community Development Block Grant - Downtown Revitalization application for the Lisbon Village Streetscape Project in the amount of \$300,000.

The Lisbon Development Committee along with staff wishes to recommend Council approval to submit the 2018 CDBG DR Grant Application to the Maine Department of Community Development. The deadline for the application is March 30, 2018.

Recommendation

Authorize the Town Manager permission to submit a 2018 CDBG Downtown Revitalization Grant Application to the Maine Department of Community Development for the Lisbon Village area.

Agenda Item 2018-55

MID-MAINE WASTE ACTION CORPORATION (MMWAC) RENEWAL CONTRACT

Mid Maine Waste Action Corporation has submitted options to Lisbon for solid waste processing and disposal services. This contract would provide for processing, disposal capacity and pricing at their facility under either a 3-year or 5-year option. Under either option, the tipping fee is adjusted annually starting in year 2 for the remainder of the term in accordance with the Consumer Price Index, as described in their letter. All annual adjustments will have a 2% floor and a 4% cap. The terms and conditions between the town and MMWAC concerning the delivery of municipal solid waste, pricing, and capacity issues for use of MMWAC are covered in the contract in the packet.

Recommendation

To approve Option # 5 for a 5-year solid waste contract as presented with Mid-Maine Waste Action Corporation.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-4A

Tracey Steuber

Economic & Community Development Director

Public Hearing Notice Town of Lisbon

The Town of Lisbon will hold a Public Hearing on Tuesday, March 20, 2018 at 7:00 p.m. at the Lisbon Town Office, 300 Lisbon Street, Lisbon to discuss an application being submitted to the State of Maine CDBG program for a Downtown Revitalization Grant Program. The purpose of the grant application is to fund priority, pedestrian and streetscape improvements in Lisbon Village area as recommended in the Lisbon Downtown and Rt. 196 Plans. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Tracey Steuber, Economic & Community Development Director, Town of Lisbon, 300 Lisbon Street, Lisbon, Maine 04250 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Tracey Steuber at 207-353-3000 ext. 122 so that accommodations can be made.



The public is invited to attend.

Tracey Steuber, Ec. & Comm. Dev. Dir.

TOWN OF LISBON PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on March 20, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the amendment to Chapter 46, Streets, Sidewalks, and Other public places, Article 1 In General and to amend Chapter 34 Sewer Ordinance. Copies are available at the towns clerks office and on the website. Public invited to attend.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on March 20, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on an amendment to Chapter 46, Streets, Sidewalks, and Other public places, Article 1 In General and to amend Chapter 34 Sewer Ordinance.

The public is invited to attend.

Twila Lycette, Town Clerk



**TOWN COUNCIL
MEETING MINUTES
MARCH 6, 2018**

Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018
Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020

CALL TO ORDER. The Chairman, Councilor Ward, 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 Crawford. Councilor Larochelle was absent.

VOTE (2018-44C) Councilor Crawford, seconded by Councilor Lunt moved to excuse Councilor Larochelle's absence. **Order passed – Vote 6-0.**

Also present were Diane Barnes, Town Manager; Ryan Leighton, Public Works Director; Tracey Steuber, Economic Development Director; and approximately 10 citizens in the audience.

GOOD NEWS & RECOGNITION

VOTE (2018-44A) Councilor Brunelle, seconded by Councilor Crawford moved to adopt the following proclamation:

**PROCLAMATION SUPPORTING TEAM HAILEY HUGS
GOING GOLD IN SEPTEMBER FOR CHILDHOOD CANCER AWARENESS**

The State of Maine is Going Gold in the month of September from this year forth in support of Childhood Cancer Awareness.

WHEREAS, Cancer is the leading cause of death by disease among U.S. Children and is detected in more than 15,000 of our country's sons and daughters every year; and

WHEREAS, in the State of Maine cancer affects more than 50 new children and families annually, where more than 400 children are undergoing treatment currently and where we are ranked in the top range of incidence of all cancers at 468.3 per 100,000 people; and

WHEREAS, September is nationally recognized as Childhood Cancer Awareness Month; and

WHEREAS, thanks to all the advances in research and treatment, the five year survival rate for all childhood cancers has climbed from less than 50 percent to 80 percent over the last several decades; and

WHEREAS, innovative studies are leading to real breakthroughs reminding us of the importance of supporting scientific discovery and moving closer to finding cures, though much work remains to be done; and

WHEREAS, 1 in 5 children diagnosed will not survive.

NOW THEREFORE, we the Town Council of Lisbon proclaim that the Town of Lisbon will support Maine GO Gold in support of **Team Hailey Hugs** and all of the children and families affected by Childhood Cancer. In doing so, from this day forward, we will recognize September as **Maine Childhood Cancer Awareness Month**. This is our way of paying tribute to the families, friends, professionals and communities who lend their strength to children fighting pediatric cancer.

Order passed - Vote 6-0.

PUBLIC HEARING

A. SPECIAL ENTERTAINMENT PERMIT FOR THE RAILROAD RESTAURANT & PUB

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2018-44B) Councilor Albert, seconded by Councilor Lunt moved to approve the Accounts Payable & Payroll Warrants #94 for \$6,217.06, #95 for \$167,780.02, # 96 for \$16,970.81, #97 for \$10,408.63, #98 for \$414,231.17, and the School Accounts Payable & Payroll Warrants #24 for \$911.91, #1045 for \$355,236.60, #1046 for \$13,215.31, along with the February 13, 2018 workshop minutes, February 20, 2018 Minutes, February 27, 2018 Workshop minutes, and to approve the Liquor License and Special Entertainment Permit for the Railroad Restaurant & Pub. **Order passed - Vote 6-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

SET PUBLIC HEARING FOR MARCH 20, 2018 FOR THE CDBG DOWNTOWN REVITALIZATION GRANT

INTRODUCTION: Ms. Steuber reported over the past couple of years the Town of Lisbon has been very successful in receiving grant funds for revitalization projects based on the Rt. 196 Master Plan and Downtown Plan. The ECD office submitted a Letter of Intent to the Department of Community Development (CDBG) for a 2018 CDBG Downtown Revitalization Grant in the amount of \$300,000 for the Lisbon Village area. On January 30, 2018 we received notification from the Office of Community Development that our Letter of Intent met the requirements established by Title I of the Housing and Community Development Act of 1973, as amended and the State of Maine CDBG Program and is eligible to submit a Downtown Revitalization application. For the purposes of this match, the Office of Community Development will accept the approved façade application from MT Pools as the required match. I am currently coordinating with other owners who are planning property improvements in the project area for additional matching funds that will count towards the grant as well. With the already approved 25% grant match by Council along with the other businesses will help leverage Lisbon to score higher on the application.

Ms. Steuber, the Lisbon Development Committee, and staff recommended the Council set a public hearing for March 20, 2018 to approve the submittal of a 2018 CDBG DR Grant Application to the Maine Department of Community Development for the Lisbon Village area. She said the deadline for the application is March 30, 2018. She said there is still time to adjust the information to acquire green space, etc.

VOTE (2018-45) Councilor Brunelle, seconded by Councilor Lunt moved to set a public hearing date on March 20, 2018 to approve the submittal of a 2018 CDBG DR Grant Application to the Maine Department of Community Development for the Lisbon Village area. **Order passed - Vote 6-0.**

AMEND CHAPTER 90 PERSONNEL POLICY *Under Rules, Regulations, & Policies*

INTRODUCTION: Mrs. Barnes explained the request for four changes to the personnel policy. Due to the recent personnel changes, it has become apparent that past practice is not correctly reflected in the current policy. All proposed changes reflect past practice and historical written policy. The overtime wording clearly defines the hours to be included in determining 'hours worked' for overtime calculations, and represent past practice as passed down through changes in personnel. The Lisbon Treatment Plant changes were included in written policies by Ryan Leighton and Curtis Lunt that have been part of regular practice since at least 6/27/2006.

VOTE (2018-46) Councilor Brunelle, seconded by Councilor Lunt moved to adopt the following Personnel Policy Amendments as presented.

Sec. 90-12. - Overtime.

As a general rule For employees who are not exempt from overtime under applicable law, occasional overtime work, in excess of 40 hours per week, if deemed necessary by the department head, will be compensated for by overtime pay at a rate equal to 1.5 times the employee's regular wage or by compensatory time at 1.5 times the hours worked for the employee. Election of Overtime pay or compensatory time will be left up to the employee's discretion, subject to applicable limits on accrual of compensatory time. Hours used in overtime calculations shall include holidays, vacations, sick leave, bereavement, jury duty, and compensatory time. However, For salaried positions exempt from overtime, it is understood that job responsibility is the basis for which salaried positions are paid, and it is the responsibility of the person who fills this position to accomplish the work within reason. Employees working and supervising special shifts or hours shall be subject to the same standards that apply to the employees which they supervise at the discretion of the town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-12.5 - Treatment Plant Call-Time Policy

An employee of the Lisbon Pollution Control Treatment Plant assigned to on-call status shall receive one (1) hour at time and one half pay for every week night, and two and one half (2.5) hours at time and one half pay for every weekend day on-call. An employee assigned to on-call status that is not available when called shall forfeit the on-call pay.

An employee who is called-back while on-call shall receive time and one half pay for the hours worked. If an employee is called back within one hour of the beginning of a regular work shift then the employee shall be paid time and one half pay for one hour but shall be paid their regular wage on top of the overtime pay for the overlapping time. However, the overlapping time of the regular work shift will be counted for the purpose of determining the forty (40) hour work week.

If necessary, the on-call employee can call in support staff to be paid at time and one half pay for hours worked with a minimum of two (2) hours per call-in. The support staff will also be reimbursed for mileage at the Maine Municipal Association standard rate. If an employee is called back within one hour of the beginning of a regular work shift then the employee shall be paid time and one half pay for the one hour, but shall not be paid their regular wage on top of the overtime pay for the overlapping time. However, the overlapping time of the regular work shift will be counted for the purpose of determining the forty (40) hour work week.

Sec. 90-43. - Policy for firefighters an-on payroll to go to fires.

It shall be the policy of the town that volunteer firefighters who are employees of the town be encouraged to provide firefighting services 24 hours a day seven days a week. Therefore volunteers may leave the workplace to attend to structural fire calls provided leaving the municipal work site does not present a safety hazard, all while staying on the town payroll during normal working hours. The firefighter on any standby shall request permission of the senior officer in command for permission to return to municipal work duty which shall not be unreasonably withheld. When possible a request by the firefighter to leave duty to attend fire duty shall be made and not unreasonably withheld. When a[n] employee is being paid for overtime detail and is called to a fire, the municipal pay shall cease. A record of attendance at fires and hours shall be maintained by the department. Any appeals of this policy shall be to the town manager whose decision shall be final.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-45 - Treatment Plant Uniform Reimbursement

The Town of Lisbon will reimburse each full-time employee of the Lisbon Pollution Control Treatment Plant up to the amount of five hundred dollars (\$500.00) per calendar year for the purchase of uniforms. The Town will also reimburse up to two hundred fifty (\$250.00) dollars per employee per calendar year for the purchase of the following:

- Safety footwear containing a steel toe.
- Prescription safety eyewear including frames, permanently installed side shields and the appropriate lenses (Note: The Town of Lisbon will not reimburse employees for the cost of the vision examinations).

In order to be reimbursed for the items purchased, employees must submit all receipts for the items along with the appropriate Reimbursement Form to the Sewer Superintendent of the Town of Lisbon. In lieu of reimbursement, any clothing items purchased where the town currently has an account can be ordered through the employee's supervisor.

Order passed - Vote 6-0.

AMEND CHAPTER 82, DIVISION 2,
SECTION 82-51 VICTUALER FEES
Under Rules, Regulations, & Policies

INTRODUCTION: Mrs. Lycette said this changes the fee for a Victualer's License to \$100.00 for processing with or without a liquor license. Some of those businesses with liquor licenses already pay a fee to have the liquor license application processed in the Clerk's office. A small decrease (\$500.00 +/-) in revenue is expected because those businesses who sell liquor at convenience stores do not need the town Council's approval and we do not process those in the Clerk's office.

VOTE (2018-47) Councilor Crawford, seconded by Councilor Albert moved to Amend Chapter 82 Businesses, Division 2 License, in Section 82-51 Fee as follows:

Each victualer establishment shall pay an annual license fee as follows:

No liquor license..... \$100.00

With liquor license..... 200.00

Order passed – Vote 6-0.

AMEND FEE SCHEDULE
MOXIE FESTIVAL/LIBRARY/BUSINESSES, ETC
Under Rules, Regulations, & Policies

INTRODUCTION: Mrs. Barnes said the Council asked that the fee schedule be reviewed for possible changes. Recommendations were made to business licenses fees, library fees, and Moxie Festival fees were added. See changes in your packets.

VOTE (2018-48) Councilor Crawford, seconded by Councilor Kolbe moved to amend the fee schedule as follows:

ADMINISTRATIVE		
	Council meetings— Computer generated HDD retrieval <u>Electronic copies</u>	30.00
BUSINESSES		

Comment: Dup of line 3 below	Liquor—Off premise permit per event	25.00
	Late liquor license processing fee	50.00
	Games of chance processing fee	25.00
	Off premise catering processing fee	25.00
10-253	Itinerant vendors application fee:	
	<u>Temporary Stands (90 days or less)</u>	<u>75.00</u>
	Six months itinerant vendor	150.00 <u>100.00</u>
	12 months itinerant vendor	200.00 <u>150.00</u>
	One week carnivals and festivals	200.00
	12-month outdoor flea market	100.00
	12-month indoor flea market	200.00
	Junkyard license <u>\$50 fee for application & \$50 fee for advertising</u>	100.00
	Municipal organizations or agencies are exempt from fees in this section	
	<u>Moxie Festival Saturday Craft/Trade Vendor Fees:</u>	
	<u>Lisbon Business or Lisbon Non-profit</u>	<u>\$75.00</u>
	<u>After May 18</u>	<u>\$125.00</u>
	<u>Out of Town or Out of Town Non-Profit</u>	<u>\$125.00</u>
	<u>After May 18</u>	<u>\$175.00</u>
	<u>Moxie Festival Saturday Food Vendor Fees:</u>	
	<u>Lisbon Businesses</u>	<u>\$100.00</u>
	<u>After May 18</u>	<u>\$150.00</u>

	<u>Out of Town Businesses</u>	<u>\$175.00</u>
	<u>After May 18</u>	<u>\$225.00</u>
	<u>Electrical Fee Per Space for Saturday only</u>	<u>\$25.00</u>
	<u>Friday Night All Vendors – no power available</u>	<u>\$100.00</u>
	<u>Clean Up Fee (if area not left clean)</u>	<u>\$25.00</u>
10-505	Pawnbroker	250.00
10-166	Special amusement permit application fee	100.00
82-51	Victualer establishment annual license fee:	
	No liquor license	100.00
	With liquor license	200.00
	Reinspection by health officer or codes enforcement officer, per reinspection	150.00
LIBRARY FEES		
	Non-resident membership	\$50.00 yearly
	Fines overdue books	.10 per day Max \$3.00 <u>\$5.00</u> per item
	Fines overdue DVD's	\$1.00 per day \$3.00 <u>\$5.00</u> Max per DVD
	Outgoing fax fees	\$2.00 per page
	Photocopies	\$.25 <u>.50</u>
	Replacement fees for new telescope	\$325
	Replacement cost for new microscope	\$110
	Replacement cost for lost or damaged library materials	Fees are based on replacement cost per item

Order passed - Vote 6-0.

AMEND CHAPTER 46 STREETS, SIDEWALKS,
& OTHER PUBLIC PLACES, ARTICLE 1– IN GENERAL
First Reading

VOTE (2018-49) Councilor Albert, seconded by Councilor Lunt moved to adopt the following draft proposed Street Acceptance Ordinance dated February 2, 2018 and to change 46-65 1(c) from “two consecutive” to “one consecutive” as follows:

Section 46-61. - Purpose

The purpose of this Article is to provide a uniform, consistent, and equitable process for the dedication and acceptance of municipal roads.

Sec. 46-61-62. - Minimum right-of-way.

No street or extension of a street shall be accepted by the town with a right-of-way of less than 50 feet, except that (1) streets or ways dedicated prior to January 1, 1969, may be accepted at lesser widths to the extent of their dedicated and recorded rights-of-way, provided they otherwise meet the construction standards as established in section 66-147 and chapter 66, article III, division 3; and (2) any street or way which, through extended public usage and prolonged maintenance by the town highway department prior to January 1, 1969, may, with the approval of the Planning Board, be recommended for acceptance by the Town Council.
(Code 1983, § 13-201; C.M. of 4-18-2017, V. 2017-96)

Sec. 46-62-63. - Minimum construction standards.

- (a) *Generally.* No building permit shall be issued for any structure proposed for erection on an unaccepted street or way, except on those streets or ways that meet the standards provided in section 66-147 and chapter 66, article III, division 3.
- (b) *Less than 50-foot right-of-way.* Permits may be issued for structures proposed for erection on unaccepted streets or ways with dedicated rights-of-way less than 50 feet in width, providing such dedication occurred prior to January 1, 1969, and further providing that the applicant or owner has constructed, or guaranteed by the posting of a performance bond to construct, a roadway contiguous to the accepted portion of the street or way to the end of the lot to be built upon in accordance with the specifications set forth in section 66-147 and chapter 66, article III, division 3 except specification 66-186(1), Minimum right-of-way.
- (c) *Form of bond.* With the application for a building permit, the applicant shall tender either a certified check payable to the town or a faithful performance bond running to the town in an amount of money to be determined by the town manager to be equal to the costs of furnishing, installing, connecting and completing all aspects of the street grading, construction, storm drainage and utilities required within one year from the date of the check or bond. This bond may be renewed for one additional year at the discretion of the town manager.
(Code 1983, § 13-202; C.M. of 4-18-2017, V. 2017-96)

Section 46-64. - Preliminary Threshold Requirements

Prior to submitting an application for the dedication and acceptance of a road proposed to be accepted as a municipal road, the applicant must comply with the following standards.

- Fifty Percent Rule: Fifty percent of the lots abutting the private road proposed for acceptance as a municipal road must be developed, including the construction of the principal structure.
- Exception to Fifty Percent Rule: If the private road (or portion of the private road) proposed for acceptance as a municipal road extends between two municipal roads, connecting those two roads, then the fifty percent threshold requirement for applications road acceptance shall be reduced to twenty five percent
- Connection to Municipal Road: The private road (or portion of the private road) proposed for acceptance as a municipal road must connect to an existing municipal road in a manner acceptable to the Public Works Director
- Street Design and Construction Standards: The private road proposed for acceptance as a municipal road

shall be built to Chapter 66, Article III, Division 3 of the Lisbon Subdivision Ordinance prior to an application being filed for road acceptance.

Section 46-65. - Application Process and Review Procedure for the Dedication and Acceptance of Municipal Roads

This section outlines the process and procedure required by the town to review and accept a private road as a municipal road.

1. Prior to submittal of a formal application the applicant must present to the Public Works Director the following documentation:
 - a. Proof of unencumbered fee simple title in the private way being proposed for acceptance;
 - b. Proof that all improvements required by the Planning Board have been satisfactorily completed and that all performance guarantees associated with those improvements have been released; and
 - c. Proof that the private way has endured without damage at least two-one consecutive freeze/thaw cycles after construction
 - d. An application packet including an original application form as prescribed by the Public Works Director and all required documents and items specified in Section 46-66. Applications may contain multiple streets within a development.
2. The Public Works Director, or their designee, shall determine if the application is complete within thirty (30) business days of receipt.
3. If the application is determined incomplete Public Works staff shall notify the applicant of the missing information. When an application is determined to be complete, the Department shall forward the application to the Police Chief and Fire Chief.
4. The Public Works Director, Police Chief, and Fire Chief shall provide written reports within thirty (30) days of receipt of the determination of completeness. Reports shall address the following:
 - a. Conformance with the town's comprehensive plan as well as other adopted plans that address desired street patterns;
 - b. Budget impact regarding provision of adequate municipal services;
 - c. Expenditures by the town for upgrading or extending water and/or sewer mains, storm drains, sanitary sewers, gas mains, culverts, underdrains and all underground and overhead utilities;
 - d. Town liability for damage to private property such as, but not limited to, walks, fences, lawns and other items that encroach within the proposed right-of-way; and
 - e. Any concerns for providing public safety and access to the street and its occupants.
5. At such time as the Public Works Director determines that the application is ready for consideration by the Town Council, the Town Manager shall place the application on the next available Town Council agenda.
6. In determining whether to accept a private road, the Town Council shall consider the recommendations of the Public Works Director, Fire Chief and Police Chief as to whether or not acceptance of the private road (or portion of the private road) would be in the best interest of the town for public safety and/or road maintenance reasons. If the Town Council determines that the street is in order for acceptance, an order shall be scheduled at such time as the Public Works Director determines that all documents noted in Section 46-66 are submitted and acceptable.

Sec. 46-66. – Application Documents Required

The following documentation shall be included in an application for dedication and acceptance of a road:

1. A plot plan showing the as-built condition of the private way drawn to a scale of forty (40) feet to one (1) inch or a scale acceptable to the Public Works Director and on one (1) or more sheets of paper not exceeding twenty-four (24) inches by thirty-six (36) inches in size:
 - a. magnetic and true north,
 - b. bar and ratio scale,
 - c. current ownership, name of way and subdivision, if any,
 - d. date of Planning Board approval, revision dates and other pertinent information,
 - e. the location, frontage lengths and current ownership of all adjoining lots of land,
 - f. right-of-way width(s),
 - g. location of easements with necessary metes and bounds for location in the field and deed

- reference.
 - h. location of all underground and overhead utilities, including sanitary sewer and building laterals, transformers, electrical service, telephone service, cable and fiber optic service, water mains, fire hydrants, utility poles and street lights,
 - i. locations of boundary monuments including type,
 - j. location, species and size of street trees,
 - k. location and schedule of any street signs, including name, speed limit, and caution signs,
 - l. edge of pavement, edge of shoulders, edge of sidewalks and edge of curbs,
 - m. pavement markings,
 - n. original and finished contours associated with the private way, both within and outside of the right-of-way,
 - o. natural and manmade drainage courses with contours at not greater than two-foot intervals plus all existing storm drainage systems, including any laterals installed for connecting to building foundation and /or floor drains,
 - p. all angles, bearings curve data and radii necessary for the plotting of the streets and lots and their reproduction on the ground, including turning radii,
 - q. the relative location to the nearest public street or way, together with the stations of their sidelines,
 - r. any private improvements which encroach within the right-of-way such as irrigations systems, fences, walls, etc., and
 - s. seal and signature of a Maine Registered Land Surveyor or Maine Professional Engineer and certification that the plans reflect an "as-built" condition.
2. A profile of the proposed street drawn to a horizontal scale of 1"=50' (one inch equals fifty feet) and vertical scale of 1"=5' (one inch equals five feet) The profile shall show:
- a. the profile of the centerline of the proposed street,
 - b. centerline stationing,
 - c. street grades at critical points,
 - d. elevations of all underground utilities, drainage structures, including pipe sizes and materials, pipe slope and the location and inverts of all catch basins and manholes,
 - e. complete curve data for all vertical curves, and
 - f. seal and signature of a Maine Professional Engineer.
3. A cross section of the proposed street drawn to a horizontal scale of five (5) feet to one (1) inch and a vertical scale of one (1) foot to one (1) inch with the following details:
- a. the location, size, materials and conditions of the existing and proposed water and/or sewer mains, storm drains, sanitary sewers, gas mains, culverts, underdrains,
 - b. the location of all underground and overhead utilities, and
 - c. seal and signature of a Maine Professional Engineer.
4. Documentation on any deviations from the current street standards.
5. List of waivers granted by the Planning Board for street standards.
6. A digital copy of all plans and documents shall accompany the paper submission, one file set in PDF format and one in AutoCad (dwg) format.
7. Proposed warranty deed describing the right-of-way, all necessary easements, and paper street connections to other properties. Deed shall reference any existing easements encumbering the property being deeded.
8. Application fees as required by the Town Council.
9. Copies of any documents containing restrictions or easements on the development such as utility easements, declarations of covenants, and the like.
10. Public and private responsibilities for improvements within the right-of-way. If it is proposed that the town assume these costs, historical costs of maintenance shall be provided. Ownership or maintenance responsibility for detention ponds and common space outside of the right-of-way shall not be transferred to the town without specific approval of the Town Council. The request shall include a statement about the responsibility for:
- a. street lights and landscape lighting,
 - b. fire hydrants,
 - c. landscaping,

- d. signs.
- e. walls and fences.
- f. copy of, and if applicable, transfer of, any Maine Department of Environmental Protection, Army Corps of Engineers or other storm water, wetlands or similar permits. Any transfer of permits must be under conditions that the town does not agree to maintenance obligations over and above those typically required of the town.

Section 46-67. – Documentation Required Prior to Council Acceptance

Prior to the Council scheduling an order to accept the a private road, the applicant shall produce the following documents as required:

1. A petition, agreement, warranty deed, affidavit or other writing specifically describing the property or interest and its location, and stating that the owner voluntarily offers to transfer such interests to the municipality without claim for damages.
2. Recordable mylars and one paper copy of the plans of the street for recording at the Androscoggin County Registry of Deeds.
3. Defect guarantee.
 - a. A defect guarantee shall be furnished prior to the order for acceptance by the Town Council. The guarantee shall provide that the applicant will be financially responsible for the repair of any defects or conditions as determined by the Public Works Director to be unsatisfactory to the town for a period of two years from the date of acceptance and which arise out of the failure of the applicant or developer to construct the road to Chapter 66, Article III, Division 3 Streets of the Lisbon Subdivision Ordinance. This guarantee shall be in addition to, and independent from any performance guarantee given to the town in connection with any other matter.
 - b. The defect guarantee, unless waived by the Town Council, shall be tendered in the form of a certified check payable to the town or faithful performance bond consistent with section 66-85.
 - c. The Town Council may waive the defect guarantee provided the road has been constructed and in place for a minimum of two years and there are no known defects at the time of the proposed acceptance as determined by the Public Works Director.
4. Executed utility agreements (CMP, Fairpoint, Spectrum, Unitil, etc.).
5. Title insurance, and
6. Any other item as required by the Town Council.

Need to change 66-52, 4. s - Typical cross-section views of all proposed streets and drainage systems as prepared by a licensed professional engineer;

To: Typical cross-section views of all proposed streets, drawn to a horizontal scale of five (5) feet to one (1) inch and a vertical scale of one (1) foot to one (1) inch showing all drainage, and utility systems as prepared by a licensed professional engineer

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Ward, Kolbe, and Brunelle. Nays - None. Order passed - Vote 6-0.

ORDER 2018-50 AMEND CHAPTER 34 SEWER ORDINANCE
First Reading - Roll Call Vote Required

VOTE (2018-50) Councilor Albert, seconded by Councilor Kolbe moved to amend Chapter 34 the Sewer Ordinance as presented below:

CHAPTER 34. SEWER USE ORDINANCE (March 2, 2018 – B & I Revisions)

ARTICLE TABLE OF CONTENTS PAGE

34.0	<u>General</u>
34.1	<u>Reference to Definitions</u>
34.2	<u>Use of Public Sewers Required</u>
34.3	<u>Private Disposal Systems</u>
34.4	<u>Building Sewers and Connections</u>
34.5	<u>Sewer Extensions</u>
34.6	<u>Use of the Public Sewers</u>
34.7	<u>Pretreatment and Permitting of Industrial, Commercial or Unusual Wastes</u>
34.8	<u>Power and Authority of Inspectors</u>
34.9	<u>Sewer Service Fees, Rates and Charges</u>
34.10	<u>Liens for Non-Payment</u>
34.11	<u>Abatements</u>
34.12	<u>Protection from Damage</u>
34.13	<u>Enforcement and Penalty</u>
34.14	<u>Board of Sewer Appeals</u>
34.15	<u>Repeal of Conflicting Ordinances</u>
34.16	<u>Severability</u>
34.17	<u>Effective Date</u>

APPENDIX

Appendix A - Sewer Ordinance Definitions

Appendix B - Sanitary Sewer Ordinance Fee Schedule

Appendix C - Guidelines for Design and Construction of Sewers

Appendix D – Calculating the “One Time” Sewer Credit

Appendix E – Applicable Municipal References

CHAPTER 34 - SEWER USE ORDINANCE

Article 34.0 - General

Section 34.0.1 - Ordinance Scope. This Ordinance regulates the use of public and private sewers and drains, private sewage disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system, and provides penalties for violations and procedures for enforcement.

Section 34.0.2 - Ordinance Purpose. The purpose of this Ordinance is to promote the health and general welfare of the citizens of the Town of Lisbon by regulating and restricting the construction and use of sewerage systems and the accumulation, transportation, treatment and disposal of sewage in such a manner that the creation of any sewerage system, whether public, private, commercial or industrial, shall not result in pollution, health hazards, or other nuisance. Hereafter, any person owning any building or structure within the Town which is the source of sewage and/or commercial or industrial wastes, or who proposes to erect such building or structure shall conform to the requirements of this Ordinance.

Article 34.1 Reference to Definitions

Section 34.1.1 - Definitions. Language and terminology used in this Ordinance shall have the meanings commonly used and recognized in the wastewater collection and treatment field by professionals familiar with that field.

Section 34.1.2 - Appendix A. Specific definitions of some frequently used and referenced terms can be found in Appendix A of this Ordinance.

Section 34.1.3 - "Wastewater Treatment Facility or Sewer Works" is also known as the Sewer Department consisting of all public sewer treatment facilities including interceptor piping and connections, force main piping and connections, pump stations, treatment plant and facilities, treatment processes, and other assets along with personnel and vehicles of the Town of Lisbon utilized for the purpose of collecting, conveying, and treating sewage. The Wastewater Treatment Facilities exist as a Division of Lisbon's Public Works Department operated by the Town of Lisbon.

Article 34.2 Use of Public Sewers Required

Section 34.2.1 - General Restrictions. It shall be unlawful for any person to place, deposit or permit to be placed or deposited in any unsanitary manner on public or private property within the Town, or in any lake, pond, stream or harbor, or in any area under the jurisdiction of the Town, any human or animal excrement, garbage, or other objectionable waste. The term "unsanitary manner" shall not include reasonable spreading of animal excrement or other fertilizer in farming or animal husbandry operations.

Section 34.2.2 - Unlawful Discharge. It shall be unlawful to discharge to any natural outlet within the Town or in any area under the jurisdiction of the Town, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article and the requirements of State, Federal and local laws.

Section 34.2.3 - Individual Wastewater Disposal. - Except as hereinafter provided, , it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater except where no public sewer is available and where such private facilities are constructed or maintained in conformance with all State and municipal laws, ordinances, or regulations.

Section 34.2.4 - Requirements to Connect to the Public Sewer System. The owners of all buildings, or other properties used for human occupancy, employment, recreation or other purposes situated within the Town and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the Town is required at the owner's expense to install suitable toilet facilities in such places and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within 90 days after date of official notice to do so, provided that said public sewer is within 200 feet of the structure to be served unless undue hardship would result, in which case the property owner should request in writing a deferral of this property; and the owner shall be required to demonstrate the nature and degree of hardship. (Refer to Section 34.14.2(b) for definition of "Undue Hardship".) Readiness-to-serve charges will be made on unimproved lots if they are buildable within the terms of Chapter 70 of the Town's Codes upon issuance of a building permit.

Article 34.3 Private Disposal Systems

Section 34.3.1 - Private Disposal Systems. Where a public sewer is not available under the provisions of Section 34.2.4, the building sewer shall be connected to a private wastewater disposal system complying with the provisions of this article and the State of Maine Plumbing Code, Part II, Subsurface Wastewater Disposal Regulations 144A CMR 241, the Minimum Lot Size Law (12 M.R.S.A. § 4807 et seq.) and Town Ordinances as may be amended from time-to-time. No private wastewater disposal system shall be permitted to discharge to any natural outlet.

Section 34.3.2 - Plumbing Permits Required. Before commencement of construction of a private wastewater disposal system, the owner shall first obtain a written permit signed by the licensed Code Enforcement Officer/Plumbing Inspector. The application for such permit shall be made on a form furnished by the Town obtained from the division of health engineering, state department of human services, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the Code Enforcement Officer/Plumbing Inspector. A permit and inspection fee, as specified by the Town in Appendix B, shall be paid to the plumbing inspector at the time the application is filed.

Section 34.3.3 - Inspection of Private Disposal System Required. A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the Code Enforcement Officer/Plumbing Inspector. The Code Enforcement Officer/Plumbing Inspector shall be allowed to inspect the work at any stage of construction. The applicant for the permit shall give the Code Enforcement Officer/Plumbing Inspector at least forty eight (48) hours before the work is ready for final inspection and before any underground portions are covered.

Section 34.3.4 - Maintenance of Private Sewage Facilities. The owner shall operate and maintain the private wastewater disposal facilities in a sanitary manner at all times, at no expense to the Town.

Section 34.3.5 - Conflicts of Ordinance. No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by the Town.

Section 34.3.6 - Use of Private Disposal Systems Following Availability of Public Sewer. At such time as a public sewer becomes available to a property served by a private wastewater disposal system, as provided in Section 34.2.4, a direct connection from the building sewer to the public sewer shall be made within 90 days after the date of official notice; and any septic tanks, cesspools, and similar private wastewater disposal facilities shall no longer be used and shall be cleaned of sludge and filled with suitable material, such as clean bank run gravel, or completely removed. Upon inspection, and to the satisfaction of the Code Enforcement Officer/Plumbing Inspector, the Superintendent may allow the continued use of a private wastewater disposal system for the duration of its useful life and in accordance with Section 34.2.4.

Article 34.4 Building Sewers and Connections

Section 34.4.1 - Sewer Connection Permit. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb the public sewer or appurtenance of the sewer without first obtaining a sewer connection permit from the Superintendent. All work related to the installation of building sewers and the connection to the public sewer shall be performed by persons qualified on this class of work and acceptable to the Superintendent.

Section 34.4.2 - Notification of New Discharge or Change. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Superintendent at least 45 days prior to the proposed change or connection, and shall comply with 38 M.R.S.A. § 361 et seq.

Section 34.4.3 - Classes of Building Sewer Permits. There shall be two (2) classes of building sewer permits, one for residential and commercial service and one for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the Town. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Superintendent. A permit and inspection fee for residential or commercial building sewer permits and a separate fee plus all costs for the review and analysis of the waste for a commercial or industrial building sewer permit shall be paid to the Town at the time the application is filed. (Appendix B contains the most recent fees set by the Town Council).

Section 34.4.4 – Sewer Connection Fees. For all connections into the sewer system, there will be both a permit connection fee and an inspection fee. Both the connection fee and the inspection fee shall be paid at the time that the applicant files a permit for the connection. The applicant is also required to obtain the sewer connection permit at the time the building permit is applied for. The amount of these fees shall be set annually by the Town Council. (Appendix B contains the sewer connection fees set by the Town Council). A connection fee shall be charged for each new connection to the public sewer. (See Appendix B.) For non-residential customers discharging typical domestic-strength wastewater (no more than 300 mg/l BOD5 or 350 mg/l total suspended solids and no contaminants not expected to be found in typical domestic wastewater), the connection fee shall be based on a cost/gallon factor multiplied by the estimated flow in gallons per month. (See Appendix B.) For non-residential customers with estimated flows greater than 50,000 gallons per month or with wastes exceeding domestic-strength, the fee shall be negotiated with the Superintendent, taking into consideration the quantity and character of the wastewater and approved by the Town Council.

Section 34.4.5 - Monetary Deposit for Certain Discharges Required. In the case of multiple building units or connections, connections involving sewer extensions, or industrial discharges or pretreatment applications, the Town may require a monetary deposit sufficient to cover the cost to review the application, including any expert advice deemed necessary by the Superintendent. The applicant may also be required to pay an initial deposit. The amount of deposit shall be estimated by the Town and upon payment by the applicant, kept in a non-interest-bearing account. Upon completion of the review process, the unused portion, if any, will be refunded. If the initial deposit is not sufficient to pay for the costs incurred by the Town, a second deposit shall be made and handled in the same manner as the first.

Section 34.4.6 - Permit Availability. One copy of the permit shall be available for inspection at all times at the site of the work.

Section 34.4.7 - Separate and Independent Sewer Required, Exceptions. A separate and independent building sewer shall be provided for every building requiring a sewer connection; except that where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, courtyard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer, except for the purposes of Article 34.9, and if approved by the Superintendent. In such instance, the owner or user shall provide to the Superintendent proof of a recorded easement giving the right to cross the other property. Where building sewers are to serve multiple dwelling structures, there shall be provided at least one (1) separate building sewer to each group of four (4) structures.

Section 34.4.8 – Building Pipe Used. The new building sewer shall be polyvinyl chloride (PVC pipe) conforming to the requirements of ASTM D 3034 SDR 35, or other material approved by the Superintendent. (See Construction Requirements in Appendix C.)

Section 34.4.9 - Connection to Existing Building Sewers. Existing building sewers or portions thereof may be used in connection with new buildings only when they are found, on examination and test by the Superintendent, to meet all requirements of this Ordinance and Appendix C.

Section 34.4.10 - Sewer Cleanouts. - Building sewer cleanouts shall be installed at intervals not to exceed 100 feet in straight lines and at all bends greater than 22-½ degrees. The cleanouts shall consist of wyes and 45-degree elbows. Cleanouts shall be installed vertically to within six (6) inches of the surface. A stainless-steel strap shall be installed around the top of cleanouts constructed of nonmetallic pipe to allow their detection with a metal detector. (See Appendix C for specific requirements.)

Section 34.4.11 - Building Sewer Depth and Elevations. The diameter of the building sewer shall not be less than four (4) inches and the slope of the pipe shall not be less than one-eighth inch per foot. (In some cases, the building sewer may be required to be larger – refer to Appendix C.) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. The depth shall be sufficient to afford protection from frost, but in no event shall the depth be less than three feet. The building sewer shall be laid at a uniform grade and in straight alignment insofar as possible as described in Section 34.4.11. The ends of building sewers which are not connected to the building drain of the structure for any reason shall be sealed against infiltration by a suitable mechanical, watertight cap or other means approved by the Superintendent.

Section 34.4.12 – Mechanical Lift Where Gravity Flow is Not Possible. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved mechanical means and discharged to the building sewer at the expense of the building owner.

Plans and details of the proposed lifting method shall be submitted to the Superintendent for review. (See Appendix C for specific requirements.)

Section 34.4.13 - Connections to Force Mains Not Permitted. No connection of any kind shall be made directly from any private property to a Town pressurized force main sewer.

Section 34.4.14 – Excavations and Backfill. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Superintendent. Pipe laying and backfill shall be performed in accordance with Appendix C and no backfill shall be placed until the work has been inspected.

Section 34.4.15 – Sewer Joints. All joints and connections shall be made gastight and watertight. The transition joint between pipes of different materials shall be made with adaptors and joint materials approved by the Superintendent. Pre-molded gasket joints shall be used and shall be neoprene compression type gaskets which provide a positive double seal in the assembled joint. The gasket shall be a pre-molded, one-piece unit designed for joining the pipe material used. The assembled joint shall be sealed by compression of the gasket between the exterior surface of the spigot and the interior surface of the hub. The joint shall be assembled following the manufacturer's recommendation using acceptable lubricant and special pipe coupling tools designed for that purpose. The lubricant shall be a bland, fat based, nontoxic material, and shall not chemically attack the gasket material. (See Appendix C.)

Section 34.4.16 – Pipe Inspection. The applicant for the building sewer permit shall notify the Superintendent at least forty-eight (48) hours before beginning the work and also when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Superintendent or his representative.

Section 34.4.17 – Inspection of Trenches. When trenches are opened for the laying of building sewer pipes, such trenches shall be inspected by the Superintendent before the trenches are filled; and the person performing such work shall notify the Superintendent when the installation of the building sewer is completed. If the trench is filled before inspection, the Superintendent may require it to be re-excavated for inspection.

Section 34.4.18- Leakage Testing. All parts of new building drains and sewers shall withstand, under test without observable leakage, a ten-foot head of water for a minimum period of fifteen minutes at a temperature above the freezing point of water. (Alternatively, the line may be air tested as defined in Appendix C.)

Section 34.4.19 –Protection of the Public from Excavations. All excavations for a building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Town.

Section 34.4.20 –Method and Indemnification; Connection to Existing Public Sewer. The connection of the building sewer into an existing public sewer shall be made at the existing public sewer. All costs and expenses incident to the installation and connection of the entire length of building sewer shall be borne by the owner. The owner shall indemnify the Town from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer. The method of connection of the building sewer to the public sewer will be dependent upon the type of pipe material used, and in all cases, shall be approved by the Superintendent. The connection of the building sewer into the public sewer shall be made with a Wye or Tee branch. If none is available, a connection may be made by tapping the existing sewer with a saddle or other method approved by the Superintendent. All connections shall be made gastight and watertight and verified by proper testing. The Town is responsible for all maintenance and repairs of the public sewer only. The method of connection of the building sewer to the public sewer shall be dependent upon the type of pipe material used, and in all cases, shall be approved by the Superintendent. (Refer to Appendix C.)

Section 34.4.21 – Manhole Required for Certain Sewers. When any building sewer is to serve a school, hospital, or similar institution, public building, or is to serve a complex of industrial or commercial buildings, or will, in the opinion of the Superintendent, receive sewage or industrial wastes of such volume or character that frequent maintenance of the building sewer is anticipated, such building sewer shall be connected to the public sewer through a manhole. The Superintendent shall determine if and where this type of connection to the public sewer is required. Connections to existing manholes shall be made as directed by the Superintendent or his representative. If required, a new manhole shall be installed in the public sewer pursuant to Section 34.7.7 or Appendix C, and the building sewer connection made to the sewer as directed by the Superintendent.

Section 34.4.22- Privately Owned Sewer Lines. Main sewer collector lines which are constructed within subdivisions, condominiums and other developments, and which eventually discharge or connect into the public sewer system shall not be accepted by the Town of Lisbon for ownership and maintenance; but remain privately owned and privately maintained unless within a public right-of-way in which case, the Town could choose to accept the line. (Refer to Section 34.5.9). The engineering design for the construction of sewer lines within subdivisions, condominiums and other developments shall comply with this Ordinance and shall be submitted to the Town for written approval. The Town and Superintendent may require that the engineering design plans be submitted to the Town's Consulting Engineer for their evaluation and approval prior to final approval by the Town. Cost of the Town's Consulting Engineers to review, comment, recommend and approve the engineering design plans and the cost of on-site inspection during construction, shall be borne by the applicant, subdivider, developer or builder who shall agree in writing when the sewer plans are submitted to the Town that he/she will pay for all review, approval and inspection costs. Private individual connections into private sewer lines shall also conform to this Ordinance.

Section 34.4.23 - Building Drain System Venting. The building drain system shall be so vented that under no circumstances will the seal of any appliance be subjected to a pressure differential in excess of one-inch of water. All appliances connected directly or indirectly to the building drain shall have traps with a liquid seal not less than two-inches in depth.

Section 34.4.24 - References for Sewer System Design. Sewer design, including building services, sewer collectors and interceptors shall conform to the State Plumbing Code and to the specific specifications set forth in the Town's Guidelines for Design and Construction of Sewers which is found in Appendix C. Any deviation from the prescribed procedures and materials must be approved by the Superintendent as being equivalent of, or superior to, those specified before installation.

Article 34.5 Sewer Extensions

Section 34.5.1 - Town Construction of Sewer Extension. Sewer extensions, including individual building sewers from the sewer to the property line, may be constructed by the Town under public contract if, in the opinion of the Town Council and approved at Town Referendum, if applicable, the number of properties to be served by such extension warrants its cost and if the treatment plant has the capacity to handle said extension. Under this arrangement, the property owner shall pay for and install the building sewer from the public sewer to his residence or place of business in accordance with the requirements of Article 34.4. Property owners may propose sewer extensions within the incorporated Town by drafting a written petition, signed by a majority of the benefiting property owners, and filing it with the Town Council. The cost of such extensions may be assessed to the benefited property owners by the Town in any manner recommended by the Town Council and the Town.

Section 34.5.2 – Property Owner Construction of Sewer Extension. If the Town does not elect to construct a sewer extension under public contract, the property owner, builder or developer may construct the necessary sewer extension, if such extension is approved by the Town Council in accordance with the requirements of Section 34.5.1. The property owner, builder or developer must pay for the entire installation, including all expenses incidental thereto. Each building sewer must be installed and inspected as previously required, and the inspection fees shall be paid. Design of sewers shall be as specified in this Article and the specifications set forth in the Guidelines for Design and Construction of Sewers which is included in Appendix C. The installation of the sewer extension must be subject to periodic inspection by the Superintendent or the Town's Engineer and the expenses for this inspection shall be paid for by the owner, builder or developer. The Superintendent's decisions shall be final in matters of quality and methods of construction. The sewer, as constructed, must pass the exfiltration or leakage test required in Appendix C before it is to be used. The cost of sewer extensions thus made shall be absorbed by the developers or the property owners, including the cost of all building sewers.

Section 34.5.3 – State Law Adopted. The Town adopts, for the purpose of implementation of this Article involving sewer extensions and the construction of new sanitary sewers, the procedures, assessment of betterment fees, and the collection of those fees as set forth in 30-A M.R.S.A. §§ 3442-3445. (See Appendix E.)

Section 34.5.4 - Sewer Extension Design Requirements. All extensions to the sanitary sewer system shall be designed by a Professional Engineer registered in the State of Maine. Plans and specifications for sewer extensions shall be submitted to the Superintendent at least forty-five (45) days before the regularly scheduled Planning Board meeting at which approval of the plans and specifications will be evaluated based on recommendation by the

Superintendent or Town Engineer. The expenses incurred by the Town in reviewing the plans and specifications shall be paid from a deposit made by the owner, builder, or developer at the time of application. The design of sewers and pump stations that may be deeded to the Town shall anticipate and allow for flows from possible future system extensions or developments within the future drainage areas.

Section 34.5.5 - Sewer Testing. All testing of sewers shall be conducted in the presence of the Superintendent or designee. If the installation fails any test, the source of leakage shall be found and repaired and all defective materials shall be replaced. (See specific Construction and testing requirements in Appendix C.)

Section 34.5.6 - Sewer Extension Ownership/Bond. All sewer extensions constructed at the property owner's, builder's or developer's expense after final approval and letter of acceptance by the Town Council, shall become the property of the Town and at the Town's sole discretion shall thereafter be maintained by the Town. The sewers after their acceptance by the Town shall be guaranteed against defects in materials and workmanship for twelve (12) months. The guarantee shall be in the form of a maintenance guarantee bond in an amount not less than 100 percent of the Engineer's estimate of the cost of the extension. The Town is under no obligation to accept any new sewer extension. Extensions that remain privately owned shall be maintained by their owners.

Section 34.5.7 - Suitable Sewage Disposal Required. No builder or developer shall be issued a building permit for a new dwelling or structure requiring sanitary facilities within the Town, unless a sewer permit has been obtained for a suitable and approved method of sewage disposal.

Section 34.5.8 - Connection of Sewer Extension to Public Sewer. Connection of the sewer extension to the Town's facilities shall not be permitted until, 1) the completed sewer has been tested and passed to the satisfaction of the Superintendent, 2) all building permits have been obtained and all fees have been paid to the Town for the approved lots to be connected, 3) the one year maintenance guarantee bond in a form acceptable to the Town has been delivered, and 4) a formal decision has been made by the Town to retain the line as private and to allow its connection to the public sewer or to allow it to be connected for later consideration for acceptance as a Town sewer.

Section 34.5.9 - Requirements for Acceptance of Sewer as Public. Should the Town, at its sole discretion, elect to accept the connected sewer as a public sewer to be owned by the Town, no such acceptance may be made until 1) reproducible record drawings of the completed sewer have been provided to the Town, 2) an offer has been made from the owner(s), builder(s) or developer(s), in a form acceptable to the Town, to transfer ownership and maintenance responsibilities and property and easement rights to the Town, and 3) the Town has formally agreed to accept the sewer line.

Article 34.6 Use of the Public Sewers

Section 34.6.1 - Discharge of Unpolluted Waters. No stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters shall be discharged or caused to be discharged to any sanitary sewer. No direct connection shall be made from a public or private water supply to a building drain discharging to any sanitary sewer without specific permission from the Superintendent.

Section 34.6.2 - Discharge of Unpolluted Drainage to Natural Outlet. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the Superintendent. Unpolluted industrial cooling water or unpolluted process waters may be discharged, on approval of the Superintendent, to a storm sewer or natural outlet if in accordance with regulations of the Maine Department of Environmental Protection or 38 M.R.S.A. § 413 or other applicable standards.

Section 34.6.3 General Discharge Prohibitions. No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will interfere with the operation or performance of the POTW or collection system whether or not the user is subject to National Categorical Pretreatment Standards, or any other national, state or local pretreatment standards or requirements. The following described waters or wastes shall not be discharged or caused to be discharged to any public sewers:

(a.) Any liquids, solids or gases which by reason of their nature or quantity are or may be sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the POTW or to the operation of the POTW. At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the sewer system be more than five (5) percent nor any single reading over ten (10)

percent of the Lower Explosive Limit (LEL) of the meter. Prohibited materials include but are not limited to gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohol, ketones, aldehydes, peroxides, chlorates, percolates, bromates, carbides, hydrides, and sulfides and other substances which the Town, DEP or EPA has notified the user is a fire hazard or a hazard to the system.

(i.) No person shall discharge wastewater containing in excess of the following standards:

Parameter	Maximum (mg/l)	Daily Average (mg/l)
Arsenic	4.0	1.0
Cadmium	0.6	0.5
Chlorine	15.0	15.0
Chromium	5.0	2.75
Copper	8.0	8.0
Lead	4.0	2.0
Mercury	0.2	0.1
Nickel	5.0	2.5
Phenolic Compounds	10	10
Silver	3.0	1.0
Zinc	10	5.0
Cyanide	3.0	2.0

(b.) Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the POTW, or to exceed the limitation set forth in a categorical pretreatment standard. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to section 307(a) of the act.

(c.) The standards in subsection (a) above shall apply unless a more stringent National Pretreatment Standard has been promulgated by EPA, or as further regulated by the Town's Wastewater Discharge Permit or by the Town's Superintendent in setting Local Limits to protect the treatment plant. State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those in this article. The Town reserves the right to establish by Ordinance more stringent limitations or requirements on discharges to the wastewater disposal system if deemed necessary to comply with the objectives presented in Article 34.0.

(d.) Waters or wastes having a single grab pH sample lower than 5.0 s.u. or having a composite of less than 5.5 s.u., or any other corrosive property capable of causing damage or hazard to structure or waters or wastes having a single pH result of greater than 12.0 s.u. or a composite sample in excess of 9.5 s.u.

(e.) Solid or viscous substances in quantities or of such size which may cause obstruction to the flow in a sewer, or other interference with the operation of the wastewater treatment facilities or collection system, such as, but not limited to, grease, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshing's, entrails, whole blood, feathers, ashes cinders sand spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, beer or distillery slops, wastepaper, cardboard, paper dishes, disposable wipes, cups, milk containers, wood, plastics, gravel, ashes, cinders, sand, concrete, gas, tar, asphalt residues, residues from refining, or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes, etc.

(f.) Garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower or greater shall be subject to the review and approval of the Superintendent.

(g.) Any wastewater having a temperature which would inhibit biological activity in the POTW treatment plant resulting in interference, but in no case wastewater with a temperature at the introduction into the POTW which exceeds 40 degrees Celsius (104 degrees Fahrenheit).

(h.) Water or waste containing fats, soluble fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/L or containing substances, which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees Fahrenheit (and 0 to 66 degrees Celsius) which, in the sole opinion of the Superintendent, may overload or inhibit or otherwise cause adverse impacts on the treatment plant and its processes or on the sewerage collection system or its pump stations.

(i.) Waters or wastes containing strong acid, iron-pickling wastes, or concentrated plating solutions whether neutralized or not.

(j.) Waters or wastes containing iron, chromium, copper, zinc, and similar objectionable, or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Superintendent for such materials.

(k.) Waters or wastes containing phenols or other taste or odor-producing substances in such concentration not to exceed 10 mg/l or any other more stringent limits, which may be established by the Superintendent as necessary, after treatment of the composite sewage, to meet the requirements of the State, Federal, or other public agencies of jurisdiction for such discharge to the receiving waters.

(l.) Any wastewater containing radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Superintendent in compliance with applicable State or Federal regulations.

(m.) Materials which exert or cause unusual concentrations of inert suspended solids such as, but not limited to, fuller's earth, lime slurries and lime residues, or dissolved solids such as; but not limited to, sodium chloride and sodium sulfate.

(n.) Material which exert or cause excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.

(o.) Any pollutants, including oxygen demanding pollutants (BOD, etc.), released at a flow rate and/or pollutant concentration which a user knows or has reason to know will cause interference to the POTW. In no case shall a slug load have a flow rate or contain concentration or quantities of pollutants that exceed for any time period longer than 15 minutes more than five times the average 24-hour concentration, quantities or flow during normal operation. In no case shall a peak day discharge have a flow rate or contain pollutant loadings of any controlled substance in excess of twice the 30-day, 24-hour average flow, concentration or quantity.

(p.) Materials which exert or cause unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.

(q.) Overflowing by draining from cesspools or other receptacles storing organic wastes.

(r.) Steam exhausts, boiler blow-off, sediment traps, or pipes carrying hot circulating water.

(s.) Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment process employed, which may inhibit treatment plant processes or sludge use, disposal criteria, guidelines or regulations developed under Section 405 of the Solid Waste Disposal Act, the Clean Air-Act, the Toxic Substance Control Act or any state criteria applicable to the Sludge Management Method used, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the groundwater receiving waters of the Town's wastewater treatment system.

(t.) Any noxious or malodorous liquids, gases or solids which either singly or by interaction with other wastes, are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into sewers for maintenance and repair.

(u.) Any stormwater, roof drains, spring water, cistern or tank overflow, footing drains, discharge from any non-approved car wash, non-approved floor drains or the contents of any privy vault, septic tank or cesspool. (The Town's goal is to review the discharge to the sewer system of certain discharges such as car wash systems and commercial drain systems - additional controls may be required by the Superintendent. Refer to Section 34.6.5.)

(v.) Any wastewater which causes a hazard to human life or creates a public nuisance. No person shall discharge or cause to be discharged any waters or wastes containing a toxic or poisonous substance, a high chlorine or oxygen demand, or suspended solids in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard or violation in the groundwater receiving waters or effluent of the Town's sewage treatment plant, or contaminate or restrict the final end use of the treatment plant's sludge residuals.

(w.) Any wastewater with objectionable color not removed in the treatment process, such as but not limited to dye wastes and vegetable tanning solutions which could cause a visible discoloration of the treatment's plant's effluent.

(x.) Any waters or wastes containing suspended solids, whether inert or organic, which would cause visible turbidity of the treatment plant's effluent.

(y.) Any substance which will cause the POTW to violate its NPDES or/or state disposal system permits or the receiving water quality standards.

(z.) Any septage, septic process or camper discharge without the express written approval of the Superintendent or which causes pass through or interference with the treatment works.

Section 34.6.4 - Pretreatment of High Strength Wastes. Any discharge of waters or wastes having a) a five (5) day Biochemical Oxygen Demand (BOD) greater than 300 parts per million; or b) containing more than 350 parts per million of suspended solids, or c) containing more than 15 parts per million of chlorine demand, or d) containing any quantity of substances having the characteristics described in this Article or e) having an average daily flow or pollutant mass greater than two (2) percent of the average daily sewage flow of the Town, shall be subject to the review and approval of the Superintendent. Where necessary, in the opinion of the Superintendent, the owner shall provide, at his expense, such pretreatment as may be necessary to, 1) reduce the Biochemical Oxygen Demand to 300 parts per million and the suspended solids to 350 parts per million by weight, or 2) reduce the chlorine demand to 15 parts per million, or 3) reduce objectionable characteristics or constituents to within the maximum limits provided for in this Article, or 4) control the quantities and rates of discharge of such waters or wastes. Plans, specifications, and any other pertinent information relating to proposed pretreatment facilities shall be submitted for the approval of the Town, and no construction of such facilities shall be commenced until said approvals are obtained in writing. Failure to comply with one or more of the remedial procedures as required by the Town shall constitute a violation of this Ordinance.

Section 34.6.5 – Grease, Oil and Sand Interceptors. Grease, oil and sand interceptors shall be provided by the producer when the Ordinance limits for those substances are exceeded or when, in the opinion of the Superintendent or Code Enforcement Officer, they are necessary for the proper handling of liquid wastes containing grease in excess amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors shall not be required for private living units.

All interceptors shall be of a minimum type and capacity permitted by Maine Subsurface Wastewater Disposal Rules, 144A CMR 241 and shall be approved by the Superintendent prior to installation, and shall be located as to be readily and easily accessible for cleaning and inspection. Although the Maine Internal Plumbing Code Rules may permit smaller trap sizes, the provisions of the Maine Subsurface Wastewater Rules, 144A CMR 241, shall prevail. External grease and oil receptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperatures. They shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight. In the maintenance of these interceptors, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal, which are subject to review by the Superintendent. A maintenance record shall be maintained by the owner for the Town's periodic review for any removal and hauling of the collected materials. Any removal and hauling of the collected materials not performed by the owner's personnel must be performed by licensed waste disposal firms.

Section 34.6.6 - Treatment of Unusual Wastes. No statement contained in this Article shall be construed as preventing any special agreement or arrangements between the Town and any discharger whereby a waste of unusual strength or character may be accepted by the Town for treatment, subject to payment by the discharger of concern, provided that such agreements do not contravene any requirements of existing federal or state laws and/or regulations promulgated under such laws, and are compatible with any user charge in effect.

Article 34.7 Pretreatment and Permitting of Industrial, Commercial or Unusual Wastes

Section 34.7.1 - Pretreatment, General. Users shall provide necessary wastewater treatment as required to comply with this chapter and shall achieve compliance with all National Categorical Pretreatment Standards within the time limitations specified by the pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to the Town shall be provided, operated and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Town for review and shall be acceptable to the Town before construction of the facility. The review of such plans and operational procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the Town under the provisions of this chapter. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the Town prior to the user's initial initiation of the changes.

Section 34.7.2 - Town's Right to Require Pretreatment. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 34.6.3, and which in the judgment of the Superintendent, may have a deleterious effect upon the sewage works, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Town may:

- (a.) Reject the wastes.
- (b.) Advise the user of the impact of the contribution to the collection system or POTW.
- (c.) Develop effluent limitations for such user to correct the interference with the POTW and require pretreatment to an acceptable condition for discharge to the public sewer.
- (d.) Require control over the quantities and rates of discharge.
- (e.) Require payment to cover the added cost or sewer charges for the handling and treatment of such wastes under the provisions of this Ordinance.
- (f.) If the Superintendent permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Superintendent and the Town, and subject to the requirements of all applicable codes, ordinances, and laws and Discharge Permit. Under no circumstances will the National Categorical Pretreatment Standards or Federal Prohibited Discharges be contravened.

Section 34.7.3 - Approval Process for Industrial, Commercial or Unusual Wastes. The Town, at its discretion, may elect to allow an industrial or commercial or unusual waste producer to utilize the sewage works provided that it can be demonstrated that acceptance of the waste will result in:

- (a.) No violation of applicable Federal or State regulations, including DEP/EPA pretreatment requirements.
- (b.) No inhibition of, or damage to, the treatment plant's processes or equipment and no upsets of the plant's processes which lead to nuisance conditions, operational problems, or discharge license non-compliance.
- (c.) No pass through of any waste material not treatable in the Town's treatment plant.
- (d.) No contamination of the Town's sewage sludge with toxic or undesirable waste constituents and no impairment of the Town's ability to dispose of the treatment plant's sludge residuals.
- (e.) No creation of hazardous or unsafe conditions in the sewer system or treatment plant which might jeopardize the health and welfare of the general public or the Town's staff.
- (f.) Equitable allocation of sewer user fees such that the true cost of treating the industrial or unusual waste is fully borne by the sewer user that generated the wastes.

Section 34.7.4 - Flow Equalization. Prior to accepting the waste, the Town may require that appropriate industrial or unusual wastes undergo pretreatment or flow equalization prior to its discharge into the Town's sewer system.

Section 34.7.5 – Pretreatment Operation and Maintenance. Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

Section 34.7.6 – Monitoring Facilities. The Town shall require to be provided and operated at the user's own expense monitoring facilities to allow inspection, sampling and flow measurement of the building sewer and/or internal drainage systems. The monitoring facility should normally be situated on the user's premises; but the Town may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area and located so that it will not be obstructed by landscaping or parked vehicles. There shall be ample room in or near such or facilities to allow accurate sampling and preparation of samples for analysis. The facility, sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user. Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the Town's requirements and applicable local construction standards and specifications. Construction shall be completed within 90 days following written notification by the Town.

Section 34.7.7 - Sampling Manholes. When required by the Superintendent, the owner of any property serviced by a building sewer carrying industrial wastes or other discharges of concern shall install a suitable control manhole, together with such necessary meters and other appurtenances in the building sewer, to facilitate observation sampling and measurement of the wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the Superintendent. The manhole shall be installed by the owner at his expense and shall be maintained by him to be safe and accessible to the Superintendent at all times.

Section 34.7.8 - Sampling and Analysis Procedures. All industries discharging in to a public sewer shall permit such monitoring of their discharges as the Superintendent may reasonably require, including installation, use and maintenance of monitoring equipment and keeping records and reporting the results of such monitoring to the Superintendent. Such records shall be made available upon request by the Superintendent to other agencies having jurisdiction over discharges to the receiving waters. All measurements, tests and analysis of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with procedures established by the administrator of the EPA pursuant to Section 304 (g) of the Act and contained in 40 CFR 136, or with any other test procedures approved by the administrator. Sampling shall be at the control manhole or other designated sampling location approved by the Superintendent.

Section 34.7.9 - Dilution is not Permitted. No discharger or user shall ever increase the use of potable or process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the National Categorical Pretreatment Standards, or in any other pollutant-specific limitation developed by the Town or State.

Section 34.7.10 - Requirements for Wastewater Discharge Permit for Categorical Pretreatment Standards. Upon the promulgation of the National Categorical Pretreatment Standards for a particular industrial subcategory, the national standard, if more stringent than the limitations imposed under this Article for sources in that subcategory, shall immediately supersede the limitations imposed under this Article. The superintendent shall notify all affected users of the applicable reporting requirements under 40 CFR 403.12.

Section 34.7.11 - Modification of National Categorical Pretreatment Standards. Within nine months of the promulgation of a National Categorical Pretreatment Standard, the wastewater discharge permit of users subject to such standards shall be revised to require compliance with such standard within the time frame prescribed by such standard. Where a user subject to a National Categorical Pretreatment Standard has not previously submitted an application for a wastewater discharge permit as required by Section 34.7.10, the user shall apply for a wastewater discharge permit within 180 days after the promulgation of the applicable National Categorical Pretreatment Standard. In addition, the user with an existing wastewater discharge permit shall submit to the Superintendent within 180 days after the promulgation of an applicable National Categorical Pretreatment Standard the information required by Section 34.7.13 (a) through (o).

Where the Town's wastewater treatment system achieves consistent removal of pollutants limited by national pretreatment standards, the Town may apply to the approval authority for the modification of specific limits in the national pretreatment standards. The term "consistent removal" shall mean reduction in the amount of a pollutant or alteration of the nature of the pollutant by the wastewater treatment system to a less toxic or harmless state in the effluent which is achieved by the system in 95 percent of the samples taken when measured according to the procedures set forth in 40 CFR 403.7(c)(2). The Town may then modify pollutant discharge limits in the national

pretreatment standards if the requirements contained in 40 CFR 403.7 are fulfilled and prior approval from the approval authority is obtained.

Section 34.7.12 - Development of Local Limits. Local limits for certain pollutants may also be established by the Town to protect against pass-through, interference, process inhibition and damage, safety concerns, and sludge residual contamination or any other regulatory or operational concern. No person shall discharge wastewater containing in excess of the instantaneous maximum allowable discharge limits as identified in this Ordinance or on the user's wastewater discharge permit. All discharge limits shall be technically based and approved by the appropriate regulatory agency.

Section 34.7.13 Wastewater Application Form and Requirements. When required by the Superintendent or Town, users must complete a wastewater application form, on a form supplied by the Superintendent, which contains information on the nature and characteristics of their wastes. This application must be submitted to the Superintendent prior to the discharge of the user's wastewater into the Town's sewage works. All new applications shall be accompanied by a fee as established in Appendix B. The Superintendent is authorized to prepare a form for this purpose and may periodically require existing users to update the information provided to determine compliance with this Article. Failure to complete the submission of updated information shall be reasonable grounds for terminating service to the user and shall be considered a violation of this Ordinance. Existing industrial dischargers or any other commercial establishment shall file wastewater application forms or provide updated information within thirty (30) days after being notified by the Superintendent or the Town, and proposed new dischargers shall file such forms at least ninety (90) days prior to connecting to the sewage works. The form shall include as applicable, but not be limited to, the following information:

- (a.) The name, address, and location of the user.
- (b.) The SIC number according to the Standard Industrial Classification Manual, Bureau of the Budget 1972, as amended and as applicable.
- (c.) Chemical analysis of wastewaters - Wastewater constituents and characteristics including but not limited to those listed in this Ordinance as determined by a reliable analytical laboratory. Any sampling and analysis that is required by the Town shall be performed in accordance with procedures established by the EPA pursuant to section 304(g) of the Clean Water Act (33 USC 1201 et seq.) and contained in 40 CFR 136, as amended or the latest edition of Standard Methods. The costs of all such sampling, analysis, and reporting shall be fully borne by the user.
- (d.) The time and duration of discharge or contribution.
- (e.) Wastewaters discharge peak rate and volume over a specified time period. The average daily, instantaneous peak and 30-minute peak wastewater flow rates, in gallons per day, including daily, monthly and seasonal variations, if any. All flows shall be as actually measured unless other verifiable measurement techniques are approved by the Town.
- (f.) A plot plan of sewers of the user's property showing sewer an pretreatment facility location - The site plans, floor plans, pretreatment facility location and details, mechanical and plumbing plans and details to show all sewers, sewer connections, inspection manholes, sampling chambers and appurtenances by size, location, and elevation adjacent to, or at, the user's premises.
- (g.) Description of the activities, facilities, and plant processes on the premises, including all materials which are, or could be, discharged.
- (h.) Where known, the nature and concentration of any pollutants in the discharge which are limited by any Town, State or Federal pretreatment standards, and a statement regarding whether or not compliance is being, or will be, achieved with this Ordinance or pretreatment regulations on a consistent basis, and if not, whether additional operation and maintenance activities and/or additional pretreatment is required for the user to comply with this Ordinance and applicable pretreatment standards.
- (i.) The identification of each product produced by the user by type, amount, process or processes, and rate of production.
- (j.) The type and amount of raw materials processed, average and maximum per day, by the user.

- (k.) Number and type of employees, and hours of operation of plant and proposed or actual hours of operation of pretreatment system.
- (l.) Quantity and disposition of specific liquids, sludges, oils, solvents, or other materials important for sewer use control.
- (m.) Details of systems to prevent and control the losses of materials through spills to the municipal sewer.
- (n.) If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. (See Section 34.7.26.)
- (o.) Any other information as may be deemed by the Town to be necessary to evaluate the permit application.

Section 34.7.14 - Required Signatory. All disclosure forms, applications and any periodic reports submitted by a user shall be signed by the principal executive officer of the user and shall contain the following certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations".

Section 34.7.15 - Evaluation of Application Forms. The Superintendent or designee will evaluate the completed wastewater permit application forms furnished by the user and may require the user to furnish additional information. The User shall submit within fifteen (15) days, after receiving notification from the Superintendent, that the additional information is required. After full evaluation and acceptance of all of the data furnished, the Superintendent or Town may issue a wastewater discharge permit subject to terms and conditions provided in this Section.

Section 34.7.16 - Requirements of Categorical Users. Every new or existing user of the Town's sewage works who is determined to be a categorical user or significant industrial user as defined in this Ordinance is required to obtain a wastewater discharge permit from the Superintendent.

Section 34.7.17 - Prevention of Pass-through and Interference. Wastewater discharge permits shall include such conditions as are reasonably deemed necessary by the Superintendent to prevent waste pass-through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the sewage works. Wastewater discharge permits may impose effluent restrictions or limits on the user if the Superintendent determines that such limits are necessary to protect the quality of the treatment plant influent, effluent, or sludge, or to maintain compliance with any applicable Federal or State law, including requirements under the Town's DEP or NPDES permit and national categorical pretreatment standards for new and existing sources set forth in 40 CFR Chapter I, Subchapter N Parts 401-471.

Section 34.7.18 - Permit Conditions. Wastewater discharge permits shall be expressly subject to all provisions of this Article and all other applicable regulations, user charges and fees established by the Town. Permits may contain the following:

- (a.) The unit charge or schedule of user charges and fees for the wastewater to be discharged to a community sewer.
- (b.) Limits on the average and maximum wastewater constituents and characteristics.
- (c.) Limits on average and maximum rate and time of discharge or requirements for flow regulations and equalization.
- (d.) Requirements for installation and maintenance of inspection and sampling facilities.
- (e.) Specifications for monitoring programs, which may include sampling locations, frequency of sampling, number, types and standards for tests and reporting schedule.

- (f.) Compliance schedules.
- (g.) Requirements for submission of technical reports or compliance reports. (See Section 34.7.27.)
- (h.) Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the Town and affording town access to such records.
- (i.) Requirements for notification of the Town of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater treatment system.
- (j.) Requirements for notification of slug discharges as per Section 34.7.23.
- (k.) Other conditions as deemed appropriate by the Town to ensure compliance with this Article.

Section 34.7.19 – Permit Duration. Wastewater discharge permits shall be issued for a specified time period not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The user shall apply for permit reissuance a minimum of 180 days prior to the expiration of the user's existing permit. The terms and conditions of the permit may be subject to modification by the Town during the term of the permit as limitations or requirements as identified in this Ordinance are modified or other just cause exists. Each wastewater discharge permit shall indicate a specific date upon which it will expire. The user shall be informed of any proposed changes in his permit at least 30 days prior to the effective date of the change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

Section 34.7.20 - Permit Modifications. The Superintendent may modify, at any time, the wastewater discharge permit with good cause. The user shall be informed of any proposed changes in his permit at least 30 days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

Section 34.7.21 - Transfer of Ownership. Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner or a new user, different premises, or a new or changed operation without the approval of the Town. To facilitate the issuance of new, separate permits, the Superintendent may allow new owners or individuals to operate under an existing wastewater discharge permit for a period not to exceed ninety (90) days. Any succeeding owner or user shall also comply with the terms and conditions of the existing permit.

Section 34.7.22 - Requirement for Pretreatment Devices. Wastewater discharge permits may contain requirements and compliance schedules for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, any of which would be designed to reduce, eliminate, or prevent the introduction of pollutants into the Town's sewage system.

Section 34.7.23 - Accidental Discharges/Slug Control Plan. Each user shall provide protection from accidental discharge of prohibited materials or other substances regulated by this Article. The Superintendent may require any user to develop and implement an accidental discharge/slug control plan. At least once every five (5) years, the Superintendent shall evaluate whether each significant industrial user needs such a plan. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the owner's or user's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Town for review, and shall be approved by the Town before construction of the facility. Review and approval of such plans and operating procedures shall not relieve the industrial user from the responsibility to modify the user's facility as necessary to meet the requirements of this Article. In the case of an accidental discharge, it is the responsibility of the user to immediately telephone and notify the POTW of the incident. The notification shall include location of discharge, type of waste, concentration and volume, and corrective actions. Any user required to develop and implement an accidental discharge/slug control plan shall submit a plan which addresses, at a minimum, the following:

- (a.) Description of discharge practices, including nonroutine batch discharges;
- (b.) Description of stored chemicals;

(c.) Procedures for immediately notifying the Town of any accidental or slug discharge. Such notification must also be given for any discharge which would violate any of the prohibited discharges in this Ordinance; and

(d.) Procedures to prevent adverse sewage system impacts from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

Section 34.7.24 – Written Notice of Accidental Discharge – Within five (5) days following an accidental discharge, the user shall submit to the superintendent a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expenses, loss, damage or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to persons or property; nor shall such notification relieve the user of any fines, civil penalties or other liability which may be imposed by this Article or other applicable law.

Section 34.7.25 – Notice to Employees – A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees whom to call in the event of an accidental discharge. Employers shall ensure that all employees who may cause or suffer such an accidental discharge to occur are advised of the emergency notification procedure.

Section 34.7.26 - Pretreatment Compliance Schedule. Where additional pretreatment and/or operations or maintenance activities will be required to comply with this Ordinance, the user shall provide a declaration of the shortest schedule by which the user will provide such additional pretreatment and/or implementation of additional operations and maintenance activities. The Town reserves the right to determine the reasonableness of the proposed schedule, to modify the proposed schedule, or to reject the schedule.

(a.) The schedule shall contain increments of progress in the form of milestone dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards, including, but not limited to, dates relating to hiring an engineer, completing preliminary plans, completing final plans, executing contracts for major components, commencing construction, completing construction, and all other acts necessary to achieve compliance with this Ordinance.

(b.) No later than fourteen (14) days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the Superintendent including, as a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the user to return to the established schedule.

(c.) In no event shall more than nine months elapse between such progress reports to the Superintendent.

Section 34.7.27 – Compliance Reports. Within 90 days following the date for final compliance with applicable pretreatment standards or, in the case of a new source, following commencement of the introduction of wastewater into the publicly owned treatment works, any user subject to pretreatment standards and requirements shall submit to the Superintendent a report. All significant industrial user(s) shall, at a frequency stated in their wastewater permit or as determined by the Superintendent, but in no case less than twice per year, submit a report to the Superintendent. The report shall indicate the nature and concentration of pollutants in the discharge from the regulated processes which are limited by pretreatment standards and requirements and the average and maximum daily flow for these process units in the user facility which are limited by such pretreatment standards or requirements. All periodic compliance reports must be signed and certified in accordance with this Ordinance. All wastewater samples collected must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge. If a user subject to the reporting requirement in this Ordinance or its permit monitors any pollutant more frequently than required, the results of this additional monitoring shall also be included in the report. The report shall state whether the applicable pretreatment standards or requirements are being met on a consistent basis and, if not, what additional Operation and Maintenance (O&M) and/or pretreatment is necessary to bring the user into compliance with the applicable pretreatment standards or

requirements. This statement shall be signed by an authorized representative of the industrial user and certified by a qualified professional engineer.

(a.) Any user subject to a pretreatment standard, after the compliance date of such pretreatment standard, or, in the case of a new source, after commencement of the discharge into the publicly owned treatment works, shall submit to the Superintendent during the months of June and December, unless required more frequently in the pretreatment standard or by the Superintendent, a report indicating the nature and concentration of pollutants in the effluent which are limited by such pretreatment standards. In addition, this report shall include a record of all daily flows which during the reporting period exceeded the average daily flow. At the discretion of the Superintendent and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the Superintendent may agree to alter the months during which these reports are to be submitted.

(b.) The Superintendent may impose mass limitations on users. In such cases, the report required by subsection (a) of this section shall indicate the mass of pollutants regulated by pretreatment standards in the effluent of the user. These reports shall contain the results of sampling and analysis of the discharge, including the flow, nature, concentration and mass where requested by the Superintendent, of pollutants contained in the discharge which are limited by the applicable pretreatment standard. All analyses shall be performed in accordance with procedures established by the administrator pursuant to section 304(g) of the clean water act and contained in 40 CFR 136 as amended or with any other test procedures approved by the administrator. Sampling shall be performed in accordance with the techniques approved by the administrator.

(Note: Where 40 CFR does not include a sampling or analytical technique for the pollutant in question, sampling and analysis shall be performed in accordance with the procedures set forth in the EPA publication, Sampling and Analysis Procedures for Screening of Industrial Effluents for Priority Pollutants, April, 1977, as amended, or with any other sampling and analytical procedures approved by the Superintendent.)

Section 34.7.28 - Planned Significant Changes. Each user must notify the Superintendent in writing of any planned significant changes to its operations or process systems which might alter the nature, quality or volume of its wastewater at least sixty (45) days before the change. No user shall implement the planned changed condition(s) until and unless the Superintendent has responded in writing to the user's notice. Significant changes include, but are not limited to, flow or pollutant load increases of ten percent (10%) or greater, and the discharge of any previously unreported pollutants.

Section 34.7.29 - Sampling Violations. If sampling performed by a user indicates a violation of their permit or this Ordinance, the user must notify the Superintendent within twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Superintendent within thirty (30) days after becoming aware of the violation. In the case of any discharge, including, but not limited to, hazardous waste discharges, accidental discharges, discharges of a nonroutine or episodic nature, a noncustomary batch discharge, or a slug load that may cause potential problems for the sewage works, the user shall immediately telephone and notify the Superintendent of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user. (See Reporting Requirements included in Section 34.7.24 and Notice Requirements in Section 34.7.25.)

Article 34.8 Power and Authority of Inspectors

Section 34.8.1 – Private Property. The Superintendent, the Town Engineer, and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter upon all industrial and commercial properties for the purpose of inspection, observation, measurement, sampling and testing, in accordance with the provisions of this chapter. Persons or occupants of premises shall allow the Town or its representative ready access to all locations where wastewater is created or discharged at all reasonable times for the purposes of inspection, sampling, records examination or copying, or in the performance of any of their duties. Where a user has security measures in force which would require proper identification and clearance before entry into his premises, the user shall make necessary arrangements with his security guards so that upon presentation of suitable identification, personnel from the town and the approval authority will be permitted to enter, without delay, for the purposes of performing their specific responsibilities. Inspection of private residences, upon complaint, will be completed after 24-hour notice by the Superintendent.

Section 34.8.2 – Public Easement. The Superintendent, and other duly authorized employees of the Town bearing proper credentials and identifications shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement,

sampling, repair, and maintenance of any portion of the sewer works lying within the easement. All entry and subsequent work, if any, on said easement, shall be done in accordance with the terms of the duly negotiated easement pertaining to the private property involved.

Section 34.8.3 - Inspection of Installations. All installations shall be inspected before burying by a duly authorized inspector employed by the Town.

Section 34.8.4 - Sampling and Metering Authority. The Superintendent shall have the authority to set up, on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's waste discharges. The user shall bear the costs of such setup or installation. (Also see Section 34.7.6.)

Section 34.8.5 - Sampling and Monitoring Equipment Required. The Town may require the user to install monitoring equipment as the Superintendent deems necessary. The user's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated at least annually to ensure their accuracy. (Also see Section 34.7.6 and 34.7.7.)

Section 34.8.6 - Availability of Records. Users subject to the reporting requirements of this Ordinance shall retain, and make available for inspection and copying, all records or information obtained pursuant to any monitoring activities required by this Ordinance and any additional records or information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include, but are not limited to, the date, exact place, method, and time of sampling and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall be retained by the user for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the user or the Town, or where the user has been specifically notified of a longer retention period by the Superintendent.

Section 34.8.7 - Confidential Information. Information and data on a user obtained from reports, questionnaires, permit applications, and monitoring programs, and from the Superintendent's inspections and sampling activities, shall be available to the public or other governmental agency without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the Superintendent, that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets or proprietary information of the user under applicable State or Federal law. Effluent data shall be considered a matter of public information at all times, however.

When requested by, and demonstrated by the user furnishing a report, that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately, upon request, to State and Federal governmental agencies for users related to this Section, the National Pollutant Discharge Elimination System (NPDES) permit, state disposal system permit and/or the pretreatment programs and such portions of a report shall also be available for use by the state of any state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information. Information accepted by the Town as confidential shall not be transmitted to the general public by the Town.

Section 34.8.8 - Access Refused. If the Superintendent or designee has been refused access to any building, structure or property, or any part thereof, for the purpose of inspecting, sampling or otherwise monitoring compliance with this Ordinance, the Town Council shall seek to secure an Administrative Inspection Warrant from the District Court pursuant to Rule 80E of Maine Rules of Civil Procedure. The warrant, if issued by the District Court, shall be executed pursuant to Rule 80E of Maine Rules of Civil Procedure and the Superintendent shall be accompanied by a uniformed Town police officer during said execution.

Article 34.9 Sewer Service Fees, Rates and Charges

Section 34.9.1 – General - The Town may change and adopt charges and fees included in Appendix B which may include:

- a. Fees for reimbursement of costs of setting up and operating the Town's pretreatment program;
- b. Fees for monitoring, inspections and surveillance procedures;
- c. Fees for reviewing accidental discharge procedures and construction;

- d. Fees for permit applications;
 - e. Fees for filing appeals;
 - f. Fees for consistent removal by the Town of pollutants otherwise subject to federal pretreatment standards; and
 - g. Other fees as the Town may deem necessary to carry out the requirements contained in this Ordinance.
- 2) These fees relate solely to the matters covered by this Ordinance and are separate from all other fees chargeable by the Town.

Section 34.9.2 – Source of Revenues. The source of the revenues needed for retiring debt services, capital expenditures, operation and maintenance of the public sewer system shall be a sewer service charge assigned to Owners of property located within the limits of the Town whose residency, property or place of business is connected within the boundaries of the public sewer system.

Section 34.9.3 - Establishment of Rates. Sewer service charge rates, including "Ready-to-Serve" charges shall be determined by the Town Council after notice and hearing. This charge will be computed and billed on a quarterly basis throughout each calendar year and will be based on the volume of water consumed, as determined by records of the Water Department. In the event, the water supply is not metered, the customer shall be billed at a flat rate determined by multiplying together the number of bedrooms in the dwelling unit, 1,100 cubic feet per quarter per bedroom, and the prevailing user charge per cubic foot. The number of units will be determined by assessment records or an assessor's review. Alternatively, a customer at his own expense can purchase a meter and outside reader from the Water Department in order to obtain a metered rate. Each customer shall be required to install the meter and outside reader utilizing a licensed plumber at their own expense.

Section 34.9.4 – Billing Abatements. All billing shall also be subject to just and equitable discounts and abatements in exceptional cases (Refer to Section 34.11), or in the case of private water supply, a fair estimate shall be used or reading from an installed water meter shall be made. (Refer to Section 34.11.4). The Town may also assess capacity consumption fees and impact fees, as applicable, for new or modified sewer connections. (Refer to Sections 34.9.9.)

Section 34.9.5 – Summer Usage Policy. To allow for the correction for the excessive summer usage due to irrigation and filling pools, billing for the two summer quarters will be based on the average of the two winter quarters or consumption reported by the Lisbon Water Department, whichever is less. (Refer to Appendix D.)

Section 34.9.6 – Changes in Rates. The Town Council reserves the right to change the rates of sewer service charges originally or previously assigned to any property owner.

Section 34.9.7 - Collection of Unpaid Rates. The owner of the property connected to the municipal sewer will be charged for the use of sewer service. Each sewer charge levied pursuant to this division which remains unpaid shall be collected as provided in 30-A M.R.S. A. § 3406(3). (See Article 34.10.)

Section 34.9.8 - Interest Charges. An interest charge at the same rate as established by the Town for uncollected taxes will be made on all sewer bills not paid within thirty (30) days after the due date.

Section 34.9.9 - Special Industrial or Commercial Rates. A special sewer service charge shall be established for any industrial firm, commercial user, who, by virtue of the volume, strength or unusual characteristic of their waste alone, would overload or upset the capacity or efficiency of the sewerage works or any part thereof if such waste entered the public sewer, if the cost to treat that wastewater is higher than that of typical domestic sanitary sewage, or whose waste disposal situation is such that it would be in the public interest to waive the basic requirements. The Town, after appropriate study, shall establish a Special Sewer Service Charge to the industrial firm, commercial user, or organization by separate agreement with said firm. The appropriate portions of the preceding sections, as well as the equitable rights of the public, shall be the basis for such an arrangement.

Section 34.9.10 - "Ready-to-Serve" Fee. The Town may assess a "Ready-to-Serve" fee to be paid by any property owner (with an improved lot or vacant lot) that has an active Building Permit and Sewer Application Permit or if the lot was previously billed, unless the stub has been capped as approved by the Superintendent. This only applies when the public sewer service is available within two-hundred feet (200') of the structure to be served, but for any reason, has yet to connect to the sewer, provided that a building sewer stub has been installed and is ready for connection. If no building sewer stub is in-place, no Ready-to-Serve fee will be assessed. This fee is intended to offset the cost of making sewer service available to the property in the future even though there is not a

current physical connection. This fee will be billed quarterly at the same time as connected sewer users receive their sewer bills.

Section 34.9.11 - Sanitary Sewer Connection Fee - Before the issuance of a connection permit for any activity requiring a connection permit under this Ordinance, the applicant shall pay to the Town a sanitary sewer connection fee in accordance with a fee schedule established by order of the Town Council as shown in Appendix B. The purpose of this fee is to allow the Town to recover a portion of the costs of the wastewater infrastructure capacity which will be consumed by a new sewer user or by the modified use of an existing sewer user.

Section 34.9.12 - Impact Fee for Existing Infrastructure. In instances where any proposed development or use of any parcel of land in the Town results in the need to construct, replace, upgrade, reconstruct, enlarge, expand, or repair any essential infrastructure of the sanitary sewer system in order to accommodate the wastewater attributable to the proposed development or use, the Town may require the payment of an impact fee to cover the costs of the required improvements. The amount of the impact fee shall be determined by the Town Council based on the portion of the improvements that will be utilized by the development or use. All impact fees shall be deposited into a special interest-bearing reserve fund, and any impact fee may only be expended for the purpose for which it was collected. If the Town does not use any impact fee within ten years from the date of payment, Town shall refund that impact fee, with interest, to the person who paid the fee, or that person's successor or assignee. In addition, Town shall refund any portion of the impact fee that exceeds the development's share of the Town's actual costs for the improvements associated with that impact fee. If the development or use for which an impact fee was paid is not commenced within two years from the date of payment of the fee, the Town shall refund the impact fee, with interest, to the person who paid the fee, or that person's successor or assignee, unless the Town and the person enter into a written agreement extending the time for the commencement of the development or use. Provided, however, that if Town has incurred costs or entered into obligations in reliance on the proposed development and the payment of the impact fee, Town may retain so much of the impact fee as may be reasonably necessary and appropriate to cover those costs or obligations.

Section 34.9.13 - Construction of Excess Capacity. The Town may elect, at its sole discretion, to construct excess capacity in a service area in conjunction with a project requiring the assessment of an impact fee. For example, a new sewer line upgrade or a pump station upgrade may be constructed with capacity beyond that needed for the current project since the sizing of such projects is not exact. Should a developer pay the full cost of a project through impact fees, the Town shall collect proportionate impact fees from future connections that benefit from the added capacity and shall refund the newly collected fees to the previous developer or their assignees. Should the Town elect to pay a portion of the initial capital costs for which impact fees are assessed, it may recover proportionate future impact fees from future connected sewer users that benefit from the added incremental capacity that was provided.

Article 34.10 Liens for Non-Payment

Section 34.10.1 Each sewer charge levied pursuant to the ordinance is hereby made a lien on the premises and if the same is not paid within 30 days after it shall be due and payable, it shall be certified to the Treasurer of the Town who shall place the same on the real property tax bill for that year with interest and penalties allowed by law, and be collected as other Town taxes are collected.

Section 34.10.2 There shall be a lien placed on real estate served or benefited by a municipal sewer to secure the payment of sewer service charges duly established hereunder which shall take precedence over all other claims on such real estate excepting only claims for taxes. The Town shall have the same authority and power to collect such sewer service charges as are granted in 38 M.R.S.A. § 3406 as amended. In addition to the lien established hereby, the Town may bring a civil action against the party so charged for the amount of said sewer service charges in any court competent to try the same, and in such action, may recover the amount of such charges with legal interest on the same from the date of said charge plus costs.

Article 34.11 Abatements

Section 34.11.1 - Abatement Recommendation and Due Care. All requests for sewer abatements shall be forwarded to the Superintendent for his recommendation and then shall be forwarded to the Town Manager for decision. Abatements of sewer use charges may be granted by the Town Manager based on recommendation by the Superintendent upon application of a ratepayer where the ratepayer can demonstrate that a "loss" of water that did not enter the sewer occurred due to no fault of the ratepayer, his or her agents, or employees. Ratepayers are responsible for exercising "due care" in the maintenance of their water and sewer systems to prevent water losses

for purposes of abatement. "Due care" shall be defined as the normal and reasonable steps which would be taken by a prudent individual in operating and maintaining their water and sewer systems. Abatements may also be granted if an applicant can demonstrate that an error in billing occurred or that significant volumes of water did not enter the sewer.

Section 34.11.2 – One-Time Sewer Usage Abatement. A one-time sewer abatement will be assessed at the request of the property owner for consumption calculated to be above four times the average water use for the previous year. This abatement can only be used once per each property owner.

Section 34.11.3 - Abatement Review. The Town Manager shall be responsible for reviewing the basis for the requested abatement in light of the "due care" standard established in Section 34.11.1 above. The Superintendent or his designee shall make a record of the results of the investigation which shall include an estimate of the amount of water lost. The estimate of water loss shall be based on the previous four quarters of water consumption, if available, and consideration of seasonal water use patterns. If not available, the abatement shall be based on the current flat rate billing procedure until such time there are a minimum of two (2) quarters available. This estimate of water loss shall be used to calculate the amount of the abatement should one be granted.

Section 34.11.4- Billing Records. When an abatement is granted, the Town Treasurer shall be responsible for taking the necessary steps to correct the appropriate billing records to reflect the abatement or to process a credit where the sewer use charge in question has been paid. Any abatement provided, will only apply to the specific account being abated. For abatements involved in real-estate transactions, the abatement will only be granted after the final meter readings. If no prior history is available on which to base an abatement, an excessive first bill will receive an abatement based on what the non-metered rate would be for a similar building. After the property has been billed for consumption for the first year, the abatement shall be reassessed and appropriate charges made.

Section 34.11.5 - Requirement for Secondary Meter. Abatements shall not be granted for water used for watering lawns, gardens, filling swimming pools, or other outside water uses outside their summer average quarters, unless ratepayers, at their own cost, install a secondary water meter that will measure only water used for these water use purposes. The installation of the meter shall be inspected by the Superintendent or his designee and must have an outside reader. The ratepayer will read the meter quarterly in order to allow abatements, if applicable, to quarterly sewer bills. The Superintendent reserves the right to periodically inspect such meters to ensure continued compliance with the requirements of this subsection. Where a secondary meter is installed, the ratepayer may be granted an abatement. The Town Manager shall have the ability to prorate and abate the first bill of a non-metered flat rate account based on the date of the sewer entrance permit.

Section 34.11.6 - Abatement Period. An abatement request shall only be considered for a maximum six month (two quarter period). If such conclusive proof cannot be demonstrated to the satisfaction of the Superintendent, the abatement may be denied for all or part of the maximum period. The Town Manager can approve an abatement request outside this timeframe but no longer than a one-year period for due cause.

Section 34.11.7 - Payment Receipts. In order for an abatement to be considered for any previous billing quarters, the applicant must demonstrate, with receipts marked "Paid", that full payment has been made for those sewer billing quarters. No abatement request will be reviewed for any billing quarter in which outstanding sewer bills, interest or penalties remain unpaid. Abatement requests for the current billing quarter will be considered even though the current bill is unpaid; however, the applicant shall remain responsible for all interest and penalties that may accrue during the current period while the abatement request is under review. Abatement will not be applied to any billing in the rear.

Section 34.11.8- Water Used in Manufacturing. Any ratepayer who uses water in its end manufactured product which is shipped from the ratepayer's facility or in the process of manufacturing a product or providing a service and where such water does not enter into the sewer system, either in whole or in part, may apply for consideration of an adjustment to their sewer use fee determination to offset that portion of the water which does not reach the Town's sewer system. The applicant shall bear the burden of providing the necessary proof and documentation which must accompany the request for adjustment and must clearly demonstrate the quantity of water used which does not enter into the sewer system. All such requests for adjustment shall be made to the Superintendent who shall be responsible for reviewing the basis for the adjustment as well as the adequacy of the information provided. The Superintendent shall provide to the Town Manager his or her recommendation as to whether the adjustment should or should not be granted. The Town Manager shall make the final determination as to whether the sewer rate adjustment request shall or shall not be granted. The applicant should make this request at the time that they first connect their manufacturing process to the Town's sewer. During the period in which an adjustment is in

effect, the Superintendent reserves the right to periodically inspect the ratepayer's premises and records to ensure that the ratepayer is in compliance with the terms and basis by which the adjustment was considered and granted. Should it be determined that the information provided by the ratepayer is invalid, that changes have occurred in the ratepayer's processes which have the effect of increasing the amount of water reaching the sewer system, or that more water is reaching the sewer system than reported by the ratepayer, the Town Manager may revoke the adjustment and the ratepayer shall be subject to a revised user charge equal to the full value of the adjustment for the period in which a current or prior adjustment was in effect.

Article 34.12 Protection from Damage

Section 34.12.1 - Damage to Public Sewer Prohibited. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment, which is a part of the sewer works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

Section 34.12.2 - Evidence of Insurance by Contractor. A contractor must present a certificate of insurance showing minimum liability coverage for bodily injury and a limit for property damage including collapse and underground coverage in an amount established annually by the Town before a permit will be issued for construction of building sewers or sewer extensions. Sewer extensions may require higher coverage if so recommended by the Town Council, Town Manager or Town Engineer. Minimum insurance coverage shall be liability coverage of \$1,000,000/\$2,000,000 for bodily injury and a \$300,000 limit for property damage including collapse and underground coverage.

Article 34.13 Enforcement and Penalty

Sec. 34.13.1. - Notice of violation. Any person found to be violating any provision of this Ordinance shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for its satisfactory correction. The offender shall, within the period of time stated in such notice, permanently cease all violations. Any person found in violation of section 34.12.1 shall be prosecuted and punished under relevant sections of 17-A M.R.S.A. § 1 et seq. (Maine Criminal Code).

Sec. 34.13.2 - Harmful contributions; suspension of service.

(a.) The Town may suspend the wastewater treatment service and/or a wastewater contribution permit when such suspension is necessary, in the opinion of the town, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons or to the environment, causes interference to the publicly owned treatment works, or causes the Town to violate any condition of its National Pollution Discharge Elimination System permit.

(b.) Any person notified of a suspension of the wastewater treatment service and/or the wastewater contribution permit shall immediately stop or eliminate the contribution. If the person fails to comply voluntarily with the suspension order, the Town shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW system or endangerment to any individuals. The Town shall reinstate the wastewater contribution permit and/or the wastewater treatment service upon proof of the elimination of the noncomplying discharge. A detailed written statement submitted by the user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the town within 15 days of the date of occurrence.

Sec. 34.13.3. - Revocation of permit. Any user who violates the following conditions of this section, or applicable state and federal regulations, is subject to having his permit revoked in accordance with the procedures of this section:

- (a.) Failure of a user to factually report the wastewater constituents and characteristics of his discharge;
- (b.) Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
- (c.) Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or

- (d.) Violation of conditions of the permit.

Sec. 34.13.4. - Notification of violation. Whenever the Town finds that any user has violated or is violating this chapter, wastewater contribution permit, or any prohibition, limitation or requirements contained in this chapter, the Town may serve upon such person a written notice stating the nature of the violation. Within 30 days of the date of the notice, a plan for the satisfactory correction of the violation shall be submitted to the Town by the user. The Town may also suspend service as described in Section 34.13.2 (a).

Sec. 34.13.5. - Show-cause hearing.

(a.) The Town may order any user who causes or allows an unauthorized discharge to enter the POTW to show cause before the Town Council why the proposed enforcement action should not be taken. A notice shall be served on the user, specifying the time and place of a hearing to be held by the town council regarding the violation, the reasons why the action is to be taken, the proposed enforcement action, and directing the user to show cause before the Town Council as to why the proposed enforcement action should not be taken. The notice of the hearing shall be served personally or by registered or certified mail (return receipt requested) at least ten days before the hearing. Service may be made on any agent or officer of a corporation.

(b.) The Town Council may conduct the hearing and take the evidence, or may designate any of its members or any officer or employee to:

- (i) Issue in the name of the Town Council notices of hearings, requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearings.
- (ii) Take the evidence.
- (iii) Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendations to the Town Council for action.

(c.) At any hearing held pursuant to this section, testimony taken must be under oath and recorded stenographically. The transcript, so recorded, will be made available to any member of the public or any party to the hearing upon payment of the usual charges.

(d.) After the Town Council have reviewed the evidence, they may issue an order to the user responsible for the discharge directing that, following a specified time period, the sewer service be discontinued unless adequate treatment facilities, devices or other related appurtenances shall have been installed and are properly operated. Further orders and directives as are necessary and appropriate may be issued.

Sec. 34.13.6. - Legal action. If any person discharges sewage, industrial wastes or other wastes into the Town's wastewater disposal system contrary to the provisions of this chapter, federal or state pretreatment requirements, or any order of the Town, the Town may commence a court action for appropriate legal and/or equitable relief, including suspension of service as described in Section 34.13.2 (a).

Sec. 34.13.7. - Civil penalties. Any user who is found to have violated an order of the Town or who willfully or negligently failed to comply with any provision of this chapter and the orders, rules, regulations and permits issued under this chapter shall be fined as defined in Appendix B for each offense, plus reimbursement of all costs incurred as a result of each offense. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense. In addition to the penalties provided in this section, the Town may recover reasonable attorney's fees, court costs, court reporter's fees and other expenses of litigation by appropriate suit at law against the person found to have violated this chapter or the orders, rules, regulations and permits issued under this chapter.

Sec. 34.13.8 - Falsifying information. Any person who knowingly makes any false statements, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this chapter, or wastewater contribution permit, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this chapter, shall be subject to civil penalties as established in Appendix B, and also shall be subject to criminal prosecution in accordance with applicable law.

Section 34.13.9 - Advertisement of Significant Noncompliance. The Town shall annually publish in a newspaper a list of the users which were in significant noncompliance with any pretreatment requirements or standards at least once during the twelve (12) previous months. The notification shall also summarize any enforcement actions taken against the users during the same twelve (12) months. For this provision, significant noncompliance shall mean a violation which:

- (a.) Remains uncorrected 45 days after notification;
- (b.) Is part of a pattern of noncompliance over a 12-month period;
- (c.) Involves a failure to accurately report noncompliance; or
- (d.) Resulted in the POTW exercising its emergency authority under clean water act, § 403.8(f)(1)(iv)(B).
- (e.) All records relating to compliance with pretreatment standards shall be made available to officials of the Environmental Protection Agency or approval authority upon request.

Sec. 34.14 Board of Sewer Appeals

Sec. 34.14.1. - Creation and appointment. The establishment of a board of sewer appeals is authorized. The members of the board shall be appointed by the Town Council and be the same board as hears the appeals of zoning. In accordance with the Zoning Board of appeals rules and laws of the state, the following provisions shall apply:

- (a.) Composition. The board shall consist of five members and one associate member.
- (b.) Municipal officers prohibited. No municipal officer shall be a member or associate member of the board of sewer appeals.
- (c.) Associate members to act. When a member is unable to act because of conflict of interest, physical incapacity or absence from the state, the associate member shall act in his stead.
- (d.) Vacancy. When there is a permanent vacancy, the Town Council shall appoint a person to serve for the unexpired term.
- (e.) Officers. The board of sewer appeals shall elect a chairman and a secretary from its own membership annually in the month of April.

Sec. 34.14.2. - Powers and duties. The Board of Sewer Appeals shall follow the Zoning Board of appeals rules and have the following powers and duties, to be exercised only upon written appeal by a person aggrieved by a decision of the Superintendent, the Town Health Officer, and/or Code Enforcement Officer the Town Manager, or the plumbing inspector insofar as each decision arises from requirements of this chapter:

- (a.) Review decisions; chapter interpretation. To determine whether the decisions of the officers are in conformity with the provisions of this chapter, and to interpret the meaning of this chapter in cases of uncertainty.
- (b.) Variances. To grant variances from the terms of this chapter where necessary to avoid undue hardship, provided there is no substantial departure from the intent of this chapter. The Board of Sewer Appeals shall determine, in specific cases, where a relaxation of the terms of this ordinance would not be contrary to the public interest and where, owing to the conditions peculiar to the property and not to the results of the actions by the applicant, a literal enforcement of the requirements would result in an "undue hardship".. The term "Undue Hardship" shall mean:

- i) That the land in question cannot yield a reasonable return unless a variance is granted.
- ii) That the need for a variance is due to the unique circumstances of the property and not the general condition of the neighborhood'
- iii) That the granting of a variance will not alter the essential character of the locality; and
- iv) That the hardship is not the result of an action taken by the applicant of a prior owner.

(c.) Federal categorical standards and prohibited discharges. The Board of Sewer Appeals shall have no jurisdiction over imposition of either federal categorical standards or prohibited discharges. The discharge requirements of the Clean Water Act and the Town's National Pollution Discharge Elimination System permit may not be contravened by local initiative.

Sec. 34.14.3. - Hearings. The Board of Sewer Appeals shall meet the third Monday of the month at 7:00 PM as necessary. All appeals or other matters to come before the Board requiring a notice shall be filed with the Town Clerk at least 15 days prior to the next monthly meeting date. The Town Clerk shall cause to be advertised in a newspaper of general circulation in the town a notice of such appeal, identifying the property involved, the nature of the appeal and stating the time and place of a public hearing of such appeal. The public hearing shall not be earlier than ten days after the date of such publications. Owners of properties within 300 feet of the property for which the appeal is made shall be notified by registered mail. Failure of any such owner to receive this notice shall not invalidate the proceedings prescribed in this division.

(a.) The Superintendent shall attend all hearings pertaining to the public sewer system. The Health Officer and/or Code Enforcement officer shall attend all hearings pertaining to the private sewer systems. The plumbing inspector shall attend such hearings as he may be involved in.

(b.) The officer concerned shall present to the board of sewer appeals all plans, photographs or other factual material which is appropriate to an understanding of the appeal.

(c.) The Board of Sewer Appeals shall not continue hearings on an appeal to a future date except for good cause. Written notice of the decision of the Board shall be sent to the appellant and to the officer concerned, forthwith. Failure of the board to issue such notice within 30 days of the date of the hearing shall constitute a denial of the appeal.

Sec. 34.14.4 - Appeal procedure. Any person and any municipal department aggrieved by the decision of the Superintendent, the Town Health Officer, Town Manager, and/or the Code Enforcement Officer/Plumbing Inspector, which decisions arise from provisions of this chapter, may appeal such decision to the Board of Sewer appeals.

(a) Appeal deadline. Within 30 days of the date of the decisions of the Superintendent, Health Officer and/or Code Enforcement Officer/Plumbing Inspector, Town Manager, the appeal shall be entered at the office of the Town Clerk upon forms to be approved by the board of appeals. The appellant shall set forth in the form the grounds of his appeal and shall refer to the specific provisions of this chapter that are involved. Following the receipt of any appeal, the Town Clerk shall notify forthwith the officer concerned and the chairman of the board of appeals. The appellant shall pay to the Town Treasurer a fee of as defined in Appendix B.

(b) Appeal to superior court. An aggrieved person may appeal from the decision of the Board of Sewer Appeals to the superior court as provided by the laws of the State.

Sec. 34.14.5. - Successive appeals. After a decision has been made by the board of sewer appeals, a new appeal of similar nature by the same appellant shall not be entertained by the board until one year shall have elapsed from the date of the decision; except that the board may entertain a new appeal if the chairman believes that, owing to a mistake of law or misunderstanding of fact, an injustice was done, or if he believes that a change has taken place in some essential aspect of the appeal.

Article 34.15 Repeal of Conflicting Ordinances

Section 34.15.1 - All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Article 34.16 Severability

Section 34.16.1 - The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.

Article 34.17 Effective Date

Section 34.17.1 - This Ordinance shall be in full force and effect on Town Council Meeting, dated _____, at which time, it was adopted by the Town of Lisbon.

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Ward, Kolbe, and Brunelle. Nays - None.

Order passed - Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert mentioned the School Committee was deep into their budget process. However, they have a very good plan of attack to reduce any burden on the local taxpayers. He encouraged everyone to ask their representative in Augusta what they are doing to help.

2. Planning: Councilor Ward mentioned the Planning Board is processing the Rusty Lantern application, working on adjustments to the land use chart dealing with the emergency marijuana moratorium, and working on goals.

3. Water Commission: Councilor Brunelle said he had nothing to report.
4. LDC: Councilor Larochelle said good things are coming.
5. Conservation Commission: Councilor Ward mentioned they were working on their goals, which are before the council tonight.
6. Recreation: Councilor Kolbe mentioned they were working on their goals, which are before the council tonight.
7. County Budget: Councilor Ward indicated there was nothing to report.
8. Library: Councilor Lunt reported the Library purchase a couple of new chairs and created a new reading space. He encouraged everyone to stop by, read awhile, and enjoy the new space.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported she was plugging away on the budget and that it should be ready for the Council by next Friday.

Mrs. Barnes announced that Ryan Leighton has taken a new job with the Town of Brunswick as an Assistant Town Manager. His last day will be March 23. She said she enjoyed working with him. This will be a move up on his career path. Councilor Ward thanked Mr. Leighton and said he did an awesome job.

C. GOALS AND OBJECTIVES

Mrs. Barnes presented the following draft 2018 Department and Board/Committee Goals for the year.

Introduction

This year, the Town Council, Town Manager and Department Heads have developed a list of priority goals for the coming year. All these goals are meant to assist management in their furtherance of the Town's Mission Statement.

Town Of Lisbon Mission Statement

Our Mission Is To Ensure That Lisbon Continues To Remain "A Nice Place To Live And Do Business."

We Are Committed To Serving the Public, Being Accountable, and Conducting Ourselves with Integrity, Honesty, And Responsibility.

We Are Dedicated To Protecting Our Environment, Making Our Community Beautiful, And Providing A Safe Place to Live.

We Are Committed To Sharing Information with Our Citizens and Including Them as Partners In The Decision Making Process.

We Pledge To Support an Economic Development Plan That Balances the Diverse Needs of Our Residents And Businesses Alike.

We Will Strive To Seek Common Community Goals, Built On Respect for Differing Views and Opinions, Which Will Benefit Citizens Now and In The Future.

We Will Continue To Encourage the Kind of Community Where Families and Individuals Can Grow And Demonstrate The Spirit That Has Made Lisbon Great.

Adopted by the Board of Selectmen, October 15, 2002

Town Of Lisbon Goals

Town Council

1. Improved communication between town departments/committees and TC improved committee liaison relationships.
2. Set and understand town manager and department specific goals.
3. Evaluations discussion.
4. Better promotion by Council and town issues to public at meeting, social media etc.*
5. Improved Capital Improvement Plan (Town, School, Water): 5 year planning, greater scope of Projects (vehicles, equipment, projects infrastructure, maintenance, budgeting, financing discussions for operation improvements).
6. Streamlined budget process, identification of needs, and fund balance discussion.
7. Town of Lisbon Comprehensive plan finalized and useful tool for marketing Lisbon.
8. Future of the Moxie Festival planning activities - event planner idea.
9. Lisbon Emergency support.
10. Committee goal setting/communicating component for coming year.
11. Other

Town Manager

1. Cross training and succession planning for all departments.
2. Open communication between manager/department heads and department heads/staff.
3. Identify efficiencies within departments and promote collaboration between departments.
4. Continue to increase transparency.
5. Continue to improve ways to engage citizen involvement and disseminate information on local issues.
6. Department training and compliance.
7. Ordinance review-ongoing.
8. Personnel Policy review and update-ongoing.

Technology Budget

Based on the server software upgrades currently underway, we are in great shape for the next several years from a server standpoint. Immediate and long term goals are listed below:

1. Continue with annual work station refreshing.

Town Buildings

Most of our buildings following the energy efficiency project are in great shape. The Town Office continues to have the biggest issues. Immediate and long term goals are listed below:

1. In the coming year, a study needs to be completed with respect to the integrity of the Finance/Public Works wing.
2. 385 Lisbon Street demolition - New building on that site or incorporate storage into potential salt shed and storage space at Public Works.
3. Police and Town Office Employee entrance overhangs.
4. Long term HVAC upgrade plan needs to be developed. Consider heat pump options.
5. Library modular shelving.

Assessing Department

1. Make property tax cards and assessments available on-line.
2. E-911 Addressing Officer to become a shared responsibility with Code Enforcement.
3. Work with other department heads on a Town business brochure.
4. Succession planning.

Code Enforcement Department

1. Recertification
2. Improve gateways to the Town.
3. Work with other department heads on a Town business brochure.

Finance Department

1. Go live with Munis.
2. All positions cross trained with backup.
3. Restructure the current CIP to enhance readability and usefulness of information.

Town Clerk & Election Department

1. Record retention.
2. Codify ordinances more frequently.
3. Record restoration.
4. Employee training and succession planning.

Police Department

1. Increase community outreach.
2. Increase directed enforcement activity.
3. Increase direct supervision and leadership.
4. Decrease level of liability/risk to Town of Lisbon, police department, and individual officers.
5. Increase cross-training and succession planning.
6. Increase training opportunities for all personnel.
7. Continue movement toward 5-year goals related to personnel, training, and equipment.

Fire Department

1. Increase volunteer base through recruitment efforts.
2. Develop procedure for handling first responder requests for service.

Public Works Department

In general, the goals for the Public Works Department would be to maintain the level of funding the Council has currently established. This has put the Department, in terms of infrastructure, in a much better spot than years past. The capital improvement items are the biggest goals for the Department and are identified below along with other operational improvements.

1. Purchase of a new wheeler to replace 211. 211 should remain as a spare and is very useful in the summer for chipping and can be utilized by the recreation department as a CDL license is not required.
2. Replacement of unit 206 with a new 3/4 ton pickup.
3. Replace gas and diesel fuel pumps.
4. Replace Salt Shed and provide for additional covered storage for equipment to extend useful life ultimately saving money.
5. Greater emphasis and potential incentive program developed for proper equipment care and custody.
6. Adjust work schedule to provide for adequate work days through the spring/summer/fall to increase productivity and output.

Transfer Station

The Transfer Station operates fairly efficiently. The greatest improvement would be a facilities change and possibly a staffing increase to install and operate a scale system. This would provide an accurate capture of the weights and volumes of debris being processed through the transfer station and provide the ability to collect fees which will offset the costs of transportation and disposal of the various waste streams.

1. Fee Schedule Study including collection options - Electronic payments, "punch card" or equivalent, cost benefit for scale installation.
2. Review traffic count data to determine peak usage and ultimately consider hours of operation improvements.
3. Buildings, grounds, equipment, maintenance and appearance improvements.

Recreation & Parks Department

1. Hire a full-time maintenance employee.
2. Hire a full-time events/senior coordinator.
3. Minimum wage/longevity wages.
4. ACA look back option (work with HR to see if this is a feasible option).
5. Program resource guide printed by April 1st.
6. Summer Camp (Include trips with camp fees).
7. After School (special guests).
8. Install water source for gardens and MTM.
9. Dog Park (Summer Street).
10. Androscoggin River Trail.
11. Beaver Park forestry plan, invasive species program, increase parking at Beaver Park and Summer Street., research disc-golf course options at Beaver Park.

Library Department

1. Continue to move the Lisbon Library forward with the Maine InfoNet System (MILS). This includes the re-bar-coding of all materials into the 14 digit barcode system. (Approximately 10,000 items from the 39,000 items collection are left to re-barcode as of 2/7/18).
2. Continue to expand the Inter Library Loan Services through MILS and educate patrons to the availability and ease of the use of the statewide MeCat catalog.
3. Continue to assess and "weed" the adult collection to reflect the current needs of patrons and manage the size of the collection to maintain available shelving spaces.
4. Adapt the children's programs to reflect the ages of our juvenile patrons and their ever changing interests and needs. This may require more "outreach programs" and collaboration with other town departments and organizations.
5. Expand the adult programs to meet the needs of our community. The 2 programs offered last fiscal year brought Lisbon citizens to the library for a DIY class and to meet a Maine author. They will coordinate their offerings with the MTM Center and try to bring a variety of affordable, fun and appropriate programs to the community.
6. Research ways and equipment to maximize first floor space for shelving, staff work spaces and quiet area for reading and studying.

Economic /Community Development Department

1. Brochure Development (create "How to do Business in Lisbon Guide").
2. Continue with Business & Community Services Visitations.
3. Work with businesses to host after work networking opportunities (After Hours Events with Town Government).
4. Networking with Local Agencies, Developers & Business potentials.
5. Continue to keep log of potential vacant properties for development.
6. Continue to see potential grant opportunities.

Sewer Department

For the next couple of years the primary goal for the Sewer Department is to complete the projects associated with our USDA RD Loan.

1. Continually strive to maintain 100% compliance with the DEP issued waste discharge license.
2. Start the process to do the necessary outside laboratory testing required for the renewal of the waste discharge license that will need to be renewed by December 2020.
3. Buildings, grounds, equipment, maintenance and appearance improvements.

Boards and Committee GoalsRecreation Committee

Same as the department's goals.

Conservation Commission

1. Beaver Park forestry plan, invasive species program, increase parking at Beaver Park and Summer Street, research disc-golf course options at Beaver Park.

Planning Board

Planning Goals:

The list of goals below represents ongoing activities as well as drawing on recommendations from the 2011 Comprehensive Plan, the Route 196 Master Plan (adopted 2013) and the Lisbon Downtown Plan (adopted 2014).

1. Complete the ongoing Comprehensive Plan update. This effort is on track for completion in Fall 2018.
2. Implementation of Comprehensive Plan update items. High priority items will likely include zoning map updates and an ordinance audit to gauge how well the rules for development match up with the vision for how the community should grow in the future.
3. Waterfront Area Planning. This includes master planning activities for the Worumbo Mill site and the Knight-Celotex property. Medium priority item from the Route 196 Master Plan but more urgent now with the demo at the Worumbo Site.

Ordinance Goals:

1. Draft access management standards for development on Route 196.
2. Find a way to overcome obstacles to allow Tiny Homes in Lisbon.
3. Draft longer term standards for medical and retail marijuana uses once the state has finalized rules on retail/recreational marijuana.

Library Governing Board

1. Support and encourage partnerships and cooperative ventures with community organizations whenever feasible.
2. Use all means possible to keep residents of the community informed about the library, its services, and activities.
3. Continue to explore the expansion of the library, whether that means a new building or new ways to use existing space.
4. Regularly review financial statistics.
5. Regularly visit the library and observe day-to-day operations.
6. Review and discuss monthly statistics, identifying any areas of concern and determining when action may be necessary and what action is necessary.
7. Discuss how to improve availability of up-to-date medical resources no longer published as physical books but available in electronic book form.
8. Explore the feasibility of adding a one-floor open space addition/expansion at the rear of the library off the children's room to accommodate a reading/quiet room and a conference room for patron use. (Long-term goal)

Lisbon Development Committee (LDC)

While there will be a more detailed and defined separate sub-goals which will be communicated to the Town Council, our overarching goal for the LDC is to renovate and upgrade existing downtown public infrastructure with a concentration on high visibility items and areas as a priority. We will plan to use existing TIF funds for our operations, either as payment or as leverage for other funds that may be available for financing larger items.

Councilor Ward said he appreciated the effort. Now we can see where we can work together. He asked that an update on goals be added to the November 20 agenda so we can measure our progress.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Ward reported the School Budget workshop is next week, march 27.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSION

VOTE (2018-51) Councilor Kolbe, seconded by Councilor Crawford moved to go into Executive Session at 7:45 PM per 1 MRSA Section 405 (6) A Personnel Matters. **Order passed – Vote 6-0.**

The Council came out of executive session at 9:05 PM and the meeting resumed.

ADJOURNMENT

VOTE (2018-52) Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:05 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: March 20, 2018

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: Itinerant Vendor (Carnivals/Festivals) Permit for Positive Change Lisbon

DATE: March 13, 2018

Ross Cunningham, their current Vice President is requesting their renewal license to continue holding various festivals in Lisbon, like the Very Merry Main Street, Father/Daughter Dance, etc. A public hearing is not required and all local fees have been paid. Inspections have been completed -- see attached certificate of inspection. This application is ready for Council approval.

ITINERANT VENDOR APPLICATION

License Fee: ☐ \$150 6-Months Itinerant Vendor ☒ \$200 Carnival/Festivals *Exempt per ord.*
☐ \$200 12-Months Itinerant Vendor ☐ \$100 Outdoor Flea Market
☐ \$200 Indoor Flea Market

Required: ☐ \$50 Public Records Checks per person
☐ Landowner permission (submit letter if fixed location)
☐ If roaming, please submit a route map for the Police Chief to review

Owner: Cheryl Haggerty Home Phone: _____

Email Address: POSITIVE CHANCE LISBON@GMAIL Cell Phone: _____

Owner's Home Address: P.O. Box 382 LISBON, 04250

Residence(s) for last five years: _____

Name of Business: POSITIVE CHANCE LISBON Business Phone: 757-2417

Location doing Business in town: _____

List Applicant / Partners / Corporate Officers:

Name: Cheryl Haggerty | Name: Ross Cunningham | Name: Ron Partridge

Address: _____ | Address: _____ | Address: _____

Town/State: _____ | Town/State: _____ | Town/State: _____

Birthdate: _____ | Birthdate: _____ | Birth date: _____

Has applicant's business license ever been revoked: No

If so, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? No

If yes, describe specific circumstances _____

Does the establishment have a valid liquor license? No If yes, when does it expire? _____

I, Ross Cunningham (owner's name), Vice President (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Signature: [Signature] Date: 2/27/18

Business Name:

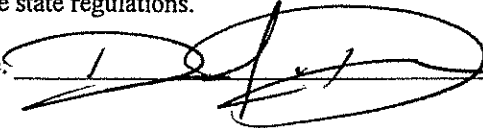
Positive Change Lisbon

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)
☐ No, if prepackaged ice cream or food

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 and any applicable state regulations.

Signature:



Date:

3/12/18

COMPLETE TO HERE BEFORE FILING

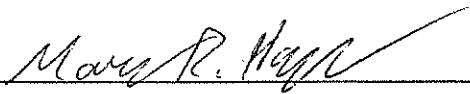
** INSPECTION DONE PRIOR TO FESTIVAL*

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, Marc Hagan, Police Chief for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature:



Date:

03/13/18

INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two 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 7:00 PM 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 118... Town Clerk
353-3000 Ext 111 ...Health Officer
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
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



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC: Amanda Bunker & Ben Smith, Town Planner
SUBJECT: Approval to submit a CDBG Lisbon Falls Revitalization Project Application
DATE: March 14, 2018

The Town of Lisbon is fortunate enough to be chosen by the Office of Community Development to submit a full 2018 Community Development Block Grant - Downtown Revitalization application for the Lisbon Village Streetscape Project in the amount of \$300,000.

The Lisbon Development Committee along with staff wishes to make the following recommendation to Council:

1. Approval to submit the 2018 CDBG DR Grant Application to the Maine Department of Community Development. Deadline for the application is March 30, 2018.

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT COVER SHEET AND CERTIFICATIONS

Downtown Revitalization Grant Program

A. Applicant Identification

Applicant:	Town of Lisbon		
Address:	300 Lisbon Street		
Town/City/County:	Lisbon		
Zip Code + Four:	04250		
Chief Executive Officer:	Diane Barnes		
Phone Number:	207-353-3000 Ext. 102	E-mail:	dbarnes@lisbonme.org
Contact Person:	Tracey Steuber		
Phone Number:	207-353-3000 Ext. 122	E-mail:	tsteuber@lisbonme.org
Census Tract(s) Where Proposed DR Activities will occur: 030200			

DUNS #:	Town or City DUNS (Dunn & Bradstreet) #(Not the Police Dept or Fire Dept): 077467868 (visit http://fedgov.dnb.com/webform . if applicant needs to obtain a number)
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B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Phase I application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. a local match that directly relates to the proposed activity and is the equivalent of 25 percent of the DR grant amount must be provided if the applicant is invited to proceed. Local match may consist of cash or inkind material or services to be expended during completion of the proposed project or has been expended for activities directly related to and necessary for the completion of the proposed project no more than two years prior to the submission of this DR application;
- d. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- e. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- f. it will comply with all applicable State laws and regulations.

or have an interest in any contract, subcontract or agreement with respect to CDBG activities, per 24 CFR Part 570.611.

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Signature of Chief Executive Officer Name of Community Date: mm/dd/year

Signature of Each Participating Applicant in a Multi-Jurisdictional Application

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Signature of Chief Executive Officer Name of Community Date: mm/dd/year

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Signature of Chief Executive Officer Name of Community Date: mm/dd/year

--	--	--

Signature of Chief Executive Officer Name of Community Date: mm/dd/year

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Signature of Chief Executive Officer Name of Community Date: mm/dd/year

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Signature of Chief Executive Officer Name of Community Date: mm/dd/year

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Signature of Chief Executive Officer Name of Community Date: mm/dd/year

C. Program Designation Sheet

Only eligible activities listed in Section II may be requested for DR assistance. A community may request funds in more than one category, but submit only one DR application.

1. Please list the activities that will be part of your DR project: _____

The Lisbon Village Revitalization Project will include the rehabilitation of sidewalks and curbs, improvements to crosswalks and streets, within a portion of the Lisbon Village downtown area. The project shall include streetscape improvements as recommended in the Lisbon Downtown Plan and the Lisbon Route 196 Corridor Plan.

2. Into which category or categories do your activities fit?

_____ Public Facilities: Requested amount: \$ _____

 X Public Infrastructure: Requested amount: \$ 300,000

_____ Micro-Enterprise: Requested amount: \$ _____

_____ Housing Assistance: Requested amount: \$ _____

_____ General Administration: Requested amount: \$ _____

***Total amount requested: \$ _____**

(*Maximum DR assistance: \$300,000)

3. Growth-Related Capital Investments (PL 776)

a. CDBG financed growth-related capital investments may only be made in specific locations as per title 30-A MRSA 4349 as listed below:

- A locally designated growth area as defined in an adopted comprehensive plan consistent with the Growth Management Act.
- In the absence of a consistent comprehensive plan:
- An area served by a public sewer system with the capacity to absorb the growth-related project
- A census-designated place
- A DOT urban compact area?

Is the proposed project located in one of the above areas? X Yes No

Explain The project is within the Lisbon Village area, which is within the Town's designated growth area, according to the adopted comprehensive plan. The area is also served by public sewer and water, and is within a MaineDOT urban compact area.

b. Projects not located in these four specific locations may receive funding under the following conditions.

- To remedy a threat to health and safety
- A project related to a commercial or industrial activity that due to its nature is typically located away from other development or relies on a particular natural resource for its operation. Examples might include sawmills, farms, or aquaculture.
- Industries that must be located near an airport, port, or railroad line
- A tourist or cultural facility that must be at or near a particular historic, cultural or natural site.
- Projects in communities that received grants from SPO within the previous two years to complete comprehensive plans.
- Projects in communities that requested funds from SPO prior to January 1, 2000 to complete a comprehensive plan but did not receive a grant to assist in the preparation of a plan.
- Housing projects that serve persons with handicaps, foster children, homeless persons, and others as outlined in the law.
- A pollution control facility.
- A project with no feasible location within the four areas outlined in (a) or fitting any of the exceptions in (b), if the DECD commissioner certifies to the Land and Water Resources Council that unique needs of the agency require state funds for the project. A majority of the Land and Water Resources Council's membership must vote to approve the project.

Does the proposed project meet one of the above exceptions? **(N/A)** ☐ Yes ☐ No

Explain (n/a)

REQUIRED RESPONSES

1. **Impact (30 points)** describes the community problems or needs the applicant wishes to address with DR assistance.

Lisbon Falls and Lisbon Village are the traditional downtown areas for the Town of Lisbon. These areas of development and activity were anchored by the large mills that supplied jobs for generations of Lisbon residents. With the closure of those mills and the loss of jobs and income they provided, the surrounding properties experienced high levels of disinvestment. The result has been downtowns with high vacancy rates, low property values, and village areas that have struggled to maintain a resident population and the jobs and services to maintain them.

The Town of Lisbon continues to implement the vision of its Downtown Plan (adopted 2014) and Route 196 Corridor Plan (2013) over the past several years, beginning with several policy, program, and regulatory actions, and now taking a critical next step by investing in physical improvements to the Lisbon Village area. Lisbon's current proposed project, the Village Revitalization Project (Phase I), lies at the intersection of these two important local planning initiatives, located on Route 196 in Downtown Lisbon.

Lisbon's recent plans identify the poor visual character and image as a major pervasive obstacle to new private development opportunities and economic growth.

Lisbon's Downtown Plan specifically cites "blight and poor building and streetscape conditions" and the "need to address poor image" as a major weakness and threat to the growth and revitalization of the downtown areas. The Downtown Plan and Route 196 Plan also specifically highlight the lack of streetscape character along Route 196 through the Lisbon Village, and the need for pedestrian safety and enhancements. These issues are further cited as having "a direct impact on Lisbon's economic viability, the viability of existing downtown businesses, and the potential to attract new, quality businesses and jobs." The proposed project addresses pedestrian safety and connectivity issues, will anchor significant public investment in other key pedestrian improvements and encourage private improvements in the visual character of the highly visible and economically significant Lisbon Village.

Lisbon has been consistent in its assessment and prioritization of the challenges that need to be addressed: the Downtown Plan and Rt. 196 Plan both cite widespread deterioration or absence of public infrastructure, and call for public improvements and increased investment in the Downtown areas and Rt. 196 Corridor to promote revitalization.

During Lisbon's planning and outreach process, community business owners, landowners, and outside private developers described how the poor image and lack of public investment for capital improvements and maintenance programs was a significant disadvantage to Lisbon in terms of regional economic competitiveness. During many focused planning & visioning discussions in recent years, businesses and community members have acknowledged that the town will not attract and support the kind of business growth it desires without demonstrating a willingness to invest in public infrastructure and amenities, which poses a significant challenge in times of limited municipal resources and fiscal constraints.

Within the project area (and the surrounding Lisbon Village Downtown area), the conditions that contribute to the overall poor image and visual character are also linked to deteriorated and unsafe conditions for pedestrians. The project area experiences high volumes of through traffic and turning traffic, and numerous driveway openings and poor crosswalk conditions make for unsafe pedestrian conditions, detrimental to the vitality of the Village. Many of the existing sidewalks are inadequate (with areas of old and uneven brick pavers), existing curbs show wear and deterioration, and crosswalks lack appropriate ADA design and need enhanced safety

features to cross busy Rt. 196.

The following specific blight conditions in the Lisbon Village Downtown and Rt. 196 Corridor in the Downtown (location of the area-wide Slum & Blight designation) are documented: cracked and degraded sidewalk surfaces, both brick and asphalt; gaps in the sidewalk network; dilapidated streetscape elements including lampposts and benches; areas entirely lacking streetscape elements; sidewalks that are too narrow in width or too short and broken up by driveway entrances; and difficult crosswalk conditions along the Rt. 196 corridor. These conditions will be specifically addressed within the project area under the proposed Lisbon Village Revitalization Project.

Lisbon recognizes that revitalization is a multi-pronged approach, incorporating public improvements, economic programs and incentives, community support and participation, and improving local policies and regulations. The application for CDBG-DR funding is a critical part of addressing public investment in physical improvements; without grant funding to match limited local funds, the Town will not be able to make meaningful and much-needed public improvements in the Downtown.

Lisbon's recent revitalization efforts in the Lisbon Falls Downtown Area have been very successful, blending local and state public planning and investment with programs and town support for private redevelopment. Now that this momentum has built, it is important to turn community attention to the next critical aspect of Lisbon's Downtown Revitalization efforts: Lisbon Village. The Town is ready to bring the successful model of public investment and planning to Lisbon Village, with the Council already committing the next infusion of town funds to support revitalization in the Village. It is the Town's goal to focus now on building momentum for revitalization in the Lisbon Village core, while maintaining the momentum already present in Lisbon Falls. As noted, it is also critical to better support revitalization in the core "Main Street" section of the Village, as new development in the past few years has been out along the Route 196 section of the Village, while the Village core has only seen building demolition and streetscape deterioration.

However, the TIF District has limited local funds in the near term, so CDBG funding is crucial at this juncture to implementing physical infrastructure improvements given their connection in Lisbon.

2. Development Strategy (40 points) presents solutions to the problems identified in the Impact section.

There is specific and consistent documentation within Lisbon's recently adopted plans on the need for physical improvements to improve Lisbon's safety and visual character and to support economic development. Lisbon downtown areas suffer from a lack of investment and maintenance, both public and private. The Town's public infrastructure, in terms of streets, sidewalks and other improvements within the right-of-way, is showing significant wear and deterioration in many places. In other areas, this infrastructure completely lacking.

Following the completion of the Town's Route 196 and Downtown Plans, Lisbon successfully implemented important zoning amendments to benefit Lisbon Falls and Lisbon Village downtown areas, as well as new Design Standards and Guidelines for Rt. 196 and the Downtown areas. These efforts are critical in supporting quality economic development, but must be paired with public infrastructure investments, as called for in Lisbon's planning documents.

In both the Downtown Plan's Action Plan and the Rt. 196 Plan Priorities, making pedestrian improvements and streetscape enhancements are both listed as high priority actions. The

Lisbon Village Revitalization Project will achieve multiple priority actions for downtown revitalization and alleviate downtown blight conditions, by replacing and enhancing sidewalks and crosswalks, adding lighting and landscaping, and improving drainage and access management where possible.

The proposed pedestrian and streetscape improvements are expressly in response to several high priority recommendations/actions in the downtown plan, including: (1) "focus on improving pedestrian safety and accessibility along Route 196, with connections to the Trail and other key destinations", (2) "make streetscape improvements along the Main Streets and Rt. 196 through the villages, including street trees and landscaping, decorative lampposts, and other streetscape amenities".

As noted under Section 1, Impact, it is widely acknowledged that the town will not attract and support the kind of business growth it desires without demonstrating a willingness to invest in public infrastructure and amenities. In addition, Lisbon has already seen some of the success from its revitalization planning and investments in the Falls downtown area, and it is anticipated that improvements in Lisbon Village will support the attraction of new businesses there. By making physical improvements in the core of Lisbon Village downtown, Lisbon will demonstrate its investment in improving the visual character and image, making the downtown a more desirable and viable location for business growth.

The Lisbon Village Revitalization Project elements under the DR funding will focus on sidewalk improvements and associated streetscape elements along Village Street (the Main Street) and a portion of Rt. 196, within the Village downtown area. The objective is to replace and upgrade the existing sidewalks and crosswalks, addressing any associated drainage or access management issues, and emphasizing improved pedestrian safety and visual character. The project will also include the replacement and likely relocation of the existing bus stop, to improve accessibility. Decorative lampposts will be included to provide pedestrian and roadway lighting, as well as visual enhancement. DR funds will also be used to cover the cost of materials for landscaping (street trees, grass, perennials/ shrub plants).

The Revitalization Project will also include the acquisition of a centrally located parcel, for use as parking and public green space, in support of new and existing businesses and uses. There are currently a few smaller parcels where downtown buildings were recently demolished, and which still await reuse and/or clean up. With many properties still available for business growth, the small but highly visible lots can serve an important public purpose while creating needed visual enhancement for the Village core.

Lisbon's local match will support the project in three ways. First, the Town Council has approved \$75,000. This will include the estimated administrative time of the CDBG Administrator, the Town Economic and Community Development Director, with assistance from the Town's contract engineer, Olver Associates, Public Works and cash. Second would be a \$75,000 façade project planned for MT Pools. Third, other projects in the amount of \$100,000, that consists of two new businesses locating in the Village area.

The Town has designated the Lisbon Village Downtown area (including the Route 196 corridor) as having conditions of area-wide blight, citing that well over 25% of the buildings are deteriorating and that public/R.O.W. infrastructure is in a general state of deterioration. The proposed project will directly address the deteriorated conditions of public infrastructure in the Village Lisbon, correcting dilapidated and/or unsafe conditions affecting pedestrians and vehicles.

As described in Section 1, Impact, the poor image and visual character of Lisbon's downtowns and Rt. 196 Corridor are recognized as a major obstacle to regional economic competitiveness and viability. The proposed Village Revitalization Project is critical a first step in demonstrating to the community and potential business that Lisbon is willing to invest in public infrastructure to

support economic growth and improve its regional competitiveness. This model has already proven itself in Lisbon Falls downtown area. Furthermore, the central Village Street portion of Lisbon Village remains stagnated, while outer portions of the Village have seen redevelopment - public improvements would certainly be most needed

The proposed sidewalk and streetscape project will address downtown revitalization in two key ways. First, it will make a physical, visual improvement that is needed to compliment the town's programmatic and regulatory actions to support revitalization. Second, the pedestrian improvements are needed in this focused area to address deteriorated and unsafe conditions, as well as improve accessibility to the existing bus stop.

The blight conditions identified in the Downtown Plan described sidewalks and crosswalks in poor condition, with a need to address pedestrian safety. For this project, the proposed replacement of sidewalks and curbing, improved safe connectivity and reduction in driveway openings, and provision of improved lighting, directly address the blight conditions, as recommended in the town's Plans, and as cited in the town's Blight Declaration.

The proposed property acquisition and enhancements further supports the needs and issues identified in Lisbon's current Plans: cleaning up one of the central properties left vacant after building demolition, and improving it as public green space and parking. These enhancements are seen as an important part of addressing the blight conditions and poor visual character of the core Village area.

Administrator capacity. The Town's Economic and Community Development Director is a certified CDBG Administrator, and has already completed a CDBG project for Lisbon. She has the town's support for the time and capacity to be able to administer the project this year. Mandy Olver, the project engineer from Olver Associates, will be assisting the Town as well, and she has over 8 years as a certified CDBG Administrator in Maine, and has participated in administration of over 20 CDBG funded projects.

Engineering. The Town of Lisbon currently has a contract for engineering services with Olver Associates for the Falls Streetscape project as well as a 4.4 million dollar sewer project that abuts the Village project. The Village project is similar to that of the Falls Streetscape project in regards to replacing sidewalks, curbing and pedestrian safety. This project is also described in our Downtown Plan and has been under discussion since 2014. The Town anticipates a finalized design and construction documents, and preparation of bidding materials, to be completed in the near term after the DR grant submission.

Project timeline. The project engineering and bid documents are anticipated to be finalized for late 2018. The Town anticipates environmental review and other Project Development Phase requirements will be conducted promptly upon the announcement of DR award. Project bidding would be expected for fall/winter 2018, once all Project Development Phase requirements are complete, and pending the completed contract between the Town and DECD. Construction is generally assumed for late spring/summer 2019, and the exact timeline will be discussed with the impacted businesses, and DECD. The Town wishes to complete the project construction before the end of 2019.

3. Citizen Participation (20 points) describes how citizens, community groups and project beneficiaries participated in identifying the problems and solutions included in this application.

The Town of Lisbon has been working towards the proposed downtown revitalization improvements since the development of the Route 196 Corridor Master Plan (the corridor runs through and connects both downtown areas, Lisbon Falls and Lisbon Village) in 2012-2013. The planning and vision process for Route 196 and the Downtown Plan over the past several years has involved numerous community workshops, Council presentations, open committee

meetings, and outreach efforts to business owners and community stakeholder groups.

The community involvement in the Falls/Village Revitalization Project in particular was set in motion in early 2014. During 2014-2018, the committee and staff have advertised the project and CDBG application through:

- Several televised Council meetings/presentations ((2/18/2014, 3/18/2014, 6/17/2014, 9/2/2014, 10/21/2014, 11/18/2014, 12/16/2014, 1/20/2015, 4/7/2015, 5/19/2015, 8/4/2015, 12/15/2015, 1/19/2016, 8/16/2016 – Lisbon Falls Project) (12/19/2017, 1/2/2018, 1/16/2018, 3/6/2018, 3/20/2018 – Lisbon Village Project)) there will be additional meetings scheduled for the Lisbon Village Project
- Downtown site walk (5/22/2014) and community meetings (6/2/2014, 3/26/2015);
- Open meetings of the Lisbon Development Committee;
- Social media (town Facebook page);
- E-blasts from the Economic and Community Development Department on meetings and project news;
- Featured news article in the local paper on the CDBG application and project design – 3/30/2015, 3/6/2018;
- Town website meeting postings and reference information;
- Meeting/presentation, *Positive Change Lisbon* (local community/business group)(March 9, 2015, 7/11/2016, 12/14/2017);
- A final public workshop on the project design and CDBG application – Lisbon Falls Project (March 26, 2015).
- An online community survey in February 2018 indicates support for community priorities related to improving the look of the village areas and improving and better maintaining street infrastructure, based on over 170 responses.

As the project was developed and preparation for the CDBG application was underway, the Lisbon Development Committee and staff very much depended on the comments and input from citizens and stakeholders during committee meetings, Council meetings, workshops, and one-on-one conversations. While guided by the priorities and vision of the Downtown and Route 196 Plans, the input received over the past two years has determined the concept and details of the proposed Village Revitalization Project.

There are several examples of property owner outreach and participation having a positive impact on the project. One on one discussion with abutters about the project has resulted in their willingness to incorporate their private investments with the grant process. Talks have been ongoing for the past three years to make the necessary improvements to the Village area after the Falls Streetscape project. ,

For the Lisbon Village Revitalization Project, the involvement of area businesses and downtown stakeholders began in the spring of 2014 with a downtown meeting and site walk; business owners, property owners, and residents were gathered with Implementation Committee members and staff to discuss downtown revitalization needs and efforts, and the concept for the proposed project. In addition, one of the members of the Implementation Committee is a downtown business owner who is committed to revitalization. The Committee is also working in collaboration with MDOT in developing the intersection of Route 125 & Route 196 improvements and the Main Street road and sidewalk reconstruction scheduled for 2017-2018, which abuts the Falls Revitalization Project and the CDBG Façade project.

Positive Change Lisbon is the town's only active, grass-roots, community/business group (no Rotary Club, Chamber, etc.). This group and several of its members have been actively involved in the Town's planning efforts, including membership on the committee and helping identifying issues and setting priorities. PCL has been part of the on-going discussions on revitalization projects and goals, and is highly supportive of this Village Revitalization Project. There are two board members of PCL that certainly serve on the Lisbon Development

Committee who have been communicating back to the group about the project. There has also been discussion during the TIF amendment of Kelly Park to utilize TIF funds as part of this project.

Working with the project's abutting property owners will be an important part of getting the design plans right and to build support for this priority project. Similar to the process used in the Lisbon Falls Project, the Lisbon Village project will have continuous meetings spending time over the next several months in the development of design drawings and reaching out to property owners and business owners abutting the project. This outreach will continue to take the form of, one-on-one interactions.

All property owners abutting the project will be kept informed regularly during the development of the project design, to ensure a good design and to address questions of the process or impacts of project construction. Staff has received many positive comments from abutting and nearby property owners, of the Lisbon Falls project. Positive community and property response has already been received in anticipation of the Lisbon Village project.

The initial public hearing for Lisbon Falls CDBG-DR application was during the 2014 application effort. In December 2017 the first of several anticipated public hearings for the Lisbon Village project was held. The intent is to conduct thorough community and abutter outreach throughout the project development process, ensuring constant checks and balances from the community. This will ultimately lead to most everyone already knowing the project, and knowing there is community support. Without the on-going outreach, Council presentations and updates, and community workshops, this project will not be supported locally nor a DR application even possible. The staff and committee have worked to maintain support for and interest in the Lisbon Village project while completing the Lisbon Falls Project. There have been key community groups/stakeholders who spoke in favor of the Lisbon Village project.

The local match funding is all directly connected to the project. First, the Town committed \$75,000 cash to be used as match for grant funding for the project. Second, the commitment of other business renovation projects for a total amount of \$175,000. Third, the Town has committed an estimated \$7,000 in labor costs for the Public Works to assist in project construction (installation of landscaping and crosswalks), and an estimated \$3,000 in labor costs for the Lisbon Economic and Community Development Director to serve as the CDBG Administrator. All of the Town's in-kind labor was estimated based on annual budget considerations and calculations of time and benefits for employees. Fourth, the Town has allocated \$4.4 million dollars for a 12,000 linear feet sewer line upgrade which abuts the Village Streetscape project. This project is slated for summer/fall 2018 – spring/summer 2019. The full town total cost of the sewer project is more than \$20 million dollars, which will be done in phases.

Community Development Block Grant Program

Matching Funds Table

(Include Fully Secured Cash Commitments Only)

Funding Source	Grant/Loan	Amount	Terms of borrowing or bond sale
Town of Lisbon		\$ 75,000	
Private Investment		\$175,000	
	TOTAL:	\$250,000	

Letters of Commitment for all Cash Matching Funds listed must be attached to this table.

Submit a copy of this Matching Funds Table and all letters of commitment with the original and all four copies of the application.

**Community Development Block Grant
Downtown Revitalization Grant Program**

Budget Summary (Include Cash & In-Kind)

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Non- CDBG Federal	Column 6 Other	Column 7 Cost Category Total
Land Acquisition		75,000					
Legal Expenses							
Appraisals							
Relocation							
Demolition							
Site Work							
Architectural							
Engineering	30,000						
Administration							
Construction	240,000						
Materials							
Business Facades							
Housing Activities							
Streetscapes							
Micro-Enterprise Grants							
Inspection							
Other (List)							
1. Contingency	30,000						
2. Private						175,000	
3.							
TOTAL COSTS	\$300,000	\$75,000				\$175,000	\$550,000

Directions for Completing Budget Summary

1. For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
2. List the total dollar amount for each cost category in column 7, Cost Category Total
3. Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
4. **Submit a copy of this Budget Summary with the original and all four copies of the application.**

Mid-Maine Waste Action Corporation

*110 Goldthwaite Road
Auburn, Maine 04210
(207) 783-8805
Fax (207) 783-9831
www.midmainewaste.com*

Agenda Item 2018-55

March 3, 2018

Town of Lisbon
Diane Barnes
300 Lisbon Street
Lisbon, Me 04250

Dear Ms. Barnes,

We are pleased to make this proposal to the Town of Lisbon (the "Town") for municipal solid waste processing and disposal services with Mid-Maine Waste Action Corporation ("MMWAC"). The Town has contracted with MMWAC for many years, and we hope that this relationship will continue. This contract will provide for processing, disposal capacity and pricing at our facility under either a 3-year or 5-year option.

Under either option, the tipping fee is adjusted annually starting in year 2 for the remainder of the term in accordance with the Consumer Price Index, as described below. All annual adjustments will have a 2% floor and a 4% cap.

This letter agreement ("Agreement") proposes the terms and conditions between the Town and MMWAC concerning the delivery of municipal solid waste, pricing and capacity issues for use of MMWAC's waste-to-energy facility. MMWAC agrees to the following provisions and, should this proposal meet your needs, would ask that you indicate your acceptance to the same by signing where provided and indicating which option you are choosing.

Option 1: 3-Year Contract

- Term: Three years, beginning July 1, 2018 and ending June 30, 2021.
- Tipping fee schedule:
 - Year 1: \$73 / ton
 - Years 2-3: Plus annual CPI adjustment (2% minimum and 4% cap)
- Terms of OBW tipping fees
 - \$86/ ton

Option 2: 5-Year Contract

- Term: Five years, beginning July 1, 2018 and ending June 30, 2023.

MEMBER COMMUNITIES:

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- Tipping fee schedule:

Year 1: \$70.48/ton

Years 2-5: Plus annual CPI adjustment (2% minimum and 4% cap)

- Terms of OBW tipping fees

\$86/ ton

Note: The tipping fee for any years to be adjusted under this Agreement shall be in proportion to the increase in the Consumer Price Index (CPI) for All Urban Consumers (Boston-Brockton-Nashua, MA-NH-ME-CT) as published by the U.S. Department of Labor, Bureau of Labor Statistics for the 6 most-recently published periods (months)—for example, July, September, November, January, March, and May—as compared to each of the corresponding month's figures 12-months prior. This will yield 6 separate 12-month percent changes in CPI, all of which will be averaged to arrive at a single adjustment percentage. MMWAC will cap any annual index increase to no more than 4% per measured year and establishes a 2% annual minimum adjustment. Attachment 1 to this Agreement is the most recently available statistics from the U.S. Department of Labor that are used for this calculation.

Other Terms and Conditions:

- **Delivery Obligation:** The Town agrees to deliver all acceptable municipal solid waste (MSW) collected at its transfer station or otherwise under the control of the Town to the MMWAC facility during the term of the Agreement.
- **Disposal Obligation:** MMWAC agrees to dispose all acceptable MSW delivered from the Town during the term of the Agreement, and MMWAC may be excused from this provision only if it no longer provides disposal services to its own member municipalities or is prevented from meeting its obligations by a Force Majeure (defined below).
- **Indemnification:** Each party shall defend, indemnify and hold harmless the other party, its agents, officers and employees, in their public and individual capacities, from and against any and all liabilities, claims, penalties, costs and expenses (including costs of defense, settlement, and reasonable attorney's fees), which the other party may hereafter incur, become responsible for, or pay out as a result of death or bodily injury to any person, or destruction of or damage to any property, caused, in whole or in part, by any negligent or willful act or omission by such party, its employees, or subcontractors in the performance of this Agreement or by any violation of any applicable law, rule or regulation by such party.
- **Insurance:** The parties shall obtain and maintain throughout the term of this Agreement and for a period of at least two (2) years following the expiration or earlier termination of this Agreement, the following insurance coverages:

a. Commercial General Liability insurance, including independent contractors, contractual liability coverage and personal injury coverage, with minimum limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate. Mid-Maine Waste Action Corporation should be named as an Additional Insured. A limit of Four Hundred Thousand Dollars (\$400,000) is acceptable for municipal entities.

b. Automobile Liability insurance, including but not limited to coverage for owned, non-owned and hired automobiles with a minimum combined single limit of not less than One Million Dollars (\$1,000,000).

c. Workers' Compensation insurance in amounts required by Maine law and Employer's Liability insurance, as necessary, as required by Maine law.

All such insurance policies shall name the other party as additional insured, and, prior to commencement of work under this Agreement, each party shall deliver certificates evidencing such coverages, which certificates shall state that written notice shall be provided to the other party at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any such insurance.

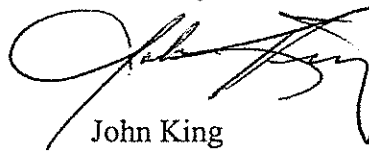
- * Facility Rules: Attachment 2 to this Agreement is a copy of the Facility Rules that govern the use of the MMWAC facility and are incorporated into this Agreement by reference.
- * Acceptable Waste: MMWAC's waste-to-energy facility is designed to process MSW but cannot handle large items with dimensions greater than 3 feet because the hopper opening into the combustor is 3-foot square. Therefore, any material over 3 feet in any dimension will not be accepted under this Agreement. See the definition of Unacceptable Waste below for other restrictions.
- * Unacceptable Waste: Bulky, construction and demolition, and certain industrial wastes are not amenable to the waste-to-energy process but can be accepted, at the Town's option, at MMWAC's transfer station. Bulky, construction and demolition debris rates for contract communities is \$86/ton. In addition, separated tires are accepted on a per-tire fee basis.
- * Hours of Operation: Waste is accepted for disposal at MMWAC's waste-to-energy facility from 7AM to 4PM Monday through Friday, and 7AM to Noon on Saturdays, excluding holidays.
- * Billing: MMWAC will invoice on a twice-monthly basis with terms being net 15 days.
- * Force Majeure: Either party shall be excused from performing its obligations under this Agreement if an event or combination of events occurs that is

beyond the reasonable control of the party relying on such circumstance as a reason for not performing or complying with any obligation under this Agreement, including the inability to continue operations of the waste-to-energy facility for technical, change of law, or economic reasons.

- * By signing below, the Town signifies that the execution and delivery of this Agreement has been duly authorized by all appropriate actions of its governing body, that this Agreement has been executed and delivered by an authorized officer of the Town, and that this Agreement constitutes the legal, valid and binding obligation of the Town enforceable upon it in accordance with its terms (except as enforceability may be limited by applicable bankruptcy or similar laws affecting creditors' rights, and by application of equitable principles if equitable remedies are sought).

On behalf of MMWAC, I want to thank you for considering us for the Town's continued disposal needs. Please contact me if you have any questions.

Sincerely,



John King
Executive Director

3-Year Term Selected _____
5-Year Term Selected _____

Agreed on the _____ day of _____, 2018

LISBON TOWN COUNCIL

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Consumer Price Index - All Urban Consumers

Series Id: CUURA103SA0
Not Seasonally Adjusted
Area: Boston-Brockton-Nashua, MA-NH-ME-CT
Item: All items
Base Period: 1982-84=100

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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2016	257.215		258.587		260.809		260.800		262.606		261.675		260.496	259.188	261.803
2017	264.865														

12-Month Percent Change

Series Id: CUURA103SA0
Not Seasonally Adjusted
Area: Boston-Brockton-Nashua, MA-NH-ME-CT
Item: All items
Base Period: 1982-84=100

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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2016	1.0		0.6		1.5		1.5		2.3		1.3		1.5	1.1	1.8
2017	3.0														

Mar '16 .6%
 May 1.5
 Jul 1.5
 Sept. 2.3
 Nov. 1.3
 Jan '17 3.0
 10.2/6 = 1.7%

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www.bls.gov | Telephone: 1-202-691-5200 | TDD: 1-800-877-8339 | [Contact Us](#)

**MMWAC WASTE DISPOSAL AND RECYCLING FACILITY
WASTE RECEIVING - GENERAL RULES**

Revised March 1, 2017

1. Only Acceptable Waste may be delivered to MMWAC for disposal at the waste-to-energy facility. Acceptable waste includes municipal solid waste, which is that solid waste generated by residential or commercial sources, with a dimension of less than three feet in any direction, and which is not "Unacceptable Waste," as defined in this document. Certain categories of Unacceptable Waste may be disposed at MMWAC in its recycling or transfer station operations.
2. Customers must accurately declare the origin and type of waste being delivered and are responsible for prompt payment of disposal charges.
3. Customers must be properly licensed, if so required by State or local regulations, and not in violation of any agreement by delivering waste to MMWAC.
4. Receiving hours will be from:

Monday - Friday	7:00 a.m. - 4:00 p.m.
Saturday	7:00 a.m. - 12 noon

The facility will be closed the following holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

5. All incoming vehicles are required to pass over the scales, except those delivering recyclables or bagged household trash from Auburn or permitted, Minot residents delivering household trash. Traffic will enter the facility at the north gate and move in a clockwise direction onto the scale deck. The scale attendant will then provide dumping instructions and determine queuing. Secured loads or coverings are to be removed only after the driver has positioned the vehicle in the designated area as directed by the scale attendant. Trucks may not approach the pit doors until the traffic light for that door has turned from red to green.

Waste received and dumped into the waste-to-energy facility pit, will be only from self unloading vehicles as approved by MMWAC. All other waste deliveries will be directed to a specific location on site for manual unloading. Extra care and attention shall be taken when depositing waste in the pit. All vehicles backing up will proceed with extreme caution making sure that rear gates and other equipment are properly set for safe and efficient dumping. Clean up of spills is the responsibility of the customer.

Once vehicles are unloaded, they will be weighed for tare weight, thus again traffic flows in clockwise direction onto the southern end of the scale deck, then proceeds through the north gate, thereby exiting the facility. There will be no cleaning of vehicles, on the facility premises, except that drivers must inspect trucks after unloading, to be sure trucks are free from loose material before exiting the facility.

All users of the Facility shall be responsible for cleaning up any waste materials that drop from their vehicle, blow from their vehicle or are otherwise not in the disposal pit or other designated disposal area. This requirement shall be strictly enforced.

6. No vehicles containing waste that is subject to blowing, dusting, or littering will be admitted onto the site unless loads are covered or otherwise secured.
7. No children or pets shall be allowed out of vehicles while using the facility.
8. There will be no dropping or switching of roll-off containers at the facility site.
9. All loads are subject to random inspection for hazardous materials. If a load is selected for inspection, the driver must cooperate and remain on site until inspection is complete.
10. No alcoholic beverages, illegal drugs or firearms are allowed onto the facility site. Smoking is not permitted in any area where waste is dumped.
11. Posted speed in facility area is 10 mph.
12. No scavenging will be allowed on the facility premises.
13. Any lead acid batteries are to be deposited at the recycling center's special area.
14. Vehicles with frozen loads or other mechanical problems will be allowed at the unloading area for up to forty (40) minutes. The vehicle must then be moved as directed by facility personnel at the owner's expenses. MMWAC assumes no liability in assisting the customer or his driver in moving disabled vehicles or freeing frozen loads.
15. Any commercial refuse collection person or entity seeking to dispose of waste at the MMWAC Facility must have, at the time of depositing waste, proof of insurance in the following amounts: (1) Commercial General Liability insurance in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, to protect the person or entity and MMWAC and its officers, agents and employees from any claims and damages that may be caused by such depositing of waste; Any municipal entities are required to maintain \$400,000 Combined single limit; (2) Automobile Liability insurance in the amounts of not less than \$1,00,000 Combined single limit, to protect the person or entity from any claims and damages, and (3) Workers' Compensation insurance in amounts required by Maine law and Employer's Liability insurance, as necessary, as required by Maine law to protect the person and any employees of the entity.
16. Customers agree to indemnify MMWAC for any violation of these rules and agree to reimburse MMWAC for any costs incurred as a result of such violations.
17. Customers agree to be fully responsible for the actions and representations of their drivers.

18. Unacceptable waste is defined as follows:

Hazardous Wastes: All hazardous waste as defined by the Federal and state regulations.

Special Wastes: As defined by Maine State Solid Waste Regulations.

Explosives

Pathological and Biological Wastes

Ashes

Foundry Sand

Sanitary Sewage

All Human and Significant Quantities of Animal Remains

*Bicycles

*Large Appliances

*Metal Shopping Carts

*Cable, Metal Wire and Coils

Motor Vehicles

*Major Motor Vehicle Parts such as Transmissions, Rear ends, Springs and Fenders

Agricultural and Farm Machinery and Equipment

Free Liquids

*Solid or Dissolved Materials in Domestic Sewage, except sewerage treatment plant screenings that are essentially free of liquids and do not cause an odor problem may be disposed at the facility

Significant Pollutants in Water Resources such as Silt, Dissolved or Suspended Solids in Industrial Waste Water Effluents, Dissolved Materials in Irrigation Return Flows or Other Common Water Pollutants

*Non-burnable Construction Material or Demolition Debris

Solid Waste having a higher heating value of less than 3,800 or more than 7,000 BTU's per pound

*Wooden Pallets

*Items larger than 3 feet in any dimension

*Branches or tree trucks larger than three (3) feet or two (2) inches in diameter

*Stumps

*Lead Acid Batteries

Note: Items designated with an asterisk (*) will be accepted at the facility's non-acceptable waste area and/or the recycling area, as directed by the scale attendant.

These facility rules are designed to help conform operations to local and state mandates. Any infraction of these rules may result in the inability of the hauler to use the facility. Also, belligerent behavior by drivers will result in a suspension from the facilities.

MMWAC intends to provide efficient and environmentally sound disposal services for all its members and customers. This can only be accomplished by a joint effort by all of us to work together. We encourage any suggestions you may have to make this facility operation the cleanest and most efficient in the State of Maine.

Thank you for your support. MID-MAINE WASTE ACTION CORPORATION

CHAPTER 34. SEWER USE ORDINANCE
 (February, 2018 – Revision 3 March 2, 2018 - 8 & 1 Revisions)

ARTICLE	TABLE OF CONTENTS	PAGE
34.0	<u>General</u>	
34.1	<u>Reference to Definitions</u>	
34.2	<u>Use of Public Sewers Required</u>	
34.3	<u>Private Disposal Systems</u>	
34.4	<u>Building Sewers and Connections</u>	
34.5	<u>Sewer Extensions</u>	
34.6	<u>Use of the Public Sewers</u>	
34.7	<u>Pretreatment and Permitting of Industrial, Commercial or Unusual Wastes</u>	
34.8	<u>Power and Authority of Inspectors</u>	
34.9	<u>Sewer Service Fees, Rates and Charges</u>	
34.10	<u>Liens for Non-Payment</u>	
34.11	<u>Abatements</u>	
34.12	<u>Protection from Damage</u>	
34.13	<u>Enforcement and Penalty</u>	
34.14	<u>Board of Sewer Appeals</u>	
34.15	<u>Repeal of Conflicting Ordinances</u>	
34.16	<u>Severability</u>	
34.17	<u>Effective Date</u>	

APPENDIX

Appendix A - Typical Sewer Ordinance Definitions

Appendix B - Sanitary Sewer Ordinance Fee Schedule

Appendix C - Guidelines for Design and Construction of Sewers

Appendix D - Calculating the "One Time" Sewer Credit

Appendix E - Applicable Municipal References

CHAPTER 34 - SEWER USE ORDINANCE

Article 34.0 - General

Section 34.0.1 - Ordinance Scope. ~~An~~This Ordinance regulating-regulates the use of public and private sewers and drains, private sewage disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system; ~~and providing-provides penalties for violations and procedures for enforcement, thereof, in the Town of Lisbon, County of Androscoggin, State of Maine.~~

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Section 34.0.2 - Ordinance Scope and Purpose. The purpose of this Ordinance is to promote the health and general welfare of the citizens of the Town of Lisbon by regulating and restricting the construction and use of sewerage systems and the accumulation, transportation, treatment and disposal of sewage in such a manner that the creation of any sewerage system, whether public, private, commercial or industrial, shall not result in pollution, health hazards, or other nuisance. Hereafter, any person owning any building or structure within the Town which is the source of sewage and/or commercial or industrial wastes, or who proposes to erect such building or structure shall conform to the requirements of this Ordinance.

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Article 34.1 Reference to Definitions

Section 34.1.1 - Definitions. Language and terminology used in this Ordinance shall have the meanings commonly used and recognized in the wastewater collection and treatment field by professionals familiar with that field.

Section 34.1.2 - Appendix A. Specific definitions of some frequently used and referenced terms can be found in Appendix A of this Ordinance.

Section 34.1.3 - "Wastewater Treatment Facility or Sewer Works" is also known as the Sewer Department consisting of all public sewer treatment facilities including interceptor piping and connections, force main piping and connections, pump stations, treatment plant and facilities, treatment processes, and other assets along with personnel and vehicles of the Town of Lisbon utilized for the purpose of collecting, conveying, and treating sewage. The Wastewater Treatment Facilities exist as a Division of Lisbon's Public Works Department operated by the Town of Lisbon.

Article 34.2 Use of Public Sewers Required

Section 34.2.1 - General Restrictions. It shall be unlawful for any person to place, deposit or permit to be placed or deposited in any unsanitary manner on public or private property within the Town, or in any lake, pond, stream or harbor, or in any area under the jurisdiction of the Town, any human or animal excrement, garbage, or other objectionable waste. The term "unsanitary manner" shall not include reasonable spreading of animal excrement or other fertilizer in farming or animal husbandry operations.

Section 34.2.2 - Unlawful Discharge. It shall be unlawful to discharge to any natural outlet within the Town or in any area under the jurisdiction of the Town, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article and the requirements of State, Federal and local laws.

Section 34.2.3 - Individual Wastewater Disposal. - Except as hereinafter provided, , it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater except where no public sewer is available and where such private facilities are constructed or maintained in conformance with all State and municipal laws, ordinances, or regulations. .

Section 34.2.4 - Requirements to Connect to the Public Sewer System. The owners of all buildings, or other properties used for human occupancy, employment, recreation or other purposes situated within the Town and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the Town is required at the owner's expense to install suitable toilet facilities in such places and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within 90 days after date of official notice to do so, provided that said public sewer is within 200 feet of the structure to be served unless undue hardship would result, in which case the property owner should request in writing a deferral of this property; and the owner shall be required to demonstrate the nature and degree of hardship. (Refer to Section 34.14.2(b) of this Ordinance for definition of "Undue Hardship".) Readiness-to-serve charges will be made on unimproved lots if they are buildable within the terms of Chapter 70 of the Town's Codes upon issuance of a building permit.

Article 34.3 Private Disposal Systems

Section 34.3.1 - Private Disposal Systems. Where a public sewer is not available under the provisions of ~~Article-Section~~ 34.2.4, the building sewer shall be connected to a private wastewater disposal system complying with the provisions of this article and the State of Maine Plumbing Code, Part II, Subsurface Wastewater Disposal Regulations 144A CMR 241, the Minimum Lot Size Law (12 M.R.S.A. § 4807 et seq.) and Town Ordinances as may be amended from time-to-time. No private wastewater disposal system shall be permitted to discharge to any natural outlet.

Section 34.3.2 - Plumbing Permits Required. Before commencement of construction of a private wastewater disposal system, the owner shall first obtain a written permit signed by the licensed Code Enforcement Officer/Plumbing Inspector. The application for such permit shall be made on a form furnished by the Town obtained from the division of health engineering, state department of human services, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the Code Enforcement Officer/Plumbing Inspector. A permit and inspection fee, as specified by the Town in Appendix B, shall be paid to the plumbing inspector at the time the application is filed.

Section 34.3.3 - Inspection of Private Disposal System Required. A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the Code Enforcement Officer/Plumbing Inspector. The Code Enforcement Officer/Plumbing Inspector shall be allowed to inspect the work at any stage of construction. The applicant for the permit shall give the Code Enforcement Officer/Plumbing Inspector at least forty eight (48) hours before the work is ready for final inspection and before any underground portions are covered.

Section 34.3.4 - Maintenance of Private Sewage Facilities. The owner shall operate and maintain the private wastewater disposal facilities in a sanitary manner at all times, at no expense to the Town.

Section 34.3.5 - Conflicts of Ordinance. No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by the Town.

Section 34.3.6 - Use of Private Disposal Systems Following Availability of Public Sewer. At such time as a public sewer becomes available to a property served by a private wastewater disposal system, as provided in Section 34.2.4, a direct connection from the building sewer to the public sewer shall be made within 90 days after the date of official notice; and any septic tanks, cesspools, and similar private wastewater disposal facilities shall no longer be used and shall be cleaned of sludge and filled with suitable material, such as clean bank run gravel, or completely removed. Upon inspection, and to the satisfaction of the Code Enforcement Officer/Plumbing Inspector, the Superintendent may allow the continued use of a private wastewater disposal system for the duration of its useful life and in accordance with ~~Article Section 34.2.4 of this Ordinance~~.

Article 34.4 Building Sewers and Connections

Section 34.4.1 - Sewer Connection Permit. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb the public sewer or appurtenance of the sewer without first obtaining a sewer connection permit from the Superintendent. All work related to the installation of building sewers and the connection to the public sewer shall be performed by persons qualified on this class of work and acceptable to the Superintendent.

Section 34.4.2 - Notification of New Discharge or Change. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Superintendent at least 45 days prior to the proposed change or connection, and shall comply with 38 M.R.S.A. § 361 et seq.

Section 34.4.3 - Classes of Building Sewer Permits. There shall be two (2) classes of building sewer permits, one for residential and commercial service and one for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the Town. The permit application shall be supplemented by any plans, specifications, or other information considered

pertinent in the judgment of the Superintendent. A permit and inspection fee for residential or commercial building sewer permits and a separate fee plus all costs for the review and analysis of the waste for a commercial or industrial building sewer permit shall be paid to the Town at the time the application is filed. (Appendix B contains the most recent fees set by the Town Council).

Section 34.4.4 - Sewer Connection Fees. For all connections into the sewer system, there will be both a permit connection fee and an inspection fee. Both the connection fee and the inspection fee shall be paid at the time that the applicant files a permit for the connection. The applicant is also required to obtain the sewer connection permit at the time the building permit is applied for. The amount of these fees shall be set annually by the Town Council. (Appendix B contains the sewer connection fees set by the Town Council). A connection fee shall be charged for each new connection to the public sewer. (See Appendix B.) For non-residential customers discharging typical domestic-strength wastewater (no more than 300 mg/l BOD5 or 350 mg/l total suspended solids and no contaminants not expected to be found in typical domestic wastewater), the connection fee shall be based on a cost/gallon factor multiplied by the estimated flow in gallons per month. (See Appendix B.); For non-residential customers with estimated flows greater than 50,000 gallons per month or with wastes exceeding domestic-strength, the fee shall be negotiated with the Superintendent, taking into consideration the quantity and character of the wastewater and approved by the Town Council.

Section 34.4.5 - Monetary Deposit for Certain Discharges Required. In the case of multiple building units or connections, connections involving sewer extensions, or industrial discharges or pretreatment applications, the Town may require a monetary deposit sufficient to cover the cost to review the application, including any expert advice deemed necessary by the Superintendent. The applicant may also be required to pay an initial deposit. The amount of deposit shall be estimated by the Town and upon payment by the applicant, kept in a non-interest-bearing account. Upon completion of the review process, the unused portion, if any, will be refunded. If the initial deposit is not sufficient to pay for the costs incurred by the Town, a second deposit shall be made and handled in the same manner as the first.

Section 34.4.6 - Permit Availability. One copy of the permit shall be available for inspection at all times at the site of the work.

Section 34.4.7 - Separate and Independent Sewer Required, Exceptions. A separate and independent building sewer shall be provided for every building requiring a sewer connection; except that where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, courtyard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer, except for the purposes of Article 34.9, and if approved by the Superintendent. In such instance, the owner or user shall provide to the Superintendent proof of a recorded easement giving the right to cross the other property. Where building sewers are to serve multiple dwelling structures, there shall be provided at least one (1) separate building sewer to each group of four (4) structures.

Section 34.4.8 - Building Pipe Used. The new building sewer shall be polyvinyl chloride (PVC pipe) conforming to the requirements of ASTM D 3034 SDR 35, or other material approved by the Superintendent. (See Construction Requirements in Appendix C.)

Section 34.4.9 - Connection to Existing Building Sewers. Existing building sewers or portions thereof may be used in connection with new buildings only when they are found, on examination and test by the Superintendent, to meet all requirements of this Ordinance and Appendix C.

Section 34.4.10 - Sewer Cleanouts. - Building sewer cleanouts shall be installed at intervals not to exceed 100 feet in straight lines and at all bends greater than 22-½ degrees. The cleanouts shall consist of wyes and 45-degree elbows. Cleanouts shall be installed vertically to within six (6) inches of the surface. A stainless-steel strap shall be installed around the top of cleanouts constructed of nonmetallic pipe to allow their detection with a metal detector. (See Appendix C for specific requirements.)

Section 34.4.11 - Building Sewer Depth and Elevations. The diameter of the building sewer shall not be less than four (4) inches ~~nor shall~~ and the slope of the pipe ~~shall not~~ be less than one-eighth inch per foot. (In some cases, the building sewer may be required to be larger - refer to Appendix C.) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. The depth shall be sufficient to afford protection from frost, but in no event, shall the depth be less than three feet. The building sewer shall be laid at a uniform grade and in straight alignment insofar as possible as described in Section 34.4.11. The ends of building sewers which are not connected to the building drain of the structure for any reason shall be sealed against infiltration by a suitable mechanical, watertight cap or other means approved by the Superintendent.

Section 34.4.12 - Mechanical Lift Where Gravity Flow is Not Possible. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved mechanical means and discharged to the building sewer at the expense of the building owner. Plans and details of the proposed lifting method shall be submitted to the Superintendent for review. (See Appendix C for specific requirements.)

Section 34.4.13 - Connections to Force Mains Not Permitted. No connection of any kind shall be made directly from any private property to a Town pressurized force main sewer.

Section 34.4.14 - Excavations and Backfill. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Superintendent. Pipe laying and backfill shall be performed in accordance with Appendix C and no backfill shall be placed until the work has been inspected.

Section 34.4.15 - Sewer Joints. All joints and connections shall be made gastight and watertight. The transition joint between pipes of different materials shall be made with adaptors and joint materials approved by the Superintendent. Pre-molded gasket joints

shall be used and shall be neoprene compression type gaskets which provide a positive double seal in the assembled joint. The gasket shall be a pre-molded, one-piece unit designed for joining the pipe material used. The assembled joint shall be sealed by compression of the gasket between the exterior surface of the spigot and the interior surface of the hub. The joint shall be assembled following the manufacturer's recommendation using acceptable lubricant and special pipe coupling tools designed for that purpose. The lubricant shall be a bland, fat based, nontoxic material, and shall not chemically attack the gasket material. (See Appendix C.)

Section 34.4.16 - Pipe Inspection. The applicant for the building sewer permit shall notify the Superintendent at least forty-eight (48) hours before beginning the work and also when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Superintendent or his representative.

Section 34.4.17 - Inspection of Trenches. When trenches are opened for the laying of building sewer pipes, such trenches shall be inspected by the Superintendent before the trenches are filled; and the person performing such work shall notify the Superintendent when the installation of the building sewer is completed. If the trench is filled before inspection, the Superintendent may require it to be re-excavated for inspection.

Section 34.4.18- Leakage Testing. All parts of new building drains and sewers shall withstand, under test without observable leakage, a ten-foot head of water for a minimum period of fifteen minutes at a temperature above the freezing point of water. (Alternatively, the line may be air tested as defined in Appendix C.)

Section 34.4.19 -Protection of the Public from Excavations. All excavations for a building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Town.

Section 34.4.20 -Method and Indemnification; Connection to Existing Public Sewer. The connection of the building sewer into an existing public sewer shall be made at the existing public sewer. All costs and expenses incident to the installation and connection of the entire length of building sewer shall be borne by the owner. The owner shall indemnify the Town from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer. The method of connection of the building sewer to the public sewer will be dependent upon the type of pipe material used, and in all cases, shall be approved by the Superintendent. The connection of the building sewer into the public sewer shall be made with a Wye or Tee branch. If none is available, a connection may be made by tapping the existing sewer with a saddle or other method approved by the Superintendent. All connections shall be made gastight and watertight and verified by proper testing. The Town is responsible for all maintenance and repairs of the public sewer only. The method of connection of the building sewer to the public sewer shall be dependent upon the type of pipe material used, and in all cases, shall be approved by the Superintendent. (Refer to Appendix C.)

Section 34.4.21 - Manhole Required for Certain Sewers. When any building sewer is to serve a school, hospital, or similar institution, public building, or is to serve a complex of industrial or commercial buildings, or will, in the opinion of the Superintendent, receive sewage or industrial wastes of such volume or character that frequent maintenance of the building sewer is anticipated, such building sewer shall be connected to the public sewer through a manhole. The Superintendent shall determine if and where this type of connection to the public sewer is required. Connections to existing manholes shall be made as directed by the Superintendent or his representative. If required, a new manhole shall be installed in the public sewer pursuant to Section 34.7.7 or Appendix C, and the building sewer connection made to the sewer as directed by the Superintendent.

Section 34.4.22- Privately Owned Sewer Lines. Main sewer collector lines which are constructed within subdivisions, condominiums and other developments, and which eventually discharge or connect into the public sewer system shall not be accepted by the Town of Lisbon for ownership and maintenance; but remain privately owned and privately maintained unless within a public right-of-way in which case, the Town could choose to accept the line. (Refer to Section 34.5.9). The engineering design for the construction of sewer lines within subdivisions, condominiums and other developments shall comply with this Ordinance and shall be submitted to the Town for written approval. The Town and Superintendent may require that the engineering design plans be submitted to the Town's Consulting Engineer for their evaluation and approval prior to final approval by the Town. Cost of the Town's Consulting Engineers to review, comment, recommend and approve the engineering design plans and the cost of on-site inspection during construction, shall be borne by the applicant, subdivider, developer or builder who shall agree in writing when the sewer plans are submitted to the Town that he/she will pay for all review, approval and inspection costs. Private individual connections into private sewer lines shall also conform to this Ordinance.

Section 34.4.23 - Building Drain System Venting. The building drain system shall be so vented that under no circumstances will the seal of any appliance be subjected to a pressure differential in excess of one-inch of water. All appliances connected directly or indirectly to the building drain shall have traps with a liquid seal not less than two-inches in depth.

Section 34.4.24 - References for Sewer System Design. Sewer design, including building services, sewer collectors and interceptors shall conform to the State Plumbing Code and to the specific specifications set forth in the Town's Guidelines for Design and Construction of Sewers which is found in Appendix C. Any deviation from the prescribed procedures and materials must be approved by the Superintendent as being equivalent of, or superior to, those specified before installation.

Article 34.5 Sewer Extensions

Section 34.5.1 - Town Construction of Sewer Extension. Sewer extensions, including individual building sewers from the sewer to the property line, may be constructed by the

Town under public contract if, in the opinion of the Town Council and approved at Town Referendum, if applicable, the number of properties to be served by such extension warrants its cost and if the treatment plant has the capacity to handle said extension. Under this arrangement, the property owner shall pay for and install the building sewer from the public sewer to his residence or place of business in accordance with the requirements of Article 34.4. Property owners may propose sewer extensions within the incorporated Town by drafting a written petition, signed by a majority of the benefiting property owners, and filing it with the Town Council. The cost of such extensions may be assessed to the benefited property owners by the Town in any manner recommended by the Town Council and the Town.

Section 34.5.2 - Property Owner Construction of Sewer Extension. If the Town does not elect to construct a sewer extension under public contract, the property owner, builder or developer may construct the necessary sewer extension, if such extension is approved by the Town Council in accordance with the requirements of Section 34.5.1. The property owner, builder or developer must pay for the entire installation, including all expenses incidental thereto. Each building sewer must be installed and inspected as previously required, and the inspection fees shall be paid. --Design of sewers shall be as specified in this Article and the specifications set forth in the Guidelines for Design and Construction of Sewers which is included in Appendix C. The installation of the sewer extension must be subject to periodic inspection by the Superintendent or the Town's Engineer and the expenses for this inspection shall be paid for by the owner, builder or developer. The Superintendent's decisions shall be final in matters of quality and methods of construction. The sewer, as constructed, must pass the exfiltration or leakage test required in Appendix C before it is to be used. The cost of sewer extensions thus made shall be absorbed by the developers or the property owners, including the cost of all building sewers.

Section 34.5.3 - State Law Adopted. The Town adopts, for the purpose of implementation of this Article involving sewer extensions and the construction of new sanitary sewers, the procedures, assessment of betterment fees, and the collection of those fees as set forth in 30-A M.R.S.A. Subpart §§ 3442-3445. (See Appendix E.)

Section 34.5.4 - Sewer Extension Design Requirements. All extensions to the sanitary sewer system shall be designed by a Professional Engineer registered in the State of Maine. Plans and specifications for sewer extensions shall be submitted to the Superintendent at least forty-five (45) days before the regularly scheduled Planning Board meeting at which approval of the plans and specifications will be evaluated based on recommendation by the Superintendent or Town Engineer. The expenses incurred by the Town in reviewing the plans and specifications shall be paid from a deposit made by the owner, builder, or developer at the time of application. The design of sewers and pump stations that may be needed to the Town shall anticipate and allow for flows from possible future system extensions or developments within the future drainage areas.

Section 34.5.5 - Sewer Testing. All testing of sewers shall be conducted in the presence of the Superintendent or designee. If the installation fails any test, the source of leakage

shall be found and repaired and all defective materials shall be replaced. (See specific Construction and testing requirements in Appendix C.)

Section 34.5.6 - Sewer Extension Ownership/Bond. All sewer extensions constructed at the property owner's, builder's or developer's expense after final approval and letter of acceptance by the Town Council, shall become the property of the Town and at the Town's sole discretion shall thereafter be maintained by the Town. The sewers after their acceptance by the Town shall be guaranteed against defects in materials and workmanship for twelve (12) months. The guarantee shall be in the form of a maintenance guarantee bond in an amount not less than 100 percent of the Engineer's estimate of the cost of the extension. The Town is under no obligation to accept any new sewer extension. Extensions that remain privately owned shall be maintained by their owners.

Section 34.5.7 - Suitable Sewage Disposal Required. No builder or developer shall be issued a building permit for a new dwelling or structure requiring sanitary facilities within the Town, unless a sewer permit has been obtained for a suitable and approved method of sewage disposal.

Section 34.5.8 - Connection of Sewer Extension to Public Sewer. Connection of the sewer extension to the Town's facilities shall not be permitted until, 1) the completed sewer has been tested and passed to the satisfaction of the Superintendent, 2) all building permits have been obtained and all fees have been paid to the Town for the approved lots to be connected, 3) the one year maintenance guarantee bond in a form acceptable to the Town has been delivered, and 4) a formal decision has been made by the Town to retain the line as private and to allow its connection to the public sewer or to allow it to be connected for later consideration for acceptance as a Town sewer.

Section 34.5.9 - Requirements for Acceptance of Sewer as Public. Should the Town, at its sole discretion, elect to accept the connected sewer as a public sewer to be owned by the Town, no such acceptance may be made until 1) reproducible record drawings of the completed sewer have been provided to the Town, 2) an offer has been made from the owner(s), builder(s) or developer(s), in a form acceptable to the Town, to transfer ownership and maintenance responsibilities and property and easement rights to the Town, and 3) the Town has formally agreed to accept the sewer line.

Article 34.6 Use of the Public Sewers

Section 34.6.1 - Discharge of Unpolluted Waters. No stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters shall be discharged or caused to be discharged to any sanitary sewer. No direct connection shall be made from a public or private water supply to a building drain discharging to any sanitary sewer without specific permission from the Superintendent.

Section 34.6.2 - Discharge of Unpolluted Drainage to Natural Outlet. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the Superintendent.

Unpolluted industrial cooling water or unpolluted process waters may be discharged, on approval of the Superintendent, to a storm sewer or natural outlet if in accordance with regulations of the Maine Department of Environmental Protection or 38 M.R.S.A. § 413 or other applicable standards.

Section 34.6.3 General Discharge Prohibitions. No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will interfere with the operation or performance of the POTW or collection system whether or not the user is subject to National Categorical Pretreatment Standards, or any other national, state or local pretreatment standards or requirements. The following described waters or wastes shall not be discharged or caused to be discharged to any public sewers:

- (a.) Any liquids, solids or gases which by reason of their nature or quantity are or may be sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the POTW or to the operation of the POTW. At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the sewer system be more than five (5) percent nor any single reading over ten (10) percent of the Lower Explosive Limit (LEL) of the meter. Prohibited materials include but are not limited to gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohol, ketones, aldehydes, peroxides, chlorates, percolates, bromates, carbides, hydrides, and sulfides and other substances which the Town, DEP or EPA has notified the user is a fire hazard or a hazard to the system.
- (i.) No person shall discharge wastewater containing in excess of the following standards:

Parameter	Maximum (mg/l)	Daily Average (mg/l)
Arsenic	4.0	1.0
Cadmium	0.6	0.5
Chlorine	15.0	15.0
Chromium	5.0	2.75
Copper	8.0	8.0
Lead	4.0	2.0
Mercury	0.2	0.1
Nickel	5.0	2.5
Phenolic Compounds	10	10
Silver	3.0	1.0
Zinc	10	5.0
Cyanide	3.0	2.0

- (b.) Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any

wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the POTW, or to exceed the limitation set forth in a categorical pretreatment standard. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to section 307(a) of the act.

- (c.) The standards ~~of~~ in subsection (a) above shall apply unless a more stringent National Pretreatment Standard has been promulgated by EPA, or as further regulated by the Town's Wastewater Discharge Permit or by the Town's Superintendent in setting Local Limits to protect the treatment plant. State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those in this article. The Town reserves the right to establish by Ordinance more stringent limitations or requirements on discharges to the wastewater disposal system if deemed necessary to comply with the objectives presented in ~~Section~~ Article 34.0.
- (d.) Waters or wastes having a single grab pH sample lower than 5.0 s.u. or having a composite of less than 5.5 s.u., or any other corrosive property capable of causing damage or hazard to structure or waters or wastes having a single pH result of greater than 12.0 s.u. or a composite sample in excess of 9.5 s.u.
- (e.) Solid or viscous substances in quantities or of such size which may cause obstruction to the flow in a sewer, or other interference with the operation of the wastewater treatment facilities or collection system, such as, but not limited to, grease, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshing's, entrails, whole blood, feathers, ashes cinders sand spent lime, stone or marble dust, metal , glass, straw, shavings, grass clippings, rags, spent grains, spent hops, beer or distillery slops, wastepaper, cardboard, paper dishes, disposable wipes, cups, milk containers, wood, plastics, gravel, ashes, cinders, sand, concrete, gas, tar, asphalt residues, residues from refining, or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes, etc.
- (f.) Garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower or greater shall be subject to the review and approval of the Superintendent.
- (g.) Any wastewater having a temperature which would inhibit biological activity in the POTW treatment plant resulting in interference, but in no case wastewater with a temperature at the introduction into the POTW which exceeds 40 degrees Celsius (104 degrees Fahrenheit).
- (h.) Water or waste containing fats, soluble fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/L or containing

substances, which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees Fahrenheit (and 0 to 66 degrees Celsius) which, in the sole opinion of the Superintendent, may overload or inhibit or otherwise cause adverse impacts on the treatment plant and its processes or on the sewerage collection system or its pump stations.

- (i.) Waters or wastes containing strong acid, iron-pickling wastes, or concentrated plating solutions whether neutralized or not.
- (j.) Waters or wastes containing iron, chromium, copper, zinc, and similar objectionable, or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Superintendent for such materials.
- (k.) Waters or wastes containing phenols or other taste or odor-producing substances in such concentration not to exceed 10 mg/l or any other more stringent limits, which may be established by the Superintendent as necessary, after treatment of the composite sewage, to meet the requirements of the State, Federal, or other public agencies of jurisdiction for such discharge to the receiving waters.
- (l.) Any wastewater containing radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Superintendent in compliance with applicable State or Federal regulations.
- (m.) Materials which exert or cause unusual concentrations of inert suspended solids such as, but not limited to, Fuller's earth, lime slurries and lime residues, or dissolved solids such as; but not limited to, sodium chloride and sodium sulfate.
- (n.) Material which exert or cause excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.
- (o.) Any pollutants, including oxygen demanding pollutants (BOD, etc.), released at a flow rate and/or pollutant concentration which a user knows or has reason to know will cause interference to the POTW. In no case shall a slug load have a flow rate or contain concentration or quantities of pollutants that exceed for any time period longer than 15 minutes more than five times the average 24-hour concentration, quantities or flow during normal operation. In no case shall a peak day discharge have a flow rate or contain pollutant loadings of any controlled substance in excess of twice the 30-day, 24-hour average flow, concentration or quantity.
- (p.) Materials which exert or cause unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.

- (q.) Overflowing by draining from cesspools or other receptacles storing organic wastes.
- (r.) Steam exhausts, boiler blow-off, sediment traps, or pipes carrying hot circulating water.
- (s.) –Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment process employed, which may inhibit treatment plant processes or sludge use, disposal criteria, guidelines or regulations developed under Section 405 of the Solid Waste Disposal Act, the Clean Air-Act, the Toxic Substance Control Act or any state criteria applicable to the Sludge Management Method used, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the groundwater receiving waters of the Town's wastewater treatment system.
- (t.) Any noxious or malodorous liquids, gases or solids which either singly or by interaction with other wastes, are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into sewers for maintenance and repair.
- (u.) Any stormwater, roof drains, spring water, cistern or tank overflow, footing drains, discharge from any non-approved car wash, non-approved floor drains or the contents of any privy vault, septic tank or cesspool. (The Town's goal is to review the discharge to the sewer system of certain discharges such as car wash systems and commercial drain systems - additional controls may be required by the Superintendent. Refer to Section 34.6.5.).
- (v.) Any wastewater which causes a hazard to human life or creates a public nuisance. No person shall discharge or cause to be discharged any waters or wastes containing a toxic or poisonous substance, a high chlorine or oxygen demand, or suspended solids in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard or violation in the groundwater receiving waters or effluent of the Town's sewage treatment plant, or contaminate or restrict the final end use of the treatment plant's sludge residuals.
- (w.) Any wastewater with objectionable color not removed in the treatment process, such as but not limited to dye wastes and vegetable tanning solutions which could cause a visible discoloration of the treatment's plant's effluent.

- (x.) Any waters or wastes containing suspended solids, whether inert or organic, which would cause visible turbidity of the treatment plant's effluent.
- (y.) Any substance which will cause the POTW to violate its NPDES or/or state disposal system permits or the receiving water quality standards.
- (z.) Any septage, septic process or camper discharge without the express written approval of the Superintendent or which causes pass through or interference with the treatment works.

Section 34.6.4 - Pretreatment of High Strength Wastes. Any discharge of waters or wastes having a) a five (5) day Biochemical Oxygen Demand (BOD) greater than 300 parts per million; or b) containing more than 350 parts per million of suspended solids, or c) containing more than 15 parts per million of chlorine demand, or d) containing any quantity of substances having the characteristics described in this Article or e) having an average daily flow or pollutant mass greater than two (2) percent of the average daily sewage flow of the Town, shall be subject to the review and approval of the Superintendent. Where necessary, in the opinion of the Superintendent, the owner shall provide, at his expense, such pretreatment as may be necessary to, 1) reduce the Biochemical Oxygen Demand to 300 parts per million and the suspended solids to 350 parts per million by weight, or 2) reduce the chlorine demand to 15 parts per million, or 3) reduce objectionable characteristics or constituents to within the maximum limits provided for in this Article, or 4) control the quantities and rates of discharge of such waters or wastes. Plans, specifications, and any other pertinent information relating to proposed pretreatment facilities shall be submitted for the approval of the Town, and no construction of such facilities shall be commenced until said approvals are obtained in writing. Failure to comply with one or more of the remedial procedures as required by the Town shall constitute a violation of this Ordinance.

Section 34.6.5 - Grease, Oil and Sand Interceptors. Grease, oil and sand interceptors shall be provided by the producer when the Ordinance limits for those substances are exceeded or when, in the opinion of the Superintendent or Code Enforcement Officer, they are necessary for the proper handling of liquid wastes containing grease in excess amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors shall not be required for private living units.

All interceptors shall be of a minimum type and capacity permitted by Maine Subsurface Wastewater Disposal Rules, 144A CMR 241 and shall be approved by the Superintendent prior to installation, and shall be located as to be readily and easily accessible for cleaning and inspection. Although the Maine Internal Plumbing Code Rules may permit smaller trap sizes, the provisions of the Maine Subsurface Wastewater Rules, 144A CMR 241, shall prevail. External grease and oil receptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperatures. They shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight. In the maintenance of these interceptors, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured

material and shall maintain records of the dates and means of disposal, which are subject to review by the Superintendent. A maintenance record shall be maintained by the owner for the Town's periodic review for any removal and hauling of the collected materials. Any removal and hauling of the collected materials not performed by the owner's personnel must be performed by licensed waste disposal firms.

Section 34.6.6 - Treatment of Unusual Wastes. No statement contained in this Article shall be construed as preventing any special agreement or arrangements between the Town and any discharger whereby a waste of unusual strength or character may be accepted by the Town for treatment, subject to payment by the discharger of concern, provided that such agreements do not contravene any requirements of existing federal or state laws and/or regulations promulgated under such laws, and are compatible with any user charge in effect.

Article 34.7 Pretreatment and Permitting of Industrial, Commercial or Unusual Wastes

Section 34.7.1 - Pretreatment, General. Users shall provide necessary wastewater treatment as required to comply with this chapter and shall achieve compliance with all National Categorical Pretreatment Standards within the time limitations specified by the pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to the Town shall be provided, operated and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Town for review and shall be acceptable to the Town before construction of the facility. The review of such plans and operational procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the Town under the provisions of this chapter. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the Town prior the user's initial initiation of the changes.

Section 34.7.2 - Town's Right to Require Pretreatment. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 34.6.3, and which in the judgment of the Superintendent, may have a deleterious effect upon the sewage works, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Town may:

- (a.) Reject the wastes.
- (b.) Advise the user of the impact of the contribution to the collection system or POTW.
- (c.) Develop effluent limitations for such user to correct the interference with the POTW and require pretreatment to an acceptable condition for discharge to the public sewer.
- (d.) Require control over the quantities and rates of discharge.

- (e.) Require payment to cover the added cost or sewer charges for the handling and treatment of such wastes under the provisions of this Ordinance.
- (f.) If the Superintendent permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Superintendent and the Town, and subject to the requirements of all applicable codes, ordinances, and laws and Discharge Permit. Under no circumstances will the National Categorical Pretreatment Standards or Federal Prohibited Discharges be contravened.

Section 34.7.3 - Approval Process for Industrial, Commercial or Unusual Wastes. The Town, at its discretion, may elect to allow an industrial or commercial or unusual waste producer to utilize the sewage works provided that it can be demonstrated that acceptance of the waste will result in:

- (a.) No violation of applicable Federal or State regulations, including DEP/EPA pretreatment requirements.
- (b.) No inhibition of, or damage to, the treatment plant's processes or equipment and no upsets of the plant's processes which lead to nuisance conditions, operational problems, or discharge license non-compliance.
- (c.) No pass through of any waste material not treatable in the Town's treatment plant.
- (d.) No contamination of the Town's sewage sludge with toxic or undesirable waste constituents and no impairment of the Town's ability to dispose of the treatment plant's sludge residuals.
- (e.) No creation of hazardous or unsafe conditions in the sewer system or treatment plant which might jeopardize the health and welfare of the general public or the Town's staff.
- (f.) Equitable allocation of sewer user fees such that the true cost of treating the industrial or unusual waste is fully borne by the sewer user that generated the wastes.

Section 34.7.4 - Flow Equalization. Prior to accepting the waste, the Town may require that appropriate industrial or unusual wastes undergo pretreatment or flow equalization prior to its discharge into the Town's sewer system.

Section 34.7.5 - Pretreatment Operation and Maintenance. Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

Section 34.7.6 - Monitoring Facilities. The Town shall require to be provided and operated at the user's own expense monitoring facilities to allow inspection, sampling and flow measurement of the building sewer and/or internal drainage systems. The monitoring facility should normally be situated on the user's premises; but the Town may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area and located so that it will not be obstructed by landscaping or parked vehicles. There shall be ample room in or near such facilities to allow accurate sampling and preparation of samples for analysis. The facility, sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user. Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the Town's requirements and applicable local construction standards and specifications. Construction shall be completed within 90 days following written notification by the Town.

Section 34.7.7 - Sampling Manholes. When required by the Superintendent, the owner of any property serviced by a building sewer carrying industrial wastes or other discharges of concern shall install a suitable control manhole, together with such necessary meters and other appurtenances in the building sewer, to facilitate observation sampling and measurement of the wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the Superintendent. The manhole shall be installed by the owner at his expense and shall be maintained by him to be safe and accessible to the Superintendent at all times.

Section 34.7.8 - Sampling and Analysis Procedures. All industries discharging in to a public sewer shall permit such monitoring of their discharges as the Superintendent may reasonably require, including installation, use and maintenance of monitoring equipment and keeping records and reporting the results of such monitoring to the Superintendent. Such records shall be made available upon request by the Superintendent to other agencies having jurisdiction over discharges to the receiving waters. All measurements, tests and analysis of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with procedures established by the administrator of the EPA pursuant to Section 304 (g) of the Act and contained in 40 CFR 136, or with any other test procedures approved by the administrator. Sampling shall be at the control manhole or other designated sampling location approved by the Superintendent.

Section 34.7.9 - Dilution is not Permitted. No discharger or user shall ever increase the use of potable or process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the National Categorical Pretreatment Standards, or in any other pollutant-specific limitation developed by the Town or State.

Section 34.7.10 - Requirements for Wastewater Discharge Permit for Categorical Pretreatment Standards. Upon the promulgation of the National Categorical

Pretreatment Standards for a particular industrial subcategory, the national standard, if more stringent than the limitations imposed under this Article for sources in that subcategory, shall immediately supersede the limitations imposed under this Article. The superintendent shall notify all affected users of the applicable reporting requirements under 40 CFR 403.12.

Section 34.7.11 - Modification of National Categorical Pretreatment Standards. Within nine months of the promulgation of a National Categorical Pretreatment Standard, the wastewater discharge permit of user's subject to such standards shall be revised to require compliance with such standard within the time frame prescribed by such standard. Where a user subject to a National Categorical Pretreatment Standard has not previously submitted an application for a wastewater discharge permit as required by Section 34.7.10, the user shall apply for a wastewater discharge permit within 180 days after the promulgation of the applicable National Categorical Pretreatment Standard. In addition, the user with an existing wastewater discharge permit shall submit to the Superintendent within 180 days after the promulgation of an applicable National Categorical Pretreatment Standard the information required by Section 34.7.13 (a) through (o).

Where the Town's wastewater treatment system achieves consistent removal of pollutants limited by national pretreatment standards, the Town may apply to the approval authority for the modification of specific limits in the national pretreatment standards. The term "consistent removal" shall mean reduction in the amount of a pollutant or alteration of the nature of the pollutant by the wastewater treatment system to a less toxic or harmless state in the effluent which is achieved by the system in 95 percent of the samples taken when measured according to the procedures set forth in 40 CFR 403.7(c)(2), ~~General Pretreatment Regulations for Existing and New Sources of Pollution promulgated pursuant the act.~~ The Town may then modify pollutant discharge limits in the national pretreatment standards if the requirements contained in 40 CFR 403.7 are fulfilled and prior approval from the approval authority is obtained.

Section 34.7.12 - Development of Local Limits. Local limits for certain pollutants may also be established by the Town to protect against pass-through, interference, process inhibition and damage, safety concerns, and sludge residual contamination or any other regulatory or operational concern. No person shall discharge wastewater containing in excess of the instantaneous maximum allowable discharge limits as identified in this Ordinance or on the user's wastewater discharge permit. All discharge limits shall be technically based and approved by the appropriate regulatory agency.

Section 34.7.13 Wastewater Application Form and Requirements. When required by the Superintendent or Town, users must complete a wastewater application form, on a form supplied by the Superintendent, which contains information on the nature and characteristics of their wastes. This application must be submitted to the Superintendent prior to the discharge of the user's wastewater into the Town's sewage works. All new applications shall be accompanied by a fee as established in Appendix B. The Superintendent is authorized to prepare a form for this purpose and may periodically require existing users to update the information provided to determine

compliance with this ~~A~~article. Failure to complete the submission of updated information shall be reasonable grounds for terminating service to the user and shall be considered a violation of this Ordinance. Existing industrial dischargers or any other commercial establishment shall file wastewater application forms or provide updated information within thirty (30) days after being notified by the Superintendent or the Town, and proposed new dischargers shall file such forms at least ninety (90) days prior to connecting to the sewage works. The form shall include as applicable, but not be limited to, the following information:

- (a.) The name, address, and location of the user.
- (b.) The SIC number according to the Standard Industrial Classification Manual, Bureau of the Budget 1972, as amended and as applicable.
- (c.) Chemical analysis of wastewaters - Wastewater constituents and characteristics including but not limited to those listed in this Ordinance as determined by a reliable analytical laboratory. Any sampling and analysis that is required by the Town shall be performed in accordance with procedures established by the EPA pursuant to section 304(g) of the Clean Water Act (33 USC 1201 et seq.) and contained in 40 CFR 136, as amended or the latest edition of Standard Methods. The costs of all such sampling, analysis, and reporting shall be fully borne by the user.
- (d.) The time and duration of discharge or contribution.
- (e.) Wastewaters discharge peak rate and volume over a specified time period. The average daily, instantaneous peak and 30-minute peak wastewater flow rates, in gallons per day, including daily, monthly and seasonal variations, if any. All flows shall be as actually measured unless other verifiable measurement techniques are approved by the Town.
- (f.) A plot plan of sewers of the user's property showing sewer an pretreatment facility location - The site plans, floor plans, pretreatment facility location and details, mechanical and plumbing plans and details to show all sewers, sewer connections, inspection manholes, sampling chambers and appurtenances by size, location, and elevation adjacent to, or at, the user's premises.
- (g.) Description of the activities, facilities, and plant processes on the premises, including all materials which are, or could be, discharged.
- (h.) Where known, the nature and concentration of any pollutants in the discharge which are limited by any Town, State ~~or~~ or Federal pretreatment standards, and a statement regarding whether or not compliance is being, or will be, achieved with this Ordinance or pretreatment regulations on a consistent basis, and if not, whether additional operation and maintenance activities and/or additional pretreatment is required for the user to comply with this Ordinance and applicable pretreatment standards.

- (i.) The identification of each product produced by the user by type, amount, process or processes, and rate of production.
- (j.) The type and amount of raw materials processed, average and maximum per day, by the user.
- (k.) Number and type of employees, and hours of operation of plant and proposed or actual hours of operation of pretreatment system.
- (l.) Quantity and disposition of specific liquids, sludges, oils, solvents, or other materials important for sewer use control.
- (m.) Details of systems to prevent and control the losses of materials through spills to the municipal sewer.
- (n.) If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. (See Section 34.7.26.).
- (o.) Any other information as may be deemed by the Town to be necessary to evaluate the permit application.

Section 34.7.14 - Required Signatory. All disclosure forms, applications and any periodic reports submitted by a user shall be signed by the principal executive officer of the user and shall contain the following certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations".

Section 34.7.15 - Evaluation of Application Forms. The Superintendent or designee will evaluate the completed wastewater permit application forms furnished by the user and may require the user to furnish additional information. The User shall submit within fifteen (15) days, after receiving notification from the Superintendent, that the additional information is required. After full evaluation and acceptance of all of the data furnished, the Superintendent or Town may issue a wastewater discharge permit subject to terms and conditions provided in this Section.

Section 34.7.16 - Requirements of Categorical Users. Every new or existing user of the Town's sewage works who is determined to be a categorical user or significant industrial user as defined in this Ordinance is required to obtain a wastewater discharge permit from the Superintendent.

Section 34.7.17 - Prevention of Pass-through and Interference. Wastewater discharge permits shall include such conditions as are reasonably deemed necessary by the Superintendent to prevent waste pass-through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the sewage works. Wastewater discharge permits may impose effluent restrictions or limits on the user if the Superintendent determines that such limits are necessary to protect the quality of the treatment plant influent, effluent, or sludge, or to maintain compliance with any applicable Federal or State law, including requirements under the Town's DEP or NPDES permit and national categorical pretreatment standards for new and existing sources set forth in 40 CFR Chapter I, Subchapter N Parts 401-471.

Section 34.7.18 - Permit Conditions. Wastewater discharge permits shall be expressly subject to all provisions of this Article and all other applicable regulations, user charges and fees established by the Town. Permits may contain the following:

- (a.) The unit charge or schedule of user charges and fees for the wastewater to be discharged to a community sewer.
- (b.) Limits on the average and maximum wastewater constituents and characteristics.
- (c.) Limits on average and maximum rate and time of discharge or requirements for flow regulations and equalization.
- (d.) Requirements for installation and maintenance of inspection and sampling facilities.
- (e.) Specifications for monitoring programs, which may include sampling locations, frequency of sampling, number, types and standards for tests and reporting schedule.
- (f.) Compliance schedules.
- (g.) Requirements for submission of technical reports or compliance reports. (See Section 34.7.27.)
- (h.) Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the Town and affording town access to such records.
- (i.) Requirements for notification of the Town of any new introduction of wastewater constituents or any substantial change in the volume or character

of the wastewater constituents being introduced into the wastewater treatment system.

- (j.) Requirements for notification of slug discharges as per Section 34.7.23.
- (k.) Other conditions as deemed appropriate by the Town to ensure compliance with this ~~Section~~ Article.

Section 34.7.19 - Permit Duration. Wastewater discharge permits shall be issued for a specified time period not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The user shall apply for permit reissuance a minimum of 180 days prior to the expiration of the user's existing permit. The terms and conditions of the permit may be subject to modification by the Town during the term of the permit as limitations or requirements as identified in- this Ordinance are modified or other just cause exists. Each wastewater discharge permit shall indicate a specific date upon which it will expire. The user shall be informed of any proposed changes in his permit at least 30 days prior to the effective date of the change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

Section 34.7.20 - Permit Modifications. The Superintendent may modify, at any time, the wastewater discharge permit with good cause. The user shall be informed of any proposed changes in his permit at least 30 days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

Section 34.7.21 - Transfer of Ownership. Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner or a new user, different premises, or a new or changed operation without the approval of the Town. To facilitate the issuance of new, separate permits, the Superintendent may allow new owners or individuals to operate under an existing wastewater discharge permit for a period not to exceed ninety (90) days. Any succeeding owner or user shall also comply with the terms and conditions of the existing permit.

Section 34.7.22 - Requirement for Pretreatment Devices. Wastewater discharge permits may contain requirements and compliance schedules for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, any of which would be designed to reduce, eliminate, or prevent the introduction of pollutants into the Town's sewage system.

Section 34.7.23 - Accidental Discharges/Slug Control Plan. Each user shall provide protection from accidental discharge of prohibited materials or other substances regulated by this ~~A~~ article. The Superintendent may require any user to develop and implement an accidental discharge/slug control plan. At least once every five (5) years, the Superintendent shall evaluate whether each significant industrial user needs such a

plan. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the owner's or user's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Town for review, and shall be approved by the Town before construction of the facility. Review and approval of such plans and operating procedures shall not relieve the industrial user from the responsibility to modify the user's facility as necessary to meet the requirements of this Article. In the case of an accidental discharge, it is the responsibility of the user to immediately telephone and notify the POTW of the incident. The notification shall include location of discharge, type of waste, concentration and volume, and corrective actions. Any user required to develop and implement an accidental discharge/sludge control plan shall submit a plan which addresses, at a minimum, the following:

- (a.) Description of discharge practices, including nonroutine batch discharges;
- (b.) Description of stored chemicals;
- (c.) Procedures for immediately notifying the Town of any accidental or slug discharge. Such notification must also be given for any discharge which would violate any of the prohibited discharges in this Ordinance; and
- (d.) Procedures to prevent adverse sewage system impacts from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

Section 34.7.24 - Written Notice of Accidental Discharge - Within five (5) days following an accidental discharge, the user shall submit to the superintendent a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expenses, loss, damage or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to persons or property; nor shall such notification relieve the user of any fines, civil penalties or other liability which may be imposed by this Article or other applicable law.

Section 34.7.25 - Notice to Employees - A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees whom to call in the event of an accidental discharge. Employers shall ensure that all employees who may cause or suffer such an accidental discharge to occur are advised of the emergency notification procedure.

Section 34.7.26 - Pretreatment Compliance Schedule. Where additional pretreatment and/or operations or maintenance activities will be required to comply with this Ordinance, the user shall provide a declaration of the shortest schedule by which the user will provide such additional pretreatment and/or implementation of additional

operations and maintenance activities. The Town reserves the right to determine the reasonableness of the proposed schedule, to modify the proposed schedule, or to reject the schedule.

- (a.) The schedule shall contain increments of progress in the form of milestone dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards, including, but not limited to, dates relating to hiring an engineer, completing preliminary plans, completing final plans, executing contracts for major components, commencing construction, completing construction, and all other acts necessary to achieve compliance with this Ordinance.
- (b.) No later than fourteen (14) days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the Superintendent including, as a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the user to return to the established schedule.
- (c.) In no event shall more than nine months elapse between such progress reports to the Superintendent.

Section 34.7.27 - Compliance Reports. Within 90 days following the date for final compliance with applicable pretreatment standards or, in the case of a new source, following commencement of the introduction of wastewater into the publicly owned treatment works, any user subject to pretreatment standards and requirements shall submit to the Superintendent a report. All significant industrial user(s) shall, at a frequency stated in their wastewater permit or as determined by the Superintendent, but in no case less than twice per year, submit a report to the Superintendent. The report shall indicate the nature and concentration of pollutants in the discharge from the regulated processes which are limited by pretreatment standards and requirements and the average and maximum daily flow for these process units in the user facility which are limited by such pretreatment standards or requirements. All periodic compliance reports must be signed and certified in accordance with this Ordinance. All wastewater samples collected must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge. If a user subject to the reporting requirement in this Ordinance or its permit monitors any pollutant more frequently than required, the results of this additional monitoring shall also be included in the report. The report shall state whether the applicable pretreatment standards or requirements are being met on a consistent basis and, if not, what additional Operation and Maintenance (O&M) and/or pretreatment is necessary to bring the user into compliance with the applicable pretreatment standards or requirements. This statement shall be

signed by an authorized representative of the industrial user and certified by a qualified professional engineer.

- (a.) Any user subject to a pretreatment standard, after the compliance date of such pretreatment standard, or, in the case of a new source, after commencement of the discharge into the publicly owned treatment works, shall submit to the Superintendent during the months of June and December, unless required more frequently in the pretreatment standard or by the Superintendent, a report indicating the nature and concentration of pollutants in the effluent which are limited by such pretreatment standards. In addition, this report shall include a record of all daily flows which during the reporting period exceeded the average daily flow. At the discretion of the Superintendent and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the Superintendent may agree to alter the months during which these reports are to be submitted.
- (b.) The Superintendent may impose mass limitations on users. In such cases, the report required by subsection (a) of this section shall indicate the mass of pollutants regulated by pretreatment standards in the effluent of the user. These reports shall contain the results of sampling and analysis of the discharge, including the flow, nature, concentration and mass where requested by the Superintendent, of pollutants contained in the discharge which are limited by the applicable pretreatment standard. All analyses shall be performed in accordance with procedures established by the administrator pursuant to section 304(g) of the clean water act and contained in 40 CFR 136 as amended or with any other test procedures approved by the administrator. Sampling shall be performed in accordance with the techniques approved by the administrator.

(Note: Where 40.CFR does not include a sampling or analytical technique for the pollutant in question, sampling and analysis shall be performed in accordance with the procedures set forth in the EPA publication, Sampling and Analysis Procedures for Screening of Industrial Effluents for Priority Pollutants, April, 1977, as amended, or with any other sampling and analytical procedures approved by the administrator~~Superintendent~~.)

Section 34.7.28 - Planned Significant Changes. Each user must notify the Superintendent in writing of any planned significant changes to its operations or process systems which might alter the nature, quality or volume of its wastewater at least sixty (45) days before the change. No user shall implement the planned changed condition(s) until and unless the Superintendent has responded in writing to the user's notice. Significant changes include, but are not limited to, flow or pollutant load increases of ten percent (10%) or greater, and the discharge of any previously unreported pollutants.

Section 34.7.29 - Sampling Violations. If sampling performed by a user indicates a violation of their permit or this Ordinance, the user must notify the Superintendent within

twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Superintendent within thirty (30) days after becoming aware of the violation. In the case of any discharge, including, but not limited to, hazardous waste discharges, accidental discharges, discharges of a nonroutine or episodic nature, a noncustomary batch discharge, or a slug load that may cause potential problems for the sewage works, the user shall immediately telephone and notify the Superintendent of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user. (See Reporting Requirements included in Section 34.7.24 and Notice Requirements in Section 34.7.25.)

Article 34.8 Power and Authority of Inspectors

Section 34.8.1 - Private Property. The Superintendent, the Town Engineer, and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter upon all industrial and commercial properties for the purpose of inspection, observation, measurement, sampling and testing, in accordance with the provisions of this chapter. Persons or occupants of premises shall allow the Town or its representative ready access to all locations where wastewater is created or discharged at all reasonable times for the purposes of inspection, sampling, records examination or copying, or in the performance of any of their duties. Where a user has security measures in force which would require proper identification and clearance before entry into his premises, the user shall make necessary arrangements with his security guards so that upon presentation of suitable identification, personnel from the town and the approval authority will be permitted to enter, without delay, for the purposes of performing their specific responsibilities. Inspection of private residences, upon complaint, will be completed after 24-hour notice by the Superintendent.

Section 34.8.2 - Public Easement. The Superintendent, and other duly authorized employees of the Town bearing proper credentials and identifications shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewer works lying within the easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

Section 34.8.3 - Inspection of Installations. All installations shall be inspected before burying by a duly authorized inspector employed by the Town.

Section 34.8.4 - Sampling and Metering Authority. The Superintendent shall have the authority to set up, on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's waste discharges. The user shall bear the costs of such setup or installation. (Also see Section 34.7.6.)

Section 34.8.5 - Sampling and Monitoring Equipment Required. The Town may require the user to install monitoring equipment as the Superintendent deems necessary. The user's sampling and monitoring equipment shall be maintained at all times in a safe and

proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated at least annually to ensure their accuracy. (Also see Section 34.7.6 and 34.7.7.).

Section 34.8.6 - Availability of Records. Users subject to the reporting requirements of this Ordinance shall retain, and make available for inspection and copying, all records or information obtained pursuant to any monitoring activities required by this Ordinance and any additional records or information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include, but are not limited to, the date, exact place, method, and time of sampling and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall be retained by the user for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the user or the Town, or where the user has been specifically notified of a longer retention period by the Superintendent.

Section 34.8.7 - Confidential Information. Information and data on a user obtained from reports, questionnaires, permit applications, and monitoring programs, and from the Superintendent's inspections and sampling activities, shall be available to the public or other governmental agency without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the Superintendent, that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets or proprietary information of the user under applicable State or Federal law. Effluent data shall be considered a matter of public information at all times, however.

When requested by, and demonstrated by the user furnishing a report, that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately, upon request, to State and Federal governmental agencies for users related to this Section, the National Pollutant Discharge Elimination System (NPDES) permit, state disposal system permit and/or the pretreatment programs and such portions of a report shall also be available for use by the state of any state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information. Information accepted by the Town as confidential shall not be transmitted to the general public by the Town.

Section 34.8.8 - Access Refused. If the Superintendent or designee has been refused access to any building, structure or property, or any part thereof, for the purpose of inspecting, sampling or otherwise monitoring compliance with this Ordinance, the Town Council shall seek to secure an Administrative Inspection Warrant from the District Court pursuant to Rule 80E of Maine Rules of Civil Procedure. The warrant, if issued by the District Court, shall be executed pursuant to Rule 80E of Maine Rules of Civil Procedure and the Superintendent shall be accompanied by a uniformed Town police officer during said execution.

Article 34.9 Sewer Service Fees, Rates and Charges

Section 34.9.1 - General - The Town may change and adopt charges and fees included in Appendix B which may include:

- a. Fees for reimbursement of costs of setting up and operating the Town's pretreatment program;
- b. Fees for monitoring, inspections and surveillance procedures;
- c. Fees for reviewing accidental discharge procedures and construction;
- d. Fees for permit applications;
- e. Fees for filing appeals;
- f. Fees for consistent removal by the Town of pollutants otherwise subject to federal pretreatment standards; and
- g. Other fees as the Town may deem necessary to carry out the requirements contained in this Ordinance.

2) These fees relate solely to the matters covered by this Ordinance and are separate from all other fees chargeable by the Town.

Section 34.9.2 - Source of Revenues. The source of the revenues needed for retiring debt services, capital expenditures, operation and maintenance of the public sewer system shall be a sewer service charge assigned to Owners of property located within the limits of the Town whose residency, property or place of business is connected within the boundaries of the public sewer system.

Section 34.9.3 - Establishment of Rates. Sewer service charge rates, including "Ready-to-Serve" charges shall be determined by the Town Council after notice and hearing. This charge will be computed and billed on a quarterly basis throughout each calendar year and will be based on the volume of water consumed, as determined by records of the Water Department. In the event, the water supply is not metered, the customer shall be billed at a flat rate determined by multiplying together the number of bedrooms in the dwelling unit, 1,100 cubic feet per quarter per bedroom, and the prevailing user charge per cubic foot. The number of units will be determined by assessment records or an assessor's review. Alternatively, a customer at his own expense can purchase a meter and outside reader from the Water Department in order to obtain a metered rate. Each customer shall be required to install the meter and outside reader utilizing a licensed plumber at their own expense.

Section 34.9.4 - Billing Abatements. All billing shall also be subject to just and equitable discounts and abatements in exceptional cases (Refer to Section 34.11), or in the case of private water supply, a fair estimate shall be used or reading from an installed water meter shall be made. (Refer to Section 34.11.4). The Town may also assess capacity consumption fees and impact fees, as applicable, for new or modified sewer connections. (Refer to Sections 34.9.9.)-

Section 34.9.5 - Summer Usage Policy. To allow for the correction for the excessive summer usage due to irrigation and filling pools, billing for the two summer quarters will

be based on the average of the two winter quarters or consumption reported by the Lisbon Water Department, whichever is less. (Refer to Appendix D.)

Section 34.9.6 - Changes in Rates. The Town Council reserves the right to change the rates of sewer service charges originally or previously assigned to any property owner.

Section 34.9.7 - Collection of Unpaid Rates. The owner of the property connected to the municipal sewer will be charged for the use of sewer service. Each sewer charge levied pursuant to this division which remains unpaid shall be collected as provided in 30-A M.R.S. A. § 3406(3). (See Article 34.10.)

Section 34.9.8 - Interest Charges. An interest charge at the same rate as established by the Town for uncollected taxes will be made on all sewer bills not paid within thirty (30) days after the due date.

Section 34.9.9 - Special Industrial or Commercial Rates. A special sewer service charge shall be established for any industrial firm, commercial user, who, by virtue of the volume, strength or unusual characteristic of their waste alone, would overload or upset the capacity or efficiency of the sewerage works or any part thereof if such waste entered the public sewer, if the cost to treat that wastewater is higher than that of typical domestic sanitary sewage, or whose waste disposal situation is such that it would be in the public interest to waive the basic requirements. The Town, after appropriate study, shall establish a Special Sewer Service Charge to the industrial firm, commercial user, or organization by separate agreement with said firm. The appropriate portions of the ~~preceding~~ preceding sections, as well as the equitable rights of the public, shall be the basis for such an arrangement.

Section 34.9.10 - "Ready-to-Serve" Fee. The Town may assess a "Ready-to-Serve" fee to be paid by any property owner (with an improved lot or vacant lot) that has an active Building Permit and Sewer Application Permit or if the lot was previously billed, unless the stub has been capped as approved by the Superintendent. This only applies when the public sewer service is available within two-hundred feet (200') of the structure to be served, but for any reason, has yet to connect to the sewer, provided that a building sewer stub has been installed and is ready for connection. If no building sewer stub is in-place, no Ready-to-Serve fee will be assessed. This fee is intended to offset the cost of making sewer service available to the property in the future even though there is not a current physical connection. This fee will be billed quarterly at the same time as connected sewer users receive their sewer bills.

Section 34.9.11 - Sanitary Sewer Connection Fee - Before the issuance of a connection permit for any activity requiring a connection permit under this Ordinance, the applicant shall pay to the Town a sanitary sewer connection fee in accordance with a fee schedule established by order of the Town Council as shown in Appendix B. The purpose of this fee is to allow the Town to recover a portion of the costs of the wastewater infrastructure capacity which will be consumed by a new sewer user or by the modified use of an existing sewer user.

Section 34.9.12 - Impact Fee for Existing Infrastructure. In instances where any proposed development or use of any parcel of land in the Town results in the need to construct, replace, upgrade, reconstruct, enlarge, expand, or repair any essential infrastructure of the sanitary sewer system in order to accommodate the wastewater attributable to the proposed development or use, the Town may require the payment of an impact fee to cover the costs of the required improvements. The amount of the impact fee shall be determined by the Town Council based on the portion of the improvements that will be utilized by the development or use. All impact fees shall be deposited into a special interest-bearing reserve fund, and any impact fee may only be expended for the purpose for which it was collected. If the Town does not use any impact fee within ten years from the date of payment, Town shall refund that impact fee, with interest, to the person who paid the fee, or that person's successor or assignee. In addition, Town shall refund any portion of the impact fee that exceeds the development's share of the Town's actual costs for the improvements associated with that impact fee. If the development or use for which an impact fee was paid is not commenced within two years from the date of payment of the fee, the Town shall refund the impact fee, with interest, to the person who paid the fee, or that person's successor or assignee, unless the Town and the person enter into a written agreement extending the time for the commencement of the development or use. Provided, however, that if Town has incurred costs or entered into obligations in reliance on the proposed development and the payment of the impact fee, Town may retain so much of the impact fee as may be reasonably necessary and appropriate to cover those costs or obligations.

Section 34.9.13 - Construction of Excess Capacity. The Town may elect, at its sole discretion, to construct excess capacity in a service area in conjunction with a project requiring the assessment of an impact fee. For example, a new sewer line upgrade or a pump station upgrade may be constructed with capacity beyond that needed for the current project since the sizing of such projects is not exact. Should a developer pay the full cost of a project through impact fees, the Town shall collect proportionate impact fees from future connections that benefit from the added capacity and shall refund the newly collected fees to the previous developer or their assignees. Should the Town elect to pay a portion of the initial capital costs for which impact fees are assessed, it may recover proportionate future impact fees from future connected sewer users that benefit from the added incremental capacity that was provided.

Article 34.10 Liens for Non-Payment

Section 34.10.1 Each sewer charge levied pursuant to the ordinance is hereby made a lien on the premises and if the same is not paid within 30 days after it shall be due and payable, it shall be certified to the Treasurer of the Town who shall place the same on the real property tax bill for that year with interest and penalties allowed by law, and be collected as other Town taxes are collected.

Section 34.10.2 There shall be a lien placed on real estate served or benefited by a municipal sewer to secure the payment of sewer service charges duly established hereunder which shall take precedence over all other claims on such real estate excepting only claims for taxes. The Town shall have the same authority and power to

collect such sewer service charges as are granted in 38 M.R.S.A. § 3406 as amended. In addition to the lien established hereby, the Town may bring a civil action against the party so charged for the amount of said sewer service charges in any court competent to try the same, and in such action, may recover the amount of such charges with legal interest on the same from the date of said charge plus costs.

Article 34.11 Abatements

Section 34.11.1 - Abatement Recommendation and Due Care. All requests for sewer abatements shall be forwarded to the Superintendent for his recommendation and then shall be forwarded to the Town Manager for decision. Abatements of sewer use charges may be granted by the Town Manager based on recommendation by the Superintendent upon application of a ratepayer where the ratepayer can demonstrate that a "loss" of water that did not enter the sewer occurred due to no fault of the ratepayer, his or her agents, or employees. Ratepayers are responsible for exercising "due care" in the maintenance of their water and sewer systems to prevent water losses for purposes of abatement. "Due care" shall be defined as the normal and reasonable steps which would be taken by a prudent individual in operating and maintaining their water and sewer systems. Abatements may also be granted if an applicant can demonstrate that an error in billing occurred or that significant volumes of water did not enter the sewer.

Section 34.11.2 - One-Time Sewer Usage Abatement. A One-time sewer abatement will be assessed at the request of the property owner for consumption calculated to be above four times the average water use for the previous year. This abatement can only be used once per each property owner.

Section 34.11.3 - Abatement Review. The Town Manager shall be responsible for reviewing the basis for the requested abatement in light of the "due care" standard established in Section 34.11.1 above. The Superintendent or his designee shall make a record of the results of the investigation which shall include an estimate of the amount of water lost. The estimate of water loss shall be based on the previous four quarters of water consumption, if available, and consideration of seasonal water use patterns. If not available, the abatement shall be based on the current flat rate billing procedure until such time there are a minimum of two (2) quarters available. This estimate of water loss shall be used to calculate the amount of the abatement should one be granted.

Section 34.11.4- Billing Records. When an abatement is granted, the Town Treasurer shall be responsible for taking the necessary steps to correct the appropriate billing records to reflect the abatement or to process a credit where the sewer use charge in question has been paid. Any abatement provided, will only apply to the specific account being abated. For abatements involved in real-estate transactions, the abatement will only be granted after the final meter readings. If no prior history is available on which to base an abatement, an excessive first bill will receive an abatement based on what the non-metered rate would be for a similar building. After the property has been billed for consumption for the first year, the abatement shall be reassessed and appropriate charges made.

Section 34.11.5 - Requirement for Secondary Meter. Abatements shall not be granted for water used for watering lawns, gardens, filling swimming pools, or other outside water uses outside their summer average quarters, unless ratepayers, at their own cost, install a secondary water meter that will measure only water used for these water use purposes. The installation of the meter shall be inspected by the Superintendent or his designee and must have an outside reader. The ratepayer will read the meter quarterly in order to allow abatements, if applicable, to quarterly sewer bills. The Superintendent reserves the right to periodically inspect such meters to ensure continued compliance with the requirements of this subsection. Where a secondary meter is installed, the ratepayer may be granted an abatement. The Town Manager shall have the ability to prorate and abate the first bill of a non-metered flat rate account based on the date of the sewer entrance permit.

Section 34.11.6 - Abatement Period. An abatement request shall only be considered for a maximum six month (two quarter period). If such conclusive proof cannot be demonstrated to the satisfaction of the Superintendent, the abatement may be denied for all or part of the maximum period. The Town Manager can approve an abatement request outside this timeframe but no longer than a one-year period for due cause.

Section 34.11.7 - Payment Receipts. In order for an abatement to be considered for any previous billing quarters, the applicant must demonstrate, with receipts marked "Paid", that full payment has been made for those sewer billing quarters. No abatement request will be reviewed for any billing quarter in which outstanding sewer bills, interest or penalties remain unpaid. Abatement requests for the current billing quarter will be considered even though the current bill is unpaid; however, the applicant shall remain responsible for all interest and penalties that may accrue during the current period while the abatement request is under review. Abatement will not be applied to any billing in the rears.

Section 34.11.8- Water Used in Manufacturing. Any ratepayer who uses water in its end manufactured product which is shipped from the ratepayer's facility or in the process of manufacturing a product or providing a service and where such water does not enter into the sewer system, either in whole or in part, may apply for consideration of an adjustment to their sewer use fee determination to offset that portion of the water which does not reach the Town's sewer system. The applicant shall bear the burden of providing the necessary proof and documentation which must accompany the request for adjustment and must clearly demonstrate the quantity of water used which does not enter into the sewer system. All such requests for adjustment shall be made to the Superintendent who shall be responsible for reviewing the basis for the adjustment as well as the adequacy of the information provided. The Superintendent shall provide to the Town Manager his or her recommendation as to whether the adjustment should or should not be granted. The Town Manager shall make the final determination as to whether the sewer rate adjustment request shall or shall not be granted. The applicant should make this request at the time that they first connect their manufacturing process to the Town's sewer. During the period in which an adjustment is in effect, the Superintendent reserves the right to periodically inspect the ratepayer's premises and records to ensure that the ratepayer is in compliance with the terms and basis by which

the adjustment was considered and granted. Should it be determined that the information provided by the ratepayer is invalid, that changes have occurred in the ratepayer's processes which have the effect of increasing the amount of water reaching the sewer system, or that more water is reaching the sewer system than reported by the ratepayer, the Town Manager may revoke the adjustment and the ratepayer shall be subject to a revised user charge equal to the full value of the adjustment for the period in which a current or prior adjustment was in effect.

Article 34.12 Protection from Damage

Section 34.12.1 - Damage to Public Sewer Prohibited. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment, which is a part of the sewer works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

Section 34.12.2 - Evidence of Insurance by Contractor. A contractor must present a certificate of insurance showing minimum liability coverage for bodily injury and a limit for property damage including collapse and underground coverage in an amount established annually by the Town before a permit will be issued for construction of building sewers or sewer extensions. Sewer extensions may require higher coverage if so recommended by the Town Council, Town Manager or Town Engineer. Minimum insurance coverage shall be liability coverage of \$1,000,000/\$2,000,000 for bodily injury and a \$300,000 limit for property damage including collapse and underground coverage.)

Article 34.13 Enforcement and Penalty

Sec. 34.13.1. - Notice of violation. Any person found to be violating any provision of this Ordinance shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for its satisfactory correction. The offender shall, within the period of time stated in such notice, permanently cease all violations. Any person found in violation of section 34.12.1 shall be prosecuted and punished under relevant sections of 17-A M.R.S.A. § 1 et seq. (Maine Criminal Code).

Sec. 34.13.2 - Harmful contributions; suspension of service.

- (a.) The Town may suspend the wastewater treatment service and/or a wastewater contribution permit when such suspension is necessary, in the opinion of the town, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons or to the environment, causes interference to the publicly owned treatment works, or causes the Town to violate any condition of its National Pollution Discharge Elimination System permit.

- (b.) Any person notified of a suspension of the wastewater treatment service and/or the wastewater contribution permit shall immediately stop or eliminate the contribution. If the person fails to comply voluntarily with the suspension order, the Town shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW system or endangerment to any individuals. The Town shall reinstate the wastewater contribution permit and/or the wastewater treatment service upon proof of the elimination of the noncomplying discharge. A detailed written statement submitted by the user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the town within 15 days of the date of occurrence.

Sec. 34.13.3. - Revocation of permit. Any user who violates the following conditions of this section, or applicable state and federal regulations, is subject to having his permit revoked in accordance with the procedures of this section:

- (a.) Failure of a user to factually report the wastewater constituents and characteristics of his discharge;
- (b.) Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
- (c.) Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or
- (d.) Violation of conditions of the permit.

Sec. 34.13.4. - Notification of violation. Whenever the Town finds that any user has violated or is violating this chapter, wastewater contribution permit, or any prohibition, limitation or requirements contained in this chapter, the Town may serve upon such person a written notice stating the nature of the violation. Within 30 days of the date of the notice, a plan for the satisfactory correction of the violation shall be submitted to the Town by the user. The Town may also suspend service as described in Section 34.13.2 (a).

Sec. 34.13.5. - Show-cause hearing.

- (a.) The Town may order any user who causes or allows an unauthorized discharge to enter the POTW to show cause before the Town Council why the proposed enforcement action should not be taken. A notice shall be served on the user, specifying the time and place of a hearing to be held by the town council regarding the violation, the reasons why the action is to be taken, the proposed enforcement action, and directing the user to show cause before the Town Council as to why the proposed enforcement action should not be taken. The notice of the hearing shall be served personally or by registered or certified

mail (return receipt requested) at least ten days before the hearing. Service may be made on any agent or officer of a corporation.

- (b.) The Town Council may conduct the hearing and take the evidence, or may designate any of its members or any officer or employee to:
 - (i) Issue in the name of the Town Council notices of hearings, requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearings.
 - (ii) Take the evidence.
 - (iii) Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendations to the Town Council for action.
- (c.) At any hearing held pursuant to this section, testimony taken must be under oath and recorded stenographically. The transcript, so recorded, will be made available to any member of the public or any party to the hearing upon payment of the usual charges.
- (d.) After the Town Council have reviewed the evidence, they may issue an order to the user responsible for the discharge directing that, following a specified time period, the sewer service be discontinued unless adequate treatment facilities, devices or other related appurtenances shall have been installed and are properly operated. Further orders and directives as are necessary and appropriate may be issued.

Sec. 34.13.6. - Legal action. If any person discharges sewage, industrial wastes or other wastes into the Town's wastewater disposal system contrary to the provisions of this chapter, federal or state pretreatment requirements, or any order of the Town, the Town may commence as court action for appropriate legal and/or equitable relief ~~in the circuit court of this county~~, including suspension of service as described in Section 34.13.2 (a).

Sec. 34.13.7. - Civil penalties. Any user who is found to have violated an order of the Town or who willfully or negligently failed to comply with any provision of this chapter and the orders, rules, regulations and permits issued under this chapter shall be fined as defined in Appendix B for each offense, plus reimbursement of all costs incurred as a result of each offense. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense. In addition to the penalties provided in this section, the Town may recover reasonable attorney's fees, court costs, court reporter's fees and other expenses of litigation by appropriate suit at law against the person found to have violated this chapter or the orders, rules, regulations and permits issued under this chapter.

Sec. 34.13.8 - Falsifying information. Any person who knowingly makes any false statements, representation or certification in any application, record, report, plan or other

document filed or required to be maintained pursuant to this chapter, or wastewater contribution permit, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this chapter, shall, ~~upon conviction, be subject to civil penalties punished by a fine as established in Appendix B, or by imprisonment for not more than six months, or by both and also shall be subject to criminal prosecution in accordance with applicable law.~~

Section 34.13.9 - Advertisement of Significant Noncompliance. The Town shall annually publish in a newspaper a list of the users which were in significant noncompliance with any pretreatment requirements or standards at least once during the twelve (12) previous months. The notification shall also summarize any enforcement actions taken against the users during the same twelve (12) months. For this provision, significant noncompliance shall mean a violation which:

- (a.) Remains uncorrected 45 days after notification;
- (b.) Is part of a pattern of noncompliance over a 12-month period;
- (c.) Involves a failure to accurately report noncompliance; or
- (d.) Resulted in the POTW exercising its emergency authority under clean water act, § 403.8(f)(1)(iv)(B).
- (e.) All records relating to compliance with pretreatment standards shall be made available to officials of the Environmental Protection Agency or approval authority upon request.

Sec. 34.14 Board of Sewer Appeals

Sec. 34.14.1. - Creation and appointment. The establishment of a board of sewer appeals is authorized. The members of the board shall be appointed by the Town Council and be the same board as hears the appeals of zoning. In accordance with the Zoning Board of appeals rules and laws of the state, the following provisions shall apply:

- (a.) Composition. The board shall consist of five members and one associate member.
- (b.) Municipal officers prohibited. No municipal officer shall be a member or associate member of the board of sewer appeals.
- (c.) Associate members to act. When a member is unable to act because of conflict of interest, physical incapacity or absence from the state, the associate member shall act in his stead.
- (d.) Vacancy. When there is a permanent vacancy, the Town Council shall appoint a person to serve for the unexpired term.
- (e.) Officers. The board of sewer appeals shall elect a chairman and a secretary from its own membership annually in the month of April.

Sec. 34.14.2. - Powers and duties. The Board of Sewer Appeals shall follow the Zoning Board of appeals rules and have the following powers and duties, to be exercised only

upon written appeal by a person aggrieved by a decision of the Superintendent, the Town Health Officer, and/or Code Enforcement Officer the Town Manager, or the plumbing inspector insofar as each decision arises from requirements of this chapter:

- (a.) Review decisions; chapter interpretation. To determine whether the decisions of the officers are in conformity with the provisions of this chapter, and to interpret the meaning of this chapter in cases of uncertainty.
- (b.) Variances. To grant variances from the terms of this chapter where necessary to avoid undue hardship, provided there is no substantial departure from the intent of this chapter. The Board of Sewer Appeals shall determine, in specific cases, where a relaxation of the terms of this ordinance would not be contrary to the public interest and where, owing to the conditions peculiar to the property and not to the results of the actions by the applicant, a literal enforcement of the requirements would result in an "undue hardship".. The term "Undue Hardship" shall mean:
 - i) That the land in question cannot yield a reasonable return unless a variance is granted.
 - ii) That the need for a variance is due to the unique circumstances of the property and not the general condition of the neighborhood'
 - iii) That the granting of a variance will not alter the essential character of the locality; and
 - iv) That the hardship is not the result of an action taken by the applicant of a prior owner.
- (c.) Federal categorical standards and prohibited discharges. The Board of Sewer Appeals shall have no jurisdiction over imposition of either federal categorical standards or prohibited discharges. The discharge requirements of the Clean Water Act and the Town's National Pollution Discharge Elimination System permit may not be contravened by local initiative.

Sec. 34.14.3. - Hearings. The Board of Sewer Appeals shall meet the third Monday of the month at 7:00 PM as necessary. --All appeals or other matters to come before the Board requiring a notice shall be filed with the Town Clerk at least 15 days prior to the next monthly meeting date. The Town Clerk shall cause to be advertised in a newspaper of general circulation in the town a notice of such appeal, identifying the property involved, the nature of the appeal and stating the time and place of a public hearing of such appeal. The public hearing shall not be earlier than ten days after the date of such publications. Owners of properties within 300 feet of the property for which the appeal is made shall be notified by registered mail. Failure of any such owner to receive this notice shall not invalidate the proceedings prescribed in this division.

- (a.) The Superintendent shall attend all hearings pertaining to the public sewer system. The Health Officer and/or Code Enforcement officer shall attend all

hearings pertaining to the private sewer systems. The plumbing inspector shall attend such hearings as he may be involved in.

- (b.) The officer concerned shall present to the board of sewer appeals all plans, photographs or other factual material which is appropriate to an understanding of the appeal.
- (c.) The Board of Sewer Appeals shall not continue hearings on an appeal to a future date except for good cause. Written notice of the decision of the Board shall be sent to the appellant and to the officer concerned, forthwith. Failure of the board to issue such notice within 30 days of the date of the hearing shall constitute a denial of the appeal.

Sec. 34.14.4 - Appeal procedure. Any person and any municipal department aggrieved by the decision of the Superintendent, the Town Health Officer, Town Manager, and/or the Code Enforcement Officer/Plumbing Inspector, which decisions arise from provisions of this chapter, may appeal such decision to the Board of Sewer appeals.

- (a) Appeal deadline. Within 30 days of the date of the decisions of the Superintendent, Health Officer and/or Code Enforcement Officer/Plumbing Inspector, Town Manager, the appeal shall be entered at the office of the Town Clerk upon forms to be approved by the board of appeals. The appellant shall set forth in the form the grounds of his appeal and shall refer to the specific provisions of this chapter that are involved. Following the receipt of any appeal, the Town Clerk shall notify forthwith the officer concerned and the chairman of the board of appeals. The appellant shall pay to the Town Treasurer a fee of as defined in Appendix B.
- (b) Appeal to superior court. An aggrieved person may appeal from the decision of the Board of Sewer Appeals to the superior court as provided by the laws of the State.

Sec. 34.14.5. - Successive appeals. After a decision has been made by the board of sewer appeals, a new appeal of similar nature by the same appellant shall not be entertained by the board until one year shall have elapsed from the date of the decision; except that the board may entertain a new appeal if the chairman believes that, owing to a mistake of law or misunderstanding of fact, an injustice was done, or if he believes that a change has taken place in some essential aspect of the appeal.

Article 34.15 Repeal of Conflicting Ordinances

Section 34.15.1 - All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Article 34.16 Severability

Section 34.16.1 - The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.

Article 34.17 Effective Date

| Article ~~Section~~ 34.17.1 - This Ordinance shall be in full force and effect on Town Council Meeting, dated _____, at which time, it was adopted by the Town of Lisbon.

**DRAFT Proposed Street Acceptance Ordinance
February 2, 2018**

Section 46-61. - Purpose

The purpose of this ~~Ordinance Article~~ is to provide a uniform, consistent, and equitable process for the dedication and acceptance of municipal roads.

Sec. 46-62. - Minimum right-of-way.

No street or extension of a street shall be accepted by the town with a right-of-way of less than 50 feet, except that (1) streets or ways dedicated prior to January 1, 1969, may be accepted at lesser widths to the extent of their dedicated and recorded rights-of-way, provided they otherwise meet the construction standards as established in section 66-147 and chapter 66, article III, division 3; and (2) any street or way which, through extended public usage and prolonged maintenance by the town highway department prior to January 1, 1969, may, with the approval of the Planning Board, be recommended for acceptance by the Town Council.

(Code 1983, § 13-201; C.M. of 4-18-2017, V. 2017-96)

Sec. 46-63. - Minimum construction standards.

(a) *Generally.* No building permit shall be issued for any structure proposed for erection on an unaccepted street or way, except on those streets or ways that meet the standards provided in section 66-147 and chapter 66, article III, division 3.

(b) *Less than 50-foot right-of-way.* Permits may be issued for structures proposed for erection on unaccepted streets or ways with dedicated rights-of-way less than 50 feet in width, providing such dedication occurred prior to January 1, 1969, and further providing that the applicant or owner has constructed, or guaranteed by the posting of a performance bond to construct, a roadway contiguous to the accepted portion of the street or way to the end of the lot to be built upon in accordance with the specifications set forth in section 66-147 and chapter 66, article III, division 3 except specification 66-186(1), Minimum right-of-way.

(c) *Form of bond.* With ~~his~~the application for a building permit, the applicant shall tender either a certified check payable to the town or a faithful performance bond running to the town in an amount of money to be determined by the town manager to be equal to the costs of furnishing, installing, connecting and completing all aspects of the street grading, construction, storm drainage and utilities required within one year from the date of the check or bond. This bond may be renewed for one additional year at the discretion of the town manager.

(Code 1983, § 13-202; C.M. of 4-18-2017, V. 2017-96)

Section 46-64. - Preliminary Threshold Requirements

Prior to submitting an application for the dedication and acceptance of a road proposed to be accepted as a municipal road, the applicant must comply with the following standards.

- **Fifty Percent Rule:** Fifty percent of the lots abutting the private road proposed for acceptance as a municipal road must be developed, including the construction of the principal structure.

- Exception to Fifty Percent Rule: If the private road (or portion of the private road) proposed for acceptance as a municipal road extends between two municipal roads, connecting those two roads, then the fifty percent threshold requirement for applications road acceptance shall be reduced to twenty five percent
- Connection to Municipal Road: The private road (or portion of the private road) proposed for acceptance as a municipal road must connect to an existing municipal road in a manner acceptable to the Public Works Director
- Street Design and Construction Standards: The private road proposed for acceptance as a municipal road shall be built to Chapter 66, Article III, Division 3 ~~Streets~~ of the Lisbon Subdivision Ordinance prior to an application being filed for road acceptance.

Section 46-65. - Application Process and Review Procedure for the Dedication and Acceptance of Municipal Roads

This section outlines the process and procedure required by the ~~the Town of Lisbon~~ to review and accept a private road as a municipal road.

1. Prior to submittal of a formal application the applicant must present to the Public Works Director the following documentation:
 - a. Proof of unencumbered fee simple title in the private way being proposed for acceptance;
 - b. Proof that all improvements required by the Planning Board have been satisfactorily completed and that all performance guarantees associated with those improvements have been released; and
 - c. Proof that the private way has endured without damage at least one ~~two~~ consecutive freeze/thaw cycles after construction
 - d. An application packet including an original application form as prescribed by the Public Works Director and all required documents and items specified in Section 46-66. Applications may contain multiple streets within a development.
2. The Public Works Director, or their designee, shall determine if the application is complete within thirty (30) business days of receipt.
3. If the application is determined incomplete Public Works staff shall notify the applicant of the missing information. When an application is determined to be complete, the Department shall forward the application to the Police Chief and Fire Chief.
4. The Public Works Director, Police Chief, and Fire Chief shall provide written reports within thirty (30) days of receipt of the determination of completeness. Reports shall address the following:
 - a. Conformance with the ~~the~~ Town's comprehensive plan as well as other adopted plans that address desired street patterns;
 - b. Budget impact regarding provision of adequate municipal services;
 - c. Expenditures by the ~~the~~ Town for upgrading or extending water and/or sewer mains, storm drains, sanitary sewers, gas mains, culverts, underdrains and all underground and overhead utilities;
 - d. Town liability for damage to private property such as, but not limited to, walks, fences, lawns and other items that encroach within the proposed right-of-way; and
 - e. Any concerns for providing public safety and access to the street and its occupants.
5. At such time as the Public Works Director determines that the application is ready for consideration by the Town Council, the Town Manager shall place the application on the

next available Town Council agenda.

5-6. In determining whether to accept a private road, the Town Council shall consider the recommendations of the Public Works Director, Fire Chief and Police Chief as to whether or not acceptance of the private road (or portion of the private road) would be in the best interest of the town for public safety and/or road maintenance reasons. If the Town Council determines that the street is in order for acceptance, an order shall be scheduled at such time as the Public Works Director determines that all documents noted in Section 46-66 are submitted and acceptable.

Sec. 46-66. - Application ~~and~~ Documents ~~R~~required

The following documentation shall be included in an application for dedication and acceptance of a road:

1. A plot plan showing the as-built condition of the private way drawn to a scale of forty (40) feet to one (1) inch or a scale acceptable to the Public Works Director and on one (1) or more sheets of paper not exceeding twenty-four (24) inches by thirty-six (36) inches in size:
 - a. magnetic and true north,
 - b. bar and ratio scale,
 - c. current ownership, name of way and subdivision, if any,
 - d. date of Planning Board approval, revision dates and other pertinent information,
 - e. the location, frontage lengths and current ownership of all adjoining lots of land,
 - f. right-of-way width(s),
 - g. location of easements with necessary metes and bounds for location in the field and deed reference,
 - h. location of all underground and overhead utilities, including sanitary sewer and building laterals, transformers, electrical service, telephone service, cable and fiber optic service, water mains, fire hydrants, utility poles and street lights,
 - i. locations of boundary monuments including type,
 - j. location, species and size of street trees,
 - k. location and schedule of any street signs, including name, speed limit, and caution signs,
 - l. edge of pavement, edge of shoulders, edge of sidewalks and edge of curbs,
 - m. pavement markings,
 - n. original and finished contours associated with the private way, both within and outside of the right-of-way,
 - o. natural and manmade drainage courses with contours at not greater than two-foot intervals plus all existing storm drainage systems, including any laterals installed for connecting to building foundation and /or floor drains,
 - p. all angles, bearings curve data and radii necessary for the plotting of the streets and lots and their reproduction on the ground, including turning radii,
 - q. the relative location to the nearest public street or way, together with the stations of their sidelines,
 - r. any private improvements which encroach within the right-of-way such as irrigations systems, fences, walls, etc., and
 - s. seal and signature of a Maine Registered Land Surveyor or Maine Professional Engineer and certification that the plans reflect an "as-built" condition.
2. A profile of the proposed street drawn to a horizontal scale of 1"=50' (one inch equals fifty feet) and vertical scale of 1"=5' (one inch equals five feet) The profile shall show:
 - a. the profile of the centerline of the proposed street,
 - b. centerline stationing,

- c. street grades at critical points,
 - d. elevations of all underground utilities, drainage structures, including pipe sizes and materials, pipe slope and the location and inverts of all catch basins and manholes,
 - e. complete curve data for all vertical curves, and
 - f. seal and signature of a Maine Professional Engineer.
3. A cross section of the proposed street drawn to a horizontal scale of five (5) feet to one (1) inch and a vertical scale of one (1) foot to one (1) inch with the following details:
 - a. the location, size, materials and conditions of the existing and proposed water and/or sewer mains, storm drains, sanitary sewers, gas mains, culverts, underdrains,
 - b. the location of all underground and overhead utilities, and
 - c. seal and signature of a Maine Professional Engineer.
 4. Documentation on any deviations from the current street standards.
 5. List of waivers granted by the Planning Board for street standards.
 6. A digital copy of all plans and documents shall accompany the paper submission, one file set in PDF format and one in AutoCad (dwg) format.
 7. Proposed warranty deed describing the right-of-way, all necessary easements, and paper street connections to other properties. Deed shall reference any existing easements encumbering the property being deeded.
 8. Application fees as required by the Town Council.
 9. Copies of any documents containing restrictions or easements on the development such as utility easements, declarations of covenants, and the like.
 10. Public and private responsibilities for improvements within the right-of-way. If it is proposed that the ~~T~~own assume these costs, historical costs of maintenance shall be provided. Ownership or maintenance responsibility for detention ponds and common space outside of the right-of-way shall not be transferred to the ~~T~~own without specific approval of the Town Council. The request shall include a statement about the responsibility for:
 - a. street lights and landscape lighting,
 - b. fire hydrants,
 - c. landscaping,
 - d. signs,
 - e. walls and fences,
 - f. copy of, and if applicable, transfer of, any Maine Department of Environmental Protection, Army Corps of Engineers or other storm water, wetlands or similar permits. Any transfer of permits must be under conditions that the ~~T~~own does not agree to maintenance obligations over and above those typically required of the ~~T~~own.

Section 46-67. -- Documentation Required Prior to Council Acceptance

Prior to the Council scheduling an order to accept the a private road, the applicant shall produce the following documents as required:

1. A petition, agreement, warranty deed, affidavit or other writing specifically describing the property or interest and its location, and stating that the owner voluntarily offers to transfer such interests to the municipality without claim for damages,

2. Recordable mylars and one paper copy of the plans of the street for recording at the Androscoggin County Registry of Deeds.
3. Defect guarantee.
 - a. A defect guarantee shall be furnished prior to the order for acceptance by the Town Council. The guarantee shall provide that the applicant will be financially responsible for the repair of any defects or conditions as determined by the Public Works Director to be unsatisfactory to the town for a period of two years from the date of acceptance and which arise out of the failure of the applicant or developer to construct the road to Chapter 66, Article III, Division 3 Streets of the Lisbon Subdivision Ordinance. This guarantee shall be in addition to, and independent from any performance guarantee given to the town in connection with any other matter.
 - b. The defect guarantee, unless waived by the Town Council, shall be tendered in the form of a certified check payable to the town or faithful performance bond consistent with section 66-85.
 - c. The Town Council may waive the defect guarantee provided the road has been constructed and in place for a minimum of two years and there are no known defects at the time of the proposed acceptance as determined by the Public Works Director.
4. Executed utility agreements (CMP, Fairpoint, Spectrum, Unitil, etc.).
5. Title insurance, and
6. Any other item as required by the Town Council.

Need to change 66-52, 4, s - Typical cross-section views of all proposed streets and drainage systems as prepared by a licensed professional engineer;

To: Typical cross-section views of all proposed streets, drawn to a horizontal scale of five (5) feet to one (1) inch and a vertical scale of one (1) foot to one (1) inch showing all drainage, and utility systems as prepared by a licensed professional engineer

Twila Lycette

From: Diane Barnes
Sent: Thursday, March 15, 2018 4:19 PM
To: Twila Lycette
Subject: FW: MMA Executive Committee and Vice President - Call for Nominations

For the agenda.

From: Key-Municipal-Officials-owner@imail.memun.org [mailto:Key-Municipal-Officials-owner@imail.memun.org] **On Behalf Of** Theresa Chavarie
Sent: Thursday, March 15, 2018 3:45 PM
To: Key-Municipal-Officials@imail.memun.org
Cc: 'Laurie Smith'; Stephan Bunker; 'Stephan Bunker'; Charles.pray@mainecounties.org; Don Brewer; Kellie Jacobs; Christine Landes; Elaine Aloes; Gary Fortier; James Bennett; James Gardner Jr; Jill Duson; Linda Cohen; Mary Sabins; Rick Bates - Town of Rockport (rbates@town.rockport.me.us); Suzannah Heard (sukey.heard@arrowsic.org); William Bridgeo
Subject: MMA Executive Committee and Vice President - Call for Nominations



Maine Municipal
Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials in Member Municipalities

FROM: Laurie Smith, Chair of the MMA Nominating Committee
MMA Immediate Past President / Town Manager, Town of Kennebunkport

DATE: March 15, 2018

RE: Election Process Begins for MMA Executive Committee and Vice President

PLEASE NOTE

Key Municipal Officials are asked to distribute this Notice to each member of your Board/Council and place on their next meeting agenda for consideration.

This is to provide notice that MMA President Linda Cohen appointed the 2018 MMA Nominating Committee as stipulated in the Bylaws of the Maine Municipal Association. The Nominating Committee is charged with putting forth a Proposed Slate of MMA Executive Committee and Vice President nominations for consideration and election by Member municipalities.

For your convenience, information on the Nomination, Petition and Election Process along with the Statement of Interest Form will be posted on the MMA website as a Recent Announcement dated 3/14/18. The following is a direct link to the area of MMA's website where you can download the forms and/or stay abreast of any updates to the Nomination, Petition & Election Process.

<https://www.memun.org/AboutUs/Governance/MMANominationProcess.aspx>

An Overview of the Process & Timetable along with the Statement of Interest Form to serve on the Executive Committee is also available in the March Issue of the Maine Town & City monthly magazine.

Service on the MMA Executive Committee

The MMA Nominating Committee is seeking recommendations for candidates to serve on the MMA Executive Committee. We encourage individuals interested in serving our Association to respond by either recommending yourself or another municipal official who is willing and able to serve on the MMA Executive Committee. To make a recommendation, please complete the Statement of Interest Form for Service on the MMA Executive Committee. Please note that the inclusion of a resume and letters of support are very important information in that the Nominating Committee will consider this information as they select candidates to be interviewed for the Executive Committee positions.

The following municipal officials are eligible:

- *Any "municipal officer" as defined by state law, in an active member municipality. This means the mayor and alderman or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation.*
- *Any town or city manager or chief appointed administrative official in an active member municipality*

Please take a few minutes to review the Notice outlining the criteria for the MMA Executive Committee. The deadline for receipt of the Statement of Interest Form for service on the MMA Executive Committee is **Monday, May 7, 2018 by 12:00 noon**.

Based on the Statements of Interest and letter(s) of recommendation, the Nominating Committee will be selecting candidates to be interviewed. Theresa Chavarie will be in contact with selected candidate(s) to provide an interview time, which will take place on **Tuesday, May 15, 2018**.

MMA Vice President Position

The MMA Nominating Committee is also seeking candidates interested in serving as the MMA Vice President. There are four major responsibilities of the MMA Vice President:

- To facilitate MMA Executive Committee meetings or member events in the absence of the current MMA President;
- To serve as the Chair of the MMA Legislative Policy Committee;
- To participate in meetings with members of Maine's Congressional delegation, held in conjunction with the NLC Congressional City Conference, each March in Washington DC; and
- To be next in line to serve as the MMA President.

The following municipal officials are eligible:

Any municipal official who has served at least 12 consecutive months on the MMA Executive Committee during the past five years. Please note that this municipal official does not need to be seated as a current MMA Executive Committee member. It is also important to note that elected officials should only apply if they intend to continue to serve in local office for the next two years.

A separate notice along with the Statement of Interest Form for the Vice President position has been sent to municipal officials qualified to serve in this position. The deadline for receipt of the Statement of Interest Form for the MMA Vice President Position is also **Monday, May 7, 2018 by 12:00 noon**. Theresa Chavarie will be in contact with the Vice President candidates(s) to provide an interview time, which will take place on **Tuesday, May 15, 2018**.

If you have any questions on the Nomination, Petition and Election process or timetable, please do not hesitate to Theresa Chavarie at the MMA office, 1-800-452-8786 or by e-mail at tchavarie@memun.org. Thank you.

cc: MMA Executive Committee

Theresa A. Chavarie
Manager, Member Relations & Executive Office

Maine Municipal Association

60 Community Drive, Augusta, ME 04330

TEL 1-800-452-8786 or (207) 623-8428 ext. 2211

FAX (207) 626-3358

www.memun.org *Please consider the environment before printing this e-mail.*

E-mail correspondence and attachments sent by or to the Maine Municipal Association – with certain exceptions – may be “public records” that are subject to inspection if such a request is made, according to Maine’s Freedom of Access law.

To ensure delivery of MMA mailings, please make sure that your spam filters have memun.org and [mail.memun.org](mailto:mail@memun.org) white listed as safe.

Confidentiality Statement: *This message is intended only for the personal and confidential use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone, e-mail, or in writing at the above address. Thank you.*

Maine Municipal Association
STATEMENT OF INTEREST FORM
SERVICE ON THE MMA EXECUTIVE COMMITTEE

Deadline for Receipt — 12:00 p.m. on Monday, May 7, 2018

Please answer each question & submit your Resume and Letter(s) of Recommendation.

Name of Candidate: _____
Municipal Position: _____ Years in Position: _____
Municipality: _____ County: _____
Preferred Mailing Address: _____
Work or Office Phone _____ Home Phone: _____
Mobile/Cell Phone _____ E-Mail: _____

Previous Involvement With the Maine Municipal Association — Please provide info on your past involvement on MMA Legislative Policy Committee, Governance Boards, Ad Hoc Committees, Municipal Leadership Program, Convention Planning, etc., (provide dates of service, if available):

Other Information Not Included on Resume — other activities of interest, awards, etc.

What Attributes Do You Believe You (or Your Candidate) Will Bring To The Maine Municipal Association?

Please provide a Municipal Reference that we may contact:

Name	Municipal Position	Telephone #
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For an understanding of the attendance policy please see the MMA Executive Committee job description which is located on the MMA website. Based on this, do you believe that the time commitment meets your availability? ☐ Yes ☐ No

I attest that the information contained above and within the attached resume is true and accurate to be best of my knowledge.

Signed: _____ Date: _____

MMA Nominating Committee c/o Executive Office
Maine Municipal Association, 60 Community Drive, Augusta, Maine 04330

FAX: (207) 626-3358
E-mail: tchavarie@memun.org

MAINE MUNICIPAL ASSOCIATION

Statement of Interest Form MMA Vice President Position

Deadline for Receipt — 12:00 p.m. on Monday, May 7, 2018

Name of Candidate: _____

Municipal Position: _____ Years in Position: _____

Municipality: _____

Mailing Address: _____

Work or Office Phone _____ Home Phone: _____

Mobile/Cell Phone _____ E-Mail: _____

Involvement on the MMA Executive Committee — Include the number of years you have served on the Executive Committee and any appointments to ad hoc committees and/or subcommittees:

Professional and Municipal Experience — Include work experience, appointments to municipal/agency/organizational boards, and volunteerism (provide position title and year(s) of service):

Have you been involved with MMA through service on other committees?

The MMA Vice President is next in line to be the MMA President. What would your main goal or vision be for the Association?

Do you believe that serving three additional years (vice president, president and past president) may be a concern for your municipality?

Please provide a Municipal Reference that we may contact:

Name

Municipal Position

Telephone #

I attest that the information contained above and within the attached resume is true and accurate to the best of my knowledge.

Signed:

Date:

LISBON
3:55 PM

Manager Request Worksheet
Expense

03/14/2018
Page 1

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 20-100 Utility / TREATMENT PL			
5101 DIRECTOR/MAN	21,123.00	82,717.00	82,717.00
5102 ADMIN	13,702.00	13,897.00	13,897.00
5103 Admin Bene	5,119.00	6,308.00	6,308.00
5110 WAGES	239,432.00	168,875.00	168,875.00
5111 OVERTIME	21,000.00	23,000.00	23,000.00
5120 MILEAGE	300.00	300.00	300.00
5121 PRO DEV	2,500.00	2,000.00	2,000.00
5130 FICA	21,539.00	21,007.00	21,007.00
5131 RETIREMENT	27,030.00	27,460.00	27,460.00
5132 WORKER'S COM	6,044.00	11,395.00	11,395.00
5133 MEDICAL INSU	56,971.00	62,052.00	62,052.00
5136 UNEMPLOYMENT	2,008.00	1,236.00	1,236.00
5138 HRA	3,157.00	3,157.00	3,157.00
5140 UNIFORMS & S	4,000.00	4,000.00	4,000.00
5201 ADVERTISING/	500.00	200.00	200.00
5203 AUDITING & A	2,550.00	2,550.00	2,550.00
5210 CCTV & CLEAN	10,000.00	10,000.00	10,000.00
5211 CELL PHONES	1,830.00	1,550.00	1,550.00
5220 ELECTRICITY	97,000.00	97,000.00	97,000.00
5226 GENERAL LIAB	849.00	892.00	892.00
5229 VEHICLE INS	1,184.00	1,243.00	1,243.00
5231 HEATING	7,500.00	7,500.00	7,500.00
5233 LICENSES & F	1,500.00	1,500.00	1,500.00
5238 LEGAL	1,000.00	1,000.00	1,000.00
5256 POSTAGE & DE	7,000.00	7,500.00	7,500.00
5258 PROFESSIONAL	12,500.00	12,500.00	12,500.00
5259 PROPERTY INS	4,625.00	4,856.00	4,856.00
5270 SECURITY SYS	1,800.00	1,800.00	1,800.00
5271 SERVICE & SO	12,000.00	12,000.00	12,000.00
5275 TELEPHONE	1,595.00	1,920.00	1,920.00
5277 TRASH REMOVA	4,800.00	1,200.00	1,200.00
5285 WASTE DISPOS	70,000.00	78,000.00	78,000.00
5290 WATER	10,000.00	12,500.00	12,500.00
5300 DIESEL	2,000.00	4,500.00	4,500.00
5305 GAS	3,500.00	4,500.00	4,500.00
5315 R & M: CATC	7,500.00	7,500.00	7,500.00
5350 R & M: SEWER	70,000.00	70,000.00	70,000.00
5370 SMALL TOOLS	3,000.00	3,000.00	3,000.00
5375 SUPPLIES OFF	2,500.00	2,500.00	2,500.00

LISBON
3:55 PM

Manager Request Worksheet
Expense

03/14/2018
Page 2

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 20-100 Utility / TREATMENT PL CONT'D			
5385 SUPPLIES OTH	35,000.00	43,500.00	43,500.00
5421 Vactor Lease	37,350.00	37,350.00	37,350.00
5425 IMPROVEMENTS	190,000.00	190,000.00	190,000.00
5512 2005 Swr PR	17,500.00	17,500.00	17,500.00
5513 2006 Swr PR	25,000.00	25,000.00	25,000.00
5518 2014 QECB PR	9,369.00	9,869.00	9,869.00
5522 2005 Swr IN	3,060.00	2,710.00	2,710.00
5523 2006 Swr IN	4,629.00	4,066.00	4,066.00
5528 2014 QECB IN	5,661.00	11,409.00	11,409.00
5530 ADMINISTRATI	2,200.00	2,200.00	2,200.00
5656 METER READS	10,000.00	10,000.00	10,000.00
TREATMENT PL	1,100,427.00	1,128,719.00	1,128,719.00
Utility	1,100,427.00	1,128,719.00	1,128,719.00
Expense Totals:	1,100,427.00	1,128,719.00	1,128,719.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-100 General Gove / ELECTED OFFI			
5100 ELECT/APPOIN	17,730.00	17,730.00	17,730.00
5121 PRO DEV	1,000.00	1,000.00	1,000.00
5130 FICA	1,357.00	1,357.00	1,357.00
5132 WORKER'S COM	38.00	64.00	64.00
5201 ADVERTISING/	1,000.00	1,000.00	1,000.00
5256 POSTAGE & DE	100.00	100.00	100.00
5257 PRINTING	100.00	100.00	100.00
5380 SUPPLIES OPE	500.00	500.00	500.00
ELECTED OFFI General Gove	21,825.00	21,851.00	21,851.00
Dept/Div: 01-105 General Gove / TOWN MANAGER			
5101 DIRECTOR/MAN	95,047.00	96,482.00	96,482.00
5102 ADMIN	43,449.00	47,502.00	47,502.00
5111 OVERTIME	0.00	500.00	500.00
5120 MILEAGE	2,900.00	2,900.00	2,900.00
5121 PRO DEV	900.00	1,500.00	1,500.00
5123 MEALS & LODG	100.00	100.00	100.00
5130 FICA	10,595.00	11,053.00	11,053.00
5131 RETIREMENT	13,296.00	14,449.00	14,449.00
5132 WORKER'S COM	1,337.00	2,576.00	2,576.00
5133 MEDICAL INSU	42,660.00	38,768.00	38,768.00
5136 UNEMPLOYMENT	699.00	495.00	495.00
5201 ADVERTISING/	1,000.00	1,000.00	1,000.00
5203 AUDITING & A	9,850.00	9,850.00	9,850.00
5211 CELL PHONES	950.00	840.00	840.00
5256 POSTAGE & DE	250.00	250.00	250.00
5257 PRINTING	1,100.00	1,100.00	1,100.00
5375 SUPPLIES OFF	600.00	600.00	600.00
TOWN MANAGER General Gove	224,733.00	229,965.00	229,965.00
Dept/Div: 01-110 General Gove / CONT/GRANT M			
5227 GRANTS MATCH	5,000.00	5,000.00	5,000.00
CONT/GRANT M General Gove	5,000.00	5,000.00	5,000.00
Dept/Div: 01-115 General Gove / INSURANCE			
5138 HRA	36,277.00	40,650.00	40,650.00
5226 GENERAL LIAB	8,070.00	8,474.00	8,474.00
5229 VEHICLE INS	27,291.00	29,291.00	29,291.00

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3:26 PM

Manager Request Worksheet Expense

03/14/2018
Page 2

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-115 General Gove / INSURANCE CONT'D			
5255 POLICE LIABI	12,054.00	12,660.00	12,660.00
5259 PROPERTY INS	18,860.00	19,860.00	19,860.00
5261 PUBLIC OFFIC	3,860.00	4,060.00	4,060.00
5262 EMPLOY LIAB	10,415.00	10,950.00	10,950.00
5263 FIRE FT LIAB	1,069.00	1,122.00	1,122.00
5264 Pub Off Bond	1,580.00	1,580.00	1,580.00
5268 CRIME INS	1,189.00	1,250.00	1,250.00
INSURANCE General Gove	120,665.00	129,897.00	129,897.00
Dept/Div: 01-120 General Gove / LEGAL			
5238 LEGAL	40,000.00	40,000.00	40,000.00
LEGAL General Gove	40,000.00	40,000.00	40,000.00
Dept/Div: 01-135 General Gove / TECHNOLOGY			
5246 INTERNET & W	6,000.00	6,000.00	6,000.00
5260 PUBLIC ACCES	6,000.00	5,000.00	5,000.00
5271 SERVICE & SO	146,692.00	170,272.00	170,272.00
5345 R & M: EQUIP	5,000.00	5,000.00	5,000.00
5405 COMPUTER EQU	20,000.00	20,000.00	20,000.00
TECHNOLOGY General Gove	183,692.00	206,272.00	206,272.00
Dept/Div: 01-140 General Gove / TOWN BUILDIN			
5110 WAGES	11,629.00	11,800.00	11,800.00
5130 FICA	890.00	903.00	903.00
5132 WORKER'S COM	310.00	534.00	534.00
5136 UNEMPLOYMENT	339.00	244.00	244.00
5220 ELECTRICITY	48,000.00	48,000.00	48,000.00
5231 HEATING	12,000.00	12,000.00	12,000.00
5245 NATURAL GAS	30,000.00	30,000.00	30,000.00
5258 PROFESSIONAL	6,500.00	6,500.00	6,500.00
5272 SEWER	400.00	600.00	600.00
5275 TELEPHONE	6,407.00	7,600.00	7,600.00
5277 TRASH REMOVA	1,080.00	1,140.00	1,140.00
5290 WATER	1,500.00	2,000.00	2,000.00
5340 R & M: BUILD	70,000.00	95,000.00	35,000.00
5345 R & M: EQUIP	30,000.00	30,000.00	30,000.00
5380 SUPPLIES OPE	6,100.00	6,100.00	6,100.00
5400 BUILDINGS	20,000.00	20,000.00	20,000.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-140 General Gove / TOWN BUILDIN CONT'D			
TOWN BUILDIN	245,155.00	272,421.00	212,421.00
General Gove			
Dept/Div: 01-145 General Gove / ASSESSING			
5101 DIRECTOR/MAN	58,565.00	59,452.00	59,452.00
5110 WAGES	0.00	14,560.00	14,560.00
5120 MILEAGE	800.00	800.00	800.00
5121 PRO DEV	500.00	400.00	400.00
5122 MEETINGS, DU	200.00	200.00	200.00
5130 FICA	4,481.00	5,662.00	5,662.00
5131 RETIREMENT	5,623.00	5,946.00	5,946.00
5132 WORKER'S COM	767.00	1,533.00	1,533.00
5133 MEDICAL INSU	3,060.00	16,644.00	16,644.00
5136 UNEMPLOYMENT	350.00	495.00	495.00
5215 CONTRACTED S	0.00	3,000.00	3,000.00
5240 MAPPING & MI	2,000.00	1,000.00	1,000.00
5256 POSTAGE & DE	250.00	250.00	250.00
5257 PRINTING	500.00	300.00	300.00
5265 REGISTRY FEE	800.00	800.00	800.00
5345 R & M: EQUIP	200.00	200.00	200.00
5375 SUPPLIES OFF	400.00	400.00	400.00
ASSESSING	78,496.00	111,642.00	111,642.00
General Gove			
Dept/Div: 01-146 General Gove / BOARD OF APP			
5100 ELECT/APPOIN	751.00	751.00	751.00
5110 WAGES	200.00	200.00	200.00
5121 PRO DEV	200.00	200.00	200.00
5130 FICA	58.00	73.00	73.00
5132 WORKER'S COM	2.00	4.00	4.00
5201 ADVERTISING/	375.00	375.00	375.00
5256 POSTAGE & DE	50.00	50.00	50.00
5375 SUPPLIES OFF	50.00	50.00	50.00
BOARD OF APP	1,686.00	1,703.00	1,703.00
General Gove			
Dept/Div: 01-147 General Gove / PLANNING BOA			
5100 ELECT/APPOIN	5,000.00	5,000.00	5,000.00
5110 WAGES	500.00	1,000.00	1,000.00
5121 PRO DEV	600.00	600.00	600.00
5130 FICA	424.00	459.00	459.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-147 General Gove / PLANNING BOA CONT'D			
5132 WORKER'S COM	12.00	22.00	22.00
5201 ADVERTISING/	500.00	750.00	750.00
5215 CONTRACTED S	20,000.00	34,000.00	21,250.00
5256 POSTAGE & DE	150.00	150.00	150.00
5258 PROFESSIONAL	5,500.00	2,500.00	2,500.00
5375 SUPPLIES OFF	250.00	400.00	400.00
PLANNING BOA General Gove	32,936.00	44,881.00	32,131.00
Dept/Div: 01-148 General Gove / CODE ENFORCE			
5110 WAGES	73,090.00	77,777.00	77,777.00
5121 PRO DEV	500.00	750.00	750.00
5122 MEETINGS, DU	250.00	250.00	250.00
5130 FICA	5,592.00	5,950.00	5,950.00
5131 RETIREMENT	7,017.00	7,778.00	7,778.00
5132 WORKER'S COM	957.00	1,936.00	1,936.00
5133 MEDICAL INSU	21,689.00	22,881.00	22,881.00
5136 UNEMPLOYMENT	350.00	248.00	248.00
5211 CELL PHONES	531.00	420.00	420.00
5240 MAPPING & MI	1,000.00	1,000.00	1,000.00
5256 POSTAGE & DE	100.00	100.00	100.00
5305 GAS	750.00	850.00	850.00
5365 R & M: VEHIC	1,000.00	500.00	500.00
5375 SUPPLIES OFF	500.00	500.00	500.00
CODE ENFORCE General Gove	113,326.00	120,940.00	120,940.00
Dept/Div: 01-155 General Gove / FINANCE DEPA			
5101 DIRECTOR/MAN	75,394.00	77,228.00	77,228.00
5110 WAGES	27,203.00	28,011.00	28,011.00
5120 MILEAGE	800.00	800.00	800.00
5121 PRO DEV	1,028.00	2,000.00	2,000.00
5122 MEETINGS, DU	255.00	520.00	520.00
5130 FICA	7,849.00	8,051.00	8,051.00
5131 RETIREMENT	9,850.00	10,524.00	10,524.00
5132 WORKER'S COM	220.00	379.00	379.00
5133 MEDICAL INSU	31,358.00	33,081.00	33,081.00
5136 UNEMPLOYMENT	699.00	495.00	495.00
5211 CELL PHONES	420.00	420.00	420.00
5256 POSTAGE & DE	1,500.00	1,500.00	1,500.00
5266 RENTAL OF EQ	1,500.00	0.00	0.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-155 General Gove / FINANCE DEPA CONT'D			
5375 SUPPLIES OFF	4,000.00	4,000.00	4,000.00
FINANCE DEPA General Gove	162,076.00	167,009.00	167,009.00
Dept/Div: 01-160 General Gove / TAX COLLECTO			
5110 WAGES	106,599.00	125,564.00	125,564.00
5111 OVERTIME	2,538.00	1,500.00	1,500.00
5112 TEMPORARY	0.00	2,500.00	2,500.00
5120 MILEAGE	500.00	500.00	500.00
5121 PRO DEV	1,000.00	1,300.00	1,300.00
5123 MEALS & LODG	250.00	250.00	250.00
5130 FICA	8,155.00	9,912.00	9,912.00
5131 RETIREMENT	8,891.00	11,287.00	11,287.00
5132 WORKER'S COM	229.00	467.00	467.00
5133 MEDICAL INSU	36,192.00	49,175.00	49,175.00
5136 UNEMPLOYMENT	1,297.00	1,072.00	1,072.00
5256 POSTAGE & DE	6,500.00	7,000.00	7,000.00
5375 SUPPLIES OFF	4,500.00	4,500.00	4,500.00
TAX COLLECTO General Gove	176,651.00	215,027.00	215,027.00
Dept/Div: 01-165 General Gove / TOWN CLERK/E			
5101 DIRECTOR/MAN	54,217.00	56,560.00	56,560.00
5110 WAGES	17,166.00	20,263.00	20,263.00
5112 TEMPORARY	4,992.00	5,500.00	5,500.00
5120 MILEAGE	1,000.00	2,500.00	2,500.00
5121 PRO DEV	920.00	1,480.00	1,480.00
5122 MEETINGS, DU	600.00	600.00	600.00
5123 MEALS & LODG	780.00	900.00	900.00
5130 FICA	5,843.00	6,298.00	6,298.00
5131 RETIREMENT	5,205.00	5,656.00	5,656.00
5132 WORKER'S COM	164.00	297.00	297.00
5133 MEDICAL INSU	15,777.00	16,644.00	16,644.00
5136 UNEMPLOYMENT	699.00	608.00	608.00
5201 ADVERTISING/	500.00	500.00	500.00
5211 CELL PHONES	420.00	420.00	420.00
5215 CONTRACTED S	1,700.00	600.00	600.00
5256 POSTAGE & DE	1,000.00	770.00	770.00
5257 PRINTING	3,800.00	3,400.00	3,400.00
5258 PROFESSIONAL	15,255.00	12,795.00	12,795.00

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3:26 PM

Manager Request Worksheet
Expense

03/14/2018
Page 6

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-165 General Gove / TOWN CLERK/E CONT'D			
5345 R & M: EQUIP	3,100.00	2,200.00	2,200.00
5375 SUPPLIES OFF	1,800.00	1,800.00	1,800.00
TOWN CLERK/E	134,938.00	139,791.00	139,791.00
General Gove			
Dept/Div: 01-170 General Gove / MISC GEN GOV			
5251 OVERLAY	0.00	0.00	0.00
5276 TIF PAYMENTS	0.00	0.00	0.00
MISC GEN GOV	0.00	0.00	0.00
General Gove	1,541,179.00	1,706,399.00	1,633,649.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 02-200 Public Safet / POLICE			
5101 DIRECTOR/MAN	76,130.00	77,270.00	77,270.00
5102 ADMIN	38,002.00	38,572.00	38,572.00
5110 WAGES	570,623.00	685,018.00	685,018.00
5111 OVERTIME	25,000.00	27,250.00	27,250.00
5112 TEMPORARY	22,000.00	25,000.00	25,000.00
5113 UNION NEGO	10,853.00	0.00	0.00
5114 VAC/SCK RPLC	33,250.00	0.00	0.00
5115 COURT TIME	10,000.00	9,000.00	9,000.00
5116 TRAINING	16,100.00	0.00	0.00
5117 HLDY/PRSNL	26,100.00	0.00	0.00
5118 ON CALL	21,000.00	0.00	0.00
5119 REPLACEMENT	0.00	101,277.00	101,277.00
5120 MILEAGE	800.00	800.00	800.00
5121 PRO DEV	12,800.00	14,420.00	14,420.00
5124 EDUCATION	0.00	2,434.00	2,434.00
5125 MISC DETAIL	11,750.00	7,000.00	7,000.00
5130 FICA	66,468.00	74,272.00	74,272.00
5131 RETIREMENT	80,193.00	97,250.00	97,250.00
5132 WORKER'S COM	18,860.00	32,849.00	32,849.00
5133 MEDICAL INSU	263,628.00	308,317.00	308,317.00
5136 UNEMPLOYMENT	6,042.00	4,223.00	4,223.00
5140 UNIFORMS & S	17,650.00	18,900.00	18,900.00
5141 UNIFORM CLEA	1,000.00	800.00	800.00
5150 PHYSICALS	210.00	200.00	200.00
5152 Physical Fit	2,500.00	0.00	0.00
5153 Recruitment	2,500.00	2,500.00	2,500.00
5201 ADVERTISING/	1,000.00	750.00	750.00
5211 CELL PHONES	5,617.00	5,670.00	5,670.00
5256 POSTAGE & DE	750.00	750.00	750.00
5257 PRINTING	5,500.00	3,500.00	3,500.00
5271 SERVICE & SO	1,750.00	0.00	0.00
5275 TELEPHONE	8,855.00	10,000.00	10,000.00
5305 GAS	20,300.00	26,250.00	26,250.00
5345 R & M: EQUIP	6,500.00	12,800.00	6,500.00
5346 EQUIP REPAIR	1,000.00	1,000.00	1,000.00
5365 R & M: VEHIC	8,000.00	10,000.00	10,000.00
5375 SUPPLIES OFF	3,150.00	3,250.00	3,250.00
5380 SUPPLIES OPE	11,000.00	13,700.00	13,700.00
5395 TIRES	4,200.00	4,200.00	4,200.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 02-200 Public Safet / POLICE			
5410 EQUIPMENT	2,700.00	2,700.00	2,700.00
5430 MOTOR VEHICL	35,000.00	40,000.00	40,000.00
POLICE	1,448,781.00	1,661,922.00	1,655,622.00
Public Safet			
Dept/Div: 02-201 Public Safet / ANIMAL CONTR			
5110 WAGES	39,212.00	41,606.00	41,606.00
5111 OVERTIME	3,000.00	2,400.00	2,400.00
5121 PRO DEV	600.00	500.00	500.00
5130 FICA	3,230.00	3,367.00	3,367.00
5131 RETIREMENT	3,766.00	3,918.00	3,918.00
5132 WORKER'S COM	423.00	823.00	823.00
5133 MEDICAL INSU	21,689.00	22,881.00	22,881.00
5136 UNEMPLOYMENT	458.00	397.00	397.00
5140 UNIFORMS & S	600.00	600.00	600.00
5211 CELL PHONES	496.00	626.00	626.00
5273 SHELTER FEES	12,012.00	11,712.00	11,712.00
5280 VETERINARY S	500.00	500.00	500.00
5305 GAS	2,400.00	2,700.00	2,700.00
5345 R & M: EQUIP	700.00	700.00	700.00
5380 SUPPLIES OPE	300.00	250.00	250.00
5395 TIRES	200.00	685.00	685.00
5410 EQUIPMENT	500.00	400.00	400.00
ANIMAL CONTR	90,086.00	94,065.00	94,065.00
Public Safet			
Dept/Div: 02-202 Public Safet / COMMUNICATIO			
5110 WAGES	196,311.00	193,148.00	193,148.00
5111 OVERTIME	3,075.00	2,250.00	2,250.00
5112 TEMPORARY	19,000.00	20,425.00	20,425.00
5113 UNION NEGO	3,876.00	0.00	0.00
5114 VAC/SCK RPLC	13,300.00	0.00	0.00
5116 TRAINING	4,800.00	0.00	0.00
5117 HLDY/PRSNL	17,575.00	0.00	0.00
5119 REPLACEMENT	0.00	37,493.00	37,493.00
5120 MILEAGE	80.00	100.00	100.00
5121 PRO DEV	960.00	1,400.00	1,400.00
5130 FICA	19,732.00	19,379.00	19,379.00
5131 RETIREMENT	20,700.00	23,367.00	23,367.00
5132 WORKER'S COM	1,266.00	912.00	912.00
5133 MEDICAL INSU	34,002.00	37,667.00	37,667.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 02-202 Public Safet / COMMUNICATIO CONT'D			
5136 UNEMPLOYMENT	2,561.00	1,410.00	1,410.00
5140 UNIFORMS & S	2,000.00	1,750.00	1,750.00
5152 Physical Fit	500.00	0.00	0.00
5153 Recruitment	500.00	500.00	500.00
5201 ADVERTISING/	200.00	120.00	120.00
5275 TELEPHONE	1,700.00	1,800.00	1,800.00
5345 R & M: EQUIP	1,125.00	1,125.00	1,125.00
5375 SUPPLIES OFF	840.00	2,400.00	2,400.00
COMMUNICATIO Public Safet	344,103.00	345,246.00	345,246.00
Dept/Div: 02-205 Public Safet / FIRE DEPT			
5101 DIRECTOR/MAN	69,797.00	75,005.00	75,005.00
5110 WAGES	146,389.00	150,000.00	150,000.00
5120 MILEAGE	0.00	300.00	300.00
5121 PRO DEV	5,000.00	5,000.00	5,000.00
5130 FICA	16,539.00	17,213.00	17,213.00
5131 RETIREMENT	6,701.00	7,501.00	7,501.00
5132 WORKER'S COM	10,571.00	18,721.00	18,721.00
5133 MEDICAL INSU	21,689.00	22,881.00	22,881.00
5136 UNEMPLOYMENT	367.00	247.00	247.00
5140 UNIFORMS & S	550.00	3,500.00	3,500.00
5141 UNIFORM CLEA	2,500.00	0.00	0.00
5150 PHYSICALS	5,000.00	5,000.00	5,000.00
5211 CELL PHONES	1,406.00	420.00	420.00
5256 POSTAGE & DE	50.00	50.00	50.00
5272 SEWER	214.00	214.00	214.00
5275 TELEPHONE	2,600.00	2,600.00	2,600.00
5290 WATER	1,916.00	2,395.00	2,395.00
5300 DIESEL	2,395.00	3,700.00	3,700.00
5305 GAS	1,706.00	1,900.00	1,900.00
5345 R & M: EQUIP	22,000.00	24,000.00	24,000.00
5347 RADIO	0.00	8,300.00	8,300.00
5371 Fire Foam	0.00	3,000.00	3,000.00
5372 EMS Supplies	0.00	1,500.00	1,500.00
5373 PPE	0.00	20,500.00	20,500.00
5375 SUPPLIES OFF	500.00	500.00	500.00
5380 SUPPLIES OPE	24,600.00	10,000.00	10,000.00
5390 SUPPLIES PAR	5,500.00	5,500.00	5,500.00
5395 TIRES	0.00	2,600.00	2,600.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 02-205 Public Safet / FIRE DEPT CONT'D			
5410 EQUIPMENT	24,200.00	34,200.00	0.00
5412 Hose Replace	0.00	5,000.00	5,000.00
5460 CAPITAL PROJ	75,000.00	75,000.00	75,000.00
FIRE DEPT	447,190.00	506,747.00	472,547.00
Public Safet			
Dept/Div: 02-210 Public Safet / EMA Director			
5110 WAGES	1,523.00	1,546.00	1,546.00
5122 MEETINGS, DU	35.00	35.00	35.00
5130 FICA	117.00	119.00	119.00
5132 WORKER'S COM	20.00	6.00	6.00
5136 UNEMPLOYMENT	47.00	32.00	32.00
EMA Director	1,742.00	1,738.00	1,738.00
Public Safet			
Dept/Div: 02-215 Public Safet / LES			
5388 LES Stipend	0.00	127,885.00	127,885.00
LES	0.00	127,885.00	127,885.00
Public Safet	2,331,902.00	2,737,603.00	2,697,103.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 03-305 Public Works / PUBLIC WORKS			
5101 DIRECTOR/MAN	42,246.00	75,005.00	75,005.00
5102 ADMIN	36,862.00	18,706.00	18,706.00
5110 WAGES	360,184.00	363,919.00	363,919.00
5111 OVERTIME	40,000.00	40,000.00	40,000.00
5113 UNION NEGO	6,708.00	0.00	0.00
5120 MILEAGE	250.00	200.00	200.00
5121 PRO DEV	1,500.00	1,500.00	1,500.00
5130 FICA	36,414.00	38,069.00	38,069.00
5131 RETIREMENT	39,336.00	44,723.00	44,723.00
5132 WORKER'S COM	17,679.00	28,431.00	28,431.00
5133 MEDICAL INSU	158,781.00	167,819.00	167,819.00
5136 UNEMPLOYMENT	3,667.00	2,472.00	2,472.00
5140 UNIFORMS & S	9,250.00	10,000.00	10,000.00
5151 DRUG TESTING	1,200.00	1,200.00	1,200.00
5201 ADVERTISING/	500.00	1,000.00	1,000.00
5211 CELL PHONES	1,228.00	1,146.00	1,146.00
5233 LICENSES & F	1,200.00	1,200.00	1,200.00
5256 POSTAGE & DE	100.00	100.00	100.00
5258 PROFESSIONAL	36,400.00	36,400.00	36,400.00
5266 RENTAL OF EQ	30,000.00	30,000.00	30,000.00
5272 SEWER	560.00	560.00	560.00
5275 TELEPHONE	3,852.00	4,000.00	4,000.00
5290 WATER	300.00	375.00	375.00
5300 DIESEL	20,400.00	27,000.00	27,000.00
5305 GAS	8,000.00	10,125.00	10,125.00
5310 OIL & GREASE	4,500.00	4,500.00	4,500.00
5315 R & M: CATC	5,000.00	5,000.00	5,000.00
5320 R & M: MOWI	5,000.00	6,000.00	6,000.00
5335 R & M: TREE	5,000.00	6,000.00	6,000.00
5336 LOAM & SEED	1,500.00	1,500.00	1,500.00
5345 R & M: EQUIP	8,000.00	8,000.00	8,000.00
5347 RADIO	1,000.00	1,000.00	1,000.00
5348 EQUIP PAINT	5,000.00	5,000.00	5,000.00
5355 R & M: SIGNS	7,000.00	3,000.00	3,000.00
5360 R & M: STREE	18,000.00	29,000.00	29,000.00
5370 SMALL TOOLS	3,000.00	3,000.00	3,000.00
5375 SUPPLIES OFF	1,100.00	1,100.00	1,100.00
5377 PAINT	1,000.00	1,000.00	1,000.00
5378 TRASH LINERS	350.00	350.00	350.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 03-305 Public Works / PUBLIC WORKS			
5380 SUPPLIES OPE	5,500.00	7,000.00	7,000.00
5390 SUPPLIES PAR	40,000.00	40,000.00	40,000.00
5392 CULVERTS	25,000.00	15,000.00	15,000.00
5393 GRAVEL	6,500.00	6,500.00	6,500.00
5394 HOT TOP	15,000.00	15,000.00	15,000.00
5395 TIRES	5,000.00	5,000.00	5,000.00
5410 EQUIPMENT	15,000.00	430,000.00	0.00
5420 HEAVY MACHIN	0.00	50,000.00	0.00
5430 MOTOR VEHICL	15,000.00	30,000.00	30,000.00
5435 PAVING	425,000.00	425,000.00	425,000.00
5436 MDOT MATCH	0.00	200,000.00	0.00
5695 EXCAVA EXP	5,000.00	5,000.00	5,000.00
PUBLIC WORKS	1,479,067.00	2,206,900.00	1,526,900.00
Public Works			

Dept/Div: 03-306 Public Works / WINTER PUBLI			
5111 OVERTIME	62,118.00	65,000.00	65,000.00
5130 FICA	4,753.00	4,972.00	4,972.00
5131 RETIREMENT	5,964.00	6,825.00	6,825.00
5132 WORKER'S COM	2,918.00	4,901.00	4,901.00
5136 UNEMPLOYMENT	350.00	248.00	248.00
5215 CONTRACTED S	50,000.00	60,000.00	60,000.00
5385 SUPPLIES OTH	130,000.00	140,000.00	140,000.00
5390 SUPPLIES PAR	15,000.00	15,000.00	15,000.00
5400 BUILDINGS	0.00	250,000.00	0.00
WINTER PUBLI	271,103.00	546,946.00	296,946.00
Public Works			

Dept/Div: 03-310 Public Works / SOLID WASTE			
5101 DIRECTOR/MAN	21,123.00	0.00	0.00
5110 WAGES	99,648.00	101,900.00	101,900.00
5120 MILEAGE	250.00	250.00	250.00
5121 PRO DEV	250.00	250.00	250.00
5130 FICA	9,239.00	7,796.00	7,796.00
5131 RETIREMENT	9,586.00	8,073.00	8,073.00
5132 WORKER'S COM	3,284.00	4,902.00	4,902.00
5133 MEDICAL INSU	45,916.00	26,595.00	26,595.00
5136 UNEMPLOYMENT	1,395.00	968.00	968.00
5140 UNIFORMS & S	1,800.00	1,800.00	1,800.00
5151 DRUG TESTING	250.00	250.00	250.00
5201 ADVERTISING/	100.00	100.00	100.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 03-310 Public Works / SOLID WASTE CONT'D			
5230 HAULING	10,400.00	10,800.00	10,800.00
5233 LICENSES & F	700.00	700.00	700.00
5237 LANDFILL	4,000.00	4,000.00	4,000.00
5256 POSTAGE & DE	60.00	60.00	60.00
5257 PRINTING	1,200.00	1,200.00	1,200.00
5272 SEWER	250.00	500.00	500.00
5275 TELEPHONE	1,359.00	1,500.00	1,500.00
5285 WASTE DISPOS	250,000.00	275,000.00	275,000.00
5290 WATER	2,000.00	2,500.00	2,500.00
5300 DIESEL	6,500.00	8,325.00	8,325.00
5345 R & M: EQUIP	5,000.00	5,000.00	5,000.00
5375 SUPPLIES OFF	500.00	500.00	500.00
5380 SUPPLIES OPE	3,000.00	3,000.00	3,000.00
5390 SUPPLIES PAR	8,000.00	8,000.00	8,000.00
5395 TIRES	4,000.00	4,000.00	4,000.00
5470 CAPITAL IMPR	0.00	25,000.00	0.00
SOLID WASTE	489,810.00	502,969.00	477,969.00
Public Works			
Dept/Div: 03-315 Public Works / HYDRANT RENT			
5239 HYDRANT RENT	325,733.00	406,000.00	406,000.00
HYDRANT RENT	325,733.00	406,000.00	406,000.00
Public Works			
Dept/Div: 03-320 Public Works / STREET & TRA			
5220 ELECTRICITY	107,000.00	107,000.00	107,000.00
5345 R & M: EQUIP	3,500.00	8,500.00	8,500.00
STREET & TRA	110,500.00	115,500.00	115,500.00
Public Works	2,676,213.00	3,778,315.00	2,823,315.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 04-405 Public Servi / RECREATION D			
5101 DIRECTOR/MAN	61,014.00	61,922.00	61,922.00
5110 WAGES	133,680.00	163,453.00	163,453.00
5111 OVERTIME	0.00	5,819.00	5,819.00
5112 TEMPORARY	130,844.00	119,310.00	119,310.00
5120 MILEAGE	400.00	400.00	400.00
5121 PRO DEV	1,200.00	1,200.00	1,200.00
5130 FICA	24,904.00	26,814.00	26,814.00
5131 RETIREMENT	2,935.00	15,328.00	15,328.00
5132 WORKER'S COM	7,193.00	15,948.00	15,948.00
5133 MEDICAL INSU	24,749.00	71,687.00	71,687.00
5136 UNEMPLOYMENT	7,507.00	5,052.00	5,052.00
5140 UNIFORMS & S	500.00	500.00	500.00
5201 ADVERTISING/	500.00	500.00	500.00
5211 CELL PHONES	420.00	420.00	420.00
5220 ELECTRICITY	300.00	300.00	300.00
5250 OFFICIALS	3,800.00	3,400.00	3,400.00
5256 POSTAGE & DE	300.00	300.00	300.00
5267 RENTAL OF SP	2,760.00	2,200.00	2,200.00
5270 SECURITY SYS	360.00	360.00	360.00
5272 SEWER	824.00	1,000.00	1,000.00
5275 TELEPHONE	2,307.00	2,800.00	2,800.00
5277 TRASH REMOVA	1,150.00	1,150.00	1,150.00
5290 WATER	803.00	1,075.00	1,075.00
5300 DIESEL	1,400.00	1,400.00	1,400.00
5305 GAS	5,500.00	5,500.00	5,500.00
5320 R & M: MOWI	2,200.00	2,200.00	2,200.00
5325 R & M: REC	5,000.00	9,300.00	9,300.00
5330 R & M: TRAI	5,000.00	5,000.00	5,000.00
5345 R & M: EQUIP	10,728.00	5,000.00	5,000.00
5365 R & M: VEHIC	1,000.00	2,000.00	2,000.00
5368 Vehide Repl	4,000.00	0.00	0.00
5375 SUPPLIES OFF	1,200.00	1,200.00	1,200.00
5379 GREEN THUMB	4,690.00	4,690.00	4,690.00
5380 SUPPLIES OPE	41,700.00	41,700.00	41,700.00
5672 NEW PROGRAMS	8,000.00	8,000.00	8,000.00
5675 SUMMER TRIPS	36,000.00	36,000.00	36,000.00
5682 SUNSHINE HIL	9,000.00	3,000.00	3,000.00
5689 SENIOR MEALS	7,000.00	7,000.00	7,000.00
5696 CO-ED SOFTBA	15,000.00	12,000.00	12,000.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 04-405 Public Servi / RECREATION D			
RECREATION D	565,868.00	644,928.00	644,928.00
Public Servi			
Dept/Div: 04-410 Public Servi / LIBRARY			
5101 DIRECTOR/MAN	51,788.00	54,089.00	54,089.00
5110 WAGES	95,167.00	99,049.00	99,049.00
5120 MILEAGE	75.00	300.00	300.00
5121 PRO DEV	550.00	550.00	550.00
5122 MEETINGS, DU	150.00	200.00	200.00
5130 FICA	11,242.00	11,716.00	11,716.00
5131 RETIREMENT	11,592.00	12,394.00	12,394.00
5132 WORKER'S COM	380.00	663.00	663.00
5133 MEDICAL INSU	48,063.00	70,173.00	70,173.00
5136 UNEMPLOYMENT	2,093.00	1,508.00	1,508.00
5211 CELL PHONES	530.00	420.00	420.00
5215 CONTRACTED S	700.00	1,000.00	1,000.00
5256 POSTAGE & DE	1,500.00	2,112.00	2,112.00
5257 PRINTING	550.00	550.00	550.00
5266 RENTAL OF EQ	500.00	550.00	550.00
5272 SEWER	145.00	145.00	145.00
5275 TELEPHONE	1,570.00	1,900.00	1,900.00
5290 WATER	191.00	225.00	225.00
5345 R & M: EQUIP	650.00	650.00	650.00
5375 SUPPLIES OFF	3,500.00	3,700.00	3,700.00
5380 SUPPLIES OPE	38,468.00	39,468.00	39,468.00
LIBRARY	269,404.00	301,362.00	301,362.00
Public Servi			
Dept/Div: 04-415 Public Servi / HEALTH OFFIC			
5101 DIRECTOR/MAN	5,177.00	5,268.00	5,268.00
5130 FICA	396.00	403.00	403.00
5131 RETIREMENT	497.00	527.00	527.00
5132 WORKER'S COM	68.00	132.00	132.00
5375 SUPPLIES OFF	150.00	150.00	150.00
HEALTH OFFIC	6,288.00	6,480.00	6,480.00
Public Servi			
Dept/Div: 04-420 Public Servi / COMMUNITY SE			
5205 BUS SERVICE	40,000.00	40,000.00	40,000.00
COMMUNITY SE	40,000.00	40,000.00	40,000.00
Public Servi			

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Manager Request Worksheet
Expense

03/14/2018
Page 16

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 04-425 Public Servi / MISC PUBLIC			
5232 HISTORICAL S	2,000.00	2,000.00	2,000.00
5236 LACO	1,000.00	1,000.00	1,000.00
5241 MEMORIAL DAY	1,500.00	1,500.00	1,500.00
5243 MMA	8,500.00	8,500.00	8,500.00
MISC PUBLIC	13,000.00	13,000.00	13,000.00
Public Servi	894,560.00	1,005,770.00	1,005,770.00

LISBON
3:26 PM

Manager Request Worksheet
Expense

03/14/2018
Page 17

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 05-500 General Assi / GENERAL ASSI			
5101 DIRECTOR/MAN	10,353.00	10,508.00	10,508.00
5130 FICA	792.00	804.00	804.00
5132 WORKER'S COM	23.00	38.00	38.00
5136 UNEMPLOYMENT	302.00	217.00	217.00
5211 CELL PHONES	298.00	363.00	363.00
5225 GENERAL ASSI	17,000.00	25,000.00	25,000.00
5256 POSTAGE & DE	200.00	200.00	200.00
5375 SUPPLIES OFF	100.00	100.00	100.00
GENERAL ASSI	29,068.00	37,230.00	37,230.00
General Assi	29,068.00	37,230.00	37,230.00

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3:26 PM

Manager Request Worksheet
Expense

03/14/2018
Page 18

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 06-600 Intergovernm / COUNTY TAX			
5216 COUNTY TAX	620,862.00	680,704.00	680,704.00
5217 PSAP FEE	18,921.00	18,919.00	18,919.00
COUNTY TAX	639,783.00	699,623.00	699,623.00
Intergovernm	639,783.00	699,623.00	699,623.00

Manager Request Worksheet
Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 07-700 ECONOMIC DEV / ECONOMIC DEV			
5101 DIRECTOR/MAN	53,878.00	57,276.00	57,276.00
5120 MILEAGE	1,000.00	1,000.00	1,000.00
5121 PRO DEV	3,500.00	3,500.00	3,500.00
5122 MEETINGS, DU	3,000.00	3,000.00	3,000.00
5123 MEALS & LODG	500.00	500.00	500.00
5130 FICA	4,122.00	4,381.00	4,381.00
5131 RETIREMENT	5,173.00	5,726.00	5,726.00
5132 WORKER'S COM	116.00	207.00	207.00
5133 MEDICAL INSU	9,669.00	10,201.00	10,201.00
5136 UNEMPLOYMENT	350.00	248.00	248.00
5201 ADVERTISING/	5,000.00	1,000.00	1,000.00
5204 AVCOG	8,815.00	8,988.00	8,988.00
5211 CELL PHONES	530.00	420.00	420.00
5244 MOXIE DAY	5,000.00	5,000.00	5,000.00
5256 POSTAGE & DE	300.00	300.00	300.00
5375 SUPPLIES OFF	450.00	450.00	450.00
5380 SUPPLIES OPE	2,000.00	3,000.00	3,000.00
ECONOMIC DEV	103,403.00	105,197.00	105,197.00
ECONOMIC DEV	103,403.00	105,197.00	105,197.00

LISBON
3:26 PM

Manager Request Worksheet
Expense

03/14/2018
Page 20

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 08-800 Abatements / ABATEMENTS			
5200 ABATEMENTS	10,000.00	10,000.00	10,000.00
ABATEMENTS	10,000.00	10,000.00	10,000.00
Abatements	10,000.00	10,000.00	10,000.00

LISBON
3:26 PM

Manager Request Worksheet
Expense

03/14/2018
Page 21

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 09-900 Debt Service / DEBT SERVICE			
5408 2016 TRUCK	43,783.00	43,783.00	43,783.00
5409 FRONT END LO	59,125.00	59,125.00	59,125.00
5416 K9 Unit	5,952.00	5,952.00	5,952.00
5419 SW Trailer	18,800.00	0.00	0.00
5420 HEAVY MACHIN	6,675.00	6,675.00	6,675.00
5422 '15 PDPatrol	10,403.00	10,403.00	10,403.00
5424 PW Truck	18,545.00	18,545.00	18,545.00
5426 FD SCBA	28,539.00	28,539.00	28,539.00
5427 PW F550 '15	11,037.00	10,786.00	10,786.00
5428 2016 Police	11,633.00	11,633.00	11,633.00
DEBT SERVICE	214,492.00	195,441.00	195,441.00
Debt Service	214,492.00	195,441.00	195,441.00

LISBON
3:26 PM

Manager Request Worksheet
Expense

03/14/2018
Page 22

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 10-100 Capital Outl / BONDS			
5511 2005 Town PR	28,760.00	29,964.00	29,964.00
5514 2006 Town PR	36,000.00	36,000.00	36,000.00
5515 2009 Road PR	131,086.00	131,086.00	131,086.00
5516 2010Trail PR	53,500.00	53,500.00	53,500.00
5517 2011 Town PR	27,000.00	27,000.00	27,000.00
5518 2014 QECB PR	24,091.00	25,447.00	25,447.00
5519 2017 Town PR	0.00	150,000.00	150,000.00
5521 2005 Town IN	4,015.00	1,932.00	1,932.00
5524 2006 Town IN	1,962.00	1,224.00	1,224.00
5526 2010Trail IN	20,786.00	19,530.00	19,530.00
5527 2011 Town IN	1,628.00	646.00	646.00
5528 2014 QECB IN	14,555.00	29,338.00	29,338.00
5529 2017 Town IN	28,186.00	29,250.00	29,250.00
BONDS	371,569.00	534,917.00	534,917.00
Capital Outl	371,569.00	534,917.00	534,917.00
Expense Totals:	8,812,169.00	10,810,495.00	9,742,245.00

MEMO

To: Diane Barnes, Manager
From: Kathy Malloy, Assessor
Date: March 14, 2018
Re: Monthly report for February 2018

- So far twelve new homes have been added to the tax rolls. These accounts have been created with information from the permit folder and starting April 1-weather permitting-I'll be visiting these properties to add photos and verify information.
- October and November deeds have been processed; 26 for November and 28 for the month of October.
- On February 16th I attended the Winter Chapter Meeting of the IAAO at the Lewiston Regional Technical Center. Speakers included Kate Dufour of MMA with a legislative update and attorneys representing the law firm of Perkins & Thompson discussing real estate ownership, assessments and abatement issues.
- Prepared the annual mailing for the mobile home park owners.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for February 2018

Building permits issued - 6

- 1 Residential new home
- 1 Commercial multi-family
- 3 Remodel
- 1 Garage

Electrical permits issued - 9

- 3 Remodels
- 2 New homes
- 3 - Commercial
- 1 - Misc.

Plumbing permits issued - 5

- 4 Internal plumbing
- 1 New HHE200

Misc. permits issued - 2

- 1 - Complete demo of detached garage
- 1 - Roof shingles

Planning Board -

- Case #18-2 - Site Plan Review Application
Proposed Rusty Lantern Convenience Store
689 Lisbon Street Map U05 Lot 234
- Chapter 70. Zoning Ordinance. Division 13. District Uses. Land Use Chart
 - Marijuana retail sales
- Comprehensive Plan updates / Completion schedule
- Budget requests / 2018 Goals

Other Business - None

Appeals Board - No cases to report.

Health Officer -

- Landlord/Tenant issues
- Start of Victualer inspections for all food prep business'.



TOWN OF LISBON

Economic & Community Development

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

Economic & Community Development February Report

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: March 14, 2018
RE: Monthly Department Report

LDC (Lisbon Development Committee): The LDC group met during February to work on the task of goal setting. For the FY19 budget, Council has asked all committee's and department heads to come up with goals to be presented as part of the budget process. Currently LDC is working with the ED office in preparation of submitting a CDBG (Community Development Block Grant) for sidewalk and pedestrian improvements to the Lisbon Village Area. This is a continuation of implementing the Rt. 196 Master Plan and Downtown Plan. Bringing vitality to Lisbon is a goal for both the LDC group and the ED office.

EDCM (Economic Development Council of Maine): In February, EDCM held its annual Legislative & Policy Update meeting. This was an opportunity for all economic development professional to learn what is on the radar at the federal and state levels regarding economic development. Keynote speaker was Senator Amy Volk, Chair of the Labor, Commerce, Research & Economic Development Committee. There were also two panels, one of federal speakers and one of state agency speakers. At the state level there were representatives from the Maine Development Foundation, office of the Governor, Maine Municipal Association and Maine State Chamber of Commerce. The federal level included, Northern Border Regional Commission, U.S. Small Business Administration and U.S. Department of Agriculture.

Moxie Festival 2018: On February 27th, the Town Council hosted a workshop with the festival committee. This was an opportunity for committee members to introduce themselves to the council and what their role is during the festival. There was a lot of dialogue in regards to the logistics of putting the festival on to the importance of that weekend and the economic impact it has to the community.

Council asked the committee what they see as one of their biggest struggles of the festival, volunteers to help with the planning was number one as well as having to spread the festival out throughout the community instead of being in one location. Vendors are looking for an event to be in one location where they only have to set-up one time instead of two if they participate in Friday and Saturday. Currently the event is held at different locations due to logistics...on the wish list is to have a large enough space to hold the festival for three full days.

Having a mission statement was also discussed. The committee's next regular meeting will be Tuesday, March 27th, 6:00 p.m. at the Lisbon Town Office where they will vote on a Moxie Festival Mission Statement. If you would like to join the committee, please plan to attend. The Town Offices close at 4:30 p.m. so please enter through the Police Department.

To: Diane Barnes and the Town Council

From: Lydia Colston, CPA

Re: February Financials

I have compiled the February 2018 General Fund financial information for review.

There are a couple of items under expenditures to point out. Technology budget is over budget. Winter public works account 5385:Supplies-Other is over budget by about \$56,000. This is a result of the additional salt/sand purchases that have been required as a result of late winter storms. The entire winter public works budget is currently over expended \$7,003.

Capital Outlay expense shows as being over expended because of expenses related to the paving bond. Removing those expenses leaves the capital outlay expenses right on target with the budget.

Excise Revenues is up over prior year by approximately \$71,000.

Sewer Department Revenue is up over prior year by \$112,000.

Miscellaneous revenue shows a negative amount because of adjustments made as a result of the prior year audit.

Town of Lisbon
Schedule of Revenues- General Fund with Sewer Department
For the Period ended February 28, 2018
For management use only

	<u>Final Budget</u>	<u>February Actual Amount</u>	<u>YTD Actual Amount</u>	<u>Collected (Uncollected) Balance-YTD</u>	<u>Percent of Budget Collected</u>
Taxes:					
Property Taxes	\$ 12,512,172	-	12,512,172	-	100.00%
Supplemental Tax	-	2,313	5,455	5,455	
Revenue in Lieu of Taxes	-	-	-	-	
Excise Taxes	1,504,000	133,335	960,875	(543,125)	63.89%
Registration Fees	27,000	2,158	17,179	(9,821)	63.63%
Interest and Cost on Taxes	34,000	1,627	16,481	(17,519)	48.47%
Licenses and Permits:					
Business permits and fees	27,900	548	23,015	(4,885)	82.49%
All other construction fees	12,000	491	13,369	1,369	111.41%
Town Clerk	20,895	1,076	10,199	(10,696)	48.81%
Intergovernmental:					
State Revenue Sharing	602,000	59,050	403,138	(198,862)	66.97%
General Assistance	12,750	-	-	(12,750)	0.00%
Tree Growth reimbursement	15,000	-	11,569	(3,431)	77.13%
BETE reimbursement	168,713	-	168,713	-	100.00%
Homestead reimbursement	541,677	-	408,240	(133,437)	75.37%
Urban rural incentive program	96,964	-	98,468	1,504	101.55%
Veteran reimbursement	10,000	-	-	(10,000)	0.00%
Miscellaneous State aid	215,483	-	-	(215,483)	0.00%
Sewer Department	1,107,340	88,338	748,435	(358,905)	67.59%
Charges for Services:					
Police and Dispatch	135,645	11,500	72,707	(62,938)	53.60%
Fire Dept	-	-	1,098	1,098	0.00%
Public Services	300,246	13,575	225,445	(74,801)	75.09%
Investment Income	13,000	3,278	16,220	3,220	124.77%
Other revenues:					
TIF	443,004	-	-	(443,004)	0.00%
Recycling	94,500	4,003	83,252	(11,248)	88.10%
Reimbursements	47,612	10,288	20,675	(26,937)	43.42%
Miscellaneous	600	(5,535)	12,883	12,283	2147.09%
Total Revenues	<u><u>\$ 17,942,501</u></u>	<u><u>\$ 326,045</u></u>	<u><u>\$ 15,829,588</u></u>	<u><u>\$ (2,112,913)</u></u>	

Town of Lisbon
Schedule of Departmental Operations- General Fund
For the Period ended January 31, 2018
For management use only

	Final Budget	February Actual	YTD Actual	Budget Variance Remaining (Overexpended)	Percent of Budget Spent
General Government:					
Elected Officials	21,825	1,571	13,296	8,529	60.92%
Town Manager	224,733	18,287	142,021	82,712	63.20%
Contingency / Grant match	5,000	-	-	5,000	0.00%
Insurance	120,665	16,908	101,547	19,118	84.16%
Legal	40,000	8,095	22,384	17,616	55.96%
Technology	183,692	31,377	173,031	10,661	94.20%
Town Building	245,155	38,365	120,546	124,609	49.17%
Assessing	78,496	7,169	55,813	22,683	71.10%
Board of Appeals	1,686	63	553	1,133	32.78%
Planning Board	32,936	547	16,299	16,637	49.49%
Code Enforcement	113,326	9,274	72,188	41,138	63.70%
Finance	162,076	10,854	100,086	61,990	61.75%
Tax Collector	176,651	14,292	123,802	52,849	70.08%
Town Clerk/Elections	134,938	9,227	76,083	58,855	56.38%
Economic Development	103,403	7,110	62,289	41,114	60.24%
Total General Government	1,644,582	173,140	1,079,937	564,645	
Public Safety					
Police	1,448,781	120,382	910,549	538,232	62.85%
Animal Control	90,086	5,964	59,772	30,314	66.35%
Communications	344,103	27,624	221,420	122,683	64.35%
Fire	447,190	58,234	252,248	194,942	56.41%
Emergency	1,742	139	1,114	628	63.94%
Total Public Safety	2,331,902	212,343	1,445,103	886,799	

For Management Use Only

Public Works:					
Public Works	1,479,067	108,073	835,686	643,381	56.50%
Winter Public Works	271,103	118,092	278,106	(7,003)	102.58%
Solid Waste	489,810	43,141	303,275	186,535	61.92%
Hydrant Rental	325,733	-	162,867	162,867	50.00%
Street & Traffic Lights	110,500	7,782	50,626	59,874	45.82%
Total Public Works	<u>2,676,213</u>	<u>277,088</u>	<u>1,630,560</u>	<u>1,045,653</u>	
Public Services:					
Parks & Recreation	565,868	41,059	357,883	207,985	63.25%
Lisbon Falls Library	269,404	23,215	170,164	99,240	63.16%
Health Officer	6,288	470	3,747	2,541	59.59%
Community Service	40,000	10,000	30,000	10,000	75.00%
Miscellaneous	13,000	10,332	10,332	2,668	79.48%
Total Public Services	<u>894,560</u>	<u>85,075</u>	<u>572,127</u>	<u>322,433</u>	
General Assistance	<u>29,068</u>	<u>5,277</u>	<u>31,517</u>	<u>(2,449)</u>	<u>108.43%</u>
Intergovernmental- County Tax	<u>639,783</u>	<u>620,540</u>	<u>639,459</u>	<u>324</u>	<u>99.95%</u>
Miscellaneous:					
Tax Increment Financing payments	443,004	-	-	443,004	0.00%
Abateements	10,000	1,643	17,863	(7,863)	178.63%
Bad Debts	-	-	-	-	0.00%
Total Miscellaneous	<u>453,004</u>	<u>1,643</u>	<u>17,863</u>	<u>435,141</u>	
Debt Service - Town:	<u>214,492</u>	<u>70,758</u>	<u>203,686</u>	<u>10,806</u>	<u>94.96%</u>
Capital Outlay: Town	<u>371,569</u>	<u>52,110</u>	<u>1,431,844</u>	<u>(1,060,275)</u>	<u>385.35%</u>
Sewer Department	<u>1,100,427</u>	<u>102,563</u>	<u>731,083</u>	<u>369,344</u>	<u>66.44%</u>
Total Expenditures	<u>\$ 10,355,600</u>	<u>\$ 1,600,537</u>	<u>\$ 7,783,177</u>	<u>\$ 2,572,423</u>	<u>75.16%</u>

For Management Use Only

To: Town Council
Ref: Monthly Report
Date: March 11, 2018

In the month of February the Fire Department had 25 calls for service (includes inspections and various investigations, such as unpermitted burns). 9 of which were coded as medical responses. This includes providing assistance to Lisbon Emergency.

The calls varied from fire alarms, to investigations, to reported structure fires. Fortunately, none of the structure fire calls ended up being a working fire. We also responded to some mutual aid calls, including to the City of Lewiston and towns of Freeport, Durham, and Sabattus.

Personnel participated in Ice rescue Technician level training. During this training they also did a simulation during the Winter Festival at Beaver Park..

Personnel continue to work hard, behind the scenes. They spend time maintaining equipment and apparatus to make sure its all in the ready state.

Respectfully submitted

Nathan LeClair
Deputy Chief

Robert Robitaille
Deputy Chief

LIBRARY DEPARTMENT
TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT
February 2018

CIRCULATION STATISTICS:

Adult Bks	1,297	Adult DVD's	376
Juv.Bks.	923	Juv. DVD's	212
Audio Bks.	83	Periodicals	187
ILL in	156	ILL Out	203
E-Readers Users	22	E-Reader Downloads	52
E-Audio Downloads	46	Gear/Kits	2
MTM Center Storytime	35	Gartley School Lib. Visits	6
Vacation Week Programs	31		
Legos Club	10	Patron Use Computers	454
Friday Art Club	4	Friday Crafts	16
Priv.School Visits	18	Thurs.3:30 PM Storytime	21
Adult Room Count	1,352	Children Rom. Count	554
Thurs. Am StoryTime	7	Sat. AM Storytime	12
New Patrons	30	Playhouse Use	0

Library was closed 2/19/18 President's Day and closed at Noon on 2/7/18 due to snowstorm.

The Library Department was busy in February with an increase in incoming and outgoing Inter Library Loan requests. We also had many children and their families visit the library during school vacation week. They enjoyed the two days of programs we provided.

We are very pleased that our Thursday afternoon Storytime brought 21 pre-school children and their families to the library last month. The change from the morning pre-school program to the 3:30 PM program seems to be convenient for more Lisbon families. The collaboration between the Library Department and Recreation Department that brings our StoryTime and Craft Hour to the children in the MYM after-school program has also been very successful. 35 children attended this after-school program in February. We are also happy to be working with the Gartley School teachers and students. To date, one teacher and her students visit the library once a week to learn about our library, its services and to browse the collection. Each student is allowed to check out a book of interest to take back to their classroom. We hope to expand this service to all the students and teachers from the Gartley School.

We continue to make progress in our MILS transition. Mrs. Medlen continues to re-barcode the adult fiction collection and checks each book record to ensure the information meets the MILS standards. I continue to "weed" the adult non-fiction collection to ensure it reflects patron interest and maintains an appropriate collection. Mrs. Marenius is busy with the Inter Library Loan side of the MILS program.

The Friends of the Library purchased two new chairs and ottomans for patron use. The two chairs that had been purchased by the Friends about 8 years ago had begun to deteriorate. The new furniture is beautiful, comfortable for patrons, and will serve the library well for many years. Thank You Friends of the Library!

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: February 2018 Report

DATE: March 8, 2018

We never really know what to expect for weather during the month of February. We had temps ranging from below zero to above 70 degrees this year. With extreme cold temps in January we were able to get some ice down at our new skating locations at MTM Park. We had the privilege of having Luke Larochell and a few fire fighters as well as the water department staff assisting us. Beaver Park was the best for ice skating this winter. We will try again next year at MTM with a more functional water source.

We had a several good weeks of groomed cross country ski trails this winter at Beaver Park. One of the best winters for skiing and snowshoeing in recent memory. Our Lost Valley Ski program started in January and ended in February.

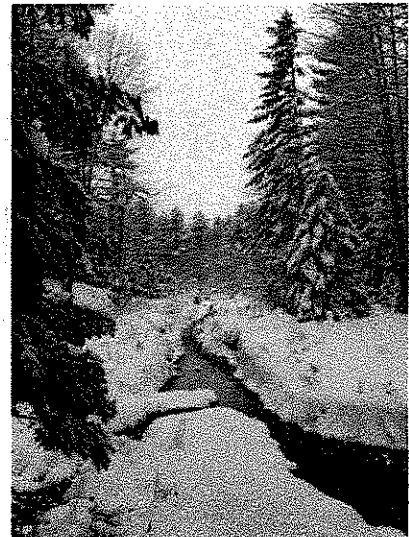
The Androscoggin River Trail and the Miller Trail was open for walkers and joggers in February. We were hoping for an early spring until the last 3 winter storms hitting us hard the within the past 10 days.

Our fitness classes and center are all very busy in February. People making healthy decisions preparing for longer sunny days.

Our regular basketball season ended in February. Our travel teams will continue until the first of April.

Budget work and planning for our summer programs have been our focus in the office during the month of February.

We worked on painting the MTM gym and other minor renovations in February.



Beaver Park 2018



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

March Report to Council Police Department

In the month of February the Lisbon Police Department received or responded to nine hundred and thirty six (936) calls for service. The calls for service ranged from arrests and traffic related summonses to checking on closed businesses, motor vehicle crashes, and other criminal investigations. Broken down a little further Lisbon officers arrested or issued criminal/civil summonses to twenty five (25) persons, covered fifteen (15) reportable motor vehicle crashes, conducted fifty three (53) investigations, and stopped two hundred and twenty one (221) traffic stops.

During the month of February Lisbon officers arrested three persons for operating motor vehicles while under the influence (OUI) where the persons were in possession of loaded firearms. The tendency of persons to make less than desirable, and often extremely poor, choices while under the influence of alcohol and other drugs combined with the failure of all three to advise our officers that they were in possession of firearms is extremely alarming and dangerous. We are hopeful that this was in fact an alarming coincidence and not an emerging trend.

As March continues to pass by we will be alerting drivers within our jurisdiction that April is "Distracted Driver Awareness Month". It is estimated that there are approximately 660,000 drivers are using cell phones during daylight hours in the United States. That creates enormous potential for deaths and injuries on U.S. roads. Teens are the largest age group reported as distracted at the time of fatal crashes. We are committed to limiting the numbers of distracted related crashes in the Town of Lisbon and will be running as many enforcement details as possible, within personnel and budget constraints to communicate this message.

Thank you.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RYAN LEIGHTON
SUBJECT: FEBRUARY 2018 MONTHLY REPORT
DATE: MARCH 14, 2018

Public Works - February was a relatively mild month and it appeared spring may arrive a little early. The crew spent several days patching potholes. Thankfully a majority of these areas will be addressed this summer when Route 196 from Capital Avenue to Main Street is rehabilitated by MDOT. Equipment repairs and maintenance were also completed throughout the month.

Sewer Department - Below is a summary of the activities above and beyond the typical sewer system and treatment plant maintenance and snow removal efforts completed this month.

- Reprogrammed all alarm dialers
- Prepped and painted the inside of the Brook Street pump station
- Repaired one of the floor drains on the wet side of the Davis Street pump station
- Installed a new refrigeration unit on the Influent composite sampler
- Installed a new impeller and mechanical seal in the #2 RAS pump
- Cleaned the Chlorine Contact tanks
- Replaced a leaking solenoid valve on the Lakeside screen in the Headworks building
- Cleaned the floor drain in the maintenance garage
- Cleaned the Moody Street and Madelyn Street pump station wet wells
- Replaced a portion of the brushes on the Lakeside screen

Transfer Station - Below is a summary of the items shipped during the past month. We have seen a decrease in most areas.

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.86
Trash	196.64
Bulky Waste	17.6
Wood	15.24
Brush	2.9
Waste Gas	55 gallons

Please contact me if you have any questions.

MARCH 2018

TOWN CLERK & ELECTION DEPARTMENT TWILA LYCETTE, CMC/MMC

Elections: Since the last report we processed voter registration cards from the Bureau of Motor Vehicle. Verification of residency post cards were mailed when necessary.

Preparation has begun for the June 12 Primary and School Budget Validation Referendum Election. Supplies were ordered. The school budget timeline was created, posting date determined, and the facilities application has been submitted to reserve the gym at the Lisbon High School. The School Warrant should be on the April 17 agenda.

The June Primary election will be conducted using a system of ranked-choice voting for U.S. Senate, Governor, U.S. Congress, State Senate and Representative to the Legislature, in those races that have more than three or more candidates. Rules are being finalized at this time and will be delivered to clerks at the May 9 training. The registration for this class in Bethel was processed for the Town Clerk to attend.

Non-party nomination papers are being certified at this time. All party nomination papers have been certified by now and were due in Augusta by March 15. Since February we have processed approximately 105 petitions. Dropping of petitions requires documenting the date, petition name, by whom it was left, and after certifying names, when and who picked it up or when and to who it was mailed to. Many circulators were called when their petitions were ready to be picked up.

Caucuses were held. The Town Clerk was present to register and enroll voters as required. The Republican Caucus held on Saturday, March 3 a county-wide event in Lewiston. The Democrat Caucus was held at Town Hall on Sunday, March 4. A list of Election Clerks was presented to the Caucus Chairs for their consideration, which will be presented to the Council for appoint at their May 1 meeting.

The central voter registration (CVR) database was updated. 5 new voters were added, 7 voters changed address, 9 moved out of town, totaling 34 files in February were updated in CVR. We had 2 cards received from the March Caucuses, 25 notices of deletions so we pulled those cards and put them in the delete boxes. I certified two petitions yesterday and two more came in today to be done before the end of the day.

Clerk: Much progress was made on the Annual Town Report. It has been completed and will go out for quotes on March 16 to make sure it will be ready for the public to read before the municipal budget public hearing.

Approximately 40 food vendor applications were mailed to local businesses for renewal, including the itinerant vendors. A list of food establishments were given to the Health Officer for him to conduct inspections. Approximately 10 mobile home park applications were mailed to local mobile home park owners. A list of mobile home owners was included for each park owner to update and return with their renewal fee. This revised list goes to the assessing department to update their records as required by April 1. These renewals will be on a May agenda.

We processed 2 Liquor Licenses and Special Entertainment Permits, along with a new Victualer's license. Completed public records checks and obtained inspection certifications. We transcribed 4 sets of minutes: Feb 6, Feb 13 workshop, Feb 20, and the Feb 27 workshop. We posted notices on

the web for the Lisbon Emergency funding discussion, plus posted public hearings and sent ads to the Sun Journal for 5 different ordinance changes and a new liquor license. The Clerk and Assistant created 4 agendas, 4 Council recommendation memos, 4 clerk's notebook for Council meetings, along with scanning and posting 4 Council agenda packets. Agenda templates were created for the 2018 agendas and council recommendation memos. Meetings were scheduled on Lisbon's live steam website through May 1. Two new microphones for the Council meeting room were ordered, installed, invoice received, and purchase order generated for the balance of the payment.

The Assistant uploaded Town Council Meeting Minutes onto our website, which now contains minutes from 2015 through present. The Assistant will continue to upload additional years as time permits. Victualer's, Special Entertainment, and Itinerant Vendor applications were revised to incorporate the new fee schedule changes and uploaded to the website.

The Town Clerk prepared the 2018-2019 Clerk & Election budget, determining the number of elections for the next fiscal year along with how many election clerks will be needed.

We located and attested to copies of the November 2017 warrant, current Council Working Rules, Council Order for the efficiency upgrades and related improvement to the School.

The Assistant transcribed the Council Workshop meeting minutes and the Planning Board Meeting Minutes for February. Copies of handouts were filed with the Agenda in the appropriate record books.

Vault Maintenance: The Deputy Tax Collector and my Assistant located approximately 40 boxes in the Vault ready for destruction; these contained old ballots used and unused, older cash receipts no longer required to be retained, older customer copies of sewer bills, along with older motor vehicle green slips and monthly reports no longer required to be retained. The Town Manager is required by code to make the final decision so documentation was created and items were reviewed; the Town Manager signed off and the Department Heads signed off. We expect to have these boxes taped securely and ready for public works to deliver to MMWAC for the incinerator in a couple of weeks.

Vitals/Dogs: We issued 28 vital record certificates and 2 from online orders; the town retained \$515.00 in revenue. 7 Marriage Intentions and marriage license information was entered into our EMRS database, licenses were issued, receipts generated, and a copy of the Intentions & worksheets were scanned and attached to the file in the state EMRS database. We issued 1 burial permit, checking first to ensure that all of the death certificate information had been entered into the states DAVE system before generating the 8 certified copies and receipting the same. Monthly reports for vitals and dogs were balanced and checks mailed.

We licensed 44 dogs in February, which is typical for this time of year; the town retained about \$394.00 in revenue.

Clerk Association Service: As Chair of the Maine Town & City Clerks Vital Records Working Group, we are revising the Vital Records Manual. I am happy to report that project is 75% complete. This project is expected to be turned over to the state vital records office for finalizing by August. Thanks in large part to the dedication of these municipal clerks and deputies: Augusta, Westbrook, Canaan, Rockport, and Lisbon.

Respectfully submitted, Twila Lycette