



AGENDA
COUNCIL MEETING
FEBRUARY 20, 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 Larochele

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
___ Councilor Albert ___ Councilor Brunelle ___ Councilor Crawford ___ Councilor Kolbe
___ Councilor Larochele ___ Councilor Lunt ___ Councilor Ward
Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
2018-32 ORDER– Proclamation for Lisbon High School Cheering Team
4. PUBLIC HEARINGS
 - A. Liquor License & Special Entertainment Permit for Jason LaVerdiere & Tyson LaVerdiere d/b/a Flux Restaurant
 - B. Repeal Chapter 50 Article II Division 1 Section 50-45 Winter Parking
 - C. Amend Chapter 10 Article IV Itinerant Vendor Ordinance
 - D. Amend Chapter 54 Buildings and Building Regulations
 - E. Amend Chapter 30 Article III Park Regulations Section 88-5 Special Regulations
 - F. Amend Chapter 46 Article VI, Section 46-147, Subsection 1, Street Lighting
 - G. Dingley TIF Extension
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2018-33 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#89	\$15,343.80	#90	\$181,457.32
#91	\$17,941.26	#92	\$8,241.25
#	\$	#	\$

B. School Accounts Payable & Payroll Warrants -

#1041	\$1,573.36	#1042	\$328,990.47
#1043	\$320,027.06	#1044	\$13,252.20
#22	\$11,169.57	#	\$

C. Minutes of February 6, 2018 & Workshop Minutes of February 13, 2018
D. Approve Liquor License & Special Entertainment Permit the LaVerdiere's d/b/a the Flux Restaurant
E. Set Public Hearing for Special Entertainment Permit For the Railroad Diner for March 6
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2018-34 ORDER – Dingley TIF Extension
2018-35 ORDER – Authorize Fire Department to apply for the Fire House Sub Public Safety Grant
2018-36 ORDER – High Density Roller Shelving – Order Shelf Reinforcements & Book Supports
2018-37 ORDINANCE – Repeal Chapter 50 Article II Division 1 Section 50-45 Winter Parking– *Final Reading*
2018-38 ORDINANCE – Amend Chapter 10 Article IV Itinerant Vendor Ordinance – *Final Reading*
2018-39 ORDINANCE – Amend Chapter 54 Buildings and Building Regulations – *Final Reading*
2018-40 ORDINANCE – Amend Chapter 30 Article III Park Regulations Section 88-5 Special Regulations – *Final Reading*
2018-41 ORDINANCE – Amend Chapter 46 Article VI, Section 46-147 Subsection 1, Street Lighting – *Final Reading*
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Bd (Councilor Ward)
 3. Water Dept (Councilor Brunelle)
 4. LDC (Councilor Larochele)
 5. Conservation Com (Councilor Ward)
 6. Recreation (Councilor Kolbe)
 7. County Budget (Councilor Ward)
 8. Library (Councilor Lunt)
 - B. Town Manager's Report
 - C. Department Head Written Reports
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2018-42 ORDER – 1 M.R.S.A. Section 405 (6) (A) Personnel Matters
13. ADJOURNMENT
2018-43 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: February 20, 2018

Agenda Item 2018-34 Dingley TIF Extension

The Third Amendment to the Town's Dingley Press Municipal Development and Tax Increment Financing District has been completed and is ready for the Council's decision. See Amendment and Order No. 2018-34 in packet.

Recommendation

Amend the proposed Third Amendment to the Dingley Press TIF District and Development Program presented to Town Council by deleting the proposed changes to the Town's Municipal Investment Plan in the Development Program but to simply retain the 5-year extension to the TIF.

Agenda Item 2018-35 Authorize Fire Department to apply for the Fire House Sub Grant

The Fire Department reports the application process is now open for the Fire House Subs Public Safety Foundation. The deadline is March 1st. They would like to apply for this to try to get swift water rescue equipment that Lisbon had to cut but is needed. This is a non-matching type of grant and it will pay 100% of the cost of the equipment estimated at \$11,372.33.

Recommendation

Authorize the Fire Department to apply for the grant and accept the funds for water rescue equipment for the Town of Lisbon.

Agenda Item 2018-36 High Density Roller Shelving – Order Shelf Reinforcements & Book Supports

Dan Clifford from Donnegan Systems stopped by to see how the roller shelving was working out in the Town Clerk's Office. The Town Clerk showed him how the heavy books were bending the shelving and he suggested shelf supports just like the ones used for the shelving for boxes. They discussed the end stops for book supports that come with the system as previously quoted; however, he suggested going with a different method, which will serve the town better and save money so the Town Clerk is recommending the town purchase movable magnetic end stops and shelf reinforcements.

See quote for \$494 for book supports and shelf reinforcements, plus shipping. Shipping is expected to be around 75 lbs or about \$150+/- . The project was budgeted for \$30,000. The bid was accepted for \$22,720. We spent \$3,100 for box removal and replacement, along with \$232.66 for storage fees. The balance available is \$3,947.34. More than enough to cover the \$700 for reinforcements and book supports.

Recommendation

To authorize the purchase for shelf reinforcements and magnetic book supports from Donnegan Systems for \$494.00, plus shipping.



TOWN OF LISBON

PROCLAMATION

Agenda Item 2018-32

WHEREAS, The Lisbon High School Cheering Team have made the Community proud as they finished first at the Mountain Valley Conference Championship, and

WHEREAS, The Lisbon High School Cheering Team went on to win the Southern Maine Class C Regional Championship, and

WHEREAS, The Lisbon High School Cheering Team then took second place at the Class C State Championship scoring 71.6 points over the winning team with 72.7 points, and

WHEREAS, The Lisbon High School Cheering Team has made Lisbon very proud of their performances at the competitions, and

NOW, THEREFORE, we, the Town Council of the Town of Lisbon wish to congratulate and thank the Lisbon High School Cheering Team for their fine representation of the Town of Lisbon at the Mountain Valley Conference Championship, the Southern Maine Class C Regional Championship, and Class C State Championship competition on February 10, 2018.

Allen Ward, Chairman

Chris Brunelle, Vice Chairman

Normand Albert

Fernand Larochelle

Kris Crawford

Kasie Kolbe

Mark Lunt

A true Copy,

Attest: _____
Municipal Clerk



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-4A

Twila D. Lycette, Town Clerk

Michelle Foss, Assistant

PUBLIC HEARING

The Lisbon Town Council will hold a public hearing on February 20, 2018 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering a Liquor License and a Special Entertainment Permit for:

*Flux Restaurant
12 Main Street
Lisbon Falls, Maine 04252*

The public is invited to attend.

Twila Lycette, Town Clerk

*to P.D.
4:40 PM
2/9/18*



TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-4B-4G

Twila D. Lycette, Town Clerk
Michelle Foss, Assistant

PUBLIC HEARING

*Ordinance Amendments
Revised Notice*

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on February 20, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following proposed:

- a. Amendments to Chapter 10 Article IV Itinerant Vendor Ordinance*
- b. Amendments to Chapter 54 Building & Buildings Regulations*
- c. Amendments to Chapter 30 Article III Park Regulations Section 88-5 Special Regulations*
- d. Amendments Chapter 46 Article VI Street Lighting Sections 46-147*
- e. And to Repeal Chapter 50 Article II Division 1 Section 50-45 Winter Parking*

Copies of these amendments may be viewed or obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or online at www.lisbonme.org.

The public is invited to attend.


Twila Lycette, Town Clerk



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

Fern Larochelle, At Large 2020
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

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

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Crawford, and Larochelle.

VOTE (2018-15A) Councilor Crawford, seconded by Councilor Albert moved to excuse Councilor Brunelle's absence. **Order passed - Vote 6-0.**

Also present were Diane Barnes, Town Manager; Dennis Douglass, CEO; Ryan Leighton, Public Works Director; Marc Hagan, Police Chief; Tracey Steuber, Economic Development Director; Mark Stevens, Parks & Recreation Director; Karen Paradis, Planning Board Member; Scott Hall, Planning Board Member; Miriam Morgan-Alexander Morgan; and approximately 25 citizens in the audience.

GOOD NEWS & RECOGNITION

The Town Council acknowledged Lisbon's Greyhound Cheerleaders who successfully took the regional championship. They will go to the State's final next week.

PUBLIC HEARING

**A. PUBLIC MEETING TO HEAR PUBLIC COMMENTS
ON LISBON EMERGENCY – LEVEL OF SERVICE/FUNDING**

Dorothy Fitzgerald said she was in favor of keeping the same level of service from Lisbon Emergency. She said they respond in a timely manner and are very professional. She asked if the Council had contacted the hospitals to see if they can help with funding. She said this burden on the taxpayer is going to be a lot.

Councilor Albert mentioned he understood Lisbon Emergency had already reached out to them.

Roger Voigt said he would like to speak on behalf of the friends at Lisbon Emergency. He asked everyone to think about their wife, children, and spending \$30 more for rent or taxes to save their life. He said Lisbon Emergency's rapid response is the only reason he is still here.

Mike Robitaille pointed out that Lisbon received United Ambulance's proposal who could not provide in town coverage and that they are owned by the hospital. He said they are about a 20-30 minutes response from Russell Street in Lewiston.

Dorothy Fitzgerald said a 30 minutes response is not acceptable when lives are at stake.

Councilor Albert said Lisbon Emergency is passionate about serving Lisbon residents making sure they are safe because they are not getting rich; we are lucky to have them.

Councilor Larochelle pointed out that on the top of all the surveys previously done, Lisbon residents have always put safety and first responders to take care of loved ones on the top. He commended those who served on this subcommittee. He said this was not a short lived process and Council did its due diligence in this process. He said

this has been a process that has been ongoing for a long time. He encouraged residents to contact the Town Manager or Councilors to get answers to questions.

Councilor Ward said residents didn't know this may go away by July 1. He said Lisbon cannot afford to lose anymore "dance partners." He said he wanted to do right by those he represents.

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2018-15) Councilor Kolbe, seconded by Councilor Lunt moved to approve the Accounts Payable & Payroll Warrants

- A. Municipal Accounts Payable & Payroll Warrants #83 for \$10,951.01, #84 for \$6,152.27, #85 for \$201,014.37, #86 for \$17,671.21, #87 for \$7,928.56, #88 was added for \$541,314.97.
- B. School Accounts Payable & Payroll Warrants #1038 for \$376,212.14, #1039 for \$377,876.24, #1040 for \$13,186.35, #20 for \$710.18, #1814 for \$164,895.67.

plus the Minutes of January 16, 2018, and to Set a Liquor License & Special Entertainment Public Hearing for Feb 20 for the Flux Restaurant, along with approval and authorization for the Town Manager to sign the Maine Downtown Network's Annual letter of Agreement. **Order passed - Vote 6-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

ASSIGN NAME FOR E911 – BETWEEN 93 AND 109 RIDGE ROAD

INTRODUCTION: There is a new 20 acre lot located between 93 and 109 Ridge Road. Because this parcel has more than one buildable lot using the same access from the Ridge Road it is required to have a lane name assigned for addressing purposes.

Mrs. Barnes indicated the owner, Lou Sullivan, has submitted the name Tepeyac Lane for approval; however, this name does not meet E-911 standards.

VOTE (2018-16) Councilor Albert, seconded by Councilor Kolbe moved to have Lou Sullivan make another recommendation for this Lane. **Order passed - Vote 6-0.**

MDOT CONSTRUCTION OVERLIMIT PERMIT & TWO PARTY AGREEMENT & THREE PARTY PARTNERSHIP AGREEMENT

INTRODUCTION: Maine DOT requires a municipality agree to issue a permit, if necessary, for overweight equipment on Town streets pursuant to 29-A MRSA § 2382 for the pavement milling and hot mix overlay located on Route 196: Segment 1 begins at the intersection of Capital Avenue and extends south 1.00 mile to Main Street; Segment 2 begins 0.06 miles South of Bisbee Street and extends South 0.24 of a mile to 0.02 miles South of Frost Hill Avenue. Project #NHP-2086 (800). This is mandatory, but we do not expect Town streets to be used. If they do need to use them, we can require a bond from the contractor with the permit to insure any damage gets repaired.

In addition we are requesting permission to sign the attached three party agreement which describe the responsibilities of the Maine DOT, ATRC, and the Town of Lisbon. Maine DOT will invoice the Town for the Preliminary Engineering and ROW once the Preliminary Design Report is complete. This project cost is estimated as follows:

A. Financial Provisions:

1. The total estimated cost of the Project through all phases is \$723,000.00 (the "Project Estimate"), and the Parties agree to share in and allocate the associated costs of each phase as outlined in this section:

Work Phase	Estimated Federal MPO Share	Estimated State MPO Share	Estimated Municipal Share	Estimated Total Cost
Preliminary Engineering	\$ 25,600.00	\$ 3,200.00	\$ 3,200.00	\$ 32,000.00
Right of Way	\$ 8,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00
Construction	\$ 517,600.00	\$ 64,700.00	\$ 64,700.00	\$ 647,000.00
Construction Engineering	\$ 27,200.00	\$ 3,400.00	\$ 3,400.00	\$ 34,000.00
Total Project Share	\$ 578,400.00	\$ 72,300.00	\$ 72,300.00	\$ 723,000.00

2. Estimated allocations are further identified as follows: a. Federal share (provided through ATRC Federal Allocation) - 80% of federally participating costs.

b. State share (provided through ATRC State Allocation) - 10% of federally participating costs.

c. Municipal share (provided through the Municipality's obligation of funds) - 10% federally participating costs, plus 100% of all additional work requested by the Municipality.

And, MDOT requires the municipality approve and sign the Municipal/State Agreement for these proposed projects to Route 196. This agreement outlines the local and state responsibilities along with the costs estimates and dates when invoices and payments are expected

VOTE (2018-17) Councilor Albert, seconded by Councilor Lunt moved to agree that a construction overlimit permit will be issued to the contractor for the MDOT projects listed above allowing the contractor to haul non-divisible overlimit loads on municipal ways and authorize the Town Manager to establish permit conditions to protect the Town's interest and to approve and authorize the Town Manager to sign the Two Party Municipal/State Agreement and Third Party Participation Agreement detailing of Maine DOT, ATRC, and municipal responsibilities, as outlined in each document. **Order passed - Vote 6-0.**

SCHEDULE SEWER ORDINANCE WORKSHOP

VOTE (2018-18) Councilor Albert, seconded by Councilor Crawford moved to schedule a Sewer Ordinance Workshop for February 13, 2018 at 6:00 pm in the Council's meeting room. **Order passed - Vote 6-0.**

NATURAL GAS UPGRADES LIBRARY AND FIRE STATION

INTRODUCTION: Mr. Leighton is requesting the Council give him permission to advertise a RFP to replace the Lisbon Falls Fire Station boiler, upgrade the burner on the Library boiler and hire a contractor to provide excavation support for the extension of the natural gas line from Route 196 along Union Street and Main Street.

Below is the range of estimates received in September 2017.

Library Burner Conversion - \$8700 to \$11,500
 Lisbon Falls Boiler Replacement - \$24,000 to \$30,000
 Excavation Work - \$21,000 to \$31,000
 Total Project Cost Estimate - \$54,000 to \$73,000

Currently we have designated the following amounts:

Natural Gas Boiler Conversion/Replacement - \$23,704
 ET Smith Hose Company Floor - \$25,000 - Actual Cost \$10,965 - Remaining Balance \$14,035
 Total available designated funds - \$37,739

Mr. Leighton mentioned if Lisbon were able to receive similar low bids as we did the first time the funding shortfall expected will be approximately \$16,261. \$20,000 was put into the Town Buildings budget to replace heat exchangers

at the Town Office in the event of a failure. Fortunately, we have not had to do any of that work this year and those funds are available to offset the anticipated funding shortfall. He said at this point he would like to send out the request for bids.

COUNCILOR COMMENTS: Councilor Larochelle asked what the payback timeframe is for switching over to natural gas.

Mr. Leighton said he could provide those figures. He mentioned there was a desire for folks to have this option in this area. He said he didn't know for sure what Unitil's timeframe would be. Those things still need to be ironed out. He said he would get back to the Council on the payback information.

Councilor Larochelle agreed that it would be good to put it out to bid.

VOTE (2018-19) Councilor Larochelle, seconded by Councilor Albert moved authorization to send out the RFP to replace the Lisbon Falls Fire Station boiler, upgrade the burner on the Library boiler and hire a contractor to provide excavation support for the extension of the natural gas line from Route 196 along Union Street and Main Street. **Order passed - Vote 6-0.**

DINGLEY TIF – CREDIT ENHANCEMENT AGREEMENT EXTENSION & SET PUBLIC HEARING DATE

INTRODUCTION: Dingley Press is requesting the Town of Lisbon grant a five year extension to the current TIF and Credit Enhancement Agreement (CEA) which expires in March 2018. The original and amended TIF was approved for 25 years. The maximum of a TIF is 30 years; therefore Lisbon may extend the Dingley TIF for five more years.

Dingley is Lisbon's largest employer and is making a \$20,725,000 investment to install a new printing press, co-mailer and other manufacturing process improvements in order to keep up with competition and secure the current workforce of 347 full-time employees.

Most of the capital investment purchases are BETE assets, which will be a direct return back to the town from the State of Maine in an estimated amount of \$230,000 according to the Tax Assessor. For FY2018 the town is scheduled to receive a TIF reimbursement from Dingley in the amount of \$163,195.

After the Town Assessor and Economic Development Director met with Dingley on January 30, 2018, timing became important as we move forward because the current TIF and CEA expires this March. In order to have no gaps in the TIF the State has asked for a quick turnaround in order to meet the March deadline.

The Lisbon Economic & Community Development Department at the request of Dingley Press is recommending Council set a public hearing on Tuesday, March 6, 2018 for the Amended and Restated Dingley Press Municipal Tax Increment Financing (TIF) District and Development Program for another five years.

COUNCILOR COMMENTS: Councilor Ward asked how many dollars would be shielded in the State Funding for Education calculations.

James Saffian with Pierce Atwood estimated approximately 40% would be sheltered and/or about \$230,000 to \$250,000 with a 50/50 split between Dingley Press and the town, making it \$120,000 to \$125,000 as a rule of thumb. He said both will benefit from this extension, the town and the business. If the Council is inclined to go forward with the public hearing then the application needs to go to the state by March 27. He said they thought the TIF went to June 30, but learned it expires on March 28.

Ms. Steuber and Neil Poston from Dingley reported this will help keep the over 300 employees here and help Dingley Press be competitive with what's going on outside.

VOTE (2018-20) Councilor Larochelle, seconded by Councilor Albert moved to schedule a public hearing on March 6 to discuss the Amended and Restated Dingley Press Municipal TIF Credit District and Development Program for another five years. **Order passed - Vote 6-0.**

REPEAL CHAPTER 50 ARTICLE II DIVISION I
SECTION 50-45 WINTER PARKING
(First Reading)

INTRODUCTION: Mrs. Barnes explained the proposed change.

VOTE (2018-21) Councilor Crawford, seconded by Councilor Kolbe moved to repeal Chapter 50 Article II, Division I, Section 50-45 as follows:

~~Sec. 50-45.—Winter parking between 12:00 midnight and 6:00 a.m.~~

~~The owner or operator of any motor vehicle found parked or left unattended upon any way for a continuous 60 minute period between the hours of 12:00 midnight and 6:00 a.m. of any day during the period from November 1 to April 1 of each year shall, physicians on emergency calls excepted, be punished by a fine as provided in article V of this chapter.~~

~~(Code 1983, § 9-106)~~

~~State Law reference— Snow removal, 29-A M.R.S.A. § 2069.~~

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

AMEND CHAPTER 10 ARTICLE IV
ITINERANT VENDOR ORDINANCE
(First Reading)

INTRODUCTION: Mrs. Barnes explained the proposed changes.

VOTE (2018-22) Councilor Albert, seconded by Councilor Kolbe moved to amend Chapter 10, Article IV, Itinerant Vendors Ordinance as follows:

ARTICLE IV. - ITINERANT VENDORS^[2]

Footnotes:

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Cross reference— Streets, sidewalks and other public places, ch. 46.

State Law reference— Itinerant vendors, 32 M.R.S.A. § 4681 et seq.

Sec. 10-251. - License required.

No person shall offer for sale any food, drink or merchandise as an itinerant vendor without first obtaining a license from the town council. Landowners offering space for charge for itinerant vendors must obtain a license for the facility which will cover the facility. This pertains to vehicles, pushcarts, temporary stands or other types of distribution units. Promoters of carnivals, festivals or flea markets shall obtain a license for the event which will cover all vendors. ~~For the purposes of this section, Flea Market shall mean an occasional or periodic market held in an open area or within a structure where property owners offer space for charge to individuals/groups to sell goods for sale to the public and the event is held more than seven (7) days in any twelve month.~~

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068; C.M. of 3-1-2016, V. 2016-55)

Sec. 10-251.5 - Definitions

Itinerant vendor is defined as any person who engages in a temporary business of selling food, drink or merchandise within the Town of Lisbon, other than at the person's permanent place of business or place of legal voting residence.

Flea market is defined as an occasional or periodic market held in an open area or within a structure where property owners offer space for charge to individuals/groups to sell goods for sale to the public and the event is held more than seven (7) days in any twelve-month period.

Sec. 10-252. - Police department review.

Before receiving a license, the police department will certify that the vendor will not create safety problems for either traffic or pedestrians and that information on file does not indicate that the applicant is a person of bad moral character.

(T.M. of 5-20-1996, art. 18) Sec. 10-253. - Term of license; fee.

(a) Every license issued under this article shall be issued only for the following terms, subject to the corresponding fee.

Application fees shall be:

<u>Temporary stands (90 days or less)</u>	<u>\$75.00</u>
6 months itinerant vendor	\$150.00 <u>100.00</u>
12 months itinerant vendor	\$200 <u>150.00</u>
1 week carnivals and festivals	200.00
12-month outdoor flea market	100.00
12-month indoor flea market	200.00
Public records checks	50.00
Junkyard license	100.00

(b) Municipal organizations or agencies are exempt from fees in this section.

(c) The town Council may waive fees for charitable and non-profit organizations registered with the Secretary of State and in compliance with the Internal Revenue Service Code Section 501.

(T.M. of 5-20-1996, art. 18; Sel. Ord. of 2-18-2003, § 5.158; Sel. Ord. of 6-21-05, § 5.016; C.M. of 7-1-2014, V. 2014-118; C.M. of 7-7-2015, V. 2015-192; C.M. of 3-1-2016, V. 2016-55)

Sec. 10-254. - Food.

Any vendor serving food shall be considered a victualer and shall be licensed under, and comply with, the provisions of Article V, Victualers.

(T.M. of 5-20-1996, art. 18; T.M. of 11-3-2005, art. 8)

Sec. 10-255. - Revocation of license.

Any license issued under this article may be revoked by the town council after notice and hearing as provided in 30-A M.R.S.A. § 3814.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068)

Sec. 10-256. - Location.

(a) No itinerant vendor may occupy an area larger than 144 square feet. The town council may, after public hearing, allow for a larger area to be occupied provided the vendor is located in a private lot and within a zone allowing the proposed use. No vendor may operate within 200 feet, measured by a direct line, of any establishment doing business at a fixed location, which sells the same or similar food or merchandise being sold by the vendor. In addition, no vendor may operate within 100 feet, measured by a direct line, of any other vendor who sells the same or similar food or merchandise. Vendors authorized to participate in carnivals, festivals, mass gatherings or flea markets shall be exempt from this section.

(b) A full description of the location where the peddling is to be carried out and a letter of agreement from the owner of record of the property where the applicant will be located shall be submitted.

(T.M. of 5-20-1996, art. 18; T.M. of 9-5-2006, § 2006-28)

Sec. 10-257. - Sanitation.

Each vendor shall provide waste receptacles for the use of customers, shall keep the immediate area free of litter, and will provide for the disposal of such waste.

(T.M. of 5-20-1996, art. 18)

Sec. 10-258. - Public hearing.

The initial license under this article shall be issued by the town council after public hearing. The town council may delegate authority to the clerk to issue temporary licenses after meeting all requirements prior to a public hearing. Renewal licenses may be issued by the town council without subsequent public hearing, except that the town council shall have the authority to require a public hearing at the request of the applicant or in circumstances where the town council feels a public hearing would produce information relevant to the license renewal.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068)

Sec. 10-259. - Amendments.

The town council shall have the further power to adjust the fees and license requirements of this article as appropriate after public hearing.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068)

Sec. 10-260. -- Violation; penalties.

In addition to revocation or suspension of an itinerant vendor's license as provided in section 10-255, the violation of any provision of this article shall be punished by a fine of not less than \$250.00 nor more than \$1500.00 for each offense, plus costs of prosecution including but not limited to attorney's fees. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. Any violation of this article or of any condition or requirement adopted pursuant to these provisions may be restrained, corrected, or abated, as the case may be, by injunction or other appropriate proceedings as allowed by state law. All fines and penalties, together with costs of prosecution of violations, shall be recovered for the benefit of the town.

Sec. 10-261. - Enforcement.

This article shall be enforced by the Lisbon Police Chief, the Lisbon Codes Enforcement Officer, their designees, or other appropriate staff member, including legal counsel, for the town. Notice of

violations by itinerant vendors of other provisions of the Lisbon Code of Ordinances shall be provided to the police chief, town council, and town attorney.

Secs. 10-~~260-260~~—10-290. - Reserved.

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

AMEND CHAPTER 50 BUILDINGS AND BUILDING REGULATIONS
(First Reading)

INTRODUCTION: Mrs. Barnes explained the proposed changes.

VOTE (2018-23) Councilor Larochelle, seconded by Councilor Kolbe moved to amend Chapter 50 Buildings and Building Regulations as follows:

Chapter 54 - BUILDINGS AND BUILDING REGULATIONS¹¹

Footnotes:

--- (1) ---

Cross reference— Manufactured housing, mobile homes and trailers, ch. 22; sanitary sewers, ch. 34; solid waste transfer and recycling, ch. 38; streets, sidewalks and other public places, ch. 46; floods, ch. 58; site plans, ch. 62; subdivisions, ch. 66; zoning, ch. 70, town council rules, regulations and policies for sanitary sewers, ch. 94; town council rules, regulations and policies for solid waste transfer and recycling, ch. 98.

State Law reference— Authority to adopt technical codes by reference, etc., 30-A M.R.S.A. § 3003; board of appeals, 30-A M.R.S.A. § 2691.

ARTICLE I. - IN GENERAL

Secs. 54-1—54-30. - Reserved.

ARTICLE II. - BUILDING CODE²¹

Footnotes:

--- (2) ---

Editor's note—~~At a special town meeting of Nov. 3, 2005, art. 7, amended Art. II in its entirety to read as herein set out. Former Art. II, §§ 54-31—54-34, pertained to similar subject, and derived from Code 1983, §§ 4-101—4-103; T.M. of May 13, 1995, art. 61, §§ 4-101, 4-103; T.M. of May 15, 1999, art. 59, §§ 4-103, 4-104.~~

State Law reference— Authority to adopt building code by reference, 30-A M.R.S.A. § 3003; regulation of buildings, 30-A M.R.S.A. § 4101 et seq., Definitions, 10 M.R.S.A. § 9721, Technical Building Codes and Standards Board, 10 M.R.S.A. § 9722.

Sec. 54-31. - Adoption.

In accordance with 30-A M.R.S.A. § 3003, as the same may be amended from time to time, the Maine Uniform Building and Energy Code and its regulated elements the International Building Code 2003 and the International Residential Code 2003, both published by the International Code Council, Inc., are hereby adopted and incorporated by reference herein, ~~except for such portions as are deleted, modified, or amended in this article,~~ as the minimum standards for the construction,

alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of all buildings and structures, both existing and proposed, located within the Town of Lisbon.

(T.M. of 11-3-2005, art. 7)

~~Sec. 54-32. Definitions and general provisions.~~

~~The International Building Code and the International Residential Code shall be construed as follows:~~

~~(1) *Name of jurisdiction.* Wherever the phrase "name of jurisdiction" appears in the code, "the Town of Lisbon" shall be substituted.~~

~~(2) *Name of state.* Wherever the phrase "name of the state" appears in the code, "the State of Maine" shall be substituted.~~

~~(3) *Department of building safety.* Wherever the term "department of building safety" appears "the codes enforcement office" shall be substituted.~~

~~(4) *Building official.* Wherever the term "building official" appears in the code, it shall mean the building inspector of the town or his duly authorized representative.~~

~~(5) *Electrical Code.* Wherever the term "ICC Electrical Code" appears in the code, it shall mean the National Electrical Code as adopted by Town of Lisbon.~~

~~(6) *Fire Code.* Wherever the term "International Fire Prevention Code" appears in the code, it shall mean the NFPA Code as adopted by the Town of Lisbon.~~

~~(7) *Gas Code.* Wherever the term "International Fuel Gas Code" appears in the code, it shall mean the NFPA Code as adopted by the Town of Lisbon.~~

~~(8) *Plumbing Code.* Wherever the "International Plumbing Code" appears in the code, it shall mean the State of Maine Plumbing Code.~~

~~(9) *Other regulations.* Wherever the codes refer to "other regulations," "all pertinent laws," or "other provisions of law," such references shall include, at a minimum, the Maine Revised Statutes Annotated, the Private and Special Laws of the State of Maine, regulations of administrative agencies of the State of Maine, other provisions of the code except those deleted, and all of the ordinances of the town.~~

(T.M. of 11-3-2005, art. 7)

~~Sec. 54-33. Additions, deletions, insertions and changes to the ICC International Building Code (2003).~~

~~The ICC International Building Code (2003) is revised as follows:~~

~~*Section 101.4 Referenced codes,* is amended by adding the following language after the words "each such reference"; "any reference to the ICC Electrical Code, International Fuel Gas Code, International Plumbing Code and International Fire Prevention Code, found in any and all locations in this code, shall be stricken and replaced with the referenced standards described in sections 101.4.1 through and including 101.4.6."~~

~~*Section 101.4.1 Electrical,* is amended by deleting the words "ICC Electrical Code" and adding, the words "the National Electrical Code as adopted by the Town of Lisbon."~~

~~*Section 101.4.2 Gas,* is amended by deleting the words "International Fuel Gas Code" and adding the words "the NFPA Code as adopted by the Town of Lisbon."~~

~~*Section 101.4.4 Plumbing,* is amended by deleting the words "International Plumbing Code", and adding the words "the State of Maine Plumbing Code"; and striking the words "the International Private Sewage Disposal Code" and adding the words "Maine Subsurface Waste Water Disposal Rules."~~

~~*Section 101.4.5 Property maintenance,* is deleted in its entirety.~~

~~*Section 101.4.6 Fire prevention,* is amended by deleting the words "International Fire Prevention Code" and adding the words "the NFPA Code as adopted by the Town of Lisbon."~~

~~Section 102.4 Referenced codes and standards, is amended by deleting the words "of this Code shall apply" in the last sentence and adding the words "the more restrictive codes shall apply."~~

~~Section 102.6 Existing structures, is amended by deleting the words "the International Property Maintenance Code or the International Fire Code" and adding the words "the Minimum Standards for Housing and the NFPA Code as adopted by the Town of Lisbon." and by adding the words "and/or the Fire Chief" after the words "building official."~~

~~Section 103 Department of Building Safety, is deleted in its entirety.~~

~~Section 105.1.1, Annual permit, is deleted in its entirety.~~

~~Section 105.1.2, Annual permit records, is deleted in its entirety.~~

~~Section 105.2(1), is amended by adding the following at the end of the section "Building permits are required for storage sheds that do not exceed _____ sq. ft. These structures are exempt for building code standards but must be reviewed for zoning compliance."~~

~~Section 105.2(2), is amended by deleting the words "not over 6 feet (1829 mm) high."~~

~~Section 105.2(6), is amended by deleting the words "not more than 30 inches (762 mm) above grade and not over any basement or story below grade and which is not part of an accessible route."~~

~~Section 105.2 Electrical, gas and plumbing (work exempt from permits), is deleted in its entirety.~~

~~Section 107.3 Temporary power, is amended by deleting the words "ICC Electrical Code" and substituting therefore "the National Electrical Code as adopted by the Town of Lisbon."~~

~~Section 108.2 Schedule of permit fees, is deleted in its entirety.~~

~~Section 110.0 Certificate of occupancy, is amended by addition of a new subsection (5):~~

~~"Section 110.5 Issuance of certificate : No certificate of occupancy nor temporary certificate of occupancy shall be issued under the provisions of this code where any condition of the building or the property is not in compliance with any other section of the Lisbon Town Code or applicable ordinances."~~

~~Section 111, Service Utilities, is deleted in its entirety.~~

~~Section 112.0 Board of Appeals, is deleted in its entirety and replaced with the following language:~~

~~(1) Any person, firm or corporation aggrieved by a decision of the building official may appeal to the board of appeals as established under section 70-121 of the Lisbon Zoning Ordinance.~~

~~(2) Procedure:~~

~~(a) All appeals shall be based on a written decision of the building official.~~

~~(b) An appeal may be taken within 30 days from the date that the decision appealed from is made by filing a notice of appeal with the building official and paying a filing fee of \$20.00. The notice of appeal shall state the ground for appeal and shall be accompanied by such information as may be required for a clear understanding of the case.~~

~~(c) The board of appeals after a public hearing of which the applicant shall have not less than seven days' notice shall affirm or reverse the decision of the building inspector or may vary the application of any provision of this code in any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this code.~~

~~(d) A decision of the board of appeals to vary the application of any provision of this code or to modify an order of the building inspector shall set forth the nature of the variation, the conditions, if any, upon which it is made, and the reasons therefor.~~

~~(e) The board of appeals shall, in every case, reach a decision without unnecessary delay. Every decision of the board of appeals shall be promptly filed in the office of the building inspector. A copy shall be sent by mail or otherwise delivered to the person filing the appeal.~~

~~(f) If a decision of the board of appeals reverses or modifies the action of the building inspector or varies the application of any provision of this code, the building inspector shall take action promptly in accordance with such decision.~~

~~(g) A person aggrieved by a decision of the board of appeals may, within 30 days after the filing of such decision in the office of the building inspector, appeal to the superior court in accordance with rule 80(B) of the Maine Rules of Civil Procedure."~~

~~Section 113.4 Violation penalties, is deleted and replaced with the following:~~

~~"Any person, firm or corporation who violates any of the provisions of this code or fails to comply with any standards for performance set forth herein, or who violates or fails to comply with any lawful order made pursuant hereto, or who builds inconsistently with any statement of specifications or plans submitted and approved hereunder or in violation of any certificate or permit in force hereunder, shall be punished jointly and severally for each and every violation by a penalty of not less than \$50.00 and not more than \$500.00. Any owner of a building or structure or portion thereof, or of any premises where a violation of this code shall exist, or any other person employed in construction or in any other activity resulting in such violation who knowingly assists in committing the same shall be punished by a fine of not more than \$100.00. A separate offense shall be deemed committed upon each day during or on which prohibited conditions are maintained or a violation occurs or continues."~~

~~Section 114.3 Unlawful continuance, is amended by deleting the words "shall be subject to penalties as prescribed by law"; and by adding the following language at the end of the subsection "shall be subject to action pursuant to Section 113.3 and penalties pursuant to Section 113.4."~~

~~Section 501.1 Scope, is amended by adding the following sentence at the end of the subsection:~~

~~"To the extent the provisions of this Chapter are inconsistent with the provisions of Article _____ of the Town of Lisbon Code, the Town of Lisbon Code shall control."~~

~~Section 2111 Masonry Fireplaces, is deleted in its entirety.~~

~~Section 2112 Masonry Heaters, is deleted in its entirety.~~

~~Section 2113 Masonry Chimneys, is deleted in its entirety.~~

~~Section 2611 Light Transmitting Plastic Interior Signs, is deleted in its entirety.~~

~~Section 3109 Swimming Pool Enclosures and Safety Devices, is deleted in its entirety.~~

~~Section 3309 Fire Extinguishers, is deleted in its entirety.~~

~~Section 3312 Automatic Sprinkler System, is deleted in its entirety.~~

~~Section 3404 Fire Escapes, is deleted in its entirety.~~

~~Section 3409 Accessibility for Existing Buildings, is deleted in its entirety.~~

~~The following chapters of the ICC International Building Code (2003 edition) will be deleted in their entirety:~~

~~"Chapter 7 Fire Resistance Rated Construction"~~

~~"Chapter 9 Fire Protection Systems"~~

~~"Chapter 11 Accessibility"~~

~~"Chapter 13 Energy Efficiency"~~

~~"Chapter 27 Electric Wiring, Equipment and Systems"~~

~~"Chapter 28 Mechanical Systems"~~

~~"Chapter 29 Plumbing Systems"~~

~~"Chapter 30 Elevators and Conveying Systems"~~

~~"Chapter 32 Encroachments into the Public Right Of Way"~~

~~"Appendix A Employee Qualifications"~~

~~"Appendix B Board of Appeals"~~

~~"Appendix D Fire Districts"~~

~~"Appendix E Supplementary Accessibility Requirements"~~

~~(T.M. of 11-3-2005, art. 7)~~

~~Sec. 54-34. Additions, deletions, insertions and changes to the ICC International Residential Code (2003).~~

~~The International Residential Code (2003 Edition) is amended as follows:~~

~~Section (EB)R102.7 Existing structures, is amended by deleting the words "the International Property Maintenance Code or the International Fire Code" and inserting "the Minimum Standards for Housing and the NFPA Code as adopted by the Town of Lisbon."~~

~~Section R103 Department of Building Safety is deleted in its entirety.~~

~~Section R105.2(1) is amended by adding the following at the end of the section "Building permits are required for storage sheds that do not exceed _____ sq. ft. These structures are exempt for building code standards but must be reviewed for zoning compliance."~~

~~Section R105.2(6) is amended by deleting the language "not more than 30 inches (762 mm) above grade and not over any story below grade and which is not part of an accessible route."~~

~~Section R105.2 Electrical, plumbing and Gas is deleted in its entirety.~~

~~Section R105.3.1.1 Substantially improved or substantially damaged existing structures in areas prone to flooding, is deleted in its entirety.~~

~~Section R106.1 Information for construction in areas prone to flooding, is deleted in its entirety.~~

~~Section R108.0 Fees, is deleted in its entirety.~~

~~Section R109.1.1 Footing/Building Location and Foundation Inspection, is amended by adding the following language before the words "Inspection of the foundation": "Inspection for the building location, relative to the approved site or plot plan, shall be made after the construction area is excavated and any required forms are erected and any required reinforcing steel is in place, and prior to the placing of concrete. All property lines shall be identified for the purpose of determining zoning district setback compliance."~~

~~Section 111, Service Utilities, is deleted in its entirety.~~

~~Section R112.0 Board of Appeals, is hereby repealed and replaced with the following language: "Appeals shall be conducted in accordance with Section 112 of the ICC International Building Code (2003 edition) as adopted for use by the Town of Lisbon."~~

~~Section 113.4 Violation penalties is repealed and replaced with the following:~~

~~"Any person, firm or corporation who violates any of the provisions of this code or fails to comply with any standards for performance set forth herein, or who violates or fails to comply with any lawful order made pursuant hereto, or who builds inconsistently with any statement of specifications or plans submitted and approved hereunder or in violation of any certificate or permit in force hereunder, shall be punished jointly and severally for each and every violation by a penalty of not less than \$50.00 and not more than \$500.00. Any owner of a building or structure or portion thereof, or of any premises where a violation of this code shall exist, or any other person employed in construction or in any other activity resulting in such violation who knowingly assists in committing the same shall be punished by a fine of not more than \$100.00. A separate offense shall be deemed committed upon each day during or on which prohibited conditions are maintained or a violation occurs or continues."~~

~~Section 114.2 Unlawful continuance, is amended by deleting the words "shall be subject to penalties as prescribed by law"; and by adding the following language at the end of the subsection "shall be subject to action pursuant to Section 113.3 and penalties pursuant to Section 113.4."~~

~~Section R302 Location on Lot, is deleted in its entirety.~~

~~Section R307 Toilet, Bath and Shower Spaces, is deleted in its entirety.~~

~~Section R309.2 Separation required, is amended by adding the phrase: "All penetrations shall be protected in accordance with Section 317.3.1.2 of the International Residential Code."~~

~~Section R310.1.1 Minimum opening area, is amended by deleting the following exception: "Exception: Grade floor openings shall have a minimum not clear opening of 5 square feet (0.465 m²)."~~

~~Section R311.4.3 Landing at doors, is amended by adding the following exception: "Exception: A landing is not required at the top of a flight of stairs, provided the door does not swing over the stairs."~~

~~Section R313 Smoke Alarms, is deleted in its entirety.~~

~~Section R315 Flame Spread and Smoke Density, is deleted in its entirety.~~

~~Section R323 Flood Resistant Construction, is deleted in its entirety.~~

The following chapters are deleted in their entirety:

~~"Chapter 10 Chimneys and Fireplaces"~~

~~"Chapter 11 Energy Efficiency"~~

~~"Chapter 12 Mechanical Administration"~~

~~"Chapter 13 General Mechanical System Requirements"~~

~~"Chapter 14 Heating and Cooling Equipment"~~

~~"Chapter 15 Exhaust Systems"~~

~~"Chapter 16 Duct Systems"~~

~~"Chapter 17 Combustion Air"~~

~~"Chapter 18 Chimneys and Vents"~~

~~"Chapter 19 Special Fuel Burning Equipment"~~

~~"Chapter 20 Boilers/Water Heaters"~~

~~"Chapter 21 Hydronic Piping"~~

~~"Chapter 22 Special Piping and Storage Systems"~~

~~"Chapter 23 Solar Systems"~~

~~"Chapter 24 Fuel Gas"~~

~~"Chapter 25 Plumbing Administration"~~

~~"Chapter 26 General Plumbing Requirements"~~

~~"Chapter 27 Plumbing Fixtures"~~

~~"Chapter 28 Water Heaters"~~

~~"Chapter 31 Vents"~~

~~"Chapter 32 Traps"~~

~~"Chapter 33 General Requirements"~~

~~"Chapter 34 Electrical Definitions"~~

~~"Chapter 35 Services"~~

~~"Chapter 36 Branch Circuit and Feeder Requirements"~~

~~"Chapter 37 Wiring Methods"~~

~~"Chapter 38 Power Lighting and Distribution"~~

~~"Chapter 39 Devices and Luminaires"~~

~~"Chapter 40 Appliance Installation"~~

~~"Chapter 41 Swimming Pools"~~

~~"Chapter 42 Class 2 Remote Control, Signaling and Power Limited Circuits"~~

~~"Appendix A"~~

~~"Appendix B"~~

~~"Appendix C"~~

~~"Appendix D"~~

~~"Appendix I"~~

~~"Appendix K"~~

~~"Appendix L"~~

(T.M. of 11-3-2005, art. 7)

Sec. 54-35. - Standards mandatory.

Except as otherwise expressly provided, all general provisions of this article and the codes incorporated herein are mandatory. Exceptions to general prohibitions or requirements shall be narrowly construed and narrowly applied. Any person asserting that failure to comply with a general prohibition or requirement is authorized by an exception to such general prohibition or requirement shall bear the burden of proof as to such exception.

(T.M. of 11-3-2005, art. 7)

Sec. 54-36. - Other code and statutory provisions.

Where any other provisions of this Code contain more stringent requirements, compliance with the more stringent requirements shall be required. Where approval of the fire chief, or any other specified town official is required by any provision of this Code as to the subject matter of the permit application, such approval shall be a condition precedent to issuance of the permit under this article.

Whenever there is an application for a permit for any structure, other than a single or two-family dwelling, such permit shall not be issued without the written certificate of the fire chief or his authorized representative that the work described is in compliance with other requirement of this Code or of state law as to fire prevention or exiting.

(T.M. of 11-3-2005, art. 7)

Sec. 54-37. - Violations.

~~Violations of the applicable provisions of either the ICC Building Code or the ICC Residential Code shall be subject to the penalty provisions of section. Violation of any provision of this article shall constitute a civil violation punishable by a fine not exceeding \$100.00 for each offense. Each day that a violation continues shall be treated as a separate offense. All fines collected shall inure to the town.~~

(T.M. of 11-3-2005, art. 7)

Sec. 54-38. - Municipal plumbing inspection and permit fees.

~~In addition to all other fees hereunder or under any state law, the town shall charge a \$10.00 base fee for plumbing inspections and the following Fees are established for plumbing permits in accordance with the Maine State Plumbing/Subsurface Wastewater Disposal System Permit Fee Schedule.~~

(T.M. of 11-3-2005, art. 7)

Secs. 54-39—54-70. - Reserved.

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

AMEND CHAPTER 30 ARTICLE III PARK REGULATIONS
SECTION 88-5 SPECIAL REGULATIONS
(First Reading)

INTRODUCTION: Mrs. Barnes explained the proposed change adding the section covering private events or private gatherings sponsored by an individual person or persons, such as a wedding, in which alcohol is served by a licensed establishment with an off-premise catering license under Title 28-A M.R.S.A. § 1052. Plus the section adding that the Town Council may require, as a condition of allowing alcohol at a gathering or event under this section, that a police officer be present at the expense of the applicant.

COUNCILOR COMMENTS: Councilor Crawford said he would like to see either a security officer or police officer instead of just a police officer for cases where the group could provide their own at their expense.

VOTE (2018-24) Councilor Crawford, seconded by Councilor Lunt moved to adopt the amendment to Chapter 30, Article III, Section 88.5 as presented and to insert security officer as follows:

Sec. 30-88.5. - Special regulations.

- (a) Use of parks, gardens and trails for events requires a permit. Permit applications are available at the town clerk's office.
- (b) Smoking is not allowed in any park.
- (c) Alcohol possession or use is not allowed in any park. Any exception to this rule must be approved in advance by the town council and shall be limited to:
 - (1) special public events or public gatherings sponsored by a charitable, nonprofit organization or civic group in which alcohol is served by a licensed establishment with an off-premise catering license under Title 28-A M.R.S.A. § 1052.

(2) private events or private gatherings sponsored by an individual person or persons, such as a wedding, in which alcohol is served by a licensed establishment with an off-premise catering license under Title 28-A M.R.S.A. § 1052.

The Town Council may require, as a condition of allowing alcohol at a gathering or event under this section, that a security officer or police officer be present at the expense of the applicant.

(d) Dogs are allowed in parks but only on a leash as per section 6-31 and waste removal is required as per section 6-34.

(e) No sign advertising any business or commercial enterprise or activity or any political sign, shall be allowed on park, garden or trail property. Signs for a limited time and for a limited purpose of advertising community events or events sponsored by non-profit agencies may be permitted with the issuance of a permit as provided under section 91-36.

(f) No peddling, soliciting or commercial enterprise is permitted to conduct business on Beaver Park property.

(g) Metal detectors are prohibited on Beaver Park property.

(T.M. of 12-9-2003, art. 5; T.M. of 10-16-2007, § 2007-165A; C.M. of 10-7-2014, V. 2014-202; C.M. of 3-1-2016, V. 2016-56)

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

AMEND CHAPTER 46 ARTICLE VI STREET LIGHTING
SECTION 46-147 SUBSECTION 1
(First Reading)

INTRODUCTION: Mrs. Barnes explained the proposed change.

VOTE (2018-25) Councilor Crawford, seconded by Councilor Albert moved to amend Chapter 46 Article VI Street Lighting Section 46-147 Subsection 1 as follows:

Sec. 46-147. - Street light placement standards.

Street light placement within public right-of-ways shall conform to the following standards as feasible given utility pole spacing and light pole spacing:

(1) Village zone. For any roadway within the Village Area Zone indicated on the street light service map in appendix B*:

- a. One streetlight shall be located at all roadway intersections and mid-block locations at a spacing interval of approximately 220 feet as feasible given existing utility pole and light pole spacing.
- b. Street segments less than 350 feet in length shall only be lit at roadway intersections and dead ends.
- c. Ornamental and streetscape lighting may be used to light roadways where sidewalks are present and highlight public building facades and public areas as determined. Ornamental lighting currently serves to light the public right-of-way for portions of Main Street, Village Street, Webster Street, and a short distance of Route 196 (Lisbon Street). If ornamental lighting is the standard ~~than~~ then all other lighting will be removed from poles unless it is determined by the town engineer, public safety (police, fire) and public works department determine the need exists.

d. There are many varied potential street lighting needs to be served in the Village Zone because it encompasses the most diverse areas of town in building style, density, setback

variances and public infrastructure availability. If recommended by the planning board and approved by the town council, the town may accept a street lighting plan in the Village Zone that is not consistent with all standards in this article if the street lighting plan meets the overall intent of this article, seeks to maintain public safety and will provide an economic and aesthetic benefit to the town beyond its cost for maintenance.

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

LISBON EMERGENCY – LEVEL OF SERVICE & FUNDING

COUNCILOR COMMENTS: Councilor Albert said he was ready to act, that he was confident the Council has a clear picture. Councilor Lunt said he was ready to direct the Town Manager to come up with an actual plan and budget. Councilor Crawford asked about the replacement ambulance planned in two years. Jim McDonnell said the proposed numbers included the replacement and that there were no other obligations.

VOTE (2018-26) Councilor Larochelle, seconded by Councilor Albert moved to direct the Town Manager to work with Lisbon Emergency to put together a budget for the coming year. **Order passed - Vote 6-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert reported the School Committee is working on their budget.
2. Planning: Councilor Ward said a site visit was cancelled. The current application is pending waiting for the applicant to decide whether or not they are planning on another location. The Comprehensive Plan survey is out.
3. Water Commission: Councilor Brunelle was absent.
4. LDC: Councilor Larochelle reported there is a meeting next week to discuss goals.
5. Conservation Commission: Councilor Ward said this will come up later on the agenda.
6. Recreation: Councilor Kolbe asked Mr. Stevens to report. Mr. Stevens said they met to discuss goals, programs, and the facility's needs. They review Winterfest and the current budget.
7. County Budget: Councilor Ward- Nothing to report.
8. Library: Councilor Lunt- Nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said she had nothing to report.

C. CONSERVATION COMMISSION REPORT

Annica McGuirk and Richard Main gave a brief presentation. They talked about invasive plants in Lisbon and the damage that they can do. Mr. Main pointed out there are two Norway Maple trees in Gazebo Park. The Norway Maple kills the grass under the tree canopy, along with killing Sugar Maples and Red Maples.

Councilor Larochelle said it would be nice to look at all of our town properties to see what's there.

Mr. Stevens said the 2011 Forestry Management Plan will be reviewed, also.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Lunt asked resident to stay off the road during the upcoming storm. He thanked the Public Works crew in advance for the long hours ahead of them.

AUDIENCE PARTICIPATION FOR NEW ITEMS

Ms. Steuber asked the Council for direction on what the Dingley TIF agreement would provide for, ECD Funding or infrastructure projects. Councilor Larochelle suggested it remain the same for now and do an amendment later. Ms. Steuber reported the decision needed to be done prior to the hearing. Mrs. Barnes recommended she and Ms. Steuber come back with a couple of recommendations for next Tuesday's workshop which would be prior to the public hearing.

EXECUTIVE SESSION

VOTE (2018-27, 28, & 29) Councilor Kolbe, seconded by Councilor Lunt moved to go into Executive Session at 8:32 PM per 1 MRSA Section 405 (6) (E) Consultations with Legal Counsel, Section 405 (6) (D) Labor Negotiations, and 405 (6) (A) Personnel Matters. **Order passed – Vote 6-0.**

The Council came out of executive session at 9:50 PM and the meeting resumed.

VOTE (2018-28A) Councilor Larochelle, seconded by Councilor Crawford moved that a tentative agreement with the Sergeant's bargaining unit for a 3-year contract is ratified. **Order passed - Vote 6-0.**

ADJOURNMENT

VOTE (2018-30) Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:50 PM. **Order passed - Vote 6-0.**

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



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
FEBRUARY 13, 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 at 6:01PM.

ROLL CALL. Members present were Councilors Ward, Kolbe, Larochelle, Brunelle, and Lunt. Also present were Diane Barnes, Town Manager; Ryan Leighton, Public Works Director; Steve Alveoli, Sewer Operation Manager; Bill Alexander, Superintendent of Water Department; Miriam Alexander-Morgan, Assessment Review Board/Appeals Board; and Annaleis Hafford, Engineer with Olver Associates.

SEWER USE ORDINANCE

Mrs. Barnes said Mr. Alveoli, Mr. Leighton, and Mrs. Hafford of Olver Associates had worked together on many of the updates to the Sewer Ordinance. Mrs. Barnes said she and Mrs. Megan Lavigne had also updated the abatement sections of the ordinance.

Mrs. Hafford explained many of the updates were a reorganization of what was already present in the original ordinance. Mrs. Hafford said many of the definitions and fees were moved to appendixes to decrease clutter and make them easier to reference. Mrs. Hafford said the construction standards were also updated and included in a separate appendix so that contractors could be given just that portion and not have to sift through the entire ordinance. Mrs. Hafford said many sections were clarified and added an abatement section.

ARTICLE 34.0 - GENERAL – Provides ordinance scope and purpose

ARTICLE 34.1 – REFERENCE TO DEFINITIONS – Refers to definitions moved to appendix A.

ARTICLE 34.2 – USE OF PUBLIC SEWERS REQUIRED – Provides general restrictions regarding wastewater disposal and provides requirements to connect the public sewer within 90 days after date of notice provided said public sewer is within 200 feet of the structure to be served. Provides that a septic system can be utilized even if a sewer system is available, based on “undue hardship” as defined in section 34.14.2(b) of this ordinance.

ARTICLE 34.3 – PRIVATE DISPOSAL SYSTEMS

34.3.1 - Where a public sewer is not available within 200 feet of the structure as provided in 34.2, the building sewer shall be connected to a public sewer.

34.3.2 – Requires a plumbing permit from the code enforcement officer prior to construction of a private wastewater disposal system.

34.3.3 – Requires a private disposal system to be inspected prior to use and changes the notice from 24 hours to 48 hours to provide final inspection prior to covering the system.

34.3.6 – Defines that suitable material is clean bank run gravel. Also indicates that a septic system if in good working order can be continued to be used in accordance with article 34.2.4.

ARTICLE 34.3 – PRIVATE DISPOSAL SYSTEMS

34.3.1 - Where a public sewer is not available within 200 feet of the structure as provided in 34.2, the building sewer shall be connected to a public sewer.

Mr. Leighton said, in the past, other locations were within 200 feet but had a functioning septic system. The intent was to require the property to connect to the sewer system when that septic system no longer functioned.

34.3.2 – Requires a plumbing permit from the code enforcement officer prior to construction of a private wastewater disposal system.

34.3.3 – Requires a private disposal system to be inspected prior to use and changes the notice from 24 hours to 48 hours to provide final inspection prior to covering the system.

34.3.6 – Defines that suitable material is clean bank run gravel. Also indicates that a septic system if in good working order can be continued to be used in accordance with article 34.2.4.

ARTICLE 34.4 BUILDING SEWERS AND CONNECTIONS

34.4.1 – Requires a sewer connection permit and all connections to be done by a person qualified and acceptable to the Superintendent.

34.4.2-34.4.4 – Refers to the fees which now have been located in appendix b.

34.4.5 – MONETARY DEPOSIT FOR CERTAIN DISCHARGES REQUIRED (NEW) – Provides a monetary deposit sufficient to cover the cost to review the application of a sewer connection involving multiple buildings, industrial entity, etc. The funds would be kept in a non interest bearing account.

34.4.6 – PERMIT AVAILABILITY – Requires that the permit be posted for inspection at all times at the site of the work.

34.4.7 – SEPERATE AND INDEPENDENT SEWER REQUIRED -- Requires a separate sewer for each building, but in certain cases where a building is behind another, permits the use of the sewer to serve more than one building but limits it to 4 structures.

Mrs. Hafford stated this would prevent too many users on one pipe.

34.4.8 TO 34.4.15 AND 34.4.23 – These sections refer to the construction standards in appendix C and provide some key requirements. New requirements are cleanouts at every 100 feet of a sewer line and no connections to forcemains.

34.4.16 TO 34.4.21 AND 34.4.24 – These sections refer to the inspection of such sewer connections and indicate that the cost of connection is borne by the owner. These sections also refer to appendix C.

34.4.22 – PRIVATELY OWNED SEWER LINES (NEW) – This section requires that any design for the construction of sewer lines within subdivisions and other developments shall comply with this ordinance and shall be submitted to the town for written approval. This section also provides that the developer shall pay for any inspection or review conducted.

Mr. Leighton stated, in the past, when private sewer lines were run all the way up to the public sewer lines, but the lines were run along a public right of way, the town had to pay for repairs. Section 34.4.22 maintains that these lines remain private sewer lines and all repairs would be the responsibility of the owner except when run along public right of way.

Mrs. Hafford said the intent was to give the town a choice of whether to accept the sewer line running along a public right of way or consider the line to be private.

ARTICLE 34.5 SEWER EXTENSIONS

34.5.1 – TOWN CONSTRUCTION OF SEWER EXTENSION – The town can construct a sewer extension under public contract if approved at town referendum.

34.5.2 – PROPERTY OWNER CONSTRUCTION OF SEWER EXTENSION – Added reference to appendix C.

34.5.3 – STATE LAW ADOPTED – Included subpart 3442 to 3445 in appendix E.

34.5.4 – SEWER EXTENSION DESIGN REQUIREMENTS – Requires that all extension to the sanitary sewer system be reviewed by a professional engineer and pay the cost of this review. The plans must be submitted at least 45 days before the planning board meeting.

34.5.5 – Requires that sewer testing is done in the presence of the superintendent and refers to the construction standards in appendix C.

34.5.6 – REQUIRES A SEWER MAINTENANCE BOND FOR SEWER EXTENSIONS – this was changed from 10 percent up to 100 percent of the estimated cost of the extension.

34.5.7 – Makes it clear that an approved method of sewage disposal is required prior to obtaining a building permit.

35.5.8 – Makes it clear when a sewer extension can be connected to the town's public sewer system.

35.5.9 – Provides the steps the town should take and the requirements the town should have if a private sewer is to be accepted as public.

ARTICLE 34.6 USE OF THE PUBLIC SEWERS

34.6.1 – Requires that nonpolluted water such as storm water, surface water, groundwater, roof runoff, etc. not be discharged to the sanitary sewer system.

Mrs. Hafford said this gives the town the right to disconnect a source that is causing a direct overflow to the pump station.

34.6.2 – Requires that unpolluted cooling water be discharged upon approval by the superintendent but in accordance with DEP regulations, etc.

34.6.3 – This section lists wastes and wastewater and limits for certain wastewaters that will not be permitted to be discharged to the collection system.

Mrs. Hafford stated some of the discharge limits were too strict so some limits have been raised, and language regarding pH limits was added as well. Mrs. Hafford said the list allows the town to set limits for things that might be of local concern.

34.6.4 – This section requires that the superintendent have the opportunity to review the discharge of high strength wastewater and requires pretreatment in certain cases.

34.6.5 – This section requires a grease, oil and sand interceptor for certain discharges based on review of the superintendent or code enforcement officer. This section was also amended to provide strength to require exterior grease traps in certain situations where it is warranted.

34.6.6 – This section indicates that the superintendent has the right to accept unusual or high strength wastes and charge extra for these discharges as long as it does not violate federal or state law.

ARTICLE 34.7 PRETREATMENT AND PERMITTING OF INDUSTRIAL, COMMERCIAL OR UNUSUAL WASTES

34.7.1 - 34.7.2 – These two sections discuss the town's right to require pretreatment and the decisions that can be made depending upon the discharge.

34.7.3 – This section provides the approval process for these wastes and the items that must be demonstrated in order to accept this type of wastewater.

34.7.4 - 34.7.5 – These two sections indicate that the town can require the user to install flow equalizing facilities/pretreatment and that they must be maintained and effectively operated by the user.

34.7.6 - 34.7.8 – These three sections permit the superintendent/town to require a sampling manhole on the user's property, sufficient monitoring facilities as needed and the user must utilize proper sampling and analysis procedures.

34.7.9 – Dilution is not permitted to achieve compliance with any standard.

34.7.10 - 34.7.11 – If a new limitation is implemented by epa categorical pretreatment standards, it supersedes an existing limit and the user subject to such standard will be required to meet the new standard within 9 months of its promulgation.

34.7.12 – This section was added to clarify that local limits for certain pollutants may be established by the town to protect against pass through, etc. These limits can be more stringent than any federal limitation.

34.7.13 - 34.7.16 – These sections provide the requirements for permitting an industrial, commercial or unusual waste discharger and all of the information that shall be provided on the form. The permit shall be signed by a principal executive officer and have the certification provided under 34.7.14. The superintendent shall evaluate the information provided on the permit and may issue a permit with terms and conditions.

34.7.17 - 34.7.18 – These sections permit the superintendent to prevent passthrough and interference by establishing limits to protect the plant influent, effluent and the sludge. The permit conditions are listed in section 34.7.18.

34.7.19 – Permits will be issued for a specified time period not to exceed 5 years.

34.7.20 – The permit can be modified with good cause and must notify the user 30 days prior to the effective date of the change.

34.7.21 – WASTEWATER DISCHARGE PERMITS ARE ISSUED TO A SPECIFIC USER – the ordinance will permit a 90 day period of operation under the existing permit to facilitate a transaction to a new permit holder.

34.7.22 – Wastewater discharge permits will require pretreatment devices and may also include a compliance schedule for the new pretreatment device

34.7.23 - 34.7.25 – The superintendent may require any user to develop and implement an accidental discharge/slug control plan. At least once every 5 years, the superintendent shall evaluate whether users need such a plan. This section indicates what would be required in the plan and requirements for notification for an accidental discharge. Notice to employees is also required if there is an accidental discharge.

34.7.26 – Where additional pretreatment and/or operations will be required to comply with the ordinance, a compliance schedule will be required. This section provides what the schedule would require.

34.7.27 – All significant industrial users shall at the frequency stated in their wastewater permit as determined by the superintendent, but in no case less than twice per year, submit to the superintendent a compliance report.

34.7.28 – No user shall implement any planned significant change unless the superintendent has responded in writing to the user's notice.

34.7.29 – If sampling by a user indicates a violation of the permit or the ordinance, the user must notify the superintendent within in 24 hours of becoming aware of the violation.

ARTICLE 34.8 – POWER AND AUTHORITY OF INSPECTORS

34.8.1 - 34.8.2 – Duly authorized employees of the town can access industrial, commercial, etc. sites or easement areas for the purpose of inspection, observation, sampling and testing.

34.8.3 - 34.8.6 – Inspectors have the right to inspect installations, sampling and metering and have access to all records related to compliance with the permit.

34.8.7 – Users may have confidential information and in certain cases can request that this information be held confidential to the public.

34.8.8 – If the superintendent has been refused access for the purpose of inspection, the town can seek to secure an administrative inspection warrant.

ARTICLE 34.9 – SEWER SERVICE FEES, RATES AND CHARGES

34.9.1 - 34.9.3 – The town has the right to adopt fees and charges for retiring debt services, capital expenditures, ready-to-serve charges and operation and maintenance fees, permit applications, etc.

34.9.3 Provides that the number of units would be determined by assessment records or an assessor's review. Alternatively, a customer can purchase a meter and outside reader from the water department.

Mrs. Hafford said the current fee for sewer usage is based on a two bedroom dwelling.

Mr. Leighton stated a discussion about the summer average rates, which are calculated by looking at the average usage during two winter quarters. Mr. Leighton said the alternative option would be for the owner to purchase a water meter, installed by the water department, and have it read quarterly instead of being billed on the Summer Average rate. Mr. Leighton said the meter would allow the owner to be billed for actual usage.

34.9.4 – Refers to billing abatements in sections 34.9 and 34.11.

34.9.5 – The town's billing policy is to allow for the correction or abatement for the excessive summer usage due to irrigation and filling pools. Billing for the two summer quarters will be based on the average of the two winter quarters or consumption reported by the water department as referenced in appendix D.

34.9.6 - 34.9.8 – These sections provide the town with the right to change rates of sewer service charges, collect unpaid rates, and charge interest at the same rate as established by the town for uncollected taxes.

34.9.9 – Establishes that the town can establish a special sewer service charge if the strength or characteristic of the waste alone would overload or upset the capacity or efficiency of the treatment facility.

34.9.10 – The town may assess a ready-to-serve fee to be paid by any property owner that has an active building permit and sewer application permit or if the lot was previously billed unless the stub was capped. This only applies if the stub is within 200 feet of the building to be served.

Mr. Leighton stated the town does not currently charge owners a fee if they have an existing private septic system and they do not wish to hook up to the public sewer system. Mr. Leighton said if dwelling is within 200 feet of the public sewer the ordinance allows town to charge "Ready to Serve" fees to offset the cost of making sewer service available to the property in the future. Mr. Leighton explained when an existing structure gets demolished or a new structure is built the owner of the property has the option to pay the "Ready to Serve" fees quarterly, or the owner can cap the sewer hub and not have service until they decide to rebuild. However, the owner would then have to pay a hook up fee to restart service.

34.9.11 – Refers to the requirement to pay a connection fee prior to any connection to the sewer system.

34.9.12 – In instances where any proposed development or use of a parcel of land in the town results in the need to provide or update the sewer system in order to accommodate the development, the town may require the payment of an impact fee to cover the cost of the required improvements.

34.9.13 – The town may elect, at its sole discretion, to construct excess capacity in a service area in conjunction with a project requiring the assessment of impact fees and if the developer pays for the full capacity, the town can access these charges from future connections and shall refund the developer or their assignees.

ARTICLE – 34.10 LIENS FOR NON-PAYMENT

34.10.1 – Each sewer charge levied pursuant to the ordinance is hereby made a lien on the premises and if the same is not paid within 30 days after it is due and payable.

34.10.2 – The town shall have the rights under 38 M.R.S. 3406 to collect sewer service charges as provided in appendix e.

ARTICLE 34.11 – ABATEMENTS (NEW SECTION)

34.11.1 – All requests for sewer abatement shall be forwarded to the superintendent for recommendation and then to the town manager for decision. The abatement under this section may be granted where the rate payer can demonstrate that a loss of water did not enter the sewer and was of no fault of the rate payer or if there was an error in billing.

34.11.2 – This section would permit a onetime sewer abatement at the request of the property owner for consumption calculated to be four times the average water use for the previous year. This abatement can only be used once per each property owner.

34.11.3 – This section provides direction on how to estimate the abated water. The estimate shall be based on the previous four quarters of water consumption if available, and if not available, shall be based on the current flat rate billing procedure until such time there are two quarters available.

34.11.4 – When an abatement is granted, the town treasurer shall be responsible for taking the necessary steps to correct the billing. Any abatement being applied can only apply to the specific account being abated. If no prior history is available on which to base the abatement, an excessive first bill will receive an abatement based on what the non-metered rate would be for a similar building. After the property has been billed for consumption for the first year, the abatement shall be reassessed and appropriate charges made.

34.11.5 – Abatements will not be granted for water used for outside uses outside the summer average quarters unless ratepayers at their own cost install a secondary water meter measuring water used for this purpose. The town manager can also prorate and abate the first bill of a non-metered flat rate account based on the date of the sewer entrance permit.

34.11.6 – An abatement request shall only be considered for a maximum six month period. The town manager in special cases can approve a request outside this timeframe but no longer than a one year period for due cause.

34.11.7 – No abatement request will be reviewed for any billing quarter in which outstanding sewer bills, interest or penalties remain unpaid, except the current billing quarter will be considered.

34.11.8 – Any ratepayer who uses water in its end manufactured product which is shipped from the ratepayer's facility or in the process of manufacturing a product and where the water does not enter into the sewer system, either in whole or in part, may apply for consideration of an abatement. The superintendent would review the information provided and the town manager would make the final determination if an abatement is warranted.

ARTICLE 34.12 PROTECTION FROM DAMAGE

34.12.1 – Provides that no person shall damage or tamper with any structure or equipment that is part of the sewer works and indicates that any person violating this provision shall be subject to arrest under charge of disorderly conduct.

34.12.1 – This requires a certificate of insurance for liability coverage in an amount established annually by the town but no less than \$1,000,000/\$2,000,000 for bodily injury and a \$300,000 amount for property damage. The town also has the right to charge a higher amount for sewer extensions.

ARTICLE 34.13 ENFORCEMENT AND PENALTY

34.13.1 – Provides that any person violating any provision of the ordinance shall be served by the town with written notice stating the nature of the violation and they also can be prosecuted and punished under the Maine Criminal Code.

34.13.2 – Permits the town to suspend service when it is necessary to stop an actual discharge which may present an imminent or substantial endangerment to the health or welfare of the public.

34.13.3 – Provides that any user who violates the conditions under this section could have his permit revoked.

34.13.4 – Provides that the town must provide notice stating the nature of the violation and within 30 days, a plan for the correction of the violation shall be submitted to the town by the user.

34.13.5 – This section provides that any user, who causes or allows an unauthorized discharge to enter the POTW, may be ordered to show cause before the town council. Subsection d. was updated to read council in place of selectmen.

34.13.6 – Provides that the town has the right to take legal action if necessary for violations.

34.13.7 – Provides that the town can fine a user that has violated an order of the town or violates a requirement in the ordinance. The monetary amounts were just moved to appendix B.

34.13.8 – Any person who knowingly makes any false statements or representation or certification in any application, etc. can be fined as established in appendix B.

34.13.9 – The town shall annually publicize in the Lewiston Daily Sun a list of users which were in significant noncompliance.

Councilor Ward requested 34.13.9 read "publicize in the newspaper" rather than specify a particular business.

ARTICLE 34.14 BOARD OF SEWER APPEALS

34.14.1 – This section provides the composition of the board and was updated to remove the requirement to be a resident and the requirement that they serve without compensation.

Mrs. Barnes stated 34.14.1 as written conflicts with the rules of the Zoning Board of Appeals, and changes need to be made to reflect the correct composition and election of the officers.

34.14.2 – This section provides the powers and duties of the board of sewer appeals. This was updated to include more information regarding variances and defines the terminology "undue hardship".

34.14.3 – This defines that the board of sewer appeals shall meet the third Monday of the month at 7:00 pm as necessary. This section also defines the notice to the board and the advertisement process.

34.14.4 – This section describes the appeal procedures and deadlines as well as the fees payable to the town treasurer which are now found in appendix B.

34.14.5 – This provides the right of a new appeal if the chairman of the board of appeals believes that, owing to a mistake of law or misunderstanding of fact, an injustice was done.

ARTICLE 34.15 REPEAL OF CONFLICTING ORDINANCES - All previous ordinances regarding the sewer system will be repealed once this ordinance is signed.

ARTICLE 34.16 SEVERABILITY - The invalidity of any section, clause, or provision of the ordinance shall not affect the validity of any other part.

ARTICLE 34.17 EFFECTIVE DATE - This will define the date that the ordinance is effective and adopted by the council.

Councilor Larochelle asked if there was a provision in the ordinance requiring waste transporters, who dump into the town's treatment plant, to be bonded or have some type of insurance in case damage occurs. Mrs. Hafford stated that in the town's Septage Management Policy and the Passthrough and Interference rules in this ordinance allow the town to take legal action, but do not mention insurance requirements. Mrs. Hafford said she would add language that would cover the responsibilities of waste haulers.

Mrs. Hafford stated that once the sewer ordinance gets passed the fee structure needed to be updated. Mrs. Hafford said the fees are lower than the average fees other towns charge.

Mr. Leighton stated the workshop was held to answer any questions, and to get any input the council may have regarding the sewer ordinance before sending it through the process of approval. Councilor Larochelle said this was better than to try and read through the ordinance during a council meeting.

Ms. Morgan-Alexander stated this sewer ordinance gives the appeals board the tools to do their job.

Councilor Ward asked about storm over flow and the pressure on the system. Councilor ward wanted to know why it is cost prohibitive to get more out of that resource.

Mr. Leighton stated the sewer system evaluation conducted by Olver and Associates identified the areas with significant inflow and infiltration, and those areas are what the town has targeted for the sewer bond. Mrs. Hafford said from an engineering point of view it never pays to look at each individual location, and that is why it is important to start with the sewer system and fix the larger issues first because it is impossible to find every source of overflow. Mr. Leighton said the revisions fix some minor deficiencies in the sewer ordinance thus giving the town more flexibility to take overflow on a case by case basis.

MS4 DISCUSSION

Mr. Leighton presented an update on our MS4 permit. If we are not successful in being removed from the program, the town is required to issue a Notice of Intent to apply for a new permit by July 1, 2018. On January 19, 2018, the town received a letter pertaining to a report submitted to MDEP regarding the cleaning of catch basins. We have over 400 catch basins to be cleaned, and we cleaned over 300 by June 2017. The permit schedule does not correspond with the town's cleaning schedule, thus the review expressed concerns about the town's compliance with the MS4 program. Mr. Leighton stated he met with representatives from Auburn, Lewiston, and Sabattus to discuss drafting a joint letter to MDEP about inconsistencies with inspections statewide.

ADJOURNMENT

VOTE (2018-31) Councilor Larochelle, seconded by Councilor Brunelle moved to adjourn at 8:18PM.
Order passed - Vote 5-0.

Michelle Foss, Assistant Town Clerk
Date Approved: February 20, 2018

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Lisbon Town Councilors

FROM: Twila Lycette

SUBJECT: Liquor License & Special Entertainment Permit for the Flux Restaurant

DATE: February 15, 2018

Tyson LaVerdiere and Jason LaVerdiere are requesting their first Special Entertainment Permit and liquor license. A public hearing was scheduled for February 20. Inspections were completed, see certification attached. The application fees and advertising fee has been paid.

These applications are ready for Council approval.

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

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

NEW application: Yes No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <i>TIXX RESTAURANT LLC</i>			Business Name (D/B/A)		
APPLICANT(S) -(Sole Proprietor) <i>JASON LAVERDIERE</i>		DOB: <i>7-10-84</i>	Physical Location: <i>12 MAIN ST.</i>		
Address <i>14 OAK ST.</i>		DOB: <i>12-29-92</i>	City/Town <i>LISBON FALLS</i>	State <i>ME</i>	Zip Code <i>04252</i>
City/Town <i>Lisbon Falls, ME</i>		State <i>ME</i>	Zip Code <i>04252</i>	Mailing Address <i>P.O. Box 207</i>	
Telephone Number <i>207 899 5527</i>		Fax Number		Business Telephone Number <i>207 899-5527</i>	
Federal I.D. # <i>82-3000</i>		Seller Certificate #: or Sales Tax #: <i>Application Pending</i>			
Email Address: Please Print <i>jreneF0316@icloud.com</i>			Website:		

If business is NEW or under new ownership, indicate starting date: 4-1-18

Requested inspection date: MARCH 30, 2018 Business hours: 11am - 9pm Tues - Sat. 9-2 Sunday

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
- Is applicant a corporation, limited liability company or limited partnership? YES NO
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License #	Name of Business
Physical Location	City / Town

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Lisbon Town Councilors

FROM: Twila Lycette

SUBJECT: Set Public Hearing for March 6 for a Special Entertainment Permit for the Railroad Restaurant & Pub.

DATE: February 15, 2018

Sandy Harkins is requesting her renewal Special Entertainment Permit and liquor license. It expired on February 14. The Town Manager had no objections to allowing the state to issue a temporary liquor license until this application can be properly processed.

The Town Clerk recommends the Council set a public hearing for March 6.

Department of Public Safety Liquor
Division

Licensing & Inspection



BUREAU USE ONLY

License No. Assigned:

Class:

Deposit Date:

Amt. Deposited:

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

PRESENT LICENSE EXPIRES 2-14-18

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

RESTAURANT (Class I,II,III,IV)

HOTEL-OPTIONAL FOOD (Class I-A)

CLASS A LOUNGE (Class X)

CLUB (Class V)

TAVERN (Class IV)

RESTAURANT/LOUNGE (Class XI)

HOTEL (Class I,II,III,IV)

CLUB-ON PREMISE CATERING (Class I)

GOLF CLUB (Class I,II,III,IV)

OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) (Sole Proprietor, Corporation, Limited Liability Co., etc.)			2. Business Name (D/B/A)		
<i>Sandra R. Harkins</i> DOB: <i>7/24/48</i>			<i>Railroad Restaurant & Pub</i>		
DOB:			DOB:		
DOB:			Location (Street Address)		
Address			City/Town		
<i>308 NEWELL BROOK RD</i>			<i>Lisbon Falls</i>		
City/Town			State		
<i>DURHAM</i>			<i>ME</i>		
State			Zip Code		
<i>ME</i>			<i>04252</i>		
Zip Code			Mailing Address		
<i>04222</i>			<i>P.O. Box 177</i>		
Telephone Number			City/Town		
<i>207 718 5059</i>			<i>Lisbon Falls</i>		
Fax Number			State		
			<i>ME</i>		
Federal ID. #			Zip Code		
<i>26 1465127</i>			<i>04252</i>		
			Business Telephone Number		
			<i>353-6069</i>		
			Fax Number		
			Seller Certificate #		
			<i>1131782</i>		

3. If premises are a hotel, indicate number of rooms available for transient guests *111*

4. State amount of gross income from period of last license: ROOMS \$ *N/A*

5. Is applicant a corporation, limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire, If YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO

7. If manager is to be employed, give name: _____

8. If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

9. Business records are located at: *Premises*

10. Is/are applicants(s) citizens of the United States? YES NO

TOWN COUNCIL

ORDER NO. 2018-34

AN ORDER

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

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

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

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

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

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

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

WHEREAS, it is expected that the Commissioner of the Maine Department of Economic and Community Development ("DECD") will approve the adoption of the above-described third

amendment;

NOW THEREFORE, the Town Council hereby Orders as follows:

1. The Town Council hereby finds and determines that:

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

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

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

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

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

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

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

6. This Order shall take effect immediately upon adoption.

Dated: February 20, 2018

Allen Ward, Chairman

Christopher Brunelle, Vice-Chair

Norman Albert

Kasie Kolbe

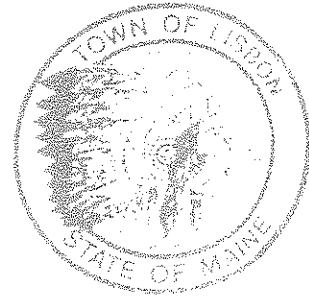
Kristopher Crawford

Attest,

Mark Lunt

Twila D. Lycette, Lisbon Town Clerk

Fernand Larochelle



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

Lisbon Town Council
February 20, 2018

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1. BACKGROUND

Introduction

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

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

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

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

History

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

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

The First Amendment was approved by DECD on March 27, 1998. However, the DECD approval letter specifically did not approve the Town's Municipal Investment Plan, due to a lack of specificity in respect to the proposed municipal projects or a budget for same. As a result, for the next 13 years, the Town did not capture and retain its 50% allocation of the TIF revenues from the Second Project. Rather, the Town's 50% allocation was unsheltered in the TIF and was deposited into the Town's General Fund. The Town did capture and retain the Company's 50% allocation of TIF revenues from the Second Project and reimbursed that amount to the Company.

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

2018 Dingley Project

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

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

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

2. THIRD AMENDMENT TO THE DEVELOPMENT PROGRAM

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

This Third Amendment proposes the following additional language to Section 1.02 of the 1993 District and Development Program, as amended in 1998 and 2011.

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

b. Brief Description of Financial Plan - Section 1.03

This Third Amendment proposes the following additional language to Section 1.03 of the 1993 District and Development Program, as amended in 1998 and 2011.

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

~~In addition, the Town's Municipal Investment Program, as established in the Second Amendment is amended as reflected in 3RD AMENDMENT EXHIBIT B.~~

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

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

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

d. Uses of Private Property - Section 1.05

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

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

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

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

~~Except as reflected in 3RD AMENDMENT EXHIBIT B, this~~ This Third Amendment proposes no changes to Section 1.07 of the 1993 District and Development Program, as amended in 1998 and 2011.

g. Environmental controls to be applied - Section 1.08

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

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

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

i. Financial Plan.

i. Cost estimates for the development program – Section 2.01

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

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

No change by this Third Amendment: The Town does not intend to incur public indebtedness in association with this Third Amendment.

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

The Town will extend its current credit enhancement agreement / reimbursement arrangement with the Company to cover the extended term of the District and Development Program.

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

Under this Third Amendment, the Town will continue to capture all (100%) of increased assessed value associated with improvements made by Dingley as part of the Second Project and Third Project as captured assessed values. The TIF Revenues on this captured assessed value will be applied to the Development Program, as amended, over the remaining term of the District. Although the Town expects to expend all TIF Revenues allocated to and retained by the Town on the Municipal Investment

Plan, to the extent that the Town elects not to so expend such TIF Revenues allocated to and retained by the Town, then such monies will be deposited unsheltered into the general fund.

An updated estimate of the increased assessed value, captured assessed value and TIF Revenue is attached as 3RD AMENDMENT EXHIBIT C.

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

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

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

An updated estimate of tax shifts is attached as 3RD AMENDMENT EXHIBIT C.

vii. Duration of the program – Section 2.06

This Third Amendment proposes the following additional language to Section 2.06 of the 1993 District and Development Program, as amended in 1998 and 2011.

The original District and Development Program had a term of twenty (20) years following commencing with the Town's 1994-1995 fiscal year. The First Amended extended this term for five (5) years through the Town's 2017-2018 fiscal year. This Third Amendment extends the District and the Development Program an additional five (5) years through the Town's 2023-2024 fiscal year.

j. Physical Description.

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

3. PUBLIC HEARING AND APPROVAL OF THIRD AMENDMENT

a. Notice of public hearing

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

b. Minutes of public hearing

Attached as 3RD AMENDMENT EXHIBIT F is a certified copy of the public hearing minutes of the Lisbon Town Council held on February 20, 2018 for the proposed Third Amendment.

c. Record of district designation by municipal legislative body.

Attached as 3RD AMENDMENT EXHIBIT F is an attested copy of the February 20, 2018 Lisbon Town City Council Order to approving the Third Amendment.

4. EXHIBITS

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

Exhibit A
Project Costs

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

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

Exhibit B

Municipal Investment Plan (amended) N/A

MUNICIPAL INVESTMENT PROGRAM	Eligibility Under Title 30-A	Estimated Cost
Costs of Improvements Made Within District		
None.		
Costs of Improvements Made Outside, but related to, District		
<p>Costs of street and road rehabilitation and street amenities — street, road and sidewalk improvements, traffic signs and signals and pedestrian crossings running from the entrance to Dingley Press along the Route 196 corridor through the center of the Town and along the other major access roads in Town. These project costs are directly related to or made necessary by the Dingley Project due to the significant traffic volume in this corridor and along the other major access roads in Town arising both from employee traffic, vendor traffic and the Company's own delivery trucks. A map of these roads is attached as Exhibit B-1.</p>	§5225(1)(B)(1)	<p>\$250,000 (\$50,000/yr. for 5 years)</p>
<p>Pro-rated costs to fund public safety improvements outside the District but related to physical improvements and other activities in the District as well as increased traffic due to development of the District, including but not limited to (a) street and sidewalk improvements in the Village portion of the Town, including crosswalk and crosswalk signalization, to improve safety, encourage use by pedestrians and to enhance economic development activity, including permitting, engineering, legal and feasibility costs,</p>	§5225(1)(B)(2)	<p>\$250,000 (\$50,000/yr. for 5 years)</p>
<p>Public safety improvements outside the District but related to physical improvements and other activities of Dingley Press in the District as well as increased traffic due to development of the District, including but not limited acquisition of fire vehicles and other public safety equipment that will improve fire safety capacity in and around the Dingley Press Facilities in the District.²</p>	§5225(1)(B)(2)	<p>\$375,000 (\$75,000/yr. for 5 years)</p>
Community Wide Municipal Investments		
<p>Operational costs and expenses of the Town's Economic and Community Development Department. The Town's Economic and Community Development Department budget includes salary and fringe benefits for a Department Director. The non salary/benefit expenses include items such as dues and memberships, professional development, advertising, supplies, equipment, postage and other forms of sustenance (such as mileage, meals and lodging) related to the Town's coordination and provision of business retention, expansion and attraction services.</p>	§5225(1)(C)(1)	<p>\$450,000 (\$90,000/yr. for 5 years)</p>
<p>Town sponsorship of the annual Moxie Festival, which is estimated to attract upwards of 40,000 visitors a year to the 3 day event. Town sponsorship of the event facilitates increased revenues for local service-based and retail business during the event while helping to promote and market the community as a business location.</p>	§5225(1)(C)(1)	<p>\$25,000 (\$5,000/yr. for 5 years)</p>
<p>Town matching funds to private donations in support of the public-private volunteer based Lisbon Downtown Network, a Maine Downtown</p>	§5225(1)(C)(1)	<p>\$27,500</p>

² Includes pro-rated costs attributable to activities in and related to the District.

Center affiliate dedicated to the revitalization of Lisbon's three traditional commercial districts. TIF revenues will serve as matching funds to private donations supporting the LDN committee's organization, economic restructuring, design and promotion activities in those three areas.		(\$5,500/yr. for 5 years)
Annual Town membership dues to the Androscoggin Valley Council of Governments (AVCOG) for the provision of municipal services such as economic and community development and land use and transportation planning.	§5225(1)(C)(1)	\$47,500 (\$9,500/yr. for 5 years)
Costs of funding environmental improvement projects developed by the Town for commercial use or related to such activities.	§5225(1)(C)(2)	\$100,000 (\$20,000/yr. for 5 years)
Revolving Loan / grant / investment program to promote business development, renovations and expansion both within and without the District. This program will include assistance to help fund façade improvements, street front landscaping, converting unused or underused commercial space into economically productive property, residential unit construction and renovation to support mixed use residential buildings, both existing and newly developed, on Main Street.	§5225(1)(C)(3)	\$100,000 (\$20,000/yr. for 5 years)
Matching funds for State / Federal grant programs to fund municipal infrastructure and economic development improvements and initiatives.	§5230	\$100,000 (\$20,000/yr. for 5 years)
Total Municipal TIF Investment Plan Costs		\$1,725,000

Exhibit C
TIF Projections and Tax Shift Calculations

		A	B	C	D	E	F	G	H
Assessing				CAV %	Increased	Mil Rate	Total	CEA Payments	Incremental
TIF Year	Fiscal Year	Assessed Value	Increased Value	Retained (Base Value)	Value as CAV		Tax Increment	To Company (50%)	Taxes to Town (50%)
Actual TIF History - Original TIF	1 1993	-	-	50%	-	n/a	-	-	-
	2 1994	-	-	50%	-	n/a	-	-	-
	3 1995	10,958,130	4,688,450	50%	2,344,225	21.00	49,229	49,229	49,229
	4 1996	10,598,473	4,328,793	50%	2,164,397	20.50	44,370	44,370	44,370
	5 1997	10,238,816	3,969,136	50%	1,984,568	21.50	42,668	42,668	42,668
Actual TIF History - 1st Amendment (2nd Dingles Project Only)	6 1998	9,879,159	3,609,479	50%	1,804,740	22.00	39,704	39,704	39,704
	7 1999	30,442,550	16,517,140	50%	8,258,570	22.50	185,818	185,818	185,818
	8 2000	29,297,780	15,372,370	50%	7,686,185	22.50	172,939	172,939	172,939
	9 2001	28,759,180	14,833,770	50%	7,416,885	24.25	179,859	179,859	179,859
	10 2002	29,043,830	15,118,420	50%	7,559,210	25.25	190,870	190,870	190,870
	11 2003	36,129,750	22,204,340	50%	11,102,170	25.25	280,330	280,330	280,330
	12 2004	39,422,080	25,496,670	50%	12,748,335	25.25	321,895	321,895	321,895
	13 2005	41,614,920	27,689,510	50%	13,844,755	24.25	335,735	335,735	335,735
	14 2006	40,736,650	26,811,240	50%	13,405,620	24.25	325,086	325,086	325,086
	15 2007	41,779,920	27,854,510	50%	13,927,255	23.75	330,772	330,772	330,772
	16 2008	40,683,690	26,758,280	50%	13,379,140	25.50	370,376	370,376	370,376
	17 2009	38,631,860	24,706,450	50%	12,353,225	25.50	316,437	316,437	316,437
	18 2010	24,470,700	10,545,290	50%	5,272,645	21.00	110,726	110,726	110,726
	19 2011	24,155,900	10,230,490	100%	10,230,490	21.00	214,840	107,420	107,420
	20 2012	23,038,500	9,113,090	100%	9,113,090	22.26	202,857	101,429	101,429
21 2013	21,855,700	7,930,290	100%	7,930,290	23.00	182,397	91,198	91,198	
22 2014	22,033,100	8,107,690	100%	8,107,690	24.40	197,828	98,914	98,914	
23 2015	22,218,800	8,293,390	100%	8,293,390	23.59	195,641	97,821	97,821	
24 2016	27,989,700	14,064,290	100%	14,064,290	22.40	315,040	157,520	157,520	
25 2017	27,994,000	14,068,590	100%	14,068,590	23.20	326,391	163,196	163,196	
26 2018	27,994,000	14,068,590	100%	14,068,590	23.20	326,391	163,196	163,196	
27 2019	27,994,000	14,068,590	100%	14,068,590	23.20	326,391	163,196	163,196	
28 2020	27,994,000	14,068,590	100%	14,068,590	23.20	326,391	163,196	163,196	
29 2021	27,994,000	14,068,590	100%	14,068,590	23.20	326,391	163,196	163,196	
30 2022	27,994,000	14,068,590	100%	14,068,590	23.20	326,391	163,196	163,196	
TIF Extension Total							1,631,956	815,978	815,978
Total							6,563,766	4,930,291	4,930,291

TIF ASSUMPTIONS
 Years in TIF Term: 30
 OAV, Original TIF: 6,269,680 (4/1/82)
 Base Value - 1st / 2nd / 3rd Amendment: 13,925,410 (4/1/97)
 *Increased assessed value of real and personal property of new investment retained in the TIF Districts

Tax Shift*

	I	J	K	L
	Tax Shift Benefits			
Fiscal Year	Total	Education Shift	Rev. Sharing Shift	County Tax Shift
1993-1994	\$0	\$0	\$0	\$0
1994-1995	\$0	\$0	\$0	\$0
1995-1996	\$0	\$0	\$0	\$0
1996-1997	\$0	\$0	\$0	\$0
1997-1998	\$25,137	\$19,949	\$3,265	\$1,923
1998-1999	\$23,358	\$18,419	\$3,016	\$1,923
1999-2000	\$21,577	\$16,888	\$2,766	\$1,923
2000-2001	\$19,797	\$15,358	\$2,516	\$1,923
2001-2002	\$90,314	\$70,280	\$11,381	\$8,653
2002-2003	\$84,665	\$65,409	\$10,603	\$8,653
2003-2004	\$81,046	\$63,117	\$10,237	\$7,692
2004-2005	\$83,411	\$64,328	\$10,430	\$8,653
2005-2006	\$122,200	\$94,479	\$15,222	\$12,499
2006-2007	\$140,337	\$108,488	\$17,427	\$14,422
2007-2008	\$152,090	\$117,818	\$18,888	\$15,384
2008-2009	\$146,807	\$114,081	\$18,304	\$14,422
2009-2010	\$152,902	\$118,520	\$18,998	\$15,384
2010-2011	\$146,546	\$113,856	\$18,268	\$14,422
2011-2012	\$135,483	\$105,125	\$16,899	\$13,461
2012-2013	\$57,945	\$44,870	\$7,306	\$5,769
2013-2014	\$112,647	\$87,061	\$14,048	\$11,538
2014-2015	\$99,706	\$77,552	\$12,539	\$9,615
2015-2016	\$87,074	\$67,486	\$10,935	\$8,653
2016-2017	\$88,825	\$68,996	\$11,176	\$8,653
2017-2018	\$90,657	\$70,576	\$11,428	\$8,653
2018-2019	\$154,251	\$119,687	\$19,180	\$15,384
2019-2020	\$154,293	\$119,723	\$19,186	\$15,384
2020-2021	\$154,293	\$119,723	\$19,186	\$15,384
2021-2022	\$154,293	\$119,723	\$19,186	\$15,384
2022-2023	\$154,293	\$119,723	\$19,186	\$15,384
2023-2024	\$154,293	\$119,723	\$19,186	\$15,384
2024-2025	\$154,293	\$119,723	\$19,186	\$15,384
	\$3,042,535	\$2,360,681	\$379,948	\$301,906

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

Exhibit D
Statutory Requirements and Thresholds Table

Exhibit E
Notice of Public Hearing

Exhibit F
Public Hearing Minutes

Exhibit G
TIF Resolution

Diane Barnes

From: Nathan LeClair [nleclair80@gmail.com]
Sent: Friday, February 02, 2018 2:56 PM
To: Diane Barnes
Subject: grant

Diane,

The application process is now open for the Fire House Subs Foundation. The dead line is March 1st. I would like to apply for this to try to get the water rescue equipment that we had to cut.

**Nathan LeClair
Deputy Chief
Lisbon Fire Department
300 Lisbon St
Lisbon, Maine**



Lisbon Fire Department

300 Lisbon St.
Lisbon, Maine 04250
(207) 353-3000 x121
Fax (207) 353-3006
WWW.LISBONFD.COM



I would request council permission to pursue a grant through the Fire House Subs Public Safety Foundation. This is a non matching type grant were if awarded the Foundation would pay for 100% of the equipment requested.

The equipment being requested is for swift water rescue. It was in the current budget but due to unexpected shortfalls we have had to put this project on hold. The total monetary equipment cost for this grant is \$11372.33. Cost to the community - \$0.00

Robert Robitaille
Deputy Chief, Lisbon Fire Department

APPLICANT AND DEPARTMENT INFORMATION

First Name Robert		Last Name Robitaille		Department Tax ID# 01-6000239	
Organization/Department Town of Lisbon Fire Department		Email Address r.robaille@aol.com			
Alternate Name Nathan LeClair		Alternate Email nleclair80@gmail.com			
Address Line 1 300 Lisbon Street		City Lisbon			
Address Line 2		State Maine		Zip 04250	
Shipping Address Line 1 Lisbon Fire Department 300 Lisbon Street		Shipping City Lisbon			
Shipping Address Line 2		Shipping State Maine		Shipping Zip 04250	
Organization Phone Number 207-353-3000 ext121	Alternate Contact Number 207-754-1352	Communities Served Lisbon/Lisbon Falls	Population 9100	Number of Runs Per Year 330	
Local Approval Pre-qualifications Approved by council to move forward with request					

APPLICATION REQUEST INFORMATION

The type of grant you are requesting: Equipment grant		What is the EXACT cost of the equipment? \$44,484.86 \$11,372.33			
Variances in the amounts requested will be the responsibility of the grant recipient to pay directly?					
What Equipment are you requesting for your department? Swift water rescue equipment - Dry suits, swim fins, life vests, assorted gloves, boots, helmets and accessories for 5 rescue technicians. Also life vests and helmets for 5 line tenders. Ropes, pulleys, carabiners, z-rigs and webbing.		Briefly explain how the equipment will benefit your community and your department. Currently we have trained 15 of our firefighters as swift water rescue technicians. We have very limited gear to use for this type of rescue work and have had a large increase in recreational use of the water ways in and			
This would have a direct impact on more than ___ children in our community.		This would have a direct impact on more than ___ senior citizens in our community.			
What materials are you requesting for your department? 5- Swiftwater technician dry suit packages(dry suit, life vests, gloves, boots, swim fins, throw ropes, helmets) 6- Additional pair of boots(assorted sizes) 5- Life vests and helmets for line tenders, 1200 feet of rescue rope, 6- anchor straps, 300 feet of webbing, 2- single pulleys, 2- double pulleys, 16- Carabiners, 2- River Rescue Z-rig kits					
What is the amount of funding you are requesting? \$44,484.86 \$11,372.33	Please provide a detailed description of how the funding will assist your department: Currently this department has 12 members trained as technicians to perform swift water rescues but we are doing this with ice water rescue equipment which is not designed for these types of rescues and makes these types of rescues next to impossible to accomplish with any degree of safety. This equipment will give the Lisbon Fire Department the ability to properly perform swift water river rescues. Currently there are no local departments				

COMMUNITY IMPACT

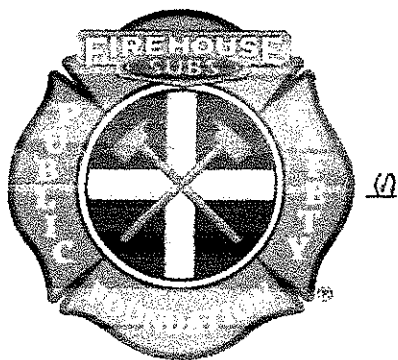
Have you successfully reached out to the city for funds to purchase the equipment? It had been included in this budget but had to be removed due to unforeseen budget shortfalls caused by increase in call volume and apparatus repairs.		Was there a particular instance where a life would have been positively impacted if you would have had the equipment available? We had a report of fishermen stranded on rocks below a dam on the river. The water was rapidly rising and they were trapped by a fast current about 40 feet across. We only had ice water rescue equipment to perform a rescue attempt and due to the buoyancy of the suits we could not get anywhere near to where they were stranded. We also did not have enough life vests for personnel on the river banks tending the ropes. We were able	
What positive effects will the equipment specifically have? Please use statistics when possible. It will give trained personnel properly designed equipment for the task of swift water rescues. In the last two years we have had 3 fishermen			

FIREHOUSE SUBS RELATIONSHIP

Address of Firehouse Subs location nearest you. 56 Topsham Fair Road Topsham, Maine 04086		How far is this location from your department? <u>6</u> Miles	
How did you hear about our organization? I have been to the Topsham Maine Firehouse subs and noticed the brochure about the grant and the owners also brought it to my attention		Has your department received funding from Firehouse Subs Public Safety Foundation in the past? It has not	

If approved for funding, we will host a press event at the Firehouse Subs restaurant nearest you. We ask that all PR be coordinated by our Foundation, but of course we will work in conjunction with your PR team as well as the PIO of your department.

Initial Acceptance Deputy Chief Robert Robitaille		PIO Email: r.robaille@aol.com	
PIO (Public Information Officer) Name: Deputy Chief Robert Robitaille		PIO Phone Number: 207-754-1352	



GRANT APPLICATION

FREQUENTLY ASKED QUESTIONS & TIPS

*STOP HERE & PRINT THIS PAGE.
You will not be able to return to this page.*

Please Apply Early.

Technical assistance is available through foundation@firehousesubs.com until two weeks prior to the grant deadline. Please do not contact area restaurants or Firehouse Subs Care center with grants questions.

What does the Firehouse Subs Public Safety Foundation support?

Our Mission is to impact the life-saving capabilities, and the lives of local heroes and their communities. This is accomplished by providing life-saving equipment and prevention education tools first responders and public safety organizations. Requests such as event sponsorships, exercise equipment, and family support services are not supported by our Foundation.

Is this grant only available for Fire Departments?

No. Law enforcement, EMS, public safety organizations, non-profits and schools are encouraged to apply for life saving equipment.

What are the most common reasons a grant application is marked incomplete?

- Online quotes are not permissible
- Organization must be a registered non-profit
- Quote does not match the dollar amount or quantity requested in the grant application
- Quote is missing pertinent vendor and/or applicant contact information
- Quote includes item(s) that are not being requested in the grant
- Attachments are uploaded that don't pertain to the grant
- Attachments are missing
- Attachments that are not saved as .doc, .pdf, .jpeg or .xlsx
- Financials are outdated or do not include both revenues and expenses
- Alternate contact information is missing

Can an individual apply for a fire school or police academy scholarship?

No, however, the Foundation may partner with accredited schools for scholarship programs

for individuals pursuing or advancing their career in the public safety sector.

Is the Firehouse Subs Public Safety Foundation grant a matching grant?

There are no matching funds involved in our organization's grants program.

If my request is more or less than \$20,000 will it be denied?

\$15,000-\$25,000 is a guideline.

What financial information should we provide?

We look for a balance of funds and financial stability. Please contact your accounting department for their most recent documents. Revenue & expenses must be included and is best shown with one of the following:

- A recent Balance Sheet which consists of Assets (Cash Accounts, Accounts Receivable) and Liabilities (Accounts Payable, Debt)
- A recent Profit & Loss Statement also called an Income Statement, listing your income and expenses
- A recent annual budget showing projected income and expenses
- A recent audit- If your organization is funded by a local government, you may only have a budget for your department. Please submit the local government's audited financials, along with your specific department's budget if this is the case. These are often available on your city's website.

What inventory information should I provide?

Please include a list of apparatus such as vehicles, special equipment and other major equipment. The inventory list will vary according to the size and type of department.

If my department is located more than 60 miles from a Firehouse Subs restaurant, should I still apply?

Our Foundation mainly focuses its resources in areas served by Firehouse Subs restaurants. We recognize the need of rural and volunteer departments throughout the country, and will consider applications outside of the 60 mile guideline.

When can we expect to find out if our grant has been approved or denied?

ALL applicants will be notified of a decision regarding their application within six weeks of the close of the grant deadline. Please do not contact restaurants or the Firehouse Subs Care Center with questions regarding your grant. For technical assistance or questions other than grant status, email foundation@firehousesubs.com (<mailto:foundation@firehousesubs.com>). We offer technical assistance until two weeks before the grant deadline.

Does Firehouse Subs Public Safety Foundation fund requests for "use of force"?

As per our guidelines, Firehouse Subs Public Safety Foundation does not accept grant requests for "use of force" items such as guns or tasers.

Are there items that your Foundation does not support?

All requests must fall within our Foundation's funding guidelines which can be found on our website. Examples of items that are not supported by our board of directors at this time include power load systems, exercise equipment, radar detectors and use of force equipment.

Does the Foundation accept requests for partial funding?

The Foundation does consider request for partial funding, however, the balance of funds

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: High Density Roller Shelving Project – Shelf Reinforcements and Book Supports

DATE: February 15, 2018

Dan Clifford from Donnegan Systems stopped by to see how the roller shelving was working out. I showed him how the heavy books were bending the shelving units and he suggested shelf supports just like the ones used on the shelving for boxes. We discussed the end stops that comes with the system that they quoted previously. He suggested going with a different method, which I agree will serve the town better and that would be to purchase movable magnetic end stops. Since we would need fewer we could save money.

See quote for \$494 for book supports and shelf reinforcements, plus shipping. Shipping is expected to be around 75 lbs or about \$150+/- . The project was budgeted for \$30,000. The bid was accepted for \$22,720. We spent \$3,100 for box removal and replacement, along with \$232.66 for storage fees. The balance available is \$3,947.34. More than enough to cover the \$700 for reinforcements and book supports.

Donnegan Systems Inc. 800-222-6311-phone
 170 Bartlett Street 508-393-5601-fax
 Northborough MA 01532 www.donnegan.com

QUOTE DATE February 14, 2018
 QUOTE # 21418
 LEAD TIME approx 6 Weeks ARO



QUOTATION

Customer Town of Lisbon	Misc
Name Lisbon Town Clerk	Rep Dan Clifford (508) 393-5700 ext 223
Address 300 Lisbon Street	Terms: 1/3 deposit, 1/3 upon shipment, 1/3 upon completion
City Lisbon State ME Zip 04250	FOB Destination
Phone 207-344-1408 Fax	Ship Via Best Way
Attn Ms. Twila Lycette	Tag Misc Components

Quantity	Description		TOTAL
15	10"H findable book support with magnetic bottom		
35	Shelf reinforcements for existing 15"D shelving		
	Total Equipment	\$	352.00
	Freight charges direct to customer	\$	142.00

Customer Acceptance		Subtotal	Included
Name		Freight	Included
Address		Installation	Included
City State Zip			
Phone Fax		TOTAL	\$494.00
Attn			

To Place order, please sign, and fax this page to (508) 393 5601 Attention Dan Clifford

Acceptance

Date

AMENDMENT TO LISBON CODE OF ORDINANCES

Chapter 50, Article II, Division 1, Section 50-45

~~Sec. 50-45. Winter parking between 12:00 midnight and 6:00 a.m.~~

~~The owner or operator of any motor vehicle found parked or left unattended upon any way for a continuous 60-minute period between the hours of 12:00 midnight and 6:00 a.m. of any day during the period from November 1 to April 1 of each year shall, physicians on emergency calls excepted, be punished by a fine as provided in article V of this chapter.~~

(Code 1983, § 9-106)

State Law reference— Snow removal, 29-A M.R.S.A. § 2069.

AMENDMENT TO LISBON CODE OF ORDINANCES

Chapter 10, Article IV, Itinerant Vendors

ARTICLE IV. - ITINERANT VENDORS^[Z]

Footnotes:

--- (7) ---

Cross reference— Streets, sidewalks and other public places, ch. 46.

State Law reference— Itinerant vendors, 32 M.R.S.A. § 4681 et seq.

Sec. 10-251. - License required.

No person shall offer for sale any food, drink or merchandise as an itinerant vendor without first obtaining a license from the town council. Landowners offering space for charge for itinerant vendors must obtain a license for the facility which will cover the facility. This pertains to vehicles, pushcarts, temporary stands or other types of distribution units. Promoters of carnivals, festivals or flea markets shall obtain a license for the event which will cover all vendors. ~~For the purposes of this section, Flea Market shall mean an occasional or periodic market held in an open area or within a structure where property owners offer space for charge to individuals/groups to sell goods for sale to the public and the event is held more than seven (7) days in any twelve-month period.~~

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068; C.M. of 3-1-2016, V. 2016-55)

Sec. 10-251.5 - Definitions

Itinerant vendor is defined as any person who engages in a temporary business of selling food, drink or merchandise within the Town of Lisbon, other than at the person's permanent place of business or place of legal voting residence.

Flea market is defined as an occasional or periodic market held in an open area or within a structure where property owners offer space for charge to individuals/groups to sell goods for sale to the public and the event is held more than seven (7) days in any twelve-month period.

Sec. 10-252. - Police department review.

Before receiving a license, the police department will certify that the vendor will not create safety problems for either traffic or pedestrians and that information on file does not indicate that the applicant is a person of bad moral character.

(T.M. of 5-20-1996, art. 18)

Sec. 10-253. - Term of license; fee.

(a) Every license issued under this article shall be issued only for the following terms, subject to the corresponding fee.

Application fees shall be:

<u>Temporary stands (90 days or less)</u>	<u>\$75.00</u>
6 months itinerant vendor	\$150.00 <u>100.00</u>
12 months itinerant vendor	200.00 <u>150.00</u>
1 week carnivals and festivals	200.00
12-month outdoor flea market	100.00
12-month indoor flea market	200.00
Public records checks	50.00
Junkyard license	100.00

(b) Municipal organizations or agencies are exempt from fees in this section.

(c) The town Council may waive fees for charitable and non-profit organizations registered with the Secretary of State and in compliance with the Internal Revenue Service Code Section 501.

(T.M. of 5-20-1996, art. 18; Sel. Ord. of 2-18-2003, § 5.158; Sel. Ord. of 6-21-05, § 5.016; C.M. of 7-1-2014, V. 2014-118; C.M. of 7-7-2015, V. 2015-192; C.M. of 3-1-2016, V. 2016-55)

Sec. 10-254. - Food.

Any vendor serving food shall be considered a victualer and shall be licensed under, and comply with, the provisions of Article V, Victualers.

(T.M. of 5-20-1996, art. 18; T.M. of 11-3-2005, art. 8)

Sec. 10-255. - Revocation of license.

Any license issued under this article may be revoked by the town council after notice and hearing as provided in 30-A M.R.S.A. § 3814.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068)

Sec. 10-256. - Location.

- (a) No itinerant vendor may occupy an area larger than 144 square feet. The town council may, after public hearing, allow for a larger area to be occupied provided the vendor is located in a private lot and within a zone allowing the proposed use. No vendor may operate within 200 feet, measured by a direct line, of any establishment doing business at a fixed location, which sells the same or similar food or merchandise being sold by the vendor. In addition, no vendor may operate within 100 feet, measured by a direct line, of any other vendor who sells the same or similar food or merchandise. Vendors authorized to participate in carnivals, festivals, mass gatherings or flea markets shall be exempt from this section.
- (b) A full description of the location where the peddling is to be carried out and a letter of agreement from the owner of record of the property where the applicant will be located shall be submitted.

(T.M. of 5-20-1996, art. 18; T.M. of 9-5-2006, § 2006-28)

Sec. 10-257. - Sanitation.

Each vendor shall provide waste receptacles for the use of customers, shall keep the immediate area free of litter, and will provide for the disposal of such waste.

(T.M. of 5-20-1996, art. 18)

Sec. 10-258. - Public hearing.

The initial license under this article shall be issued by the town council after public hearing. The town council may delegate authority to the clerk to issue temporary licenses after meeting all requirements prior to a public hearing. Renewal licenses may be issued by the town council without subsequent public hearing, except that the town council shall have the authority to require a public hearing at the request of the applicant or in circumstances where the town council feels a public hearing would produce information relevant to the license renewal.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068)

Sec. 10-259. - Amendments.

The town council shall have the further power to adjust the fees and license requirements of this article as appropriate after public hearing.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068)

Sec. 10-260. - Violation; penalties.

In addition to revocation or suspension of an itinerant vendor's license as provided in section 10-255, the violation of any provision of this article shall be punished by a fine of not less than \$250.00 nor more than \$1500.00 for each offense, plus costs of prosecution including but not limited to attorney's fees. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. Any violation of this article or of any condition or requirement adopted pursuant to these provisions may be restrained, corrected, or abated, as the case may be, by injunction or other appropriate proceedings as allowed by state law. All fines and penalties, together with costs of prosecution of violations, shall be recovered for the benefit of the town.

Sec. 10-261. - Enforcement.

This article shall be enforced by the Lisbon Police Chief, the Lisbon Codes Enforcement Officer, their designees, or other appropriate staff member, including legal counsel, for the town. Notice of violations by itinerant vendors of other provisions of the Lisbon Code of Ordinances shall be provided to the police chief, town council, and town attorney.

Secs. ~~10-262~~260—10-290. - Reserved.

Chapter 54 - BUILDINGS AND BUILDING REGULATIONS^[1]

Footnotes:

--- (1) ---

Cross reference— Manufactured housing, mobile homes and trailers, ch. 22; sanitary sewers, ch. 34; solid waste transfer and recycling, ch. 38; streets, sidewalks and other public places, ch. 46; floods, ch. 58; site plans, ch. 62; subdivisions, ch. 66; zoning, ch. 70, town council rules, regulations and policies for sanitary sewers, ch. 94; town council rules, regulations and policies for solid waste transfer and recycling, ch. 98.

State Law reference— Authority to adopt technical codes by reference, etc., 30-A M.R.S.A. § 3003; board of appeals, 30-A M.R.S.A. § 2691.

ARTICLE I. - IN GENERAL

Secs. 54-1—54-30. - Reserved.

ARTICLE II. - BUILDING CODE^[2]

Footnotes:

--- (2) ---

Editor's note— At a special town meeting of Nov. 3, 2005, art. 7, amended Art. II in its entirety to read as herein set out. Former Art. II, §§ 54-31—54-34, pertained to similar subject, and derived from Code 1983, §§ 4-101—4-103; T.M. of May 13, 1995, art. 61, §§ 4-101, 4-103; T.M. of May 15, 1999, art. 59, §§ 4-103, 4-104.

State Law reference— Authority to adopt building code by reference, 30-A M.R.S.A. § 3003; regulation of buildings, 30-A M.R.S.A. § 4101 et seq., Definitions, 10 M.R.S.A. § 9721, Technical Building Codes and Standards Board, 10 M.R.S.A. § 9722.

Sec. 54-31. - Adoption.

In accordance with 30-A M.R.S.A. § 3003, as the same may be amended from time to time, the Maine Uniform Building and Energy Code and its regulated elements ~~the International Building Code 2003 and the International Residential Code 2003, both published by the International Code Council, Inc.,~~ are hereby adopted and incorporated by reference herein, ~~except for such portions as are deleted, modified, or amended in this article,~~ as the minimum standards for the construction, alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of all buildings and structures, both existing and proposed, located within the Town of Lisbon.

(T.M. of 11-3-2005, art. 7)

~~Sec. 54-32. Definitions and general provisions.~~

~~The International Building Code and the International Residential Code shall be construed as follows:~~

- ~~(1) *Name of jurisdiction.* Wherever the phrase "name of jurisdiction" appears in the code, "the Town of Lisbon" shall be substituted.~~
- ~~(2) *Name of state.* Wherever the phrase "name of the state" appears in the code, "the State of Maine" shall be substituted.~~

- (3) ~~Department of building safety~~. Wherever the term "department of building safety" appears "the codes enforcement office" shall be substituted.
- (4) ~~Building official~~. Wherever the term "building official" appears in the code, it shall mean the building inspector of the town or his duly authorized representative.
- (5) ~~Electrical Code~~. Wherever the term "ICC Electrical Code" appears in the code, it shall mean the National Electrical Code as adopted by Town of Lisbon.
- (6) ~~Fire Code~~. Wherever the term "International Fire Prevention Code" appears in the code, it shall mean the NFPA Code as adopted by the Town of Lisbon.
- (7) ~~Gas Code~~. Wherever the term "International Fuel Gas Code" appears in the code, it shall mean the NFPA Code as adopted by the Town of Lisbon.
- (8) ~~Plumbing Code~~. Wherever the "International Plumbing Code" appears in the code, it shall mean the State of Maine Plumbing Code.
- (9) ~~Other regulations~~. Wherever the codes refer to "other regulations," "all pertinent laws," or "other provisions of law," such references shall include, at a minimum, the Maine Revised Statutes Annotated, the Private and Special Laws of the State of Maine, regulations of administrative agencies of the State of Maine, other provisions of the code except those deleted, and all of the ordinances of the town.

(T.M. of 11-3-2005, art. 7)

Sec. 54-33. ~~Additions, deletions, insertions and changes to the ICC International Building Code (2003).~~

The ICC International Building Code (2003) is revised as follows:

~~Section 101.4 Referenced codes~~, is amended by adding the following language after the words "each such reference"; "any reference to the ICC Electrical Code, International Fuel Gas Code, International Plumbing Code and International Fire Prevention Code, found in any and all locations in this code, shall be stricken and replaced with the referenced standards described in sections 101.4.1 through and including 101.4.6."

~~Section 101.4.1 Electrical~~, is amended by deleting the words "ICC Electrical Code" and adding the words "the National Electrical Code as adopted by the Town of Lisbon."

~~Section 101.4.2 Gas~~, is amended by deleting the words "International Fuel Gas Code" and adding the words "the NFPA Code as adopted by the Town of Lisbon."

~~Section 101.4.4 Plumbing~~, is amended by deleting the words "International Plumbing Code", and adding the words "the State of Maine Plumbing Code"; and striking the words "the International Private Sewage Disposal Code" and adding the words "Maine Subsurface Waste Water Disposal Rules."

~~Section 101.4.5 Property maintenance~~, is deleted in its entirety.

~~Section 101.4.6 Fire prevention~~, is amended by deleting the words "International Fire Prevention Code" and adding the words "the NFPA Code as adopted by the Town of Lisbon."

~~Section 102.4 Referenced codes and standards~~, is amended by deleting the words "of this Code shall apply" in the last sentence and adding the words "the more restrictive codes shall apply."

~~Section 102.6 Existing structures~~, is amended by deleting the words "the International Property Maintenance Code or the International Fire Code" and adding the words "the Minimum Standards for Housing and the NFPA Code as adopted by the Town of Lisbon." and by adding the words "and/or the Fire Chief" after the words "building official."

~~Section 103 Department of Building Safety~~, is deleted in its entirety.

~~Section 105.1.1, Annual permit~~, is deleted in its entirety.

~~Section 105.1.2, Annual permit records, is deleted in its entirety.~~

~~Section 105.2(1), is amended by adding the following at the end of the section "Building permits are required for storage sheds that do not exceed _____ sq. ft. These structures are exempt for building code standards but must be reviewed for zoning compliance."~~

~~Section 105.2(2), is amended by deleting the words "not over 6 feet (1829 mm) high."~~

~~Section 105.2(6), is amended by deleting the words "not more than 30 inches (762 mm) above grade and not over any basement or story below grade and which is not part of an accessible route."~~

~~Section 105.2 Electrical, gas and plumbing (work exempt from permits), is deleted in its entirety.~~

~~Section 107.3 Temporary power, is amended by deleting the words "ICC Electrical Code" and substituting therefore "the National Electrical Code as adopted by the Town of Lisbon."~~

~~Section 108.2 Schedule of permit fees, is deleted in its entirety.~~

~~Section 110.0 Certificate of occupancy, is amended by addition of a new subsection (5):~~

~~"Section 110.5 Issuance of certificate : No certificate of occupancy nor temporary certificate of occupancy shall be issued under the provisions of this code where any condition of the building or the property is not in compliance with any other section of the Lisbon Town Code or applicable ordinances."~~

~~Section 111, Service Utilities, is deleted in its entirety.~~

~~Section 112.0 Board of Appeals, is deleted in its entirety and replaced with the following language:~~

- ~~(1) Any person, firm or corporation aggrieved by a decision of the building official may appeal to the board of appeals as established under section 70-124 of the Lisbon Zoning Ordinance.~~
- ~~(2) Procedure:
 - ~~(a) All appeals shall be based on a written decision of the building official.~~
 - ~~(b) An appeal may be taken within 30 days from the date that the decision appealed from is made by filing a notice of appeal with the building official and paying a filing fee of \$20.00. The notice of appeal shall state the ground for appeal and shall be accompanied by such information as may be required for a clear understanding of the case.~~
 - ~~(c) The board of appeals after a public hearing of which the applicant shall have not less than seven days' notice shall affirm or reverse the decision of the building inspector or may vary the application of any provision of this code in any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this code.~~
 - ~~(d) A decision of the board of appeals to vary the application of any provision of this code or to modify an order of the building inspector shall set forth the nature of the variation, the conditions, if any, upon which it is made, and the reasons therefor.~~
 - ~~(e) The board of appeals shall, in every case, reach a decision without unnecessary delay. Every decision of the board of appeals shall be promptly filed in the office of the building inspector. A copy shall be sent by mail or otherwise delivered to the person filing the appeal.~~
 - ~~(f) If a decision of the board of appeals reverses or modifies the action of the building inspector or varies the application of any provision of this code, the building inspector shall take action promptly in accordance with such decision.~~
 - ~~(g) A person aggrieved by a decision of the board of appeals may, within 30 days after the filing of such decision in the office of the building inspector, appeal to the superior court in accordance with rule 80(B) of the Maine Rules of Civil Procedure."~~~~

~~Section 113.4 Violation penalties, is deleted and replaced with the following:~~

~~"Any person, firm or corporation who violates any of the provisions of this code or fails to comply with any standards for performance set forth herein, or who violates or fails to comply with any lawful order made pursuant hereto, or who builds inconsistently with any statement of specifications or plans submitted and approved hereunder or in violation of any certificate or permit in force hereunder, shall be punished jointly and severally for each and every violation by a penalty of not less than \$50.00 and not more than \$500.00. Any owner of a building or structure or portion thereof, or of any premises where a violation of this code shall exist, or any other person employed in construction or in any other activity resulting in such violation who knowingly assists in committing the same shall be punished by a fine of not more than \$100.00. A separate offense shall be deemed committed upon each day during or on which prohibited conditions are maintained or a violation occurs or continues.~~

~~Section 114.3 Unlawful continuance, is amended by deleting the words "shall be subject to penalties as prescribed by law"; and by adding the following language at the end of the subsection "shall be subject to action pursuant to Section 113.3 and penalties pursuant to Section 113.4."~~

~~Section 501.1 Scope, is amended by adding the following sentence at the end of the subsection:~~

~~"To the extent the provisions of this Chapter are inconsistent with the provisions of Article _____ of the Town of Lisbon Code, the Town of Lisbon Code shall control."~~

~~Section 2111 Masonry Fireplaces, is deleted in its entirety.~~

~~Section 2112 Masonry Heaters, is deleted in its entirety.~~

~~Section 2113 Masonry Chimneys, is deleted in its entirety.~~

~~Section 2611 Light Transmitting Plastic Interior Signs, is deleted in its entirety.~~

~~Section 3109 Swimming Pool Enclosures and Safety Devices, is deleted in its entirety.~~

~~Section 3309 Fire Extinguishers, is deleted in its entirety.~~

~~Section 3312 Automatic Sprinkler System, is deleted in its entirety.~~

~~Section 3404 Fire Escapes, is deleted in its entirety.~~

~~Section 3409 Accessibility for Existing Buildings, is deleted in its entirety.~~

~~The following chapters of the ICC International Building Code (2003 edition) will be deleted in their entirety:~~

~~"Chapter 7 Fire Resistance Rated Construction"~~

~~"Chapter 9 Fire Protection Systems"~~

~~"Chapter 11 Accessibility"~~

~~"Chapter 13 Energy Efficiency"~~

~~"Chapter 27 Electric Wiring, Equipment and Systems"~~

~~"Chapter 28 Mechanical Systems"~~

~~"Chapter 29 Plumbing Systems"~~

~~"Chapter 30 Elevators and Conveying Systems"~~

~~"Chapter 32 Encroachments into the Public Right Of Way"~~

~~"Appendix A Employee Qualifications"~~

~~"Appendix B Board of Appeals"~~

~~"Appendix D—Fire Districts"~~

~~"Appendix E—Supplementary Accessibility Requirements"~~

~~(T.M. of 11-3-2005, art. 7)~~

~~Sec. 54-34. Additions, deletions, insertions and changes to the ICC International Residential Code (2003).~~

~~The International Residential Code (2003 Edition) is amended as follows:~~

~~Section (EB)R102.7 Existing structures, is amended by deleting the words "the International Property Maintenance Code or the International Fire Code" and inserting "the Minimum Standards for Housing and the NFPA Code as adopted by the Town of Lisbon."~~

~~Section R103 Department of Building Safety is deleted in its entirety.~~

~~Section R105.2(1) is amended by adding the following at the end of the section "Building permits are required for storage sheds that do not exceed _____ sq. ft. These structures are exempt for building code standards but must be reviewed for zoning compliance."~~

~~Section R105.2(6) is amended by deleting the language "not more than 30 inches (762 mm) above grade and not over any story below grade and which is not part of an accessible route."~~

~~Section R105.2 Electrical, plumbing and Gas is deleted in its entirety.~~

~~Section R105.3.1.1 Substantially improved or substantially damaged existing structures in areas prone to flooding, is deleted in its entirety.~~

~~Section R106.1 Information for construction in areas prone to flooding, is deleted in its entirety.~~

~~Section R108.0 Fees, is deleted in its entirety.~~

~~Section R109.1.1 Footing/Building Location and Foundation Inspection, is amended by adding the following language before the words "Inspection of the foundation": "Inspection for the building location, relative to the approved site or plot plan, shall be made after the construction area is excavated and any required forms are erected and any required reinforcing steel is in place, and prior to the placing of concrete. All property lines shall be identified for the purpose of determining zoning district setback compliance."~~

~~Section 111, Service Utilities, is deleted in its entirety.~~

~~Section R112.0 Board of Appeals, is hereby repealed and replaced with the following language: "Appeals shall be conducted in accordance with Section 112 of the ICC International Building Code (2003 edition) as adopted for use by the Town of Lisbon."~~

~~Section 113.4 Violation penalties is repealed and replaced with the following:~~

~~"Any person, firm or corporation who violates any of the provisions of this code or fails to comply with any standards for performance set forth herein, or who violates or fails to comply with any lawful order made pursuant hereto, or who builds inconsistently with any statement of specifications or plans submitted and approved hereunder or in violation of any certificate or permit in force hereunder, shall be punished jointly and severally for each and every violation by a penalty of not less than \$50.00 and not more than \$500.00. Any owner of a building or structure or portion thereof, or of any premises where a violation of this code shall exist, or any other person employed in construction or in any other activity resulting in such violation who knowingly assists in committing the same shall be punished by a fine of not more than \$100.00. A separate offense shall be deemed committed upon each day during or on which prohibited conditions are maintained or a violation occurs or continues."~~

~~Section 114.2 Unlawful continuance, is amended by deleting the words "shall be subject to penalties as prescribed by law"; and by adding the following language at the end of the subsection "shall be subject to action pursuant to Section 113.3 and penalties pursuant to Section 113.4."~~

~~Section R302 Location on Lot, is deleted in its entirety.~~

~~Section R307 Toilet, Bath and Shower Spaces, is deleted in its entirety.~~

~~Section R309.2 Separation required, is amended by adding the phrase: "All penetrations shall be protected in accordance with Section 317.3.1.2 of the International Residential Code."~~

~~Section R310.1.1 Minimum opening area, is amended by deleting the following exception: "Exception: Grade floor openings shall have a minimum not clear opening of 5 square feet (0.465 m2)."~~

~~Section R311.4.3 Landing at doors, is amended by adding the following exception: "Exception: A landing is not required at the top of a flight of stairs, provided the door does not swing over the stairs."~~

~~Section R313 Smoke Alarms, is deleted in its entirety.~~

~~Section R315 Flame Spread and Smoke Density, is deleted in its entirety.~~

~~Section R323 Flood Resistant Construction, is deleted in its entirety.~~

~~The following chapters are deleted in their entirety:~~

~~"Chapter 10 Chimneys and Fireplaces"~~

~~"Chapter 11 Energy Efficiency"~~

~~"Chapter 12 Mechanical Administration"~~

~~"Chapter 13 General Mechanical System Requirements"~~

~~"Chapter 14 Heating and Cooling Equipment"~~

~~"Chapter 15 Exhaust Systems"~~

~~"Chapter 16 Duct Systems"~~

~~"Chapter 17 Combustion Air"~~

~~"Chapter 18 Chimneys and Vents"~~

~~"Chapter 19 Special Fuel Burning Equipment"~~

~~"Chapter 20 Boilers/Water Heaters"~~

~~"Chapter 21 Hydronic Piping"~~

~~"Chapter 22 Special Piping and Storage Systems"~~

~~"Chapter 23 Solar Systems"~~

~~"Chapter 24 Fuel Gas"~~

~~"Chapter 25 Plumbing Administration"~~

~~"Chapter 26 General Plumbing Requirements"~~

~~"Chapter 27 Plumbing Fixtures"~~

~~"Chapter 28 Water Heaters"~~

~~"Chapter 31 - Vents"~~

~~"Chapter 32 - Traps"~~

~~"Chapter 33 - General Requirements"~~

~~"Chapter 34 - Electrical Definitions"~~

~~"Chapter 35 - Services"~~

~~"Chapter 36 - Branch Circuit and Feeder Requirements"~~

~~"Chapter 37 - Wiring Methods"~~

~~"Chapter 38 - Power Lighting and Distribution"~~

~~"Chapter 39 - Devices and Luminaires"~~

~~"Chapter 40 - Appliance Installation"~~

~~"Chapter 41 - Swimming Pools"~~

~~"Chapter 42 - Class 2 Remote Control, Signaling and Power Limited Circuits"~~

~~"Appendix A"~~

~~"Appendix B"~~

~~"Appendix C"~~

~~"Appendix D"~~

~~"Appendix I"~~

~~"Appendix K"~~

~~"Appendix L"~~

(T.M. of 11-3-2005, art. 7)

Sec. 54-35. - Standards mandatory.

Except as otherwise expressly provided, all general provisions of this article and the codes incorporated herein are mandatory. Exceptions to general prohibitions or requirements shall be narrowly construed and narrowly applied. Any person asserting that failure to comply with a general prohibition or requirement is authorized by an exception to such general prohibition or requirement shall bear the burden of proof as to such exception.

(T.M. of 11-3-2005, art. 7)

Sec. 54-36. - Other code and statutory provisions.

Where any other provisions of this Code contain more stringent requirements, compliance with the more stringent requirements shall be required. Where approval of the fire chief, or any other specified town official is required by any provision of this Code as to the subject matter of the permit application, such approval shall be a condition precedent to issuance of the permit under this article. Whenever there is an application for a permit for any structure, other than a single or two-family dwelling, such permit shall

not be issued without the written certificate of the fire chief or his authorized representative that the work described is in compliance with other requirement of this Code or of state law as to fire prevention or exiting.

(T.M. of 11-3-2005, art. 7)

Sec. 54-37. - Violations.

~~Violations of the applicable provisions of either the ICC Building Code or the ICC Residential Code shall be subject to the penalty provisions of section.~~ Violation of any provision of this article shall constitute a civil violation punishable by a fine not exceeding \$100.00 for each offense. Each day that a violation continues shall be treated as a separate offense. All fines collected shall inure to the town.

(T.M. of 11-3-2005, art. 7)

Sec. 54-38. - Municipal plumbing inspection and permit fees.

~~In addition to all other fees hereunder or under any state law, the town shall charge a \$10.00 base fee for plumbing inspections and the following Fees are established for plumbing permits in accordance with the Maine State Plumbing/Subsurface Wastewater Disposal System Permit Fee Schedule.~~

(T.M. of 11-3-2005, art. 7)

Secs. 54-39—54-70. - Reserved.

AMENDMENT TO LISBON CODE OF ORDINANCES

Chapter 30, Article III, Section 88.5

Sec. 30-88.5. - Special regulations.

- (a) Use of parks, gardens and trails for events requires a permit. Permit applications are available at the town clerk's office.
- (b) Smoking is not allowed in any park.
- (c) Alcohol possession or use is not allowed in any park. Any exception to this rule must be approved in advance by the town council and shall be limited to:

(1) special public events or public gatherings sponsored by a charitable, nonprofit organization or civic group in which alcohol is served by a licensed establishment with an off-premise catering license under Title 28-A M.R.S.A. § 1052.

(2) private events or private gatherings sponsored by an individual person or persons, such as a wedding, in which alcohol is served by a licensed establishment with an off-premise catering license under Title 28-A M.R.S.A. § 1052.

The Town Council may require, as a condition of allowing alcohol at a gathering or event under this section, that a security officer or police officer be present at the expense of the applicant.

- (d) Dogs are allowed in parks but only on a leash as per section 6-31 and waste removal is required as per section 6-34.
- (e) No sign advertising any business or commercial enterprise or activity or any political sign, shall be allowed on park, garden or trail property. Signs for a limited time and for a limited purpose of advertising community events or events sponsored by non-profit agencies may be permitted with the issuance of a permit as provided under section 91-36.
- (f) No peddling, soliciting or commercial enterprise is permitted to conduct business on Beaver Park property.
- (g) Metal detectors are prohibited on Beaver Park property.

(T.M. of 12-9-2003, art. 5; T.M. of 10-16-2007, § 2007-165A; C.M. of 10-7-2014, V. 2014-202; C.M. of 3-1-2016, V. 2016-56)

AMENDMENT TO LISBON CODE OF ORDINANCES

Chapter 46, Article VI, Section 46-147, Subsection 1

Sec. 46-147. - Street light placement standards.

Street light placement within public right-of-ways shall conform to the following standards as feasible given utility pole spacing and light pole spacing:

- (1) Village zone. For any roadway within the Village Area Zone indicated on the street light service map in appendix B*:
 - a. One streetlight shall be located at all roadway intersections and mid-block locations at a spacing interval of approximately 220 feet as feasible given existing utility pole and light pole spacing.
 - b. Street segments less than 350 feet in length shall only be lit at roadway intersections and dead ends.
 - c. Ornamental and streetscape lighting may be used to light roadways where sidewalks are present and highlight public building facades and public areas as determined. Ornamental lighting currently serves to light the public right-of-way for portions of Main Street, Village Street, Webster Street, and a short distance of Route 196 (Lisbon Street). If ornamental lighting is the standard ~~than~~then all other lighting will be removed from poles unless it is determined by the town engineer, public safety (police, fire) and public works department determine the need exists.
 - d. There are many varied potential street lighting needs to be served in the Village Zone because it encompasses the most diverse areas of town in building style, density, setback variances and public infrastructure availability. If recommended by the planning board and approved by the town council, the town may accept a street lighting plan in the Village Zone that is not consistent with all standards in this article if the street lighting plan meets the overall intent of this article, seeks to maintain public safety and will provide an economic and aesthetic benefit to the town beyond its cost for maintenance.

MEMO

To: Diane Barnes, Manager
From: Kathy Malloy, Assessor
Date: February 15, 2018
Re: Monthly report for January 2018

- Processed 58 deeds - 27 for the month of August & 31 for the month of September
- Prepared and delivered to the printer 3 sets of commitment books for binding. The turnaround time was 2 weeks and the new books are now safely stored in the vault.
- Received a significant amount of requests for copies of property record cards this month from appraisers, title companies and potential buyers.
- I had 2 requests this month that required searching old records in the vault. It was such a pleasure to go into the vault and not have to shuffle half a dozen boxes. The new shelving is fabulous.
- Did final review of tax maps before printing

Code Enforcement

Dennis J. Douglass

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

Monthly Report for January 2018

Building permits issued - 5

- 2 Residential new home
- 2 Remodel
- 1 Storage shed

Electrical permits issued - 14

- 2 Low Voltage alarm systems
- 3 Remodels
- 3 Garages
- 3 New homes
- 3 - Commercial

Plumbing permits issued - 12

- 9 Internal plumbing
- 1 New HHE200
- 2 Commercial Internal

Misc. permits issued - None

Planning Board -

- Case #18-1 - Medical Marijuana Retail Store application
- Revisions to Chapter 46. Streets, Sidewalks and other Public Places
- Comprehensive Plan updates / Completion schedule
- 2017 Annual report from Code Enforcement Officer
- Medical Marijuana Land Use discussion
- Budget requests / 2018 Goals

Other Business - None

Appeals Board - No cases to report.

Health Officer -

- Landlord/Tenant issues



TOWN OF LISBON

Economic & Community Development

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

Economic & Community Development January Report

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

There were two Revolving Loan Fund closings for two different businesses. The Hair Loft purchased the former Frosty's Donuts building located at 700 Lisbon Street where she will relocate from the former Miller Block building, which is scheduled for redevelopment in spring of 2018. Dr. Mike's Cafe at 12 Main Street was also purchased by two brothers, Jason and Tyson Laverdiere. Jason and Tyson plan to revamp the cafe to a full menu restaurant which will be named "Flux." The brothers are looking to open in spring of 2018.

Both of these businesses were recipients of Lisbon's Revolving Loan Fund program. The commercial financing program is available to support start-up, retention, expansion and attraction projects in the Town of Lisbon. If you have any questions and/or would like to learn more about the program, please contact the Economic and Community Development office at (207) 353-3000 Ext. 112 or go to the Town of Lisbon's website.

Another program that is available to businesses is the Lisbon Façade Grant. This is a one to one match and funded through the Maine Community Development Block Grant program.

MEREDA (Maine Real Estate & Development Association) Annual Economic Forecast: Every year Maine Realtors and Economic Developers gather at the Holiday Inn by the Bay in Portland where an overview of Maine's economic projections are shared. There was a record of 900 participates at the event and from the report Maine overall in the area of real estate was doing very well. It was also projected that 2018 will be another good year for real estate sales and business development. I would also like to say that for the first time, Lisbon was highlighted at the conference for the Kelly Park project. As I attend these events, Lisbon is being recognized for its expansion and new developments, which is great to hear.

Moxie Festival 2018: The committee continues to meet monthly for the planning of the 2018 festival. The website has been updated with events, so check it out....Friday night will be a sock hop dance party featuring live music from "Jessi and the Cruisers." Time for the poodle skirts! On February 27, 2018 the Town Council will host a workshop with the festival committee. This is a public meeting so all are welcome to attend.

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

January 2018

CIRCULATION STATISTICS:

Adult Bks	1,367	Adult DVD's	351
Juv.Bks.	646	Juv. DVD's	191
Audio Bks.	81	Periodicals	159
ILL in	119	ILL Out	151
E-Readers Users	23	E-Reader Downloads	32
E-Audio Downloads	63	Gear/Kits	2
MTM Cen.Storytime	32		
Legos Club	1	Patron Use Computers	428
Friday Art Club	4	Friday Crafts	10
Priv.School Visits	18	Thurs.3:30 PM Storytime	19
Adult Room Count	1,739	Children Rom. Count	367
Thurs. Am StoryTime	3	Sat. AM Storytime	7
New Patrons	15	Playhouse Use	0

Library was closed 1/1/18 New Year's Day, 1/15/18 ML King Day, Lib. Closed 11 AM 1/4/18 due to blizzard. Children's Room closed due to burst pipe Jan 2-4 2018.

Although the circulation statistics reflect the days we were closed for holidays, a snowstorm and the 2 days the Children's Room was closed due to the burst pipe, the library was busy in the month of January. Patrons continued to enjoy the selection of new DVD's, bestsellers and magazines.

The staff continued to move our library forward in the MILS system. Mrs. Medlen is doing a great job re-bar-coding the adult fiction collection with the new 14 digit bar codes. She estimates there are about 10,000 titles left to re-bar-code in this category. I continue to assess the adult nonfiction collection to ensure it is timely and of interest to our patrons. The books that are "weeded from the collection continue to be boxed and stored in the book shed for a spring 2018 "mini book sale." The Inter Library Loan transactions were off to a slower start in early January but picked up significantly at the end of the month as patrons returned to their routines after the holiday season.

The library rebounded nicely from the broken pipe event. Drew's Carpet & Restoration Co. did a great job with the cleanup. Public Works staff replaced the ceiling tiles and repaired the entryway to the office. I continue to be diligent in my daily inspection of the thermostats mindful of the temperature in

each room and ensure the furnace functions properly. Thatcher Plourde continues to do an excellent job maintaining our walkways after storm. He is aware of our hours of operation and takes care of the walkways accordingly.

The Children's Services staff and I continue to assess our programs to try to reach as many local children as we can. Our collaboration with the Lisbon Recreation Department is going well. Our Tuesday afternoon MTM Storytime & Craft Hour averages 12 participants each week. We are also considering changing the time of our AM Storytime to convenience our patrons and their families. The staff has begun to prepare for the upcoming 2018 Summer Reading Program. It is never too early to schedule a "kickoff program" for June.

I prepared a "draft" of the 2018-19 Library Department budget that will be reviewed by the Town Manager and Finance Director on 2/13/18. The Library Governing Board will meet on 2/14/18 to review this draft and also work on their 2018-19 Library Governing Board goals as requested by the Town Council.

I have been asked to attend and observe a Maine InfoNet Executive Board meeting on March 7th in Augusta Maine to consider becoming the MILS representative on this statewide board. It would be an honor and privilege to represent the 14 MILS libraries and the Town of Lisbon. The Town Manager supports this and I will keep you informed.

Respectfully submitted,
Diane I. Nadeau
Library Director

To: Diane Barnes and the Town Council

From: Lydia Colston, CPA

Re: January Financials

I have compiled the January 2018 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.

Capital Outlay expense shows a negative balance as a result of the annual interest credit subsidy payment on the QECB loan being received.

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

Sewer Department Revenue is up over prior year by \$101,000.

Town of Lisbon
Schedule of Revenues- General Fund with Sewer Department
For the Period ended January 31, 2018
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	98,007	827,540	(676,460)	55.02%
Registration Fees	27,000	1,909	15,021	(11,979)	55.63%
Interest and Cost on Taxes	34,000	724	14,854	(19,146)	43.69%
Licenses and Permits:					
Business permits and fees	27,900	855	22,468	(5,433)	80.53%
All other construction fees	12,000	1,159	12,878	878	107.32%
Town Clerk	20,895	1,062	9,123	(11,772)	43.66%
Intergovernmental:					
State Revenue Sharing	602,000	49,163	344,089	(257,911)	57.16%
General Assistance	12,750	7,218	8,016	(4,734)	62.87%
Tree Growth reimbursement	15,000	-	11,569	(3,431)	77.13%
BETE reimbursement	168,713	-	168,713	-	100.00%
Homestead reimbursement	541,677	-	408,240	(133,437)	75.37%
Urban rural incentive program	96,964	-	98,468	1,504	101.55%
Veteran reimbursement	10,000	-	-	(10,000)	0.00%
Miscellaneous State aid	215,483	-	-	(215,483)	0.00%
Sewer Department	1,107,340	58,789	660,097	(447,243)	59.61%
Charges for Services:					
Police and Dispatch	135,645	3,209	61,207	(74,438)	45.12%
Fire Dept	-	48	1,098	1,098	0.00%
Public Services	300,246	10,580	211,869	(88,377)	70.57%
Investment Income					
	13,000	1,606	12,942	(58)	99.56%
Other revenues:					
TIF	443,004	-	-	(443,004)	0.00%
Recycling	94,500	6,448	79,249	(15,251)	83.86%
Reimbursements	47,612	1,409	10,387	(37,225)	21.82%
Miscellaneous	600	681	18,417	17,817	3069.51%
Total Revenues	<u>\$ 17,942,501</u>	<u>\$ 242,867</u>	<u>\$ 15,511,560</u>	<u>\$ (2,430,941)</u>	

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

	Final Budget	November Actual	YTD Actual	Budget Variance Remaining (Overexpended)	Percent of Budget Spent
General Government:					
Elected Officials	21,825	1,468	11,725	10,100	53.72%
Town Manager	224,733	41,933	149,498	75,235	66.52%
Contingency / Grant match	5,000	-	-	5,000	0.00%
Insurance	120,665	796	84,638	36,027	70.14%
Legal	40,000	(1,520)	14,290	25,710	35.72%
Technology	183,692	11,149	141,655	42,037	77.12%
Town Building	245,155	9,464	82,181	162,974	33.52%
Assessing	78,496	6,699	48,644	29,852	61.97%
Board of Appeals	1,686	62	489	1,197	29.03%
Planning Board	32,936	5,368	15,751	17,185	47.82%
Code Enforcement	113,326	8,585	62,914	50,412	55.52%
Finance	162,076	9,615	89,232	72,844	55.06%
Tax Collector	176,651	14,793	109,510	67,141	61.99%
Town Clerk/Elections	134,938	8,596	66,855	68,083	49.55%
Economic Development	103,403	6,171	55,179	48,224	53.36%
Total General Government	1,644,582	123,179	932,561	712,021	
Public Safety					
Police	1,448,781	102,772	790,167	658,614	54.54%
Animal Control	90,086	5,424	53,808	36,278	59.73%
Communications	344,103	26,460	193,796	150,307	56.32%
Fire	447,190	21,295	194,014	253,176	43.39%
Emergency	1,742	126	975	767	55.97%
Total Public Safety	2,331,902	156,077	1,232,760	1,099,142	

For Management Use Only

Public Works:									
Public Works	1,479,067	51,574	776,060	703,007	52.47%				
Winter Public Works	271,103	104,479	160,014	111,089	59.02%				
Solid Waste	489,810	32,284	260,135	229,675	53.11%				
Hydrant Rental	325,733	-	162,867	162,867	50.00%				
Street & Traffic Lights	110,500	6,955	42,844	67,656	38.77%				
Total Public Works	2,676,213	195,293	1,401,919	1,274,294					
Public Services:									
Parks & Recreation	565,868	22,352	316,825	249,043	55.99%				
Lisbon Falls Library	269,404	19,706	146,950	122,454	54.55%				
Health Officer	6,288	426	3,277	3,011	52.12%				
Community Service	40,000	-	20,000	20,000	50.00%				
Miscellaneous	13,000	-	-	13,000	0.00%				
Total Public Services	894,560	42,484	487,052	407,508					
General Assistance	29,068	4,065	26,240	2,828	90.27%				
Intergovernmental- County Tax	639,783	620,540	639,459	324	99.95%				
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	453,004	-	16,220	436,784					
Debt Service - Town:	214,492	10,402	132,928	81,564	61.97%				
Capital Outlay: Town	371,569	(8,772)	1,379,734	(1,008,165)	371.33%				
Sewer Department	1,100,427	158,758	628,519	471,908	57.12%				
Total Expenditures	\$ 10,355,600	\$ 1,302,026	\$ 6,877,392	\$ 3,478,208	66.41%				

For Management Use Only



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: January 2018 Report

DATE: February 15, 2018

The 3rd annual Winter Festival was held at Beaver Park on January 20st from 10 a.m. to 2 p.m. An estimated 500 people came and enjoyed snow shoeing, dog sledding, great food and entertainment. Sub Zero's Ice Carving owner, Jay took center stage and worked on cutting out this Beaver pictured here. The dog sleds offered three teams of dogs that pulled folks though the mile long park trail. Nearly 100 people took advantage of the dog sled rides through the park. Thank you to all who sponsored, volunteered, supported and attended the 3rd Annual Winter Fest at Beaver Park!

Our Lost Valley Ski program kicked off on the first Monday in January. We only have 20 people in the program this year, but we are pleased because it is a revival of a program that we lost years ago because of the steep lift prices. The new owners have reached out to us offering lower prices making affordable once again.

We currently have 144 boys and girls registered to play basketball up from 129 last year. The participants range from K-6 grades. The practices are held Monday - Thursday and games are on Saturday at LCS. We also have 4 travel teams competing in tournaments in February. Julie Collins does a great job running this program.

Cribbage packs the MTM Center house every Monday morning. Some folks just can't get enough so recently we have the men come in to play cribbage on Wednesday and women play on Thursdays. Senior Coordinator, Aline Strout is also planning a trip to the Grand Canyon, and Cuba for 2018. Lunch or breakfast is served every Friday. We also have the sewing club in room 11 three days a week at MTM. We hold fitness classes for the retired folks in room 12 on Tuesday and Fridays. We offer free movies on Tuesdays in room 10.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

February 2018 Report to Council Police Department

In the month of January the Lisbon Police Department received or responded to nine hundred and ten (910) calls for service. A total of fifty seven (57) investigations were initiated, and there were nine (9) motor vehicle crashes. Twenty six (26) persons were arrested or issued criminal or civil summonses, and there were two hundred and three (203) traffic stops.

The Police Department has also learned in the past few weeks that we have been approved for the following grants through the Bureau of Highway Safety:

Speed Enforcement: \$1,846

Click it or ticket Safety Belt Enforcement: \$2,920

Operating Under the Influence Enforcement: \$3,944

Distracted Driving Enforcement: \$5,004

The amount of Federal Funds available for grants has been significantly channeled this year into distracted driving enforcement, and for good reason. People are up to 4 times more likely to be involved in a crash if they talk on a cell phone while driving, regardless of whether they use a hands-free or handheld device. A recent survey by the American Automobile Association found that although drivers disapprove of using cell phones to talk or text while driving, they do it anyway!! More than 66 percent of the drivers surveyed said that they personally consider it unacceptable for a driver to talk on a hand-held cell phone while driving, yet nearly 33 percent admit to doing it fairly often or regularly. In the last 3 years in Lisbon, we have averaged 167 motor vehicle crashes annually. One quarter of these crashes were directly related to driver distraction, and the numbers continue to grow. 42 crashes in our community directly related to distracted driving may not really seem like a very big number, unless of course you or a family member are one of those 42 that was hit or injured needlessly.

Members of the Lisbon Police Department will conduct enforcement details in each of the specified areas listed above throughout the upcoming calendar year.

Thank you.
Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RYAN LEIGHTON
SUBJECT: JANUARY 2018 MONTHLY REPORT
DATE: FEBRUARY 14, 2018

Public Works - January continued to be a busy month for snow storms with the crew working nearly fifty hours of overtime for the month. Most of the events we've dealt with have been long duration low accumulation type storms. Those tend to be most costly to deal with as material usage increases. During the down time between storms trucks were washed and maintained as well as beginning the process of replacing old and faded stop signs in an effort to meet FHWA reflectivity requirements.

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.

- Replaced the belts on one of the Aeration Blowers
- Finished the remodel of the storage room in the maintenance garage
- Replaced the sensor on the Aeration D.O. probe
- Unplugged #2 pump at Lewiston Line pump station
- Installed a new holder for the float switches at the Brook Street pump station
- Assisted PW with a frozen culvert on Webster Road
- Replaced the Davis Street pump station grit screw conveyor lower bearing
- Walked the cross country lines

Transfer Station - Below is a summary of the items shipped during the past month. We have seen a decrease in most areas.

<u>Item</u>	<u>Tonnage</u>
Single Stream	5
Trash	226.76
Bulky Waste	13.5
Wood	14.79
Brush	4.2
Freon	26 units
Cardboard	20.07 tons @\$90/ton
Mixed Paper	20.07 tons @ \$10/ton

Please contact me if you have any questions.

JANUARY 2018

**TOWN CLERK &
ELECTION DEPARTMENT**

The minutes from the Council meeting agendas and minutes for January were transcribed and posted online. Council meeting agendas and minutes were printed on acid free paper completing the 2017 book. Planning Board minutes were transcribed for January. The 2017 Planning Book was reviewed for completeness. The Council and Planning Board meetings were scheduled for live streaming and Facebook for the month of March.

Voter registration cards from the Bureau of Motor Vehicle are slowly being processed. We matched up death records to voter files to identify deletions and pull those cards. Monthly BMV voter cards were processed. Nomination petitions were certified for candidates. People's Veto, Clean Election papers, and other petitions were certified. The web site was updated with Election information about upcoming elections.

I updated the database for boards and committees, which contains names, addresses, phone numbers, and terms of office for easy access. The 2018-2019 budget was prepared.

The usual Victualer and Mobile Home Park business license databases were updated in preparation for renewal mailings. Inspection lists were sent off to the Health/Code Enforcement Officers to begin the inspection process. Games of Chance, renewal Special Entertainment Permits & Liquor Licenses are slowly coming in to be processed.

Our monthly vitals report and the State of Maine dog report along with the revenues were given to finance to process and mail to Augusta. Dog licensing late fees began on February 1. If you have not registered your dog, please do so! Make sure we have your correct email address...so hopefully you will get your reminders easier and closer to the deadlines. Year-end dog tags were reconciled. 69 online dog licenses for January were processed and tags mailed to owners.

Ballots were transferred out of the blue/green transfer cases and placed into cardboard containers for short term storage. Quote for shelf supports and end stops for the roller shelving system was requested.

Progress has been made on the Annual Town Report that is due prior to adopting the Municipal budget.