



AGENDA
COUNCIL MEETING
JANUARY 16, 2018
LISBON TOWN OFFICE
7:00 P.M.

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

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

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2018-07 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#77	\$94,557.85	#	\$
#78	\$ 166,940.00	#	\$
#	\$	#	\$
#	\$	#	\$

B. School Accounts Payable & Payroll Warrants -

#	\$	#	\$
#	\$	#	\$

C. Minutes of January 2, 2018

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-08 ORDER – Sewer Department ¼ Ton Pickup Truck Bids

2018-09 ORDER – CDBG Downtown Grant–Village Streetscape Project/Letter of Intent & Match Funding

2018-10 ORDER – CMCHC through Healthy Androscoggin – Mini Grant Opportunity

2018-11 ORDER – Tax Acquired Property Redemption

2018-12 ORDINANCE – Moratorium Ordinance on Medical Marijuana Storefronts – *First Reading & Emergency Enactment*

8. OTHER BUSINESS

A. Council Committee Reports:

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

B. Town Manager's Report

C. Department Head Written Reports

D. MDOT Projects Update

9. APPOINTMENTS

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

2018-13 ORDER - 1 M.R.S.A. Section 405 (6) (A) Personnel Matters

13. ADJOURNMENT

2018-14 ORDER – to Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

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

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: January 16, 2018

Agenda Item 2018-08 Sewer Department ¾ Ton Pickup Truck Bids

Mr. Leighton reports we sent out RFP to the following vendors:

Bill Dodge Auto Group	Goodwin's Chevrolet
Bodwell Motors	Lee Auto
Casco Bay Ford	O'Connor Motors
Charlie's Chevrolet	Quirk Auto
Darling's	Rowe Auburn
Emerson's	

The town received the following bids:

Bill Dodge Auto Group	-	\$30,762
O'Connor Motors	-	\$28,976
Rowe Auburn	-	\$27,896

Mr. Leighton recommends awarding the bid to Rowe Auburn and requests permission to use the available funds carried forward from the previous year as well as the funds intended to be transferred from the Parks and Recreation Department to the Sewer Department for the truck we want to replace. Below are the account numbers we would like to use in order.

E-04-405-5368	Vehicle Replacement	\$ 4,000.00
E-20-100-5410	Sewer-Equipment	\$11,631.00
E-20-100-5554	WWTP Sewers	\$18,615.73

Recommendation

Award the bid to Rowe Auburn for a new 2018 Ford F-250 truck not to exceed \$27,896 and to use available funds as presented

E-04-405-5368	Vehicle Replacement	\$ 4,000.00
E-20-100-5410	Sewer-Equipment	\$11,631.00
E-20-100-5554	WWTP Sewers	\$18,615.73

Agenda Item 2018-09 CDBG Downtown Grant Village Streetscape Project / Letter Of Intent / Match Funding

On January 2, 2018 the Lisbon Town Council approved an area of Lisbon Village as blight in order for the town to apply for the 2018 Community Development Block Grant – Downtown Revitalization program in the amount of

\$300,000. The second step of the grant requirement is to submit a Letter of Intent as well as secure the matching grant funds from the town in the amount of \$75,000. We are asking Council for the following recommendations:

1. Give authorization for the Town Manager to submit a 2018 CDBG Downtown Revitalization Grant Letter of Intent in the amount of \$300,000.
2. Appropriate grant matching funds in the amount of \$75,000, which is a 25% required match from the town for the grant.

Possible ways to fund our match:

Grant match appropriations

TIF Funds

In-kind Match (Public Works and Economic Development Department)

Ms. Steuber noted the deadline of the Letter of Intent is Friday, January 26, 2018 at 4:00 p.m.

Recommendation

Authorize the Town Manager to sign the Letter of Intent to apply for a CDBG Downtown Grant for the Village Streetscape Project and appropriate matching grant funding in the amount of \$75,000 from Grant match appropriations, TIF funds, and In-kind Match (Public Works & Economic Development).

Agenda Item 2018-10 CMCHC through Healthy Androscoggin – Mini Grant Opportunity

The Lisbon Police Department has been given the opportunity to enter into an agreement with the Central Maine Community Health Corporation (CMCHC), who is actually the fiscal agent and sponsor for Healthy Androscoggin. Healthy Androscoggin is a local organization that promotes and encourages positive choices including but not limited to the prevention of youth tobacco and other substance use.

Healthy Androscoggin, through the CMCHC, has offered the Lisbon Police Department a six hundred dollar (\$600) grant to:

1. Increase enforcement of underage drinking and,
2. Decrease access to alcohol among minors in Androscoggin County.

The police department would use the \$600 award to pay officers' overtime details. These details would be a combination of high visibility patrols during the spring, the prom, and the weekend of graduation, as well as plain clothes details in unmarked vehicles enforcing underage drinking violations. All costs incurred would be submitted by invoice to the Central Maine Community Health Corporation for reimbursement. There are no matching fund requirements required.

Chief Hagan is requesting permission to accept the Healthy Androscoggin grant and use the monies in our enforcement program as stated above.

Recommendation

Authorize the Town Manager to apply, accept, and expend the \$600 CMCHC/Healthy Androscoggin Grant as presented.

Agenda Item 2018-11 Tax Acquired Property Redemption

The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. The Town foreclosed on these properties on December 18, 2017.

<u>Name</u>	<u>Address</u>	<u>Total Owed as of 2/16/2018</u>
Blair Clark	10 Sabattus Creek Drive	\$1,372.93
Trent Dall	13 Stanley Drive	\$ 955.73
Shelly Morse	146 Summer Street	\$2,252.05
Irene Reil	18 Bibber Street	\$5,133.91

Recommendation

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



**TOWN COUNCIL
MEETING MINUTES
JANUARY 02, 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, Allen Ward, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Brunelle, Lunt, Crawford, and Larochelle. Councilor Ward reported Councilor Kolbe called him and explained she would not be able to attend due to a family emergency.

VOTE (2018-01) Councilor Albert, Seconded by Councilor Lunt moved to accept Councilor Kolbe's absence as excused. **Order passed – Vote 6-0.**

Also present were Diane Barnes, Town Manager; Tracey Steuber, Economic Development Director; Donald Fellows, Planning Board Chairman; Karen Paradis, Planning Board Member; Scott Hall, Planning Board Member; Jim MacDonnell, Chief at Lisbon Emergency; and approximately 15 citizens in the audience.

GOOD NEWS & RECOGNITION - NONE

PUBLIC HEARING

A. CDBG DOWNTOWN GRANT

SLUM & BLIGHT DESIGNATION FOR LISBON VILLAGE

The Chairman opened the public hearing.

Ms. Steuber requested Council approve designating portions of the Lisbon Village area as Slum and Blight. She requested Council adopt and sign the Slum and Blight Declaration presented. This declaration is needed to apply for a CDBG Downtown Grant for the Lisbon Village Streetscape Project. She indicated this area encompasses Lisbon Village as mapped and would include the church on Village Street. Ms. Steuber said this would be a \$300,000 grant that's based on low to moderate incomes designated for those areas that qualify as slum and blight.

Ms Steuber reported that the Slum and Blight Designation process and paperwork must be completed before January 26, in order for the Town to submit its anticipated CDBG Letter of Intent for the Village Streetscape Project.

Seeing no further comments, the Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS-NONE

CONSENT AGENDA

VOTE (2018-01A) Councilor Brunelle, seconded by Councilor Albert moved to approve the Municipal Accounts Payable & Payroll Warrants #72 for \$7,717.09, #73 for \$4,448.06, #74 for \$279,677.07, #75 for \$193,206.33, #76 for \$17,785.09, School Accounts Payable & Payroll Warrants #1034 for \$357,462.62, #1035 for \$13,090.32, #16 for \$496.00, #1812 for \$56,355.48, along with the Minutes of December 19, 2017. **Order passed - Vote 6-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS**CDBG DOWNTOWN GRANT
SLUM & BLIGHT DESIGNATION LISBON VILLAGE AREA**

VOTE (2018-02) Councilor Brunelle, seconded by Councilor Lunt moved to adopt the Slum & Blight Declaration as presented that is needed to apply for a CDBG Downtown Grant for the Lisbon Village Streetscape Project. **Order passed - Vote 6-0.**

KELLY PARK LIGHTS

INTRODUCTION: Scott Kelly said first he wanted to suggest the Council consider amending its ordinance to allow street acceptance for paved bases with funds in escrow for the final top coats, which would extend the life of these streets since trucks will continue to travel over these streets while construction continues and that beats it up for several more years. When the development is completed these funds in escrow would put the final coat on. This would maximize the road layer.

Mr. Kelly said the Planning Board requested he install street lights. He presented the plan with lighting, which was approved. He indicated that his lighting plan was given the go ahead and they were installed. He explained that utilities were initially in the deed, but it was requested they be removed. He pointed out that he installed very efficient LED lights appropriate to the area for illumination. These are considered private poles, which he requested the town take over now that the street is accepted.

Mr. Fellows explained that Mr. Kelly's plan included more street lights than required for a residential area. Mr. Kelly initially presented a commercial plan that included the appropriate lighting for a commercial area, but it has since been adapted to residential so there are more lights than required, making this in non-compliance.

Mr. Kelly explained that he grew up in Lisbon that he wanted to make his investments here in Lisbon, and hoped to make a profit along the way while improving Lisbon, but to have the Planning Board request street lights, give him the go ahead to install them, and then not assume maintenance and possession is unacceptable practice. He reported the difference in this situation is that the other utilities are underground and typically street lights are placed on CMP poles. He requested the Council address this issue in the lighting ordinance for new developments and asked that the town take possession of them.

Councilor Larochelle said typically what we already have hasn't been maintained very well and that he would hate to see this fall to that fate down the road. He asked whether CMP would handle this like the other lights in town.

Councilor Larochelle asked what it would cost to take them over. Mr. Kelly said he could get an estimate for the eleven (11) 25' foot poles on Primer Drive and the six (6) 20' foot poles on Champagne Lane. Councilor Brunelle suggested Mr. Kelly include the cost to maintain them along with the electricity.

Councilor Ward said he understood lighting was necessary in the park, although there are more street lights than required in the lighting ordinance at least it meets or exceeds the ordinance. Mr. Fellows explained that the lighting ordinance didn't address new development.

Councilor Larochelle asked that the estimate given to the Town Manager be what it will cost at full capacity.

Councilor Albert suggested it include replacement costs as well. He said once those numbers are together they will talk about it again.

**MUNICIPAL BUDGET SCHEDULE 2018-2019 AND
SCHOOL BUDGET VALIDATION TIMELINE**

The Council unanimously approved the Municipal Budget Schedule for 2018-2019 and the School Budget Validation timeline. Mrs. Barnes indicated it could be changed as necessary down the road if needed.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing to report.
2. Planning: Councilor Ward reported the Planning Board will be addressing the Marijuana Retail issue now that they have a valid application to consider. Mr. Fellows said the existing moratoriums do not cover this point. Patient information is confidential, but the building information is not. Mr. Metevier said he understood the need for them now, but was not in agreement that Lisbon needs a bunch of these in town. Councilor Albert said he would like to see them regulated like any other business, setting aside what they are selling. Councilor Brunelle said he agreed with the idea of getting help from a grower to assist with ordinance development. Several Councilors expressed concerns over allowing only one and not others.

Mr. Fellows recommended stopping everything until the town adopts something first. Councilors Albert and Ward recommended, and a majority of the Council agreed, to have the Town Manager proceed with emergency legislation for 90 days to give the Planning Board more time to develop an ordinance.

Councilor Larochelle said they may be permitted in Commercial/Industrial areas, but should be held to the same standards as any other business.

3. Water Commission: Councilor Brunelle said he had nothing to report.
4. LDC: Councilor Larochelle said he had nothing to report.
5. Conservation Commission: Councilor Ward said he had nothing to report.
6. Recreation: Councilor Ward said Councilor Kolbe reported to him that Winterfest will be held on January 20 from 10am to 2pm at Beaver Park.
7. County Budget: Councilor Ward said he had nothing to report.
8. Library: Councilor Lunt said he had nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported the Recreation Department received the Center Grant for the new refrigerator at MTM.

C. LISBON EMERGENCY SERVICES (LES) – FUNDING DISCUSSION

Chief MacDonnell from Lisbon Emergency reported their subcommittee was working on a proposal and that the second draft of it would be presented to the Council on March 20. He reported LES is doing very well at the moment picking up more volume since United is down a vehicle. More volume means more revenue so they expect to be sufficient until June.

Councilor Ward reported that Lisbon Emergency will need a commitment during this budget process to continue. Councilor Albert said the proposal is for the same level of service with the town assisting in maintaining those services.

Chief MacDonnell invited anyone to attend their next board meeting on January 11 at 6:00 pm.

AUDIENCE PARTICIPATION FOR NEW ITEMS

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Ward passed out Council goals indicating that this is a working document and not ready for release yet. He asked Councilors to give these items some thought. He suggested they add completion dates; however budgets take precedence from March to May. He said perhaps an item or two could be fast-tracked for January or February. He indicated goals would be added to the January 16 agenda.

EXECUTIVE SESSION

VOTE (2018-05) Councilor Albert, seconded by Councilor Lunt moved to go into Executive Session at 8:10 p.m. per 1 MRSA Section 405 (6) (F) Discussion of Confidential Records. **Order passed – Vote 6-0.**

The Council came out of executive session at 8:32 p.m. and entered regular session.

VOTE (2018-05A) Councilor Lunt, seconded by Councilor Albert moved to loan \$20,000 with a 7-year term at an interest rate of 5% from the Commercial Loan Fund to Terry Marstaller d/b/a The Hair Loft. **Order passed – Vote 6-0.**

ADJOURNMENT

VOTE (2018-06) Councilor Lunt, seconded by Councilor Albert moved to adjourn at 8:32 p.m. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: January 16, 2018

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RYAN LEIGHTON
SUBJECT: SEWER DEPARTMENT 3/4 TON PICKUP BIDS
DATE: JANUARY 10, 2018

Attached please find the RFP which was sent to the following vendors:

Bill Dodge Auto Group	Goodwins Chevrolet
Bodwell Motors	Lee Auto
Casco Bay Ford	O'Connor Motors
Charlie's Chevrolet	Quirk Auto
Darling's	Rowe Auburn
Emerson's	

We received the following bids:

Bill Dodge Auto Group	-	\$30,762
O'Connor Motors	-	\$28,976
Rowe Auburn	-	\$27,896

We request permission to award the bid to Rowe Auburn and request permission to use the available funds carried forward from the previous year as well as the funds intended to be transferred from the Parks and Recreation Department to the Sewer Department for the truck we want to replace. Below are the account numbers we would like to use in order.

E-04-405-5368	Vehicle Replacement	\$ 4,000.00
E-20-100-5410	Sewer-Equipment	\$11,631.00
E-20-100-5554	WWTP Sewers	\$18,615.73

Please contact me if you have any questions.



TOWN OF LISBON

Lisbon and Lisbon Falls

Settled in 1628 -- Incorporated June 22, 1799

Town Offices – 300 Lisbon Street, Lisbon, Maine 04250

Telephone 353-3000 Fax 353-3007

Town Council

Allen Ward
Chair

Norm Albert
Christopher Brunelle
Kris Crawford
Kasie Kolbe
Fern Larochelle
Mark Lunt

Town Manager

Diane Barnes

December 20, 2017

The Town of Lisbon is currently accepting bids for one new three quarter ton standard cab long bed four wheel drive heavy duty work truck which meets or exceeds the attached specifications.

All items appearing in the bidders regular published specifications are assumed to be included in the bidder's proposal. Bidders shall indicate delivery timeframe from receipt of order.

The following specifications shall be the minimum requirements and the bid shall be of the manufacturer's latest model and design. A leftover vehicle meeting the attached specification will also be acceptable.

The bid item must also comply with applicable Federal and Maine laws. The Town of Lisbon reserves the right to reject any or all bids when deemed in the best interest of the Town, and to waive any minor discrepancy or technicalities in the bid specifications.

Sealed bids to be submitted to the Town Office Attn: Ryan Leighton by January 10, 2018 at 10:00 AM. I can be reached at 353-3000 ext. 116 or by e-mail at rleighton@lisbonme.org if you have any questions.

Sincerely,

E. Ryan Leighton
Public Works Director

DESCRIPTION (Please place a "checkmark" in the appropriate column)

COMPLY EXCEPTION EXCEPTION EXPLANATION

CHASSIS:			
Minimum of 9,500 GVW - 4x4			
Plow Prep Package			
Trailer Tow Package with integrated brake controller			
ENGINE:			
Gasoline Engine			
TRANSMISSION:			
Automatic Transmission			
BRAKE SYSTEM:			
4-Wheel Disc Brakes with ABS (if available)			
WHEELS AND TIRES:			
Traction Tires and Steel Wheels with One Mounted Traction Spare Tire			
ELECTRICAL AND LIGHTING OPTIONS:			
220 amp Heavy Duty High Output Alternator			
Cruise Control			
Power Windows and Locks - Preferred but Optional			
Front Intermittent Wipers / Washer and Defrost			
Standard Stereo with AM / FM Radio			
COOLING SYSTEM:			
Heavy-Duty Radiator			
FUEL TANK:			
Large 28 gallon capacity fuel tank			
BUMPER:			
Standard Front Bumper with Tow Hooks			
MISCELLANEOUS ADDITIONAL ITEMS:			
Power heated mirrors			
Positive Traction Rear End			
Vinyl Bench Seat			
Air Conditioning, CFC-Free Refrigerant			
Rubber or Vinyl Floor Covering, No Carpet			
Upfitter switches			
WARRANTY:			
36 / 36 Bumper-to-Bumper (or better)			
SHOP MANUALS:			
Provide a minimum of one each of all applicable factory repair manuals, including vacuum and wiring schematics, powertrain control / emissions diagnosis manuals, as applicable.			

Auburn, Motor Sales, d.b.a.

Rowe Auburn

04 January 2018

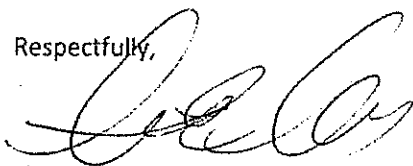
P.O. Box 500 • Auburn, Maine • 04212-0500

To: Mr. Ryan Leighton, Public Works Director

Re; New three quarter ton truck

Rowe Auburn thanks you for the opportunity to provide your next vehicle. Per you're requested Equipment specifications we offer a 2018 Ford F-250 four wheel drive with all aluminum body a 10000GVW pkg. thirty-four gallon fuel tank, 240 ampere alternator plus all stated options for \$27896.00.

Respectfully,



Thomas E. Mooney

Rowe Auburn



Tel. (207) 784-2321 • Toll Free: 1-800-339-7693 • Fax: (207) 786-8153

Web Address: <http://www.roweauburn.com>

DESCRIPTION (Please place a "checkmark" in the appropriate column)

COMPLY EXCEPTION EXCEPTION EXPLANATION

DESCRIPTION (Please place a "checkmark" in the appropriate column)	COMPLY	EXCEPTION	EXCEPTION EXPLANATION
CHASSIS:			
Minimum of 9,500 GVW - 4x4	✓		
Plow Prep Package	✓	✓	10000 GVW
Trailer Tow Package with integrated brake controller	✓		
ENGINE:			
Gasoline Engine	✓		
TRANSMISSION:			
Automatic Transmission	✓		
BRAKE SYSTEM:			
4-Wheel Disc Brakes with ABS (if available)	✓		
WHEELS AND TIRES:			
Traction Tires and Steel Wheels with One Mounted Traction Spare Tire	✓		
ELECTRICAL AND LIGHTING OPTIONS:			
220 amp Heavy Duty High Output Alternator	✓		
Cruise Control	✓	✓	240 Amperes
Power Windows and Locks - Preferred but Optional	✓		
Front Intermittent Wipers / Washer and Defrost	✓		
Standard Stereo with AM / FM Radio	✓		
COOLING SYSTEM:			
Heavy-Duty Radiator	✓		
FUEL TANK:			
Large 28 gallon capacity fuel tank		✓	34 Gallons
BUMPER:			
Standard Front Bumper with Tow Hooks	✓		
MISCELLANEOUS ADDITIONAL ITEMS:			
Power heated mirrors	✓		
Positive Traction Rear End	✓		
Vinyl Bench Seat	✓		
Air Conditioning, CFC-Free Refrigerant	✓		
Rubber or Vinyl Floor Covering, No Carpet	✓		
Upfitter switches	✓		
WARRANTY:			
36 / 36 Bumper-to-Bumper (or better)	✓		
SHOP MANUALS:			
Provide a minimum of one each of all applicable factory repair manuals, including vacuum and wiring schematics, powertrain control / emissions diagnosis manuals, as applicable.	✓		

Town of Lisbon

Ryan Leighton
Public Works Director
RE: Bid Proposal

Ryan,

Thank you for the opportunity to bid on this endeavor for the Town of Lisbon. O'Connor Motors offers a 2018 GMC Sierra 2500 Regular-cab 4x4, 8' bed (please see the accompanying supporting documents for specifications)

Net Bid Price- \$28,976.00

This is based on an ordered unit, please allow approximately 8-10 weeks for delivery

John Mynahan

A handwritten signature in black ink, appearing to read 'John Mynahan', written over the printed name.

Fleet Sales Manager
O'Connor Motors

DESCRIPTION (Please place a "checkmark" in the appropriate column)

COMPLY EXCEPTION EXCEPTION EXPLANATION

<u>DESCRIPTION</u>	<u>COMPLY</u>	<u>EXCEPTION</u>	<u>EXCEPTION EXPLANATION</u>
CHASSIS:			
Minimum of 9,500 GVW - 4x4	✓		
Plow Prep Package	✓		
Trailer Tow Package with integrated brake controller	✓		
ENGINE:			
Gasoline Engine	✓		
TRANSMISSION:			
Automatic Transmission	✓		
BRAKE SYSTEM:			
4-Wheel Disc Brakes with ABS (if available)	✓		
WHEELS AND TIRES:			
Traction Tires and Steel Wheels with One Mounted Traction Spare Tire	✓		
ELECTRICAL AND LIGHTING OPTIONS:			
220 amp Heavy Duty High Output Alternator	✓		
Cruise Control	✓		
Power Windows and Locks - Preferred but Optional	✓		
Front Intermittent Wipers / Washer and Defrost	✓		
Standard Stereo with AM / FM Radio	✓		
COOLING SYSTEM:			
Heavy-Duty Radiator	✓		
FUEL TANK:			
Large 28 gallon capacity fuel tank	✓		
BUMPER:			
Standard Front Bumper with Tow Hooks	✓		
MISCELLANEOUS ADDITIONAL ITEMS:			
Power heated mirrors	✓		
Positive Traction Rear End	✓		
Vinyl Bench Seat	✓		
Air Conditioning, CFC-Free Refrigerant	✓		
Rubber or Vinyl Floor Covering, No Carpet	✓		
Upfitter switches	✓		
WARRANTY:			
36 / 36 Bumper-to-Bumper (or better)	✓		
SHOP MANUALS:			
Provide a minimum of one each of all applicable factory repair manuals, including vacuum and wiring schematics, powertrain control / emissions diagnosis manuals, as applicable.	✓		



O'Connor Motors

John Mynahan | 207-592-0105 | john.mynahan@oconnorwheels.com

Town of Lisbon 1-10-18

2018 GMC 2500 4x4 regular cab



O'Connor Motors

John Mynahan | 207-592-0105 | john.mynahan@oconnorwheels.com

Town of Lisbon 1-10-18

Selected Model and Options

MODEL

CODE	MODEL
TK25903	2018 GMC Sierra 2500HD 4WD Reg Cab 133.6"

COLORS

CODE	DESCRIPTION
G7C	Cardinal Red

OPTIONS

CODE	DESCRIPTION
1SA	Work Truck Preferred Equipment Group includes standard equipment
9L7	Upfitter switches, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories.
A31	Windows, power with driver express up and down and express down on all other windows (Standard on Crew Cab and Double Cab. On Regular Cab, Included and only available with (PCR) Sierra Fleet Convenience Package.)
A91	Remote Locking Tailgate (Included and only available with (AQQ) Remote Keyless Entry, (PCR) Sierra Fleet Convenience Package or (PEF) Sierra Convenience Plus Package.)
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)
AQQ	Remote Keyless Entry (Included and only available with (PCR) Sierra Fleet Convenience Package or (PEF) Sierra Convenience Plus Package.)
DD8	Mirror, inside rearview auto-dimming (Included and only available with (DPN) outside heated power-adjustable trailering mirrors.)

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 Data Version: 4638. Data Updated: Jan 8, 2018 9:24:00 PM PST.



O'Connor Motors

John Mynahan | 207-592-0105 | john.mynahan@oconnorwheels.com

Town of Lisbon 1-10-18

OPTIONS

CODE	DESCRIPTION
DPN	Mirrors, outside heated power-adjustable vertical camper upper glass, manual-folding and extending, black. Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of Auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Requires (PCR) Sierra Fleet Convenience Package when (PEF) Sierra Convenience Plus Package is not ordered. Included with (PEF) Sierra Convenience Plus Package. Includes (DD8) auto-dimming inside rearview mirror.)
E63	Pickup box (STD)
G7C	Cardinal Red
GEH	GVWR, <u>9500 lbs.</u> (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine. Not available with TK25943 or TC25903 model.) (STD)
GT5	Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine.)
H2Q	Jet Black/Dark Ash, Vinyl seat trim
IOB	Audio system, 7" diagonal Color Touch Screen with GMC Infotainment System, AM/FM with USB ports, auxiliary jack, Bluetooth streaming audio for music and most phones, Pandora Internet radio and voice-activated technology for radio and phone (STD)
JL1	Trailer brake controller, integrated (Included with (PEF) Sierra Convenience Plus Package. Requires (ZB2) trailering equipment, (ZW9) pickup box delete or (9J4) rear bumper delete.)

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Town of Lisbon 1-10-18

OPTIONS

CODE	DESCRIPTION
KW5	Alternator, 220 amps (Included with (VYU) Snow Plow Prep Package when ordered with gas or diesel engines.)
L96	Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm (Does not include E85 capability with (ZW9) pickup box delete.) (STD)
MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine.)
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements
NZ4	Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (Requires 17" wheels and tires.)
NZZ	Underbody Shield, frame-mounted shields includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package.)
PCR	Sierra Fleet Convenience Package includes (DL8) outside heated power-adjustable mirrors, (A91) remote locking tailgate, and (AQQ) Remote Keyless Entry; Regular Cab also includes (A31) power windows (Upgradeable to (DPN) Mirror. Not available with (DF2) Mirror. If (ZW9) pickup box delete is ordered (A91) remote locking tailgate will not be included.)

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O'Connor Motors

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Town of Lisbon 1-10-18

OPTIONS

CODE

DESCRIPTION

PYN

Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (STD)

QXT

Tires, LT265/70R17E all-terrain, blackwall

TRW

Provision for cab roof-mounted lamp/beacon provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)

VYU

Snow Plow Prep Package includes power feed for backup and roof emergency light, (KW5) 220-amp alternator with gas or diesel engine, forward lamp wiring harness, (TRW) provision for cab roof mounted lamp/beacon, (NZZ) underbody shields and Heavy-Duty front-springs (Only available on 4WD models. Upgradeable to (KHB) dual, 150 amps and 220 amps each alternators with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

ZBZ

Trailer equipment Trailing hitch platform 2.5" with a 2.0" insert for HD, 7-wire harness with independent fused trailing circuits mated to a 7-way sealed connector to hook up parking lamps, backup lamps, right and left turn signals, an electric brake lead, battery and a ground, The trailer connector also includes the 4-way for use on trailers without brakes - park, brake/turn lamps (Included with (PEF) Sierra Convenience Plus Package. Not available with (ZW9) pickup box delete or (9J4) rear bumper delete is ordered.)

Z85

Suspension Package, Handling/Trailing, heavy-duty includes 51mm twin tube shock absorbers and 33mm front stabilizer bar (STD)

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O'Connor Motors

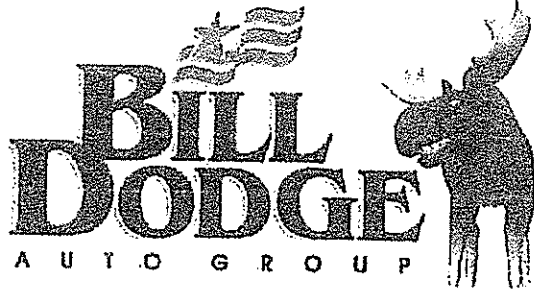
John Mynahan | 207-592-0105 | john.mynahan@oconnorwheels.com

Town of Lisbon 1-10-18

OPTIONS

CODE	DESCRIPTION
ZY1	Paint, solid
<hr/>	
	Options Total

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Purchase Agreement

John Hale
 Bill Dodge Auto Group
 2 Saunders Way
 Westbrook, ME 04092

Buyer	Co-Buyer	Vehicle
Town of Lisbon Ryan Leighton 300 Lisbon St, ME 04250 E: (207) 353-3000		2018 GMC Sierra 2500HD Base VIN: Stock #: Mileage: Color:

Purchase Details	
Retail Price:	\$41,005.00
Sales Price:	\$38,562.00
Savings:	\$2,443.00
Accessories:	\$500.00
Service Contract:	\$0.00
Government Fees:	\$0.00
Proc/Doc Fees:	\$0.00
Total Taxes	\$0.00
Total Sales Price:	\$39,062.00
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$8,300.00
Cash Down:	\$0.00
Cash Price:	\$30,762.00

X

 Customer Signature

X

 Manager Signature

 Date

 Date

Disclaimer:

Printed 1/8/18 4:09 PM



TOWN OF LISBON

Lisbon and Lisbon Falls

Settled in 1628 – Incorporated June 22, 1799

Town Offices – 300 Lisbon Street, Lisbon, Maine 04250

Telephone 353-3000 Fax 353-3007

Town Council

Allen Ward

Chair

Nom Albert

Christopher Brunelle

Kris Crawford

Kasie Kolbe

Fern Larochelle

Mark Lunt

Town Manager

Diane Barnes

December 20, 2017

The Town of Lisbon is currently accepting bids for one new three quarter ton standard cab long bed four wheel drive heavy duty work truck which meets or exceeds the attached specifications.

All items appearing in the bidders regular published specifications are assumed to be included in the bidder's proposal. Bidders shall indicate delivery timeframe from receipt of order.

The following specifications shall be the minimum requirements and the bid shall be of the manufacturer's latest model and design. A leftover vehicle meeting the attached specification will also be acceptable.

The bid item must also comply with applicable Federal and Maine laws. The Town of Lisbon reserves the right to reject any or all bids when deemed in the best interest of the Town, and to waive any minor discrepancy or technicalities in the bid specifications.

Sealed bids to be submitted to the Town Office Attn: Ryan Leighton by January 10, 2018 at 10:00 AM. I can be reached at 353-3000 ext. 116 or by e-mail at rleighton@lisbonme.org if you have any questions.

Sincerely,

E. Ryan Leighton
Public Works Director

DESCRIPTION (Please place a "checkmark" in the appropriate column)

COMPLY EXCEPTION EXCEPTION EXPLANATION

CHASSIS:			
Minimum of 9,500 GVW - 4x4	✓		
Flow Prep Package	✓		
Trailer Tow Package with integrated brake controller	✓		

ENGINE:			
Gasoline Engine	✓		

TRANSMISSION:			
Automatic Transmission	✓		

BRAKE SYSTEM:			
4-Wheel Disc Brakes with ABS (if available)	✓		

WHEELS AND TIRES:			
Traction Tires and Steel Wheels with One Mounted Traction Spare Tire	✓	✓	SPARE IS A REGULAR TIRE (NOT A TRACTION TIRE)

ELECTRICAL AND LIGHTING OPTIONS:			
220 amp Heavy Duty High Output Alternator	✓		
Cruise Control	✓		
Power Windows and Locks - Preferred but Optional	✓		
Front Intermittent Wipers / Washer and Defrost	✓		
Standard Stereo with AM / FM Radio	✓		

COOLING SYSTEM:			
Heavy-Duty Radiator	✓		

FUEL TANK:			
Large 28 gallon capacity fuel tank	✓		

BUMPER:			
Standard Front Bumper with Tow Hooks	✓		

MISCELLANEOUS ADDITIONAL ITEMS:			
Power heated mirrors	✓		
Positive Traction Rear End	✓		
Vinyl Bench Seat	✓		
Air Conditioning, CFC-Free Refrigerant	✓		
Rubber or Vinyl Floor Covering, No Carpet	✓		
Upfitter switches	✓		

WARRANTY:			
36 / 36 Bumper-to-Bumper (or better)	✓		

SHOP MANUALS:			
Provide a minimum of one each of all applicable factory repair manuals, including vacuum and wiring schematics, powertrain control / emissions diagnosis manuals, as applicable.	✓		TAKES ABOUT A YR TO GET IN

Bill Robinson
BILL DODGE BUICK GMC

ATTENTION ALL USERS: When using Code Worldwide (CWS), please DO NOT click on pop-up windows frequently. CWS uses pop-up windows to display business critical alerts, confirmations and warning messages. If you are unable to view the messages, for assistance, contact the CWS Help Desk at 1-800-331-1010

ym006 Legend

- PLAN & FORECAST
- ORDER VEHICLES
- MANAGE INVENTORY
- LOCATE VEHICLES
- DELIVER VEHICLES
- REPORTS & TOOLS

Configure a New Vehicle:View Summary

[Order Make](#) |
 [Choose Options](#) |
 [Configure a New Vehicle](#) |
 [View Summary](#)

RELATED LINKS

- Return to Order Vehicles Page
- Configure a New Vehicle
- View My Allocation and Constraints
- View Stored Configurations
- View My Request for Order List
- US On-Line Order Reference Guide

Review the vehicle configuration and ensure that it is correct. If you need to make a change, click "Back" to return to the Configure and Submit Request for Order Customer Order entry screen. Click "Submit Request for Order" to submit this configuration as a request for order. Click "Save as Stored Configuration" in order to store this configuration. Click "Go to Order Changes" to apply order changes. A page processed here Change Single order path. Click "Cancel" to cancel the entire configuration.

Note: A customer request for order is an Expedited Order (EOD) (Great Rental #6600)

GM Business Associate Information

Detail View with prices

Company BAC	117953	Company SFC	1
Ship to BAC	117953	Ship to SFC	1
Contact Name		SAF	
Phone #		Stock #	

Model Information

Model Year	2018	Order Entry	FLT Fleet	Order Type	F9C-Fleet Political Subdivision
Division	GMC	Allocation Group	GREGHD		
Model	T425903 - 2500HD Sierra 4WD, Regular Cab Long Box				

MSRP: \$39,710.00 MSRP + Tax: \$41,005.00

Fleet Information

Primary PAN	616677	End User PAN	
End Number		End Date	
PO Number			

Configuration Information

PMS: 1SA
 Primary Color: GAZ - Summit White
 Engine: L95 - Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel
 Transmission: MYD - Transmission, 6-speed automatic, heavy-duty, electronically controlled
 Int: H2Q - Jet Black/Dark Ash, Vinyl seat trim
 Emissions: NE1 - Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements

Remember This

Options: 9L7, A31, A91, AE7, AQQ, AU3, AY0, BG9, C67, DL8, E63, G80, GEH, G75, IOB, JL1, K34, K47, KC4, KNP, KWS, L96, MYD, NE1, NZZ, PCR, PYN, OXT, SAF, TRW, U2J, UQ3, UVC, V76, VK3, VYU, Z82, ZY1

Hide Descriptions

MSRP Invoice

9L7 : Upfitter switches, (4)	\$125.00	\$113.75
A31 : Windows, power with driver express up and down and express down on all other windows		
A91 : Remote Locking Tailgate		
AE7 : Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline		
AQ9 : Remote Keyless Entry		
AU3 : Door locks, power		
AY0 : Air bags		
BG9 : Floor covering, Graphite-colored rubberized-vinyl		
C67 : Air conditioning, single-zone		
DL6 : Mirrors, outside heated power-adjustable		
E63 : Pickup box		
G80 : Differential, heavy-duty locking rear		
GEH : GVWR, 5500 lbs. (4309 kg)		
GT5 : Rear axle, 4.10 ratio		
IOB : Audio system, 7" diagonal Color Touch Screen with GMC Infotainment System, AM/FM		
JL1 : Trailer brake controller, integrated		
K34 : Cruise control, steering wheel-mounted	\$275.00	\$250.25
K47 : Air cleaner, high-capacity		
KC4 : Cooling, external engine oil cooler		
KNP : Cooling, auxiliary external transmission oil cooler		
KW5 : Alternator, 220 amps		
L66 : Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel		
MYD : Transmission, 6-speed automatic, heavy-duty, electronically controlled		
NE1 : Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements		
NZZ : Underbody Shield, frame-mounted shields		
PCR : Sierra Fleet Convenience Package	\$725.00	\$659.75
PYN : Wheels, 17" (43.2 cm) steel		
QXT : Tires, LT265/70R17E all-terrain, blackwall	\$200.00	\$162.00
SAF : Tire carrier lock		
TRW : Provision for cab roof-mounted lamp/beacon		
U2J : XM Satellite Radio, delete		
UQ3 : 6-speaker audio system		
UVC : Rear Vision Camera		
V76 : Recovery hooks, front, frame-mounted, black		
VK3 : License plate kit, front		
VYU : Snow Plow Prep Package	\$385.00	\$350.35
Z82 : Trailering equipment	\$300.00	\$273.00
ZY1 : Paint, solid		

► Save in Stored Configurations

CANCEL



† North American Great Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to GM Pricing tool for official GM Price schedules. GM pricing is subject to change by GM at any time, without notice. The GM Price Levels for GM use only.

[Order Workbench](#) [FAQs](#) [Site Map](#)

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MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC: Amanda Bunker, Town Planner & Ben Smith
SUBJECT: 2018 CDBG Downtown Revitalization Grant Letter of Intent
DATE: February 25, 2016

On January 2, 2018 the Lisbon Town Council approved an area of Lisbon Village as blight in order for the town to apply for the 2018 Community Development Block Grant – Downtown Revitalization program in the amount of \$300,000. The second step of the grant requirement is to submit a Letter of Intent as well as secure the matching grant funds from the town in the amount of \$75,000. We are asking Council for the following recommendations:

1. Give authorization for the Town Manager to submit a 2018 CDBG Downtown Revitalization Grant Letter of Intent in the amount of \$300,000.
2. Appropriate grant matching funds in the amount of \$75,000, which is a 25% required match from the town for the grant.

Possible ways to fund our match:

Grant match appropriations

TIF Funds

In-kind Match (Public Works and Economic Development Department)

Please note the deadline of the Letter of Intent is **Friday, January 26, 2018 at 4:00 p.m.**



Lisbon Police Department

A Community Policing Agency

Agenda Item 2018-10

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To: Town Manager Barnes

From: Chief Hagan

Subject: Mini-grant opportunity

Date: 01/11/2018

The Lisbon Police Department has been given the opportunity to enter into an agreement with the Central Maine Community Health Corporation (CMCHC), who is actually the fiscal agent and sponsor for Healthy Androscoggin. Healthy Androscoggin is a local organization that promotes and encourages positive choices including but not limited to the prevention of youth tobacco and other substance use.

Healthy Androscoggin, through the CMCHC, has offered the Lisbon Police Department a six hundred dollar (\$600) grant to:

1. Increase enforcement of underage drinking and,
2. Decrease access to alcohol among minors in Androscoggin County.

The police department would use the \$600 award to pay officers' overtime details. These details would be a combination of high visibility patrols during the spring, the prom, and the weekend of graduation, as well as plain clothes details in unmarked vehicles enforcing underage drinking violations. All costs incurred would be submitted by invoice to the Central Maine Community Health Corporation for reimbursement. There are no matching fund requirements required.

I am requesting permission to accept the Healthy Androscoggin grant and use the monies in our enforcement program as stated above. Thank you.

TOWN OF LISBON

**EMERGENCY MORATORIUM ORDINANCE ON
MEDICAL MARIJUANA STOREFRONTS**

WHEREAS, the Town enacted a Moratorium on Retail Marijuana Establishments and Retail Marijuana Stores and Retail Marijuana Social Clubs on April 4, 2017, and extended by votes of the Town Council on September 19, 2017 and November 17, 2017;

WHEREAS, medical marijuana storefronts are a newly proposed type of use which is not specifically regulated under the Maine Medical Use of Marijuana Act, and which causes the same questions and concerns set forth in the Moratorium on Retail Marijuana Establishments and Retail Marijuana Stores and Retail Marijuana Social Clubs (such questions and concerns being included herein by reference);

WHEREAS, the Town needs time to review pending regulations adopted by the State and to review its own Code of Ordinances to determine the implications of future proposed medical marijuana storefronts to develop reasonable ordinances governing the location and operations of such establishments;

WHEREAS, the Town Council, with the advice and assistance of the administration and police department, shall study the Town's current Code of Ordinances to determine the land use and other regulatory implications of medical marijuana storefronts and consider what locations, if any, and approval and performance standards, if any, might be appropriate for such uses; and

WHEREAS, it is anticipated that such a study, review, and development of recommended Ordinance, changes will take at least one hundred and eighty (180) days from the date the Town enacts this Moratorium Ordinance on Medical Marijuana Storefronts;

NOW, THEREFORE, be it ordained by the Town Council of the Town of Lisbon, that the following Moratorium Ordinance on Medical Marijuana Storefronts (the "Moratorium Ordinance") be, and hereby is, enacted, and, in furtherance thereof, the Town Council does hereby declare a moratorium on the location, operation or licensing of any medical marijuana storefronts within the Town. For the purposes of this Moratorium Ordinance, a medical marijuana storefront is defined as an establishment which resembles a retail storefront in terms of signage, hours of operation and accessibility to patrons, and which is operated by one or more registered Primary Caregivers as defined by 22 M.R.S.A. § 2422(8-A) for the sale of marijuana and marijuana products to Qualifying Patients as defined by 22 M.R.S.A. § 2422(9).

This Moratorium Ordinance shall take effect once enacted by the Town Council, in accordance with the provisions of the Town Charter and, notwithstanding 1 M.R.S.A. § 302, shall be applicable to Medical Marijuana Storefronts for which applications are not pending or approved

as of January 12, 2018. The moratorium shall run concurrently with the Moratorium on Retail Marijuana Establishments and Retail Marijuana Stores and Retail Marijuana Social Clubs and shall expire on the date said Moratorium expires, unless extended, repealed, or modified by the Town Council, for the express purpose of drafting an amendment or amendments to the Town's current Code of Ordinances to protect the public from health and safety risks including, but not limited to, compatibility of medical marijuana storefronts with existing and permitted uses in residential, commercial and industrial zoning districts, the potential adverse health and safety effects of medical marijuana storefronts on the community if not properly regulated, and the adequacy of the Town's infrastructure to accommodate the presence of medical marijuana storefronts in the Town.

BE IT FURTHER ORDAINED, that this Moratorium Ordinance shall apply to medical marijuana storefronts that may be proposed to be located within the Town after the enactment of this Ordinance; and

BE IT FURTHER ORDAINED, that no person or organization shall develop or operate a medical marijuana storefront within the Town on or after the enactment date of this Moratorium Ordinance without complying with whatever ordinance amendment or amendments the Town Council may enact as a result of this Moratorium Ordinance; and

BE IT FURTHER ORDAINED, that during the time this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit or any other type of land use approval or permit and/or any other permits or licenses related to a medical marijuana storefront unless the application under review was filed with the Town prior to the enactment date of this Ordinance; and

BE IT FURTHER ORDAINED, that those provisions of the Town's current Code of Ordinances that are inconsistent or conflicting with the provisions of this Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

BE IT FURTHER ORDAINED, that if medical marijuana storefronts are established in violation of this Moratorium Ordinance, each day of any continuing violation shall constitute a separate violation of this Moratorium Ordinance, and the Town shall be entitled to all rights available to it in law and equity, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations; and

BE IT FURTHER ORDAINED, that should any section or provision of this Moratorium Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

Emergency Declaration

The Town Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious public harm that could be caused by the unregulated development of medical marijuana storefronts, thereby necessitating a moratorium to provide an opportunity for the Town to review the potential impacts and harm that may be caused by such storefronts, and to amend its Code of Ordinances to mitigate the potential impact and harm on the Town and its residents. In accordance with Section 2.08 of the Town Charter, this Moratorium shall be enacted as both an emergency and a regular ordinance. It shall be effective immediately upon enactment and shall remain in effect for one hundred eighty (180) days from the date of enactment unless it is terminated or extended in accordance with this Ordinance.

Proposed: January 12, 2018

Approved: _____ (EMERGENCY)

Sec. 2.08. - Ordinances.

- (a) *Procedure.* An ordinance may be introduced by any Councilor at any regular or special meeting of the Council and may not be enacted except after public hearing thereon. All Ordinances shall be submitted in writing. Notice of all public hearings on any proposed ordinance shall be given at least seven (7) days in advance of the public hearing by publication in a newspaper or newspapers having general circulation in the Town and by posting copies of said notice at the Town Hall and such other places as the Council may designate. An ordinance, in order to be finally adopted, must be read and voted upon at two separate meetings of the Town Council held not less than seven days apart without any material amendment of the ordinance between the first and second vote. Except as otherwise provided in this Charter, every ordinance shall be effective 21 days after the date of final adoption.
- (b) *Emergency Ordinances.* The Town Council may adopt an emergency ordinance to meet a public emergency affecting life, health, property, or the public peace. An emergency ordinance shall be plainly designated as such and shall contain a statement that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted at the meeting at which it is introduced without a second reading upon affirmative vote of at least 5 members of the Town Council. It shall become effective at the time of adoption or at such later time as the Council may specify. An emergency ordinance may be repealed by the adoption of a repealing ordinance in the same manner as the emergency ordinance was originally adopted. Every ordinance shall stand repealed as of the ninety-first (91st) day following the date on which it was adopted unless adopted under the provisions of Subsection 2.08(a) within the emergency ordinance period.
- (c) *Copies.* Copies of ordinances shall be available to the public for free or for a reasonable price to be fixed by the Council.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006; C.O. of 9-16-2008, § 2008-152B, Ref. of 11-4-2008)

MEMO

To: Diane Barnes, Manager
From: Kathy Malloy, Assessor
Date: January 11, 2018
Re: Monthly report for December 2017

- As December is usually a quiet month in the assessing office I was able to complete the filing project. New property record cards are filed in folders by map and lot order and all the filing cabinets have been labeled
- Processed the last of the BETR applications
- Completed the Sales Analysis Report for Maine Revenue Services
- Processed July deeds
- Organized and prioritized projects for the months leading up to commitment

Code Enforcement

Dennis J. Douglass

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

Monthly Report for December 2017

Building permits issued - 8

- 2 Residential new home
- 3 Mobile Homes
- 1 Garage
- 2 Misc.

Electrical permits issued - 9

- 3 Mobile home hook-ups
- 2 service upgrades
- 1 Generator hook-up
- 1 Garage
- 1 New home
- 1 - Misc.

Plumbing permits issued - 3

- 1 Internal plumbing
- 1 New HHE200
- 1 Replacement HHE200 (Holding Tank)

Misc. permits issued - 1 - Roof shingles, mobile home demo.

Planning Board -

- Held a Comprehensive Plan Public Forum/Workshop at Daniel Buck's Auction House
- Held a "Holiday Social" at Frank's
- Had a preliminary discussion in a workshop format with Jason Smith of Mother Earth Medicine in regards to a Site Plan Review application for a Medical Marijuana retail store front business being proposed at 95 Lisbon Street in Lisbon, ME.

Other Business - None

Appeals Board - No Variance cases to report. The Board of Sewer Appeals (same Board) had a Case. See Ryan Leighton for a description on that Case.

Health Officer -

- Landlord/Tenant issues - No heat, hot water issues, snow removal/egress issues...

To: Diane Barnes and the Town Council

From: Lydia Colston, CPA

Re: December Financials

I have compiled the December 2017 General Fund financial information for review.

Expenditures as a percent of budgeted amount is right on target. The technology budget has a higher percentage spent than most of the other budgets due to one time annual expenses already paid.

Excise Revenues is up over prior year by approximately \$40,000.

Sewer Department Revenue is up over prior year by \$92,500.

Town of Lisbon
Schedule of Revenues- General Fund with Sewer Department
For the Period ended December 31, 2017
For management use only

	<u>Final Budget</u>	<u>November Actual Amount</u>	<u>YTD Actual Amount</u>	<u>Collected (Uncollected) Balance-YTD</u>	<u>Percent of Budget Collected</u>
Taxes:					
Property Taxes	\$ 12,512,172	-	12,512,172	-	100.00%
Supplemental Tax	-	-	3,142	3,142	
Revenue in Lieu of Taxes	-	-	-	-	
Excise Taxes	1,504,000	77,948	729,513	(774,487)	48.50%
Registration Fees	27,000	1,611	13,112	(13,888)	48.56%
Interest and Cost on Taxes	34,000	2,198	14,130	(19,870)	41.56%
Licenses and Permits:					
Business permits and fees	27,900	6,413	21,613	(6,288)	77.46%
All other construction fees	12,000	1,004	11,719	(281)	97.66%
Town Clerk	20,895	1,517	8,030	(12,865)	38.43%
Intergovernmental:					
State Revenue Sharing	602,000	41,559	294,926	(307,074)	48.99%
General Assistance	12,750	-	798	(11,952)	6.26%
Tree Growth reimbursement	15,000	-	11,569	(3,431)	77.13%
BETE reimbursement	168,713	168,713	168,713	-	100.00%
Homestead reimbursement	541,677	-	408,240	(133,437)	75.37%
Urban rural incentive program	96,964	-	98,468	1,504	101.55%
Veteran reimbursement	10,000	-	-	(10,000)	0.00%
Miscellaneous State aid	215,483	-	-	(215,483)	0.00%
Sewer Department	1,107,340	130,733	601,308	(506,032)	54.30%
Charges for Services:					
Police and Dispatch	135,645	8,406	57,998	(77,647)	42.76%
Fire Dept	-	-	1,050	1,050	0.00%
Public Services	300,246	15,426	201,290	(98,956)	67.04%
Investment Income					
	13,000	1,557	11,336	(1,664)	87.20%
Other revenues:					
TIF	443,004	-	-	(443,004)	0.00%
Recycling	94,500	4,068	72,801	(21,699)	77.04%
Reimbursements	47,612	1,499	8,979	(38,633)	18.86%
Miscellaneous	600	408	18,013	17,413	3002.19%
Total Revenues	<u>\$ 17,942,501</u>	<u>\$ 463,060</u>	<u>\$ 15,268,919</u>	<u>\$ (2,673,582)</u>	

Town of Lisbon
Schedule of Departmental Operations- General Fund
For the Period ended December 31, 2017
For management use only

	Final Budget	November Actual	YTD Actual	Budget Variance Remaining (Overexpended)	Percent of Budget Spent
General Government:					
Elected Officials	21,825	1,634	10,257	11,568	47.00%
Town Manager	224,733	15,995	107,566	117,167	47.86%
Contingency / Grant match	5,000	-	-	5,000	0.00%
Insurance	120,665	2,039	83,842	36,823	69.48%
Legal	40,000	2,084	15,809	24,191	39.52%
Technology	183,692	19,178	130,506	53,186	71.05%
Town Building	245,155	32,771	72,717	172,438	29.66%
Assessing	78,496	7,040	41,945	36,551	53.44%
Board of Appeals	1,686	109	427	1,259	25.34%
Planning Board	32,936	2,048	10,383	22,553	31.53%
Code Enforcement	113,326	8,475	54,329	58,997	47.94%
Finance	162,076	9,296	79,616	82,460	49.12%
Tax Collector	176,651	13,979	94,717	81,934	53.62%
Town Clerk/Elections	134,938	8,481	58,259	76,679	43.17%
Economic Development	103,403	5,881	49,009	54,394	47.40%
Total General Government	1,644,582	129,010	809,383	835,199	
Public Safety					
Police	1,448,781	103,529	687,395	761,386	47.45%
Animal Control	90,086	5,178	48,385	41,701	53.71%
Communications	344,103	27,335	167,336	176,767	48.63%
Fire	447,190	29,924	172,718	274,472	38.62%
Emergency	1,742	126	849	893	48.73%
Total Public Safety	2,331,902	166,092	1,076,683	1,255,219	

For Management Use Only

Public Works:									
Public Works	1,479,067	106,506	724,485	754,582	48.98%				
Winter Public Works	271,103	36,780	55,535	215,568	20.48%				
Solid Waste	489,810	50,224	227,851	261,959	46.52%				
Hydrant Rental	325,733	-	162,867	162,867	50.00%				
Street & Traffic Lights	110,500	8,000	35,889	74,611	32.48%				
Total Public Works	<u>2,676,213</u>	<u>201,510</u>	<u>1,206,626</u>	<u>1,469,587</u>					
Public Services:									
Parks & Recreation	565,868	25,030	294,473	271,395	52.04%				
Lisbon Falls Library	269,404	20,672	127,244	142,160	47.23%				
Health Officer	6,288	426	2,851	3,437	45.34%				
Community Service	40,000	-	20,000	20,000	50.00%				
Miscellaneous	13,000	-	-	13,000	0.00%				
Total Public Services	<u>894,560</u>	<u>46,129</u>	<u>444,568</u>	<u>449,992</u>					
General Assistance	<u>29,068</u>	<u>5,770</u>	<u>22,175</u>	<u>6,893</u>	<u>76.29%</u>				
Intergovernmental- County Tax	<u>639,783</u>	<u>620,540</u>	<u>639,459</u>	<u>324</u>	<u>99.95%</u>				
Miscellaneous:									
Tax Increment Financing payments	443,004	-	-	443,004	0.00%				
Abateements	10,000	-	16,220	(6,220)	162.20%				
Bad Debts	-	-	-	-	0.00%				
Total Miscellaneous	<u>453,004</u>	<u>-</u>	<u>16,220</u>	<u>436,784</u>					
Debt Service - Town:	<u>214,492</u>	<u>-</u>	<u>122,525</u>	<u>91,967</u>	<u>57.12%</u>				
Capital Outlay: Town	<u>371,569</u>	<u>445,400</u>	<u>1,388,506</u>	<u>(1,016,937)</u>	<u>373.69%</u>				
Sewer Department	<u>1,100,427</u>	<u>118,134</u>	<u>469,761</u>	<u>630,666</u>	<u>42.69%</u>				
Total Expenditures	<u>\$ 10,355,600</u>	<u>\$ 1,732,586</u>	<u>\$ 6,195,906</u>	<u>\$ 4,159,694</u>	<u>59.83%</u>				

For Management Use Only

To: Diane Barnes
Ref: Monthly Report
Date: January 11, 2018

In the month of December the Fire Department had 32 calls for service (includes inspections and various investigations, such as unpermitted burns). 2 of which were coded as medical responses and 2 calls where the department was dispatched to assist Lisbon Emergency.

During the month we responded to a structure fire on Douglass St, which brought in mutual aid. We also responded to a couple of smaller fires that were caught early on with minimal damage. With the extremely cold weather, at the end of the month, we dealt with some broken water pipes and sprinklers in Town, including our own town office.

The bay floor entrance of two bays, at the Lisbon Falls station, was repaired. During that time Engine 7 and Rescue 10 were relocated to Public Works. Luckily nothing happened during that time, where a delay in response occurred.

Crews continued training in the old Dagg's building in Lisbon Falls. The opportunity to train in an actual building is a great benefit to the firefighters.

Respectfully submitted

Nathan LeClair
Deputy Chief

Robert Robitaille
Deputy Chief

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Respectfully submitted

Nathan LeClair
Deputy Chief

Robert Robitiale
Deputy Chief

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

December 2017

CIRCULATION STATISTICS:

Adult Bks	1,479	Adult DVD's	445
Juv. Bks.	682	Juv. DVD's	236
Audio Bks.	87	Periodicals	163
ILL in	137	ILL Out	152
E-Readers Users	27	E-Reader Downloads	39
E-Audio Downloads	54	Gear/Kits	1
Holiday Main St. Event	4	MTM Cen. Storytime	39
Legos Club	10	Patron Use Computers	333
Friday Art Club	11	Friday Crafts	10
Priv. School Visits	21		
Adult Room Count	1,429	Child Room Count	364
Thurs. Am StoryTime	15	Sat. AM Storytime	6
New Patrons	15	Playhouse Use	0

The Library was busy in December. We hosted several holiday events and offered a good selection of new holiday DVD's for our patrons to enjoy with their families. The circulation statistics reflect the two days we were closed in December. We were closed 12/23/17 due to bad weather and again on 12/25/17 for the Christmas holiday.

We hosted several holiday programs for the children throughout the month of December. The children enjoyed making ornaments, a holiday art project, a holiday themed Lego project and holiday games. The children visited 10 Main St. businesses on 12/15/17 to deliver Christmas cookies, sing some of their favorite holiday songs and offer our Main St. neighbors holiday greetings.

The Lisbon Library was honored to host an evening with Christine Renaud and her dog Charlie Bean. Christine grew up in Lisbon and her parents are Lisbon residents. We felt it was appropriate to host her first author reading and book signing event in the state of Maine. Unfortunately, the Friday, December 23rd event had to be postponed due to the storm. We held the event on Tuesday, December 26th. Many of the Renaud family and their friends attended this enjoyable evening with a very well behaved Charlie

Bean the rescued dog. Christine will be back in Lisbon this summer and will do a children's program during our Summer Reading program.

Thatcher Plourde has done a great job keeping up with the shoveling and maintenance of the library walkways. Patrons have had access to the building after every storm.

Although our recent (1/2/18) frozen/burst pipe and furnace problems are issues in the current month, I felt it was important to update the Town Manager and Town Council in this matter in this report. The burst pipe on the back wall of the first floor backroom happened while we were open on 1/2/18. I quickly turned off the furnace and called for help. Both Drew's Carpet Cleaning & Property Care and Patriot's Mechanical responded quickly. The staff and I moved books and materials that could possibly be affected by the water. The children's room was closed for 2 days while the carpeting dried and damaged ceiling tiles were removed and disposed of. The pipe was repaired and we were instructed to monitor the furnace during the weekend's severe cold temperatures event. The furnace again failed on Friday late afternoon in the zone that takes care of the first floor backrooms. Patriot's Mechanical responded at 5:15 PM and spent a few hours restoring the heat in that area. Ryan Leighton and the library staff monitored the heat/furnace throughout the weekend. I kept the Town Manager informed throughout the weekend as well. Patriot's Mechanical informed me that they will discuss possible solutions to rectify any further problems with Ryan Leighton and Siemens Co. I will keep Town Officials informed in this matter.

The Library and Recreation departments are happy to inform Town Officials that our collaboration to bring an after school storytime to the MTM Center on Tuesday afternoons has been successful to date. The Children's Services staff visited the MTM Center twice in December and 39 children enjoyed stories and crafts. We will continue to offer this successful program. The Lisbon Library is also collaborating with the Lisbon School Dept. as they coordinate Adult Education program with Oak Hill High School. Our library will host a once monthly "LACE Storytime" to convenience local families. The Library Department is working on new programs for children and adults. I will keep the Town Council and Town Manager informed.

Respectfully submitted,
Diane I. Nadeau
Library Director

MEMO

To: Diane Barnes, Manager
From: Kathy Malloy, Assessor
Date: January 11, 2018
Re: Monthly report for December 2017

- As December is usually a quiet month in the assessing office I was able to complete the filing project. New property record cards are filed in folders by map and lot order and all the filing cabinets have been labeled
- Processed the last of the BETR applications
- Completed the Sales Analysis Report for Maine Revenue Services
- Processed July deeds
- Organized and prioritized projects for the months leading up to commitment



TOWN OF LISBON

Mark Stevens

Lisbon Parks & Recreation Director

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

TO: Diane Barnes; Town Manager
SUBJECT: Monthly Report, December 2017
DATE: January 11, 2018

Our top program of 2017 is our Before and After School Program. We have collected \$41,000 in the first 3.5 months of the program. I project that we will surpass our target of 55,000 by the first of March. We have needed to make some important decisions with staffing. We hired a few more after school supervisors as well as moved a position to work as the coordinator, to oversee scheduling of staff and developing a more structured environment. With over 60 kids on a daily basis, we are using 3 to 4 rooms offering exercise, arts, games, reading/homework.

The Recreation Committee met in December. We have begun talks about the 2018-2019 budget. We are looking at staffing and operations. Some processes are going to be streamlined making processes more efficient in 2018. We need to be more efficient with maintenance and billing. We are struggling with staying on top of preventative and regular maintenance with our current staffing situation.

Basketball Leagues began in December. Basketball runs 6 days a week from November to mid February at LCS.

It is always exciting to report on what our seniors are doing. We applied for the Senter's Grant in November and was awarded \$1000.00 to go towards our new refrigerator. This was a very competitive grant and we are thrilled to have been given the award.



The Kitchen Crew

Aline Strout, Lisbon Senior Coordinator, along with our staff and volunteers planned and executed a Christmas dinner that served nearly 100 people on December 22nd. Aline also a bus and a van to the Botanical Gardens in Boothbay Harbor. We had problems with our bus and Allen Ouellette quickly responded to my request to have a

bus delivered to bring our folks back home. We are grateful for the willingness to stop everything he was doing on a Thursday evening and help us out.

Aline also took a large group to New Hampshire for a three day excursion to the White Mountain Hotel Resort. In 2018 she is planning trips to the Grand Canyon and Cuba.

The Conservation Commission met in December and will be reporting to the Town Council on February 6th about the plan for eradicating invasive species in Lisbon. Annica from the Commission will be giving a report on her findings and mandates from the state on which species are now illegal to plant, or sell. We also discussed some forestry work that needs to be done in Beaver Park.

The Ice Rink that was once behind the High School has been discontinued for a number of reasons. We are learning the new location as we go and will improve the process as we move towards the future. The plan was to flood behind the MTM Center making it



Luke Larochelle scraping the new MTM Ice Rink

a central skating park for all. The help of the water and fire department is essential. Volunteer, Luke Larochelle has been a leader and strong advocate for helping us create ice here. He along with other have spent countless hours scraping, and holding hoses late into the evening. Our challenge is having a level ground and a convenient water source. We have lost a lot of water draining into the ground since the snow came early and insulates the ground from making a deep frost. The Fire Dept has attempted to help, however, the temperature of the water in the trucks is too warm to dump out on our ice base. It melts too much of the base before it has a chance to freeze.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

January 2018 Report to Council Police Department

In the month of December the Lisbon Police Department received or responded to nine hundred and forty nine (949) calls for service. A total of fifty nine (59) investigations were initiated, and there were thirteen (13) motor vehicle crashes. Twenty eight (28) persons were arrested or issued criminal or civil summonses, and there were one hundred and forty two (142) traffic stops.

For the 2017 calendar year, Lisbon personnel:

- ✓ Received 12,383 calls for service
- ✓ Conducted 825 investigations
- ✓ Investigated 156 motor vehicle crashes
- ✓ Arrested or summonsed 333 persons
- ✓ Initiated 2,825 motor vehicle stops

The police department kicked off our “Sand for Seniors” program in December. The idea behind the program is to bring a senior citizen, who is either alone or is unable to carry a heavy bucket, sand that they can hopefully use to spread on their walkway, steps, etc. in hopes of preventing a fall. It also gives members of our department an opportunity for some face to face contact with someone who may be shut in, or in need of some type of assistance, that we normally wouldn't come into contact with.

The manner in which the program works is as follows: Any senior citizen, or their children, neighbor, friend, can call in to the 353-2500 line, or send a message via our Facebook page, and request a bucket. When the opportunity allows one of our officers will fill a bucket with sand and deliver it to the person in question. The bucket is then theirs to keep for future use. The program has been very popular with seniors in the Bath/Brunswick area for several years and we appreciate the opportunity to bring it to Lisbon this year. Lowe's Home Improvement initially donated over 100 of their blue buckets to this year's campaign and has recently given the involved agencies another 80, which is greatly appreciated as Lisbon's original allotment of 25 buckets has been depleted.

The department has more new goals and ideas for enhancing the safety and security of our citizens in the upcoming year and looks forward to the opportunity to serve the Lisbon Community in 2018. Thank you.

Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RYAN LEIGHTON
SUBJECT: DECEMBER 2017 MONTHLY REPORT
DATE: JANUARY 9, 2018

Public Works - The beginning of December we scrambled to complete the gravel shoulders on the roads paved this fall. December 9th was our first snow storm of the season. During the first couple of snow events we had to work out the bugs with the new trucks but we are grateful for a nearly new fleet of trucks which allows the crew to focus on providing the best road conditions possible. December continued to be a busy month for snow storms, frigid temperatures and snow removal activities in the downtowns. We also appreciate your patience with the sidewalk snowblowing contractor as this is their first year and it is a work in progress.

Sewer Department - Below is a summary of the activities above and beyond the typical sewer system and treatment plant maintenance and snow removal efforts completed this month.

- ETTI finished the replacement of 600" of sewer line on Pinewoods Rd.
- Tom assisted PW on 12/5, he operated the grader to help with the shoulder work on Summer Street
- Raised one manhole on Brook street before it was paved
- Started cleaning the tool room out and removing the old unused equipment to make more room

Transfer Station - Below is a summary of the items shipped during the past month. We have seen a decrease in most areas. This month we were fortunate to hire Scott Alexander as a Driver/Attendant and Peter Aievoli as a part time laborer to finally have this Department fully staffed. Thank you to Marcel, Bob, and those from PW who have filled in over the past couple of months as we worked through the hiring process.

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.06
Trash	226.94
Bulky Waste	28.97
Wood	23.77
Brush	73.92
Compost	13.67
Shingles	13.86
Waste oil	633 gallons
Waste Gas	55 gallons
Cardboard	18.84 tons resulting in \$1,695.60 in revenue

Please contact me if you have any questions.

DECEMBER 2017

TOWN CLERK AND ELECTION DEPARTMENT

The minutes from the Council Meetings were transcribed, sent to Clerkbases, along with the meeting video to post to our webpage. The Council room was decorated for the holidays. Council pictures were taken and uploaded to the website. The Council Inauguration went well with several residents in audience. Pictures were posted on our facebook page of Councilors Crawford, Lunt, and Brunelle being sworn into office.

Approximately 80 petitions were certified since Election Day and in December; keep in mind most of these petitions had multiple names on them. Petition deadline for filing them with the municipal office is January 19 by 5PM and to the State Election Office by January 26 by 5PM. All petitions were logged into our logbook and copies were placed on file. 2081 voter files were updated with voter participation history. Voter registration cards arrive weekly from motor vehicle, along with deletion notices so these were placed on hold until voter participation history has been completed. Around 28 voter files were added, changed, and/or deleted and cards pulled. Around 60 voter cards were received from the November Election and the information was added to the Central Voter System (CVR).

The usual Junkyard licenses were processed. We pulled boxes of ballots from previous Elections that are ready for disposal. Year-end statistics for the Town Report is being collected.

Reminder dog notices were prepared and mailed or emailed to dog owners who preferred an email reminder. An ad was prepared and sent to the Sun Journal to run on January 15. 400 dog owners were licensed in December. Late fees (\$25 per dog) will begin on February 1. Remember you can register your dog on-line now at www.doglicensing.com.

The Vault high density roller shelving unit was installed in November. 400 boxes were removed and returned to the appropriate shelf and organized by Department.

Codification work was completed and approval for updating was given. The update should be completed by the end of February. The next code update will be completed and sent for codification the end of April. New ordinances are on line and available to the public for immediate access. Use our Town Ordinances link to view them if you like.

Respectfully submitted,
Twila Lycette, Town Clerk