



**AGENDA**  
**COUNCIL MEETING**  
**MAY 15, 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
4. PUBLIC HEARINGS

- A. *Amended Dingley TIF Development Program*
- B. *Victualer's License for Fernand Stelsor d/b/a Domino's*
- C. *Victualer's License for Phil Butterfield d/b/a Smokin Phil's Belly Bustin BBQ*
- D. *Special Entertainment Permit for Moxie Inc d/b/a Franks*

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA

2018-106 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#121	\$ 24,336.76	#124	\$1,744.52
#125	\$ 15,069.56	#	\$
#	\$	#	\$

B. School Accounts Payable & Payroll Warrants -

#30	\$	#1058	\$
#1821	\$ 15,999.00	#	\$

- C. Minutes of May 1, 2018
- D. Victualer's License for Domino's Pizza & Smokin Phil's Belly Bustin BBQ
- E. Special Entertainment Permit and Liquor License for Moxie Inc. d/b/a Franks
- F. Remainder of Renewal Victualer's Licenses (see attached list)
- G. Approve Mobile Home Park Licenses (see attached list)
- H. Set public hearing for June 5 for Victualer & Itinerant Vendor permit for Pinky D's
- I. Coastal Humane Society Annual Contract

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-107 ORDER – Adopt School Budget  
2018-108 ORDER – Amended Dingley TIF Development Program  
2018-109 ORDER – Road Name Request – Running Brook Road  
2018-110 ORDER – Nominations for MMA's Legislative Policy Committee  
2018-111 ORDER – Cooks Lobster House – Off Premise Catering Permit for Beer Garden at MTM Concert  
2018-112 ORDER – IT Services

8. OTHER BUSINESS

A. Council Committee Reports:

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

B. Town Manager's Report

C. Department Head Written Reports

9. APPOINTMENTS

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

2018-113 ORDER – Per 1 M.R.S.A. Section 405 (6) (C) Acquisition of Real Property or Economic Development

13. ADJOURNMENT

2018-114 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](http://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 Larochelle, Jr.  
Mark Lunt

## MEMO

To: Town Council  
From: Diane Barnes, Town Manager  
Subject: Recommendations  
Date: May 15, 2018

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### Agenda Item 2018-108 Amended and Restated Dingley (TIF) Development Program

On February 20, 2018 Dingley Press came before Council for a five year extension on their TIF and Development Program which was going to expire in March 2018.  
Due to time sensitivity, Council opted not to make any amendments to the Development Program with the goal of having a workshop with Dingley's legal counsel to discuss the development program in more detail.

Council held a workshop previously and then set a public hearing date for Tuesday, May 15, 2018 to discuss the amended and restated Dingley Press (TIF) Development Program.

#### Recommendation

**Approve the Amended and Restated Dingley (TIF) Development Program.**

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### Agenda Item 2018-109 Road Name Request – Running Brook Road

Ms. Malloy, the E911 Officer for Lisbon reports the road name “Running Brook Road” does meet the standards and is an acceptable name for Council consideration for adoption.

#### Recommendation

**Adopt the name Running Brook Road for the extended drive located at 54 Upland Road.**

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### Agenda Item 2018-110 Nominations for MMA's Legislative Policy Committee

MMA is looking for 70 members for its MMA Legislative Policy Committee over the next two years. This committee addresses municipal interests through effective participation in the legislative process. They meet at the MMA building in Augusta once a month during the first several months of each legislative session. You will find a nomination form in your packet. Two municipal officials serve from each of Maine's 35 Senate Districts. Any elected or municipal appointed official holding office in any MMA member community is eligible to serve.

#### Recommendation

**I nominate \_\_\_\_\_ for election on MMA's legislative Policy Committee.**

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**Agenda Item 2018-111**  
**Cooks Lobster House -- Off Premise Catering Permit for Beer Garden at MTM Concert**

Jennifer from Cooks Lobster House is applying for an Off Premise Catering Permit to operate a Beer Garden at MTM during the Moxie Festival Concert in the Park. They currently hold a liquor license, but it will expire prior to this event on July 14. Lisbon typically runs public background checks, but we do not have enough information at this time; however, the Town Clerk has requested this information. Typically, we get an inspection certificate by the Police Chief, which can not be completed until the public background checks are done.

The Town Clerk is waiting for clarification from MMA legal on whether our local ordinances will require one of these entities to obtain a Special Entertainment Permit from Lisbon since other establishments who sell alcohol where live music is performed would have one. The complication here comes from the fact that Cooks Catering Permit falls under their liquor license, which is from another town.

Cooks is looking for Council to approve their tent location, which needs to go on this permit. Once Council approves the Off-Premise Catering Permit it would need to arrive at the state's office 72 hours in advance of the event.

**Recommendation**

**To approve the tent placement location for Site A – Street and to place this Off-Premise application on the Council's agenda once the application process has been completed.**

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## **Public Hearing Notice Town of Lisbon**

### **Dingley Press TIF Amendment**

The Lisbon Town Council will hold a public hearing to consider a proposed fourth amendment to the Town's previously adopted Dingley Press Municipal Development Program and Tax Increment Financing (TIF) District and related development program, originally established by the Town in 1993 and previously amended in 1998, 2011 and 2018. The public hearing will be held at 7:00 p.m. on Tuesday, May 15, 2018, in the Council Room at Lisbon Town Office, 300 Lisbon Street, Lisbon, Maine.

A copy of the proposed fourth amendment to the TIF will be on file with the Town Clerk before the public hearing and may be reviewed at the Clerk's office during normal business hours.

All interested residents **are** invited to attend the public hearing and will be given an opportunity to be heard at that time.

Lisbon Town Clerk



## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-4B-D

*Twila D. Lycette, Town Clerk*

### ***PUBLIC HEARING***

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on May 15, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on new Victualer's License Applications from:

Fernando Stelsor d/b/a Domino's  
586 Lisbon Road  
Lisbon Falls

And

Phil Butterfield d/b/a Smokin Phil's Belly Bustin BBQ  
Mobile Unit at Riverside Flea Market  
Lisbon Road  
Lisbon

And to hear comments on a Special Entertainment Permit for

Lisbon Moxie Inc d/b/a Franks  
2 Main Street  
Lisbon Falls

The public is invited to attend.

Twila Lycette, Town Clerk



**TOWN COUNCIL  
WORKSHOP &  
SPECIAL MEETING  
MINUTES  
MAY 1, 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 workshop meeting to order and waived the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, Crawford, and Larochelle. Also present were Diane Barnes, Town Manager; Miriam Morgan-Alexander, Appeals Board/Assessment Review Board; Donald Fellows, Planning Board; Marc Hagan, Chief of Police; Nate LeClair, Fire Chief; Tracey Steuber, Economic And Community Development; and approximately 35 citizens (during the regular portion) in the audience.

**WORKSHOP –DINGLEY PRESS TIF**

James Saffian, attorney from Pierce Atwood in Portland explained each of the three previous amendments. The proposed development plan would be a fourth amendment, which identifies what projects Lisbon can accomplish with the TIF funds. The existing plan only identified Economic Development budget expenditures that include salary, department operating expenses and \$5,000 for the Moxie Festival.

Ms. Steuber indicated the amended TIF extends the development plan throughout the life of the TIF so the Council could modified the development plan at this point to identify our wish list of development projects for the Village and downtown areas, like sidewalks, streetscapes, infrastructure, and roads. Not all of the development projects identified will be completed she said, but as opportunities arise, these TIF dollars will be available to help fund them.

Mr. Saffian explained the amended TIF can be set up today to capture 100% off the 6 Million (see chart in packet), and Council would have the option to decide annually whether to capture this or not. He said Council is able to shelter those funds, which are dedicated to eligible projects only; however, these are typical projects completed eventually, like roads and infrastructure.

Councilor Ward indicated he understood past Councilors had probably decided to place most of the TIF dollars into the general fund due to the economy (around 1999) dedicating a portion for ECD salary and the Moxie Festival. He polled the Council, which indicated its approval to capture 100% off the 6 Million this year and hopefully moving forward.

Councilor Larochelle pointed out TIF dollars can be put into the general fund or into another fund sheltered for specific development projects, but in either case the town did not lose this money. As shelter dollars, the town benefits from the increased valuation not reflected in the assessment figures the state uses for calculating state aid for education reimbursement, county tax and revenue sharing.

Councilor Larochelle recommended gently phasing out these TIF dollars as this program ends to reduce any impact on the budget. Councilor Lunt mentioned the shift that happens as the TIF dollars end and we begin to collect the full amount of the tax dollars and report the increased valuation to the state. Mr. Saffian explained to expect about a two-year lag time once the town moves forward with implementation. One major reason for extending this TIF would be to amend the development plan.

Ms. Steuber reported, when approved by the state, this development plan may include project costs for a variety of projects. To list a few, we included:

- Street and Road Rehabilitation
- Road and Sidewalk Improvements
- Traffic Signs, Signals, Pedestrian Crossing (From Center of Village Street to Dingley Press and along the other major access roads in town)
- Pro-rated costs to fund permitting, engineering, legal and feasibility costs (Village portion of Lisbon to Dingley Press)
- Pro-rated costs for acquiring Fire Vehicles and other public safety equipment that will improve the fire safety capacity in and around Dingley Press in the District

Mrs. Barnes pointed out that community wide projects were included since residents in the District travel on all our roads and benefit from MDOT related projects, infrastructure, economic development improvements, and initiatives throughout our town.

Councilor Larochelle asked Mr. Saffian about the benefits of creating a TIF policy, incorporating standard reimbursement amounts for standard investment amount, in standard areas, creating consistency for investors and residents moving forward. It helps to guide future Councilors and Economic Development Directors.

## **GOOD NEWS & RECOGNITION**

### **PROCLAMATION PRESENTATION TO PHIL PALMORE**

*Adopted by Council March 20, 2018*

The Town Clerk read the proclamation and Councilor Ward presented the proclamation to Phil Palmore. Deputy Chief Robitaille and a large number of firefighters came forward and presented Mr. Palmore with his helmet, shield, and fire department badges. Mr. Palmore thanked the Council and his comrades for their support over the years. He mentioned he enjoyed his time working in Lisbon over the past 33 years.

## **PUBLIC HEARING - NONE**

## **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE**

## **CONSENT AGENDA**

**VOTE (2018-94)** Councilor Brunelle, seconded by Councilor Lunt moved to approve the following:

**A. Municipal Accounts Payable & Payroll Warrants**

#117	\$20,184.08	#118	\$166,046.17
#119	\$17,081.97	#120	\$241,671.96

**B. School Accounts Payable & Payroll Warrants**

#29	\$737.34	#1057	\$13,013.55
#1056	\$346,386.42	#1820	\$82,961.17

**C. Workshop Minutes of April 10, Minutes of April 17, and Workshop Minutes of April 24, 2018**

**D. Set public hearings on May 15 for Victualer's licenses for Fernand Stelsor d/b/a Domino's, Phil Butterfield d/b/a Smokin Phil's Belly Bustin BBQ, and Special Entertainment Permit for Franks**

**E. Renewal Victualer's Licenses (see attached list) and a**

**F. Renewal Itinerant Vendor Permit (Outdoor Flea Market) for the Carville's d/b/a the Riverside Flea Market**

**Order passed - Vote 7-0.**

## **COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS**

### **AMENDED AND RESTATED CREDIT ENHANCEMENT AGREEMENT FOR DINGLEY PRESS**



**INTRODUCTION:** Ms. Steuber explained the TIF was amended and now the Credit Enhancement Agreement is ready for the Council to authorize the Town Manager to sign. Mr. Saffian explained the current agreement is outdated. This agreement covers the discussion from the workshop.

**VOTE (2018-95)** Councilor Larochelle, seconded by Councilor Brunelle moved to approve the Amended and Restated Dingley Press (TIF) Credit Enhancement Agreement and authorize the Town Manager to sign the same. **Order passed - Vote 7-0.**

### CDBG FAÇADE GRANT BIDS

**INTRODUCTION:** Ms. Steuber reported the following bids were opened publicly, in the presence of Diane Barnes, Derek Bichrest, and were advertised in the Sun Journal, on April 20, 2017 at 2:00pm Town website and sent to the following:

<u>Location</u>	<u>Bidder</u>	<u>Bid</u>
206 Lisbon Street	Bichrest Bros.	\$39,400
	H.E. Callingham	No Bid
	Alexander Construction	No Bid

There were a total of 3 bid packets distributed for 206 Lisbon Street.

The Scope of Work consists of the following:

Remove glass sunroom. Remove all old siding and repair rot on the back wall. Install 3/8 insulated house wrap then 23sq. of ct monogram vinyl siding. Install 4ft. of Vera's stone siding to the front of building. Install new fascia and soffit. Install two 4ft. x 3ft. new paradigm windows behind building. Install commercial double swing all glass doors with aluminum frame. Install overhead full glass garage door in showroom. Rebuild existing lean to on the side of building. New metal roof and build new wooden doors. Install two 4x8-azack sign mounts and new azack trim to doors and windows. Replace roof with new epdm rubber roofing and new Plexiglas skylight. 22 sq.

After speaking with the owners, the Economic & Community Development Director is requesting Council to award the one bid from Bichrest Bros. for \$39,400 as part of the CDBG Façade Grant requirements.

### COUNCILOR COMMENTS:

**VOTE (2018-96)** Councilor Brunelle, seconded by Councilor Lunt moved to award the CDBG Façade Grant Bid to Bichrest Brothers for \$39,400. **Order passed - Vote 7-0.**

### MAINE DEPARTMENT OF TRANSPORTATION MILL STREET – CENTER BRIDGE REPLACEMENT PROJECT CONSTRUCTION OVERLIMIT PERMIT & MUNICIPAL BOND

**INTRODUCTION:** Mrs. Barnes explained MDOT is requiring the town to agree to issue a permit for overweight equipment on town roads pursuant to 29-A MRSA § 2382 for the Contractor on the Mill Street Center Bridge Replacement project to haul non-divisible overlimit loads on our municipal road. The town can require a Municipal Construction Bond to cover the cost of any damage that might occur because of the overlimit loads.

**VOTE (2018-97)** Councilor Brunelle, seconded by Councilor Albert moved to approve the construction overlimit permit for the contractor for the MDOT Mill Street/Center Bridge Replacement Project allowing the contractor to haul non-divisible overlimit loads on municipal ways and authorize the Town Manager require the

Municipal Construction Bond along with establishing permit conditions to protect the Town's interest if needed.  
**Order passed - Vote 7-0.**

### SET PUBLIC HEARING FOR AMENDED & RESTATED DINGLEY TIF DEVELOPMENT PROGRAM

**VOTE (2018-98)** Councilor Albert, seconded by Councilor Larochelle moved to set a public hearing on May 15 to discuss the Amended and Restated Dingley TIF Development Program. **Order passed - Vote 7-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said there was nothing to report.
2. Planning: Councilor Ward said they reviewed the CIP program and requested the Council present it to them at their next meeting. He recommended they attend the initial presentation to Council next year.
3. Water Commission: Councilor Brunelle encouraged attendance at the MTM May 2 at 6 PM to hear from MDOT regarding the Main Street project. Other than that, he said there was nothing to report.
4. LDC: Councilor Larochelle said there was nothing to report.
5. Conservation Commission: Councilor Ward said there was nothing to report.
6. Recreation: Councilor Kolbe said there was nothing to report.
7. County Budget: Councilor Ward said there was nothing to report.
8. Library: Councilor Lunt encouraged families to sign up for the summer reading program.

### B. TOWN MANAGER'S REPORT

Mrs. Barnes said MDOT invited the abutter along the MDOT Main Street project to attend the public hearing at MTM on May 2 at 6PM. She recommended the May 8 meeting start at 6 PM with Nick from IT regarding the technology budget, followed by a discussion with the Contracted Town Planner regarding the Planning Board budget. She reminded Council the School Budget's public hearing begins at 7 PM followed by Public Safety budget discussions with Police and Fire. There were no objections to adding IT and Contracted Town Planner budget discussions at 6 PM.

## APPOINTMENTS

### APPOINT ELECTION CLERKS

#### *2 Year Terms*

**INTRODUCTION:** Mrs. Lycette explained that the party chairs submit names for Election Clerks. This list is a combination of those and the previous Election Clerks still willing to serve.

**VOTE (2018-99)** Councilor Kolbe, seconded by Councilor Crawford moved to appoint the following Election Clerks:

#### DEMOCRAT ELECTION CLERKS

Adams, Mary-Ann  
Baldwin-Wilson, Victoria  
Cloutier, Mel  
Donle, Lacey  
Fellows, Donald  
Fellows, Jane  
Fournier, A. Jeannie  
Gray, Sheila  
Hale, Marie A.  
Hanlon, Karen

Keller, Jo-Jean  
Levesque, Bertrand  
Madden, Ora  
Metayer, Andrea  
Sawyer, Elizabeth  
Smith, Alfred  
Staley, Alene  
Stessl-Larochelle, Constance  
Stewart, Dona  
Yenco, Addie

#### **REPUBLICAN ELECTION CLERKS**

Barden, Virginia  
Baumer, Julie-Ann  
Booker, Camille  
DeGroft, Mary  
Douglass, Linda  
Edward, Mary  
Ganong, Margaret  
Gayton, Monique  
Greim, Phyllis  
Haggerty, Cheryl  
Haggerty, Timothy

Jones, Laura  
Jones, Jonathan  
Jordan, Robert J.  
Maloy, Jessica  
Michel, Dan  
Michel, Gwendolyn  
Rioux, Rick  
Roberts, Cynthia  
Twig, William  
Tardiff, Pat  
21

#### **UNENROLLED ELECTION CLERKS**

Durisko, Jody

1

**Order passed - Vote 7-0.**

#### **APPOINT WARDEN FOR JUNE 12, 2018 ELECTION**

***Rick Roberts***

**VOTE (2018-100)** Councilor Kolbe, seconded by Councilor Crawford moved to appoint Richard Roberts a Warden for the June 12, 2018 Local and State Election. **Order passed - Vote 7-0.**

#### **COUNCILOR COMMUNICATIONS**

Councilor Larochelle thanked Cheryl Haggerty with Positive Change Lisbon for recently organizing a cleanup day on Main Street. He said they were able to accomplish a lot. He thanked Mr. Aiveoli from Public Works for providing the dump truck to haul away the trash.

Councilor Ward thanked the Junior Athletic League for their help with the three new ball fields that are shaping up nicely. We now have a presence and good tournaments.

#### **AUDIENCE PARTICIPATION FOR NEW ITEMS**

Ms. Steuber reported there would be a delay in getting news about whether or not our grant will be awarded or not. The State of Maine is waiting to hear how much funding they will received from the federal level first.

#### **EXECUTIVE SESSION**

**VOTE (2018-101, 102, 103, & 104)** Councilor Albert, seconded by Councilor Kolbe moved to go into Executive Session at 7:25 PM per 1 MRSA Section 405(6) (A) Personnel Matters, Section 405 (6) (C) Acquisition of Real Property or Economic Development, 405 (6) (D) Labor Negotiations, and 405 (6) (E) Consultations with Legal Counsel. **Order passed – Vote 7-0.**

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

**VOTE (2018-105A)** Councilor Crawford, seconded by Councilor Kolbe moved to authorize the Town Manager and Police Chief to enter into a Memorandum of Agreement with the bargaining units representing police officers, detectives, and sergeants to establish total hourly wage rates not to exceed \$50.00 for hours worked on special duty assignments funded by sources other than the Town of Lisbon. **Order passed – Vote 7-0.**

**VOTE (2018-105B)** Councilor Lunt, seconded by Councilor Larochelle moved to accept a transfer of the real estate at 385 Lisbon Street from Lisbon Emergency, Inc. to the Town of Lisbon in exchange for the Town's forgiveness of the \$25,000 Promissory Note from Lisbon Emergency to the Town of Lisbon dated June 28, 2007, and to authorize the Town Manager to execute all documents necessary to complete the transaction with the intent to sell the property. **Order passed – Vote 7-0.**

**VOTE (2018-105C)** Councilor Larochelle, seconded by Councilor Albert moved to approve the Purchase and Sale Agreement for the Town to acquire real estate at 241 Lisbon Street from DEM Properties, LLC for the purchase price of \$80,000, contingent on completion of due diligence satisfactory to the Town, including a Phase I Environmental Assessment. **Order passed – Vote 7-0.**

**VOTE (2018-105D)** Councilor Kolbe, seconded by Councilor Lunt moved to confirm the appointment of Thomas Martin Jr., as Public Works Director with a starting salary of \$80,000, and 3 weeks' vacation, commencing January 1, 2019, and professional development to attend APWA and MBTA meetings. **Order passed – Vote 6-1. (Opposed: Brunelle)**

### **ADJOURNMENT**

**VOTE (2018-105E)** Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:00 PM. **Order passed - Vote 7-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: May 15, 2018

# TOWN OF LISBON VICTUALER APPLICATION

License Type: 8 \$ 100 NO ALCOHOL      \$ 200 WITH ALCOHOL

Owner: FERNANDO J. STELSEN Home Phone:                     

Business Email Address: HFDOMINOS@GMAIL.COM Cell Phone:                     

Owner's Home Address: 7 BALSAM AV, BRUNSWICK, ME, 04011

Home Phone:                      Cell Phone: 978 771 7991

Home Email Address:                     

Residence(s) for last five years: DEC/12 - AUG/14 - 29 BEAVER POND RD, BRUNSWICK, ME

Name of Business: RESTAURANT Business Phone:                     

Location doing Business in town (street address): 586 LISBON ST, LISBON

List Applicant / Partners / Corporate Officers:

Name: FERNANDO STELSEN Birth date:                     

Name: / Birth date:                     

Name: / Birth date:                     

Name: / Birth date:                     

Does the applicant have a valid State of Maine Food Vendor License: NOT YET JUST APPLY

If YES, **attached COPY to application before submitting.** IF NOT, date submitted: 3/20/18

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 so, describe specific circumstances                     

Does the establishment have a valid liquor license? N/A If so, when does it expire?                     

I, FERNANDO J. STELSEN (owner's name), OWNER (title) am 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. **All licenses expire annually May 31<sup>st</sup>.**

**Re-inspection fees are \$150 per visit after the 1<sup>st</sup> visit.**

Signature: [Signature] Date: 3/18/18

Fernando J. Stelzen Pd 10000 49-18 r/v #4622

# TOWN OF LISBON

## VICTUALER APPLICATION

License Type: \_\_\_\_\_ \$ 100 Restaurants & Others except Mobile Units ✓ \$ 50 Mobile Units

Owner: Phillip Butterfield Home Phone: \_\_\_\_\_

Business Email Address: Smokinphilsbbq@yahoo.com Cell Phone: \_\_\_\_\_

Owner's Home Address: 27 Bonin Rd Monmouth ME 04259

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Email Address: \_\_\_\_\_

Residence(s) for last five years: SAME

Name of Business: Smokin Phils belly bustin bbq Business Phone: \_\_\_\_\_

Location doing Business in town (street address): Riverside Flea Mkt

List Applicant / Partners / Corporate Officers:

Name: Stacie Butterfield Birth date: \_\_\_\_\_

Name: Phillip Butterfield Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Does the applicant have a valid State of Maine Food Vendor License: Yes

If YES, attached COPY to application before submitting. IF NOT, date submitted: \_\_\_\_\_

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 so, describe specific circumstances \_\_\_\_\_

Does the establishment have a valid liquor license? NO If so, when does it expire? \_\_\_\_\_

I, Phillip Butterfield (owner's name), Owner (title) am 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. All licenses expire annually May 31<sup>st</sup>.

Re-inspection fees are \$150 per visit after the 1<sup>st</sup> visit.


Signature: Phillip Butterfield Date: 4/24/18

# Special Entertainment

Business Name: Lisbon Moxie Inc / DBA Frank's

## INSPECTION REQUIRED BELOW

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

Signature:  Date: 4/26/18


NOTE: State Liquor License Application must be completed and attached to this Special Entertainment Application

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

### For Office Use Only

☒ **Public Records Check Completed.**

Notice of Compliance (By Selectmen's Request): I, **Marc Hagan, Police Chief** hereby certify I have reviewed the application and public records check and recommend application for licensing.

Signature:  Date: 4/26/18

## INFORMATION

The Councilors are the Municipal Licensing Board. All Special Entertainment application requires a public hearing each time. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Police Chief 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.

### SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk  
353-3007..... Town Office Fax  
353-3000 Ext 111... Deputy Code Enforcement Officer  
353-2500..... Police Department  
333-6601 Ext 1154..Health Officer  
287-5671..... State Health Inspection Dept.

624-9693 .....State 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

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**  
**8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008**  
**10 WATER STREET, HALLOWELL, ME 04347**  
**TEL: (207) 624-7220 FAX: (207) 287-3434**  
**EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES 6-25-18

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X)        |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)      | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A)        | <input type="checkbox"/> BED & BREAKFAST (Class V)       |
| <input type="checkbox"/> CLUB w/o Catering (Class V)    | <input type="checkbox"/> CLUB with CATERING (Class I)            | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV)              | <input type="checkbox"/> QUALIFIED CATERING                      | <input type="checkbox"/> OTHER: _____                    |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <u>Lisbon Moxie Inc.</u>		Business Name (D/B/A) <u>Frank's</u>	
APPLICANT(S) - (Sole Proprietor) <u>Peter Austin</u>		DOB: <u>2-19-72</u>	
Physical Location: <u>2 Main St.</u>			
City/Town <u>Lisbon Falls</u>		State <u>ME</u>	Zip Code <u>04252</u>
Address <u>72 Webster Rd.</u>		Mailing Address <u>72 Webster Rd.</u>	
City/Town <u>Lisbon</u>	State <u>ME</u>	Zip Code <u>04250</u>	
Telephone Number		Fax Number	
Business Telephone Number <u>207-407-4606</u>		Fax Number <u>—</u>	
Federal I.D. # <u>82-1018637</u>		Seller Certificate #: <u>1184591</u>	
Email Address: Please Print <u>lisbonmoxieinc@gmail.com</u>		Website: <u>www.franksrestaurantpub.com</u>	

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: 3-10p S-Th Fri+Sat 3p-11p

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: n/a

2. State amount of gross income from period of last license: ROOMS \$ 8 FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees

4. Do you own or have any interest in any another Maine Liquor License? ☒ Yes ☐ No

If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

3AL-2017-10186 FRANKS (Use an additional sheet(s) if necessary.)  
 License # \_\_\_\_\_ Name of Business \_\_\_\_\_  
2 Main St. Lisbon Falls ME 04252  
 Physical Location \_\_\_\_\_ City / Town \_\_\_\_\_



5. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐
6. If manager is to be employed, give name: Traci Austin - Owner
7. Business records are located at: 4 Main Street Lisbon Falls ME 04252
8. Is/are applicant(s) citizens of the United States? YES ☒ NO ☐
9. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Peter A Austin		
Traci J Austin		
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
72 Webster Rd. Lisbon ME 04250		

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_

13. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

14. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: \_\_\_\_\_

15. Describe in detail the premises to be licensed: (On Premise Diagram Required) \_\_\_\_\_

16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: \_\_\_\_\_

17. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? School .9 church .5

Which of the above is nearest? Church

18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Lisbon Falls, ME on April 24, 2018  
Town/City, State Date

Traci Austin Please sign in blue ink  
Signature of Applicant or Corporate Officer(s) Signature of Applicant or Corporate Officer(s)  
Traci Austin Peter Austin  
Print Name Print Name

### FEE SCHEDULE

**FILING FEE: (must be included on all applications)..... \$ 10.00**

**Class I** Spirituous, Vinous and Malt ..... \$ 900.00  
**CLASS I:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

**Class I-A** Spirituous, Vinous and Malt, Optional Food (Hotels Only) ..... \$1,100.00  
**CLASS I-A:** Hotels only that do not serve three meals a day.

**Class II** Spirituous Only ..... \$ 550.00  
**CLASS II:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

**Class III** Vinous Only ..... \$ 220.00  
**CLASS III:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

**Class IV** Malt Liquor Only ..... \$ 220.00  
**CLASS IV:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

**Class V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) ..... \$ 495.00  
**CLASS V:** Clubs without catering privileges.

**Class X** Spirituous, Vinous and Malt – Class A Lounge ..... \$2,200.00  
**CLASS X:** Class A Lounge

**Class XI** Spirituous, Vinous and Malt – Restaurant Lounge ..... \$1,500.00  
**CLASS XI:** Restaurant/Lounge; and OTB.

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the  
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: \_\_\_\_\_, Maine

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

# Victualers Licenses Ready for Council's Approval

Agenda Item 2018-106F

Business Name	Ready	Dte Paid	Amt Paid
Aroma Joes	Y	5/11/18	\$100.00
Chris' House	Y	5/10/18	\$100.00
Frank's	Y	4/26/2018	\$100.00
Left Hand Club	Y	4/23/2018	\$100.00
Lisbon Gulf	y	5/9/2018	\$100.00
Pinky D's	Y	4/30/2018	\$100.00
Railroad Restaurant & Pub	y	5/10/2018	\$100.00
Riverside Dairy Bar	y	5/11/18	\$100.00

*I certify as CEO and Health Officer that the above establishments meet all the requirements under the Lisbon Code entitled Victualer, is in compliance with applicable life safety codes, and any applicable state regulations.*

Code Enforcement Certificate of Compliance:

YES NO

*Code Enforcement Health Officer's Signature*

## Mobile Home Park Renewals

**Ready for Approval:**      **Y**

<i>Business Name</i>	<i>Amt Paid</i>	<i>Owner(s)</i>
Avery Street Park	\$250.00	Enrique Mainit/Margit Mainit
Beaudoin Mobile Home Park	\$250.00	JT Mill, LLC
Brookwood Court	\$250.00	Kevin Fletcher
Colonial Gardens Trailer Park	\$250.00	Cheryl Goddard
Davis Street Park	\$250.00	RDT Properties, LLC
Gendron's Mobile Home Park	\$250.00	George Gendron
Grimmels Trailer Park	\$250.00	Gary & Betty Grimmel
Ridge Mobile Home Park	\$250.00	Roger Veilleux
Sabattus Creek	\$250.00	Gregory Morse, Morse Propert
Saint Ann's Mobile Home Park	\$250.00	Jeffrey Cowan
Town & Country Village	\$250.00	Sun Comm/GCP Town & Cou
Whispering Pines Trailer Park	\$250.00	Whispering Pines, LLC
Worumbo Estates	\$250.00	Aaron Homes
Worumbo Park	\$250.00	Aaron Homes

**Code Enforcement Certificate of Compliance:**    YES    NO

**Assessing Certificate of Compliance:**

YES    NO

Thursday, May 03, 2018

Page 1 of 1

*TOWN OF LISBON*

*PUBLIC HEARING*

*The Lisbon Town Council will hold a public hearing on **June 5, 2018 at 7:00 PM** at the Lisbon Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering the following for a Victualer License and Itinerant Vendor Permit:*

*Randall Smith d/b/a Pinky D's  
Mobile Unit at Furniture Superstore  
Lisbon Falls, ME*

*The public is invited to attend*

---

*Twila Lycette, Town Clerk*



May 1, 2018

Lisbon Town Office  
Diane Barnes, Town Manager  
300 Lisbon Street  
Lisbon, ME 04250

Dear Diane,

Please find enclosed two signed copies of the agreement for services between Coastal Humane Society and the Town of Lisbon covering the period from July 1, 2018 to June 30, 2019. Please sign one copy and return it to me in the envelope provided. After we receive your signed agreement, we will generate an invoice.

The past twelve months have been some of our busiest to date: we rescued animals from areas devastated by natural disasters, strengthened our dog obedience program, and had over 3,500 animals come through our doors. At the same time, we continued to offer humane education programming, provided spay/neuter assistance to low-income pet owners, and bolstered our presence in the community by partnering with different groups and participating in a variety of events. We also purchased a Mobile Surgery Unit, which will allow us to provide medical services to animals in need throughout Midcoast Maine. As a town that contracts with Coastal Humane Society, the residents of Lisbon have access to the programs and services we offer, and will directly benefit from our increased capacity to provide medical care.

Perhaps most importantly, Coastal Humane Society hired a new Executive Director, Trendy Stanchfield, in January of 2018. Trendy's background in the nonprofit world and organizational development make her a fantastic asset to this organization, and we are excited about what the future might hold under her leadership

I would welcome the opportunity to meet with you in the near future to introduce you to Trendy, discuss our relationship further or to arrange a tour of our facility. Please feel free to contact me at any time.

Sincerely,

Kate Griffith  
Director of Community Relations, Programs and Special Events  
kgriffith@coastalhumanesociety.org  
(207) 449-1366, ext. 107



## COASTAL HUMANE SOCIETY & TOWN OF LISBON AGREEMENT FOR SERVICES

This agreement, made and entered into on May 3, 2018, by and between the Town of Lisbon, Maine, a municipal corporation hereinafter referred to as the Municipality, and Coastal Humane Society, a non-profit corporation established under the laws of the State of Maine, hereinafter referred to as CHS. This agreement will cover the contract period beginning July 1, 2018, and ending June 30, 2019.

CHS and the Municipality, in consideration of the payments set forth in Section X below, agree as follows:

### **I. Services to be provided**

The services to be performed under this Agreement are for animal shelter management services in accordance with the terms, conditions and specifications contained or referenced herein.

1. CHS will furnish, manage and operate animal shelter facilities located at 30 Range Road, in Brunswick, Maine. CHS shall be responsible for the day-to-day custodial care of the shelter facility and grounds, including the removal of litter and debris from outdoor areas and for use of all utilities, including, without limitation, electric, gas, water oil, sewage and telephone.
2. CHS will provide adequate food, water, shelter, space, care, treatment and transportation for small domestic companion animals which come into its custody through the following:
  - A. Animals that are voluntarily surrendered by residents of the Municipality.
  - B. Stray animals and impounded animals that are apprehended by the Municipality's Animal Control Officer or other authorized employees of the Municipality.
  - C. Stray animals that are found by residents of the Municipality and are brought to CHS by such residents.
3. The Municipality is obligated to pick up stray dogs and stray cats and deliver those animals to CHS. The municipality also will be responsible to pick up stray cats and deliver them to CHS as time and circumstances permit. ("Stray cat" means a cat that is not under the obvious



10. CHS will maintain regularly scheduled business hours at the animal shelter for the convenience of the public and for the purpose of transacting business in connection with the duties under this agreement and for the purpose of receiving animals or for accepting applications for the redemption of impounded animals. From time to time, CHS may close due to weather conditions, staff training, or other unforeseeable circumstances. Notice of any closings will be provided to the public as far in advance as possible.
11. CHS will appoint competent and qualified agents for the carrying out of the responsibilities under this agreement, such agents to be responsible to the CHS Board of Directors.
12. CHS contact personnel, available to the Municipality during regular CHS business hours and on an emergency basis during non-business hours, are as follows:
  - Dr. Mandie Wehr, Director of Shelter Operations. Office: 207-725-5051 ext. 23.
  - Sarah Murray, Shelter Manager. Office: 207-725-5051, ext. 14
  - Emergency Phone Number. Cell: 207-773-7377

In the event that either of these persons is no longer employed by CHS, CHS will notify the Municipality and furnish the Municipality with the contact information for their successors.

13. CHS shall provide systems to monitor medical and other information on each shelter animal.
14. On request of a resident of the Municipality, CHS shall provide a list of the names and telephone numbers of the Municipality's Animal Control Officer(s) and animal care providers who are available and on call for emergency services.

## **II. Ownership of dogs**

CHS will adhere to the mandatory waiting periods and ownership requirements for uncontrolled dogs as articulated in Title 7 M.R.S.A. §3913 and any amendments thereto.

## **III. Ownership of cats**

CHS will adhere to the mandatory waiting periods and ownership requirements for stray cats as articulated in Title 7 M.R.S.A. §3919 et seq. and any amendments thereto.

## **IV. Public service programs**

CHS shall provide at its sole cost and expense the following services:

agreement, whether such services be by CHS, by any subcontractor, or anyone employed directly or indirectly by either of them.

#### **VIII. Agreement not assignable**

CHS shall not have the right, authority, or power to sell, mortgage, or assign this agreement or the powers granted to it, or any interest therein, nor any right, power or authority to allow or permit any other person or party to have any interest in the services outlined in this agreement without the written consent of the Municipality.

#### **IX. CHS's independent capacity from Municipality**

CHS, its officers, employees, directors, agents and volunteers shall act independently of Municipality and not as officers, employees, agents of volunteers of Municipality.

#### **X. Payment**

1. In compliance with the terms and conditions of this agreement, the Municipality shall agree to pay the following to CHS for the performance of its obligations and responsibilities:

The annual agreed payment shall be computed on the basis of \$1.30 per capita of the human population of the Town of Lisbon. For purposes of this computation, CHS has relied on the population count as reported in the most recent official census – 9,009 residents. Accordingly, based on the Town of Lisbon's 2010 census, the Municipality shall pay CHS a flat annual fee of \$11,711.70.

2. Services NOT covered by the above computation that would result in additional payments to CHS may include, but are not necessarily limited to:
  - A. An instance when any animal brought to CHS by the Municipality appears to be infected with rabies. In such instances, the Municipality shall be responsible for any veterinary fees and for transporting laboratory specimens for testing.
  - B. Instances in which, because of a pending legal action, an animal is boarded at CHS at the request of the Municipality for a period in excess of eight days, the Municipality shall pay CHS a boarding fee of \$20.00 per dog and \$10.00 per cat for each day over the eight days.
  - C. Animals that are legally impounded by the Municipality and boarded at CHS. In these instances, CHS shall be paid \$20.00 per dog per night and \$10.00 per cat per night.

be covered by this agreement and the parties shall enter into negotiations regarding amendments to this agreement to address such revisions.

In witness whereof, the parties signify their acceptance of this agreement by their execution below.

**TOWN OF LISBON, MAINE**

By: \_\_\_\_\_  
Authorized Representative from the Town of Lisbon

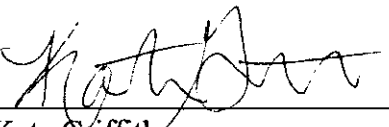
Date: \_\_\_\_\_

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

**COASTAL HUMANE SOCIETY**

By:  \_\_\_\_\_  
Kate Griffith  
Director of Community Relations, Programs, Special Events

Date: 5/3/18

 \_\_\_\_\_  
Witness Signature

# 18-19 Subsidy Comparison Report

Lisbon School Department

Agenda Item 2018-107

*(All Subsidy figures for 18-19 are Preliminary!)*

	<u>FUNDING 17/18**</u>	<u>FUNDING 18/19</u>	<u>Difference</u>
<b>General Education Budget:</b>		<b>Budget Expenditures as of 06/30/2017</b>	
<b>Budget Expenditures-Fund 100</b>	<b>\$15,707,946</b>	<b>\$ 16,379,271</b>	<b>\$671,325.00</b>
Amount from Unassigned Fund Balance:			
Balance to help defray taxes	\$403,721	\$194,270	(\$209,451)
State Grant/MLTI	\$0	\$33,941	\$33,941
Anticipated Revenue:			
Capital Reserve Fund-GPC	\$39,768	\$39,768	\$0
Interest Credit	\$21,528	\$20,508	(\$1,020)
Lunch	\$165,000	\$165,000	\$0
Special Purpose School	\$79,000	\$91,000	\$12,000
<b>Total Revenue</b>	<b>\$709,017</b>	<b>\$544,487</b>	<b>(\$164,530)</b>
<b>Total Budget after Revenue</b>	<b>\$14,998,929</b>	<b>\$ 15,834,784</b>	<b>\$835,855</b>
<b>Local Only Debt Service</b>	<b>\$473,167</b>	<b>\$467,075</b>	<b>(\$6,092)</b>
<b>Total Budget after Revenue and Local Only Debt Service</b>	<b>\$14,525,762</b>	<b>\$ 15,367,710</b>	<b>\$841,948</b>
100% EPS	\$13,148,750	\$13,358,555 *	\$209,805
Amount above 100% EPS	\$1,377,012	\$ 2,009,155	\$ 632,143
<b>Transition Amount</b>	<b>\$277,472</b>	<b>\$0 *</b>	<b>(\$277,472)</b>
<b>Total Additional Local Funds</b>	<b>\$1,654,484</b>	<b>\$ 2,009,155</b>	<b>\$ 354,671</b>
<b>State Subsidy:</b>			
State Contribution	\$8,492,994	\$8,864,185 *	\$371,191
<b>Required Local Contribution</b>	<b>\$4,393,285</b>	<b>\$4,533,277</b>	<b>\$139,992</b>
<b>Local Only Debt Service</b>	<b>\$473,167</b>	<b>\$467,075</b>	<b>(\$6,092)</b>
<b>Local Additional Funds</b>	<b>\$1,654,484</b>	<b>\$ 2,009,155</b>	<b>\$354,671</b>
<b>Total Local Funding</b>	<b>\$6,520,936</b>	<b>\$7,009,507</b>	<b>\$488,571</b>
	<b>\$15,013,930</b>	<b>\$15,873,692</b>	<b>\$859,762</b>

There is an increase in State Funding from 17/18 to 18/19 of \$371,191  
 There is a increase in Local Funding from 17/18 to 18/19 of \$488,571

\* Amounts based on Legislative Budget Approval FY 18/19 ED279 as of January 29, 2018

\*\* Amounts from Town Council Meeting dated \_\_\_\_\_

## Adult Education:

Anticipated Revenue	\$3,500	\$3,500	#	\$0
State Contribution	\$15,000 **	\$15,000	***	\$0
Total Local Funding	\$9,061 **	\$14,276		\$5,215
Total Expenditures	\$27,561	\$32,776		\$5,215

There is an decrease in State Funding from 17/18 to 18/19 of \$0  
 There is a increase in Local Funding from 17/18 to 18/19 of \$5,215

# Amount based on actual revenue received in 17-18

\*\*\* Amount based on actual subsidy received in 17-18

Total Increase to Taxes:	\$6,529,997	\$7,023,783	\$493,786
Total increase in Budget Including Adult Education:	\$15,735,507	\$16,412,047	\$676,540

LIBSON SCHOOL DEPARTMENT  
SCHOOL DEPARTMENT PROPOSED 2018-2019 BUDGET  
COST CENTERS  
AS OF 5/8/2018

<u>BUDGET BY ARTICLE</u>	<u>APPROVED BUDGET 2017-2018</u>	<u>PROPOSED BUDGET 2018-2019</u>	<u>\$ DIFFERENCE INCREASE (DECREASE)</u>	<u>% DIFFERENCE INCREASE (DECREASE)</u>
<b>STUDENT &amp; STAFF SUPPORT</b> Includes: Guidance, Nurse, Library, Technology System Administrator, Improvement of Instruction, Technology Funds, and Curriculum Funds.	\$ 1,100,647	\$ 1,283,838	\$ 183,191	16.64%
<b>SYSTEM ADMINISTRATION</b> Includes: School Committee, Superintendent, Community Relations, and Business Office.	\$ 474,747	\$ 491,942	\$ 17,195	3.62%
<b>SCHOOL ADMINISTRATION</b> Includes: All Principals	\$ 836,217	\$ 831,943	\$ (4,274)	-0.51%
<b>FACILITIES MAINTENANCE</b> Includes: Custodial K-5, Custodial 6-8, Custodial 9-12, Custodial CO, and Grounds & Maintenance of Plant.	\$ 1,350,925	\$ 1,590,266	\$ 239,341	17.72%
<b>TRANSPORTATION AND BUSES</b>	\$ 824,887	\$ 896,980	\$ 72,093	8.74%
<b>ALL OTHER EXPENDITURES</b> Includes: School Nutrition	\$ 388,711	\$ 413,988	\$ 25,277	6.50%
<b>DEBT SERVICE</b>	\$ 1,374,330	\$ 1,348,023	\$ (26,307)	-1.91%
<b>REGULAR INSTRUCTION</b> Includes: Elementary Instruction, Lisbon Community School, PWSugg Middle, Secondary Instruction, Lisbon High School, English as a Second Language, Gifted & Talented, and Gartley Street School.	\$ 6,740,571	\$ 6,703,048	\$ (37,523)	-0.56%
<b>SPECIAL EDUCATION</b>	\$ 2,191,376	\$ 2,366,446	\$ 175,070	7.99%
<b>CAREER &amp; TECHNICAL</b>	\$ 33,345	\$ 33,345	\$ -	0.00%
<b>OTHER INSTRUCTION</b> Includes: Co-Curricular	\$ 392,190	\$ 419,452	\$ 27,262	6.95%
<b>Total General Fund Articles</b>	<b>\$ 15,707,946</b>	<b>\$ 16,379,271</b>	<b>\$ 671,325</b>	<b>4.27%</b>
<b>ADULT EDUCATION</b>	\$ 27,561	\$ 32,776	\$ 5,215	18.92%
<b>Total of All Articles</b>	<b>\$ 15,735,507</b>	<b>\$ 16,412,047</b>	<b>\$ 676,540</b>	<b>4.30%</b>

## **Definitions of Terms**

### **Lisbon School Department**

<b>Appropriate:</b>	Appropriate means to designate money for a particular use. For example, Article 14 asks if you will "appropriate" or designate money to be spent for additional local funds.
<b>Raise:</b>	Raise means to collect money. As used in the warrant articles, it gives the school department the authority to collect money from the town or taxpayers.
<b>Budget Expenditures:</b>	The amount the school department anticipates spending.
<b>Essential Programs and Services (EPS):</b>	The Essential Programs and Services (EPS) funding model was developed by the State of Maine to fund and service certain components of the cost of education. The funded components are the education allocation resources, as identified by the State, for all Maine students to achieve "the Standards in the 8 content subject areas of the Maine Learning Results system." This is considered a base line.
<b>100% EPS:</b>	This is an amount that is calculated by the state based on the Essential Programs and Services funding model.
<b>Over 100% EPS:</b>	This is the amount of Budget Expenditures that are over the 100% EPS amount. Additional Revenue and Local Only Debt Service are deducted prior to calculating the amount Over 100% EPS.
<b>State Contribution:</b>	This is the amount that the State provides towards the cost of education in the Town of Lisbon.
<b>Required Local Contribution:</b>	This is the amount that the Town must raise in order to receive the state contribution.
<b>Local Only Debt Service:</b>	The Local Only Debt Service Article is only for payments on new school construction projects or the construction of a new addition to an existing building for which there is no state participation. This does not include amounts to be raised for minor capital projects or the payment of loans for minor capital projects, such as roof replacement, boiler replacement or window replacements.
<b>Local Additional Funds:</b>	This is the additional amount needed to support the budget expenditures for the year. This amount consists of the Transition Amount plus the amount Over 100% EPS.



~~Third~~ Fourth Amendment to the  
Dingley Press Municipal Development and Tax Increment Financing  
District and Development Program

Lisbon Town Council  
May 15, 2018

Lisbon Town Council  
~~February 20~~ May, 2018

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- A. Project Costs
- ~~N/A~~
- B. Municipal Investment Plan (amended)
- C. TIF Projections and Tax Shift Calculations
- D. Statutory Requirements and Thresholds Table
- E. Notice of Public Hearing
- F. Public Hearing Minutes
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## 1. BACKGROUND

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### Introduction

The Maine Legislature established tax increment financing as an economic development tool to be used by municipalities to:

- (a) Provide new employment opportunities;
- (b) Improve and broaden its tax base, and;
- (c) Improve the general economy of the state.

The Legislature recognizes that the State and its municipalities benefit from a municipality's economic development partnership with local businesses to promote responsible new development that:

- (a) Enhances local efforts for economic, industrial or commercial development, and;
- (b) Retains and expands the local tax base and employment opportunities.

### History

In December, 1993, the Town of Lisbon (the Town) designated the *Dingley Press Municipal Development and Tax Increment Financing District* (the "District") and adopted a Development Program for the District. The purpose of the District was to assist The Dingley Press, Inc. (the "Company"), one of the leading printers of specialty catalogs in the country, in the financing and construction of an expansion of their existing facility at 119 Lisbon St. in Lisbon (the "First Project"). This was to support a \$6 million investment by the Company that would retain 126 jobs and create 40 new jobs. The Development Program called for 50% of the increased assessed value, with the related tax increment resulting from the Project ("TIF revenues") to be captured and returned to the Company (through a Credit Enhancement Agreement) for a period of 20 years. Taxes on the remaining 50% of increased assessed value resulting from the Project, along with the original assessed value of the District, would go unsheltered to the General Fund for a period of 20 years. The designation of the District and the adoption of a Development Program for the District were subsequently approved by the Maine Department of Economic and Community Development (DECD) on January 24, 1994.

In 1997, the Company proposed a second expansion project (the "Second Project"), which featured an additional \$25.7M investment by the Company, including the purchase of additional printing equipment and a 104,000 SF expansion of their Lisbon St. facility, and the creation of approximately 100 new jobs. In order to assist the Company in the financing and construction of the Second Project, the Town adopted a first amendment to the District and Development Program on January 22, 1998 (the "First Amendment"). The First Amendment extended the term of the District and Development Program for an additional 5 years (through the Town's 2017-2018 fiscal year) and called for 100% of the increased assessed value resulting from the Second Project to be captured for the remainder of the term (20 years). Half (50%) of the TIF revenues resulting from the Second Project would be returned to the Company and the remaining 50% of the TIF revenues resulting from the Second Project would be retained by the Town to fund municipal economic development project costs (the Municipal Investment Plan).

The First Amendment was approved by DECD on March 27, 1998. However, the DECD approval letter specifically did not approve the Town's Municipal Investment Plan, due to a lack of specificity in respect

to the proposed municipal projects or a budget for same. As a result, for the next 13 years, the Town did not capture and retain its 50% allocation of the TIF revenues from the Second Project. Rather, the Town's 50% allocation was unsheltered in the TIF and was deposited into the Town's General Fund. The Town did capture and retain the Company's 50% allocation of TIF revenues from the Second Project and reimbursed that amount to the Company.

In 2011, the Town corrected this situation and adopted a second amendment to the District and Development Program on February 15, 2011 (the "Second Amendment"). Under the Second Amendment, the Town captured and retained its 50% allocation of the TIF revenues from the Second Project for the remaining term of the District. As part of the Second Amendment, the Town identified its Municipal Investment Plan. The Second Amendment was approved by DECD on February 28, 2011. The Second Amendment did not otherwise make any changes to the District or the Development Program.

### 2018 Dingley Project

The Company is currently in the process of a third expansion project (the "Third Project"), consisting of a \$20,725,000 investment to install a new printing press, co-mailer and other manufacturing process improvements. Both the investment and the TIF extension request are being made in order to allow Dingley to remain competitive in the catalog printing industry and to preserve jobs at its Lisbon Maine printing plant. Dingley is Lisbon's largest employer, with 347 full time employees. Of these employees, 64 reside in Lisbon and Lisbon Falls. While the Third Project is not expected to create any new jobs, it will allow the Company to retain jobs at its Lisbon facility.

To address the Third Project, the Town of Lisbon adopted the Third Amendment to the District and the Development Program. Under the Third Amendment, the term of the District was extended five (5) years to the Town's 2022-2023 fiscal year, being the maximum permitted TIF term of 30 years.

To address the Third Project, the Town of Lisbon ~~The Town of Lisbon~~ now proposes this ~~Third-Fourth~~ Amendment to the District and the Development Program, in furtherance of the above cited legislatively approved and authorized goals, under the terms specified in this ~~Third-Fourth~~ Amendment. Under this ~~Third Amendment~~, the term of the District ~~will be~~ extended five (5) years to the Town's 2022-2023 fiscal year, being the maximum permitted TIF term of 30 years. ~~Fourth Amendment, the Town will add new municipal projects to its Municipal Investment Plan. Thus, the Municipal Investment Plan, as modified by this Fourth Amendment, will be funded from TIF revenues associated with the increased assessed value resulting from the First Project, the Second Project and the Third Project.~~

~~The percentage of increased assessed value that is~~ ~~The Town will capture percentage 100% of the increased assessed value from the First, Second and Third Projects captured in the District~~ ~~will remain 100%~~, with a continued 50/50 split of TIF revenues ~~from the Second and Third Projects~~ between the Town and the Company. Other than the ~~extended term~~ ~~new municipal projects~~, this ~~Third-Fourth~~ Amendment does not change any other term or condition of the Development Program or of any previous agreement, contract or other obligation between the Town and the Company relative to the Development Program.

## 2. ~~THIRD-FOURTH~~ AMENDMENT TO THE DEVELOPMENT PROGRAM

- a. Description of commercial facilities, arts districts, improvements or projects to be financed in whole or in part by the development program - Section 1.02



This ~~Third~~ Fourth Amendment proposes ~~the following additional language~~ no changes to Section 1.02 of the 1993 District and Development Program, as previously amended ~~in 1998 and 2011~~.

~~The Company is currently in the process of a third expansion project (the "Third Project"), consisting of a \$20,725,000 investment to install a new printing press, co-mailer and other manufacturing process improvements. Both the investment and the TIF extension request are being made in order to allow Dingley to remain competitive in the catalog printing industry and to preserve jobs at its Lisbon Maine printing plant. Dingley also anticipates making regular annual capital investments in the District which investments will be considered part of the Third Project and, if taxable, will be retained in the District as captured assessed value. An important incentive for the Town in approving this Third Amendment is the projection that the Third Project will retain existing jobs in the Town of Lisbon, which represents a significant benefit to the Town's economy. Accordingly, implementation of the Third Amendment and construction of the Third Project will provide significant economic benefit to the Town through both retained employment and an increased and improved tax base.~~

**b. Brief Description of Financial Plan - Section 1.03**

This ~~Third~~ Fourth Amendment proposes the following ~~additional~~ clarifying language to Section 1.03 of the 1993 District and Development Program, as ~~amended in 1998 and 2011~~ previously amended:

The Town will retain 100% of the increased assessed value from the First, Second and Third Projects. The Town's Municipal Investment Program, as established in the Second Amendment is amended as reflected in 4<sup>TH</sup> AMENDMENT EXHIBIT B (amended).

~~Estimated costs of the Third Project are approximately \$20,725,000. A more detailed estimate of these costs is included in 3<sup>RD</sup> AMENDMENT EXHIBIT A. The Town's current credit enhancement agreement / reimbursement arrangement with the Company will be modified to reflect the changes made in this Third Amendment.~~

**c. Description of public facilities, improvements or programs to be financed in whole or in part by the development program - Section 1.04**

This ~~Third~~ Fourth Amendment proposes ~~no changes~~ the following additional language to Section 1.04 of the 1993 District and Development Program, as previously amended ~~in 1998 and 2011~~:

The Town intends to use its share of the TIF Revenues associated with the First, Second and Third Projects from the District to finance some or all of the costs of the public improvements listed in its Municipal Investment Plan, such costs being authorized as project costs as defined under §5225 of Chapter 206. The specific public improvements to be financed will be approved by Town Council action. The Town finds that the public improvements either will directly or indirectly provide, induce, or encourage new employment opportunities within the Town, will encourage and promote economic development that will broaden the Town's tax base, and will provide economic development to the benefit of the residents of the Town and will improve the general economy of the Town. These projects either are related to this Development Program or are otherwise qualifying projects under Chapter 206.

**d. Uses of Private Property - Section 1.05**

Except for the Third Project description, this ~~Third~~ Fourth Amendment proposes no changes to Section 1.05 of the 1993 District and Development Program, as previously amended ~~in 1998 and 2011~~.

**e. Plans for the relocation of persons displaced by the development activities - Section 1.06**

This ~~Third~~ Fourth Amendment proposes no changes to Section 1.06 of the 1993 District and Development Program, as previously amended ~~in 1998 and 2011~~.

**f. Proposed regulations and facilities to improve transportation - Section 1.07**

~~This Third~~ Except as reflected in 4<sup>TH</sup> AMENDMENT EXHIBIT B (amended), this Fourth Amendment proposes no changes to Section 1.07 of the 1993 District and Development Program, as previously amended ~~in 1998 and 2011~~.

**g. Environmental controls to be applied - Section 1.08**

This ~~Third~~ Fourth Amendment proposes no changes to Section 1.08 of the 1993 District and Development Program, as previously amended ~~in 1998 and 2011~~.

**h. Proposed operation of the development district after the planned capital improvements are completed - Section 1.09**

This ~~Third~~ Fourth Amendment proposes no changes to Section 1.09 of the 1993 District and Development Program, as previously amended ~~in 1998 and 2011~~.

**i. Financial Plan.**

**i. Cost estimates for the development program – Section 2.01**

~~Estimated costs of the Third Project are approximately \$20,725,000. A more detailed estimate of these costs is included in 3<sup>RD</sup> AMENDMENT EXHIBIT A.~~

The Town will retain 100% of the increased assessed value from the First, the Second and Third Projects. This Fourth Amendment proposes no other changes to Section 2.01 of the 1993 District and Development Program, as previously amended or the costs reflected in 3<sup>RD</sup> AMENDMENT EXHIBIT A.

**ii. Amount of public indebtedness to be incurred – Section 2.02**

~~No change by this Third Amendment: The~~ This Fourth Amendment proposes no changes to Section 2.02 of the 1993 District and Development Program, as previously amended, in this regard as the Town does not intend to incur public indebtedness in association with this ~~Third~~ Fourth Amendment.

**iii. Description of the terms and conditions of any agreements, contracts or other obligations related to the development program – Section 2.02**

~~The Town will extend its current credit enhancement agreement / reimbursement arrangement with the Company to cover the extended term of the~~ This Fourth Amendment proposes no changes to Section 2.02 of the 1993 District and Development Program, as previously amended, in this regard.

**iv. Estimate of increased assessed value; captured assessed value; sources of anticipated revenues – Section 2.03**



Under this ~~Third~~-~~Fourth~~ Amendment, the Town will continue to capture all (100%) of increased assessed value associated with improvements made by Dingley as part of ~~First Project~~, the Second Project and ~~the~~ Third Project as captured assessed values. The TIF Revenues on this captured assessed value will be applied to the Development Program, as amended, over the remaining term of the District. Although the Town expects to expend all TIF Revenues allocated to and retained by the Town on the Municipal Investment Plan, to the extent that the Town elects not to so expend such TIF Revenues allocated to and retained by the Town, then such monies will be deposited unsheltered into the general fund.

An updated estimate of the increased assessed value, captured assessed value and TIF Revenue is attached as ~~3<sup>RD</sup>~~-~~4<sup>TH</sup>~~ AMENDMENT EXHIBIT C.

**v. Certification of original assessed value of the taxable property in the TIF district – Section 2.04**

No change to the original assessed value by this ~~Third~~-~~Fourth~~ Amendment. Attached as ~~3<sup>RD</sup>~~-~~4<sup>TH</sup>~~ AMENDMENT EXHIBIT D is the Statutory Requirements Table listing the financial and statistical information relating to the District required as a prerequisite to approval of this ~~Third~~-~~Fourth~~ Amendment by DECD.

**vi. Tax shift calculations for each year of the program – Section 2.05**

An updated estimate of tax shifts is attached as ~~3<sup>RD</sup>~~-~~4<sup>TH</sup>~~ AMENDMENT EXHIBIT C.

**vii. Duration of the program – Section 2.06**

This ~~Third~~-~~Fourth~~ Amendment proposes ~~the following additional language~~ no changes to Section 2.06 of the 1993 District and Development Program, as previously ~~amended in 1998 and 2011~~.

~~The original District and Development Program had a term of twenty (20) years commencing with the Town's 1993-1994 fiscal year. The First Amended extended this term for five (5) years through the Town's 2017-2018 fiscal year. This Third Amendment extends the District and the Development Program an additional five (5) years through the Town's 2022-2023 fiscal year.~~

**j. Physical Description.**

This ~~Third~~-~~Fourth~~ Amendment proposes no changes to Sections 3.01–3.03 of the 1993 District and Development Program, as previously ~~amended in 1998 and 2011~~.

**3. PUBLIC HEARING AND APPROVAL OF ~~THIRD~~-~~FOURTH~~ AMENDMENT**

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**a. Notice of public hearing**

Attached as ~~3<sup>RD</sup>~~-~~4<sup>TH</sup>~~ AMENDMENT EXHIBIT E is a copy of the Notice of Public Hearing published in the *Lewiston Sun Journal*, a newspaper of general circulation in Lisbon, Maine on ~~February 9~~May, 2018, a date at least ten (10) days prior to the public hearing in consideration of the proposed ~~Third~~-~~Fourth~~ Amendment. The public hearing was held on ~~February 20~~May, 2018 in accordance with the requirements of 30-A M.R.S.A. §5226(1).

**b. Minutes of public hearing**

Attached as ~~3<sup>RD</sup>~~-4<sup>TH</sup> AMENDMENT EXHIBIT F is a certified copy of the public hearing minutes of the Lisbon Town Council held on ~~February 20~~May, 2018 for the proposed ~~Third~~Fourth Amendment.

**c. Record of district designation by municipal legislative body.**

Attached as ~~3<sup>RD</sup>~~-4<sup>TH</sup> AMENDMENT EXHIBIT F is an attested copy of the ~~February 20~~May, 2018 Lisbon Town City Council Order to approving the ~~Third~~Fourth Amendment.

#### 4. EXHIBITS

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##### Project Costs

- A. N/A
- B. [Municipal Investment Plan \(amended\)](#)
- C. TIF Projections and Tax Shift Calculations
- D. Statutory Requirements and Thresholds Table
- E. Notice of Public Hearing
- F. Public Hearing Minutes
- G. TIF Resolution f

N/A



Exhibit B  
Municipal Investment Plan (amended)

DEVELOPMENT COSTS—Dingley Press Third Project					
Activity	Municipal TIF Proceeds Allocable to Dingley <sup>1</sup>	Private Funds		Other  (Specify)	Total
		Equity	Bank(s)		
1. Land Acquisition					
2. Building Acquisition					
3. Relocation of Persons and Business					
4. Clearance & Demolition					
5. Street & Site Improvements					
6. Water & Sewer Improvements					
7. Building Renovations and Construction					
8. Parking Facilities					
9. Capital Equipment	\$4,930,291			\$41,469,709	\$46,400,000
10. Professional Fees					
11. Administrative Costs					
12. Discretionary Payments					
13. Other Costs					
Total	\$4,930,291			\$41,469,709	\$46,400,000

<u>MUNICIPAL INVESTMENT PROGRAM</u>	<u>Eligibility Under Title 30-A</u>	<u>Estimated Cost</u>
<u>Costs of Improvements Made Within District</u>		
<u>None</u>		
<u>Costs of Improvements Made Outside, but related to, District</u>		
<u>Costs of street and road rehabilitation and street amenities – street, road and sidewalk improvements, traffic signs and signals and pedestrian crossings running from the entrance to Dingley Press along the Route 196 corridor through the center of the Town and along the</u>	<u>\$5225(1)(B)(1)</u>	<u>\$250,000</u> <u>(\$50,000/yr. for 5 years)</u>

<sup>1</sup> Reflects costs and CEA payments to the Company that are attributable to both the Dingley Second (cost estimate of \$25.7M) and Third (cost estimate of \$20.7M) Projects.

<u>other major access roads in Town. These project costs are directly related to or made necessary by the Dingley Project due to the significant traffic volume in this corridor and along the other major access roads in Town arising both from employee traffic, vendor traffic and the Company's own delivery trucks. A map of these roads is attached is Exhibit B-1.</u>		
<u>Pro-rated costs to fund public safety improvements outside the District but related to physical improvements and other activities in the District as well as increased traffic due to development of the District, including but not limited to (a) street and sidewalk improvements in the Village portion of the Town, including crosswalk and crosswalk signalization, to improve safety, encourage use by pedestrians and to enhance economic development activity, including permitting, engineering, legal and feasibility costs.</u>	<u>\$5225(1)(B)(2)</u>	<u>\$250,000</u> <u>(\$50,000/yr. for 5 years)</u>
<u>Public safety improvements outside the District but related to physical improvements and other activities of Dingley Press in the District as well as increased traffic due to development of the District, including but not limited acquisition of fire vehicles and other public safety equipment that will improve fire safety capacity in and around the Dingley Press Facilities in the District.<sup>1</sup></u>	<u>\$5225(1)(B)(2)</u>	<u>\$375,000</u> <u>(\$75,000/yr. for 5 years)</u>
<b><u>Community-Wide Municipal Investments</u></b>		
<u>Operational costs and expenses of the Town's Economic and Community Development Department. The Town's Economic and Community Development Department budget includes salary and fringe benefits for a Department Director. The non-salary/benefit expenses include items such as dues and memberships, professional development, advertising, supplies, equipment, postage and other forms of sustenance (such as mileage, meals and lodging) related to the Town's coordination and provision of business retention, expansion and attraction services.</u>	<u>\$5225(1)(C)(1)</u>	<u>\$450,000</u> <u>(\$90,000/yr. for 5 years)</u>
<u>Town sponsorship of the annual Moxie Festival, which is estimated to attract upwards of 40,000 visitors a year to the 3 day event. Town sponsorship of the event facilitates increased revenues for local service-based and retail business during the event while helping to promote and market the community as a business location.</u>	<u>\$5225(1)(C)(1)</u>	<u>\$25,000</u> <u>(\$5,000/yr. for 5 years)</u>
<u>Town matching funds to private donations in support of the public-private volunteer-based Lisbon Downtown Network, a Maine Downtown Center affiliate dedicated to the revitalization of Lisbon's three traditional commercial districts. TIF revenues will serve as matching funds to private donations supporting the LDN committee's organization, economic restructuring, design and promotion activities in those three areas.</u>	<u>\$5225(1)(C)(1)</u>	<u>\$27,500</u> <u>(\$5,500/yr. for 5 years)</u>
<u>Annual Town membership dues to the Androscoggin Valley Council of Governments (AVCOG) for the provision of municipal services such as economic and community development and land use and transportation planning.</u>	<u>\$5225(1)(C)(1)</u>	<u>\$47,500</u> <u>(\$9,500/yr. for 5 years)</u>

<sup>1</sup> Includes pro-rated costs attributable to activities in and related to the District.

<u>Costs of funding environmental improvement projects developed by the Town for commercial use or related to such activities.</u>	<u>§5225(1)(C)(2)</u>	<u>\$100,000</u> <u>(\$20,000/yr. for 5 years)</u>
<u>Revolving Loan / grant / investment program to promote business development, renovations and expansion both within and without the District. This program will include assistance to help fund façade improvements, street front landscaping, converting unused or underused commercial space into economically productive property, residential unit construction and renovation \to support mixed-use residential buildings, both existing and newly developed, on Main Street.</u>	<u>§5225(1)(C)(3)</u>	<u>\$100,000</u> <u>(\$20,000/yr. for 5 years)</u>
<u>Matching funds for State / Federal grant programs to fund municipal infrastructure and economic development improvements and initiatives.</u>	<u>§5230</u>	<u>\$100,000</u> <u>(\$20,000/yr. for 5 years)</u>
<u>Total Municipal TIF Investment Plan Costs</u>		<u>\$1,725,000</u>

Exhibit B

N/A



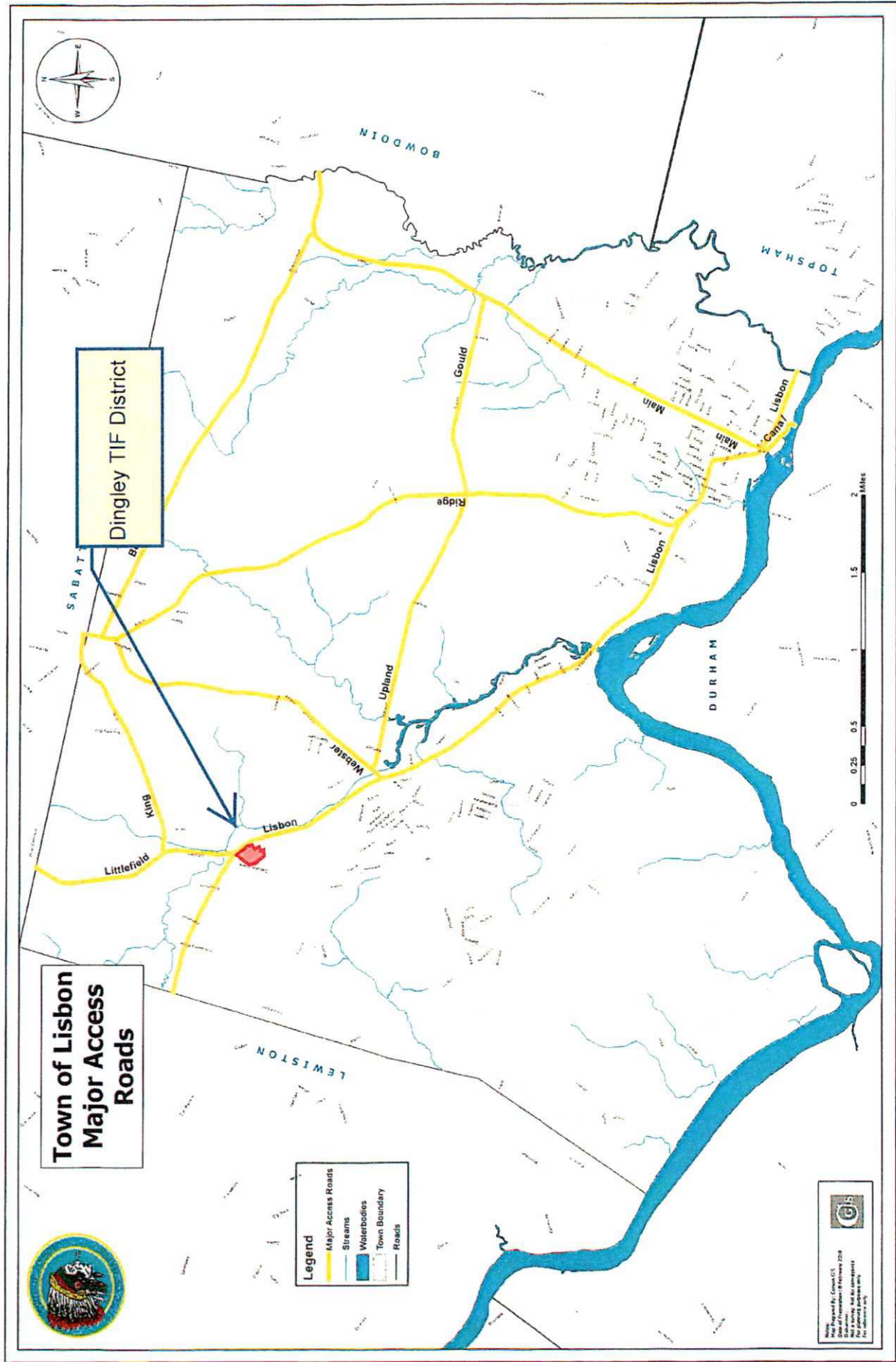


Exhibit C  
TIF Projections and Tax Shift Calculations





**Tax Shift\***

	N	O	P	Q
Fiscal Year	Tax Shift Benefits			
	Total	Education Shift	Rev. Sharing Shift	County Tax Shift
1993-1994	\$0	\$0	\$0	\$0
1994-1995	\$0	\$0	\$0	\$0
1995-1996	\$0	\$0	\$0	\$0
1996-1997	\$0	\$0	\$0	\$0
1997-1998	\$25,138	\$19,949	\$3,266	\$1,923
1998-1999	\$23,358	\$18,419	\$3,016	\$1,923
1999-2000	\$21,578	\$16,889	\$2,766	\$1,923
2000-2001	\$19,798	\$15,358	\$2,517	\$1,923
2001-2002	\$108,266	\$84,108	\$13,581	\$10,577
2002-2003	\$99,887	\$77,707	\$12,564	\$9,615
2003-2004	\$95,456	\$73,885	\$11,956	\$9,615
2004-2005	\$95,086	\$73,566	\$11,905	\$9,615
2005-2006	\$133,855	\$103,716	\$16,678	\$13,461
2006-2007	\$151,984	\$117,725	\$18,874	\$15,384
2007-2008	\$163,732	\$127,056	\$20,330	\$16,346
2008-2009	\$159,413	\$123,319	\$19,748	\$16,346
2009-2010	\$164,543	\$127,758	\$20,440	\$16,346
2010-2011	\$146,548	\$113,856	\$18,269	\$14,423
2011-2012	\$135,487	\$105,126	\$16,899	\$13,461
2012-2013	\$57,945	\$44,870	\$7,306	\$5,769
2013-2014	\$112,649	\$87,061	\$14,049	\$11,538
2014-2015	\$99,707	\$77,552	\$12,540	\$9,615
2015-2016	\$87,076	\$67,487	\$10,936	\$8,654
2016-2017	\$88,827	\$68,996	\$11,177	\$8,654
2017-2018	\$90,659	\$70,577	\$11,429	\$8,654
2018-2019	\$154,252	\$119,687	\$19,181	\$15,384
2019-2020	\$154,295	\$119,724	\$19,187	\$15,384
2020-2021	\$238,138	\$184,874	\$29,226	\$24,038
2021-2022	\$238,138	\$184,874	\$29,226	\$24,038
2022-2023	\$238,138	\$184,874	\$29,226	\$24,038
2023-2024	\$238,138	\$184,874	\$29,226	\$24,038
2024-2025	\$238,138	\$184,874	\$29,226	\$24,038
	\$3,580,233	\$2,778,762	\$444,745	\$356,726

\*Estimate of additional State Education Subsidy and Municipal Revenue Sharing and reduced County Tax to Town as a result of shunting incremental value in the District.



Exhibit D  
Statutory Requirements and Thresholds Table

**STATUTORY REQUIREMENTS AND THRESHOLDS**  
**2018 Lisbon Dingley Press TIF District | AMD3**

SECTION A.   Acreage Caps					
1. Total <b>municipal</b> acreage:					15, 488
2. Acreage of <b>proposed</b> Municipal TIF District:					15.00
3. <b>Downtown-designation</b> <sup>1</sup> acres in proposed Municipal TIF District:					0
4. <b>Transit-Oriented Development</b> <sup>2</sup> acres in proposed Municipal TIF District:					0
5. Total acreage [=A2-A3-A4] of proposed Municipal TIF District counted toward 2% limit:					15.00
6. Percentage [=A5÷A1] of total acreage in proposed Municipal TIF District (CANNOT EXCEED 2%):					0.10%
7. Total acreage of all <u>existing/proposed</u> Municipal TIF districts in municipality including Municipal Affordable Housing Development districts: <sup>3</sup>					Existing: 245.20 <sup>4</sup>
					Proposed: 15.00
					Total: 245.20 <sup>5</sup>
District Name	Acreage	District Name	Acreage	District Name	Acreage
Kelly Park	15.44	Enterprise Electric	2.97	Gendron Realty	6.10
Longchamps Realty	50.00	G&C Realty	6.67	Downtown Omnibus	149.02
30-A § 5223(3) EXEMPTIONS <sup>6</sup>					
8. Acreage of an <u>existing/proposed</u> <b>Downtown</b> Municipal TIF district:					149.02
9. Acreage of all <u>existing/proposed</u> <b>Transit-Oriented Development</b> Municipal TIF districts:					0
10. Acreage of all <u>existing/proposed</u> <b>Community Wind Power</b> Municipal TIF districts:					0
11. Acreage in all <u>existing/proposed</u> Municipal TIF districts <b>common to</b> <sup>7</sup> Pine Tree Development Zones per 30-A § 5250-I (14)(A) <b>excluding</b> any such acreage also factored in Exemptions 8-10 above:					0
12. Total acreage [=A7-A8-A9-A10-A11] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit:					96.18
13. Percentage of total acreage [=A12÷A1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%):					0.62%
14. Real property in proposed Municipal TIF District that is:				ACRES	% [=Acres÷A2]
a. A blighted area:					
b. In need of rehabilitation, redevelopment or conservation:					
c. Suitable for commercial or arts district uses:				15.00	100%
<b>TOTAL (except for § 5223 (3) exemptions a., b. OR c. must be at least 25%)</b>					15.00

<sup>1</sup> Before final designation, the Commissioner will seek advice from MDOACF and MDOT per 30-A § 5226(2).

<sup>2</sup> For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24.

<sup>3</sup> For AH-TIF acreage requirement see 30-A § 5247(3)(B) because that Program has its own/separate valuation limit.

<sup>4</sup> Includes pending application for Kelly Park Amended & Restated TIF District.

<sup>5</sup> The Dingley Press TIF is an existing TIF. The total TIF acreage does not change because it already includes the Dingley Press TIF acreage.

<sup>6</sup> Downtown/TOD overlap nets single acreage/valuation caps exemption.

<sup>7</sup> PTDZ districts approved through December 31, 2008.

**STATUTORY REQUIREMENTS AND THRESHOLDS**  
**2018 Lisbon Dingley Press TIF District | AMD3**

SECTION B.   Valuation Cap						
1. Total TAXABLE municipal valuation—use most recent April 1:					\$513,876,700	
2. Taxable Original Assessed Value (OAV) of proposed Municipal TIF District as of March 31 preceding municipal designation—same as April 1 prior to such March 31:					\$6,269,680	
3. Taxable OAV of all <u>existing/proposed</u> Municipal TIF districts in municipality:					Existing	\$43,587,030
					Proposed	\$6,269,680
					Total:	\$43,587,030 <sup>8</sup>
District Name	OAV	District Name	OAV	District Name	OAV	
Kelly Park	\$158,610	Enterprise Electric	\$497,530	Gendron Realty	\$303,130	
Longchamps Realty	\$497,530	G&C Realty	\$21,250	Downtown Omnibus	\$36,297,230	
30-A § 5223(3) EXEMPTIONS						
4. Taxable OAV of an <u>existing/proposed</u> Downtown Municipal TIF district:					\$36,297,230	
5. Taxable OAV of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:					\$0	
6. Taxable OAV of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:					\$0	
7. Taxable OAV of all <u>existing/proposed</u> Single Taxpayer/High Valuation <sup>9</sup> Municipal TIF districts:					\$0	
8. Taxable OAV in all <u>existing/proposed</u> Municipal TIF districts common to Pine Tree Development Zones per 30-A § 5250-I (14)(A) <b>excluding</b> any such OAV also factored in Exemptions 4-7 above:					\$0	
9. Total taxable OAV [=B3-B4-B5-B6-B7-B8] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit:					\$7,289,800	
10. Percentage of total taxable OAV [=B9÷B1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%):					1.42%	

COMPLETED BY	
NAME :	James M. Saffian
DATE :	03/06/2018

<sup>8</sup> The total OAV does not change because the total OAV already includes the Dingley Press TIF OAV.

<sup>9</sup> For this exemption see 30-A §5223(3)(C) sub-§§ 1-4.

Exhibit E  
Notice of Public Hearing

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**Public Hearing Notice**

**Town of Lisbon**

**Dingley Press TIF Amendment**

The Lisbon Town Council will hold a public hearing to consider a proposed fourth amendment to the Town's previously adopted Dingley Press Municipal Development Program and Tax Increment Financing (TIF) District and related development program, originally established by the Town in 1993 and previously amended in 1998, 2011 and 2018. The public hearing will be held at 7:00 p.m. on Tuesday, May 15, 2018, in the Council Room at Lisbon Town Office, 300 Lisbon Street, Lisbon, Maine.

A copy of the proposed fourth amendment to the TIF will be on file with the Town Clerk before the public hearing and may be reviewed at the Clerk's office during normal business hours.

All interested residents are invited to attend the public hearing and will be given an opportunity to be heard at that time.

Lisbon Town Clerk

Exhibit F  
Public Hearing Minutes

Exhibit G  
TIF Resolution

TOWN OF LISBON

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TOWN COUNCIL

ORDER NO. 2018-108

**AN ORDER**

**Providing for: Fourth Amendment to the Town's Dingley Press Municipal Development and Tax Increment Financing District and Related Development Program**

WHEREAS, in 1993 and 1997, the Town, acting through Town Meeting, and in 2011 and 2018, acting through its Town Council, previously designated and then amended the Town's Dingley Press Municipal Development and Tax Increment Financing District (as amended, the "Original District") and related Development Program (as amended, the "Original Development Program"); and

WHEREAS, the Town is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to adopt an amendment to the Original District and the Original Development Program; and

WHEREAS, there is and continues to be a need to encourage the expansion, improvement and attraction of manufacturing, industrial and commercial, businesses in the Town, and to provide continuing employment opportunities for the citizens of the Town and the surrounding region, to improve and broaden the tax base of the Town, and to improve the general economy and general business development climate of the Town, the surrounding region and the State of Maine; and

WHEREAS, adopting and implementing the proposed fourth amendment to the District and the Development Program will help to provide continued employment opportunities for the citizens of the Town and the surrounding region and will help the Town to continue the pursuit of business development in the Town and the region; and

WHEREAS, the Town has held a public hearing on the proposed fourth amendment to the District and the Development Program in accordance with the requirements of 30-A MRSA §5226(1) upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and,

WHEREAS, the Town desires to adopt the proposed fourth amendment to the District and the Development Program presented to the Town Council this day; and,

WHEREAS, it is expected that the Commissioner of the Maine Department of Economic and



Community Development ("DECD") will approve the adoption of the above-described fourth amendment;

NOW THEREFORE, the Town Council hereby Orders as follows:

1. The Town Council hereby finds and determines that:

(a) Pursuant to Title 30-A M.R.S.A. Section 5226(5) pertaining to tax increment financing (TIF) district and development program amendments, the fourth amendment to the Original District does not result in the District being out of compliance with any of the conditions of 30-A M.R.S.A. Section 5223(3) which pertain to the percentage of area within the District that is suitable for commercial use, the TIF acreage caps for single TIF districts and for all TIF districts in the Town, and the total TIF district assessed valuation cap;

(b) Adoption and implementation of the fourth amendment to the District and the Development Program will generate substantial economic benefits for the Town and its residents, including employment opportunities, broadened and improved tax base and economic stimulus, and therefore constitute a good and valid public purpose and will contribute to the economic growth or well-being of the inhabitants of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town; and

(c) The Town Council has considered all evidence presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that adoption and implementation of the fourth amendment to the District and the Development Program will not result in a substantial detriment to any existing business in the Town, and any adverse economic effect of the fourth amendment to the District and the Development Program on any existing business in the Town is outweighed by the contributions expected to be made by the projects and improvements described in the fourth amendment to the District and the Development Program to the economic growth or well-being of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town.

2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town Council hereby adopts the fourth amendment to the District (the "Amended District") and the Development Program (the "Amended Development Program") presented to the Town Council.

3. The foregoing adoption of the Amended District and the Amended Development Program shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the Amended District and the Amended Development Program by the Commissioner of the State of Maine Department of Economic and Community Development (DECD), without requirement of any further action by the Town, the Town Council, or any other party.

4. Pursuant to the provisions of 30-A M.R.S.A. §5227, the percentage of the increased assessed value to be retained as captured assessed value in the Amended District and the term of said Amended District is confirmed as set forth in the Amended Development Program.

5. The Town Manager be, and hereby is, authorized and empowered and directed to submit the Amended District and the Amended Development Program to the Commissioner of DECD for review and approval, pursuant to the requirements of 30-A M.R.S.A. §5226(2). The Town Manager is further authorized, at his discretion from time to time, to make such revisions to the Amended District and the Amended Development Program or to the scope, cost or description of the Town TIF Projects to be financed with the portion of tax increment revenues generated by the District and retained by the Town as described in the Development Program as the Town Manager deems reasonably necessary or convenient in order to facilitate the process for review and approval by DECD, or for any other reason so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Amended District and the Amended Development Program.

6. This Order shall take effect immediately upon adoption.

Dated: May 15, 2018

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Allen Ward, Chairman

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Christopher Brunelle, Vice Chairman

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Norman Albert

---

Kris Crawford

---

Kasie Kolbe

---

Fern Larochelle

---

Mark Lunt

Attest:

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Municipal Clerk

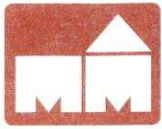
# MEMO

**TO:** LISBON TOWN COUNCIL  
**FROM:** KATHY MALLOY, ADDRESSING OFFICER  
**DATE:** MAY 1, 2018  
**RE:** ROAD NAME REQUEST

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**Owner:** John & Linda Eckhardt  
**Location:** 54 Upland Road  
**Reason:** 2 homes sharing an extended drive  
**Road Name:** Running Brook Road

The road name submitted does meet E-911 standards



# Maine Municipal Association

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

Agenda Item 2018-110

To: MMA's Key Municipal Officials

From: Linda C. Cohen, President, Maine Municipal Association

Date: April 26, 2018

Re: Nominations to MMA's 2018-2020 Legislative Policy Committee

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This memo begins the process of electing 70 dedicated municipal officials to serve on MMA's Legislative Policy Committee (LPC) over the next two-year period. Given the importance of this Policy Committee to MMA's overall mission, I urge you to help us identify nominees for service during the 2018-2020 biennium.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPC is "*to define municipal interests and to maximize those interests through effective participation in the legislative process.*" Operating something like a town meeting, the LPC establishes MMA's public policy positions on all matters of direct and statewide municipal interest for representation in the State House. The LPC meets at the MMA building in Augusta once a month during the first several months of each legislative session.

After the next LPC is elected, its first task will be to develop MMA's legislative agenda for submission to the Legislature in January 2019. Beginning in early 2019, the LPC will meet to determine MMA's position on all municipally-related legislation submitted by the Governor and legislators. MMA's legislative staff advocates for the positions established by the LPC.

The membership of the LPC tends to be a mixture of seasoned veterans, who bring an extraordinary depth of experience to the table, and new members with fresh concerns and insights. Speaking as a former Chair of the LPC, it is my observation that the debates and decision-making accomplished by this Committee often include public policy discussions of the highest caliber. The results certainly help establish MMA's credibility in the Maine legislative process.

A Nomination Form is enclosed. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

**Background Information.** Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

(over)

## LPC NOMINEE BIOGRAPHY

**To:** Legislative Policy Committee Nominees

**From:** Maine Municipal Association

**Date:** April 26, 2018

To help municipal officials make an informed choice when they vote for their LPC representatives, we ask nominees to provide some background information regarding their municipal service and why they want to be LPC members. A "nominee profile" is included on the ballot for each nominee who provides us with a profile.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_ **Years in current position:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(include zip code, please)

**Prior (recent) municipal experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you served on the LPC before?** No ☐ Yes ☐ If yes, what years? \_\_\_\_\_

**If you have served on any other MMA Committees, please note them:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please indicate your primary issues of concern, and/or reasons for wanting to serve on the LPC:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give this completed form to your Board of Selectmen/Assessors or Council so that it can be returned with the Nomination Form, or send it directly to Laura Ellis at MMA by June 13<sup>th</sup>:

Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330  
FAX: 624-0129  
Email: Lellis@memun.org

**Thank You!**

# NOMINATION FORM

Maine Municipal Association's  
**Legislative Policy Committee**  
July 2018 to June 2020


## Senate District 22

Durham  
Greene  
Leeds


Lisbon  
Litchfield  
Sabattus

Turner  
Wales  
Wayne

The municipal officers of \_\_\_\_\_ hereby nominate:  
*Print name of your municipality*


Nominee: \_\_\_\_\_   
*Print name of Nominee*

Nominee's municipality: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_  
*Signature of Nominator*   
\_\_\_\_\_  
*Print name of Nominator*

### Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: \_\_\_\_\_  
*Signature of Nominee* 

**Please return Nomination Form by 5:00 p.m. on June 13, 2018, to:**

Laura Ellis - Maine Municipal Association  
60 Community Drive, Augusta, ME 04330  
FAX: 624-0129

**Nominations received after 5:00 p.m. on June 13, 2018 will not be counted.**





May 9, 2018

Dear Chairman Ward,

For the past 5 years, Positive Change Lisbon has hosted the Moxie Concert in the Park on Moxie Saturday. This has become a key attraction of the Moxie Festival and is attended by over 1,000 people each year. Positive Change Lisbon is interested in expanding this event in 2018 by inviting a licensed vendor to provide a Beer Garden that will enhance the event and attract even more visitors to this town.

Several years ago, the Town Council voted to make a change to the town ordinance (Chapter 91, Article II section 91-38) regarding alcohol in Town Parks, which resulted in the following language;

Sec. 91-38. - Prohibitions

- (a) *Alcoholic beverages.* Alcohol possession or use is not allowed in any park or town-owned property. Any exception to this rule must be approved in advance by the town council and shall be limited to special public events or public gatherings sponsored by a charitable, nonprofit organization or civic group in which alcohol is served by a licensed establishment with an off-premise catering license under Title 28-A MRSA Section 1052.

In accordance with this town ordinance, I have requested to address the council on Tuesday May 15, joined by Jen and Nick Charboneau, owners of Cooks Lobster and Ale House, to seek "approval in advance" to pursue licensing and execute a plan to provide a Beer Garden at the Moxie Concert in the Park.

Positive Change Lisbon, and Cooks Lobster and Ale House, are eager to work with the Town Council and authorities to ensure we meet and exceed expectations regarding safety, control of alcohol sales and meet required insurance needs.

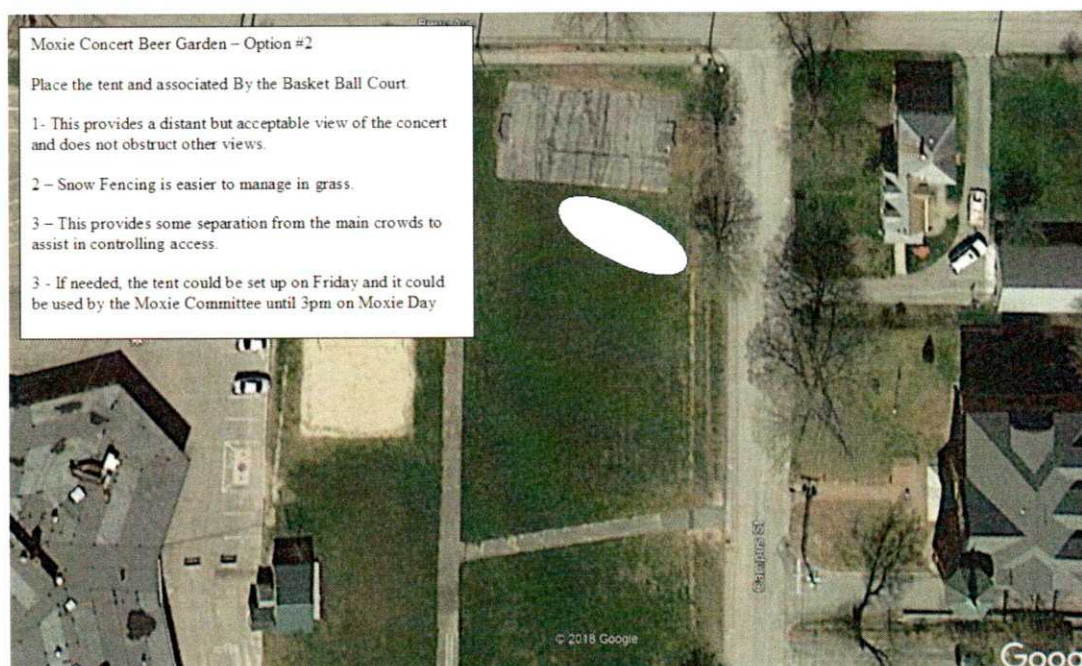
The following information is provided in advance.

1 – Cooks Lobster and Ale house is a licensed professional caterer with substantial experience providing this service. Their servers are properly trained and they carry an insurance policy naming the Town of Lisbon and PCL as additional insured.

2- Cooks has spoken to state officials and identified that with our proposed layout, an area must be designated as the Beer Garden and access must be controlled through single point access. The Tent will be surrounded by “snow fencing” and Cooks will provide a staff member to provide access control. PCL is prepared to hire a Lisbon Police Officer to be present at the concert in the vicinity of the Beer Garden.

3- Cooks is prepared to submit Lisbon Catering applications immediately upon “advance approval” from the Town Council. As there are limited council meetings before the Moxie Festival, I ask that this response come as soon as possible.

4 – We are proposing two alternatives for location of the Beer Garden and would like to request that the council provide their preferred location. The options are mapped out below.





Although option 1 involves a minor road closure, we are confident that this will provide the best location to control access and separate the non-participating concert goers from the beer garden.

Thank you for your time addressing this issue and I look forward to speaking with you next Tuesday. I am hopeful that the council will provide approval for us to move forward with our application as I do not wish to ask a vendor to spend time filling out applications if this exciting addition to the Moxie Concert is not supported by the council.

I have sent this letter to Town Manager Barnes and Town Clerk Lycette as well. Please forward to council members as you see fit. I am willing to answer any questions you may have.

Regards,

A handwritten signature in black ink, appearing to be 'Ross H. Cunningham', written in a cursive style.

Ross H. Cunningham  
Event Coordinator  
Lisbon Concerts in the Park  
207-751-2417



**State of Maine**  
**Bureau of Alcoholic Beverages and Lottery Operations**  
**Division of Liquor Licensing and Enforcement**  
8 State House Station  
Augusta, ME 04333-0008  
Telephone: (207) 624-7220 Fax: (207) 287-3434  
Email: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

DIVISION USE ONLY	
Permit No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

### Application for a Catering Permit

\$10.00 (per day)

Check Payable: Treasurer State of Maine

**72 Hours in Advance of Said Event or Gathering is REQUESTED**

Please complete this application in its entirety.

License No.: 2015-15-5095 DBA Name: COOK'S Lobster & Ale House

Name of Licensee: COOK'S LAH, INC

Mailing Address: P.O. Box 11 B

Town/ City: Barley Island State: ME Zip Code: 04003

Telephone: 833-2818 Fax: 833-5851

Email Address: jen@cookslobster.com

Title of Function: Moxie Festival Concert in the Park

Purpose of Function: Entertainment

Is this a public or a private event? Public

Location of Function: MTM Park

Physical Address of Function: 18 School St.

Town/City: Lisbon Falls State: ME Zip Code: 04252

☐ Indoor Event ☒ Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: Still T.B.D. - one

of two potential locations. See attached

#### Outdoor Catering Restrictions:

1. There must be a stanchion or fence completely enclosing the area. ✓
2. Signs must be posted stating "No alcohol beyond this point". ✓
3. There must be sufficient employees at the event to control and monitor the area. ✓

Date of Function: July 14, 2018 Time - From: 6:00 pm To: 8:00 pm

Number of Persons Attending: 1000

Name of Sponsor: Positive Change Lisbon

Address: P.O. Box 382 Town/City: Lisbon

State: ME Zip Code: 04252 Telephone Number: 751-2417

Email address: positivechange@lison@gmail.com

(Note: By law, liquor can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday. Function times can not deviate from this statutory requirement.)

NOTE: Application **must** be submitted with your Eating and Catering License from the Maine Department of Health and Human Services.

May 9, 2018  
Date

J. Charbonneau  
Signature of Licensee or Corporate Officer

J. Charbonneau  
Print Name of Licensee or Corporate Officer

This application must be signed by the appropriate official in the municipality where the function is to be held.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ ss  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being: ☐ Municipal Offices ☐ County Commissioners of the

☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: \_\_\_\_\_, Maine

Signature of Officials	Printed Name and Title

Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws, Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

Submit completed forms to:

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008 (Regular mail)

10 Water Street, Hallowell, ME 04347 (overnight mail)

Telephone inquiries: 207-624-7220

Fax line: 207-287-3434

Email inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

**FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT**

**RESTRICTIONS:**

**PERMIT NUMBER :** \_\_\_\_\_

**[ ] APPROVED**

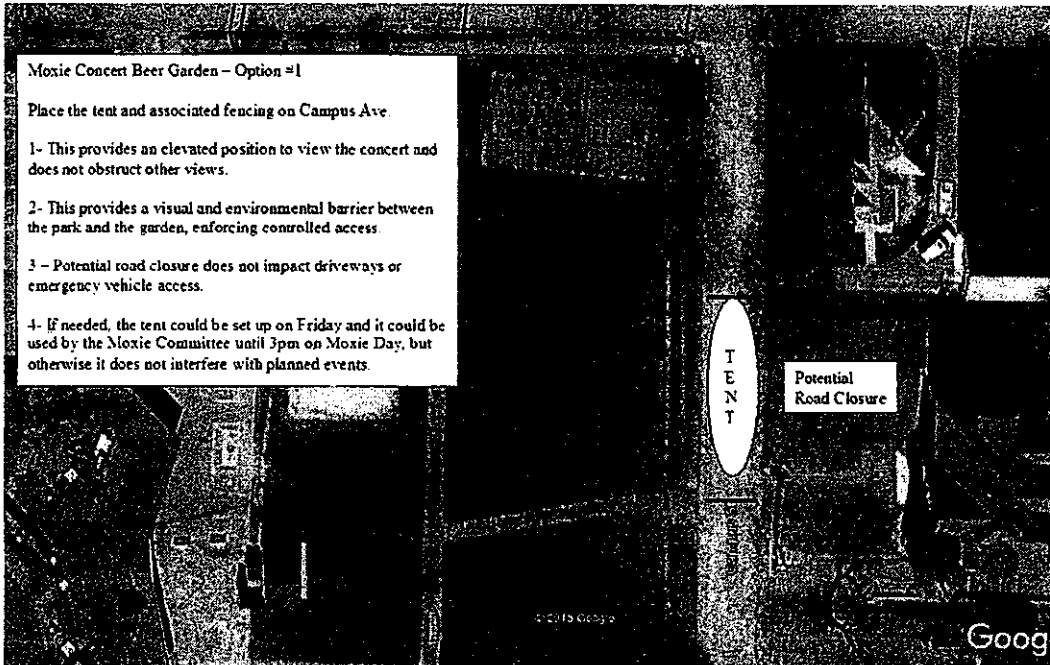
**DATED:** \_\_\_\_\_

**[ ] NOT APPROVED**

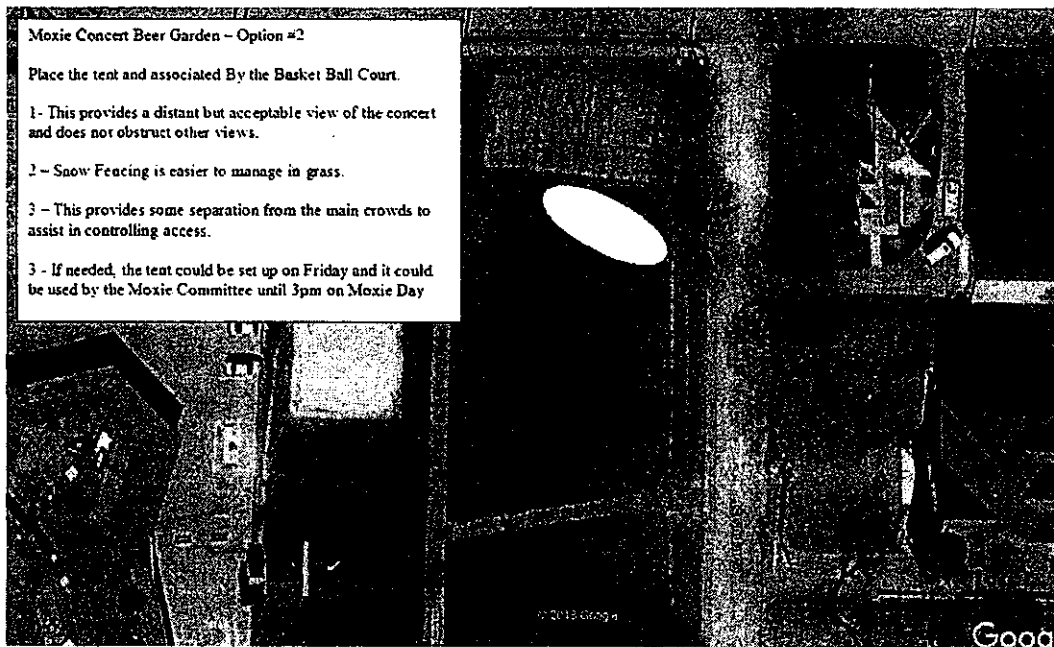
**ISSUED BY:** \_\_\_\_\_

# Potential Sites of Beer Garden

Site A.



Site B



# MEMO

TO: DIANE BARNES, MANAGER  
FROM: KATHY MALLOY, ASSESSOR  
DATE: MAY 6, 2018

---

As of May 1

Personal Property Declarations: 145 have been filed- these will not be processed until mid to late June.

Real Estate: Commercial: 3.9 million in new value

Real Estate: Residential: 1.5 million in new value

The real estate value does not include garages, sheds, decks or mobile homes. These values will be picked up during the month of May.

# Code Enforcement

Dennis J. Douglass

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

## Monthly Report for April 2018

Building permits issued - 13

- 2 Residential new homes
- 2 Commercial projects
- 1 Mobile home
- 2 Remodels
- 3 Storage sheds
- 3 Misc.

Electrical permits issued - 11

- 3 Remodels
- 5 New homes
- 1 Mobile home
- 2 Generator hook-ups

Plumbing permits issued - 11

- 9 Internal plumbing
- 1 New HHE200
- 1 Mobile home

Misc. permits issued - 4

- Demo / Roof shingles

### **Planning Board -**

- Case #18-3 – Expansion of existing Home Daycare to maximum 12 children. Meghan Stuart, 34 Summer Street, Lisbon Falls.
- Case #18-4 – Preliminary discussion, Laffely's Small Engine Repair. 12 Village Street, Lisbon.
- Case #18-5 – Expand existing Home Daycare into a Daycare Facility. Celine Goddard, 167 Ridge Road, Lisbon Falls.
- Acceptance of Street Lights – Chapter 46 Section 167 D
- Chapter 70. Zoning Ordinance. Division 13. District Uses. Land Use Chart
  - Marijuana retail sales
- Ongoing Comprehensive Plan updates
- 2018 Goals submitted to Council
- Planning Board / Contract Planner budget discussions

**Appeals Board -** No cases to report.

### **Health Officer -**

- Landlord/Tenant issues
- Victualer / Itinerant Vendor inspections.





# TOWN OF LISBON

Economic & Community Development

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

## Economic & Community Development April Report

TO: Diane Barnes, Town Manager  
FROM: Tracey Steuber, Economic & Community Development Director  
DATE: May 9, 2018  
RE: Monthly Department Report

**LDC (Lisbon Development Committee):** The LDC group met on April 12<sup>th</sup>. Welcome Meredith Lord as a new committee member to LDC. It was mentioned for folks to attend the upcoming MDOT Meeting scheduled for May 2 to discuss the Main Street road and sidewalk project. On April 28<sup>th</sup> Haggerty Reality was hosting a Main Street Clean Up Day and all were welcome to join. There was another meeting scheduled for April 26<sup>th</sup> for a site walk along Village Street, however that meeting was cancelled. The next LDC Meeting is slated for May 24<sup>th</sup>, 5:30 p.m.

**Community Development Block Grant:**

**Downtown Revitalization Falls Streetscape Project:** The new sidewalk project for the falls is coming along nicely with Union Street to be finished in mid-May.

**Downtown Revitalization Lisbon Village Streetscape Project:** The ECD Department delivered the 2018 CDBG-DR grant for a streetscape project in the Lisbon Village area in the amount of \$300,000. We should hear from the State in May on the grant selection. If we are successful in the grant, this will give us a great opportunity to begin work on the other end of town.

The Miller Block (Rusty's Lantern) project is still on schedule to begin construction in May.

**Efficient Delivery of Local and Regional Services Grant:** On April 30<sup>th</sup> the ECD Director submitted a proposal on behalf of the Town of Lisbon and Town of Bowdoin for the Efficient Delivery of Local and Regional Services grant. The idea of this grant is to partner with another municipality or region on a particular project. The grant is to help off-set the burden to taxpayers on project that would not have normally been in their budget. The Lisbon Emergency has come before both communities to help fund their Capital Improvement in order to offer emergency services to its residents. Awards should be announced in June.



**New Business Opened:** Lisbon is once again welcoming new businesses in the area. Flux Restaurant and Bar located on Main Street in the former Dr. Mike's Madhouse Café held its grand opening and ribbon cutting on April 12<sup>th</sup>. Domino's Pizza opened in the mid-town area at the former Dairy Maid location on April 18<sup>th</sup>. Sippy Cup a children's consignment shop has been opened for a few months, however the official ribbon cutting was held on April 19<sup>th</sup>.

The Economic and Community Development Office continues to work with local businesses on expansion as well as relocation. Please continue to follow us as there will be more and exciting projects coming soon.



**Moxie Festival 2018:** The Moxie Festival Committee plans continue to move forward. The next scheduled meeting is Tuesday, May 22, 6:00

The committee continues to move forward with the festival and has hired Marcey Crosskill as a part-time Assistant Moxie Festival Coordinator to work with the EDC Office and committee. We are very excited to have Marcey on board and she will start in mid-April.

The next Moxie Festival Planning Meeting will be held on Tuesday, April 24<sup>th</sup>, 5:30 p.m. at the Lisbon Town Office. Please join us!

## Twila Lycette

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**From:** Diane Nadeau  
**Sent:** Thursday, May 3, 2018 3:34 PM  
**To:** Twila Lycette  
**Subject:** April 2018 Library Department Report  
**Attachments:** TOWN COUNCIL MONTHLY REPORT with STATS March 2017.docx

Good Afternoon Twila,

Attached please find the Library Department's April 2018 monthly report for inclusion in your Town Council documents. As always, I thank you for all your help with our reporting needs.

Regards,

Diane N.

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

April 2018

CIRCULATION STATISTICS:

Adult Bks	1,217	Adult DVD's	315
Juv.Bks.	661	Juv. DVD's	198
Audio Bks.	103	Periodicals	187
ILL in	122	ILL Out	189
E-Readers Users	26	E-Reader Downloads	59
E-Audio Downloads	61	Gear/Kits	3
MTM Center Storytime	NA	Gartley School Lib. Visits	NA
Steam Lab Science	6	Vaca. Wk.Read Celebrate	20
Legos Club	19	Patron Use Computers	398
Friday Art Club	8	Friday Crafts	11
Priv.School Visits	18	Thurs.3:30 PM Storytime	17
Adult Room Count	1,465	Children Rom. Count	288*
Sat. AM Storytime	14		
New Patrons	29	Playhouse Use	0

Library closed April 16<sup>th</sup> Patriot's Day.

\*Construction on Union St. sidewalk began Tuesday, April 17<sup>th</sup> –no parking or thru-traffic, Children's Room entrance locked 4/17/18.

The Library Department continued to work with Lisbon citizens seeking state and federal tax forms until the deadline for tax returns. Inter Library Loan Services kept us busy as well. We also worked hard to minimize the impact of the Union St. sidewalk construction project for our patrons. We closed the Children's Room entrance on Tuesday, April 17<sup>th</sup> to ensure the safety of the children and families who visit the library. The construction company put up a temporary mesh fence at the entrance of the garden as well. Patrons are accustomed to using the Union St. entrance but have adjusted well to using the Main St. entrance. We posted the information on all Lisbon Face Book pages and assist families who show up with baby strollers, wagons and other child carriers to make sure they have access through the front door and stairway.

We continued to see more children and their families visited the library in April. They are enjoying the Friday afternoon crafts, science projects and Legos Club. The Children's Services staff continued to

prepare for the 2018 Summer Reading Program. The fundraising letters were sent to Lisbon businesses last week seeking their assistance with the Summer Reading Program expenses. We are excited to include the businesses in our program this summer. We have ordered window decals for the donors to display in their storefront window. It will be a nice way to let the community know that local businesses are generous and take an interest in the community's children. We have invited the Recreation Department's Summer Camp participants to attend the June 26, 2018 Summer Reading Program "kick-off" program that will bring local magician, Peter Boie back to Lisbon. We have also invited the Summer Camp participants to join the Summer Reading Program. I will work on the details with Marc Stevens and keep the Town Manager and Town Council informed.

I completed the nonfiction collection "weeding project" that began last September. I am happy to report that this collection now reflects our patrons' needs, interests and maintains a strong collection for our patrons and the MILS system. We have purchased updated materials in subjects that include medicine, law, DIY, computer and devices information. The weeded books will be offered for sale at our 'on-going' book sale. The books are now boxed and stored in the book shed. Mrs. Medlen continues to make her way through the adult fiction collection with her 14-digit re-bar coding project. She is currently working on the "R" authors. We continue to be pleased with the MILS System and the services it provides to our patrons. The Maine InfoNet Board that I serve on is working diligently to continue to enhance the MILS, Minerva, Ursus and Me Cat systems. I will keep the Town Manager and Town Council informed.

Respectfully submitted,  
Diane Nadeau  
Library Director

To: Town Council  
Ref: Monthly Report  
Date: May 7, 2018

In the month of April the Fire Department had 33 calls for service (includes inspections and various investigations, such as unpermitted burns). 11 of which were coded as medical responses and 4 calls where the department was dispatched to assist Lisbon Emergency.

During the month of April we responded to two structure fires in the Town of Lisbon. One at 23 River Rd and one at 24 School St. No one was hurt in these incidents, however there was 2 families displaced at the School St location. The month of April. With spring, also brings dry grass. We have already been responding to grass and brush fires.

The Fire Department was able to conduct training at the old Miller's complex. The new owners had a tight time line, so the amount to time we had was limited to use the building. Personnel got to put in a strong day of training, ranging from search and rescue and hose line advancements.

On April 7<sup>th</sup>, the Department held its annual banquet. At the banquet the following people were recognized:

Fire Officer of the Year:

Captain Jim Beal received the award from ET Smith Hose Company and Captain Eric Watson received it for the Lisbon Falls Fire Company.

Firefighter of the Year:

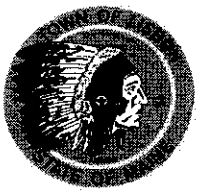
Firefighter Tom DJ Judd received the award from the ET Smith Hose Company and Firefighter Tom McGraff received it from the Lisbon Falls Fall Company.

Chief's Excellence Award:

Leo Hewes, who serves as the Juvenile Fire Officer, received this award.

Respectfully submitted

Nathan LeClair  
Fire Chief



# Lisbon Police Department

A Community Policing Agency

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300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

## May Report to Council Police Department

In the month of April the Lisbon Police Department received or responded to one thousand and twenty three (1,023) 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. Lisbon officers arrested or issued criminal/civil summonses to thirty three (33) persons, covered nine (9) reportable motor vehicle crashes, conducted sixty two (62) investigations, and stopped two hundred and fifty four (254) traffic stops.

We are pleased to announce that on April 17 Chandler Field began his law enforcement career with the Lisbon Police Department. Chandler is from the Harpswell area, and is familiar with the law enforcement field as his father is a member of the Maine State Police and has an uncle working for the Auburn Police Department. Chandler's hiring brings our full-time sworn staff back up to twelve (12). Chandler will not be immediately available to render assistance to our staffing issues however as he will be with a Field Training Officer for the next two to three months and then will be headed to the Maine Criminal Justice Academy in August for 18 weeks of training. Upon successful completion of the MCJA, in December, Chandler will receive several more weeks of training prior to being released into a patrol slot on his own.

You may recall that we noted in last month's report there was a sharp increase in Domestic Violence related calls for service in Lisbon during the month of March with twelve (12) reported domestic arguments leading to six (6) arrests. In April we responded to nine (9) reported domestic disturbances and although that number is still higher than we would like none rose to the level that would require arrest or criminal summons.

On April 4<sup>th</sup> the Lisbon Police Department also took part in Healthy Decisions Day at the Lisbon High School. Part of the day included a mock car crash, which was caused by an intoxicated student driver. It is believed that all students who took part in the event were able to take something away from presentations that will give them the tools to move forward and make healthy lifestyle decisions.

April concluded with the National Drug Take Back on Saturday April 28. One hundred and ninety seven (197) pounds of expired and unused medication was collected in Lisbon, and a total of twenty eight thousand five hundred and sixty (28,560) pounds was collected throughout the State of Maine. We are extremely happy to be involved in anything that takes this amount of drugs out of the hands of our children and the environment.

Thank you.

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# MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** APRIL 2018 MONTHLY REPORT  
**DATE:** MAY 8, 2018

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**Public Works** – April was the start of the transition to spring operations. The headgear and wings were removed from the trucks. Patching holes was an ongoing task that was tough to keep up with due to the temperature dropping below freezing at night. Trash was picked up along Rt. 196 and various other roads. Street sweeping has started on areas that do not have sidewalks; we were waiting for parts for the trackless so the sidewalks can be cleaned and the streets swept. Washouts along the new pavement on Summer Street were repaired. Jim Field and Mark Moulton attended the Maine DOT Work Zone Safety & Traffic Control Training

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.5
Trash	236.64
Bulky Waste	46.06
Wood	35.23
Brush	12.13
Compost	15.08
Freon	30 units

Please contact me if you have any questions.





# TOWN OF LISBON

*Mark Stevens*

**Lisbon Parks & Recreation Director**

18 School Street  
Lisbon Falls, ME 04250  
(207) 353-2289  
[mstevens@lisbonme.org](mailto:mstevens@lisbonme.org)

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, April 2018

DATE: May 8, 2018

Our Department is in the process of hiring 1 full time year round and 2 new Seasonal Park Maintenance employees. The Park Staff cleaned up both the ART and the Miller trails in April. Porta Potty were placed at the boat launch, Pinewoods and at the new ART parking lot behind ETTI off Capital Ave..

The Community Garden had their annual clean-up day in April.

The boy scouts held a clean-up day of their own in Beaver Park. Troops walked the trails cleaning up branches and trash in the park on Friday April 21<sup>st</sup>.

We continued selling individual and family passes for Beaver Park in April.

The Recreation Committee met on the first Monday in April and reviewed the Parks and Recreation Budget and Goals. The Budget workshop was in April.

Our summer brochure has been completed and is scheduled to be out the first week of May. Online registration is open.

We installed security spot lights behind the MTM Community Center.

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# MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** APRIL 2018 MONTHLY REPORT  
**DATE:** MAY 8, 2018

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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.

- Started annual sewer cleaning
- Davis St. P.S. pump #2 rewound at A.C. Electric and reinstalled
- Worked with Olver Associates to locate the Madelyn St. P.S. force main
- Davis St. P.S. grit screw gear box reinstalled
- Unplugged a pump at the Lewiston Line P.S.
- Performed spring clean up at the Treatment Plant
- Started cleaning catch basins
- Mike Stewart, Tome Webster and Zach Breton attended Tractor, Loader & Back hoe Safety training
- Tom Webster and Mike Piela attended the Maine DOT Work Zone Safety & Traffic Control Training

Please contact me if you have any questions.

**APRIL 2018**

**TOWN CLERK &**

**ELECTION DEPARTMENT**

The Mobile Home Parks were processed and licenses are ready to issue once Council approves. Council meeting minutes and workshop minutes were transcribed and those approved posted online. Council meeting minutes were sent out for binding.

Victualer's Renewal applications and fees were received, processed, and prepared for the Council's agenda for May 15.

Vital records were scanned and monthly report and fees were mailed. Several marriage licenses were issued and about 80 certified copies were issued for births, deaths, and marriages.

9 voters were cancelled, 11 new voters were registered, and 26 changed their party or address. Michelle updated the central voter registration system as voter registration cards arrive. The new scanner was purchased. Cards from November 2017 to present need to be scanned, which is scheduled to be finished by the end of next week.

Local ballot layout and programming needs were sent to ES&S for printing and DS 200 Vote Tabulator programming.

Election workers were hired and the LHS gym was reserved. The School prepared the Election Warrant for the Special June 12 School Budget Validation Referendum Election and was placed on the Council agenda for adoption May 15. Ads for voter registration hours were placed in the Sun Journal. Wardens were scheduled for training for the June Election. Codification updates were sent to Municipal Code to be completed prior to June 30. Absentee applications are pending receipt of absentee ballots. The new V4 voting booths will be set up in the hall for absentee voting next week.

Board members whose terms are expiring were notified. Letters and renewal applications were sent to each encouraging them to reapply.

The Town Reports were completed, delivered, and are being picked up at the Library and Town Office. The dedication of this report in honor of Bill Bauer went well. His wife and family were very appreciative.

As Chairman of the Archive Advisory Board, we completed the Municipal Disposition Schedule's final revision. As Chairman of the MTCCA's Vital Record Working Group, we are almost done with the Vital Records Municipal Handbook's final revision.

I hope everyone is enjoying the warmer weather!