



**AGENDA**  
**COUNCIL MEETING &**  
**WORKSHOP**  
**JANUARY 21, 2020**  
**LISBON TOWN OFFICE**  
**6:00 P.M.**

**Town Council**  
Allen Ward, Chairman  
Norm Albert, Vice Chair  
Donald Fellows  
Jeffrey Ganong  
Kasie Kolbe  
Fernand Larochelle, Jr.  
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
  - \_\_\_ Councilor Albert      \_\_\_ Councilor Fellows      \_\_\_ Councilor Ganong      \_\_\_ Councilor Kolbe
  - \_\_\_ Councilor Larochelle      \_\_\_ Councilor Lunt      \_\_\_ Councilor WardTown Clerk reading of meeting rules
3. **WORKSHOP – Department Head Goals**
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
  - A. Retail Medical Marijuana Establishment License for Lisbon Cannabis Company
  - B. Manufacturing Medical Marijuana Establishment License for Crystal Spring Healing Alternatives, LLC
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
  - 2020-15 ORDER –
    - A. Municipal Accounts Payable & Payroll Warrants -

# 01102020	\$ 13,5502.46	#200116	\$ 198,258.40
# 2001W2	\$ 18,698.23	#01162020	\$ 6,079.21
    - B. School Accounts Payable & Payroll Warrants -

# 1050	\$ 327,783.53	# 1051	\$ 7,283.20
# 1052	\$ 66.24	#1053	\$ 3,673.74
# 2012	\$ 94,407.57		
    - C. Minutes of January 7, 2020
    - D. Renewal Retail Medical Marijuana Establishment License for Lisbon Cannabis Company
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
  - 2020-16 ORDER – Manufacturing Medical Marijuana Establishment License for Crystal Spring Healing Alternatives, LLC
  - 2020-17 ORDER – CDBG Letter of Intent-Façade Program for Lisbon Falls, Lisbon Village, and Route 196 Corridor Grant
9. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School (Councilor Albert)
    2. Planning Board (Councilor Ward)
    3. LDC (Councilor Larochelle)
    4. Conservation Commission (Councilor Ward)
    5. Recreation (Councilor Kolbe)
    6. County Budget (Councilor Ward)
    7. Library (Councilor Lunt)
  - B. Town Manager's Report
  - C. Department Head Written Reports
10. APPOINTMENTS
  - 2019-18 ORDER – Confirm LDC Appointment change as Planning Board Member to Councilor Member - Don Fellows
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
  - 2020-19 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

*This summary is provided for guidance only. The complete council working rules may be found on the town website [www.lisbonme.org](http://www.lisbonme.org) on the Town Officials, Town Council page.*

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

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





# Town of Lisbon

Diane Barnes  
Town Manager

**Town Council**  
Allen Ward, Chairman  
Norm Albert, Vice Chair  
Donald Fellows  
Jeffrey Ganong  
Kasie Kolbe  
Fernand Larochelle, Jr.  
Mark Lunt

## MEMO

To: Town Council  
From: Diane Barnes, Town Manager  
Subject: Recommendations  
Date: January 21, 2020

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### Agenda Item 2020 –17

#### CDBG Letter Of Intent - Façade Program For Lisbon Falls, Lisbon Village, And Route 196 Corridor Grant

The Community Development Block Grant program (CDBG) has historically been an important resource for the Town of Lisbon's economic and community development initiatives.

In preparation for the 2020 CDBG application process, Lisbon Town staff has identified as a funding priority the CDBG *Community Enterprise Grant Program* to support exterior façade improvements and signage on existing businesses in designated slum/blight areas of Town.

On January 16, 2014, the Lisbon Town Council approved Village Street, Main Street in Lisbon Falls, and the Rt. 196 corridor as a blighted area for the purposes of applying for CDBG funding. This Designation is valid for 10 years through January 2024.

Mr. Richardson is requesting that Council authorize the Town Manager to submit a 2020 CDBG Community Enterprise Grant Letter of Intent for business façade improvements in the amount of \$100,000. Participating businesses will provide the matching funds required by the CDBG program.

The deadline for the proposed Letter of Intent is Friday, January 31, 2020 at 4:00pm.

### Recommendation

**Authorize the Town Manager to submit a 2020 CDBG Community Enterprise Grant Letter of Intent for business façade improvements in the amount of \$100,000.**

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Town of Lisbon  
2020 Department/Committee Goals  
DRAFT

**Introduction**

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

**Town of Lisbon Mission Statement**

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

We Are Committed To Serving The Public, Being Accountable, And Conducting Ourselves With Integrity, Honesty, And Responsibility.

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

We Are Committed To Sharing Information With Our Citizens And Including Them As Partners In The Decision Making Process.

We Pledge To Support An Economic Development Plan That Balances The Diverse Needs Of Our Residents And Businesses Alike.

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

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

Adopted by the Board of Selectmen, October 15, 2002

**Town of Lisbon Goals**

*Town Council*

1. Improved communication promotion by Council and town issues to public at meeting, social media etc.
2. Electronic (video) meeting attendance regulation
3. Successful roll out of the Finance Committee
4. Solid Waste cost reduction and transferring to use vs taxpayer's discussion, Pay Per Bag etc.
5. Harassment training for committee members implementation
6. Expanding Economic Community Development promotion
7. Economic Development, contracts and global sustainability initiative
8. Graziano Square and Worumbo site plans/development



9. Town Planner goals or priorities for coming year
10. Town Manager Evaluation and contract
11. Moxie 2019 or 2020 discussions as they relate to a MDOT project through Main St.
12. Combined Capital Improvement Plan (Town, School, Water) all in the same format, greater scope of projects – Vehicles, Equipment, Projects, Infrastructure Maintenance, Budgeting, Financing discussions for operation improvements
13. Continued staff recognition
14. Staff Training
15. Committee goal setting/communication/coordination with Council/Staff

#### *Town Manager*

1. Continue cross training and succession planning for all departments.
2. Continue open communication between manager/department heads and department heads/staff.
3. Continue to identify efficiencies within departments and promote collaboration between departments.
4. Continue to increase transparency.
5. Continue to improve ways to engage citizen involvement and disseminate information on local issues.
6. Continue department training and compliance.
7. Continue ordinance review-ongoing.
8. Continue Personnel Policy review and update.
9. Continue to apply for grant funds to help fund major infrastructure improvements, assist with planning major projects, and help fund new projects.
10. Negotiate 3 collective bargaining agreements
11. Close out 2018 CDBG DR grant
12. Complete munis conversion (Tax) and start the Utility conversion
13. Continue Department Head evaluations
14. Visit departments on a more regular basis
15. Work with the Clerk to initiate employee service awards during a Council meeting for Council recognition

#### *Technology*

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

1. Continue with computer replacements.
2. Solicit bids for IT maintenance & support

#### *Town Buildings*

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

1. Continue with building projects that improve overall structures/safety. Fire Department (Lisbon Falls) new rubber roof and updated electrical service panels.

2. Streamline the bidding process to make town related building projects easier to manage and less burdensome-Put together a certified contractor database for the assorted trades to help streamline the bidding process
3. Reduce the amount of time required to manager the town buildings HVAC systems-Start a CIP and start funding a reserve account to replace the town office. \$500,000 CIP
4. Continue working with the PW Director on the best practicable approach to a new salt shed.
5. Continue with daily building related tasks

#### *Assessing*

1. Mass mailing of Homestead Exemption forms to owners who do not have the exemption
2. Mass mailing to qualifying personal property tax accounts without BETE application
3. Electronic files need to be reorganized and backed up on the shared network drive

#### *Code Enforcement*

1. Continue with major clean-up efforts throughout town-Primarily major arteries and arterial roads
2. Continue Dangerous Building classifications/demo
3. Continue to promote positive development in town-Streamline processes to make it easier for new development/economic growth
4. Work and gain support from Town Council on addressing 142 Ridge Road property issues
5. Continue work improving our GIS-Lisbon Mapping

#### *Finance*

1. Continue with the Munis implementation.
2. Continue with cross training of all positons.
3. Develop a more comprehensive CIP plan with other Department Heads
4. Streamline reports in an effort to speed along the audit process
5. Develop and maintain a more comprehensive Fixed Asset/Depreciation Report
6. Have all Financial Reporting housed within the Finance Department as it relates to Grants and link with other Departments in the Grant record-keeping effort.

#### *Clerk*

1. Continue Training Deputy and Assistant Clerks.
2. Continue to develop electronic storage and retrieval plan.
  - a. Continue Archiving Council Meeting Minutes & Videos with Clerkbases.
  - b. Budget Costs to add Planning, Appeals, & Assessment Review Boards to Clerkbases
3. Budget in FY 20-21 funds for Pictures and Framing Project
  - a. Pictures and Frames for pictures of interest, like Incorporation docs and/or early town meeting docs
4. Reinstate Deputy Clerk Position back to Full Time hours (add 14 hours) dedicating additional hours to assisting with monthly reports, vault maintenance, voter registration maintenance, historical displays, training, Election work, and additional office duties



5. Work on Vault Maintenance & Vault Organization
6. Continue with Phase III for the Records Restoration Work – Year 3 Books 19-15, 16, 17, & 18

### *Police Department*

1. Equip marked cruisers with less-lethal munitions. The equipment was purchased, and weapons modified, for less lethal (bean bag rounds) in 2019. Modified weapons will be placed in department vehicles upon completion of department-wide training in February.
2. Implement active shooter preparedness/response training. Equipment purchased in 2019 and training scheduled for March of 2020.
3. Increase traffic enforcement activity by 15%. (2,724 m/v stops in 2019)
4. Increase Police/Citizen Communication. Greater use of: social media, department website, “Coffee with a Cop” type programs and, completion of lesson plan for February 2021 Citizen Police Academy course.
5. Expand recruitment opportunities. Increase officer engagement with: CMCC L/E program, former military recruitment and college career fairs, review for competitive pay rates at reserve and full-time positions in Communications and Patrol.
6. Address training needs within department. Defensive tactics, increase officer/canine familiarity, continue cross-training.
7. Explore report writing software options. To improve report writing process.
8. Research and determine probable next generation of department firearms.
9. Maintain department-wide efforts towards previous goals that require continual effort and intent: leadership, cross training of personnel, proactive thought at all levels, liability reduction.

### *Fire Department*

1. Continue recruitment measures to increase personnel
2. Increase public relations through more fire prevention details throughout the year
3. To increase consistent communication within the Fire Department by having single department meetings on a more regular basis
4. Continue work with Fire Departments Officers to continually review and update the Standard Operating Guidelines and policies of the Fire Department.
5. Start planning and looking into a new Fire Station

### *Public Works*

In general, the goals for the Public Works Department would be to maintain the level of funding the Council has currently established. The capital improvement items are the biggest goals for the Department and are identified below along with other operational improvements.

1. Greater emphasis and potential incentive program developed for proper equipment care and custody
2. Complete all construction and paving projects in early fall
3. Replace Salt Shed and provide for additional covered storage for equipment to extend useful life ultimately saving money
4. Provide more training opportunities for all staff.
5. Adjust work schedule to provide for adequate work days through the spring/summer/fall to increase productivity and output.

6. Increase the level of service provided to the community
7. Remove and replace approximately 3000 to 4000 feet of sidewalk in different areas of town, work will be performed by PW crew
8. Replace culvert on back side of Ferry Rd

### *Transfer Station*

The Transfer Station operates fairly efficiently. We are doing very well with the composting program and will likely expand on that. We are fully staffed and things are going a lot smoother we are collecting a lot more fees and selling more stickers, we will continue to set up periodic sticker checks where my assistant will be onsite to sell permits.

1. Purchase a new trash trailer to replace the nearly 10 year old Steco trailer
2. Buildings, grounds, equipment, maintenance and appearance improvements.
3. Update Solid Waste ordinance
4. Have more workshops with the public to find a way to cover the ever rising costs of waste disposal.

### *Parks & Recreation*

1. Department restructuring
2. Develop and offer a ride share program for seniors
3. Continue to increase involvement with business, vendors, volunteers (Moxie)
4. Dog "Friendly" Park Summer Street develop signage and parking.
5. Create 1 YURT or Lean-to for group camping
6. Bath house renovation 1 per year over the next 5 years
7. Finish walkway next to MTM park continued from 2019
8. Miller trail fencing. Erosion priority
9. Replace fencing at MTM Park
10. Beaver Park Forestry Plan, 2020 Invasive Species Program, Increase Parking at Beaver Park and Summer St., research disc-golf course options at Beaver Park Digital mapping of all walking trail, continue to improve beach front at Beaver Park

### *Library*

1. Complete collection transition into the statewide MILS system
2. Continue to update/add Children's and outreach programs
3. Begin to implement programs for Lisbon Seniors and Veterans
4. Continue to upgrade/improve the Children's garden
5. Ensure the Lisbon Library continues to move forward with statewide Library services
6. Adapt Library staff job descriptions and duties to meet the needs of the community

### *Economic /Community Development*

#### **Business Retention & Expansion**

1. Meet 20 business owners monthly; meet all business owners in 2020
2. Develop BRE business survey and gather 50 responses to inform Department priorities
3. Deploy 3 RLF loans in 2020 to growing companies identified via Goal 1



### **Business Attraction**

4. Strengthen Town marketing platform for CRE via relationships w/ landowners & brokers
5. Meet w/ 5 industry trade association leaders to develop awareness among influencers
6. Attend 4 networking events in Southern and Central Maine markets to develop pipeline
7. Host 3 entrepreneurs per month for local tours of local assets and amenities

### **Property Development**

8. Complete property inventory and identify priority parcels and areas for development
9. Deploy Brownfield funds for two VRAP projects and fully spend down funds
10. Identify resources to support community visioning process for Worumbo Mill site
11. Network with CRE owners and developers to identify motivated players for pipeline

### **Grants**

12. Build relationships with community organizations and understand their programs and needs
13. Initiate dialogue with 3 new funders per month
14. Develop 4 actionable scopes of work & budgets for 4 proposals that address community needs

### **Marketing**

15. Strengthen existing platform of social media, Town website, and presence at events
16. Capture earned media via 3 curated news articles in regional news media
17. Identify budget and process to procure professional assets for Town brand: video, print, and social media micro-targeting

### *Waste Water Treatment Plant*

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

1. Continually strive to maintain 100% compliance with the DEP issued waste discharge license.
2. Complete the renewal of the DEP issued waste discharge license.
3. Complete the upgrade/rehab of the Davis Street pump station.
4. Complete the enlarging of the Chlorine Contact Tanks at the Treatment Plant.
5. Complete the Industrial Waste Surveys that are a requirement of our discharge permit.
6. Start moving forward with succession planning for the future leaders of the department. This will involve more training and assistance with achieving higher certifications that are required to operate the wastewater treatment plant.

### **Boards and Committee Goals**

1. Department restructuring
2. Develop and offer a ride share program for seniors
3. Continue to increase involvement with businesses, vendors, volunteers (Moxie)
4. Dog "Friendly" Park Summer Street develop signage and parking
5. Creating 1 YURT or Lean-to for group camping
6. Outhouse renovations 1-2 per year over the next 5 years
7. Finish walkway next to MTM Park continued from 2019
8. Miller trail fencing. Erosion priority
9. Beaver Park bath house renovation

### Conservation Commission

1. Beaver Park forestry plan
2. 2020 Invasive Species program
3. Increase parking at Beaver Park and Summer St.
4. Research disc-golf course options at Beaver Park
5. Digital mapping of all walking trails
6. Improve beach front at Beaver Park
7. Beaver Park use planning 2020-2021

### *Planning Board*

#### Planning

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

#### **Ordinances**

1. Address standards for Child Day Care in home and Children's Day Care facility.
2. Add standards to allow Accessory Dwelling Units.
3. Add standards to allow Tiny Homes.
4. Create a Land Use Ordinance through the consolidation of Chapter 62-Site Plans, Chapter 66-Subdivisions, and Chapter 70 Zoning Ordinances.

#### **Planning**

1. Support/coordinate with the planning efforts related to LDC work on the Worumbo Mill site and other potential reviews of properties or classes of properties going forward
2. Support/coordinate with the Conservation Commission and Recreation Department on planning for Beaver Park

### *Library Governing Board*

8. Nurture open and supportive communications with our Library Director and Library Staff, by listening to concerns and providing non-judgmental feedback
9. Attend Town Council meetings when possible and provide needed support
10. Continue to look for unique and creative opportunities to develop community partnerships

### *Lisbon Development Committee (LDC)*



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



**TOWN OF LISBON**  
300 Lisbon Street, Lisbon, ME 04250

*Twila D. Lycette, Town Clerk*  
*Lisa B. Smith, Deputy Clerk*

## ***PUBLIC HEARING***

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on January 21, 2020 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a renewal Medical Marijuana Establishment License for Lisbon Cannabis Company located at 60 Capital Avenue, Lisbon Falls. The public is invited to attend.

*Twila Lycette, Town Clerk*



19-11701

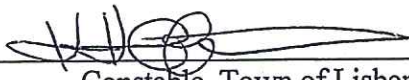
Constable's  
Return Of Posting  
State Of Maine

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: 12/24/19

  
\_\_\_\_\_  
Constable, Town of Lisbon



## ***TOWN OF LISBON***

300 Lisbon Street, Lisbon, ME 04250

*Twila D. Lycette, Town Clerk*

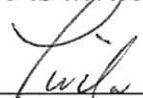
*Lisa B. Smith, Deputy Clerk*

### ***PUBLIC HEARING***

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on January 21, 2020 at 6:00 PM in the Town Office Public Meeting Room to hear comments on a new Manufacturing Medical Marijuana Establishment License for:

Crystal Spring Healing Alternatives, LLC  
1 Upland Road  
Lisbon, Maine 04250

*The public is invited to attend.*

  
\_\_\_\_\_  
*Twila Lycette, Town Clerk*



20-224

Constable's  
Return Of Posting  
State Of Maine

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: 01/09/2020

Ch. Brianna Henney  
Constable, Town of Lisbon



**TOWN COUNCIL  
MEETING MINUTES  
JANUARY 7, 2020**

Fern Larochelle 2020  
Normand Albert, Vice Chair 2021  
Kasie Kolbe 2021  
Allen Ward, Chairman 2021  
Mark Lunt 2022  
Donald Fellows 2022  
Jeffrey Ganong 2022

**CALL TO ORDER.** The Chairman, Allen Ward, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Kayla Tierney, Finance Director; Dan Stockford, Town Attorney; William Kuhl, Planning Board Member; and approximately 5 citizens in the audience.

**VOTE (2020-01A)** Councilor Larochelle, seconded by Councilor Fellows moved to excuse Councilors Kolbe and Albert's absences. **Order passed – Vote 5-0.**

### WORKSHOP

**VOTE (2020-01B)** Councilor Larochelle, seconded by Councilor Lunt moved to open the workshop. **Order passed – Vote 5-0.**

### COUNCIL TRAINING SESSION WITH ATTORNEY DAN STOCKFORD

Attorney Stockford handed out his power point presentation and said he would be covering the roles and responsibilities under the town charter, conflicts of interest, the freedom of access act, plus harassment and discrimination.

Attorney Stockford pointed out that Council is the town's legislative body so legislative powers are vested exclusively in the Town Council. This means enacting ordinances, regulations, resolutions and orders, establishing policy for the conduct of town government and adopting rules of conduct for employees. This also means as a public body the Council's authority rests in the body of the whole Council, unless special authority has been given to one. The Council as a body, rather than individual members, have the legal responsibility to act on behalf of the town. He mentioned potential issues where residents come to a Councilor requesting something they do not understand you as a single Councilor cannot resolve right away.

Attorney Stockford mentioned the Council does not directly interact with personnel; the Town Manager covers that. Council has some investigative authority into the affairs of the town and conduct of town departments and could adopt rules or procedures and/or define the process for carrying out such a task; however, that task would only be for an unusual circumstance. Councilor Larochelle asked if this would include the School Department. Attorney Stockford said it would not exclude the School Department. Councilor Larochelle asked if it would include the Water Department. Attorney Stockford said although the Council has some authority, the Water Department operates under its own charter so both charters would need to be explored to determine what that would be.

Attorney Stockford said Council is responsible for signing warrants as outlined in state law and in compliance with Lisbon's local rules and policies. Councilor Larochelle asked if there were liability issues with signing warrants. Attorney Stockford indicated maybe not personal liability, but that would have to be researched more before he could really answer that question.

Attorney Stockford said administrative powers rest solely in the Town Manager and staff. Those functions exist for purposes of carrying out administratively the legislative policies adopted by the Council. The Town Manager is



the chief executive officer and is responsible for carrying out Council orders. Councilor Ward pointed out the issue with Councilors misrepresenting themselves by going directly to departments and said Councilors should be going directly to the Town Manager. Attorney Stockford explained the town's charter and state law prohibit Councilors from directing employees.

Attorney Stockford said Council's role is to confirm specific appointments and without Council's confirmation those appointments would not go into effect; those include, Town Clerk, Police Chief, Fire Chief, Public Works Director, Finance Director, Tax Assessor, and the Treasurer/Tax Collector. Councilor Ward asked if the Council could determine salaries at the time of hire. Attorney Stockford explained the Town Manager does so long as it fits within the budget. He said except for confirming appointments of certain officers, the Council nor any member of the Council, shall dictate the appointment or removal of any administrative officer or employee within the jurisdiction of the Town Manager. The Council may express its views and fully and freely discuss with the Manager anything pertaining to appointments and removal of officers and employees in executive sessions. He explained the chain of command and pointed out the town has a Chief Executive Officer to address those concerns to and that employees should not be going directly to the Council either, they should be going directly to the Town Manager.

Attorney Stockford said state law outlines conflicts of interest and requires municipal officers with direct or indirect pecuniary interests to disclose their conflict and to abstain from voting, abstain from negotiating or awarding a contract, and must abstain from attempting to influence that decision. He said common law provides that municipal officials placed in situations of temptation serve their own personal pecuniary interest to the prejudice of the interests of those for whom the law authorized them to act. He said the best practice is to abstain from any involvement. He said the best rule is to avoid the appearance of a conflict of any interest. Lisbon's ordinance says a public official shall refrain from participation in a matter when there exists an actual, potential or reasonably perceived conflict of interest. He indicated Chapter 12 defines this as "a situation where a public official cannot participate in a matter because of a personal relationship, financial involvement, or other situation that would cause a reasonable person to believe that the public official cannot act in his or her official capacity without self-interest or bias."

Councilor Ward asked what self-policing meant. Attorney Stockford explained this is when Council makes a decision on whether a Councilor should be abstaining. Council can determine if one of their members has a conflict. Councilor Larochelle asked what guidance is there to go by other than a member makes a recommendation to the Chairman. Attorney Stockford said the Council could provide for this process. He covered other conflicts like incompatible offices, town employment prohibited while serving, and no compensated appointive town office positions or employment until one year after leaving Council.

Attorney Stockford explained the Freedom of Access Act provides that all public proceedings shall be open to the public. He explained mentioned executive sessions were for specific situations and most commonly held to discuss a specific employee, for negotiating real estate, labor negotiations, or for discussing confidential documents. This takes a 3/5<sup>th</sup> vote of the members present to enter and the vote must reference the section(s) requiring the executive session. He said no vote can be taken in executive session. He explained that substantive discussions relating to town business should not be done through email; that means discussions back and forth through email should not happen; this includes corresponding by Face Book. He said discussing substantive town business on social media can be determined to be a public record. He discussed participation at meetings. Although Councilors can watch live or remotely, a Councilor must be present to vote. However, the legislature is discussing other means for voting since getting participation at committee meetings can be difficult; for now voting by any other means should be avoided until statutorily allowed.

Attorney Stockford explained harassment and discrimination trainings are required to be taken but not necessarily to be compensated for by law of all employees. Councilor Fellows said he believed this should be required of all board and committee members not just compensated ones. Attorney Stockford said he would need to go back and re-evaluate the statutes, but that there was no basis for concluding they should be paid for it or not. He indicated that the Council can require it by policy or ordinance or can adopt something that says individuals who serve on boards in town shall participate in trainings or spell out what specific trainings. It would be helpful if Planning Board members attended MMA's Planning Board Workshops, which are trainings specific to Planning Boards.

Councilor Larochelle said it would be important to realize the responsibilities you have as a member of a board or committee and that all ideas should be driven through the Chairman. He said the Chairman does burden this heaviness and that everything should flow through the Chairman. He said the Chairman plays a heavy role and the



more funneled through the Chair the better, especially if members use the Chair to address items to the Town Manager. Councilor Ward pointed out that a person by themselves is not the entire committee.

**VOTE (2020-01C)** Councilor Larochelle, seconded by Councilor Fellows moved to end the workshop at 7:03 PM. **Order passed – Vote 5-0.**

## EXECUTIVE SESSION

*Item Taken Out Of Order – No Objections Noted*

**VOTE (2020-13)** Councilor Larochelle, seconded by Councilor Fellows moved to go into Executive Session at 7:03 PM per 1 MRSA Section 405 (6) (C) Acquisition or Disposition of Real Property or Economic Development and 405 (6) (A) Personnel. **Order passed – Vote 5-0.**

The Council came out of executive session at 7:48 PM and resumed the meeting.

## GOOD NEWS & RECOGNITION

Mrs. Barnes announced Jeff Picard and Jason St. Pierre were promoted within to Sergeants in our Police Department. The Council requested their congratulations be passed on to Sergeants Picard and St. Pierre. Councilor Ward said it is nice to see we are promoting within.

Councilor Larochelle said he was impressed with the new Economic Development Director, Brett Richardson. He attended a recent Positive Change Lisbon meeting and presented his goals. There were around 20 in attendance. He said Mr. Richardson brings a lot of energy and enthusiasm to this position and has some neat ideas.

The Council took a moment to send a thank you to our Public Works Assistant, Ray Soucy for staffing the Transfer Station facility's booth after the holiday; what a great employee for filling in where needed.

## PUBLIC HEARINGS - NONE

## AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

## CONSENT AGENDA

**VOTE (2020-01)** Councilor Larochelle, seconded by Councilor Ganong moved to approve the following:

### A. Municipal Accounts Payable & Payroll Warrants -

#12262019	\$ 11,528.22	#200102	\$ 187,456.02
#2001W1	\$ 15,857.43	#172020	\$ 197,498.35
#	\$		

### B. School Accounts Payable & Payroll Warrants -

#1043	\$ 345,686.41	#1044	\$13,298.32
#	\$	#	

### C. Minutes for December 17, 2019

**Order passed - Vote 5-0.**

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES



### TRANSFER STATION COMPACT TRAILER PURCHASE

**INTRODUCTION:** Mr. Cyr said the town currently has \$100,000 set aside for the purchase of a new Compact Trailer. We received a quote in the amount of \$103,000 from J & J Trailer in the spring during the budget process. The trailers built through J & J are made using a better quality steel which is thicker than the Steco trailer. He said since it will take approximately six months from the date of order, he would like permission to source this purchase through J & J Trailer pending an updated quote. If the quote comes in higher than expected, then he would come back to Council with another recommendation.

Mr. Cyr said funds for this trailer would come from the Transfer Station budget Capital Improvement (\$50,000) and Unassigned FB (\$50,000).

**COUNCILOR COMMENTS:** Councilor Fellows asked if he could get that brand. Mr. Cyr said no, it is custom made to our own specifications. He reported they were looking to obtain trailers with external struts and a better gage steel so they last longer. Mr. Cyr said the new specification would help Lisbon avoid issues with the floor, struts, and siding. Councilor Ward said if someone does not respond with a quote for the correct specifications, then he would consider that non-responsive, but not going out to bid is not an option. Mr. Cyr said they would use the old trailer as a spare.

**VOTE (2020-02A)** Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Public Works Director to go out to bid for the purchase of a new compact trailer. **Order passed - Vote 5-0.**

### PINEWOODS ROAD UPDATE

Mr. Cyr said there would be an issue with potholes this year with the warm and cold weather freezing and thawing like last year again. He asked the public to be patient with them while they try to keep the potholes to a minimum. Keeping ahead of the potholes with daily trucking going on will be difficult to maintain. He asked residents to be careful on the sidewalks because it is going to be slippery as well. He indicated the new skid-steer works well and cuts their time in half. He said thawing and freezing makes it slippery so be extra careful.

Mr. Cyr said he was waiting for the design to be completed so he could go out to bid on the Pinewoods Road project. Mrs. Barnes said she would follow up tomorrow to see when Lisbon will be ready to go out to bid.

**VOTE (2020-02B)** Councilor Ward, seconded by Councilor Larochelle moved to go out to bid when the design is ready to go. **Order passed - Vote 5-0.**

### TAX ACQUIRED PROPERTY REDEMPTION

**INTRODUCTION:** Mrs. Barnes said the Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. According to 36 M.S.R.S. § 943-C, the Town is also required to send the Notice of Intent to Sell Your Former Property and application for alternative sale. The Town foreclosed on these properties on December 20, 2019.

Name	Location	Total Owed As of 2/7/2020
Kuhn, Marcus	24 Bowdoin Street	\$12,869.96
McLaughlin, Darrell	3 Bullick Drive	\$1,002.54
Mitchell, Stephen	5 High Street	\$10,450.54
Ramich, Joel	12 Town & Country	\$281.77
Williams, Frederick E.	276 Ferry Road	\$798.40

**VOTE (2020-03)** Councilor Larochelle, seconded by Councilor Ganong moved to authorize the Town Treasurer to send out a 30-day notice of redemption, notice of intent to sell your former property, and application for alternative sale to the tax acquired property owners of record allowing them to pay all real estate taxes and fees owed on the property in full, or apply for alternative tax sale, by the end of the 30-day period of redemption, and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received. **Order passed - Vote 5-0.**

### BUDGET WORKSHOP SCHEDULE

**COUNCILOR COMMENTS:** Councilor Ward asked the Finance Director to make the CIP presentation, including the School and Water Departments. He asked Councilors to get their questions answered in advance of the workshops. He asked the Finance Director and Town Manager to make cuts at their discretion so when the Council sees something in the budget they know it needs to be there.

**VOTE (2020-04)** Councilor Fellows, seconded by Councilor Lunt moved to adopt the budget workshop schedule as presented. **Order passed - Vote 5-0.**

### WELLNESS GRANT

**INTRODUCTION:** Mrs. Tierney said one of the benefits afforded to Town Employees is the Wellness Incentive Grant Program administered by the Maine Municipal Employees Health Trust (MMEHT). The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. She said the maximum grant award is \$40 per year, per employee covered under the Health Trust's health insurance programs.

The Town of Lisbon has been involved with the MMEHT Wellness program for several years and has seen a positive response from the employees. The Town of Lisbon has formed a Wellness Committee to assist in overseeing the program and has 50 health plan participants. For the 2020 calendar year, the maximum grant application is in the amount of \$2,000.00.

**COUNCILOR COMMENTS:** Councilor Ward said that perhaps part of this funding could help pay for the annual employee recognition BBQ at Beaver Park.

**VOTE (2020-05)** Councilor Larochelle, seconded by Councilor Ganong moved to authorize the Finance Director to apply and accept funds from the Maine Municipal Employees Health Trust 2020 Wellness Grant in the amount of \$2,000.00. **Order passed - Vote 5-0. .**

### COUNCIL WORKING RULES

**COUNCILOR COMMENTS:** Councilor Fellows went through the proposed changes. There were no questions.

**VOTE (2020-06)** Councilor Larochelle, seconded by Councilor Ganong moved to adopt the Council Working Rules as Amended as follows:

Sec. 74-201. - Working rules for town council.

(a) Purpose. The purpose of these rules is to establish procedures for the conduct of town business before the council, pursuant to the authority of council under Section 2.06(b) of the Charter.

(b) Effective date/adoption/amendment.



(1) Effective date. These rules shall be effective for the council year that runs from the organizational meeting on the first Tuesday after the first Monday in December to the next organizational meeting in the ensuing year. Should the council fail to adopt working rules at its organizational meeting, then the rules for the previous year shall remain in full force and effect.

(2) Adoption. The adoption of these working rules, or any amendment thereof, shall require four affirmative votes.

(3) Amendment. These working rules may be amended at any regular or special meeting of the be included in the agenda package for the meeting at which the amendment is to be considered.

(c) Agenda.

(1) Development. The development of agendas for meetings of the Lisbon Town Council shall be in accordance with Section 2.04(a)(2) of the Charter.

(2) Deadline. For regular and special meetings of the council held at the designated time and place, all agenda items shall be provided to the manager's office by the close of business on the Wednesday prior to the regular Tuesday meeting.

The agenda shall be provided online by the close of business on the Friday prior to the regular Tuesday meeting. Changes to the agenda will not normally be made after this time and documentation for all agenda items will be included with the agenda. Any missing documents will be addressed via memorandum from the Town Manager (i.e., fuel bids).

For special meetings not scheduled at the regular Tuesday meeting time, agenda items shall be provided by the town manager's office at least 48 hours before the scheduled time and date of the meeting.

When an emergency meeting is called, or changes to the regular meeting agenda are needed, agenda items shall be provided as much in advance as possible prior to the meeting, but may be presented at the meeting itself if circumstances so require.

In the event a councilor, resident and/or taxpayer of the Town of Lisbon, authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization, wishes a matter to be considered at a council meeting, it shall be submitted to the town manager as far in advance of the meeting as possible, and prior to the normal ~~Wednesday~~ ~~Thursday~~ deadline. The individual requesting the matter be considered shall explain the reason or necessity for consideration in order for the request to be considered by the council for inclusion on the agenda.

(3) Consent agenda. Those items which in the opinion of the chair are considered routine matters not requiring debate, may be included on the agenda as a consent item. If so designated, it shall be listed on the agenda under "consent agent." Any councilor wishing to have any item so listed, removed from the consent agenda, shall have the unlimited right to do so at any time prior to the vote by council on the consent agenda. If such an item is removed from the consent agenda, it shall be considered as the next item of business after the consent agenda. In the case of items included as consent items, the motion to approve the item shall be considered to have been adopted by the town council as part of its vote to approve the consent agenda.

(4) Fiscal items. If a proposal has a direct fiscal impact of \$10,000.00 or more and requires a council vote outside the annual budget process, the council may consider that proposal only after the finance department has provided the council with a written evaluation of the direct impact of the proposal on town revenues and expenditures during the current and following fiscal year. As used in this rule, "proposal" means a supplemental appropriation, a proposed contract, or a proposed grant. This rule does not preclude the council from considering a proposal's longer term impact on town revenues and expenditures.

(5) Order of business. All regular meetings of the town council shall transact their business in the following order:

- a. Call to order and pledge to flag;
- b. Roll call;
- c. Reading of meeting rules;
- d. Good news, recognition;
- e. Public hearings;



- f. Audience participation and response for Agenda Items;
- g. Consent agenda;
- h. Council orders, resolutions, and ordinances;
- i. Other business;
- j. Appointments;
- k. Councilor communication;
- l. ~~Any business and council response~~; Audience participation & response for new items
- m. Executive session;
- n. Adjournment.

The town council ~~shall~~ may have the right to change the agenda order and to take up any agenda item out of order upon a majority vote of those councilors present.

(6) Non-agenda items. In the event the town manager, town staff, or a councilor, wishes a matter to be considered at the current council meeting, that was not able to be submitted prior to the deadline and has not been included on the agenda, then that matter in proper form shall be submitted to the town council as far in advance of the meeting as possible, but it may be presented at the meeting. The ~~councilman~~ council member, the manager or staff requesting that the matter be considered, shall explain the reason for and the necessity of immediate consideration at the current meeting. The council may vote to waive the rules to consider that item, and upon a majority vote of those councilors present, the item(s) shall be considered for action by council.

(d) Meetings.

(1) Generally. Unless otherwise designated by the chair or by four members of council, and for good cause shown, meeting of the town council shall occur at the central meeting room in the town office building.

(2) Attendance. Failure to attend 3 consecutive meetings of the Council without being excused by a vote of the Council will result in forfeiture of office. Acceptable excuses include, without limitation, illness, vacation, and family emergencies. A limit of seven (7) excused absences over a one year session shall trigger Council review.

(3) Meeting length. All council meetings, workshops, or executive sessions shall be conducted, except in extraordinary circumstances, within 2½ hours of the time the meeting is called to order. At regularly scheduled meetings, this will call for adjournment on or before 9:30 ~~p.m.~~ pm. The council may, by waiving these rules, agree to extend the time for meetings if it is deemed appropriate.

(4) Adjourned sessions. Any session of the town council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

(5) Organizational meeting. The council shall conduct an organizational meeting at 7:00 ~~p.m.-pm~~ at its regular place of meeting, on the first Tuesday after the first Monday of December of each year. The meeting shall address the installation and oath of office of newly elected councilors, the election of a chair and vice chair, appropriate annual appointments as may be necessary, consideration and adoption of council working rules for the ensuing year, and such other organizational matters as may be deemed necessary and appropriate.

(6) Regular meetings. The town council shall hold its regular meetings at 7:00 ~~p.m.~~ pm on the first and third Tuesdays of each month. If that Tuesday falls on a holiday, then the meeting shall be held on the next day. For good cause, the meeting date may be changed by the chair or by the vote of four councilors to another date and or time. If it is determined by the chair that there is no business to come before the town council, then he/she shall advise the town council accordingly and no meeting need be held.

(7) Special meetings. Special meetings shall be held upon the call of the chair or four or more members of the council in accordance with the provisions of Section 2.06 of the Charter. The same notice requirements for a regular meeting shall pertain to the calling of a special meeting.

(8) Emergency meetings. Where circumstances justify and constitute a hazard to the health, safety and welfare of the inhabitants, that requires action by the town council, then an emergency meeting may be held. Notice shall be given in the best practical manner including telephonically and electronically. The press shall be given the same notice within the same time frame as the town councilors.



(e) Conduct of meetings.

(1) Rules of procedure. Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise provided herein or required by the Charter.

(2) Decorum. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council. Anyone desiring to speak shall address the chair, and upon recognition by the chair, shall confine themselves to the question under debate and shall avoid all personal attacks and indecorous language. No person shall enter into any discussion either directly or indirectly or through a member of the town council without the permission of the chair. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the town council or while attending the town council meeting may be removed from the premises and such person shall be barred from further audience before the town council for the duration of the meeting. The chair may direct a police officer to remove such offenders from the premises and aggravated cases shall be prosecuted on appropriate complaint signed by the chair.

~~Once recognized by the chair, P~~persons desiring to address the town council shall follow the procedures outlined in "(e) Conduct of meetings (5) Public Comment" section below state their name for the record, and shall limit their remarks to the matter under discussion. All remarks and questions addressed to the town council shall be addressed to the town council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the town shall be addressed to the town manager and not to any individual town employee. No comment shall be allowed which has the effect of embarrassing or attacking the character of any individual, staff member, or councilor, and this rule shall be liberally construed and strictly enforced. No one, other than the individual having the floor, shall enter into any discussion either directly or indirectly without permission of the chair.

Councilors, staff, and the public shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the chair or the rules of the town council. All members of the town council, staff and public shall accord the utmost courtesy to each other, to town employees and to the public members appearing before the town council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personal attacks. Town councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to issues before the town council. Individuals shall be removed from the meeting for failure to comply with decisions of the chair or for continued violations of the rules of the town council. If the chair fails to act, any member may move to require the chair to enforce the rules and the affirmative vote of the majority of the town council shall require the chair to act.

a. Council. During the town council meetings, a councilor, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a councilor is called to order while speaking, the councilor shall cease speaking immediately until the question of order is determined. If ruled to be in order, the town councilor shall be permitted to proceed. If ruled to be not in order, the town councilor shall remain silent or shall alter the remarks so as to comply with rules of the town council.

b. Staff. While the chair shall have the authority to preserve decorum in meetings as far as staff members and town employees are concerned, the town manager shall also be responsible for the orderly conduct and decorum of all town employees under the town manager's direction and control. The town manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by town employees in town council meetings.

c. Public. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted and may result in removal of the offenders from the premises.

(3) Tabling motions. Although tabling motions under Robert's Rules of Order are not designated as motions which are debatable, this council shall allow debate on a tabling motion. However, any such debate will be limited to the reasons for the tabling motions and shall not be a continuation of the merits of the motion or any amendments that may be offered to the motion.

(4) Chair-presiding officer.



a. Presiding officer. The chair shall be the presiding officer at all meetings and workshops of the Lisbon Town Council. In his/her absence, the vice chair shall assume the duties of presiding officer. If both the chair and the vice chair are absent, then those town council members present, if constituting a quorum, shall proceed to elect by majority vote of those present a chair pro tem to preside at that particular meeting. If the chair or vice chair appears at the meeting, then they shall assume the duties of presiding officer.

b. Participation by presiding officer. The presiding officer, whether the chair, vice chair or chair pro- tem, shall have full and complete authority to fully participate in the meeting and all agenda items. Specifically, the presiding officer may move, second, declare by unanimous consent and debate from the chair subject only to those limitations of debate as are by these rules imposed on all council members, and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

(5) Public comment.

The purpose of this comment period is to furnish new or undisclosed information or viewpoints. This time shall not be considered a "public hearing."

a. ~~General Scheduled~~ public comment. During the time scheduled for public comment on the regular town council meeting agenda (~~"Audience participation"; and Response for Agenda Items" and "Audience Participation and Response for New Items"~~), members of the public ~~who are residents and/or taxpayers of the Town of Lisbon or authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization;~~ may address the town council regarding items or issues that are on the agenda for that meeting. Such members of the public shall ensure that only "agenda" items or "new" items are addressed and only at the appropriately scheduled time.

b. Other Public comment on agenda items. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, members of the public shall may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, any the public comment shall address only the agenda item before council.

c. Procedure for Public Comment. Members of the public who are residents and/or taxpayers of the Town of Lisbon or authorized representatives of such residents or taxpayers, or in the case of an organization, the authorized representative of that organization; may address the town council.

1. Any individual wishing to address council, after being recognized by the chair, will move to the lectern to address council, and shall give his or her name and address and organization being represented (if applicable) before beginning any remarks.

2. No individual shall be permitted to address the council more than twice on any subject or agenda item during a council meeting. The purpose of public comment is for the council to receive input from the general public on town matters. It is not intended, nor shall it be construed as an opportunity for debate.

3. Comments shall be limited to the items on the agenda and to a time period of three minutes or less and shall be directed through the chair.

4. Comments by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item.

5. If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point.

(6) 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 the agenda item has been explained by its sponsor or the town manager or staff and clarified by any questioning, the discussion on the specific agenda item will remain with the council and additional public comment, prior to final council vote, will only be allowed at the chairman's discretion.

(7) Voting.

a. Affirmative votes. In accordance with the provisions of Section 2.06(c) of the Charter, four affirmative votes shall be required for the adoption of any item by the town council.

b. Roll call votes. Roll call votes where the vote of each individual councilor is solicited by the clerk, may be called for by the chair or by any individual member of the town council, with respect to any particular agenda item.

c. Abstentions. All council members recognize the duty of each councilor to represent their constituents by participating in voting on all items that come before council in the conduct of the town's business. Therefore, abstentions on particular items will only be permitted where there is an expressed conflict of interest or other serious matter that precludes the councilor from participating in and voting on that item. Where the councilor intends to abstain from participation and voting on a particular item, he shall advise the other councilors present as soon as that item is placed on the floor, of his intent not to participate and to abstain from voting, and the reasons that the abstention is required. Once expressing the intent to abstain, the councilor shall have no further participation in that particular agenda item.

~~(8) New business. During the time scheduled for public comment on the regular town council meeting agenda (New business), councilors, town employees, members of the public who are residents and/or taxpayers of the Town of Lisbon or authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization, may address the town council regarding items or issues that are not on the agenda for that meeting.~~

~~a. 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.~~

~~b. The purpose of 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.~~

(f) Committees and appointments. The council, from time to time, and where deemed necessary and appropriate to effectively and efficiently carry out the business of the town, may appoint such committees and make other individual appointments as may be required. Committees may be ad hoc or may be adopted as standing committees. Where the council elects to use an interview system, and receive recommendations from the interview panel, such recommendations shall be taken into consideration, but shall not be considered binding or requiring the appointment of a particular candidate.

(g) Executive sessions. All motions for executive sessions shall state the nature of matters to be dealt with, with specific statutory references to the particular subject matter. No topic(s) other than these referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by councilors and shall not be discussed with or divulged to any person other than a fellow councilor or persons in attendance at the executive session. Any violation of this confidentiality



requirement shall be deemed to be malfeasance of office and shall subject the offending councilor to sanction by the council.

(h) Workshops.

(1) Workshop meetings shall be held when deemed appropriate and necessary.

(2) Workshop meetings should be focused on the council's formulation of policy based upon general topic discussions of current issues or project orientated. They may be also held for the purpose of disseminating information for council enlightenment and evaluation or for the discussion or refinement of future agenda items.

(3) No binding vote shall be taken on any matter under discussion, but a non-binding vote on any matter under discussion may be taken.

(4) Citizens are welcome to attend workshops, however, citizens will not normally participate in workshop discussion unless invited to do so by the town manager or town council.

(5) Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public. Comments by the public shall be limited to no longer than two minutes per person and no debate or discussion of collateral issues shall be permitted. Comments shall be limited to the expression of opinions, questions or concerns pertaining to agenda items.

(i) Conflicts.

(1) Financial interest. A town councilor who has a financial interest in any contract with the town or in the sale, purchase or lease of any land, material, supplies or services to or from the town, shall disclose the interest and abstain from negotiating, voting upon or otherwise participating in decisions involving such contract, sale, purchase or lease, unless the contract, lease or sale is awarded through a competitive bidding process. Similarly, a councilor who has a financial interest in any matter for the town council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the town clerk. A councilor has "financial interests" within the meaning of this section if the councilor owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.

(2) Relationship. A town councilor is disqualified in any quasi-judicial matter before the town council, if the councilor is related to any of the parties within the sixth degree (second cousin). The councilor shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.

(3) Appearance of conflict. A town councilor shall avoid the appearance of a conflict of interest, whether there is a technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, be abstaining from voting on the matter. If, after disclosure, the councilor believes the interest will affect the councilor's ability to make a fair and impartial decision faithful to the public interest, the councilor shall abstain from voting.

(4) Participation. An abstaining councilor may but need not remain in the town council chamber during debate or votes on that issue.

(5) Judgment of qualifications. If there is any doubt as to whether a councilor has a conflict of interest in any matter, the chair shall determine the qualification of the challenged member by the vote of council. The decision of the town council shall be final.

(j) Anonymous communications. Anonymous communications submitted to council, the town manager or staff, shall not be considered before council nor shall it be made a part of the record of council proceedings.

(k) Waiver. Any of the rules contained herein or any portion of any rule may be waived for the purpose of any meeting or any portion thereof, by a majority vote of the councilors present.

**Order passed - Vote 5-0.**

### FEE SCHEDULE AMENDMENT – NOTARY FEES

**INTRODUCTION:** The Town Clerk recommended the fee for Notary Services be adjusted to reflect the current service we provide residents at Town Hall. The \$5 notary fee appears to be sufficient and not overly expensive and is being applied to all documents currently. We perform marriage ceremonies here at the Town Hall when requested. This \$50 fee should also be added to the fee schedule, along with eliminating the exclusion by the Town Clerk, making everything consistent.

**COUNCILOR COMMENTS:** Councilor Larochelle asked if the state had to do any inspections for the manufacturing portion of the building. The Town Clerk said perhaps that question could be answered at the January 21 meeting.

**VOTE (2020-07)** Councilor Larochelle, seconded by Councilor Ganong moved to adopt the fee schedule for all notary services as follows:

Section in this Code	Description	Fee/Rate
ADMINISTRATIVE		
	Notary fee for <del>non-municipal</del> all documents ( <del>excludes weddings by town clerk</del> )	5.00
	<u>Notary fee for performing wedding ceremonies at Town Hall</u>	<u>50.00</u>

Order passed - Vote 5-0.

### SET A PUBLIC HEARING FOR JANUARY 21 FOR A MANUFACTURING MEDICAL MARIJUANA ESTABLISHMENT LICENSE FOR CRYSTAL SPRING HEALING ALTERNATIVE, LLC

**VOTE (2020-08)** Councilor Larochelle, seconded by Councilor Lunt moved to set a public hearing on January 21 for the Manufacturing Medical Marijuana Establishment License for Crystal Spring Healing Alternative, LLC.  
Order passed - Vote 5-0.

### OTHER BUSINESS

#### A. COUNCIL COMMITTEE REPORTS

1. Planning: Councilor Ward said he had nothing to report.
2. LDC: Councilor Larochelle said Mr. Richardson will be attending tomorrow night's LDC meeting. He has a lot of good ideas and energy. He said it was nice to see his level of participation; he sent out a detailed agenda.
3. Conservation Commission: Councilor Ward said he had nothing to report.
4. County Budget: Councilor Ward said he had nothing to report.
5. Library: Councilor Lunt said he had nothing to report.

#### B. TOWN MANAGER'S REPORT



Mrs. Barnes said she received an email from a Topsham ADHOC group regarding solar ray projects. Councilor Fellows said that this group should be going to LDC first. Councilor Ward recommended Mr. Richardson look into this first for the town and then the Council could hear Mr. Richardson's presentation of this if it is right for the town. Councilor Ward mentioned one potential issue with bonding is that these solar projects could negate tax-free status.

Mrs. Barnes indicated the town received a check from MMA's Risk Services for \$19,290, which was the excess balance in the unemployment account.

## APPOINTMENTS

PLANNING BOARD CORRECTION & APPOINTMENTS  
TO RETURN LISA WARD TO ASSOCIATE POSITION, BUT TO 2022  
AND TO MOVE CHRIS HUSTON TO THE REGULAR MEMBER POSITION TO 2022

**VOTE (2020-08)** Councilor Fellows, seconded by Councilor Larochelle moved a Planning Board Correction & Appointments to return Lisa Ward to Associate position but to 2022 and to move Chris Huston to Regular Member to 2022. **Order passed - Vote 5-0.**

RECREATION COMMITTEE CONFIRM & RE-APPOINTMENT  
THAT CARA MACVANE IS AN ALTERNATE MEMBER TO 2022  
AND TO REAPPOINT CHRIS CLOUTIER AS THE REGULAR MEMBER TO 2022

**VOTE (2020-10)** Councilor Larochelle, seconded by Councilor Lunt moved to confirm and appointment that Cara MacVane is an alternate member to 2022 and to reappoint Chris Cloutier as the Regular Member to 2022. **Order passed - Vote 5-0.**

## CONFIRMATION FOR ALTERNATE CODE ENFORCEMENT OFFICER & PLUMBING INSPECTOR – BRETT RICHARDSON

**INTRODUCTION:** Mrs. Barnes recommended Council appoint Brett Richardson as Alternate Code Enforcement Officer and as the Alternate Plumbing Inspector since he works so closely with that department. She said these positions used to be covered by Ryan Leighton previously.

**COUNCILOR COMMENTS:** Councilor Larochelle asked if this made sense because he didn't want to overwhelm a new employee. He said Mr. Richardson already has an ambitious list of what he wants to do. He said this would be an ongoing certification and that his biggest concern is that we do not want to over task new employees. Mrs. Barnes said Mr. Richardson is the perfect fit for this backup position, that he would be covering vacations, and that most items were scheduled so not much occurs during vacations. She reported Lisbon should only need his assistance with extended periods should something occur. Councilor Ward recommended Lisbon reach out to Topsham or Lewiston to cover. Councilor Larochelle recommended Mr. Douglass and Mr. Richardson review this workload to see how much time it will take. Councilor Fellows suggested the Council review that timeline or schedule and then take the item up in two weeks. Mrs. Barnes explained Mr. Richards' appointment has to be confirmed for him to attend workshops and get his certification.

**VOTE (2020-11)** Councilor Fellows, seconded by Councilor Larochelle moved to confirm the appointment of Brett Richardson as Alternate Code Enforcement Officer and Alternate Plumbing Inspector with the resources to move forward with towards certification and to find someone else in between to cover. **Order passed - Vote 5-0.**

## COUNCIL COMMITTEE ASSIGNMENTS

**VOTE (2020-12)** Councilor Ward, seconded by Councilor Larochelle moved to adopt the following Liaison Schedule with changes as follows:

Liaisons	Board/Committee	Add'l Liaisons	Monthly Meetings	Location
<i>Councilor Lunt</i>	Administration/Library		Committee meets as needed	TBA
<i>Councilor Larochelle</i>	Public Safety		Committee meets as needed	TBA
<i>Councilor Kolbe</i>	Public Works/Parks/Recreation	<i>Councilor Albert</i>	Committee meets as needed	TBA
<i>Councilor Fellows</i>	School Facility Committee	<i>Councilor Larochelle</i>	Committee meets as needed	TBA
<i>Councilor Albert</i>	School Committee		2nd & 4th Monday of each month	Town Office
<i>Councilor Fellows</i>	Planning Board		2nd & 4th Thursday of each month	Town Office
<i>Councilor Fellows</i>	Water Commission		2 <sup>nd</sup> Tuesdays of each month	Water Dept.
<i>Councilor Larochelle</i>	Lisbon Development Committee (LDC)	<i>Councilor Albert</i>	4th Thursday of each month	Town Office
<i>Councilor Ganong</i>	Assessment Review Board		Committee meets as needed	
<i>Councilor Ganong</i>	Voter Registration Appeals Board		Committee meets as needed	
<i>Councilor Kolbe</i>	Ethics Panel		Committee meets as needed	
<i>Councilor Lunt</i>	Library Governing Board		2nd Wednesday of each month	Library
<i>Councilor Ganong</i>	Zoning Appeals & Sewer Appeals Board		3rd Monday of each month as needed	Town Office
<i>Councilor Ward</i>	Conservation Commission		3rd Tuesday of each month	Town Office
<i>Councilor Albert</i>	Recreation Committee		1st Monday of each month	MTM Center
<i>Councilor Lunt</i>	Commercial Revolving Loan	<i>Councilor Albert</i>	Committee meets as needed	Town Office
<i>Councilor Ward</i>	County Budget Committee	<i>Councilor Lunt</i>	Wed nights Sept-Oct	County Bldg
<i>Councilor Ward</i>	Finance Committee		TBD	Town Office

Order passed – Vote 5-0

## COUNCILOR COMMUNICATIONS



Councilor Fellows said he would not be able to attend the February 4 and February 18 Council meetings because he will be out of state on those meeting dates.

Councilor Ward presented for discussion the following goals for Town Council for the coming year FY 2020-21:

- Improved communications promotion by Council and town issues to public at meetings, social media, etc.
- Electronic (video) meeting attendance regulation although difficult approach
- Successful roll out of the Finance Committee
- Solid Waste cost reduction and transferring to use vs tax payer discussion, Pay Per Bag etc.
- Harassment training for boards/committee members and implementation
- Expanding Economic Community Development promotions
- Economic Development, contracts, and global sustainability initiative
- Graziano Square and Worumbo site plans and development
- Town Planner goals and/or priorities for the coming year
- Town Manager Evaluation and contract
- Combined Capital Improvement Plan (Town, School, Water) all in same format
- Greater Scope of projects – Vehicles, Equipment, Projects, Infrastructure
- Maintenance, Budgeting, Financing discussions for operation improvements
- Continued Staff Recognition
- Staff Training
- Committee goal setting/communication/coordination with Council/Staff

Councilor Ward said he would like to hold the line at 1 hour for budget workshop discussions. He asked Councilors to get their list of questions to the Town Manager prior to the workshop.

## **AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE**

### **EXECUTIVE SESSION**

*Item Taken Up At the Beginning of the Meeting*

### **ADJOURNMENT**

**VOTE (2020-14)** Councilor Larochelle, seconded by Councilor Fellows moved to adjourn at 9:20 PM. **Order passed - Vote 5-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved - January 21, 2020



Business Name: Lisbon Cannabis Co.

I, \_\_\_\_\_ (name) \_\_\_\_\_ (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: \_\_\_\_\_

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

*The Council is the Municipal Licensing Board. Applications require a public hearing and an ad to appear in newspaper 7-days prior to the scheduled Public Hearing, cost included in \$250 fee. Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:*

353-3000 Ext 112... Town Clerk  
 353-3007... Town Office Fax  
 353-3000 Ext 111... Dep. Code Enforcement Officer  
 353-2500... Police Department  
 353-3000 Ext 111 Health Officer  
 287-5671... Health Engineering Dept.

287-2336 ..... State Sales Tax Division  
 287-4190..... Bureau of Corporations  
 624-8745..... Bureau of Alcohol Beverages  
 287-3841..... Agriculture Dept- Bakery Licenses  
 624-6550..... Marine Resources  
 287-2338..... Dept of Labor (Seller's Certificates)

## INSPECTIONS REQUIRED

I, Dennis Douglass, the **Building Inspector** have verified that the premises at which the establishment will be located complies with all applicable Town Ordinances including, but not limited to, the building code, electrical code, and plumbing code, and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

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

12/29/19

Signature: \_\_\_\_\_



I, Dennis Douglass, the **Code Officer** have inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

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

12/29/19

Signature: \_\_\_\_\_

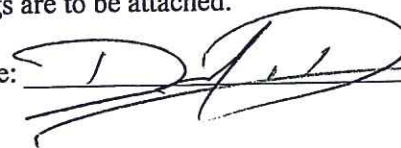


I, Dennis Douglass, the **Health Officer** have inspected the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

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

12/29/19

Signature: \_\_\_\_\_

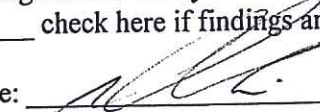


I, Nate LeClair, the **Fire Chief** or his/her agent have inspected the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

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

12/18/19

Signature: \_\_\_\_\_



I, Marc Hagan, the **Police Chief** or his/her agent have investigated the application, including the criminal history record information required under subsection 10-505(b)(2) and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

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

Signature: \_\_\_\_\_



I, \_\_\_\_\_ (name) \_\_\_\_\_ (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: N/A

Date: (see general app on file)

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353-3000 Ext 111 Health Officer  
287-5671..... Health Engineering Dept.

287-2336 .....State Sales Tax Division  
287-4190.....Bureau of Corporations  
624-8745.....Bureau of Alcohol Beverages  
287-3841.....Agriculture Dept- Bakery Licenses  
624-6550.....Marine Resources  
287-2338.....Dept of Labor (Seller's Certificates)

### INSPECTIONS REQUIRED

I, Dennis Douglass, the **Building Inspector** have verified that the premises at which the establishment will be located complies with all applicable Town Ordinances including, but not limited to, the building code, electrical code, and plumbing code, and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.


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

I, Dennis Douglass, the **Code Officer** have inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.


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

I, Dennis Douglass, the **Health Officer** have inspected the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

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

 I, Nate LeClair, the **Fire Chief** or his/her agent have inspected the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

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

 I, Marc Hagan, the **Police Chief** or his/her agent have investigated the application, including the criminal history record information required under subsection 10-505(b)(2) and have attached a report of findings in writing to the Town Clerk if applicable. \_\_\_\_ check here if findings are to be attached.

Date: Marc R. Hagan Signature: 12/20/2019



Business Name: Crystal Spring Healing Alternatives Page 3

I, Samuel Scalia (name) Co-Owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: [Signature] Date: 9-27-19

The Council is the Municipal Licensing Board. Applications require a public hearing and an ad to appear in newspaper 7-days prior to the scheduled Public Hearing, cost included in \$250 fee. Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:

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353-2500..... Police Department	287-3841.....Agriculture Dept- Bakery Licenses
353-3000 Ext 111 Health Officer	624-6550.....Marine Resources
287-5671..... Health Engineering Dept.	287-2338.....Dept of Labor (Seller's Certificates)

### INSPECTIONS REQUIRED

I, Dennis Douglass, the **Building Inspector** have verified that the premises at which the establishment will be located complies with all applicable Town Ordinances including, but not limited to, the building code, electrical code, and plumbing code, and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

Date: 10/31/19 Signature: [Signature]

I, Dennis Douglass, the **Code Officer** have inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

Date: 10/31/19 Signature: [Signature]

I, Dennis Douglass, the **Health Officer** have inspected the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

Date: 10/31/19 Signature: [Signature]

I, Nate LeClair, the **Fire Chief** or his/her agent have inspected the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

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

I, Marc Hagan, the **Police Chief** or his/her agent have investigated the application, including the criminal history record information required under subsection 10-505(b)(2) and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

Date: 10/01/19 Signature: [Signature]

\*



manufacturing facility

Business Name: Crystal Spring Healing Alternatives Page 3

I, Samuel Scavia (name) Co-Owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorize a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: [Signature] Date: 9-27-19

*The Council is the Municipal Licensing Board. Applications require a public hearing and an ad to appear in newspaper 7-days prior to the scheduled Public Hearing, cost included in \$250 fee. Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:*

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287-2336 ..... State Sales Tax Division  
287-4190 ..... Bureau of Corporations  
624-8745 ..... Bureau of Alcohol Beverages  
287-3841 ..... Agriculture Dept- Bakery Licenses  
624-6550 ..... Marine Resources  
287-2338 ..... Dept of Labor (Seller's Certificates)

### INSPECTIONS REQUIRED

I, Dennis Douglass, the **Building Inspector** have verified that the premises at which the establishment will be located complies with all applicable Town Ordinances including, but not limited to, the building code, electrical code, and plumbing code, and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.


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

I, Dennis Douglass, the **Code Officer** have inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

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

I, Dennis Douglass, the **Health Officer** have inspected the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

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

 I, Nate LeClair, the **Fire Chief** or his/her agent have inspected the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

Date: 11/3/2020 Signature: [Signature]

I, Marc Hagan, the **Police Chief** or his/her agent have investigated the application, including the criminal history record information required under subsection 10-505(b)(2) and have attached a report of findings in writing to the Town Clerk if applicable. ☐ check here if findings are to be attached.

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

\$ PD 250  
9/30/19





## MEMORANDUM

TO: Diane Barnes, Town Manager  
FROM: Brett Richardson, Economic & Community Development Director  
SUBJECT: 2020 CDBG Community Enterprise Grant application  
DATE: January 15, 2020

The Community Development Block Grant program (CDBG) has historically been an important resource for the Town of Lisbon's economic and community development initiatives.

In preparation for the 2020 CDBG application process, Lisbon Town staff has identified as a funding priority the CDBG *Community Enterprise Grant Program* to support exterior façade improvements and signage on existing businesses in designated slum/blight areas of Town.

On January 16, 2014, the Lisbon Town Council approved Village Street, Main Street in Lisbon Falls, and the Rt. 196 corridor as a blighted area for the purposes of applying for CDBG funding. This Designation is valid for 10 years through January 2024.

We respectfully request that Council authorize the Town Manager to submit a 2020 CDBG Community Enterprise Grant Letter of Intent for business façade improvements in the amount of \$100,000. Participating businesses will provide the matching funds required by the CDBG program.

The deadline for the proposed Letter of Intent is Friday, January 31, 2020 at 4:00pm.

# MEMO

TO: DIANE BARNES, TOWN MANAGER  
FROM: KATHY MALLOY, ASSESSOR  
DATE: JANUARY 13, 2020  
RE: DECEMBER MONTHLY REPORT

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- We identified over 400 residences with a Lisbon mailing address and no homestead exemption. A letter and a homestead application will be mailed to each homeowner starting in January. The deadline to file for the exemption is April 1.
- A Board of Assessment Review hearing was held on December 19<sup>th</sup>. The taxpayers believed their newly acquired 4.6 acre parcel was overvalued. To prevail the taxpayer must prove one of three things:
  1. The judgement of the Assessor was irrational or so unreasonable in light of the circumstance that the property is substantially overvalued and an injustice results.
  2. There was unjust discrimination.
  3. The assessment was fraudulent, dishonest or illegal.
- The Board voted 4-0 to deny the appeal
- Processed July deeds



# Code Enforcement

Dennis J. Douglass

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

## Monthly Report for December 2019

Building permits issued - 4 –

- 1 commercial 5000sf cold storage facility
- 1 new residential home
- 1 Remodel/Addition
- 1 Storage shed

Electrical permits issued – 5

- 1 New home
- 3 New service
- 1 Generator hook-up

Plumbing permits issued - 2

- 2 Internal plumbing – new home/remodel

Misc. permits issued - 0

**Planning Board :**

Case 19-9 Grimmel's Mobile Home Park Expansion - Approved  
Accessory Dwelling Units – Ordinance work with Town Planner  
New recording requirements at the Registry

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

**Health Officer -**

- Numerous Landlord/Tenant issues relating to heat, maintenance...





# TOWN OF LISBON

## Economic & Community Development

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

TO: Diane Barnes, Town Manager  
FROM: Brett Richardson, Economic & Community Development Director  
DATE: January 15, 2020  
RE: Monthly Department Report

The Economic and Community Development Department (ECD) is off to a fast start in 2020. December was a month of continued networking with Lisbon businesses and organizations and in-depth planning for the new year's business retention and expansion efforts and grant proposal priorities.

### **BUSINESS RETENTION AND EXPANSION (BRE)**

During December, ECD continued to network with local businesses to match owners and managers with resources. These efforts yielded new opportunities to support BRE using Town brownfield grant money and revolving loan funds and to apply for CDBG funds to support the growth of local Lisbon companies.

**BRE Survey.** ECD has developed a BRE survey for existing Lisbon companies to gather feedback on the Town's programs and to help ECD prioritize programming. Feedback on the survey will be gathered from the Lisbon Development Committee prior to distribution in February 2020.

### **GRANT PRIORITIES**

**Community Development Block Grant program.** The 2020 CDBG request for proposals was distributed in late December. Evaluating funding priorities and developing a 2020 CDBG strategy was a Department focus in recent weeks. After meeting with the regional CDBG program office at Maine DECD and gathering input from various Town Departments and staff, Lisbon will apply for CDBG funding focused on business retention and expansion:

- Business façade grants via the Community Enterprise program for the program maximum of \$100,000 (*Letter of intent due on January 31*).
- Direct business support for growth-oriented Lisbon businesses via the Economic Development program up to \$500,000 (*Letter of intent due on February 25*).

**Maine Downtown Center Community Entrepreneurship Pilot Program.** Maine Development Foundation's Maine Downtown Center (MDC) will select 2-3 communities to receive planning grants (up to \$10,000) followed by implementation grants (up to \$25,000) to support entrepreneurship. Lisbon is eligible to apply because of the trip to the MDC kick-off in Skowhegan by Don Fellows, Scott Hall, Maggie Oliver, and Angie D'Amour in December 2019. Deadline to apply for funding is February 21<sup>st</sup>

and ECD will collaborate with Positive Change Lisbon and Lisbon Development Committee to submit a strong proposal.

**Public Art Initiative.** In collaboration with U-Maine Maine Cooperative Extension, ECD has helped develop a plan to build community support and raise funding for a mural and public art initiative in Lisbon. U-Maine Extension plans to install a mural at their Main Street location. Using best practices from successful models across the U.S., ECD will support efforts to seek funding from the Maine Arts Commission and other sources to expand public art installations Town-wide over a period of years. The goal of the initiative is to add visual character, enhance vitality, and celebrate Lisbon's heritage through public art. A kick-off meeting is planned for February 19 at Brewer's Barber Co. on Union Street, following Brewer's celebratory ribbon cutting.

## **OUT AND ABOUT**

It was a pleasure to attend the January **Positive Change Lisbon** meeting and share a good conversation with attendees about opportunities to support Lisbon's business community.

The **Lisbon Development Committee** convened in early January, offering my first opportunity to participate in the Committee's work. The LDC's initial focus in 2020 will be evaluation of development opportunities for the Worumbo Mill site and a community visioning process to support connectivity with the Androscoggin River, public parking, and appropriate commercial development.

ECD attended the recent **Economic Development Council of Maine** meeting in Lewiston to stay abreast of industry trends and support professional development.

## **UPCOMING EVENTS**

**Maine Economic & Real Estate Development Association Annual Forecast Conference.** On January 16, ECD will attend the MEREDA's largest annual gathering in Portland to represent Lisbon and network with commercial real estate agents, investors, and businesses.

**Ribbon Cutting and Public Art Kick-Off: Brewer's Barber Company on February 19th.**

On February 19<sup>th</sup>, Positive Change Lisbon and ECD will celebrate Brewer's arrival in Lisbon with a ceremonial ribbon cutting. Following the ribbon cutting, Brewer's will host a public art initiative kick-off meeting in their beautiful Union Street location. The Maine Downtown Center will attend to provide an overview of best practices for successful public art initiatives, and Michael Hall, Executive Director of the Augusta Downtown Association, will highlight community benefits and lessons learned from Augusta's successful public mural and sculpture projects.





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# MEMORANDUM

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**SUBJECT:** Finance Council Report  
Kayla Tierney, Finance Director

**DATE:** January 21, 2020

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- Expenses:
  - 7 periods into the fiscal year would give an expectation right around 58%. When looking at individual departments, we are right where I would expect us to be when comparing YTD expended amounts to the Budget.
  - Total General Government percentage used: 49% below expectation of 58%
  - Total Health & Welfare/General Assistance percentage used: 56.2% which is within expectations
  - Total Public Safety percentage used: 50.9% which is reasonable, just slightly below the 58% expectation
  - Total Public Works percentage used: 56.3% which is within expectations
  - Total Culture & Recreation percentage used: 56.7% which is within expectations
  - Total Economic Development percentage used: 135.5% this is due to the classifications and grouping of the grants (Brownfield, Downtown grants, etc) – per auditor suggestion we broke out the accounts to proper expense and revenue. Otherwise, this department is within budgetary expectations.
  - Total Treatment Plant/Sewer percentage used: 41.8% which is below the 58% (7 periods out of 12 calculation).
- Revenues:
  - In line with expectations for just over halfway through the year.
  - March 2020 will bring the second half of the real estate taxes

01/17/2020 08:39  
4975ktierney

Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

Expenses

1P  
|glytbdud

FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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20 General Government

205 Elected Officials

12020500 50108	Elected Officials	17,730	0	17,730	9,570.00	54.0%
12020500 50202	Workers Comp Ins	70	0	70	24.80	35.4%
12020500 50230	FICA Employer Co	1,357	0	1,357	45.20	53.9%
12020500 50301	Office Supplies	500	0	500	625.18	51.3%
12020500 50306	Postage	100	0	100	243.40	51.3%
12020500 50307	Advertising	1,000	0	1,000	100.00	57.2%
12020500 50308	Printing	100	0	100	428.34	57.2%
12020500 50401	Professional Dev	1,000	0	1,000	100.00	6.0%

210 Town Manager

12021000 50101	Town Manager	98,995	0	98,995	41,682.91	57.9%
12021000 50107	Administrative	49,276	0	49,276	20,847.89	57.7%
12021000 50201	Unemployment Cos	351	0	351	351.00	0%
12021000 50202	Workers Comp Ins	3,068	0	3,068	2,053.55	33.1%
12021000 50210	MEPERS - Employee	14,827	0	14,827	6,272.95	57.7%
12021000 50220	Health Insurance	39,746	0	39,746	17,238.00	56.6%
12021000 50230	FICA Employer Co	11,381	0	11,381	5,508.58	51.6%
12021000 50301	Office Supplies	600	0	600	539.98	10.0%
12021000 50306	Postage	250	0	250	243.21	2.7%
12021000 50307	Advertising	1,000	0	1,000	400.19	60.0%
12021000 50352	Cell Phone/Allow	840	0	840	420.00	50.0%
12021000 50401	Professional Dev	1,000	0	1,000	533.14	46.7%
12021000 50413	Mileage/ travel	2,900	0	2,900	1,900.00	34.5%
12021000 50452	Audit services	9,850	0	9,850	7,850.00	20.3%

215 Appeals Board

12021500 50104	Non Supervisory	200	0	200	200.00	0%
12021500 50108	Elected Official	751	0	751	321.48	57.2%
12021500 50202	Workers Comp Ins	4	0	4	2.90	27.5%
12021500 50230	FICA Employer Co	73	0	73	35.80	45.5%
12021500 50301	Office Supplies	50	0	50	50.00	0%
12021500 50306	Postage	50	0	50	50.00	0%
12021500 50307	Advertising	375	0	375	375.00	0%



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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021500 50401 Professional Dev	200	0	200	.00	.00	200.00	.0%
216 Planning Board							
12021600 50104 Non Supervisory	1,000	0	1,000	105.04	.00	894.96	10.5%
12021600 50108 Elected Official	5,000	0	5,000	1,708.31	.00	3,291.69	34.2%
12021600 50202 Workers Comp Ins	24	0	24	.00	8.27	15.73	34.5%
12021600 50230 FICA Employer Co	459	0	459	138.59	.00	320.41	30.2%
12021600 50301 Office Supplies	400	0	400	199.07	.00	200.93	49.8%
12021600 50306 Postage	150	0	150	34.21	.00	115.79	22.8%
12021600 50307 Advertising	750	0	750	229.14	.00	520.86	30.6%
12021600 50401 Professional Dev	600	0	600	110.00	.00	490.00	18.3%
12021600 50451 Contracted Profe	21,250	0	21,250	8,854.15	1,770.83	10,625.02	50.0%
220 Legal							
12022000 29108 Condem Bldg 725	0	0	0	833.50	.00	-833.50	100.0%
12022000 29110 Condemned Bldg 4	0	0	0	.00	.00	-5,700.00	100.0%
12022000 29114 Legal-1 Higgins	0	0	0	1,122.85	.00	-1,122.85	100.0%
12022000 50450 Legal_expense	50,000	0	50,000	7,609.05	.00	42,390.95	15.2%
225 Clerk							
12022500 50102 Department Head	57,408	0	57,408	33,117.48	.00	24,290.52	57.7%
12022500 50104 Non Supervisory	25,263	0	25,263	13,582.75	.00	11,680.25	53.8%
12022500 50130 Temporary/season	6,400	0	6,400	1,985.67	.00	4,414.33	31.0%
12022500 50201 Unemployment Cos	536	0	536	.00	.00	536.00	.0%
12022500 50202 Workers Comp Ins	348	0	348	.00	116.88	231.12	33.6%
12022500 50210 MEPRS - Employee	5,741	0	5,741	3,715.25	.00	2,025.75	64.7%
12022500 50220 Health Insurance	17,310	0	17,310	8,712.06	.00	8,597.94	50.3%
12022500 50230 FICA Employer Co	6,814	0	6,814	3,334.82	.00	3,479.18	48.9%
12022500 50301 Office Supplies	2,000	0	2,000	716.79	32.98	1,250.23	37.5%
12022500 50306 Postage	900	0	900	417.73	.00	482.27	46.4%
12022500 50307 Advertising	500	0	500	202.02	53.15	244.83	51.0%
12022500 50308 Printing	4,200	0	4,200	148.00	.00	4,052.00	3.5%
12022500 50352 Cell Phone/Allow	1,420	0	1,420	210.00	.00	1,210.00	3.5%
12022500 50401 Professional Dev	1,480	0	1,480	465.00	.00	1,015.00	50.0%
12022500 50402 Dues and Members	600	0	600	465.00	175.00	840.00	43.2%
12022500 50412 Meals and Lodgin	900	0	900	489.73	134.00	1,000.00	99.8%
12022500 50413 Mileage/travel	1,300	0	1,300	211.54	.00	410.27	54.4%
12022500 50451 Contracted Profe	600	0	600	.00	.00	1,088.46	16.3%

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ACCOUNTS FOR:  
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	ORIGINAL APPROP	TRANERS/ ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 50455 Professional Serv	13,000	0	13,000	4,627.17	.00	8,372.83	35.6%
12022500 50536 R&M: Equipment	3,400	0	3,400	180.00	.00	3,220.00	5.3%
230 Finance							
12023000 50102 Department Head	80,944	0	80,944	27,192.53	.00	53,751.47	33.6%
12023000 50104 Non Supervisory	66,670	0	66,670	32,751.12	.00	33,918.88	49.1%
12023000 50201 Unemployment Cos	577	0	577	.00	.00	577.00	.0%
12023000 50202 Workers Comp Ins	14,762	0	14,762	5,496.86	149.41	9,265.14	25.9%
12023000 50210 MEPRS - Employee	45,013	0	45,013	18,101.34	.00	26,911.66	37.2%
12023000 50220 Health Insurance	11,293	0	11,293	3,810.67	.00	7,482.33	33.7%
12023000 50230 FICA Employer Co	4,000	0	4,000	1,544.07	205.04	2,455.93	43.7%
12023000 50301 Office Supplies	1,750	0	1,750	-3,069.21	.00	4,819.21	-175.8%
12023000 50306 Postage	420	0	420	105.00	.00	315.00	25.0%
12023000 50352 Cell Phone/Allow	2,000	0	2,000	-325.00	.00	2,325.00	-16.3%
12023000 50401 Professional Dev	600	0	600	235.00	.00	365.00	39.2%
12023000 50402 Dues and Members	1,200	0	1,200	129.11	.00	1,070.89	10.8%
12023000 50413 Mileage/ travel	1,500	0	1,500	.00	.00	1,500.00	.0%
12023000 50451 Contracted Profe							
235 Tax Collection							
12023500 50104 Non Supervisory	128,340	0	128,340	75,102.59	.00	53,237.41	58.5%
12023500 50140 Overtime	2,500	0	2,500	565.52	.00	1,934.48	22.6%
12023500 50201 Unemployment Cos	687	0	687	.00	.00	687.00	.0%
12023500 50202 Workers Comp Ins	510	0	510	.00	183.04	326.96	35.9%
12023500 50210 MEPRS - Employee	13,084	0	13,084	7,566.81	.00	5,517.19	57.8%
12023500 50220 Health Insurance	22,390	0	22,390	12,349.02	.00	10,040.98	55.2%
12023500 50230 FICA Employer Co	10,010	0	10,010	5,319.73	.00	4,690.27	53.1%
12023500 50301 Office Supplies	4,500	0	4,500	851.39	203.99	3,648.62	23.5%
12023500 50306 Postage	7,500	0	7,500	2,782.30	.00	4,717.70	37.1%
12023500 50401 Professional Dev	1,400	0	1,400	-360.00	.00	1,760.00	-25.7%
12023500 50402 Dues and Members	0	0	0	90.00	.00	-90.00	100.0%
12023500 50412 Meals and Lodgin	250	0	250	13.23	.00	236.77	5.3%
12023500 50413 Mileage/ travel	600	0	600	435.65	.00	164.35	72.6%
240 Assessor							
12024000 50102 Department Head	60,340	0	60,340	34,810.49	.00	25,529.51	57.7%
12024000 50104 Non-supervisory	15,834	0	15,834	9,838.89	.00	5,995.11	62.1%
12024000 50201 Unemployment Cos	344	0	344	.00	.00	344.00	.0%



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ACCOUNTS FOR:  
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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024000 50202 Workers, Comp Ins	1,814	0	1,814	.00	604.26	1,209.74	33.3%
12024000 50210 MEPRS - Employee	7,618	0	7,618	4,412.23	.00	3,205.77	57.9%
12024000 50220 Health Insurance	12,131	0	12,131	6,801.44	.00	5,329.56	56.1%
12024000 50230 FICA Employer Co	5,828	0	5,828	3,220.80	.00	2,607.20	55.3%
12024000 50301 Office Supplies	500	0	500	106.67	.00	393.33	21.3%
12024000 50306 Postage	500	0	500	88.25	.00	411.75	17.7%
12024000 50308 Printing	300	0	300	.00	.00	300.00	.0%
12024000 50401 Professional Dev	600	0	600	60.00	.00	540.00	10.0%
12024000 50402 Dues and Members	200	0	200	140.00	.00	60.00	70.0%
12024000 50413 Mileage/Travel	900	0	900	615.60	.00	284.40	68.4%
12024000 50470 Contracted Profe	2,000	0	2,000	.00	.00	2,000.00	.0%
12024000 50470 Registry Service	800	0	800	441.00	.00	359.00	55.1%
12024000 50536 R&M: Equipment	200	0	200	.00	.00	200.00	.0%
12024000 50624 Mapping & Microf	1,000	0	1,000	2,000.00	.00	-1,000.00	200.0%

245 Code Enforcement

12024500 50102 Department Head	76,384	0	76,384	44,067.21	.00	32,316.79	57.7%
12024500 50201 Unemployment Cos	172	0	172	.00	.00	172.00	.0%
12024500 50202 Workers Comp Ins	2,218	0	2,218	.00	763.04	1,454.96	34.4%
12024500 50210 MEPRS - Employee	7,640	0	7,640	4,406.70	.00	3,233.30	57.7%
12024500 50220 Health Insurance	17,310	0	17,310	9,503.50	.00	7,806.50	54.9%
12024500 50230 FICA Employer Co	5,844	0	5,844	3,059.22	.00	2,784.78	52.3%
12024500 50301 Office Supplies	500	0	500	16.61	.00	483.39	3.3%
12024500 50306 Postage	100	0	100	8.14	8.30	83.56	16.4%
12024500 50352 Cell Phone/Allow	420	0	420	210.00	.00	210.00	50.0%
12024500 50375 Gas	850	0	850	240.02	.00	609.98	28.2%
12024500 50401 Professional Dev	500	0	500	.00	.00	500.00	.0%
12024500 50402 Dues and Members	250	0	250	.00	.00	250.00	.0%
12024500 50501 Vehicle Repairs	500	0	500	520.24	.00	-20.24	104.0%
12024500 50624 Mapping & Microf	1,000	0	1,000	.00	.00	1,000.00	.0%

255 Liability Insurance Program

12025500 50221 HRA Costs	42,125	0	42,125	10,031.53	142.50	31,950.97	24.2%
12025500 50601 General Liabilit	14,745	0	14,745	14,745.00	.00	.00	100.0%
12025500 50602 Vehicle Insuranc	24,035	0	24,035	24,482.00	.00	-447.00	101.9%
12025500 50603 Police Liability	7,582	0	7,582	7,582.00	.00	.00	100.0%
12025500 50604 Property Insuran	24,132	0	24,132	24,132.00	.00	.00	100.0%
12025500 50606 Crime Insurance	322	0	322	322.20	.00	-20	100.1%
12025500 50607 Public Officials	2,600	0	2,600	2,600.10	.00	-10	100.0%
12025500 50608 Employment Liabi	6,233	0	6,233	6,233.40	.00	-.40	100.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12025500 50609 Public Officials	1,580	0	1,580	2,475.00	.00	-895.00	156.6%
12025500 50610 Critical Inciden	1,400	0	1,400	1,200.00	.00	200.00	85.7%
265 Technology							
12025500 50360 Minor equipment	20,000	0	20,000	20,824.50	.00	-824.50	104.1%
12025500 50454 Internet and web	6,450	0	6,450	8,573.16	299.23	-2,422.39	137.6%
12025500 50530 Software and Ser	179,000	0	179,000	98,629.17	5,939.79	74,431.04	58.4%
12025500 50536 R&M Equipment	20,000	0	20,000	.00	-640.00	20,640.00	-3.2%
275 Miscellaneous General Governme							
12027500 50930 Tax overlay	0	0	0	-156,275.08	.00	156,275.08	100.0%
12027500 50935 TIF Payments	0	0	0	-620,296.70	.00	620,296.70	100.0%
280 School							
12028000 51300 Required Local S	4,486,794	0	4,486,794	2,617,296.50	.00	1,869,497.50	58.3%
12028000 51310 Add'l Local Shar	2,440,440	0	2,440,440	1,423,590.00	.00	1,016,850.00	58.3%
12028000 51320 Local Share Debt	460,409	0	460,409	268,571.94	.00	191,837.06	58.3%
12028000 51330 Local Share Adul	22,574	0	22,574	13,168.19	.00	9,405.81	58.3%
515 Town Buildings							
12051500 50104 Non-supervisory	17,014	0	17,014	9,406.00	.00	7,608.00	55.3%
12051500 50201 Unemployment Cos	172	0	172	.00	.00	172.00	.0%
12051500 50202 Workers compensa	1,814	0	1,814	.00	210.06	1,603.94	11.6%
12051500 50210 Maine State reti	1,504	0	1,504	290.40	.00	213.60	57.8%
12051500 50230 FICA taxes	1,302	0	1,302	699.93	.00	602.97	53.8%
12051500 50302 Operating suppli	6,000	0	6,000	3,558.37	232.81	2,208.82	63.2%
12051500 50310 Electricity	48,000	0	48,000	24,057.02	.00	23,942.98	50.1%
12051500 50311 Water usage fees	2,000	0	2,000	948.32	.00	23,577.53	71.1%
12051500 50312 Telephone	10,110	0	10,110	4,089.45	474.15	5,329.29	47.3%
12051500 50313 Sewer Expense	700	0	700	356.28	691.26	165.72	76.3%
12051500 50314 Heating Fuel	13,000	0	13,000	3,900.78	178.00	7,810.34	39.3%
12051500 50315 Natural Gas	29,000	0	29,000	7,621.99	1,288.88	21,378.01	26.3%
12051500 50520 Building Expense	20,000	0	20,000	.00	.00	19,559.36	2.2%
12051500 50536 R&M: Equipment	30,000	0	30,000	28,782.29	440.64	600.00	97.8%
12051500 50549 R & M Buildings	17,000	0	17,000	16,972.49	557.25	-1,044.49	106.1%
901 Abatements							
12090100 50901 Tax abatements	10,000	0	10,000	23,703.34	.00	-13,703.34	237.0%



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ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000	General Fund							
TOTAL General Government		9,101,046	0	9,101,046	4,441,251.03	20,715.36	4,639,079.61	49.0%
30 Health & Welfare/General Assis								
305 Health Officer								
13030500	50102 Department Head	5,347	0	5,347	3,084.30	.00	2,262.70	57.7%
13030500	50202 Workers Comp Ins	156	0	156	.00	51.83	104.17	33.2%
13030500	50210 MEPS - Employee	535	0	535	308.40	.00	226.60	57.6%
13030500	50220 Health Insurance	0	0	0	352.12	.00	-352.12	100.0%
13030500	50230 FICA Employer Co	409	0	409	214.16	.00	194.84	52.4%
13030500	50301 Office Supplies	150	0	150	.00	.00	150.00	.0%
310 General Assistance								
13031000	50102 Department Head	10,652	0	10,652	4,259.24	.00	6,392.76	40.0%
13031000	50201 Unemployment Cos	153	0	153	.00	.00	153.00	.0%
13031000	50202 Workers Comp Ins	42	0	42	27.11	14.89	27.11	35.5%
13031000	50230 FICA Employer Co	815	0	815	325.83	.00	489.17	40.0%
13031000	50301 Office Supplies	50	0	50	.80	.00	49.20	1.6%
13031000	50302 Operating suppli	0	0	0	2.30	.00	-2.30	100.0%
13031000	50306 Postage	100	0	100	18.48	.00	81.52	18.5%
13031000	50352 Cell Phone allow	365	0	365	168.31	.00	196.69	46.1%
13031000	50401 Professional Dev	500	0	500	45.00	.00	455.00	9.0%
13031000	50440 General Assistan	25,000	0	25,000	15,418.55	624.68	8,956.77	64.2%
TOTAL Health & Welfare/General Assis		44,274	0	44,274	24,197.49	691.40	19,385.11	56.2%
40 Public Safety								
405 Police								
14040500	50102 Department Head	78,432	0	78,432	45,248.79	.00	33,183.21	57.7%
14040500	50104 Non Supervisory	717,684	0	717,684	385,393.48	.00	332,290.52	53.7%
14040500	50107 Administrative	39,142	0	39,142	26,224.51	.00	12,917.49	67.0%
14040500	50117 Misc. Police Det	7,000	0	7,000	3,739.44	.00	3,260.56	53.4%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500 50130 Temporary/season	22,000	0	22,000	9,919.89	.00	12,080.11	45.1%
14040500 50140 Overtime wages	30,000	0	30,000	19,080.09	.00	10,919.91	63.6%
14040500 50143 Court time	8,000	0	8,000	2,770.07	.00	5,229.93	34.6%
14040500 50145 Replacement Wage	106,277	0	106,277	63,316.72	.00	42,960.28	59.6%
14040500 50201 Unemployment Cos	2,918	0	2,918	.00	.00	2,918.00	.0%
14040500 50202 Workers Comp Ins	58,540	0	58,540	51,689.17	13,433.16	45,106.84	22.9%
14040500 50210 MEPPERS - Employee	98,433	0	98,433	133,928.10	.00	47,743.83	52.0%
14040500 50220 Health Insurance	250,003	0	250,003	39,385.78	.00	116,074.90	53.6%
14040500 50230 FICA Employer Co	77,153	0	77,153	52.90	.00	37,767.22	51.0%
14040500 50260 Uniform Cleaning	700	0	700	1,118.09	.00	647.10	7.6%
14040500 50301 Office Supplies	3,250	0	3,250	9,042.81	-57.98	2,131.91	34.4%
14040500 50302 Operating suppli	17,000	0	17,000	175.16	.00	8,015.17	52.9%
14040500 50306 Postage	650	0	650	500.00	.00	474.84	26.9%
14040500 50307 Advertising	3,200	0	3,200	1,344.00	.00	1,856.00	42.0%
14040500 50308 Printing	2,500	0	2,500	300.00	.00	2,200.00	12.0%
14040500 50349 Recruitment Test	18,400	0	18,400	8,922.64	.00	9,477.36	48.5%
14040500 50351 Clothing/Boot Al	5,250	0	5,250	3,014.62	.00	2,235.38	57.4%
14040500 50352 Cell Phone/Allow	300	0	300	840.00	.00	-540.00	280.0%
14040500 50353 Physicals	33,880	0	33,880	13,000.07	.00	20,879.93	38.4%
14040500 50375 Gas	0	0	0	50.01	.00	-50.01	100.0%
14040500 50377 Diesel	4,200	0	4,200	2,382.05	.00	1,817.95	56.7%
14040500 50378 Tires Expense	15,575	0	15,575	7,985.29	612.79	6,976.92	55.2%
14040500 50401 Professional Dev	600	0	600	103.76	40.00	456.24	24.0%
14040500 50413 Mileage/ travel	4,650	0	4,650	.00	.00	4,650.00	.0%
14040500 50415 Education Progra	8,000	0	8,000	3,602.05	94.41	4,303.53	46.2%
14040500 50501 Vehicle Repairs	10,030	0	10,030	4,625.25	645.26	4,759.49	52.5%
14040500 50512 Telephone	2,000	0	2,000	1,108.97	.00	891.03	55.4%
14040500 50532 R&M Office Equip	6,500	0	6,500	1,921.78	157.50	4,420.72	32.0%
14040500 50536 R&M: Equipment	3,700	0	3,700	1,887.49	.00	1,812.51	51.0%
14040500 50710 Equipment	62,000	0	62,000	.00	.00	62,000.00	.0%
14040500 50720 Equipment - vehi							
415 Fire Department							
14041500 50102 Department Head	71,063	0	71,063	38,811.29	.00	32,251.71	54.6%
14041500 50104 Non Supervisory	150,000	0	150,000	75,525.51	.00	74,474.49	50.4%
14041500 50201 Unemployment Cos	172	0	172	.00	.00	172.00	.0%
14041500 50202 Workers Comp Ins	20,600	0	20,600	4,336.52	7,214.15	13,385.85	35.0%
14041500 50210 MEPPERS - Employee	7,107	0	7,107	14,077.19	.00	2,770.48	61.0%
14041500 50220 Health Insurance	23,796	0	23,796	8,278.64	.00	9,718.81	59.2%
14041500 50230 FICA Employer Co	16,912	0	16,912	57.76	.00	8,633.36	49.0%
14041500 50301 Office Supplies	500	0	500	4,955.12	104.97	337.27	32.5%
14041500 50302 Operating suppli	10,000	0	10,000	.00	29.69	5,015.19	49.8%



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Town of Lisbon  
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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14041500 50306 Postage	75	0	75	8.45	.00	66.55	11.3%
14041500 50351 Clothing/Boot Al	3,500	0	3,500	393.58	.00	3,106.42	11.2%
14041500 50352 Cell Phone/Allow	420	0	420	210.00	.00	210.00	50.0%
14041500 50353 Physicals	5,000	0	5,000	2,204.00	.00	2,796.00	51.9%
14041500 50370 Parts - Supplies	7,500	0	7,500	3,048.91	390.00	4,451.09	40.7%
14041500 50375 Gas	2,100	0	2,100	969.63	.00	1,130.37	46.2%
14041500 50377 Diesel	4,100	0	4,100	2,717.03	.00	1,382.97	66.3%
14041500 50378 Tires Expense	2,200	0	2,200	2,610.71	.00	-410.71	118.7%
14041500 50401 Professional Dev	7,500	0	7,500	2,354.95	2,675.00	2,470.05	67.1%
14041500 50413 Mileage/Travel	300	0	300	69.25	.00	230.75	23.1%
14041500 50490 Capital Projects	75,000	0	75,000	.00	.00	75,000.00	.0%
14041500 50511 Water Usage	2,900	0	2,900	159.00	53.00	2,880.00	42.4%
14041500 50512 Telephones	300	0	300	1,243.89	86.29	1,569.82	45.9%
14041500 50513 Sewer Expense	300	0	300	102.80	33.60	163.60	46.3%
14041500 50536 R&M: Equipment	30,000	0	30,000	13,628.80	261.62	16,109.58	46.3%
14041500 50544 R & M: Radios	7,800	0	7,800	3,662.00	1,558.00	2,580.00	66.9%
14041500 50560 Fire Fighting Fo	3,000	0	3,000	745.00	.00	2,255.00	24.8%
14041500 50561 EMS Supplies	1,500	0	1,500	666.74	.00	833.26	44.4%
14041500 50562 Personal Protect	22,600	0	22,600	813.30	.00	21,786.70	3.6%
14041500 50563 Hose Replacement	7,000	0	7,000	1,069.53	.00	5,930.47	15.3%
14041500 50710 Equipment	17,636	0	17,636	7,668.86	.00	9,967.14	43.5%

430 Emergency Management

14043000 50100 LEMS Stipend	149,173	0	149,173	74,587.05	37,293.25	37,292.70	75.0%
14043000 50104 Non Supervisory	1,570	0	1,570	844.76	.00	725.24	53.8%
14043000 50201 Unemployment Cos	23	0	23	.00	.00	23.00	.0%
14043000 50202 Workers Comp Ins	6	0	6	.00	2.21	3.79	36.8%
14043000 50230 FICA Employer Co	120	0	120	64.58	.00	55.42	53.8%
14043000 50402 Dues and Members	35	0	35	.00	.00	35.00	.0%

450 Animal Control Officer

14045000 50104 Non Supervisory	44,410	0	44,410	24,722.17	.00	19,687.83	55.7%
14045000 50140 Overtime	2,400	0	2,400	85.32	.00	2,314.68	3.6%
14045000 50201 Unemployment Cos	278	0	278	.00	.00	278.00	.0%
14045000 50202 Workers Comp Ins	885	0	885	533.34	324.18	560.82	36.6%
14045000 50210 MEPPERS - Employee	4,184	0	4,184	2,533.74	.00	1,650.66	60.5%
14045000 50220 Health Insurance	23,009	0	23,009	13,548.74	.00	9,460.26	58.9%
14045000 50230 FICA Employer Co	3,582	0	3,582	1,606.25	.00	1,975.75	44.8%
14045000 50302 Operating suppli	250	0	250	26.08	.00	223.92	10.4%
14045000 50351 Clothing/Boot Al	600	0	600	.00	.00	600.00	.0%

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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14045000 50352 Cell Phone/Allow	920	0	920	272.93	.00	647.07	29.7%
14045000 50375 Gas	4,250	0	4,250	1,382.25	.00	2,867.75	32.5%
14045000 50378 Taxes Expense	300	0	300	.00	.00	300.00	0%
14045000 50401 Professional Dev	500	0	500	365.00	.00	135.00	73.0%
14045000 50453 Animal Shelter S	11,712	0	11,712	11,711.70	.00	.30	100.0%
14045000 50501 Vehicle Repairs	0	0	0	31.41	.00	-31.41	100.0%
14045000 50536 R&M: Equipment	700	0	700	199.99	.00	500.01	28.6%
14045000 50710 Equipment	400	0	400	267.97	124.15	7.88	98.0%

460 Lisbon Communications Center

14046000 50104 Non Supervisory	179,616	0	179,616	108,257.70	.00	71,358.30	60.3%
14046000 50130 Temporary/season	20,850	0	20,850	9,744.47	.00	11,105.53	46.7%
14046000 50140 Overtime wages	4,250	0	4,250	.00	.00	4,250.00	0%
14046000 50145 Replacement Wage	37,493	0	37,493	23,530.78	.00	13,962.22	62.8%
14046000 50201 Unemployment Cos	1,240	0	1,240	.00	.00	1,240.00	0%
14046000 50202 Workers Comp Ins	1,309	0	1,309	.00	359.47	949.53	27.5%
14046000 50210 MEPS - Employee	21,086	0	21,086	8,910.13	.00	12,175.87	42.3%
14046000 50220 Health Insurance	57,081	0	57,081	31,861.68	.00	25,219.32	55.8%
14046000 50230 FICA Employer Co	18,529	0	18,529	9,898.18	.00	8,630.82	53.4%
14046000 50301 Office Supplies	880	0	880	256.60	16.99	606.41	31.1%
14046000 50307 Advertising	120	0	120	79.80	.00	40.20	66.5%
14046000 50349 Recruitment Test	500	0	500	.00	.00	500.00	0%
14046000 50351 Clothing/Boot Al	1,750	0	1,750	814.64	97.88	837.48	52.1%
14046000 50401 Professional Dev	1,540	0	1,540	299.00	200.00	1,041.00	32.4%
14046000 50413 Mileage/ travel	100	0	100	.00	.00	100.00	0%
14046000 50512 Telephone	1,800	0	1,800	864.02	.00	935.98	48.0%
14046000 50536 R&M: Equipment	1,125	0	1,125	240.00	63.75	821.25	27.0%
TOTAL Public Safety	2,799,124	0	2,799,124	1,360,067.99	65,813.34	1,373,242.67	50.9%

50 Public Works

505 Department of Public Works

15050500 50102 Department Head	78,663	0	78,663	45,418.68	.00	33,244.32	57.7%
15050500 50104 Non Supervisory	391,524	0	391,524	223,105.56	.00	168,418.44	57.0%
15050500 50107 Administrative	18,748	0	18,748	13,598.34	.00	5,149.66	72.5%
15050500 50140 Overtime wages	40,000	0	40,000	16,426.94	.00	23,573.06	41.1%
15050500 50201 Unemployment Cos	2,060	0	2,060	.00	.00	2,060.00	0%



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FOR 2020 07

ACCOUNTS FOR: 1000	General Fund	ORIGINAL APPROP	TRANFERS/ ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50202	Workers Comp Ins	37,429	0	37,429	.00	11,265.88	26,163.12	30.1%
15050500 50210	MEPERS - Employee	45,117	0	45,117	25,252.22	.00	19,864.78	56.0%
15050500 50220	Health Insuranc	170,920	0	170,920	60,000.10	.00	110,919.90	35.1%
15050500 50230	FICA Employer Co	40,443	0	40,443	21,536.98	.00	18,906.02	53.3%
15050500 50240	Medical testing	0	0	0	18.00	.00	-18.00	100.0%
15050500 50301	Office supplies	1,500	0	1,500	1,048.21	6.35	445.44	70.3%
15050500 50302	Operating suppli	8,350	0	8,350	6,969.08	164.88	1,216.04	85.4%
15050500 50303	Other Supplies	0	0	0	220.84	.00	-220.84	100.0%
15050500 50306	Postage	150	0	150	1.65	.00	148.35	1.1%
15050500 50307	Advertising	1,000	0	1,000	712.10	.00	287.90	71.2%
15050500 50330	Drug Testing	1,200	0	1,200	478.00	83.00	639.00	46.8%
15050500 50331	Clothing/Boot Al	10,000	0	10,000	5,274.63	81.68	4,643.69	53.6%
15050500 50352	Cell Phone/Allow	1,600	0	1,600	793.48	.00	806.52	49.6%
15050500 50360	Minor equipment	3,000	0	3,000	.00	.00	3,000.00	.0%
15050500 50362	Culverts	15,000	0	15,000	214.77	.00	14,785.23	1.4%
15050500 50366	Asphalt-Hot Top	15,000	0	15,000	7,967.08	.00	7,032.92	53.1%
15050500 50367	Excavation Expen	5,000	0	5,000	.00	.00	5,000.00	.0%
15050500 50370	Parts - Supplies	40,000	0	40,000	47,038.74	1,588.25	-8,626.99	121.6%
15050500 50371	Sand & Gravel	9,000	0	9,000	6,286.52	1,220.40	1,493.08	83.4%
15050500 50372	Paint	0	0	0	285.53	.00	-285.53	100.0%
15050500 50375	Gas	7,500	0	7,500	3,529.07	3,698.52	271.41	96.4%
15050500 50376	Oils and Lubrica	4,500	0	4,500	2,472.53	320.11	1,707.36	62.1%
15050500 50378	Diesel	22,000	0	22,000	-2,276.22	.00	24,276.22	-10.3%
15050500 50378	Tires Expense	5,000	0	5,000	53.99	.00	4,946.01	1.1%
15050500 50401	Professional Day	4,000	0	4,000	204.00	.00	3,796.00	5.1%
15050500 50412	Meals and Lodgin	0	0	0	40.88	.00	-40.88	100.0%
15050500 50413	Mileage/ travel	500	0	500	247.64	.00	252.36	49.5%
15050500 50430	Filing fees/lice	1,200	0	1,200	.00	.00	1,200.00	.0%
15050500 50435	Profesional serv	26,400	0	26,400	18,053.20	.00	8,346.80	68.4%
15050500 50501	Vehicle Repairs	0	0	0	61.00	.00	61.00	100.0%
15050500 50511	Water Usage	375	0	375	118.00	.00	257.00	31.5%
15050500 50512	Telephone	4,640	0	4,640	1,979.96	212.04	2,448.00	47.2%
15050500 50513	Sewer Expense	560	0	560	85.44	.00	474.56	15.3%
15050500 50535	Rental of Equipm	25,000	0	25,000	4,174.80	.00	20,825.20	16.7%
15050500 50536	R&M: Equipment	8,000	0	8,000	3,768.95	1,842.49	2,388.56	70.1%
15050500 50537	Equipment Painti	3,000	0	3,000	3,525.55	.00	-525.55	117.5%
15050500 50538	Loam & Seed	1,500	0	1,500	.00	.00	1,500.00	.0%
15050500 50539	R&M: Catch Basin	5,000	0	5,000	951.50	.00	4,048.50	19.0%
15050500 50541	Ground repair an	6,000	0	6,000	3,400.00	.00	2,600.00	56.7%
15050500 50544	R & M: Radios	1,000	0	1,000	.00	.00	1,000.00	.0%
15050500 50545	R & M: TREE REM	6,000	0	6,000	182.76	.00	5,817.24	6.1%
15050500 50547	R & M: SIGNS	3,000	0	3,000	20,965.54	.00	-965.54	104.8%
15050500 50548	R & M: STREETS	20,000	0	20,000	15,435.00	.00	4,565.00	77.2%
15050500 50720	Equipment vehi	20,000	0	20,000				

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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50770 Infrastructure-	475,000	0	475,000	330,575.39	.00	144,424.61	69.6%
510 Winter Operations							
15051000 50140 Overtime	65,000	0	65,000	20,898.91	.00	44,101.09	32.2%
15051000 50201 Unemployment Cos	172	0	172	.00	.00	172.00	0%
15051000 50202 Workers Comp Ins	5,716	0	5,716	.00	1,931.31	3,784.69	33.8%
15051000 50210 MEPPERS - Employee	6,500	0	6,500	1,714.58	.00	4,785.42	26.4%
15051000 50230 FICA Employer Co	4,972	0	4,972	1,509.62	.00	3,462.38	30.4%
15051000 50303 Other Supplies	150,000	0	150,000	37,666.06	31,572.67	80,761.27	46.2%
15051000 50370 Parts - Supplies	15,000	0	15,000	17,332.94	787.04	-3,119.98	120.8%
15051000 50451 Contracted Profe	53,000	0	53,000	24,999.00	8,333.00	19,668.00	62.9%
520 Solid Waste							
15052000 50102 Department Head	0	0	0	798.24	.00	-798.24	100.0%
15052000 50104 Non-Supervisory	150,090	0	150,090	73,979.25	.00	76,110.75	49.3%
15052000 50140 Overtime wages	858	0	858	310.39	.00	-310.39	100.0%
15052000 50201 Unemployment Cos	7,800	0	7,800	.00	1,936.82	5,863.18	24.8%
15052000 50210 MEPPERS - Employee	11,890	0	11,890	6,323.84	.00	5,566.16	53.2%
15052000 50220 Health Insurance	67,800	0	67,800	24,567.46	.00	43,232.54	36.2%
15052000 50230 FICA Employer Co	11,482	0	11,482	5,128.47	.00	6,353.53	44.7%
15052000 50240 Medical testing	0	0	0	256.58	.00	-256.58	100.0%
15052000 50301 Office Supplies	500	0	500	14.89	4.48	480.63	3.9%
15052000 50302 Operating suppli	6,000	0	6,000	2,512.40	493.80	2,993.80	50.1%
15052000 50306 Postage	80	0	80	20.25	.00	59.75	25.3%
15052000 50307 Advertising	100	0	100	.00	.00	100.00	0%
15052000 50308 Printing	1,200	0	1,200	136.38	.00	1,063.62	11.4%
15052000 50330 Drug Testing	350	0	350	97.00	.00	253.00	27.7%
15052000 50351 Clothing/Boot Al	2,500	0	2,500	1,125.09	37.76	1,337.15	46.5%
15052000 50352 Cell Phone allow	420	0	420	210.00	.00	210.00	50.0%
15052000 50368 Hauling	10,800	0	10,800	.00	.00	10,800.00	0%
15052000 50369 Land Fill	4,000	0	4,000	2,338.68	.00	1,661.32	58.5%
15052000 50370 Parts - Supplies	8,000	0	8,000	10,927.17	789.24	-3,716.41	146.5%
15052000 50377 Diesel	6,000	0	6,000	5,040.30	.00	959.70	84.0%
15052000 50378 Tires Expense	4,500	0	4,500	.00	.00	4,500.00	0%
15052000 50401 Professional Dev	250	0	250	123.59	.00	126.41	49.4%
15052000 50413 Mileage/ travel	700	0	700	198.00	.00	502.00	28.3%
15052000 50430 Filing fees/lice	2,500	0	2,500	948.32	.00	1,551.68	37.9%
15052000 50511 Water usage fees	1,600	0	1,600	729.37	124.72	745.91	53.4%
15052000 50512 Telephone							



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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 50513 Sewer Expense	500	0	500	178.00	.00	322.00	35.6%
15052000 50536 R&M: Equipment	5,000	0	5,000	827.00	.00	4,173.00	16.5%
15052000 50531 Solid Waste Equip	0	0	0	65.00	.00	-65.00	100.0%
15052000 50555 Sludge Disposal	0	0	0	-20.00	.00	20.00	100.0%
15052000 50556 Trash Removal	285,000	0	285,000	159,369.76	2,381.43	123,248.81	56.8%
15052000 53100 Capital Improvem	50,000	0	50,000	.00	.00	50,000.00	.0%
535 Other Public Works							
15053500 50510 Electricity	107,000	0	107,000	41,954.35	8,251.60	56,794.05	46.9%
15053500 50534 Hydrant Rental	406,000	0	406,000	203,000.00	101,500.00	101,500.00	75.0%
15053500 50536 R&M: Equipment	8,500	0	8,500	3,481.07	.00	5,018.93	41.0%
TOTAL Public Works	3,047,909	0	3,047,909	1,538,836.39	178,628.47	1,330,444.14	56.3%
60 Culture & Recreation							
605 Library							
16060500 50102 Department Head	54,892	0	54,892	30,625.43	.00	24,266.57	55.8%
16060500 50104 Non Supervisory	107,080	0	107,080	63,553.57	.00	43,526.43	59.4%
16060500 50140 Overtime	0	0	0	67.14	.00	-67.14	100.0%
16060500 50201 Unemployment Cos	1,071	0	1,071	.00	.00	1,071.00	.0%
16060500 50202 Workers Comp Ins	798	0	798	.00	261.33	536.67	32.7%
16060500 50210 MEPRS - Employee	12,966	0	12,966	7,517.92	.00	5,448.08	58.0%
16060500 50220 Health Insurance	72,071	0	72,071	38,114.04	.00	33,956.96	52.9%
16060500 50230 FICA Employer Co	12,391	0	12,391	6,478.05	.00	5,912.95	52.3%
16060500 50301 Office Supplies	3,885	0	3,885	2,361.04	25.60	1,498.36	61.4%
16060500 50302 Operating suppli	38,968	0	38,968	11,304.32	2,215.14	25,448.54	34.7%
16060500 50306 Postage	1,605	0	1,605	884.00	.00	721.00	55.1%
16060500 50308 Printing	1,550	0	1,550	.00	.00	550.00	.0%
16060500 50352 Cell Phone/Allow	420	0	420	210.00	.00	210.00	50.0%
16060500 50401 Professional Dev	550	0	550	.00	.00	550.00	.0%
16060500 50402 Dues and Members	200	0	200	.00	.00	200.00	.0%
16060500 50413 Mileage/ travel	300	0	300	.00	.00	300.00	.0%
16060500 50511 Water usage fees	225	0	225	53.00	.00	172.00	23.6%
16060500 50512 Telephone	2,950	0	2,950	963.69	161.00	1,825.31	38.1%
16060500 50513 Sewer Expense	145	0	145	35.60	.00	109.40	24.6%
16060500 50536 Rentals of Equip	600	0	600	146.25	.00	453.75	24.4%
16060500 50536 R&M: Equipment	650	0	650	318.25	.00	331.75	49.0%

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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

ORIGINAL APPROP TRANSFERS/  
ADJSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

615 Parks & Recreation

16061500 50102 Department Head 62,851 0 62,851 34,809.54 .00 28,041.46 55.4%  
16061500 50104 Non Supervisory 162,085 0 162,085 91,066.34 .00 71,018.66 56.2%  
16061500 50130 Temporary/season 136,650 0 136,650 105,508.14 .00 77,281.86 77.2%  
16061500 50140 Overtime 6,302 0 6,302 5,136.30 .00 1,165.70 81.5%  
16061500 50201 Unemployment Cos 3,595 0 3,595 .00 .00 3,595.00 .0%  
16061500 50202 Workers Comp Ins 17,903 0 17,903 6,700.75 .00 11,492.13 35.8%  
16061500 50210 MEPS - Employee 10,166 0 10,166 33,084.76 .00 3,465.25 65.9%  
16061500 50220 Health Insurance 61,245 0 61,245 17,219.05 .00 28,160.24 54.0%  
16061500 50230 FICA Employer Co 28,144 0 28,144 18,859.20 .00 10,924.95 61.2%  
16061500 50301 Office Supplies 1,200 0 1,200 599.16 .00 400.89 66.6%  
16061500 50302 Operating suppli 41,700 0 41,700 -141.60 .00 22,982.40 44.9%  
16061500 50303 Other Supplies 0 0 0 31.00 .00 -31.00 100.0%  
16061500 50306 Postage 200 0 200 9.72 .00 190.28 4.9%  
16061500 50307 Advertising 500 0 500 712.10 .00 -212.10 142.4%  
16061500 50352 Cell Phone/Allow 420 0 420 210.00 .00 210.00 50.0%  
16061500 50355 Co-Ed Softball/F 12,000 0 12,000 7,752.13 .00 4,247.87 64.6%  
16061500 50356 Summer Trips 31,000 0 31,000 22,195.72 .00 8,804.28 71.6%  
16061500 50357 Sunshine Hill 3,000 0 3,000 2,282.51 .00 717.49 76.1%  
16061500 50358 New Programs 8,000 0 8,000 4,914.31 .00 3,085.69 61.4%  
16061500 50359 Officials 3,400 0 3,400 3,592.66 .00 -192.66 105.7%  
16061500 50375 Gas 4,000 0 4,000 2,639.35 .00 1,360.65 66.0%  
16061500 50377 Diesel 1,400 0 1,400 1,057.11 .00 342.89 75.5%  
16061500 50380 Uniforms/safety 1,500 0 1,500 17.99 .00 399.01 20.2%  
16061500 50401 Professional Dev 1,200 0 1,200 50.00 .00 1,150.00 4.2%  
16061500 50414 Senior Meals Exp 7,000 0 7,000 2,999.25 .00 3,683.34 47.4%  
16061500 50483 Security System 360 0 360 180.00 .00 90.00 75.0%  
16061500 50501 Vehicle Repairs 3,000 0 3,000 3,150.88 .00 -150.88 105.0%  
16061500 50510 Electricity 3,300 0 3,300 1,132.03 .00 167.97 44.0%  
16061500 50511 Water Usage 1,312 0 1,312 1,119.12 .00 192.88 85.3%  
16061500 50512 Telephone 3,800 0 3,800 3,221.49 .00 346.04 90.9%  
16061500 50513 Sewer Expense 1,000 0 1,000 284.80 .00 715.20 28.5%  
16061500 50522 Space Rental 2,200 0 2,200 870.00 .00 1,330.00 39.5%  
16061500 50536 R&M: Equipment 5,000 0 5,000 690.95 .00 4,119.12 17.6%  
16061500 50541 Grounds maintena 9,200 0 9,200 1,466.61 .00 7,733.39 15.9%  
16061500 50542 River Trail main 5,000 0 5,000 3,656.39 .00 1,343.61 73.1%  
16061500 50543 R&M: Green Thumb 4,690 0 4,690 2,038.47 .00 2,651.53 46.5%  
16061500 50556 Trash Removal 1,150 0 1,150 598.38 .00 417.36 63.7%

620 Other Public Services

16062000 50442 Transportation\_s 42,000 0 42,000 20,000.00 .00 22,000.00 47.6%



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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16062000 50650 Historical Socie	2,000	0	2,000	.00	.00	2,000.00	.0%
16062000 50651 LACO	1,000	0	1,000	.00	.00	1,000.00	.0%
16062000 50652 Memorial Day	1,800	0	1,800	.00	.00	1,800.00	.0%
16062000 50653 NMA	7,875	0	7,875	.00	.00	7,875.00	.0%
TOTAL Culture & Recreation	1,008,465	0	1,008,465	561,089.30	10,720.97	436,654.73	56.7%

70 Economic Development

705 Economic Development

17070500 29780 Brownfields Grant	0	0	0	7,395.53	388.54	-7,784.07	100.0%
17070500 29785 Downtown Grant 1	0	0	0	95,208.94	.00	-95,208.94	100.0%
17070500 50102 Department Head	58,122	0	58,122	22,151.74	.00	-1,590.45	100.0%
17070500 50201 Unemployment Cos	172	0	172	.00	.00	35,970.26	38.1%
17070500 50202 Workers Comp Ins	227	0	227	.00	81.05	172.00	.0%
17070500 50210 MEPSERS - Employee	6,103	0	6,103	2,215.17	.00	145.95	35.7%
17070500 50220 Health Insurance	10,609	0	10,609	468.48	.00	3,887.83	36.3%
17070500 50230 FICA Employer Co	4,447	0	4,447	1,657.54	.00	10,140.52	4.4%
17070500 50301 Office Supplies	3,000	0	3,000	2.25	.00	2,789.46	37.3%
17070500 50302 Operating suppli	3,350	0	3,350	518.28	.00	2,447.75	58.5%
17070500 50306 Postage	3,500	0	3,500	.00	.00	2,481.72	17.3%
17070500 50307 Advertising	3,500	0	3,500	.00	.00	350.00	.0%
17070500 50352 Cell Phone/allow	420	0	420	105.00	.00	3,500.00	.0%
17070500 50401 Professional emp	3,500	0	3,500	.00	.00	315.00	25.0%
17070500 50402 Dues and Members	3,000	0	3,000	.00	.00	3,500.00	.0%
17070500 50406 AVCOG Dues	9,296	0	9,296	300.00	.00	2,700.00	10.0%
17070500 50412 Meal allowance	1,500	0	1,500	9,295.12	.00	.88	100.0%
17070500 50413 Mileage/ travel	1,000	0	1,000	.00	.00	500.00	.0%
17070500 50300 Miscellaneous It	0	0	1,000	438.50	.00	1,000.00	.0%
TOTAL Economic Development	104,696	0	104,696	141,347.00	469.59	-37,120.59	135.5%

85 Intergovernmental

850 County Tax

18085000 50405 PSAP Fees

	20,811	0	20,811	18,918.90	.00	1,892.10	90.9%
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ACCOUNTS FOR:  
1000 General Fund

18085000 50920... County tax	722,337	0	722,337	722,336.65	.00	.35	100.0%
TOTAL Intergovernmental	743,148	0	743,148	741,255.55	.00	1,892.45	99.7%
TOTAL General Fund	16,848,662	0	16,848,662	8,808,044.75	277,039.13	7,763,578.12	53.9%
TOTAL EXPENSES	16,848,662	0	16,848,662	8,808,044.75	277,039.13	7,763,578.12	



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FOR 2020 07

ACCOUNTS FOR:  
3000 Debt Service

ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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80 Debt Service

805 Capital Leases

38080500 53405 2014 QECB Princi  
38080500 53605 2014 QECB Intere

0	0	0	10,453.25	.00	-10,453.25	100.0%
0	0	0	10,851.96	.00	-10,851.96	100.0%

810 Debt Service-Bonds

38081000 53400 2005 Bond Princi  
38081000 53401 2006 Bond Princi  
38081000 53402 2009 Bond Princi  
38081000 53403 2010 Bond Princi  
38081000 53404 2011 Bond Princi  
38081000 53405 2014 QECB Princi  
38081000 53406 2017 Bond Princi  
38081000 53600 2005 Bond Intere  
38081000 53601 2006 Bond Intere  
38081000 53603 2010 Bond Intere  
38081000 53604 2011 Bond Intere  
38081000 53605 2014 QECB Intere  
38081000 53607 2017 Bond Intere

31,226	0	31,226	31,226.00	.00	.00	100.0%
36,000	0	36,000	36,000.00	.00	.00	100.0%
131,086	0	131,086	131,086.01	.00	-.01	100.0%
53,500	0	53,500	53,040.00	.00	460.00	99.1%
27,000	0	27,000	27,000.00	.00	.00	100.0%
26,880	0	26,880	26,879.77	.00	.23	100.0%
150,000	0	150,000	150,000.00	.00	.00	100.0%
1,066	0	1,066	.00	.00	1,066.00	.0%
684	0	684	.00	.00	684.00	.0%
18,191	0	18,191	9,876.81	.00	8,314.19	54.3%
27,338	0	27,338	202.50	.00	135.50	59.9%
27,905	0	27,905	27,905.05	.00	-.05	100.0%
27,240	0	27,240	14,152.50	.00	13,087.50	52.0%
531,116	0	531,116	528,673.85	.00	2,442.15	99.5%
531,116	0	531,116	528,673.85	.00	2,442.15	99.5%
531,116	0	531,116	528,673.85	.00	2,442.15	99.5%

TOTAL Debt Service

TOTAL Debt Service

TOTAL EXPENSES

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FOR 2020 07

ACCOUNTS FOR:  
6000 Sewer Fund

ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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50 Public Works

525 Treatment Plant

65052500 50102	Department Head	83,963	0	83,963	48,439.91	57.7%
65052500 50104	Non-Supervisory	197,947	0	197,947	97,038.83	49.0%
65052500 50107	Admin Wages	14,191	0	14,191	0.00	0.0%
65052500 50140	Overtime wages	23,500	0	23,500	11,388.71	48.5%
65052500 50201	Unemployment Cos	1,030	0	1,030	0.00	0.0%
65052500 50202	Workers Compensation	14,433	0	14,433	0.00	0.0%
65052500 50210	Maine State ret	25,472	0	25,472	4,490.58	31.1%
65052500 50215	Admin Benefits	6,531	0	6,531	12,711.23	49.9%
65052500 50220	Health Insurance	76,188	0	76,188	0.00	0.0%
65052500 50221	HRA Costs	3,218	0	3,218	37,758.24	49.6%
65052500 50230	FICA taxes	23,402	0	23,402	718.71	22.8%
65052500 50301	Office supplies	2,500	0	2,500	11,140.77	47.6%
65052500 50302	Operating suppli	0	0	0	1,386.15	58.9%
65052500 50303	Other Supplies	41,500	0	41,500	12,774.46	100.0%
65052500 50306	Postage	8,500	0	8,500	775.88	31.4%
65052500 50307	Advertising	200	0	200	712.10	356.1%
65052500 50330	Drug Testing	0	0	0	234.00	100.0%
65052500 50331	Small Tools	3,000	0	3,000	528.76	17.6%
65052500 50351	Clothing/Boot Al	4,500	0	4,500	2,227.00	50.9%
65052500 50352	Cell Phone allow	2,441	0	2,441	1,022.15	41.9%
65052500 50360	Minor equipment	0	0	0	45.98	100.0%
65052500 50375	Gas	4,600	0	4,600	2,162.09	47.0%
65052500 50377	Diesel	5,200	0	5,200	1,718.08	13.8%
65052500 50401	Professional emp	2,500	0	2,500	1,357.00	54.3%
65052500 50413	Mileage/travel R	1,500	0	1,500	0.00	0.0%
65052500 50430	Filing fees/lice	1,000	0	1,000	1,473.94	98.3%
65052500 50450	Legal expense	2,550	0	2,550	500.00	19.6%
65052500 50452	Audit services	10,000	0	10,000	2,642.74	28.4%
65052500 50455	Professional Serv	1,800	0	1,800	811.12	45.1%
65052500 50483	Security System	97,000	0	97,000	48,625.18	50.1%
65052500 50510	Electricity	12,500	0	12,500	5,990.89	47.9%
65052500 50511	Water usage fees	2,540	0	2,540	946.15	37.3%
65052500 50512	Telephone	7,500	0	7,500	5,809.10	80.7%
65052500 50514	Heating Fuel	7,500	0	7,500	1,543.40	20.6%
65052500 50539	R&M: Catch Basin	72,000	0	72,000	18,510.05	41.1%
65052500 50546	R & M: SEWER	10,000	0	10,000	4,875.46	98.9%
65052500 50550	Meter Read	0	0	0	0.00	0.0%



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ACCOUNTS FOR:  
6000 Sewer Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65052500 50555 Sludge Disposal	81,000	0	81,000	38,501.53	.00	42,498.47	47.5%
65052500 50556 Trash Removal	1,700	0	1,700	808.93	135.51	755.56	55.6%
65052500 50557 CCTV & Cleaning	10,000	0	10,000	.00	.00	10,000.00	.0%
65052500 50601 General Liabilit	2,599	0	2,599	2,582.30	.00	16.70	99.4%
65052500 50602 Vehicle Insuranc	1,054	0	1,054	1,054.00	.00	.00	100.0%
65052500 50604 Property Insuran	6,777	0	6,777	6,793.00	.00	-16.00	100.2%
65052500 50750 Improvements oth	150,000	0	150,000	.00	.00	150,000.00	.0%
65052500 50806 Bond Administrat	2,200	0	2,200	.00	.00	2,200.00	.0%
65052500 53307 Vactor Lease	37,313	0	37,313	37,312.94	.00	.06	100.0%
65052500 53400 2005 Bond Princ	17,500	0	17,500	.00	.00	17,500.00	.0%
65052500 53401 2006 Bond Princ	25,000	0	25,000	25,000.00	.00	.00	100.0%
65052500 53405 2014 OECE Princ	10,453	0	10,453	.00	.00	10,453.00	.0%
65052500 53600 2005 Bond Intere	2,360	0	2,360	873.96	.00	1,486.04	37.0%
65052500 53601 2006 Bond Intere	3,690	0	3,690	2,563.81	.00	1,126.19	69.5%
65052500 53605 2014 OECE Intere	10,852	0	10,852	.00	.00	10,852.00	.0%
TOTAL Public Works	1,133,504	0	1,133,504	450,358.55	23,161.38	659,984.07	41.8%
TOTAL Sewer Fund	1,133,504	0	1,133,504	450,358.55	23,161.38	659,984.07	41.8%
TOTAL EXPENSES	1,133,504	0	1,133,504	450,358.55	23,161.38	659,984.07	

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## Revenues

FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20 General Government							
200 General Government							
12020000 40001 Real estate and	0	0	0	152.40	.00	-152.40	100.0%
12020000 40002 In lieu of prop	-10,000	0	-10,000	-4,683.53	.00	-5,316.47	46.8%
12020000 40004 Supplemental Real	0	0	0	-9,307.64	.00	9,307.64	100.0%
12020000 40020 Motor vehicle ex	-1,600,000	0	-1,600,000	-849,299.08	.00	-750,700.92	53.1%
12020000 40021 Boat excise tax	-5,000	0	-5,000	-1,599.80	.00	-3,400.20	32.0%
12020000 40030 Interest/fenalla	-32,000	0	-32,000	-17,766.36	.00	-14,233.64	55.5%
12020000 40160 Agent Fees	-28,000	0	-28,000	-18,752.00	.00	-9,248.00	67.0%
12020000 40226 State revenue sh	-924,776	0	-924,776	-497,300.82	.00	-427,475.18	53.8%
12020000 40227 Urban road initi	-97,724	0	-97,724	-100,456.00	.00	2,732.00	102.8%
12020000 40230 Homestead exempt	0	0	0	107,739.49	.00	-107,739.49	100.0%
12020000 40231 Veterans Reimbur	-10,000	0	-10,000	.00	.00	-10,000.00	0.0%
12020000 40232 Tree Growth Reim	-15,000	0	-15,000	-11,324.40	.00	-3,675.60	75.5%
12020000 40235 Bete Reimburse	0	0	0	402,555.98	.00	-402,555.98	100.0%
12020000 40260 Fax Revenue	-20,475	0	-20,475	.00	.00	-20,475.00	0.0%
12020000 40261 Copier Revenue	-250	0	-250	-8.00	.00	-242.00	3.2%
12020000 40262 NSF Fees	-150	0	-150	-313.90	.00	163.90	209.3%
12020000 40901 Sewer Dept Admin	0	0	0	924.24	.00	-924.24	100.0%
12020000 40902 Sewer Dept Benef	-16,391	0	-16,391	.00	.00	-16,391.00	0.0%
12020000 40903 Water Dept Admin	-6,531	0	-6,531	.00	.00	-6,531.00	0.0%
12020000 40904 Water Dept Benef	-11,460	0	-11,460	-5,729.82	.00	-5,730.18	50.0%
12020000 40905 Water Dept It Re	-5,395	0	-5,395	-2,688.54	.00	-2,706.46	49.8%
12020000 40906 Water Dept Insur	-3,000	0	-3,000	-1,500.00	.00	-1,500.00	50.0%
12020000 40990 Misc. Fees	-13,159	0	-13,159	-13,159.20	.00	.00	100.0%
12020000 40991 Misc. Revenue	0	0	0	-116.00	.00	116.00	100.0%
12020000 40992 MEMIC Dividend	0	0	0	-91.61	.00	91.61	100.0%
12020000 40993 Unemployment Pay	0	0	0	-13,093.44	.00	13,093.44	100.0%
12020000 44409 Investment earni	-40,000	0	-40,000	-19,290.00	.00	19,290.00	100.0%
216 Planning Board							
12021600 40265 Planning/Appeals	-400	0	-400	-150.00	.00	-250.00	37.5%
225 Clerk							
12022500 40100 Business license	-7,500	0	-7,500	-2,603.00	.00	-4,897.00	34.7%



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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 40110 Clerk Fees	0	0	0	-662.05	.00	662.05	100.0%
12022500 40112 Vital Records	-9,057	0	-9,057	-4,758.80	.00	-4,298.20	52.5%
12022500 40113 Animal Licenses	-884	0	-884	-561.00	.00	-323.00	63.5%
12022500 40263 Notary Fees	-500	0	-500	-560.00	.00	60.00	112.0%
12022500 40264 School Election	-900	0	-900	.00	.00	-900.00	.0%
245 Code Enforcement							
12024500 40114 Town Plumbing Per	-5,000	0	-5,000	-3,647.50	.00	-1,352.50	73.0%
12024500 40266 Construction Fee	-16,000	0	-16,000	-12,439.50	.00	-3,560.50	77.7%
12024500 40268 Sabattus Code Re	-23,000	0	-23,000	-11,250.00	.00	-11,750.00	48.9%
TOTAL General Government	-2,902,552	0	-2,902,552	-1,132,938.84	.00	-1,769,613.16	39.0%
30 Health & Welfare/General Assis							
310 General Assistance							
13031000 40228 General assistan	-17,500	0	-17,500	-5,964.78	.00	-11,535.22	34.1%
TOTAL Health & Welfare/General Assis	-17,500	0	-17,500	-5,964.78	.00	-11,535.22	34.1%
40 Public Safety							
405 Police							
14040500 40400 Court fines	-100	0	-100	-49.63	.00	-50.37	49.6%
14040500 40401 Parking Tickets	0	0	0	-30.00	.00	30.00	100.0%
14040500 40410 Police Report Fe	-1,500	0	-1,500	-1,516.46	.00	16.46	101.1%
14040500 40411 Restitution	0	0	0	-2,070.00	.00	2,070.00	100.0%
14040500 40412 Town Concealed W	0	0	0	-157.00	.00	157.00	100.0%
14040500 40420 SRO Reimbursemen	-62,940	0	-62,940	-20,979.77	.00	-41,960.23	33.3%
14040500 40421 School Detail	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
14040500 40990 Misc. Fees	0	0	0	-180.00	.00	180.00	100.0%
14040500 40991 Misc Revenue	-500	0	-500	-55.00	.00	-445.00	11.0%
415 Fire Department							
14041500 40991 Misc Revenue	0	0	0	-105.00	.00	105.00	100.0%

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ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450 Animal Control Officer							
14045000 40450 ACO Fines & Fees	0	0	0	-361.00	.00	361.00	100.0%
14045000 40451 Sabattus ACO Rev	-21,455	0	-21,455	-10,727.50	.00	-10,727.50	50.0%
14045000 40452 Bowdoin ACO Reve	-8,800	0	-8,800	-4,132.50	.00	-4,667.50	47.0%
14045000 40453 Durham ACO Reven	-9,500	0	-9,500	-4,750.00	.00	-4,750.00	50.0%
460 Lisbon Communications Center							
14046000 40431 Lisbon Emergency	-5,500	0	-5,500	-2,500.00	.00	-3,000.00	45.5%
TOTAL Public Safety	-117,295	0	-117,295	-47,613.86	.00	-69,681.14	40.6%
50 Public Works							
520 Solid Waste							
15052000 40500 Solid Waste Perm	-75,000	0	-75,000	-73,285.00	.00	-1,715.00	97.7%
15052000 40501 Metal	-20,000	0	-20,000	-13,678.01	.00	-6,321.99	68.4%
15052000 40502 Cardboard	-10,000	0	-10,000	-262.92	.00	-9,737.08	2.6%
15052000 40503 Mixed Paper	-1,500	0	-1,500	-75.00	.00	-1,425.00	5.0%
15052000 40504 Newspaper	-1,200	0	-1,200	.00	.00	-1,200.00	.0%
15052000 40505 Yard Items	-15,000	0	-15,000	-17,273.00	.00	2,273.00	115.2%
15052000 40506 Tires	-1,000	0	-1,000	-1,684.00	.00	684.00	168.4%
15052000 40515 Universal Waste	-3,000	0	-3,000	-4,683.00	.00	1,683.00	156.1%
15052000 40521 Commercial Dispo	-9,000	0	-9,000	-6,328.00	.00	-2,672.00	70.3%
15052000 40522 Excavation Reven	-2,000	0	-2,000	-2,100.00	.00	100.00	105.0%
TOTAL Public Works	-137,700	0	-137,700	-119,368.93	.00	-18,331.07	86.7%
60 Culture & Recreation							
605 Library							
16060500 40360 Library Non-Resi	-1,900	0	-1,900	-1,301.10	.00	-598.90	68.5%



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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

IP  
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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16060500 40361 Library Fines	-2,000	0	-2,000	-1,058.90	.00	-941.10	52.9%
16060500 40362 Library Fax	-475	0	-475	-255.00	.00	-220.00	53.7%
16060500 40363 Damage/Lost Fee	-400	0	-400	-427.59	.00	27.59	106.9%
16060500 40960 Restricted Donat	0	0	0	-574.00	.00	574.00	100.0%
615 Parks & Recreation							
16061500 40300 Before School	-70,000	0	-70,000	-38,080.64	.00	-31,919.36	54.4%
16061500 40301 Fitness Center	-18,000	0	-18,000	-8,503.29	.00	-9,496.71	47.2%
16061500 40302 Out of Town	-1,500	0	-1,500	-846.50	.00	-653.50	56.4%
16061500 40303 Playground	-35,000	0	-35,000	-8,149.37	.00	-26,850.63	23.3%
16061500 40304 Trekker	-44,000	0	-44,000	-21,996.32	.00	-22,003.68	50.0%
16061500 40305 Trips/Excursion	-30,000	0	-30,000	-17,740.93	.00	-12,259.07	59.1%
16061500 40306 Marlon T. Morse	-4,500	0	-4,500	-3,760.00	.00	-740.00	83.6%
16061500 40307 Fitness Instruct	-12,000	0	-12,000	-5,171.25	.00	-6,828.75	43.1%
16061500 40308 Senior Meals	-7,000	0	-7,000	-4,204.00	.00	-2,796.00	60.1%
16061500 40309 New Programs	-8,000	0	-8,000	-4,318.15	.00	-3,681.85	54.0%
16061500 40310 Moxie 5-K	-3,000	0	-3,000	-9,095.00	.00	6,095.00	303.2%
16061500 40311 Moxie Car Show	-1,210	0	-1,210	-3,000.00	.00	1,790.00	100.0%
16061500 40320 Basketball 1-3	-2,023	0	-2,023	-1,591.15	.00	381.15	131.5%
16061500 40321 Basketball 4-6	-1,500	0	-1,500	-1,136.00	.00	-87.00	56.2%
16061500 40322 Winter/Spring Sw	-400	0	-400	-855.00	.00	-1,500.00	213.8%
16061500 40330 Summer Basketbal	-2,000	0	-2,000	-1,579.50	.00	-420.50	79.0%
16061500 40332 Summer Football	-120	0	-120	-649.00	.00	529.00	540.8%
16061500 40333 Summer Pee Wee F	-700	0	-700	-431.40	.00	-268.60	61.0%
16061500 40334 Summer Soccer	-1,500	0	-1,500	-1,058.70	.00	-441.30	70.6%
16061500 40335 Summer Swim	-12,000	0	-12,000	-6,925.00	.00	-5,075.00	57.7%
16061500 40336 Co-ed Softball	-250	0	-250	-56.40	.00	-20.00	100.0%
16061500 40337 Summer Tennis	0	0	0	-820.85	.00	300.85	157.9%
16061500 40338 Wrestling	-520	0	-520	-5,623.86	.00	623.86	112.5%
16061500 40340 Fall Field Hocke	-5,000	0	-5,000	-3,386.10	.00	-86.10	102.6%
16061500 40341 Fall Soccer	-3,300	0	-3,300	-1,420.30	.00	-1,079.70	56.8%
16061500 40342 Football Tackle	-2,500	0	-2,500	-2,439.45	.00	-560.55	81.3%
16061500 40343 Football Tackle	-3,000	0	-3,000	-2,715.04	.00	-2,715.04	100.0%
16061500 40344 Track & Field	0	0	0	-2,000.00	.00	-8,000.00	41.7%
16061500 40366 Playground	-8,000	0	-8,000	-5,144.88	.00	-4,855.12	51.4%
16061500 40367 Rec 1	-4,800	0	-4,800		.00		
16061500 40380 Park Cabin Rent	-10,000	0	-10,000		.00		
16061500 40381 Beaver Park Fees	-299,598	0	-299,598	-166,314.67	.00	-133,283.33	55.5%
TOTAL Culture & Recreation							

70 Economic Development

705 Economic Development

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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 07

ACCOUNTS FOR:  
1000 General Fund

ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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17070500 29779 Brownfields Gran	0	0	-3,697.38	.00	3,697.38	100.0%
17070500 29786 Downtown Grant 1	0	0	-113,821.00	.00	113,821.00	100.0%
17070500 40670 TIF Revenue	0	-104,696	.00	.00	-104,696.00	.0%

TOTAL Economic Development

-104,696	0	-104,696	-117,518.38	.00	12,822.38	112.2%
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80 Debt Service

805 Capital Leases

18080500 40800 Interest Rebate

TOTAL Debt Service

TOTAL General Fund

TOTAL REVENUES

-15,840	0	-15,840	.00	.00	-15,840.00	.0%
-15,840	0	-15,840	.00	.00	-15,840.00	.0%
-3,595,181	0	-3,595,181	-1,589,719.46	.00	-2,005,461.54	44.2%
-3,595,181	0	-3,595,181	-1,589,719.46	.00	-2,005,461.54	



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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

P 14  
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FOR 2020 07

ACCOUNTS FOR:  
6000 Sewer Fund

ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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50 Public Works

525 Treatment Plant

65052500 40600 Domestic Sewer R	0	0	-317,700.07	.00	317,700.07	100.0%
65052500 40601 Industrial Sewer	0	0	-31,662.21	.00	31,662.21	100.0%
65052500 40602 Septage Revenue	0	0	-125,013.73	.00	125,013.73	100.0%
65052500 40603 Finance Charges	0	0	-4,446.16	.00	4,446.16	100.0%
65052500 40606 Sewer Applicatio	0	0	-527.44	.00	527.44	100.0%
65052500 40607 Sewer Hook-Up Fe	0	0	-21,097.56	.00	21,097.56	100.0%

TOTAL Public Works

0	0	0	-500,447.17	.00	500,447.17	100.0%
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TOTAL Sewer Fund

0	0	0	-500,447.17	.00	500,447.17	100.0%
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TOTAL REVENUES

0	0	0	-500,447.17	.00	500,447.17	
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# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council

Department Monthly Report: December 2019

In the month of December the Fire Department responded to 39 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). The Department responded to 10 requests for the Fire Department First Responders. Out of the 10 requested, we were canceled 4 times. The Department responded to 2 request to assist Lisbon Emergency this past month.



In the month of December we only responded to one mutual aid call. We responded to Durham but we canceled prior to our arrival.

Training in the month of December was Ice Rescue. Members went out to Beaver Park and conducted training and drills on the ice. Mark Anderson, from Tri-County Training Association, led the instruction for this class.

Lt. Lerette completed Fire Instructor I & II and is awaiting his certification testing.

We closed out the year with a motor vehicle fire, on the early morning hours of New Year Eve. The vehicle was heavily involved upon our arrival and was close to another vehicle. One vehicle was totally lost with the other sustaining some damage from the heat.



On top of the monthly training, members continue to do small individual trainings throughout the month. This includes operator training and equipment review.

December closed out another busy year for the Lisbon Fire Department. For 2019, the Lisbon Fire Department responded to 413 calls for service. This is another increase from last year. The types of responses that we see are various. The days of the Fire Department only responding to fires is gone. The fire departments of today are a multi-hazard response organization.





# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



Month of December incident type break down.

Incident Type	Occurrences
Passenger vehicle fire	1
Excessive heat, scorch burns with no ignition	1
Medical assist, assist EMS crew	2
EMS Call, excluding vehicle accident with injuries	3
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries	2
Toxic condition, other	1
Power line down	1
Vehicle accident, general cleanup	1
Water problem, other	2
Water evacuation	2
Public service	2
Unauthorized burning	1
Good intent call, other	1
Dispatched, canceled en route	5
Authorized control burning	1
Smoke scare, odor of smoke	1
EMS call, party transported by non-fire agency	3
Sprinkler activation due to malfunction	3
CO detector activation due to malfunction	2
Unintentional transmission of alarm, other	1
Smoke detector activation due to malfunction	1
Alarm system activation, no fire – unintentional	1
<b>Total:</b>	<b>39</b>

Respectfully submitted

A handwritten signature in black ink, appearing to read "N. LeClair".

Nathan LeClair

Fire Chief

# Lisbon Fire Department

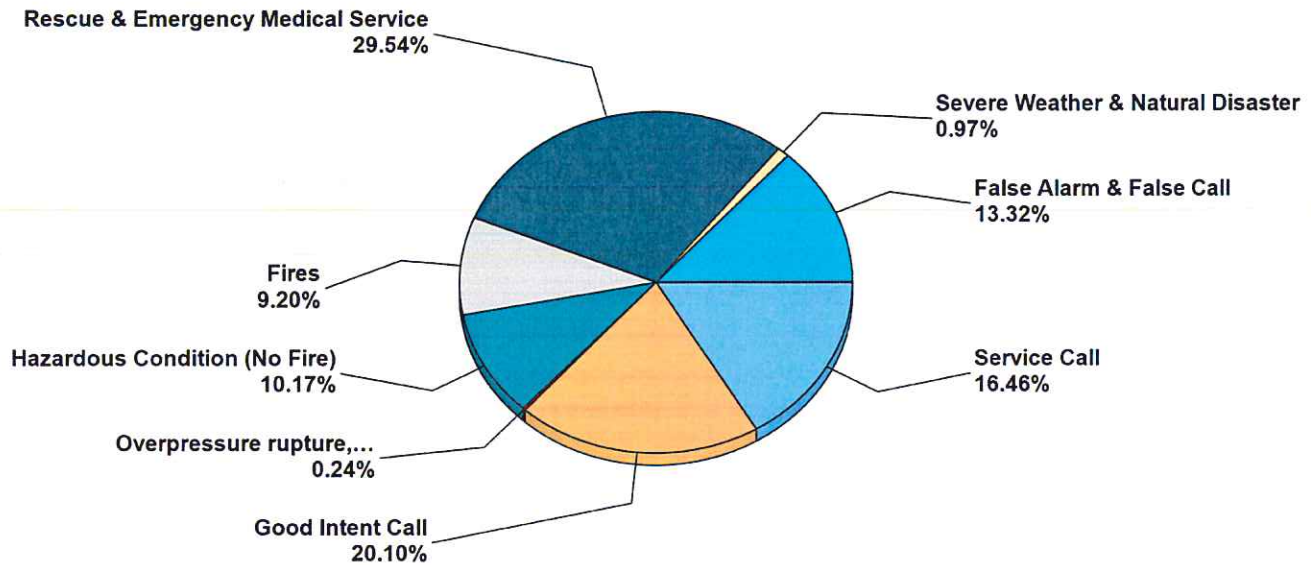
Lisbon, ME

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2019 | End Date: 12/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	38	9.20%
Overpressure rupture, explosion, overheating - no fire	1	0.24%
Rescue & Emergency Medical Service	122	29.54%
Hazardous Condition (No Fire)	42	10.17%
Service Call	68	16.46%
Good Intent Call	83	20.10%
False Alarm & False Call	55	13.32%
Severe Weather & Natural Disaster	4	0.97%
<b>TOTAL</b>	<b>413</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	23	5.57%
113 - Cooking fire, confined to container	2	0.48%
114 - Chimney or flue fire, confined to chimney or flue	2	0.48%
116 - Fuel burner/boiler malfunction, fire confined	2	0.48%
118 - Trash or rubbish fire, contained	3	0.73%
131 - Passenger vehicle fire	2	0.48%
140 - Natural vegetation fire, other	1	0.24%
143 - Grass fire	2	0.48%
160 - Special outside fire, other	1	0.24%
251 - Excessive heat, scorch burns with no ignition	1	0.24%
311 - Medical assist, assist EMS crew	22	5.33%
320 - Emergency medical service, other	1	0.24%
321 - EMS call, excluding vehicle accident with injury	51	12.35%
322 - Motor vehicle accident with injuries	31	7.51%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.48%
324 - Motor vehicle accident with no injuries.	15	3.63%
400 - Hazardous condition, other	2	0.48%
412 - Gas leak (natural gas or LPG)	2	0.48%
413 - Oil or other combustible liquid spill	3	0.73%
420 - Toxic condition, other	1	0.24%
424 - Carbon monoxide incident	7	1.69%
440 - Electrical wiring/equipment problem, other	1	0.24%
441 - Heat from short circuit (wiring), defective/worn	1	0.24%
444 - Power line down	18	4.36%
445 - Arcing, shorted electrical equipment	2	0.48%
463 - Vehicle accident, general cleanup	5	1.21%
500 - Service Call, other	1	0.24%
520 - Water problem, other	5	1.21%
521 - Water evacuation	5	1.21%
522 - Water or steam leak	1	0.24%
531 - Smoke or odor removal	2	0.48%
550 - Public service assistance, other	7	1.69%
551 - Assist police or other governmental agency	8	1.94%
553 - Public service	16	3.87%
561 - Unauthorized burning	15	3.63%
571 - Cover assignment, standby, moveup	8	1.94%
600 - Good intent call, other	15	3.63%
611 - Dispatched & cancelled en route	44	10.65%
622 - No incident found on arrival at dispatch address	3	0.73%
631 - Authorized controlled burning	4	0.97%
632 - Prescribed fire	1	0.24%
651 - Smoke scare, odor of smoke	8	1.94%
661 - EMS call, party transported by non-fire agency	5	1.21%
671 - HazMat release investigation w/no HazMat	3	0.73%
710 - Malicious, mischievous false call, other	2	0.48%
730 - System malfunction, other	2	0.48%
731 - Sprinkler activation due to malfunction	5	1.21%
733 - Smoke detector activation due to malfunction	11	2.66%
735 - Alarm system sounded due to malfunction	2	0.48%
736 - CO detector activation due to malfunction	14	3.39%
740 - Unintentional transmission of alarm, other	3	0.73%
743 - Smoke detector activation, no fire - unintentional	4	0.97%
744 - Detector activation, no fire - unintentional	2	0.48%
745 - Alarm system activation, no fire - unintentional	8	1.94%
746 - Carbon monoxide detector activation, no CO	2	0.48%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.  
Does not include Imported data.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
800 - Severe weather or natural disaster, other	2	0.48%
813 - Wind storm, tornado/hurricane assessment	1	0.24%
814 - Lightning strike (no fire)	1	0.24%
<b>TOTAL INCIDENTS:</b>	<b>413</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.  
Does not include Imported data.



# LIBRARY DEPARTMENT

## TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

December 2019

Adult Books	1,078	Adult DVD's	245
Juvenile Books	681	Juvenile DVD's	151
Audio Books	84	Periodicals	83
ILL In	165	ILL Out	267
E-Readers Users	36	E-Reader Downloads	122
Adult Room Count	1,347	Juvenile Room Count	573
Patron Use Computers	232	New Patrons	24
Sat AM Storytime	26	Thursday PM Storytime	9
Legos Club	5	Jigsaw Puzzle Night	2
Crafts	9	Steam Lab Program	4
Heart & Soul Daycare	19	Creative Writing Club	0
Video Game Night	2	Coloring Club	4
Reciprocal Lisbon Patrons Visit other Lib.	0 with 0 items checked	<i>Playhouse Use</i>	<i>Closed for Winter</i>
Reciprocal Patrons from other lib.visit Lisbon Lib	<i>4 with 6 items checked</i>		

\*Library closed 12 noon 12/24/19, closed Christmas Day & 8:30-4:30 12/31/19.

The statistics for December 2019 reflect the holiday closings. It is always a busy time of year for patrons and their families and program attendance and circulation are impacted. The Library Department took part in the "Giving Tree Program pickup/delivery location throughout the season. We also participated in the "Very Merry Main St. Event" the first Saturday in December. More than 350 people visited the library that evening and took home a chocolate treat!

The Library Department continued the tradition of visiting the Main St. businesses during the holiday season. Twenty-five children and their families joined Police Chief, Marc Hagan, Fire Chief, Nate LeClair and the library staff to visit eleven Main St. businesses on Friday, December 20, 2019. The children were cute with their enthusiastic singing and bell ringing! Little bags of holiday goodies and candies were left for the business owners and their customers. It is a wonderful way for the library staff, patrons and our Main St. neighbors to get to know each other!

Anita Marenus officially retired on December 4, 2019. We began to transition and train Claudia Lemieux into the Adult Services position a few weeks before her departure. I worked closely with Miss Lemieux the first week of her fulltime employment to ensure she was not overwhelmed with the

workload associated with the job/position. She has taken on the responsibilities of the Inter Library Loan Services, overdue procedures, billing procedures and general information services with skill and dedication.

The library continues its search to fill the 20- hour part-time Children's Services Aide position. I am working closely with Megan Lavigne to move the process forward quickly while ensuring we hire the right person to work with the children who visit the library. I will keep the Town Council informed in this matter.

The Library Department, like all other municipal departments, began to work on 2020 goals and 2020-21 budget information in late December. I will work with the Library Governing Board and the Town Manager to ensure we present a proposed budget that continues to offer efficient and timely library services while being mindful of the municipal budget.

Respectfully submitted,

Diane I. Nadeau

Library Director



# TOWN OF LISBON



**Mark Stevens**

**Lisbon Parks & Recreation Director**

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

TO: Diane Barnes; Town Manager

SUBJECT: December 2019 Report

DATE: January 14, 2020

We are very pleased to announce the hiring of Jordan Schanck from Wilton Maine. Jordan graduated from the University of Farmington with a BS in Community Health. He has several years of experience working with Wilton Parks and Recreation. Jordan is relocating to Lisbon with his expecting wife. Jordan is looking forward to the adventures of getting to know the people of Lisbon and working with our staff. We have a lot of un-done projects and tasks to complete before spring. We welcome Jordan to our team.

We have 14 people taking advantage of our Lost Valley Ski Program.

We sold 80 tickets for the DARE/REC Disney on Ice Show and the Cross Insurance Arena in Portland on December 21<sup>st</sup>.

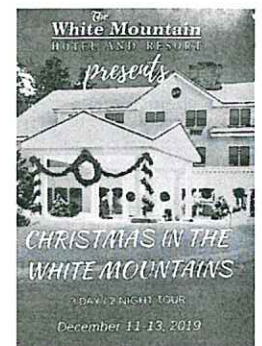
Aline and the Sunshine Hill Group prepared Christmas dinner to anyone who wanted to attend on the Friday before the Holiday. 80 people enjoyed a complete ham dinner with veggies and desserts. Thank You Chief Hagan for helping serve our people once again!



Aline took 26 others for a 3 day trip the White Mountains on December 11<sup>th</sup>. We also took a bus to the Botanical Gardens in Boothbay Harbor.

We offer Basketball from k-6 graders Monday thru Saturday from November to February. Adult open gym basketball is held on Mon, Tuesday at LCS.

We groomed miles of trails during the Christmas break at Beaver Park with our new groomer. We are also preparing for the Winter Fest in January.





# Lisbon Police Department

A Community Policing Agency

300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

Report to Council  
January 2020  
**Police Department**

In the month of December, the police department received 961 requests for police assistance. There were a total of 66 criminal investigations, and 16 persons were arrested or charged with criminal violations. There were a total of 18 motor vehicle crashes, and 153 motor vehicle stops occurred during directed traffic enforcement details.

The big news out of the police department in December involved promotions. Mid-December saw the first promotion as Ryan McGee, an eighteen-year veteran of the Lisbon Police Department, was promoted from Sergeant to Lieutenant. Ryan began his career with the police department in 2002, and was promoted to Sergeant in July of 2015. The month closed with the promotions of Jeff Picard and Jason St. Pierre to open Sergeants' positions. Picard, a twenty-year veteran of the Lisbon Police Department, has served as a Patrol Officer, School Resource Officer, and was transferred to the Detective position in August prior to this promotion. Jason St. Pierre is a twenty-one year veteran of the Lisbon Police Department, and the department's canine handler. Jason has served as a Patrol Officer and School Resource Officer prior to his promotion to Sergeant.

In the week leading up to Christmas department members finalized this year's No Shave November/December fundraising project. Department members raised roughly \$800 during that time. The money was broken down into four two hundred dollar vouchers that were given to local families in need for heating assistance. The police department would like to thank Lisbon Fuel for partnering with us in this program.

The department also changed vendors in December for motor vehicle crash reporting purposes. The police department has now partnered with CarFax for crash reporting. Benefits of this new partnership are twofold: 1. Those involved in crashes in Lisbon are now saving money if they need a crash report as CarFax does not charge an upcharge when people need to receive a copy of a report. The charge is a straight ten-dollar fee. Our previous vendor, as most vendors do, charged a "processing fee" on top of the ten dollars that nearly doubled the cost. 2. The second benefit of the CarFax partnership is that police department members may now use CarFax's large database for assistance, when conducting investigations, without any charges or fees. Happy New Year everyone!!

Thank you.

Marc R. Hagan  
Chief of Police



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# MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** RANDY CYR  
**SUBJECT:** DECEMBER 2019 MONTHLY REPORT  
**DATE:** JANUARY 13, 2019

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**Public Works** – In the month of December the Public Works crew continued prepping plow trucks and equipment for the winter season. Along with prepping equipment, PW also actioned on several snow storms and icy road conditions to ensure all streets and roads were clear and free for travel. Due to storm, we also repaired a washout on Ferry Road and Fixed Culvert on Bowdoinham Road. Also conducted spot checks throughout town and pushed back any snow as needed and cleaned catch basins in preparation for next storm(s). Fixed street signs around town that needed attention. Responded to resident calls to fill pot holes. Picked up shop, cleaned trucks and break areas at public works. Decorated and prepped Town areas for the holidays and Christmas festivities.

Randy and Buttons go pick up PW new Gravel screen.

Mechanics continued working on vehicles/equipment to ensure inspections were completed and safe for operation while ensuring our plow trucks were 100% operational and responded to any breakdown or issue called on.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.63
Trash	217.88
Bulky Waste	17.44
Wood	17.75
Brush	4.63
Compost	3.68
Freon	24 units
Shingles	9.79
Waste gas	110 gallons

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# MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** DECEMBER 2019 MONTHLY REPORT  
**DATE:** JANUARY 13, 2020

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Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed this month.

- RT. 196 pump station generator radiator removed, rebuilt then reinstalled
- Installed new brush assembly on the screen in the Headworks Building
- New tires installed on the truck #799
- Rain storm on December 14<sup>th</sup> caused high level alarms at three pump stations
- Grinder at Davis Street pump station jammed. It has been repaired.
- Replaced the wheels and tires on the portable generator
- Replaced the batteries in the boom/bucket truck
- Caleb Bancroft was hired to fill our open position. Caleb's first day was December 30th

Please contact me if you have any questions.



## **JANUARY 2020**

### **TOWN CLERK AND ELECTION DEPARTMENT**

The Town Clerk transcribed the minutes from the Council Meetings in December and posted them to our webpage and archived them with Clerkbase. The Deputy Clerk transcribed the minutes from the Planning Board meeting and posted them to our webpage. The Council room was decorated for the holidays. Council pictures were taken and uploaded to the website. The Council Inauguration went well. The Town Clerk programmed Council meetings on the Council's calendar on the website and on Live Video Streaming's webpage.

The Assistant and Deputy Clerks verified approximately 500 signatures on petitions since Election Day. Petition deadline for filing them with the municipal and State Election Office is January 24 by 5:00 PM. All petitions were logged into our logbook and copies were placed on file and new ones need to be returned to proponent's by January 22. The Deputy Clerk completed updating 1,093 voter files with voter participation history. The Deputy and Assistant processed 40 voter registration cards in December from motor vehicle, along with deletion notices. The Assistant Clerk pulled 16 cards recently, which were filed in the deleted card file.

We issued 52 certified copies of births, deaths, marriages, along with marriage licenses were processed in December.

The usual Junkyard, Special Entertainment, and misc business licenses were processed, along with ads that were placed in the Sun Journal, posted on the website, and delivered to the Police Department for posting at Post Offices. Ordinance public hearings were advertised and after adopt sent to the codification company for posting. We set aside boxes of ballots from previous Elections that are ready for disposal. Year-end statistics for the Town Report is being collected.

Reminder dog notices were mailed previously to dog owners, but an ad was prepared for placing in the Sun Journal in January to remind folks to get it done before January 31. 288 dog owners were licensed in December this year as compared to 390 last year. The Assistant Clerk updated the dog files for the 43 online dog registrations, assigned dog tags, and mailed them to owners. Late fees (\$25 per dog) will begin on February 1. Remember you can register your dog on-line now at [www.doglicensing.com](http://www.doglicensing.com).

The Town Clerk updated the website and Onboard page with new appointments and elected officials information.

Codification work has been sent. The latest supplement arrived. New ordinances are on line and available to the public for immediate access. Use our Town Ordinances link to view them if you like.

Respectfully submitted,  
Twila Lycette, Town Clerk

Town Report  
2019-2020

**Response Time (minutes)**

	Bowdoin	Durham	Lewiston	Lisbon/Fall	Topsham	Sabattus	Auburn	Wales
Jul-19	16.47	12.25	16.43	10.61		15.00	17	36.2
Aug-19	17.44	13.20	18.04	7.54	9.50	13.50		
Sep-19	16.78	10.33	16.24	8.20		11.00	12	16
Oct-19	16.94	5.98	19.88	9.08	17.00	10.50		
Nov-19	15.15	14.50	11.82	7.81				16
Dec-19	19.11	18.29	23.22	7.88	8.00	17.50		
Jan-20								
Feb-20								
Mar-20								
Apr-20								
May-20								
Jun-20								

**Call Volume by Towns**

	Bowdoin	Durham	Lewiston	Lisbon/Fall	Topsham	Sabattus	Misc	Total
Jul-19	13	2	8	72		1	3	99
Aug-19	13		6	71	1	1	2	94
Sep-19	4	2	6	55		2	2	71
Oct-19	18	1	6	65	1	1		92
Nov-19	18	2	2	74			2	98
Dec-19	16	2	5	70	1	2	3	97
Jan-20								0
Feb-20								0
Mar-20								0
Apr-20								0
May-20								0
Jun-20								0

Year Total 551 over/under  
Budget goal 525 26

**Level of Care Staffed at**

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Paramedic	43	40	46	48	49	52
Advanced	19	33	14	14	11	10
EMT	0	0	0	0	0	0
% of Medic	69%	55%	77%	77%	82%	84%

**Level of Care Staffed at**

Month	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Paramedic						
Advanced						
EMT						
% of Medic	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!



12/31/19

## TRANSACTION JOURNAL SUMMARY

Page 1 of 1

Transaction Date	07/01/2019
Transaction Date	12/31/2019
Company Code	LISBON EMERGENCY INC
Month Start	12/1/2019

AR Previous Balance:

\$225,403.05

Charges	Emergent	YTD	Non-Emer	YTD	Count	
Bluecross	4,448.00	20,853.80	0.00	0.00	5	4,448.00
Intercept	0.00	200.00	0.00	0.00	0	0.00
Medicare	46,996.40	238,334.20	1,753.80	8,486.80	53	48,750.20
Medicaid	11,226.00	62,445.80	0.00	1,223.60	11	11,226.00
Other / Commercial	7,870.20	40,274.60	15.00	3,844.60	10	7,885.20
Patient	4,968.40	27,612.40	0.00	0.00	7	4,968.40
WORKMANS COMP	0.00	1,207.00	0.00	0.00	0	0.00
	75,509.00	390,927.80	1,768.80	13,555.00	86	77,277.80
Payments	Emergent	YTD	Non-Emer	YTD		Total
Bluecross	-2,532.25	-8,287.81	0.00	0.00		-2,532.25
Intercept	0.00	-200.00	0.00	0.00		0.00
Medicare	-12,453.03	-65,957.81	-212.87	-1,958.96		-12,665.90
Medicaid	-9,900.73	-30,815.80	-856.03	-1,090.33		-10,756.76
Other / Commercial	-4,144.24	-23,554.40	-1,010.94	-3,119.65		-5,155.18
Patient	-3,359.80	-19,856.34	0.00	-250.00		-3,359.80
	-32,390.05	-148,672.16	-2,079.84	-6,418.94		-34,469.89
Refunds	Emergent	YTD	Non-Emer	YTD		Total
Other / Commercial	0.00	736.06	0.00	0.00		0.00
Patient	0.00	160.49	0.00	0.00		0.00
	0.00	896.55	0.00	0.00		0.00
Adjustments	Emergent	YTD	Non-Emer	YTD		
Bluecross	-2,831.55	-11,222.60	0.00	0.00		-2,831.55
Medicare	-19,572.93	-108,728.34	-351.62	-3,811.94		-19,924.55
Medicaid	-14,824.51	-44,606.02	-974.23	-1,330.72		-15,798.74
Other / Commercial	-656.76	-1,291.21	0.00	-840.20		-656.76
Patient	0.00	-350.00	0.00	0.00		0.00
	-37,885.75	-166,198.17	-1,325.85	-5,982.86		-39,211.60
<b>Collections Write Off</b>			<b>YTD</b>	<b>-55,481.55</b>	<b>Total</b>	<b>-55,481.55</b>
<b>Accounts Receivable Change</b>						<b>-51,885.24</b>
<b>AR Ending Balance:</b>						<b>\$173,517.81</b>

**LISBON EMERGENCY INC  
AR Monthly Summary**

Company Code	LISBON EMERGENCY INC
Entered Date	07/01/2019
Entered Date	12/31/2019

	Beginning Balance	Gross Charges	Contractual Obligations	Net Charges	Payments Received Provider	Payments Received Client	Refunds	Net Payments	Write-Offs	Adjustments	Ending Balance
Jul-19	\$150,892.14	\$68,792.40	(\$19,063.17)	\$77,729.23	(\$7,808.19)	(\$14,555.80)	\$160.48	(\$22,293.50)	\$0.00	\$689.08	\$207,016.96
Aug-19	\$207,016.96	\$55,873.00	(\$37,720.80)	\$18,152.20	(\$4,283.43)	(\$24,224.50)	\$0.00	(\$28,507.93)	\$0.00	\$0.00	\$195,661.23
Sep-19	\$195,661.23	\$45,974.00	(\$29,476.22)	\$16,497.78	(\$0,768.65)	(\$21,925.64)	\$736.06	(\$27,558.23)	\$0.00	\$0.00	\$185,200.78
Oct-19	\$185,200.78	\$76,375.40	(\$19,469.60)	\$56,905.80	(\$6,405.50)	(\$12,454.69)	\$0.00	(\$18,860.16)	\$0.00	\$0.00	\$223,246.42
Nov-19	\$223,246.42	\$52,180.20	(\$27,026.73)	\$24,261.47	(\$4,168.48)	(\$17,906.36)	\$0.00	(\$22,104.84)	\$0.00	\$0.00	\$225,403.05
Dec-19	\$225,403.05	\$77,277.80	(\$39,211.80)	\$38,066.20	(\$5,708.41)	(\$28,761.48)	\$0.00	(\$34,469.89)	(\$55,481.55)	\$0.00	\$173,517.81
		\$404,482.80	(\$172,870.12)	\$231,612.68	(\$35,267.66)	(\$119,828.44)	\$896.55	(\$164,194.55)	(\$55,481.55)	\$689.08	



**LISBON EMERGENCY INC**  
**MONTH END SUMMARY**

Transaction Date	12/01/2019
Transaction Date	12/31/2019
Company Code	LISBON EMERGENCY INC
System Transaction Type	Payment

**Balance Forward**

<b>Payments by Type</b>						<b>-34,469.89</b>
<b>Date</b>	<b>CHECK PAYMENT</b>	<b>CREDIT CARD</b>	<b>EFT</b>	<b>ERA/EFT IMPORTS</b>	<b>INSURANCE PAYMENT</b>	<b>Total</b>
12/03/19				-1,036.78		-1,036.78
12/06/19		-25.00		-85.14		-110.14
12/09/19				-211.41		-211.41
12/10/19	-904.20	-15.00		-11,317.11	-982.04	-13,218.35
12/12/19				-1,012.87		-1,012.87
12/13/19		-50.00				-50.00
12/17/19				-3,044.38		-3,044.38
12/20/19		-1,276.80		-614.64		-1,891.44
12/23/19				-917.75		-917.75
12/24/19	-1,078.80		-184.96		-1,351.57	-2,615.33
12/25/19				-3,450.17		-3,450.17
12/27/19		-25.00				-25.00
12/30/19				-6,886.27		-6,886.27
<b>Total</b>	<b>-1,983.00</b>	<b>-1,391.80</b>	<b>-184.96</b>	<b>-28,576.52</b>	<b>-2,333.61</b>	<b>-34,469.89</b>
<b>Ending Balance</b>						

**Lisbon Emergency, Inc.**  
**Balance Sheet**  
**As of December 31, 2019**

Dec 31, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · TD Bank	4,302.82
1100 · LCCU Checking	4,608.89
1110 · LCCU Savings	28,405.01
1115 · LCCU Capital Savings	44,450.23
1120 · LCCU Money Market	58,290.62
1150 · Androscoggin Bank	15,122.30

**Total Checking/Savings** 155,179.87

**Other Current Assets**

12000 · *Undeposited Funds	300.00
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**Total Other Current Assets** 300.00

**Total Current Assets** 155,479.87

**Fixed Assets**

**Accumulated**

Accum Depr Building	-65,482.00
Accum Depr Leasehold Improvemen	-46,982.00
Accum Depr Machinery & Equipmen	-284,284.00
Accum Depr Motor Vehicles	-26,500.00

**Total Accumulated** -423,248.00

**Fixed Assets**

Building	218,267.00
Leasehold Improvements	63,440.00
Machinery and Equipment	348,342.83
Motor Vehicles	120,400.00

**Total Fixed Assets** 750,449.83

**Total Fixed Assets** 327,201.83

**TOTAL ASSETS** 482,681.70

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

1201 · Village Street Loan	79,121.22
1205 · 401 Loan	-6.09
1206 · 44 Loan	30,086.42

**Total Other Current Liabilities** 109,201.55

**Total Current Liabilities** 109,201.55

**Total Liabilities** 109,201.55

**Equity**

32000 · Unrestricted Net Assets 326,888.75

**Net Income** 46,591.40

**Total Equity** 373,480.15

**TOTAL LIABILITIES & EQUITY** 482,681.70



20-01-05

Page 1 of 3

**Lisbon Emergency, Inc.**  
**Profit & Loss Budget vs. Actual**  
**July through December 2019**

20-01-05

	Jul - Dec 19	Budget	\$ Over Budget
2310 · Education & Training	210.36	750.00	-539.64
2320 · Employee Benefits & Gifts	92.24	300.00	-207.76
2330 · Payroll			
2331 · Agency Payments	4,062.17		
2335 · Payroll Processing Fees	1,090.25		
2336 · Payroll Taxes	45,118.99		
2337 · Wages & Salaries	124,954.24		
2330 · Payroll - Other	88.31	193,246.03	-193,157.72
Total 2330 · Payroll	175,313.96	193,246.03	-17,932.07
2340 · Stipends			
2345 · Sport/Event Coverage	0.00		
2340 · Stipends - Other	1,348.00	349.98	998.02
Total 2340 · Stipends	1,348.00	349.98	998.02
2350 · Uniforms	372.71	450.00	-77.29
2360 · Infection Control/Employee Heal	247.00	199.98	47.02
2300 · Employee - Other	144.00		
Total 2300 · Employee	177,728.27	195,295.99	-17,567.72
2400 · EMS Operations			
2410 · ALS Intercept Fees	1,850.00	2,500.02	-650.02
2420 · Dispatching	2,500.00	3,000.00	-500.00
2430 · Medical Equipment			
2431 · Medical Equip PM & Service Con	780.14		
2432 · EMS Equipment	261.40	700.02	-438.62
2433 · Ambulance Medication Cost	360.51	199.98	160.53
2430 · Medical Equipment - Other	1,656.13	687.48	968.65
Total 2430 · Medical Equipment	3,058.18	1,587.48	1,470.70
2440 · Medical Supplies			
2441 · Medical Oxygen	1,050.91	1,350.00	-299.09
2442 · Medical Supplies	4,929.71	4,249.98	679.73
Total 2440 · Medical Supplies	5,980.62	5,599.98	380.64
2450 · Monthly Billing Fees	9,400.34	10,440.00	-1,039.66
2460 · Radio's, Pager, & Equipment	188.45	300.00	-111.55
2470 · Vehicle expenses			
2471 · Registration & Inspection	455.44	687.52	-232.08
2472 · Vehicle Repair & Maintenance			
401 · 401 Repairs	1,185.68		
44 · 44 Repairs	422.71		
2472 · Vehicle Repair & Maintenance - Other	0.00	5,499.98	-5,499.98
Total 2472 · Vehicle Repair & Maintenance	1,608.39	5,499.98	-3,891.59
2473 · Vehicle Fuel			
F401 · 401 Fuel	1,648.71		
F403 · F44 - New Ambulance Fuel	2,225.88		
2473 · Vehicle Fuel - Other	0.00	4,945.04	-4,945.04
Total 2473 · Vehicle Fuel	3,874.59	4,945.04	-1,070.45



**Lisbon Emergency, Inc.**  
**Profit & Loss Budget vs. Actual**  
July through December 2019

20-01-05

	Jul - Dec 19	Budget	\$ Over Budget
Total 2470 · Vehicle expenses	5,938.42	11,132.54	-5,194.12
2400 · EMS Operations - Other	68.18		
Total 2400 · EMS Operations	28,984.19	34,560.02	-5,575.83
2474 · Reimbursement for Mileage	0.00	350.02	-350.02
2500 · Office			
2510 · Computer	254.50	200.02	54.48
2520 · Office Supplies	289.93	300.00	-10.07
2530 · Postage	55.00	50.02	4.98
Total 2500 · Office	599.43	550.04	49.39
2600 · Professional Fees			
2610 · Accountant Fees	525.00	550.00	-25.00
2620 · Insurance Expense			
2621 · Business Auto Insurance	2,245.00		
2623 · Workman's Comp. Insurance	1,293.63	6,000.00	-4,706.37
2620 · Insurance Expense - Other	0.00	6,250.04	-6,250.04
Total 2620 · Insurance Expense	3,538.63	12,250.04	-8,711.41
2630 · Legal Fee	0.00	275.02	-275.02
2640 · Licenses & Permits	245.00	800.02	-555.02
2600 · Professional Fees - Other	257.40		
Total 2600 · Professional Fees	4,566.03	13,875.08	-9,309.05
2700 · Fundraiser Expenses			
2710 · Inside Fundraising Expense	0.00	249.98	-249.98
Total 2700 · Fundraiser Expenses	0.00	249.98	-249.98
2810 · Misc. Expense	200.00	330.00	-130.00
Total Expense	220,404.07	256,422.57	-36,018.50
Net Ordinary Income	46,591.40	19,258.25	27,333.15
Net Income	46,591.40	19,258.25	27,333.15

Lisbon Emergency, Inc.  
**Profit & Loss**  
November 2019

	Nov 19
Ordinary Income/Expense	
Income	
1001 · Ambulance Income	
1001B · Income from Collection Agency	379.27
1001 · Ambulance Income - Other	23,868.97
Total 1001 · Ambulance Income	24,248.24
1003 · Interest Income	52.74
1004 · Event Coverage & CPR Classes	656.25
1011 · Town of Bowdoin Income	0.00
1012 · Town of Lisbon Income	37,293.25
Total Income	62,250.48
Gross Profit	62,250.48
Expense	
2100 · 42 Village Expenses	
Repairs & Maintenance	
2110 · Building Supplies	
2110a · Bottle Water	-21.00
2110 · Building Supplies - Other	29.15
Total 2110 · Building Supplies	8.15
2122 · Landscaping and Plowing	117.44
2123 · Building Repairs & Maintenance	300.00
2124 · Trash Removal	112.90
Total Repairs & Maintenance	538.49
Utilities	
2131 · Cable TV, Internet, Telephone	218.62
2132 · Electricity	165.43
2135 · Water & Sewer	153.54
Total Utilities	537.59
Total 2100 · 42 Village Expenses	1,076.08
2200 · Bank Fees	
2210 · Interest Expense	399.98
2200 · Bank Fees - Other	33.00
Total 2200 · Bank Fees	432.98
2250 · Credit Card Fees	210.22
2300 · Employee	
2310 · Education & Training	45.00
2330 · Payroll	
2331 · Agency Payments	919.11
2335 · Payroll Processing Fees	203.95
2336 · Payroll Taxes	10,295.82
2337 · Wages & Salaries	28,331.25
Total 2330 · Payroll	39,750.13
2340 · Stipends	
2345 · Sport/Event Coverage	-236.25
2340 · Stipends - Other	60.00



8:29 PM  
12/19/19  
Cash Basis

Lisbon Emergency, Inc.  
**Profit & Loss**  
November 2019

	Nov 19
Total 2340 · Stipends	-176.25
Total 2300 · Employee	39,618.88
2400 · EMS Operations	
2420 · Dispatching	1,250.00
2430 · Medical Equipment	
2432 · EMS Equipment	-721.33
2430 · Medical Equipment - Other	677.33
Total 2430 · Medical Equipment	-44.00
2440 · Medical Supplies	
2441 · Medical Oxygen	175.71
2442 · Medical Supplies	1,883.06
Total 2440 · Medical Supplies	2,058.77
2450 · Monthly Billing Fees	1,131.61
2470 · Vehicle expenses	
2472 · Vehicle Repair & Maintenance	
401 · 401 Repairs	118.14
Total 2472 · Vehicle Repair & Maintenance	118.14
2473 · Vehicle Fuel	
F401 · 401 Fuel	269.13
F403 · F44 - New Ambulance Fuel	552.15
Total 2473 · Vehicle Fuel	821.28
Total 2470 · Vehicle expenses	939.42
Total 2400 · EMS Operations	5,335.80
2500 · Office	
2510 · Computer	-40.00
2520 · Office Supplies	67.45
2530 · Postage	55.00
Total 2500 · Office	82.45
2600 · Professional Fees	
2620 · Insurance Expense	
2621 · Business Auto Insurance	-665.00
2623 · Workman's Comp. Insurance	-816.12
Total 2620 · Insurance Expense	-1,481.12
Total 2600 · Professional Fees	-1,481.12
Total Expense	45,275.29
Net Ordinary Income	16,975.19
Net Income	16,975.19

8:32 PM  
12/19/19  
Cash Basis

**Lisbon Emergency, Inc.**

**Balance Sheet**

**As of November 30, 2019**

	<u>Nov 30, 19</u>
Total Liabilities	112,048.94
Equity	
32000 · Unrestricted Net Assets	326,888.75
Net Income	<u>40,242.09</u>
Total Equity	<u>367,130.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>479,179.78</u></u>



**Lisbon Emergency, Inc.**  
**Statement of Cash Flows**  
**July through December 2019**

Jul - Dec 19

**OPERATING ACTIVITIES**

Net Income	49,015.74
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Accounts Receivable	-2,776.95
1300 · Accounts Payable	628.78
1401 · WEX	-819.02
1201 · Village Street Loan	-5,284.03
1205 · 401 Loan	-31,009.00
1206 · 44 Loan	-26,648.91
Net cash provided by Operating Activities	<u>-16,893.39</u>
Net cash increase for period	-16,893.39
Cash at beginning of period	172,373.26
Cash at end of period	<u><u>155,479.87</u></u>