TOWN COUNCIL & TOWN MANAGER MONTHLY REPORT

LIBRARY DEPARTMENT
July 2015

CIRCULATION STATISTICS:

Adult Books	1,827	Children's Books	1,243
Adult DVD's	377	Children's DVD's	256
Audio Books	77	Periodicals	209
Inter Lib.Loan IN	65	Inter Lib. Loan OUT	49
E-Reader Users	32	E-Readers Downloads	148
New Patrons	49	Public Use Computers	445
Adult Rm. Count	2,117	Children's Rm. Count	1,085
Special Programs	175	StoryTime	15

The Library Department had a very busy month of July with our "Walk on the Wild Side of Maine" Summer Reading Program. 175 children ages 5-13 attended weekly programs to record the books they had read, take part in a science activity and do a Maine themed craft. They were also very excited to check out all the new books that were purchased specifically for the summer program. We also saw many out of state visitors who were in town to visit family, work on genealogy or local history projects, or attend the Moxie Days activities. We are always happy to host visitors and make them feel welcomed in our community.

The staff and I volunteered at the Friends of the Library Moxie Days book sale. It was a very successful fundraiser with more than $1,800 raised during this event. The Friends continue to be very generous with their funds. They paid for the end of Summer Reading Program party on 8/4/15 as well as all the supplies needed for crafts and science experiments throughout the program. We thank the Friends for their hard work and generosity.

We continued to maintain our garden and building last month. The library building upgrades were completed as part of the Siemens energy upgrades. Two new toilets were installed, the Children's Room got new energy efficient light fixtures and all doors and windows were weatherized. The Children's Garden is now maintained by Mark Stevens and his staff and they continue to do a good job. We have seen an increase in the number of Lisbon families who drop by the garden for a safe quiet place for their children to play.

Along with the check out of books, DVD's, magazines and audio books, we saw an increase in the use and need of the 3 patron use computers in July. Several college students who are home for the summer are taking on-line classes and utilizing library computers to get their work done. Several visitors use the

computers to print airline or bus tickets and check e-mails. We also saw an increase in the need and appreciation of fax services at the library. It is now the only location in Lisbon send fax copies. Citizens also appreciate the convenience and affordability of our photocopy services. Along with the MTM Center the Library seems to have become the community's service, entertainment and education centers.

Respectfully submitted,

Diane I. Nadeau
Library Director

August 5, 2015
To: Town Manager
From: Fire Chief
RE: July monthly report

Mrs. Barnes,

July of 2015 we had thirty-three total calls for service. Majority of those calls were activation of our Emergency Medical First Responders in support of Lisbon Emergency. Other calls were traffic accidents and alarm type calls. Responding to alarms is not uncommon with the amount of lightning and storms we had throughout the month.

We enjoyed great weather for this year's Moxie Festival and the department stepped up as they do every year. Planning for the assignments for that week end starts well in advanced and we are ready for whatever may happen throughout the week end. The touch a truck at Public Works this year was a hit with the families as well as the fireworks. Glad to report that we had no issues with either one of those details. Saturday we escorted the Moxie 5k and stationed manpower and apparatus along the route for support and safety of the participants. After the race the members got in place for the parade and the Honor Guard presented colors for the length of the parade as they do every year. No incidents to report during the festival. The muster wasn't very well attended and we are working to better that for next year. The company fund raisers went well with the dedicated members selling sausages and manning the toll both drive.

The fire prevention trailer made an appearance as requested for four hours at a local church for a fire prevention detail. Thanks to the members for donating their time out of their busy schedules to do that. The month of July we forgo a training assignment only because of the busy schedule with Moxie. We still had members stepping up and doing some drivers training on the apparatus. We will be jumping back into the department training come August with boat operations on the river.

Maintenance wise for the month was busy, the department completed the mandatory pump testing on the apparatus, the mandatory hose testing was completed by the members over the month and the mandated self contained breathing apparatus were all flow tested.
We have sent out the request for proposals for the refurbishments to Engine 1 and Truck 6 and will have more to report to Council once those are in.

As always "Proud to be part of the team".

P. Sean Galipeau
Fire Chief

Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

David T. Brooks
Chief of Police

Monthly Report
July 2015

The Lisbon Police Department is experiencing a busy summer this year. The department has seen a 5.6% increase in Calls for Service (CFS) during the month of July compared to the same month last year. And year to date, Jan – July, the departments CFS has increased 13.2% over the same period last year. Comparing back to 2013 the July '15 increase for the month is 15.2% and the year to date increase is 20.8%.

Lisbon PD CFS	2015	2014	2013
July/Year to Date	1063/6710	1007/5928	923/5556

The Lisbon ComCenter which also services Sabattus Police & Fire, Durham Fire & Rescue and Greene Fire Departments has also experienced similar overall increases. Total CFS thru the Lisbon ComCenter has increased 9.7% in July compared to the same month last year and to date, Jan – July, has had to handle a 10.8% increase.

Reporting on the Animal Control service, the Lisbon Humane Officer also provides service coverage for Sabattus & Bowdoin. All animal related CFS increased 25.9% in July compared to July of last year. July '15 had 102 CFS and in July '14 there were 81. The '14 stats include the Town of Durham however as of July 1, 2015, Durham is no longer receiving Lisbon's ACO service.

To date, 2015 has experienced significant call increases. If this trend continues throughout the year, 2015 will be the highest CFS volume on record for our department.

July is Moxie Festival time in Lisbon. This year's festival from the police perspective went very well. Thousands of people attend various festival activities throughout the weekend and this year there were no serious encounters. The traffic tie up after the Friday night fireworks and the detour of traffic for the parade and parking during Saturday morning are always going to be an issue for some but we get thru them and everyone enjoys the festivities.

Activity throughout the month included responding to 22 reported motor vehicle accidents, investigating 7 burglaries to motor vehicles; fortunately this month there was zero residential or commercial burglaries reported. There were 10 larceny/forgery/fraud complaints investigated. Officers responded to 30 disorderly/disturbance/domestic calls. One aggravated assault case where the victim was beaten and left on the street with a broken jaw was investigated resulting in an arrest. There were 24 fireworks complaints. Most could not be located when the officer arrived in the area however those that were found to be out of compliance with the ordinance were given warnings and in two instances summonses were issued for fireworks ordinance violations. Six sex/soliciting offences were reported as

300 Lisbon St.
Lisbon, ME 04250

David T. Brooks
Chief of Police

well as 2 child abuse cases. There was one weapons violation investigation that has been turned over to Federal authorities for prosecution.

Drug activity investigations in our community are on the increase. The department investigated 8 cases this month and a number of arrests and or summonses were issued. Violations included the Sale & Use of Drug Paraphernalia, Possession of Marijuana, Furnishing Marijuana, Aggravated Furnishing of Marijuana, Trafficking a Schedule W Drug (Oxycontin), Possession of Heroin and Aggravated Trafficking of Cocaine. Unfortunately, there were 2 Heroin overdoses this month. One of the investigations was a drug deal gone bad where a handgun was involved and that person was charged with Terrorizing.

Incidents of interest that didn't occur in July; the snack shack at the LES fields was burglarized on June 30th and four juveniles have been charged in connection with that case. In March there were three guns stolen in a residential burglary in Lisbon Falls. One of those handguns was recovered in a high school in Massachusetts from a gang member. The weapon was found in a backpack which was in his school locker. A second handgun stolen in this Lisbon Falls burglary has been linked to a Drug Task Force arrest in Massachusetts too.

Concluding this monthly report on a good note, Officer Ryan McGee on July 5th was promoted to the rank of Sergeant on the Lisbon Police Department.

TOWN CLERK AND ELECTION DEPARTMENT

AUGUST 2015

Council Minutes were transcribed & placed on the agenda. The monthly vital record report and fees were sent to Augusta along with the state copies of vitals. I am assisting with IFW game licenses since the doe permit deadline is in August, but the money is being received at the Excise counter. I am processing doe permits on-line for residents again this year for a $2 fee imposed by the state for local revenue, and the money is being received at the Excise counter. Vital Record and Dog Reports were completed.

We are still processing genealogy requests by mail. Quite a few individuals have stopped in to do research, which is a typical summer time task. I attended the MTCCA Executive Board meeting at MMA. Boards and Committee member information has been entered into the OnBoard ClerkBase system online.

Nomination papers for elected offices were prepared for release August 12. Opening are posted on-line and advertised on our public access channel at Great Falls TV. Voter registrations are processed weekly. Several petitions were received, certified, and address changes were followed up on. Cards were pulled for deceased and voters removed.

30 FOA's have been processed as of today for this year. These go through the Town Clerk's office to be forwarded to the appropriate departments. Several boxes ready for destructions were identified, proper paperwork filled out, and Public Works picked them up for destruction.

Codification is on the list as the next project to complete once this election is over. Absentee balloting is going on at the Clerk's office. Incoming Voter Lists were prepared, supply boxes were prepared, ballot boxes are labeled, rooms were reserved. Election Clerks were hired. Ballots were tested this week and the batteries in the DS200 machines were charged for Election Day.

November absentee applications are now available at the Town Clerk's office and can be accessed through the state's online system from our webpage.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES

FROM: RYAN LEIGHTON

SUBJECT: JULY 2015 MONTHLY REPORT

DATE: 8/10/2015

The month of July is traditionally a hectic month as we kick off the new fiscal year as well as our involvement with the annual Moxie Festival. This year both the Sewer and Public Works Department employees played important roles in the week leading up to the festival, Saturday of the festival, and the final cleanup on the following Monday. All told we had just over 92 total straight time hours and approximately 64 overtime hours in conjunction with the festival.

The Public Works crew replaced four culverts on the Ferry Road in preparation of paving as well as cutting and chipping brush in advance of ditching. Catch basin rim elevations were adjusted on Webster Road and we will be continuing with brush cutting and chipping on that road as well as many others throughout the rest of the summer and fall.

The Sewer Department was also busy adjusting manholes and repairing structures in conjunction with the paving projects. Annual sewer main cleaning continued throughout the month and should be completed by the middle to end of August at which time we will begin the storm sewer cleaning process. In addition to the typical routine repair and maintenance activities at the plant and the pump stations the crew also installed two concrete pads at the Treatment Plant. The purpose of the pads is to provide a location for the new propane tanks which were required as part of the boiler conversions at administration and dewatering buildings.

The Transfer Station continues to move items through as the arrive. Below is a summary of the items shipped during the past month.

Item	Tonnage
Single Stream	8.45
Trash	236.21
Bulky Waste	40.21
Wood	44.72
Brush	25.89
Compost	17.05
Shingles	11.72
Freon	31 units

The Public Works garage addition continues to progress. The shell is has been completed and is weather tight except for the installation of the garage doors. We are currently in the process of sending our RFP's for the electrical and insulation installations and have started receiving

proposals for heating system alternatives. The improvements to the Town Buildings as part of the Energy Conservation project is nearly complete as well. The boilers at the Treatment Plant are nearly complete leaving the roof repairs at the Town Office as the last major component to be completed.

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

TO: Diane Barnes; Town Manager

SUBJECT: July 2015 Report

DATE: August 11, 2015

We have combined the operations of both the Parks and Recreation departments including staffing, communication and all other resources. The trails, gardens and all parks are now under our responsibility. This has been a welcoming challenge to all of us at the Parks and Recreation Department. There have been several "learning as your go" situations that were naturally part of the process. We expect to be more efficient, productive and smarter as we continue to work at doing our part to making Lisbon great place to live. Lisbon now has a comprehensive "Parks and Recreation Department".

The month of July has always been the most eventful month for our department and 2015 had proven to be no different. Weeks of planning for the Moxie 5K and Car show had come to fruition on the second Saturday/Sunday in July. This year's Moxie 5K was a special one since we were celebrating our 20th consecutive year. Before the race I had a chance to recognize those runners who have run the race each of the 20 years. Brian Ganong from Lisbon Falls was our only Lisbon Resident to have run all 20 years. Olympic Champion Joan Banoit Samuelson ran the Moxie 5K this year and afterwards she complimented our volunteers and staff for a great race. This was considered to be one of the highest honors a race director and staff could receive. The past three years the race has averaged 550 runners with another 100 fun run participants.

The Moxie Car Show was revived 4 years ago by our department after a couple of decades of hiatus. The past 4 Moxie Car Show Sunday's have been sunny and 80+ degrees. Perfect for an annual car show that attracts nearly 250 cars and approximately 400 spectators. We are fortunate to have many of the same volunteers as the 5K making the two events a weekend event for 40 friends, family, and classmates. We collected $8700.00

Summer Day Camps numbers continue to grow in popularity each year since 2012. This summer we changed our prices from $200.00 to $300.00 for our playground camp and $250.00 to $300.00 in our trekker camp. We added Kindergarten camp and moved 1st graders down to be with them calling this new group Cricket Camp. We had 46 participants. Because of the

amount of participants we have hired more staff to accommodate our ratio of staff to participants. Cricket and Trekker ratio is 1-10 and Playground ratio is 1-15 respectively.

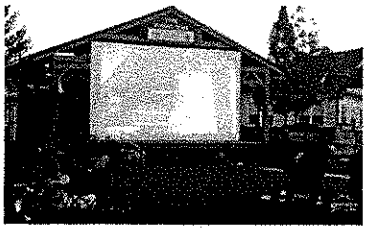
Participants in Summer Day Camps by the year:

2012..... 171
2013.....204
2014.....256
2015.....283

The walking/biking trails have been heavily used by the public in July. The new Androscoggin River Trail is getting the most attention and causing boat launch parking issues. We are currently looking at broadening our parking options in the future. The river is the most photographed "Lisbon" natural resource. Hundreds of resident's photos are published on social media. We have placed several new benches along the new section of the trail. This was to finish up a project that was started last summer with Verla.

The entertainment offered at our Parks this summer has been well received! Our fishing derby attracted over 100 people. Ben Nugent, a Maine Wild Life Biologist was our master of ceremony this year. Ben offered a short lecture on the value of fishing for youth and how it can become a life time of enjoyment for all. Our ponds are well stocked and it was evident with how many fish were caught!

Beaver Park hosted a wedding, graduation party, baby shower, horseback riding, and daily educational nature walks. We were fortunate to have had an intern student from Conn. named; Arent work with us at the park this summer. Monday, Tuesdays and Thursdays we transported participants from our camps to the park for 2 hours while Arent provided interactive and educational talks. The Moxie Committee hosted a Family Fun Day that attracted many people to Beaver Park. LL Bean Outdoor Discovery programmer Bill Yeo provided activities for those who were there. Kathy Deering along with Mark Jones, Joe Doughty, and David Cherry have been keeping the park, trails and gardens safe and clean.



MTM Park hosted Concerts in the Park (PCL), and Movies in the Park,

The MTM/Recreation building received a very large set of building improvements in July. New windows, lighting, toilets, and sinks were installed recently. We also were connected to natural gas in July. Activities including, exercise classes, luncheons, cribbage, historical society events, LACO food and clothing bank, rentals kept the MTM Park and building busy in July.

Memorandum

To: Diane Barnes, Town Manager

From: Kathy Malloy, Assessor

Date: 8/12/2015

Re: Monthly Report for July 2015

The month leading up to commitment is always a hectic one and this year even more so. Once the decision was made to push back the revaluation to next year I had to get to work entering this year's new values picked up by the reval company. Once I had access to their data base I verified the information and then entered the new values into our computer system. This pick up work is a listing of all new construction or demolition from April 2, 2014 to April 1, 2015. Once this year's deed work was completed the tax maps were sent out for their annual revision. These revisions include zoning updates, splits and merges and are expected to be completed by the end of August. Because July was an exceptionally busy month for the real estate market our office also received a high volume of requests for information from realtors and appraisers.

Code Enforcement

Dennis J. Douglass

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

Monthly Report

- This year has seen an increase in permit activity. Spreadsheets are available that track all permitting and $'s associated with the permits.
- Future monthly reports to council will show the permit activity for that month only. This report shows the total permits from January through July of 2015 to bring you up to date.
- 187 total permits have been issued through July, 2015.

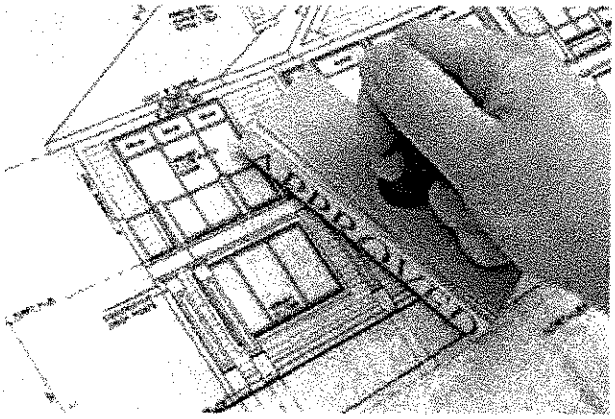
Cost savings:

- Building permit fees - Increased the permit fee for building construction from .03 cents per sf to .07 cents per sf with no opposition from the public. Fees are still below the average but the change more than doubled the revenue from permits.
- Shoreland Zoning Districts - Reworked the shoreland zoning ordinance to comply with state law and to allow more flexibility in development along our waterways. $'s cannot be calculated. Very substantial change and improvement.
- Mapping system - Completed the Lisbon Mapping System to provide the public, police, Fire, EMS, assessor, CEO, town planner... with a tool to be more efficient and provide easy access to zoning information. Worked directly with a local surveyor to provide the tax maps for the town at a reduced rate from which we were paying annually with the benefit of having everything done digitally to make future map changes easy and efficient.

- Assessment - Recommended promoting Kathy Maloy to the Tax Assessor position which eliminated Bill Van Tuinen and the majority of the $40,000.00 salary he was paid to do that job.
- Attorney / Court costs - Have successfully negotiated many agreements without the need for a town attorney or court proceedings which has saved the town many $'s in attorney fees / court costs.
- Public Works - Designed the new public works building at no cost to the town. Saved approx. $150,000.00 by helping to facilitate (eliminated the need for a general contracting firm, architect and engineers) the remodeling of the existing garage and redesigned it to address the needs for the existing space. New office space, proper insulation, new ADA accessible bathroom, new kitchen and conference room areas. Cost savings has allowed for an expansion of the existing structure, adding an additional service bay with the ceiling height needed to work on taller equipment properly. The building is now much more efficient and will allow for in-house work vs. sending the work out to be done. Long term cost savings.
- MS4 - This is an unfunded mandate that has been forced on our town. I have networked with our neighboring MS4 community to help share the costs of this program which will save us a lot of money.
- Local Health Officer - I have assumed the role of the local health officer which will save approx. $5,000.00 per year.

Permits issued 1/1/15 - 8/1/15

Building Permits:	77
Plumbing Permits:	40
Electrical Permits:	50
Misc. Permits:	20



TOWN OF LISBON

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

Economic & Community Development July Report

TO: Town Council
CC: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: August 10, 2015
RE: Monthly Department Report

The month of July was a busy month with the opening of new businesses and the 33rd Annual Moxie Festival.

Some say Lisbon has not seen any growth in the area of development, I would answer that by saying there has been a lot of development in this community. Within the past two years we have seen the following projects: Fern's Auto Body Estimation, Expert Volvo, Eastcraeft Boutique and Bazaar, Aroma Joe's, Androscoggin River Trail, Lisbon High School Track, Blue Ox Malt House, Lisbon Family Dental, Springworks Farm, Daniel Buck Appraisals, Auctions & Art Gallery. Businesses that have relocated and stayed in Lisbon: The Beauty Box, The Shop, Alma Lea's Dance Studio and Advanced Auto (Car Quest). Currently under construction are the Lisbon High School Gym and Dollar General. This department continues to assist with businesses looking to locate in Lisbon as well as assist the current businesses that are already here.

Checking in with the businesses and doing site visitations is a critical part of this department. During the month of July the Town Manger and I visited the following businesses: The Beauty Box (new location), Hairs to You, Tangles Hair and Tanning Salon, Dr. Mikes Madness Café, Roger's Insurance and Advance Auto. I also did some follow-up visits with Don's Automotive, Benoit's Bakery, The Shop (new location), Daniel Buck Appraisals, Auctions & Art Gallery & The White Dresser.

Ribbon cutting ceremonies are a way for businesses to be featured in local newspapers, social media, and to welcome them to the community. During the months of June-July Lisbon had three ribbon cuttings and they were: Springworks Farm, Daniel Buck Appraisals, Auctions & Art Gallery and Advanced Auto.

Town of Lisbon goes mobile! You can now download your Town of Lisbon mobile app for your smart phones. The mobile app is part of the Shop Lisbon program. So if you have not registered your business, please do so now and become part of the mobile world. Should you need assistance with registering please contact me at tsteuber@lisbonme.org or by calling 353-3000 ext. 122. You must be a Lisbon business to register in the Shop Lisbon program.

The 33rd Annual Moxie Festival was once again a great success with visitors from all over. I had the opportunity to speak with people that came to the festival for the first time and really enjoyed it…they will be back.

Each year as the Moxie Festival grows there is also an economic impact growth to the community. As part of this growth sometimes the committee is faced with having to make logistical adjustments.

For the past few years the annual Moxie Recipe Contest had been held at Chummy's Mid-Town Diner on Friday night, however due to the popularity the contest outgrew its current location and was moved to Saturday afternoon at MTM gym to accommodate the participants. The committee would like to thank Chummy's for their support.

With the new gym construction we had to relocate Friday night's activities to the Public Works area off of Capital Avenue. We had vendors, Alma-Lea's Dance Studio, public service "Touch a Truck" vehicles and information, hula-hoops, Sparky, DJ-BrianC and Fireworks. The Moxie Block Party was such a success that next year's Friday night event will go back to the High School making it convenient and accessible for all.
A special thank you to Don's Automotive, Maine Recycling and the Lisbon School Department for the accessibility of the parking lot.

Saturday, Moxie Day was filled with plenty of activities for all ages. Again, logistically the committee made a few changes to better enhance the festival, its patrons and downtown businesses.

Sunday Moxie Day at Beaver Park was another new venue for the festival. There were about 75 people visiting Beaver Park to participate in the morning workout with WolfPack Fitness and the Geocaching Scavenger Hunt with L.L. Bean Discovery Schools. There were people that visited Beaver Park for the first time and said they would be back.

I would like to send out a special thank you to the committee, Lisbon Public Works, Lisbon Police Department, Lisbon Fire Department, sponsors, vendors and all who purchased 2015 Moxie Festival Gear. It is with those funds and support we are able to have an annual festival. The committee would also like to reach out to the community who may have an interest in being part of the festival planning process. If you would like more information about joining the committee, please contact me at tsteuber@lisbonme.org or by calling 353-3000 ext. 122.