



AGENDA
COUNCIL MEETING
JULY 21, 2020
LISBON TOWN OFFICE
7:00 P.M.

Town Council
Allen Ward, Chair
Norm Albert, Vice Chairman
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 Ward
Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2020- 132 ORDER –
 - A. Municipal Accounts Payable – \$ \$660,154.80
 - B. Municipal Payroll Warrants – \$308,782.02
 - C. School Accounts Payable – \$117,880.05
 - D. School Payroll Warrants – \$661,861.96
 - E. Minutes of June 23, 2020
 - F. Set a Public Hearing on August 11, 2020 for the CDBG Community Enterprise Grant/Façade Program
 - G. Accept Funds for Keep-ME-Healthy/2020 Municipal COVID-19 Awareness Campaign
 - H. Ratify School Budget Validation Referendum Results
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2020-133 ORDER – MDOT Two-Party Agreement
2020-134 ORDER – FY 20 Carryforward Accounts
2020-135 ORDER – Maine Community Foundation's Community Broadband Grant Program
2020-136 ORDER – MMA Official Ballot – Legislative Policy Committee/District 22 (Deadline August 27)
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Larochelle/Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 - B. Town Manager's Report
 - C. Department Head Written Reports
 - D. Rt. 125/Main Street Road Reconstruction Update
9. APPOINTMENTS
2020-137 ORDER – Appeals Board Member to 2023
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2020-138 ORDER – Per 1 MRSA Section 405 (6) (C) Economic Development
2020-139 ORDER – Per 1 MRSA Section 405 (6) (A) Personnel Matters
2020-140 ORDER – Per 1 MRSA Section 405 (6) (D) Union Negotiations
13. ADJOURNMENT
2020-141 ORDER – To Adjourn

To comment on #4 Public Hearings, #5 Audience Participation and #11 Audience Participation & Response New Items,
email award@lisbonme.org when the Chair opens Agenda Items during this meeting.

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

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

MEMO

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

Consent Agenda Items 2020 – A to H

F. Set A Public Hearing on August 11, 2020 for the CDBG Community Enterprise Grant/Façade Program

On June 30, 2020 OCD awarded Lisbon the full \$100,000 to administer the façade program. A public hearing will allow the public to comment on the proposed façade grant program as required by OCD. Mr. Richardson is requesting Council **Set a Public Hearing for Tuesday, August 11, 2020** to hear comments on Lisbon's successful CDBG application to administer the façade grant program.

G. Accept Funds for Keep-ME- Healthy Municipal Grant

The DHHS funding will reimburse the Town for staff time and equipment to implement the temporary closure of a portion of Main Street/Route 125 at the intersection with Route 196 consistent with the Town of Lisbon's emergency ordinance of June 2nd. Consistent with the activities and items detailed in the attached Town of Lisbon 2020 Municipal Covid-19 Awareness Campaign Application, DHHS funding will be used for traffic barriers, detour signage, pedestrian wayfinding and boundary markers, tables, signage, hand sanitizer stations, personal protection equipment, and other materials and supplies required to create "Moxie Plaza" on Main Street. Mr. Richardson is requesting Council

...authorize the Town Manager to accept the funding allocated to Lisbon by DHHS via the 2020 Municipal COVID-19 Awareness Campaign, and to spend the allocated DHHS funds on the activities and items detailed in the attached 2020 Municipal COVID-19 Awareness Campaign Application.

Agenda Item 2020 – 133 MDOT Two-Party Agreement

The Town of Lisbon has requested that MDOT add to their scope of work the upgrade of video cameras on the traffic lights at the intersection of Rt. 196 and Village Street. The cost to the Town to install a new camera system rather than road loops is \$11,179.00. MDOT has given the Town credit for the replacement of 5 loops towards the new camera system. Since the Town has requested this additional work, the Town must sign a Municipal/State Agreement for its share of the work.

Recommendation

Authorize the Town Manager to sign the Municipal/State agreement and use Kelly Park TIF funds in the amount of \$11,179.00 to cover the cost of the traffic light camera system.

Agenda Item 2020 -- 134 **FY 20 Carryforward Accounts**

The list of carry forwards are ready for Council authorization for the following accounts and balances as of June 30, 2020:

This authorization allows the following accounts to lapse into the undesignated fund balance:

General Ledger Accounts: 2019-2020 balances either credit or debit to be carried:

	<u>Expense Accounts to be Carried</u>	
12020500-50401	Elected Officials-Prof Development	940.00
12022500-50130	Clerk-Temporary/Seasonal	2,200.00
12022500-50104	Clerk-Non Supervisory	2,300.00
12022500-50536	Clerk- R & M Equipment	2,500.00
12022500-50455	Clerk- Professional Svs.	4,800.00
12022500-50308	Printing	2,200.00
12023500-50140	Tax Collector-Overtime	1,900.00
12024000-50451	Assessor-Contracted Professional	500.00
12022000-50450	Legal Expense	18,000.00
12026500-50530	Technology-Software & Service	9,400.00
12026500-50536	Technology-R & M Equip	500.00
12025500-50221	HRA Costs	10,000.00
14041500-50536	Fire Dept-R & M Equipment	6,000.00
14041500-50544	Fire Dept- R & M Radios	1000.00
14041500-50563	Hose Replacement	5,500.00
14041500-50710	Fire Department Equipment	2,000.00
1,5050500-50363	Public Works-Culverts	11,000.00
16061500-50104	Rec Dept-Non Supervisory	11,000.00
16061500-50130	Rec Dept-Temporary	4,000.00
16061500-50302	Rec Dept-Operating Supplies	1,800.00
16061500-50355	Rec Dept-Co-Ed Softball/Fast Pitch	4,247.00
16061500-50356	Rec Dept-Summer Trips	5,700.00
16061500-50358	Rec Dept-New Programs	2,955.00
16161500-50401	Rec Dept-Professional Development	975.00
16061500-50541	Rec Dept-Grounds Maint	3,300.00
17070500-53800	Economic Dev-COVID 19 Main St.	3,750.00
17070500-50402	Economic Dev-Dues & Memberships	2,700.00
17070500-50302	Economic Dev-Operating Supplies	1,800.00
65052500-50539	WWTP-R & M Catch Basin	4,000.00
65052500-50546	WWTP-R & M Sewer	16,000.00
65052500-50750	WWTP-Improvements	150,000.00
	<u>Lapse Into Unassigned Fund Balance</u>	
12020000-10240	Small Claims Court Fees	71.26
12020000-10241	Tax Lien Costs	-8,817.78
12022000-29110	Condemned Bldg-428 Ridge Road	2,776.04

Recommendation

Adopt Order 2020-134 authorizing the carry forward and lapse of accounts and balances as of June 30, 2020 as presented.

Agenda Item 2020 – 135

Maine Community Foundation's Community Broadband Grant Program

The Lisbon Development Committee (LDC) has explored options to create a "hot spot" on Main Street in Lisbon Falls to compliment and expand the public wi-fi currently available within the direct vicinity of the Lisbon Library. Mr. Richardson reports Public wi-fi will support entrepreneurs and small business owners to conduct online business, assist students that lack home wi-fi with online learning access, and attract new residents, businesses, and visitors by positioning Lisbon as a forward-thinking, proactive community. This memo summarizes the goals and potential funding options to install "hot spots" in public spaces throughout Lisbon.

The LDC has identified a budget of \$6,000 to establish and operate the Main Street "hot spot." This budget includes equipment costs of approximately \$2,500 to create the Main Street "hot spot," approximately \$2,500 to install the necessary equipment to enable public wi-fi, \$800 for 12-months of service from Spectrum, and \$200 for annual maintenance and miscellaneous expenses. Following installation, annual operational and maintenance costs will be approximately \$1,000. Funding sources for the Main Street "hot spot" include \$2,500 from the Maine Community Foundation Community Entrepreneurship Grant and up to \$3,500 from the Downtown TIF fund under the approved use of "professional services."

The Maine Community Foundation's *Community Broadband Grant Program* offers the opportunity to secure funds to create additional "hot spots" at the MTM Center, Graziano Square, and/or Beaver Park. The broadband grant program awards municipalities up to \$15,000 to "increase the number of Maine people, communities, and businesses that have access to high-speed internet service and the skills, opportunities, and knowledge to use this technology effectively." Creation of public "hot spots" is an eligible use. Mr. Richardson recommends Council allocate funds and submit an application and if awarded to accept and spend the funds.

Recommendation

Authorize the Town Manager to: 1) Allocate \$2,500 from the Community Entrepreneurship Grant and \$3,500 from the Downtown TIF Fund to create the Main Street "hot spot," and 2) submit an application for \$15,000 to the Maine Community Foundation Broadband Grant Program to create and operate two or more additional "hot spots" in Lisbon for a three-year period; and if awarded the grant, to accept and spend the funding as proposed.

Agenda Date: 07-21-2020

Date	Brenda Martin		Municipal Accts Payable
6/24/2020	#06242020	\$	15,954.01
6/30/2020	#63020YE	\$	108,570.24
7/1/2020	#7012020	\$	30,688.84
7/7/2020	#7072020	\$	208,006.81
7/8/2020	#70720OY	\$	8,473.74
7/8/2020	#7082020	\$	13,990.59
7/8/2020	#0708IRP	\$	21,225.00
7/21/2020	#7212020	\$	225,204.82
7/21/2020	#72120OY	\$	28,040.75
		\$	660,154.80

Date	Megan Lavigne		Municipal Payroll Warrants
6/30/2020	#200702	\$	135,853.84
6/30/2020	#2007W1	\$	15,884.98
7/14/2020	#200716	\$	143,104.33
7/14/2020	#2007W2	\$	13,938.87
		\$	308,782.02

Date	Louise Levesque		School Accts Payable
6/30/2020	#2023	\$	117,880.05

Date	Eva Huston		School Payroll Warrants
7/10/2020	#1	\$	1,976.35
7/10/2020	#1000	\$	306,075.13
7/10/2020	#1001	\$	17,212.89
7/10/2020	#1002	\$	8,426.00
7/17/2020	#1003	\$	7,161.47
7/17/2020	#1004	\$	66.24
7/17/2020	#1005	\$	102.81
6/30/2020	#1111	\$	320,841.07
		\$	661,861.96



TOWN COUNCIL MEETING MINUTES JUNE 23, 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 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert (arrived at 7:15 PM), Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; and no residents in the audience.

GOOD NEWS & RECOGNITION

Councilor Larochelle commended Mr. Richardson and the town for getting the downtown Main Street Closure underway. He said Mr. Richardson has done a phenomenal job with getting the word out ahead of time, obtaining the detour signs, and materials necessary for this to happen. He said this is such great news and that he hoped it all goes well and works out as planned.

PUBLIC HEARINGS

A. MUNICIPAL BUDGET & CAPITAL IMPROVEMENT PLAN

The Chairman opened the public hearing. There were no comments. Councilor Ward reviewed his emails and no comments were found. He indicated he would check throughout the meeting for emails as well. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Councilor Ward reviewed his emails and no comments were found.

CONSENT AGENDA

VOTE (2020-127) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

- A. Municipal Accounts Payable Warrants totaling \$ 180,286.51
- B. Municipal Payroll Warrants - None
- C. School Accounts Payable Warrants - None
- D. School Payroll Warrants totaling \$ 677,316.28
- E. Minutes of June 16, 2020
- F. Midcoast Humane Contract (Animal Shelter Management) – authorize Town Manager to sign

Order passed - Vote 6-0. (Absent at the time: Albert)

Several Items were taken out of order but are reflected in agenda order here.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

ADOPT FISCAL YEAR 2020-2021 BUDGET RESOLUTION

VOTE (2020-128) Councilor Larochelle, seconded by Councilor Fellows moved to adopt the Fiscal Year 2020-2021 Budget Resolves as follows:

BE IT HEREBY RESOLVED BY The Town Council Of The Town Of Lisbon As Follows:

For General Government	
Personnel Services	\$ 1,086,494.00
Contractual Services	\$ 337,749.00
R/M & Operating Supplies	\$ 229,931.00
Capital Purchases	\$ 70,000.00
Total for the General Government Budget	\$ 1,724,174.00

For Public Safety	
Personnel Services	\$ 2,198,112.00
Contractual Services	\$ 212,310.00
R/M & Operating Supplies	\$ 142,426.00
Capital Purchases	\$ 183,950.00
Total for the Public Safety Budget	\$ 2,736,798.00

For Public Works	
Personnel Services	\$ 1,067,385.00
Contractual Services	\$ 880,400.00
R/M & Operating Supplies	\$ 482,406.00
Capital Purchases	\$ 475,000.00
Total for the Public Works Budget	\$ 2,905,191.00

For Public Services	
Personnel Services	\$ 743,429.00
Contractual Services	\$ 48,510.00
R/M & Operating Supplies	\$ 179,578.00
Total for the Public Services Budget	\$ 971,517.00

For General Assistance, County Tax, Economic Development, Abatements, Debt Service, & Bonds	
Personnel Services	\$ 100,443.00
Contractual Services	\$ 798,598.00
R/M & Operating Supplies	\$ 35,710.00
Capital Purchases	\$ 361,678.00
Lease Purchases	\$ 57,426.00
Total for the General Assistance, County Tax, Economic Development, Abatements, Debt Service & Bonds	\$ 1,353,855.00

BE IT ORDERED: That the Municipal Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2020 and ending on June 30, 2021 be and hereby is adopted with a total expenditure of \$9,691,535 balanced with a total of \$3,392,859 in estimated revenue. A summary of appropriations is attached to this Resolution as Exhibit A (see attached). A summary of estimated revenue is attached to this Resolution as Exhibit B (see attached).

BE IT ORDERED: That the Assessor of the Town of Lisbon be and hereby is directed to assess a tax upon all real estate in Lisbon and liable to be taxed therein, and to assess the owner of personal estate liable to be taxed therein on the first day of April, 2020 A. D. and in accordance with the provisions of the State of Maine in such cases made and provided; make perfect lists under her hand of such assessments and commit the same to the Collector of Taxes of the Town of Lisbon on or before the 1st day of July, 2020. All taxes assessed as above and committed to the Collector shall be due on July 1, 2020. That having set the date on which the first installment of taxes shall become due, to wit July 1, 2020, any taxes remaining unpaid after September 15, 2020 shall bear interest from September 16, 2020 at a rate of 8% per annum, said interest to be added to and become a part of said taxes. That having set the date on which the second installment of taxes shall become due, to wit July 1, 2020, any taxes remaining unpaid after March 15, 2021 shall bear interest from March 16, 2021 at a rate of 8% per annum, said interest to be added to and become a part of said taxes and to fix the rate of interest paid for overpayments at 3% annum.

BE IT ORDERED: That we, the Municipal Officers of the Town of Lisbon, Maine, upon request of Diane Barnes, Tax Collector/ Treasurer, of said Town, hereby authorize and direct said Tax Collector and Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill. However, no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

BE IT ORDERED: That the Tax Collector be and hereby is, authorized to accept money prior to the date of the 2022 Tax Commitment in prepayment of taxes at 0% interest, and to issue receipts for the same. It shall be discretionary with the Tax Collector/Town Manager to make arrangements through the Town of Lisbon Tax Club policy with any taxpayer for a schedule of monthly payments without interest and such arrangements, as they jointly deem necessary.

BE IT ORDERED: That the following categories of State funds be accepted during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Municipal Revenue Sharing	Tree Growth Reimbursement
Local Road Assistance	General Assistance Reimbursement
State Aid to Education (including Federal pass-through funds and property tax relief)	BETE Exemption Reimbursement
Snowmobile Reimbursement Money	Homestead Exemption Reimbursement
	State Grant and/or Other Funds

BE IT ORDERED: That the Sewer Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2020 and ending on June 30, 2021 be and hereby is adopted with a total expenditure of \$1,193,575.00 balanced with a total of \$1,364,655.00 in estimated revenue. A summary of appropriations and estimated revenue is attached to this Resolution as Exhibit A (see attached).

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the Town of Lisbon Sewerage Ordinance the Town Council hereby adopts the following rates for the Town Sewerage Works:

\$ 7.55 per 100 cu. ft.	Domestic Sewer Rate
\$ 2.64 per 100 cu. ft.	Maine Electronics
\$.12 per gallon	Septage Disposal
\$.06 per gallon	Holding Tank Waste Disposal

The Treasurer of the Town of Lisbon is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 8% per annum, said interest to be added to and become a part of said sewer service charges.

BE IT ORDERED: That the Tax Club policy, which was adopted in November of 2014, is approved as presented.

BE IT ORDERED: That the Capital Improvement Plan for the Town of Lisbon for the fiscal year commencing on July 1, 2020 and ending on June 30, 2021 be and hereby is adopted as presented and attached to this Resolution as Exhibit C (see attached).

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert (not present when taken up)
2. Planning: Councilor Fellows said there is no Planning Board meeting this week.
3. LDC: Councilor Larochelle indicated those interested in attending should contact Mr. Richardson for the time and place of the next meeting.

4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Albert (not present when taken up)
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said the Library reading program begins next week. Children are encouraged to pick up their reading materials and instructions as soon as possible. This effort is being coordinated in a slightly different way this year through the Library.
8. Water Commission: Councilor Fellows said there has not been a meeting so he had nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes updated the Council on the Pinewoods Road Project and indicated the expected completion date should be mid to end of September. She indicated the Route 196 millings were going to the Worumbo Site. There should be enough to pave the parking lot there, along with the parking lot behind the Rusty Lantern and on Union Street.

Councilor Larochelle said he would like the Police Chief to place the flashing speed sign on Summer Street to prevent potential speeding problems now that it is paved and the detoured traffic will be using it.

Mrs. Barnes reported that Revenue Sharing came in and that it has exceeded our FY 20-21 projections. She mentioned the town was close to filling in the excise gap in revenue as well since residents are re-registering their vehicles and have purchased many new ones during this time. She said the deadline to get those registered is July 11, 2020.

Mrs. Barnes said the Recreation Department began their summer programs. They plan to use four different sites this year for the Summer Recreation program. The Library reopened and everything is going well and that is the same for the Transfer Station. She said they like the new set up. They plan to continue using it because it is generating more revenue than the previous set up. Residents have to pay first for items prior to entering the facility.

APPOINTMENTS

LISBON DEVELOPMENT COMMITTEE - REGULAR MEMBER TO 2021

VOTE (2020-129) Councilor Fellows, seconded by Councilor Kolbe moved to appoint Zach Henderson to the Lisbon Development Committee as a regular member to 2021. **Order passed – Vote 7-0.**

COUNCILOR COMMUNICATIONS

Councilor Ward encouraged voters to get out and vote. He said Election Day is July 14. Voters can vote by absentee ballot at the Town Office now. A voter may call and request their ballot be mailed to them as well.

Councilor Ward reported their next Council Meeting would be on July 21 and after that August 11. The Council's regular schedule will resume in September.

AUDIENCE PARTICIPATION FOR NEW ITEMS – NONE

Councilor Ward reviewed his emails and no comments were found.

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2020-130) Councilor Ganong, seconded by Councilor Lunt moved to adjourn at 7:20 PM. **Order passed - Vote 7-0.**

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



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director (ECD)
SUBJECT: Set a Public Hearing Date for the 2020 CDBG Community Enterprise Program Application (Façade Grant)
DATE: July 15, 2020

On January 15, 2020, Lisbon Town Council authorized the Town Manager to submit a Letter of Intent to the State of Maine's Office of Community Development for CDBG funding to administer a business façade grant program.

On January 31, 2020 the Town of Lisbon submitted a Letter of Intent for Community Enterprise Program (CEP) requesting \$100,000 to administer a business façade grant program.

The State of Maine's Office of Community Development (OCD) subsequently invited Lisbon to submit a full CEP application.

On June 30, 2020 OCD awarded Lisbon the full \$100,000 to administer the façade program.

A public hearing is allowing public comment on the proposed façade grant program is required by OCD.

Therefore, we respectfully request that Council Set a Public Hearing Date for **Tuesday, August 11, 2020** for comments regarding Lisbon's successful CDBG application to administer the façade grant program.



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Acceptance of funds from Maine Department of Health and Human Safety *2020 Municipal COVID-19 Awareness Campaign*
 DATE: July 15, 2020

On June 26th, the State of Maine's Department of Health and Human Safety (DHHS) awarded the Town of Lisbon \$36,267 from the *2020 Municipal COVID-19 Awareness Campaign*. The DHHS program encourages "municipalities and Tribes to implement their own COVID-19 prevention, education and protection plans in partnership with DHHS. Municipalities and Tribal governments that submit plans approved by DHHS will be reimbursed for costs associated with approved public health education and prevention activities during the funding period from June 8 through October 31, 2020."

The DHHS funding will reimburse the Town for staff time and equipment to implement the temporary closure of a portion of Main Street/Route 125 at the intersection with Route 196 consistent with the Town of Lisbon's emergency ordinance of June 2nd. Consistent with the activities and items detailed in the attached *Town of Lisbon 2020 Municipal Covid-19 Awareness Campaign Application*, DHHS funding will be used for traffic barriers, detour signage, pedestrian wayfinding and boundary markers, tables, signage, hand sanitizer stations, personal protection equipment, and other materials and supplies required to create "Moxie Plaza" on Main Street.

Therefore, we respectfully request that Council authorize the Town Manager to accept the funding allocated to Lisbon by DHHS via the *2020 Municipal COVID-19 Awareness Campaign*, and to spend the allocated DHHS funds on the activities and items detailed in the attached *2020 Municipal Covid-19 Awareness Campaign Application*.



2020 Municipal Covid-19 Awareness Campaign Application

The Town of Lisbon is closing Main Street/Route 125 with Maine Department of Transportation (DOT) approval in order to extend a lifeline to Lisbon restaurants and retailers that have experienced major revenue losses due to Covid-19 closures. On June 2, 2020, the Lisbon Town Council unanimously passed an emergency ordinance to allow for the temporary closure of streets. On June 16th, Council approved closure of a portion of Main Street to vehicle traffic. The purpose of the traffic closure is to create a safe place for Lisbon businesses to resume or continue operations while maintaining adequate social distancing during the Covid-19 disruption. Maine DOT approved the Main Street closure on June 17th.

The approved plan positions Lisbon as an early adopter of outdoor social distancing to enable essential economic activities in accordance with State public health protections. With the requested Maine CDC support, Lisbon will create a replicable model for other communities. From July 1 through Labor Day, restaurants will serve patrons at appropriately distanced Town-purchased tables in the evenings, and local businesses and organizations will have the opportunity to use the space during morning and daytime hours. Following is a description of supplies that will enable Lisbon establish a safe outdoor commercial space during Maine's peak summer season, assist the restaurants and businesses that are so vital to the Lisbon community stay safe and stay in business, and help pilot best practices to replicate statewide.

Staff: \$13,391 in wages / \$3,269 in fringe

- Economic and Community Development Director: 165 hours to facilitate DOT approval, organize the closure with participating businesses, communicate the plan to stakeholders, and coordinate ongoing activities through Labor Day.
- Public Works Department Director: 50 hours to coordinate traffic detour/ barriers installation
- Public Works Department Staff: 184 hours to manage signage/barriers
 - 144 hours: Install and remove detour; 3 days x 3 staff x 8 hours x 2 occurrences
 - 10 hours: Maintain detour signage over the duration of Main Street closure
 - 32 hours: Install and remove barriers 2 staff x 8 hours x 2 occurrences
- Town Manager: 45 hours to provide oversight
- Finance Director: 15 hours to manage accounting

Equipment: \$7,857 purchase / \$667 rental

- Storage Pod Rental: \$667 for delivery and 2.5 month rental of 16' x 8' x 8' container to secure and store signage and equipment overnight from July 1 through September 9
- Tents: \$2,350 for two 20' x 40' open-sided tents required to ensure that restaurants, businesses and organizations can take full advantage of the Main Street closure space, even during rain and wind
- Signage: \$1,097 for six double-sided 20" x 24" waterproof signs, six outdoor sign stands, and three banners 2' x 6' to provide public education regarding PPE, social distancing, sanitation, hand sanitizer
- Picnic Tables: \$3,000 for (24) 8' picnic tables for restaurant service in evenings and public use during morning and daytime hours
- Hand sanitizer stations: \$1410 for six DuraLec hand sanitizer stations that will be strategically located in and adjacent to the closure area so that visitors are able to sanitize regularly

Materials and Supplies: \$11,083

- Disposable PPE masks: \$2,450 for 3,500 disposable Cheers 3-ply masks to provide approximately 50 masks per day for staff and visitors to Main Street from July 1 through September 9
- Traffic Detour Signage: \$5,028 for 73 signs per the Maine DOT detour plan that we developed by the Transportation Planning Department of Androscoggin Valley Council of Governments
- Traffic Barriers: \$1,205 for (11) 2' x 2' x 6' concrete blocks from Auburn Concrete and one plastic waterfilled barrier (to allow Fire Department access in the case of emergency) from Uline to block at traffic, create the DOT-approved street closure, and ensure pedestrian safety
- Hand sanitizer: \$2,400 for 30 gallons for use at the six hand sanitizer stations, allowing a half gallon per station per week

07/14/2020 – SCHOOL BUDGET VALIDATION REFERENDUM

WARDEN'S RETURN OF VOTES CAST – REFERENDUM

Municipality: Lisbon – 1(1-1)

Total Ballots: Record the total number of town ballots cast (if no votes were cast, write none or "0")

Total Number of Ballots Cast: 1638

QUESTION 1: School Budget as presented

1056 YES

746 NO

36 BLANK

QUESTION 2: If you voted NO, was it because it was

108 TOO LOW

689 TOO HIGH

1005 BLANK

1.

Rick Roberts
Warden's Signature

2.

Anita J. Fournier
Election Officials Signature

TOWN OF LISBON
ASSOCIATED PRESS REPORTING UNIT NUMBER 20689

Results of Balloting

July 14, 2020

State Primary/Special Referendum & School Budget Validation Referendum

State Primary Candidates:

Representative to Congress - District 2

Golden, Jared F

Bennett, Adrienne

Brakey, Eric L.

Crafts, Dale John

Write-ins & Blanks

Write-ins & Blanks

	Officials	Absentees	Hand Tally	Totals
D	265	379	15	659
R	43	28	1	72
R	47	25	0	72
R	443	248	3	694
D	26	25	0	51
R	19	11	0	30

State Senator District 22

Poliquin, Martha M.S.

Timberlake, Jeffrey L

Write-ins & Blanks

Write-ins & Blanks

Write-ins & Blanks

D	253	360	15	628
R	424	250	3	677
D	38	44		82
R	128	62	1	191
D	38	44		82

Representative to the Legislature District 56

Gaiason, Scott N.

Mason, Richard G

Write-ins & Blanks

Write-ins & Blanks

D	248	370	14	632
R	520	287	4	811
D	43	34	1	78
R	32	25		57

Register of Probate

Reynolds, Thomas C.

Write-ins & Blanks

D	242	352	14	608
D	49	52	1	102

United States Senator (First Choice)

Gideon, Sara I.

Kidman, Bre

Sweet, Elizabeth A

Collins, Susan Margaret

Colter, Amy (Declared Write In)

Write-ins & Blanks

Write-ins & Blanks

D	191	269	12	472
D	22	22	1	45
D	62	88	1	151
R	492	271	4	767
R	16	15	0	31
D	16	25	1	42
R	44	26		70

County Commissioner District 4

Lary, Isaiah N.

Write-ins & Blanks

R	401	238	3	642
R	151	74	1	226

TOWN OF LISBON
ASSOCIATED PRESS REPORTING UNIT NUMBER 20689

Results of Balloting

July 14, 2020

State Primary/Special Referendum & School Budget Validation Referendum

State Referendum Questions:

Question 1: Bond Issue

	Officials	Absentees	Hand Tally	Totals
YES	522	583		1105
NO	465	249	1	715
Blanks	6	10	1	17

Question 2: Bond Issue

YES	618	632	1	1251
NO	372	205	1	578
Blanks	3	5	0	8

<u>Total State Ballots Cast - Referendum</u>	993	842	2	1837
---	-----	-----	---	------

<u>Republican Ballots Cast:</u>	552	312	4	868
--	-----	-----	---	-----

<u>Democrat Ballots Cast:</u>	291	404	15	710
--------------------------------------	-----	-----	----	-----

27% Voted

Municipal Referendum Questions:

Question 1: Adopt Lisbon School Budget

YES	554	502	0	1056
NO	418	326	2	746
Blanks	22	14	0	36

QUESTION 2: If you voted no, was it because

Too Low	55	53	0	108
Too High	402	285	2	689
Blanks	515	490	0	1005

Total Municipal Ballots Cast:	994	842	2	1838
--------------------------------------	-----	-----	---	------

Registered Voters by Party: D	1870
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G	215
---	-----

R	2111
---	------

U	2525
---	------

Total Registered Voters:	6721
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Warden:	Richard "Rick" Roberts
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Deputy Warden:	Anita "Jeanie" Fournier
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Registrar of Voters:	Gwen Michel
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Election Clerks:	Debbie Hill
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Linda Douglass

Peggy Ganong

Nina Hodgkins

Jo-Jean Keller

Dan Michel

Karen Hanlon

Monique Gayton

Verla Ridley

Lisa Ward

Attest:

Twila D. Lycette, CCM/CMC/MMC

Lisbon Town Clerk



<i>MaineDOT use only</i>	
TEDOCS #:	_____
CTM #:	_____
CSN #:	_____
PROGRAM:	<u>Highway Program</u>

MAINE DEPARTMENT OF TRANSPORTATION
MUNICIPAL/STATE AGREEMENT
PROPOSED IMPROVEMENTS TO Route 196

(MaineDOT Use Only)

Project Location: Lisbon-Lewiston
 State WIN #: 24479.00
 Federal Aid Project #: 2447900

Estimated Municipal Share: \$11,179.00
 Vendor Customer #: 17A11528
 Agreement Begin Date: _____
 Agreement End Date: (5 years from the date last signed below)

This Agreement is entered into between the **Maine Department of Transportation** (hereafter **MaineDOT**) and the **Municipality of Lisbon**, a municipal corporation located in the County of Androscoggin (hereafter the "Municipality") (collectively hereinafter the "Parties").

RECITALS

- A. The scope of work that is the subject of this Agreement consists of improvements to Route 196, beginning 0.17 miles west of Ridge Road (Route 9) in Lisbon and extending northwest 7.05 miles to 0.10 miles east of Drew Street in Lewiston in Lisbon, Maine, (hereafter the "Project").
- B. The Parties have a mutual interest in ensuring that the Project is delivered on a reasonable schedule and within the programmed budget, using a process that maximizes communication and cooperation between the Parties.
- C. This Agreement is intended to cover the roles and responsibilities of the Parties during the design, permitting and right-of-way phases of Project development from Project inception through completion of the Project's Plans, Specifications and Estimate (PS&E). This Agreement is further intended to establish the financial obligations of each Party, including that of full Project development through construction.

AGREEMENT

NOW, THEREFORE, in accordance with the foregoing, the Parties agree as follows:

- D. The following checked appendices are hereby incorporated into this Agreement by reference, and any perpetual maintenance appendices shall survive the expiration of this Agreement:

- ☒ Appendix A – Project scope, cost sharing, and payment schedule *(not required for non-monetary agreements.)*
- ☐ Appendix B – Perpetual Bicycle/Pedestrian Facility Maintenance
- ☐ Appendix B – Perpetual Drainage Maintenance
- ☐ Appendix B – Perpetual Landscape Maintenance
- ☐ Appendix B – Perpetual Operation and Maintenance of Lighting/Flashing Beacon and/or signage with associated light(s)
- ☐ Appendix B – Perpetual Traffic Signal Operation and Maintenance
- ☐ Appendix B – Perpetual Traffic Signal Operation and Shared Maintenance

- ☐ Appendix B – Perpetual Bridge Lighting/Approach Lighting Maintenance & Snow Plowing
- ☒ Appendix C – Additional work requested by Municipality

E. Agreement Administration:

1. MaineDOT agrees to procure and administer a contract to construct the Project in accordance with the plans and specifications developed by MaineDOT. This would include any additional plans, specifications and estimates furnished by the Municipality and approved by MaineDOT. When applicable, refer to Appendix A of this Agreement for the outline of the scope, limits of work and cost sharing.
2. MaineDOT shall be the sole administrator of the contract to construct the Project. MaineDOT will pay all Project costs, subject to cost sharing by the Municipality, when applicable, as specified in this Agreement. Neither MaineDOT nor its contractors will be required to pay for inspections and permits from the Municipality.
3. The Municipality agrees that MaineDOT and its contractors are exempt from all local ordinances, including but not limited to the Municipality Noise Ordinance.
4. Upon acceptance of plans, specifications and estimates (PS&E), MaineDOT shall solicit competitive bids for the Project. Upon acceptance of the lowest acceptable responsive, responsible bid to construct the Project and fulfillment of all terms set forth herein, MaineDOT will submit the information to the Municipality, who will have up to five (5) business days to review the information and notify MaineDOT of any questions or concerns. If MaineDOT is not presented with any questions or concerns in the time allotted all decisions pertaining to the acceptance of the bids, the award and administration of the contract and all payments thereunder shall be the sole discretion of MaineDOT.

F. Changes to Project Scope:

5. The Municipality, at its election, may request that changes be made or work added to the Project during the period of construction, provided the Municipality agrees in writing to pay any additional cost plus an amount not to exceed ten (10%) percent of such construction cost to cover all necessary engineering, inspection and administrative costs associated therewith, unless specified otherwise. All such requests shall be subject to MaineDOT approval. In the event that the cost of these changes or work are approved for federal participation, the Municipality's additional cost may be reduced by the amount of the federal contribution.

G. Traffic Control:

6. The Municipality agrees to allow MaineDOT's contractor to control all traffic through the work areas in accordance with the Traffic Control Plan approved by MaineDOT. The development of the Traffic Control Plan will follow the process outlined below:
 - i. MaineDOT's Project Manager (PM) will, when possible, submit the Project for Traffic Analysis and Movement Evaluation (TAME), approximately one year prior to advertisement. Once the results are received, the PM/Regional Traffic Engineer will discuss the proposed Project with the Municipality (scope, limits, day or night work, work window, etc).

- ii. The Municipality will comment on their concerns/issues related to the Traffic Control Plan within two (2) weeks of receipt.
- iii. MaineDOT's PM & Designer will incorporate these comments where practical based on engineering judgment.
- iv. If the Municipality desires, a meeting will be held prior to PS&E to review the Project design, Special Provision 105 – Limitations of Operations, Special Provision 107 - Time, etc.

H. Utilities:

- 7. The Municipality will, at no cost to MaineDOT, assure proper adjustment, relocation, or repair of any portion of a utility service, whether above or below ground, that is located within the limits of the highway right-of-way and connected to any municipal utility, which might become necessary to permit construction of the Project. The Municipality agrees to hold MaineDOT harmless from any claims for damages occurring as a result thereof.
- 8. The Municipality agrees that during and after construction it will apply the requirements of the most recent version of MaineDOT's "Utility Accommodation Rules" as the minimum guidelines not withstanding any municipal rules that are more lenient.
- 9. To the extent that it is statutorily responsible therefore, the Municipality agrees to provide utilities, and to maintain all improvements and fixtures constructed, installed or furnished as a part of the Project in such a manner as necessary to preserve the use and function thereof for the expected period of their normal useful life as determined by accepted engineering and/or industry standards. To the extent any warranty exists for said improvements or fixtures, said warranty shall be first relied on by MaineDOT to address maintenance and/or repairs described in this paragraph.

I. Governing Law:

- 10. The Municipality agrees that except for an emergency, or as allowed in 23 M.R.S.A. § 3351-A, it will prohibit the excavation of the highway within the limits of the Project for a period of at least five (5) years after completion of the Project, and agrees to make all necessary notifications to abutters and occupants of the highway as otherwise required of any municipal government under the provisions of 23 M.R.S.A. § 3351. Thereafter, all future excavations within the right-of-way of the Project shall be regulated and controlled in the manner specified by MaineDOT in its most recent "Utility Accommodation Rules", which is incorporated herein and made a part hereof by reference.
- 11. The Parties agree to: comply with and abide by all applicable State and Federal laws, statutes, rules, regulations, standards and guidelines, including the MUTCD and OSHA standards, and Agreement provisions; avoid hindering each other's performance; fulfill all obligations diligently; and cooperate in achievement of the intent of this Agreement.

J. Municipality's Responsibility:

- 12. When applicable, if the Municipality withdraws its financial support for the Project, leading MaineDOT to terminate the Project, the Municipality shall reimburse MaineDOT fully for all Project costs incurred in reliance on the Municipality's financial obligations outlined herein, including, but not limited to, reimbursement of all federal and state funds expended up to the time of such termination. If the Municipality fails to reimburse MaineDOT for such costs incurred, after receiving

an invoice seeking such reimbursement, MaineDOT may exercise its rights of set-off to recover the requested amount.

13. The Municipality agrees to alter, move, relocate or remove, or cause to be, at no cost to the Project, any municipal property, including all fixtures, facilities or monuments, located on, under or above the ground, as necessary to permit construction of the Project, which has not otherwise been provided for during the development of the Project. Any work necessary to do so during the period of construction shall be coordinated with the contractor for the Project.
14. The Municipality will be responsible to keep new or replaced/rehabilitated pedestrian facilities in usable condition including snow and ice control.
15. The Municipality agrees to keep the right-of-way of the Project inviolate from all encroachments and agrees to remove, or cause to be removed, anything that may encroach thereon.
16. When applicable, the Municipality agrees to regulate all entrances to the highway within the limits of the Project in accordance with the provisions of 23 M.R.S.A. § 704.
17. When applicable, the Municipality agrees to limit all on-street parking to the parking spaces as designed and constructed under the Project.

K. Termination:

18. MaineDOT reserves the right to terminate the Project for any reason prior to the award of a contract to construct the Project. MaineDOT also reserves the right to terminate all provisions pertaining to work requested by the Municipality at any time prior to the award of a contract to construct the Project due to failure by the Municipality to comply with any of the conditions and stipulations set forth in this Agreement.
19. MaineDOT may postpone, suspend, abandon or otherwise terminate this Agreement upon thirty (30) days written notice to the Municipality and in no event shall any such action be deemed a breach of contract. Postponement, suspension, abandonment or termination may be taken for any reason by MaineDOT or specifically as the result of any failure by the Municipality to perform any of the services required under this Agreement to MaineDOT's satisfaction.

In the event of Project termination, all provisions of this Agreement shall become null and void except for the financial obligations set forth herein, as well as those *provisions that by their very nature are intended to survive*.

L. Miscellaneous Provisions:

20. **Debarment.** The Municipality certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. If the Municipality is unable to certify to this statement, it shall attach an explanation to this Agreement. The Municipality shall promptly notify MaineDOT if it or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

21. All provisions of this Agreement, *except those that by their very nature are intended to survive*, shall expire at Project final voucher, or upon final payment by the Municipality of any Project costs as hereinbefore provided, whichever occurs later.
22. **State of Maine's Rights of Set-Off.** MaineDOT shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State of Maine's option to withhold for the purposes of set-off monies due the Municipality under a specific project contract up to any amounts due and owed to MaineDOT with regard to this Agreement, and any other agreement/contract with any State of Maine department or agency, including any agreement/contract for a term commencing prior to the term of this Agreement, plus any amounts due and owed to the State of Maine for any reason including without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. MaineDOT shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by MaineDOT, its representatives, or the State Controller. When applicable, MaineDOT reserves the right to withhold or reduce future Local Road Assistance payments to the Municipality for purposes of set-off to recover the amount owed.
23. **Non-Appropriation.** Anything herein to the contrary notwithstanding, the Municipality acknowledges and agrees that although the execution of this agreement by MaineDOT manifests its intent to honor its terms and to seek funding to fulfill any obligations arising hereunder, by law any such obligations are subject to available budgetary appropriations by the Maine Legislature and, therefore, this agreement does not create any obligation on behalf of MaineDOT in excess of such appropriations.
24. **Assignment.** No assignment of this agreement is contemplated, and in no event shall any assignment be made without the express written permission of MaineDOT.
25. **Notice.** Any communications, requests or notices required or appropriate to be given under this Agreement shall be in writing and may be sent via email which shall satisfy the delivery requirements of this section through express acknowledgement of receipt by the receiving party. Alternatively, communications can be mailed via U.S. Mail, Certified or Registered, Return Receipt Requested or sent via a recognized commercial carrier such as, but not limited to Federal Express, that requires a return receipt delivered to the sending party. Said communications, requests or notices shall be sent to the other party as follows:

MaineDOT: Maine Department of Transportation
24 Child Street
16 State House Station
Augusta, ME 04333-0016
Attn.: LaRay Hamilton
Email: laray.hamilton@maine.gov

Municipality: Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250
Attn.: Randy Cyr, Public Works Director
Email: rcyr@lisbonme.org

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT effective on the day and date last signed below.

MUNICIPALITY OF LISBON

MAINE DEPARTMENT OF TRANSPORTATION

By: _____
Diane Barnes, Town Manager

By: _____
Richard J. Crawford, Director
Bureau of Project Development

(Date Signed)

(Date Signed)

I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.

APPENDIX A
PROJECT SCOPE AND COST SHARING
MAINE DEPARTMENT OF TRANSPORTATION
MUNICIPAL/STATE AGREEMENT
 Transportation Improvement Project

MUNICIPALITY OF LISBON

PROPOSED IMPROVEMENTS TO ROUTE 196

FEDERAL AID PROJECT NO. 2447900

STATE PROJECT IDENTIFICATION NUMBER (WIN) 24479.00

Project Scope: Ultra-Thin Bonded Wearing Course on Route 196, beginning 0.17 miles west of Ridge Road (Route 9) in Lisbon and extending northwest 7.05 miles to 0.10 miles east of Drew Street in Lewiston.

Funding Outline: The Total Project Estimated Cost is \$ 2,330,896.39 , and the Parties agree to share costs through all stages of the Project under the terms outlined below.

Work Element	Municipal Share		Project Share				Total Cost
			Federal	Portion	MaineDOT (State) Portion		
	%	\$	%	\$	%	\$	\$
Preliminary Engineering	0.0%	\$ -	80.0%	\$ 30,206.92	20.0%	\$ 7,551.73	\$ 37,758.65
Right of Way	0.0%	\$ -	80.0%	\$ -	20.0%	\$ -	
Construction	0.0%	\$ -	80.0%	\$ 1,722,326.19	20.0%	\$ 430,581.55	\$ 2,152,907.74
Construction Engineering	0.0%	\$ -	80.0%	\$ 104,000.00	20.0%	\$ 26,000.00	\$ 130,000.00
PROJECT SHARES		\$ -		\$ 1,856,533.11		\$ 464,133.28	\$ 2,320,666.39
Total Cost of Additional Work Requested by Municipality (Below)	100.0%	\$ 10,230.00					
TOTAL ESTIMATED MUNICIPAL SHARE (Receivable Amount)		\$,10,230.00					

(Check if applicable)

☒ Additional Work as outlined in Appendix C to this Agreement.

Funding Outline: The Municipality agrees to pay 100% of the costs for the work outlined below.

Additional Work		Cost: 100% Municipal Share	
Video Detection System @ Lisbon St./Village St./Webster Rd.		\$	19,929.00
Credit: Cost of Traffic Signal Loop Detectors 5 EA @ \$1,750.00 EA		\$	(8,750.00)
TYPE OF WORK		\$	-
TOTAL COST OF ADDITIONAL WORK REQUESTED BY MUNICIPALITY		\$	11,179.00

Payment:

The Municipality shall submit payment to MaineDOT within 30 days from the invoice date.

1. Prior to award of the contract for Project construction, the Municipality will be invoiced a portion of its share of the cost of the Project.

Invoicing will include the following:

- a. 100% of the local share of the Preliminary Engineering and Right of Way costs; plus
- b. Fifty percent (50%) of the local share of the Construction and Construction Engineering cost based on the total bid price of the Project; plus
- c. 100% of all additional work requested by the Municipality.

2. Final Voucher Payment to the Contractor. A final bill will be created following MaineDOT's final voucher payment to the Contractor, after all quantities are verified, and any required adjustments have been made. The cost of the work for which MaineDOT will bill the Municipality shall be determined by the contract prices and the completed quantities of the work items or, in the event of termination, the local share of Project development cost to the point of termination as stipulated above. The final invoice will include the Municipality's share of any remaining costs.

Invoicing Schedule: The Municipal Payment Schedule shown below includes estimated invoicing dates based upon the estimated schedule and estimated cost of the Project:

Municipality Name	Receivable Amount	Estimated Invoice Date
Town of Lisbon	\$11,179.00	8/1/2020
	\$0.00	
	\$0.00	
Total Receivable Amount:	\$11,179.00	

Project Information

Municipality Name: Lisbon

Federal Aid Project #: 2447900

WIN: 24479.00

APPENDIX B

PERPETUAL TRAFFIC SIGNAL OPERATION AND MAINTENANCE

MAINE DEPARTMENT OF TRANSPORTATION

Transportation Improvement Project

- A. As part of the WIN referenced above a traffic signal is being installed in accordance with the plans and specifications developed for the project, to which reference is hereby made for a more specific description thereof. MaineDOT shall retain all ownership of the traffic signal and all equipment appurtenant thereto.
- B. Unless otherwise approved, the Municipality agrees to operate and maintain the traffic signal to function as designed and installed by MaineDOT as necessary to preserve the use and function thereof as described below:
1. All malfunctions and deficiencies in the traffic signal or any equipment appurtenant that is not covered by warranty shall be repaired or corrected expeditiously in accordance with the Institute of Transportation Engineers (ITE) "Traffic Signal Installation and Maintenance Manual". Any failure to repair or correct the traffic signal to function as designed could, upon written notification from MaineDOT, result in MaineDOT making all necessary repairs at the Municipality's expense.
 2. Maintain the signal with equipment technology equal to or greater than what has been installed.
 3. The visibility of the traffic signal shall be preserved and maintained at all times by removing any visual impairment thereto.
 4. Except in the case of an emergency, no change in operation or modification to the traffic signal or any equipment appurtenant thereto shall be made without the express written approval of MaineDOT.
 5. MaineDOT shall be notified in writing prior to any removal or replacement of the traffic signal or any equipment and appurtenant thereto. Upon removal, such traffic signal or equipment shall be returned to MaineDOT, at no cost to MaineDOT, unless otherwise agreed upon in writing.
 6. The Municipality agrees to be responsible for the electrical service for the traffic signal and agrees to execute any necessary documentation required to establish such service and provide any local permits necessary for the installation of such service.
 7. The Municipality agrees to maintain all pavement markings (including stop bars, lane use arrows and all striping necessary to delineate the turning lane) and all traffic control signs as furnished under the project.
- C. **TRAFFIC CONTROL PLAN.** The Municipality shall implement a Traffic Control Plan in compliance with the Manual on Uniform Traffic Control Devices ("MUTCD") including a provision for Municipal employees and/or contractors entering the State's right-of-way for long-term maintenance.

This Appendix shall survive the expiration of this Agreement.

Project Information

Municipality Name: Lisbon

Federal Aid Project #: 2447900

WIN:24479.00

APPENDIX C

ADDITIONAL WORK

MAINE DEPARTMENT OF TRANSPORTATION

Transportation Improvement Project

1. Description of Work Being Added to Project by the Municipality:

Add Video Detection System at the intersection of Lisbon Street (Route 196)/Village Street/Webster Road.

2. The Municipality agrees to furnish all plans, specifications and estimates necessary to include additional work under the Project; No ☐ - *Disregard this Section*, or Yes ☒ - as follows:

- a) All plans and specifications shall conform to the standards used by MaineDOT as set forth in the latest version of its *"Highway Design Guide"* and *"Standard Details"* and comply with MaineDOT's Utility Accommodation Rules.
- b) All plans shall be size "D" drawings measuring 22 inches by 36 inches reproducible in black and white print.
- c) All specifications shall be printed on 8-1/2 inch wide by 11 inch long paper suitable for binding in MaineDOT's proposal book.
- d) The Municipality shall provide a detailed engineer's estimate of the cost of such additional work calculated in a manner acceptable to MaineDOT and allowable for bidding. The Municipality agrees that all cost information developed for such bidding shall be kept confidential pursuant to the provisions of Title 23 of the Maine Revised Statutes Annotated (M.R.S.A.) Section 63.
- e) The Municipality shall obtain all permits, licenses, releases and approvals necessary or incidental to the additional work described in Section 1 above.
- f) The submission of all plans, specifications and estimates; as well as all permits, licenses, releases and approvals shall be done in such a timely manner as not to unreasonably delay MaineDOT's schedule for soliciting bids to construct the Project.
- g) The Municipality may utilize the electronic exchange of CADD data; the Municipality must accept pertinent electronic input data as specified by MaineDOT. A copy of MaineDOT's specifications can be found on its website under Business and CADD support. It is the responsibility of the Municipality to translate this data into other formats required for use in their design software.

3. Following solicitation of competitive bids for the Project under Paragraph D of the Agreement; but before award of a contract to construct the Project that includes additional work as described in Section 1 above; action must be taken by the Municipality:

- a) If the bid price received for such additional work exceeds the detailed engineers estimate by any more than ten (10%) percent, the Municipality may reject such bid price by notifying MaineDOT in writing within five (5) business days following the opening of such bids. The Municipality may waive such right by doing so in writing anytime prior to or during such period. Otherwise, all decisions pertaining to the acceptance of bids and the award of any construction contract shall be the sole discretion of MaineDOT.
- b) If the bid price for such additional work is acceptable to the Municipality, the Municipality shall pay MaineDOT, an amount equal to the Municipality's share of the estimated cost of such additional work based upon the prices of the successful bidder. Following receipt of payment, MaineDOT agrees to award a contract to construct the Project including the additional work.
- c) The parties agree that any additional adjustments to the amount of any payment or deposit made pursuant to the provisions of subparagraph b) above because of any differences between estimated and actual quantities which effects the actual cost of such additional work shall be due and payable upon determination of final quantities, unless MaineDOT determines that the actual cost of such additional work is expected to differ measurably from the amount of such payment, due to changes in quantities placed or work performed during the period of construction.

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LISBON AS FOLLOWS:

That the Town Council authorizes the **carry forward** of the following accounts and balances as of June 30, 2020:

That the Town Council authorizes the following accounts to **lapse** into undesignated fund balance:

General Ledger Accounts: 2019-2020 balances either credit or debit to be carried:

	<u>Expense Accounts to be Carried</u>	
12020500-50401	Elected Officials-Prof Development	940.00
12022500-50130	Clerk-Temporary/Seasonal	2,200.00
12022500-50104	Clerk-Non Supervisory	2,300.00
12022500-50536	Clerk- R & M Equipment	2,500.00
12022500-50455	Clerk- Professional Svs.	4,800.00
12022500-50308	Printing	2,200.00
12023500-50140	Tax Collector-Overtime	1,900.00
12024000-50451	Assessor-Contracted Professional	500.00
12022000-50450	Legal Expense	18,000.00
12026500-50530	Technology-Software & Service	9,400.00
12026500-50536	Technology-R & M Equip	500.00
12025500-50221	HRA Costs	10,000.00
14041500-50536	Fire Dept-R & M Equipment	6,000.00
14041500-50544	Fire Dept- R & M Radios	1000.00
14041500-50563	Hose Replacement	5,500.00
14041500-50710	Fire Department Equipment	2,000.00
1,5050500-50363	Public Works-Culverts	11,000.00
16061500-50104	Rec Dept-Non Supervisory	11,000.00
16061500-50130	Rec Dept-Temporary	4,000.00
16061500-50302	Rec Dept-Operating Supplies	1,800.00
16061500-50355	Rec Dept-Co-Ed Softball/Fast Pitch	4,247.00
16061500-50356	Rec Dept-Summer Trips	5,700.00
16061500-50358	Rec Dept-New Programs	2,955.00
16161500-50401	Rec Dept-Professional Development	975.00
16061500-50541	Rec Dept-Grounds Maint	3,300.00
17070500-53800	Economic Dev-COVID 19 Main St.	3,750.00
17070500-50402	Economic Dev-Dues & Memberships	2,700.00
17070500-50302	Economic Dev-Operating Supplies	1,800.00
65052500-50539	WWTP-R & M Catch Basin	4,000.00
65052500-50546	WWTP-R & M Sewer	16,000.00
65052500-50750	WWTP-Improvements	150,000.00

	<u>Lapse Into Unassigned Fund Balance</u>	
12020000-10240	Small Claims Court Fees	71.26
12020000-10241	Tax Lien Costs	-8,817.78
12022000-29110	Condemned Bldg-428 Ridge Road	2,776.04



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Development and Funding for Public Wi-Fi "Hot Spots" in Village Areas
 DATE: July 15, 2020

Public wi-fi "hot spots" will create economic development, community, and educational benefits for Lisbon residents and businesses. The Lisbon Development Committee (LDC) has explored options to create a "hot spot" on Main Street in Lisbon Falls to compliment and expand the public wi-fi currently available within the direct vicinity of the Lisbon Library. Public wi-fi will support entrepreneurs and small business owners to conduct online business, assist students that lack home wi-fi with online learning access, and attract new residents, businesses, and visitors by positioning Lisbon as a forward-thinking, proactive community. This memo summarizes the goals and potential funding options to install "hot spots" in public spaces throughout Lisbon.

The LDC has identified a budget of \$6,000 to establish and operate the Main Street "hot spot." This budget includes equipment costs of approximately \$2,500 to create the Main Street "hot spot," approximately \$2,500 to install the necessary equipment to enable public wi-fi, \$800 for 12-months of service from Spectrum, and \$200 for annual maintenance and miscellaneous expenses. Following installation, annual operational and maintenance costs will be approximately \$1,000. Funding sources for the Main Street "hot spot" include \$2,500 from the Maine Community Foundation Community Entrepreneurship Grant and up to \$3,500 from the Downtown TIF fund under the approved use of "professional services."

The Maine Community Foundation's *Community Broadband Grant Program* offers the opportunity to secure funds to create additional "hot spots" at the MTM Center, Graziano Square, and/or Beaver Park. The broadband grant program awards municipalities up to \$15,000 to "increase the number of Maine people, communities, and businesses that have access to high-speed internet service and the skills, opportunities, and knowledge to use this technology effectively." Creation of public "hot spots" is an eligible use.


Therefore, we respectfully request that Council authorize the Town Manager to: 1) Allocate the necessary funding from the Community Entrepreneurship Grant and Downtown TIF Fund to create the Main Street "hot spot," and 2) Submit an application for \$15,000 to the Maine Community Foundation Broadband Grant Program to create and operate two or more additional "hot spots" in Lisbon for a three-year period; and if awarded the grant, to accept and spend the funding as proposed.

OFFICIAL BALLOT – District 22

Maine Municipal Association's Legislative Policy Committee
July 1, 2020 – June 30, 2022

VOTE FOR TWO:

☐ Anthony Ward, Manager, Town of Sabattus

☐ _____ (name) _____ (position) _____ (municipality) ( write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: LISBON DATE: _____

 BY SELECTMEN/COUNCILORS:

signature

print name

signature

print name

signature

print name

signature

print name

signature

print name

Return by 5:00 p.m., August 27, 2020 to:

Laura Ellis, Maine Municipal Association
lellis@memun.org
Fax: 624-0129

LPC Senate District 22

Durham
Greene
Leeds

Lisbon
Litchfield
Sabattus

Turner
Wales
Wayne

Candidate Profile:

Anthony Ward has served the Town of Sabattus as Manager for the past six years and previously served as Police Chief from 2011-2015. Prior to that he served the Town of Gray as Police Chief from 2009-2011 and also as Economic Development Committee Chair. Mr. Ward also worked for the Portland Police Department from 1985-2011. He currently serves on the Maine Town, City and County Managers Association's Professional Development and Scholarship Committees and also served on the LPC for the past two terms. He would like to continue his service to work on the restoration of full funding the State-Municipal Revenue Sharing Program as well as stopping increases to the property tax based on state mandates.

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: JULY 15, 2020
RE: JUNE MONTHLY REPORT

- Of the 74 estimate of new value letters that were mailed to taxpayers last month, only 3 responded. Each of these required an adjustment.
- The personal property work is complete. BETE applications are up this year with 44 applications, 42 qualified for the exemption.
- A preliminary figure for exempt personal property (BETE) is \$34,843,100.00. This is an increase from last year of 3.5 million.
- The town will be reimbursed for the BETE exempt valuation at approximately 55% / \$19,163,705.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for June

Building permits issued - 11 –

- 1 New home
- 3 Garages
- 1 Mobile home
- 1 Remodel
- 1 Storage shed
- 4 Misc.

Electrical permits issued – 4

- 1 Service upgrade
- 3 Misc.

Plumbing permits issued - 4

- 1 New HHE200
- 3 Replacement HHE200

Misc. permits issued - 1 – Demo debris

Planning Board :

Case #20-04 – Tier 2 Site Plan Review– Ricker Farm Solar Project – Approved

Ground mount utility scale solar array

47 Upland Road

Lisbon, Maine 04250

Tax Map R05 Lot 044

Case #20-05 – Conditional Use review – Wood Processing Yard – Approved with Conditions

Dana Morgan

171 Summer Street

Lisbon Falls, ME 04252

Appeals Board – Need members

Health Officer -

- Continuing issues with Covid, Landlord-Tenant disputes.



TOWN OF LISBON

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

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
DATE: July 16, 2020
RE: Monthly Department Report

During the month of June, the Economic Development Department (ECD) focused on implementing the temporary street closure plan for Main Street to enable businesses to operate outdoors and adapt to the Covid-19 disruption, ongoing planning support for the redevelopment of Worumbo site, and developing grant projects and proposals.

MOXIE PLAZA

The temporary Main Street closure, dubbed "Moxie Plaza" by Lisbon Development Committee's new Chair, Lisa Ward, was implemented on July 1 with tremendous collaboration across local volunteers and businesses and Public Works, Parks & Recreation, Town Manager, Fire, and Police Departments. During June, Maine DOT approval was secured for the closure. Funding from Maine DHHS was secured to pay for staff time and equipment necessary to execute the closure. The closure was covered in the Press Herald, Sun Journal and Times Record and two television news stations have highlighted Moxie Plaza on the nightly news.

GRANTS

- The State of Maine's Office of Community Development (OCD) awarded Lisbon a \$1,000,000 CDBG Housing Assistance grant so help fund Realty Resources Management's work to create 14 new affordable housing units for Lisbon residents at Farwell Mill.
- OCD awarded Lisbon a \$100,000 Community Enterprise Program grant to administer a business façade improvement program.
- Maine Department of Health and Human Services awarded Lisbon \$36,272 in funding for activities and equipment to close Main Street through Labor Day 2020.
- Northern Border Regional Commission Economic Infrastructure Investment Program awards will be announced in late August. Lisbon submitted an application to advance redevelopment of the Worumbo site.
- ECD is developing a proposal to Maine Community Foundation's Community Broadband Grant program create and operate public wi-fi "hot spots" throughout Lisbon Maine Community Foundation to promote broadband access in Lisbon.

LISBON DEVELOPMENT COMMITTEE UPDATE

The June LDC meeting included a walk of the Worumbo site and of Main Street to tour and discuss the Main Street closure area. Subsequently, the kick-off for a community visioning process for the Worumbo site has been scheduled for Monday, August 24th. Lisa Ward was elected LDC Chair. Jeremy Barnard, Angie D'Amours and Zach Henderson were appointed by Town Council to serve on the LDC. Subsequently, the kick-off for a community visioning process for the Worumbo site has been scheduled for Monday, August 24th.

07/16/2020 09:24
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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

12/15/2019
12/15/2019

FOR 2021 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 General Fund							
20 General Government							
200 General Government							
12020000 40002 In lieu of prope	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
12020000 40020 Motor vehicle ex	-1,500.00	0	-1,500.00	-104,075.54	.00	-1,395,924.46	6.9%
12020000 40021 Boat excise tax	-5,000	0	-5,000	-511.80	.00	4,488.20	10.2%
12020000 40030 Interest/Penalti	-33,000	0	-33,000	-1,180.59	.00	31,819.41	3.6%
12020000 40160 Agent Fees	-33,000	0	-33,000	-3,132.00	.00	29,868.00	9.5%
12020000 40246 State Revenue sh	-800,000	0	-800,000	.00	.00	-800,000.00	.0%
12020000 40227 Urban road initi	-97,724	0	-97,724	.00	.00	-97,724.00	.0%
12020000 40231 Veterans Reimburi	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
12020000 40232 Tree Growth Reim	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
12020000 40235 State Road Reven	-20,884	0	-20,884	.00	.00	-20,884.00	.0%
12020000 40261 Copier Revenue	-250	0	-250	-106.25	.00	-143.75	42.5%
12020000 40262 NSF Fees	-500	0	-500	.00	.00	-500.00	.0%
12020000 40901 Sewer Dept Admin	-19,648	0	-19,648	.00	.00	-19,648.00	.0%
12020000 40902 Sewer Dept Benef	-7,912	0	-7,912	.00	.00	-7,912.00	.0%
12020000 40903 Water Dept Admin	-11,250	0	-11,250	-937.47	.00	-10,312.53	8.3%
12020000 40904 Water Dept Benef	-5,313	0	-5,313	-442.74	.00	-4,870.26	8.3%
12020000 40905 Water Dept IT Re	-3,500	0	-3,500	-291.67	.00	-3,208.33	8.3%
12020000 40992 Water Dept Insur	-9,714	0	-9,714	-9,714.00	.00	-3,208.33	8.3%
12020000 40992 MEMIC Dividend	-13,000	0	-13,000	-9,074.72	.00	-3,925.28	100.0%
12020000 44409 Investment earni	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
216 Planning Board							
12021600 40265 Planning/Appeals	0	0	0	-449.92	.00	449.92	100.0%
225 Clerk							
12022500 40100 Business license	-12,800	0	-12,800	-14.00	.00	-12,786.00	.1%
12022500 40110 Clerk Fees	-700	0	-700	-34.00	.00	-666.00	4.9%
12022500 40112 Vital Records	-8,800	0	-8,800	-342.00	.00	-8,458.00	3.9%
12022500 40113 Animal Licenses	-800	0	-800	-4.00	.00	-796.00	.5%
12022500 40263 Notary Fees	-800	0	-800	-85.00	.00	-715.00	10.6%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 40264 School Election	-2,591	0	-2,591	.00	.00	-2,591.00	.0%
245 Code Enforcement							
12024500 40114 Town Plumbing, Pe	-3,000	0	-3,000	-952.50	.00	-2,047.50	31.8%
12024500 40266 Construction Fee	-10,000	0	-10,000	-366.00	.00	-9,634.00	3.7%
12024500 40268 Sabatius Code Re	-24,308	0	-24,308	.00	.00	-24,308.00	.0%
30 Health & Welfare/General Assis							
310 General Assistance							
13031000 40228 General assistan	-17,500	0	-17,500	.00	.00	-17,500.00	.0%
40 Public Safety							
405 Police							
14040500 40410 Police Report Fe	-1,500	0	-1,500	-38.00	.00	-1,462.00	2.5%
14040500 40412 Town Concealed W	0	0	0	-30.00	.00	30.00	100.0%
14040500 40420 SRO Reimbursemen	-65,479	0	-65,479	.00	.00	-65,479.00	.0%
14040500 40421 School Detail	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
14040500 40990 Misc. Fees	-200	0	-200	.00	.00	-200.00	.0%
450 Animal Control Officer							
14045000 40450 ACO Fines & Fees	-250	0	-250	.00	.00	-250.00	.0%
14045000 40451 Sabatius ACO Rev	-21,323	0	-21,323	.00	.00	-21,323.00	.0%
14045000 40452 Bowdoin ACO Reve	-11,156	0	-11,156	.00	.00	-11,156.00	.0%
14045000 40453 Durham ACO Reven	-11,395	0	-11,395	.00	.00	-11,395.00	.0%
460 Lisbon Communications Center							
14046000 40431 Lisbon Emergency	-6,000	0	-6,000	.00	.00	-6,000.00	.0%
50 Public Works							
520 Solid Waste							

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 40500 Solid Waste Perm	-77,000	0	-77,000	-300.00	.00	-76,700.00	.4%
15052000 40501 Metal	-23,000	0	-23,000	.00	.00	-23,000.00	.0%
15052000 40502 Cardboard	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
15052000 40505 Yard Items	-21,000	0	-21,000	-1,452.00	.00	-19,548.00	6.3%
15052000 40506 Tires	-1,800	0	-1,800	-120.00	.00	-1,680.00	6.7%
15052000 40515 Universal Waste	-5,000	0	-5,000	-379.00	.00	-4,621.00	7.6%
15052000 40521 Commercial Dispo	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
15052000 40522 Excavation Reven	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
60 Culture & Recreation							
605 Library							
16060500 40360 Library Non-Resi	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
16060500 40361 Library Fines	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
16060500 40362 Library Fax	-400	0	-400	.00	.00	-400.00	.0%
16060500 40363 Damage/Lost Fee	-400	0	-400	.00	.00	-400.00	.0%
615 Parks & Recreation							
16061500 40300 Before School	-70,000	0	-70,000	.00	.00	-70,000.00	.0%
16061500 40301 Fitness Center	-18,000	0	-18,000	.00	.00	-18,000.00	.0%
16061500 40303 Playground	-35,000	0	-35,000	.00	.00	-35,000.00	.0%
16061500 40304 Trekker	-44,000	0	-44,000	-225.00	.00	-43,775.00	.3%
16061500 40305 Trips/Excursion	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
16061500 40306 Marion T. Morse	-4,500	0	-4,500	.00	.00	-4,500.00	.0%
16061500 40307 Fitness Instruct	-12,000	0	-12,000	.00	.00	-12,000.00	.0%
16061500 40308 Senior Meals	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
16061500 40309 New Programs	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
16061500 40310 Moxie 5-K	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
16061500 40311 Moxie Car Show	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
16061500 40321 Basketball 1-3	-1,210	0	-1,210	.00	.00	-1,210.00	.0%
16061500 40322 Basketball 4-6	-2,023	0	-2,023	.00	.00	-2,023.00	.0%
16061500 40330 Winter/Spring Sw	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
16061500 40332 Summer Basketball	-400	0	-400	.00	.00	-400.00	.0%
16061500 40333 Summer Football	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
16061500 40334 Summer Pee Wee F	-120	0	-120	.00	.00	-120.00	.0%
16061500 40334 Summer Soccer	-700	0	-700	.00	.00	-700.00	.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 40335 Summer Swim	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
16061500 40336 Co-ed Softball	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
16061500 40337 Summer Tennis	-250	0	-250	.00	.00	-250.00	.0%
16061500 40340 Fall Field Hockey	-520	0	-520	.00	.00	-520.00	.0%
16061500 40341 Fall Soccer	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
16061500 40342 Football Tackle	-3,300	0	-3,300	.00	.00	-3,300.00	.0%
16061500 40343 Football Tackle	-2,500	0	-2,500	.00	.00	-2,500.00	.0%
16061500 40344 Track & Field	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
16061500 40380 Park Cabin Rent	-4,800	0	-4,800	.00	.00	-2,400.00	50.0%
16061500 40381 Beaver Park Fees	-10,000	0	-10,000	-2,400.73	.00	-9,330.27	6.7%
70 Economic Development							
705 Economic Development							
17070500 40670 TIF Revenue	-107,799	0	-107,799	.00	.00	-107,799.00	.0%
80 Debt Service							
805 Capital Leases							
18080500 40800 Interest Rebate	-15,840	0	-15,840	.00	.00	-15,840.00	.0%
TOTAL General Fund	-3,392,859	0	-3,392,859	-137,327.93	.00	-3,255,531.07	4.0%
TOTAL REVENUES	-3,392,859	0	-3,392,859	-137,327.93	.00	-3,255,531.07	
2000 Special Revenue							
00 Fund Level Reporting							
000 Undefined							
20000000 29206 ACO Carly Forwar	0	0	0	-31.00	.00	31.00	100.0%
20000000 29179 Brownfields Gran	0	0	0	-1,372.50	.00	1,372.50	100.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 01

2000	Special Revenue	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20000000	Lisbon Beautiflic	0	0	0	-250.00	.00	250.00	100.0%
	TOTAL Special Revenue	0	0	0	-1,653.50	.00	1,653.50	100.0%
	TOTAL REVENUES	0	0	0	-1,653.50	.00	1,653.50	
6000	Sewer Fund							
	50 Public Works							
	525 Treatment Plant							
65052500	Domestic Sewer R	-1,137,420	0	-1,137,420	2,571.56	.00	-1,139,991.56	-2%
65052500	Industrial Sewer	-72,875	0	-72,875	.00	.00	-72,875.00	.0%
65052500	Septage Revenue	-114,700	0	-114,700	.00	.00	-114,700.00	.0%
65052500	Finance Charges	-8,500	0	-8,500	-323.50	.00	-8,176.50	3.8%
65052500	Equipment Rental	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
65052500	Sewer Applicatio	0	0	0	-25.00	.00	25.00	100.0%
65052500	Sewer Hook-Up Fe	0	0	0	-1,000.00	.00	1,000.00	100.0%
65052500	Interest Rebate	-6,160	0	-6,160	.00	.00	-6,160.00	.0%
65052500	Misc Revenue	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
	TOTAL Sewer Fund	-1,364,655	0	-1,364,655	1,223.06	.00	-1,365,878.06	-1%
	TOTAL REVENUES	-1,364,655	0	-1,364,655	1,223.06	.00	-1,365,878.06	
	GRAND TOTAL	-4,757,514	0	-4,757,514	-137,758.37	.00	-4,619,755.63	2.9%

** END OF REPORT - Generated by Kayla Tierney **

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 General Fund							
20 General Government							
205 Elected Officials							
12020500 50108 Elected Officials	17,730	0	17,730	1,363.68	.00	16,366.32	7.7%
12020500 50202 Workers Comp Ins	90	0	90	.00	.00	90.00	.0%
12020500 50230 FICA Employer Co	1,357	0	1,357	104.28	.00	1,252.72	7.7%
12020500 50301 Office Supplies	500	0	500	.00	.00	500.00	.0%
12020500 50307 Advertising	800	0	800	.00	.00	800.00	.0%
210 Town Manager							
12021000 50101 Town Manager	101,470	0	101,470	7,805.31	.00	93,664.69	7.7%
12021000 50107 Administrative	50,508	0	50,508	3,885.16	.00	46,622.82	7.7%
12021000 50202 Workers Comp Ins	4,900	0	4,900	.00	.00	4,900.00	.0%
12021000 50210 MEPPERS - Employee	15,350	0	15,350	1,180.74	.00	14,169.26	7.7%
12021000 50220 Health Insurance	42,528	0	42,528	3,391.40	.00	39,136.60	8.0%
12021000 50230 FICA Employer Co	11,627	0	11,627	830.12	.00	10,796.88	7.1%
12021000 50301 Office Supplies	200	0	200	86.60	.00	113.40	43.3%
12021000 50306 Postage	250	0	250	.00	.00	250.00	.0%
12021000 50307 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
12021000 50352 Cell Phone/Allow	840	0	840	.00	.00	840.00	.0%
12021000 50401 Professional Dev	500	0	500	.00	.00	500.00	.0%
12021000 50402 Dues and Members	0	0	0	163.74	.00	-188.74	100.0%
12021000 50413 Mileage/Travel	2,900	0	2,900	.00	.00	2,900.00	.0%
12021000 50452 Audit services	9,850	0	9,850	.00	.00	9,850.00	.0%
215 Appeals Board							
12021500 50104 Non Supervisory	200	0	200	.00	.00	200.00	.0%
12021500 50108 Elected Official	751	0	751	42.34	.00	708.66	5.6%
12021500 50202 Workers Comp Ins	5	0	5	.00	.00	5.00	.0%
12021500 50230 FICA Employer Co	73	0	73	3.28	.00	69.72	4.5%
12021500 50301 Office Supplies	50	0	50	.00	.00	50.00	.0%
12021500 50306 Postage	50	0	50	.00	.00	50.00	.0%
12021500 50307 Advertising	375	0	375	.00	.00	375.00	.0%

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	ORIGINAL APPROP	TRANSFRS/ 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	79.08	.00	920.92	7.9%
12021600 50108 Elected Official	5,000	0	5,000	208.33	.00	4,791.67	4.2%
12021600 50202 Workers Comp Ins	30	0	30	.00	.00	30.00	.0%
12021600 50210 MEPPERS - Employee	0	0	0	3.64	.00	-3.64	100.0%
12021600 50230 FICA Employer Co	459	0	459	21.70	.00	437.30	4.7%
12021600 50301 Office Supplies	400	0	400	.00	.00	400.00	.0%
12021600 50306 Postage	150	0	150	.00	.00	150.00	.0%
12021600 50307 Advertising	750	0	750	.00	.00	750.00	.0%
12021600 50401 Professional Dev	600	0	600	.00	.00	600.00	.0%
12021600 50431 Contracted Profe	10,000	0	10,000	.00	.00	10,000.00	.0%
220 Legal							
12022000 50450 Legal expense	40,000	0	40,000	.00	1,708.00	38,292.00	4.3%
225 Clerk							
12022500 50102 Department Head	63,839	0	63,839	4,910.40	.00	58,928.60	7.7%
12022500 50104 Non Supervisory	33,995	0	33,995	2,804.55	.00	31,190.45	8.2%
12022500 50130 Temporary/season	12,620	0	12,620	387.00	.00	12,233.00	3.1%
12022500 50202 MEPPERS - Employee	564	0	564	.00	.00	564.00	.0%
12022500 50210 Health Insurance	9,810	0	9,810	625.24	.00	9,184.76	6.4%
12022500 50220 FICA Employer Co	29,872	0	29,872	1,330.83	.00	28,541.17	4.5%
12022500 50301 Office Supplies	8,450	0	8,450	565.90	.00	7,884.10	6.7%
12022500 50306 Postage	2,000	0	2,000	86.60	.00	1,913.40	1.1%
12022500 50307 Advertising	1,400	0	1,400	-26.35	.00	1,426.35	-1.9%
12022500 50308 Printing	800	0	800	.00	.00	800.00	.0%
12022500 50352 Cell Phone/Allow	4,200	0	4,200	.00	.00	4,200.00	.0%
12022500 50401 Professional Dev	940	0	940	.00	.00	940.00	.0%
12022500 50402 Dues and Members	700	0	700	.00	.00	700.00	.0%
12022500 50412 Meals and Lodgin	900	0	900	.00	.00	900.00	.0%
12022500 50413 Mileage/Travel	673	0	673	.00	.00	673.00	.0%
12022500 50451 Contracted Profe	600	0	600	199.85	.00	400.15	33.3%
12022500 50455 Professional Serv	8,650	0	8,650	.00	.00	8,650.00	.0%
12022500 50536 R&M Equipment	1,800	0	1,800	.00	.00	1,800.00	.0%
230 Finance							
12023000 50102 Department Head	73,017	0	73,017	5,617.60	.00	67,399.40	7.7%

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	ORIGINAL APPROF	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024000 50413 Mileage/ travel	800	0	800		.00	800.00	.0%
12024000 50470 Registry Service	700	0	700		.00	700.00	.0%
245 Code Enforcement							
12024500 50102 Department Head	78,293	0	78,293	6,022.53	.00	72,270.47	7.7%
12024500 50202 Workers Comp Ins	3,581	0	3,581	.00	.00	3,581.00	.0%
12024500 50210 MEPPERS - Employe	7,908	0	7,908	608.28	.00	7,299.72	7.7%
12024500 50220 Health Insurance	18,520	0	18,520	1,488.93	.00	17,031.07	8.0%
12024500 50230 FICA Employer Co	5,990	0	5,990	433.52	.00	5,556.48	7.2%
12024500 50301 Office Supplies	500	0	500	86.60	.00	413.40	17.3%
12024500 50306 Postage	100	0	100	.00	.00	100.00	.0%
12024500 50352 Cell Phone/Allow	420	0	420	.00	.00	420.00	.0%
12024500 50375 Gas	800	0	800	.00	.00	800.00	.0%
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	.00	.00	500.00	.0%
12024500 50624 Mapping & Microf	1,000	0	1,000	.00	.00	1,000.00	.0%
255 Liability Insurance Program							
12025500 50221 HRA Costs	23,000	0	23,000	4,62	.00	22,995.38	.0%
12025500 50601 General Liabilit	14,345	0	14,345	1,800.00	.00	12,545.00	12.5%
12025500 50602 Vehicle Insuranc	24,644	0	24,644	.00	.00	24,644.00	.0%
12025500 50603 Police Liability	15,464	0	15,464	.00	.00	15,464.00	.0%
12025500 50604 Property Insuran	15,587	0	15,587	.00	.00	15,587.00	.0%
12025500 50606 Crime Insurance	1,198	0	1,198	.00	.00	1,198.00	.0%
12025500 50607 Public Officials	3,615	0	3,615	.00	.00	3,615.00	.0%
12025500 50608 Employment Liabi	6,297	0	6,297	.00	.00	6,297.00	.0%
12025500 50609 Public Officials	2,125	0	2,125	.00	.00	2,125.00	.0%
12025500 50610 Critical inciden	1,400	0	1,400	.00	.00	1,400.00	.0%
265 Technology							
12026500 50360 Minor equipment	20,000	0	20,000	.00	.00	20,000.00	.0%
12026500 50454 Internet and web	6,450	0	6,450	.00	.00	6,450.00	.0%
12026500 50530 Software and Ser	174,770	0	174,770	21,199.29	247.00	151,736.87	13.2%
12026500 50536 Rm: Equipment	20,000	0	20,000	.00	.00	20,000.00	.0%
280 School							
12028000 51300 Required Local S	4,577,937	0	4,577,937	.00	.00	4,577,937.00	.0%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13031000 50202 Workers Comp Ins	56	0	56	.00	.00	56.00	.0%
13031000 50230 FICA Employer Co	840	0	840	.00	.00	840.00	.0%
13031000 50301 Office Supplies	50	0	50	.00	.00	50.00	.0%
13031000 50306 Postage	100	0	100	.00	.00	100.00	.0%
13031000 50352 Cell Phone allow	365	0	365	.00	.00	365.00	.0%
13031000 50401 Professional Dev	500	0	500	.00	.00	500.00	.0%
13031000 50440 General Assistan	25,000	0	25,000	339.00	.00	24,661.00	1.4%

40 Public Safety

405 Police

14040500 50102 Department Head	80,392	0	80,392	6,184.00	.00	74,208.00	7.7%
14040500 50104 Non Supervisory	661,240	0	661,240	50,085.20	.00	611,154.80	7.6%
14040500 50107 Administrative	40,120	0	40,120	3,086.18	.00	37,033.82	7.7%
14040500 50116 Union	16,000	0	16,000	.00	.00	16,000.00	.0%
14040500 50117 Misc. Police Det	7,000	0	7,000	.00	.00	7,000.00	.0%
14040500 50130 Temporary/season	18,000	0	18,000	1,065.08	.00	16,934.92	5.9%
14040500 50140 Overtime wages	27,540	0	27,540	293.38	.00	27,246.62	1.1%
14040500 50143 Court time	5,000	0	5,000	6,950.67	.00	4,815.94	3.7%
14040500 50145 Replacement Wage	106,277	0	106,277	184.06	.00	99,326.33	6.5%
14040500 50202 WORKERS Comp Ins	46,521	0	46,521	.00	.00	46,521.00	.0%
14040500 50210 MEBERS - Employe	99,055	0	99,055	6,520.33	.00	92,534.67	6.6%
14040500 50220 Health Insurance	256,469	0	256,469	20,558.26	.00	235,910.74	8.0%
14040500 50230 FICA Employer Co	73,560	0	73,560	4,763.09	.00	68,796.91	6.5%
14040500 50260 Uniform Cleaning	500	0	500	.00	.00	500.00	.0%
14040500 50301 Office Supplies	2,750	0	2,750	86.60	.00	2,619.31	4.8%
14040500 50302 Operating suppli	14,000	0	14,000	.00	.00	13,642.04	2.6%
14040500 50306 Postage	350	0	350	.00	.00	350.00	.0%
14040500 50307 Advertising	200	0	200	.00	.00	200.00	.0%
14040500 50308 Printing	2,000	0	2,000	.00	.00	2,000.00	.0%
14040500 50349 Recruitment Test	1,750	0	1,750	.00	.00	1,750.00	.0%
14040500 50351 Clothing/Boot Al	14,100	0	14,100	.00	.00	13,976.20	.9%
14040500 50352 Cell Phone/Allow	5,854	0	5,854	.00	.00	5,854.00	.0%
14040500 50353 Physicals	1,000	0	1,000	.00	.00	1,000.00	.0%
14040500 50375 Gas	22,125	0	22,125	.00	.00	22,125.00	.0%
14040500 50401 Tires Expense	3,600	0	3,600	.00	.00	3,600.00	.0%
14040500 50413 Professional Dev	12,386	0	12,386	.00	.00	11,186.00	9.7%
14040500 50415 Mileage/ travel	2,450	0	2,450	.00	.00	2,450.00	.0%
14040500 50501 Education Progra	2,608	0	2,608	.00	.00	2,608.00	.0%
14040500 50501 Vehicle Repairs	9,000	0	9,000	.00	.00	9,000.00	.0%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500 50512 Telephone	9,228	0	9,228	.00	576.94	8,651.06	6.3%
14040500 50532 Rm Office Equip	2,000	0	2,000	.00	.00	2,000.00	.0%
14040500 50536 Rm: Equipment	5,500	0	5,500	.00	.00	5,500.00	.0%
14040500 50710 Equipment	3,750	0	3,750	.00	.00	3,750.00	.0%
14040500 50720 Equipment - vehi	62,000	0	62,000	.00	.00	62,000.00	.0%
415 Fire Department							
14041500 50102 Department Head	72,840	0	72,840	5,603.04	.00	67,236.96	7.7%
14041500 50104 Non Supervisory	140,000	0	140,000	8,278.09	.00	131,721.91	5.9%
14041500 50202 Workers Comp Ins	24,227	0	24,227	.00	.00	24,227.00	.0%
14041500 50210 MEMBERS - Employee	7,357	0	7,357	583.00	.00	6,774.00	7.9%
14041500 50320 Health Insurance	25,462	0	25,462	2,113.40	.00	23,348.60	8.3%
14041500 50330 FICA Employer Co	16,283	0	16,283	1,022.41	.00	15,260.59	6.3%
14041500 50301 Office Supplies	500	0	500	86.60	.00	413.40	19.1%
14041500 50306 Operating suppli	9,000	0	9,000	61.24	.00	8,938.76	0.7%
14041500 50351 Postage	75	0	75	.00	648.25	8,290.51	7.9%
14041500 50351 Clothing/Boat Al	3,000	0	3,000	.00	8.90	66.10	11.9%
14041500 50352 Cell Phone/Allow	420	0	420	.00	.00	3,000.00	.0%
14041500 50353 Physicals	5,000	0	5,000	.00	.00	4,420.00	.0%
14041500 50375 Parts - Supplies	6,000	0	6,000	.00	24.00	4,976.00	.5%
14041500 50375 Gas	1,400	0	1,400	.00	.00	5,850.33	2.5%
14041500 50377 Diesel	3,500	0	3,500	.00	.00	1,400.00	.0%
14041500 50378 Tires Expense	3,200	0	3,200	.00	.00	3,500.00	.0%
14041500 50401 Professional Dev	7,500	0	7,500	.00	.00	3,200.00	.0%
14041500 50413 Mileage/Travel	175	0	175	.00	.00	7,500.00	.0%
14041500 50420 Capital Projects	75,000	0	75,000	.00	.00	175.00	.0%
14041500 50511 Water Usage	525	0	525	.00	.00	75,000.00	.0%
14041500 50512 Telephone	2,508	0	2,508	.00	53.00	472.00	10.1%
14041500 50513 Sewer Expense	318	0	318	.00	83.70	2,424.30	3.3%
14041500 50544 R & M: Radios	25,000	0	25,000	.00	35.60	282.40	11.2%
14041500 50560 Fire Fighting Fo	5,800	0	5,800	.00	3,155.00	21,845.00	12.6%
14041500 50561 EMS Supplies	3,000	0	3,000	.00	62.82	5,737.18	1.1%
14041500 50562 Personal Protect	1,500	0	1,500	.00	.00	3,000.00	.0%
14041500 50563 Hose Replacement	21,450	0	21,450	.00	.00	1,500.00	.0%
14041500 50710 Equipment	5,000	0	5,000	.00	.00	21,450.00	.0%
14041500 50710 Equipment	12,000	0	12,000	.00	.00	5,000.00	.0%
430 Emergency Management							
14043000 50100 IEMS Stipend	199,246	0	199,246	49,811.50	.00	149,434.50	25.0%
14043000 50104 Non Supervisory	1,570	0	1,570	123.70	.00	1,446.30	7.9%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50102 Department Head	80,630	0	80,630	6,202.30	.00	74,427.70	7.7%
15050500 50104 Non-Supervisory	348,308	0	348,308	25,785.69	.00	322,522.31	7.4%
15050500 50107 Administrative	19,468	0	19,468	1,833.88	.00	17,634.12	9.4%
15050500 50116 Union	8,500	0	8,500	.00	.00	8,500.00	.0%
15050500 50140 Overtime Wages	40,000	0	40,000	1,170.62	.00	38,829.38	2.9%
15050500 50202 Workers Comp Ins	43,918	0	43,918	.00	.00	43,918.00	.0%
15050500 50210 MEPPERS - Employee	43,223	0	43,223	2,990.70	.00	40,232.30	6.9%
15050500 50230 Health Insurance	114,577	0	114,577	8,361.86	.00	106,215.14	7.3%
15050500 50230 FICA Employer Co	38,090	0	38,090	2,326.52	.00	35,763.48	6.6%
15050500 50240 Medical Testing	500	0	500	.00	.00	500.00	.0%
15050500 50301 Office Supplies	1,500	0	1,500	86.60	.00	1,413.40	5.8%
15050500 50302 Operating Suppl	8,500	0	8,500	.00	.00	8,467.60	.4%
15050500 50306 Postage	150	0	150	.00	32.40	150.00	.0%
15050500 50307 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
15050500 50330 Drug Testing	1,500	0	1,500	.00	.00	1,500.00	.0%
15050500 50351 Clothing/Boot Al	10,000	0	10,000	966.88	206.04	8,827.08	11.7%
15050500 50352 Cell Phone/Allow	1,600	0	1,600	.00	.00	1,600.00	.0%
15050500 50360 Minor Equipment	3,000	0	3,000	.00	.00	3,000.00	.0%
15050500 50363 Cuiverts	15,000	0	15,000	.00	1,147.20	13,852.80	7.6%
15050500 50366 Asphalt-Hot Top	15,000	0	15,000	.00	72.00	14,928.00	.5%
15050500 50367 Excavation Expen	5,000	0	5,000	.00	.00	5,000.00	.0%
15050500 50370 Parts - Supplies	40,000	0	40,000	-411.12	1,358.92	39,052.20	2.4%
15050500 50371 Sand & Gravel	10,000	0	10,000	.00	.00	10,000.00	.0%
15050500 50372 Paint	0	0	0	47.88	.00	-47.88	100.0%
15050500 50375 Gas	8,000	0	8,000	.00	1,968.03	6,031.97	24.6%
15050500 50376 Oils and Lubrica	4,500	0	4,500	.00	.00	4,500.00	.0%
15050500 50377 Diesel	19,000	0	19,000	.00	.00	19,000.00	.0%
15050500 50378 Fires Expense	5,000	0	5,000	.00	.00	5,000.00	.0%
15050500 50401 Professional Dev	4,000	0	4,000	.00	.00	4,000.00	.0%
15050500 50413 Mileage/Travel	500	0	500	.00	.00	500.00	.0%
15050500 50430 Filing Fees/Lice	1,200	0	1,200	.00	.00	1,200.00	.0%
15050500 50455 Professional Serv	26,400	0	26,400	.00	.00	26,400.00	.0%
15050500 50511 Water Usage	4,000	0	4,000	.00	.00	4,000.00	.0%
15050500 50512 Telephone	4,020	0	4,020	.00	204.42	3,815.58	5.1%
15050500 50513 Sewer Expense	594	0	594	.00	.00	594.00	.0%
15050500 50535 Rental of Equipm	25,000	0	25,000	.00	.00	25,000.00	.0%
15050500 50536 R&M: Equipment	8,000	0	8,000	.00	.00	8,000.00	.0%
15050500 50537 Equipment Paintci	4,500	0	4,500	.00	.00	4,500.00	.0%
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	.00	.00	5,000.00	.0%
15050500 50541 Ground repair an	6,000	0	6,000	.00	3,400.00	2,600.00	.0%
15050500 50544 R & M: Radios	1,000	0	1,000	.00	.00	1,000.00	.0%
15050500 50545 R & M: TREE REM	4,500	0	4,500	.00	.00	4,500.00	.0%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50547 R & M: STIGNS	3,000	0	3,000	.00	.00	3,000.00	.0%
15050500 50548 R & M: STREETS	15,000	0	15,000	-65.45	65.45	15,000.00	.0%
15050500 50770 Infrastructure-	475,000	0	475,000	.00	.00	475,000.00	.0%
510 Winter Operations							
15051000 50140 Overtime	65,000	0	65,000	.00	.00	65,000.00	.0%
15051000 50202 Workers Comp Ins	2,538	0	2,538	.00	.00	2,538.00	.0%
15051000 50210 MEPPERS - Employe	6,565	0	6,565	.00	.00	6,565.00	.0%
15051000 50230 FICA Employer Co	4,972	0	4,972	.00	.00	4,972.00	.0%
15051000 50303 Other Supplies	150,000	0	150,000	.00	.00	150,000.00	.0%
15051000 50370 Parts - Supplies	20,000	0	20,000	.00	.00	20,000.00	.0%
15051000 50451 Contracted Profe	50,000	0	50,000	.00	.00	50,000.00	.0%
520 Solid Waste							
15052000 50104 Non-Supervisory	144,397	0	144,397	9,926.27	.00	134,470.73	6.9%
15052000 50116 Union Negotiatio	2,000	0	2,000	.00	.00	2,000.00	.0%
15052000 50202 Workers Comp Ins	10,302	0	10,302	.00	.00	10,302.00	.0%
15052000 50210 MEPPERS - Employe	12,103	0	12,103	1,002.54	.00	11,100.46	8.3%
15052000 50230 Health Insurance	50,244	0	50,244	4,103.88	.00	46,140.12	8.2%
15052000 50230 FICA Employer Co	11,200	0	11,200	710.93	.00	10,489.07	6.3%
15052000 50301 Medical Testing	500	0	500	.00	.00	500.00	.0%
15052000 50302 Office Supplies	500	0	500	86.60	.00	413.40	17.3%
15052000 50302 Operating suppli	6,000	0	6,000	.00	.00	6,000.00	.0%
15052000 50306 Postage	80	0	80	.00	.00	80.00	.0%
15052000 50307 Advertising	100	0	100	.00	.00	100.00	.0%
15052000 50308 Printing	1,500	0	1,500	.00	.00	1,500.00	.0%
15052000 50330 Drug Testing	3,500	0	3,500	.00	.00	3,500.00	.0%
15052000 50331 Clothing/Boot Al	3,500	0	3,500	.00	.00	3,500.00	.0%
15052000 50352 Cell Phone allow	420	0	420	.00	.00	420.00	.0%
15052000 50369 Land Fill	4,000	0	4,000	.00	.00	4,000.00	.0%
15052000 50370 Parts - Supplies	10,000	0	10,000	.00	.00	9,437.72	5.6%
15052000 50377 Diesel	6,000	0	6,000	.00	.00	6,000.00	.0%
15052000 50378 Diesel Expense	4,500	0	4,500	.00	.00	4,500.00	.0%
15052000 50401 Professional Dev	250	0	250	.00	.00	250.00	.0%
15052000 50413 Mileage/ travel	250	0	250	.00	.00	250.00	.0%
15052000 50430 Filing fees/lice	700	0	700	.00	.00	670.00	4.3%
15052000 50511 Water usage fees	2,100	0	2,100	.00	.00	2,100.00	.0%
15052000 50512 Telephone	1,512	0	1,512	.00	.00	1,393.16	7.9%
15052000 50513 Sewer Expense	530	0	530	.00	.00	530.00	.0%
15052000 50536 Rm: Equipment	5,000	0	5,000	.00	.00	5,000.00	.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 50556 Trash Removal	305,000	0	305,000	.00	2,321.15	302,678.85	.8%
535 Other Public Works							
15053500 50510 Electricity	78,000	0	78,000	.00	.00	78,000.00	.0%
15053500 50534 Hydrant Rental	461,500	0	461,500	101,500.00	.00	360,000.00	22.0%
15053500 50536 R&M: Equipment	12,000	0	12,000	.00	.00	12,000.00	.0%
60 Culture & Recreation							
605 Library							
16060500 50102 Department Head	58,764	0	58,764	4,520.00	.00	54,244.00	7.7%
16060500 50104 Non Supervisory	110,674	0	110,674	7,645.16	.00	103,028.84	6.9%
16060500 50202 Workers Comp Ins	865	0	865	.00	.00	865.00	.0%
16060500 50210 MEPRS - Employee	14,535	0	14,535	877.80	.00	13,657.20	6.0%
16060500 50220 Health Insurance	52,492	0	52,492	4,163.98	.00	48,328.02	7.9%
16060500 50230 FICA Employer Co	12,962	0	12,962	877.33	.00	12,084.67	6.8%
16060500 50301 Office Supplies	3,600	0	3,600	86.60	.00	3,513.40	2.4%
16060500 50302 Operating suppli	30,000	0	30,000	.00	207.72	29,792.28	.7%
16060500 50306 Postage	2,500	0	2,500	.00	.00	2,500.00	.0%
16060500 50352 Printing	250	0	250	.00	.00	250.00	.0%
16060500 50401 Cell Phone/Allow	420	0	420	.00	.00	420.00	.0%
16060500 50402 Professional Day	250	0	250	.00	.00	250.00	.0%
16060500 50413 Dues and Members	100	0	100	.00	.00	100.00	.0%
16060500 50511 Mileage/ travel	100	0	100	.00	.00	100.00	.0%
16060500 50512 Water usage fees	240	0	240	.00	.00	240.00	.0%
16060500 50512 Telephone	2,304	0	2,304	276.00	191.78	1,836.22	20.3%
16060500 50513 Sewer Expense	154	0	154	.00	.00	154.00	.0%
16060500 50535 Rentals of Equip	400	0	400	.00	34.00	366.00	.8%
16060500 50536 R&M: Equipment	600	0	600	.00	.00	600.00	.0%
615 Parks & Recreation							
16061500 50102 Department Head	70,922	0	70,922	5,086.40	.00	65,835.60	7.2%
16061500 50104 Non Supervisory	151,157	0	151,157	12,113.50	.00	139,043.50	8.0%
16061500 50130 Temporary/season	143,070	0	143,070	30,687.75	.00	112,382.25	21.4%
16061500 50140 Overtime	0	0	0	879.54	.00	-879.54	100.0%
16061500 50202 Workers Comp Ins	24,604	0	24,604	.00	.00	24,604.00	.0%

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YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 50210 MEPRS - Employee	15,099	0	15,099	1,090.07	.00	14,008.93	7.2%
16061500 50220 Health Insurance	59,176	0	59,176	3,172.64	.00	54,003.36	8.7%
16061500 50230 RICA Employer Co	27,934	0	27,934	86.60	.00	24,257.54	13.2%
16061500 50301 Office Supplies	1,200	0	1,200	.00	83.98	1,029.42	14.2%
16061500 50302 Operating suppli	41,700	0	41,700	.00	1,365.01	40,334.99	3.3%
16061500 50306 Postage	1,200	0	1,200	.00	.00	200.00	.0%
16061500 50307 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
16061500 50352 Cell Phone/Allow	7,753	0	7,753	.00	.00	7,753.00	.0%
16061500 50355 Co-Ed Softball/F	18,484	0	18,484	.00	1,435.00	17,049.00	7.8%
16061500 50356 Summer Trips	3,000	0	3,000	.00	.00	3,000.00	.0%
16061500 50357 Sunshine Hill	5,045	0	5,045	.00	.00	5,045.00	.0%
16061500 50358 New Programs	3,800	0	3,800	.00	.00	3,800.00	.0%
16061500 50359 Officials	3,800	0	3,800	.00	.00	3,800.00	.0%
16061500 50375 Gas	1,200	0	1,200	.00	.00	1,200.00	.0%
16061500 50377 Diesel	500	0	500	.00	.00	500.00	.0%
16061500 50380 Uniforms/safety	225	0	225	.00	45.00	180.00	20.0%
16061500 50401 Professional Dev	7,000	0	7,000	.00	439.25	6,560.75	6.3%
16061500 50414 Senior Meals Exp	3,360	0	3,360	.00	.00	3,360.00	.0%
16061500 50483 Security System	3,000	0	3,000	.00	.00	3,000.00	.0%
16061500 50501 Vehicle Repairs	3,000	0	3,000	.00	.00	3,000.00	.0%
16061500 50510 Electricity	3,000	0	3,000	.00	.00	3,000.00	.0%
16061500 50511 Water Usage	3,180	0	3,180	.00	.00	3,180.00	.0%
16061500 50512 Telephone	1,060	0	1,060	.00	.00	1,060.00	.0%
16061500 50513 Sewer Expense	2,200	0	2,200	.00	.00	2,200.00	.0%
16061500 50522 Space Rental	5,000	0	5,000	.00	.00	5,000.00	.0%
16061500 50536 R&M: Equipment	9,200	0	9,200	.00	54.69	4,945.31	1.1%
16061500 50541 Grounds mainena	5,000	0	5,000	.00	2,046.69	7,153.31	22.2%
16061500 50542 River Trail main	4,690	0	4,690	.00	.00	4,690.00	.0%
16061500 50543 R&M: Green Thumb	1,150	0	1,150	.00	.00	1,017.50	11.5%
16061500 50556 Trash Removal							
620 Other Public Services							
16062000 50442 Transportation s	42,000	0	42,000	.00	.00	42,000.00	.0%
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 MMA	8,078	0	8,078	.00	.00	8,078.00	.0%
70 Economic Development							
705 Economic Development							
17070500 50102 Department Head	65,010	0	65,010	5,000.10	.00	60,009.90	7.7%

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YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROF	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17070500 50202 Workers Comp Ins	332	0	332	.00	.00	332.00	.0%
17070500 50210 MEPPERS - Employe	6,601	0	6,601	505.01	.00	6,095.99	7.7%
17070500 50220 Health Insurance	3,075	0	3,075	236.56	.00	2,838.44	7.7%
17070500 50230 FICA Employer Co	4,974	0	4,974	400.61	.00	4,573.39	8.1%
17070500 50301 Office Supplies	0	0	0	86.60	.00	-86.60	100.0%
17070500 50302 Operating suppl	4,200	0	4,200	140.65	.00	4,059.35	3.3%
17070500 50306 Postage	300	0	300	.00	.00	300.00	.0%
17070500 50352 Advertising	5,000	0	5,000	.00	.00	5,000.00	.0%
17070500 50401 Cell Phone/Allow	695	0	695	.00	.00	695.00	.0%
17070500 50402 Professional emp	3,500	0	3,500	.00	.00	3,500.00	.0%
17070500 50406 Dues and Members	3,000	0	3,000	.00	.00	3,000.00	.0%
17070500 50412 AVOG Dues	9,537	0	9,537	9,537.18	.00	-1.18	100.0%
17070500 50413 Meal allowance	525	0	525	.00	.00	525.00	.0%
17070500 50413 Mileage/ travel	1,050	0	1,050	.00	.00	1,050.00	.0%
85 Intergovernmental							
850 County Tax							
18085000 50405 PSAP Fees	20,811	0	20,811	.00	20,810.79	.21	100.0%
18085000 50920 County tax	768,250	0	768,250	.00	768,250.00	.00	100.0%
TOTAL General Fund	16,831,006	0	16,831,006	608,502.50	832,698.84	15,389,804.66	8.6%
TOTAL EXPENSES	16,831,006	0	16,831,006	608,502.50	832,698.84	15,389,804.66	
2000 Special Revenue							
00 Fund Level Reporting							
000 Undefined							
20000000 29705 TIF-Downtown	0	0	0	.00	19,950.00	-19,950.00	100.0%
20000000 53850 Lisbon Beautific	0	0	0	95.30	7,383.95	-7,479.25	100.0%
TOTAL Special Revenue	0	0	0	95.30	27,333.95	-27,429.25	100.0%
TOTAL EXPENSES	0	0	0	95.30	27,333.95	-27,429.25	
3000 Debt Service							
80 Debt Service							

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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3000	Debt Service	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
810 Debt Service-Bonds								
38081000	53400	2005 Bond Princ	32,558	0	32,558	.00	32,558.00	.0%
38081000	53401	2006 Bond Princ	36,000	0	36,000	.00	36,000.00	.0%
38081000	53403	2010 Bond Princ	53,040	0	53,040	.00	53,040.00	.0%
38081000	53404	2011 Bond Princ	27,000	0	27,000	.00	27,000.00	.0%
38081000	53405	2014 OECB Princ	40,909	0	40,909	.00	40,909.00	.0%
38081000	53406	2017 Bond Princ	150,000	0	150,000	.00	150,000.00	.0%
38081000	53601	2006 Bond Intere	324	0	324	.00	324.00	.0%
38081000	53603	2010 Bond Intere	16,816	0	16,816	.00	16,816.00	.0%
38081000	53604	2011 Bond Intere	203	0	203	.00	203.00	.0%
38081000	53605	2014 OECB Intere	16,517	0	16,517	.00	16,517.00	.0%
38081000	53607	2017 Bond Intere	24,982	0	24,982	.00	24,982.00	.0%
38081000	53609	2020 Bond Intere	20,755	0	20,755	.00	20,755.00	.0%
TOTAL Debt Service			419,104	0	419,104	.00	419,104.00	.0%
6000 Sewer Fund			419,104	0	419,104	.00	419,104.00	
50 Public Works								
525 Treatment Plant								
65052500	29802	Sewer Carry Forw	86,062	0	86,062	17,500.00	87,500.00	100.0%
65052500	50102	Department Head	196,301	0	196,301	.00	196,301.87	7.7%
65052500	50104	Non-Supervisory	17,449	0	17,449	.00	181,319.92	7.6%
65052500	50107	Admin Wages	22,500	0	22,500	.00	17,449.00	.0%
65052500	50140	Overtime Wages	16,987	0	16,987	.00	21,281.87	5.4%
65052500	50202	Workers Compensa	30,582	0	30,582	.00	16,987.00	.0%
65052500	50210	Maine State Reti	7,913	0	7,913	.00	28,966.56	5.3%
65052500	50215	Admin Benefits	86,945	0	86,945	.00	7,913.00	.0%
65052500	50220	Health Insurance	3,723	0	3,723	.00	79,156.16	9.0%
65052500	50221	HRA Costs	23,322	0	23,322	.00	3,723.00	.0%
65052500	50230	FICA Taxes	2,500	0	2,500	.00	21,697.74	7.0%
65052500	50240	Medical Testing	2,500	0	2,500	.00	250.00	.0%
65052500	50301	Office Supplies	2,500	0	2,500	86.60	2,373.60	5.1%

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Tom of Lisbon
YEAR-TO-DATE BUDGET REPORT

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6000	Sewer Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65052500	50303 Other Supplies	37,000	0	37,000	52.00	.00	36,948.00	.1%
65052500	50306 Postage	8,500	0	8,500	.00	.00	8,500.00	.0%
65052500	50307 Advertising	300	0	300	.00	.00	300.00	.0%
65052500	50330 Drug Testing	400	0	400	.00	.00	400.00	.0%
65052500	50331 Small Tools	3,000	0	3,000	.00	.00	3,000.00	.0%
65052500	50351 Clothing/Root Al	4,250	0	4,250	.00	.00	4,250.00	.0%
65052500	50352 Cell Phone allow	2,564	0	2,564	.00	.00	2,564.00	.0%
65052500	50375 Gas	3,350	0	3,350	.00	.00	3,350.00	.0%
65052500	50377 Diesel	2,300	0	2,300	.00	.00	2,300.00	.0%
65052500	50401 Professional emp	3,000	0	3,000	.00	.00	3,000.00	.0%
65052500	50413 Mileage/Travel R	300	0	300	.00	.00	300.00	.0%
65052500	50430 Filing fees/llice	1,600	0	1,600	.00	.00	1,600.00	.0%
65052500	50450 Legal expense	1,000	0	1,000	.00	.00	1,000.00	.0%
65052500	50452 Audit services	2,550	0	2,550	.00	.00	2,550.00	.0%
65052500	50453 Professional Serv	10,000	0	10,000	.00	.00	10,000.00	.0%
65052500	50483 Security System	1,600	0	1,600	.00	.00	1,600.00	.0%
65052500	50510 Electricity	99,000	0	99,000	.00	.00	99,000.00	.0%
65052500	50511 Water usage fees	13,500	0	13,500	.00	.00	13,500.00	.0%
65052500	50512 Telephone	1,920	0	1,920	.00	.00	1,880.30	2.1%
65052500	50514 Heating Fuel	7,000	0	7,000	.00	.00	7,000.00	.0%
65052500	50530 Software and Ser	15,000	0	15,000	.00	.00	15,000.00	.0%
65052500	50539 R&M: Catch Basin	7,500	0	7,500	.00	.00	4,025.48	46.3%
65052500	50546 R & M: SEWER	10,000	0	10,000	.00	.00	10,000.00	.0%
65052500	50550 Meter Read	72,000	0	72,000	.00	.00	71,389.70	.8%
65052500	50555 Sludge Disposal	83,000	0	83,000	.00	.00	83,000.00	.0%
65052500	50556 Trash Removal	1,700	0	1,700	.00	.00	1,566.27	7.9%
65052500	50557 CCTV & Cleaning	10,000	0	10,000	.00	.00	10,000.00	.0%
65052500	50601 General Liabilit	2,752	0	2,752	.00	.00	2,552.00	7.3%
65052500	50602 Vehicle Insuranc	1,107	0	1,107	.00	.00	1,107.00	.0%
65052500	50604 Property Insuran	9,273	0	9,273	.00	.00	9,273.00	.0%
65052500	50750 Improvements oth	130,000	0	130,000	.00	.00	130,000.00	.0%
65052500	53006 Bond Administrat	2,200	0	2,200	.00	.00	2,200.00	.0%
65052500	53307 Vactor Lease	37,313	0	37,313	.00	.00	37,313.00	.0%
65052500	53400 2004 FR Bond Pri	17,500	0	17,500	.00	.00	17,500.00	.0%
65052500	53401 2005 FR Bond Pri	25,000	0	25,000	.00	.00	25,000.00	.0%
65052500	53405 2014 QECB Princp	15,909	0	15,909	.00	.00	15,909.00	.0%
65052500	53600 2004 FR Bond Int	2,011	0	2,011	.00	.00	2,011.00	.0%
65052500	53601 2005 FR Bond Int	3,315	0	3,315	.00	.00	3,315.00	.0%
65052500	53605 2014 QECB Intere	6,423	0	6,423	.00	.00	6,423.00	.0%
65052500	53610 Interim financin	43,904	0	43,904	.00	.00	43,904.00	.0%
TOTAL Sewer Fund		1,193,575	0	1,193,575	52,057.81	91,426.72	1,050,090.47	12.0%
TOTAL EXPENSES		1,193,575	0	1,193,575	52,057.81	91,426.72	1,050,090.47	
GRAND TOTAL		18,443,685	0	18,443,685	660,655.61	951,459.51	16,831,569.88	8.7%

** END OF REPORT - Generated by Kayla Tierney **



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: June 2020

In the month of June, the Fire Department responded to 44 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). The Department responded to 8 requests for the Fire Department First Responders and one additional which where we were dispatched for a motor vehicle accident and provided care until an out of town ambulance arrived. Out of the 8 requested, we were canceled 2 times. The Department responded to 3 request to assist Lisbon Emergency this past month, one of which we were canceled on.



In the month of June we responded to 4 requests for mutual aid. 1 to the Town of Durham, 1 to the Town of Sabattus, 1 to the Town of Freeport, and 1 to the City of Lewiston.

The start of June picked up where we left off in May. The calls for woods and brush fires continued. On June 2nd we responded to Ferry Road for a smoke investigation which turned out to be a working woods

fire, a ½ mile off from the road. The fire affected an area around 2 acres in size. Portable pumps were used to get water from the river to the fire scene. After using 1700 feet of hose and 14 hours of work, over 2 days, the fire was extinguished. This fire went to a second alarm brining in mutual aid from other communities and the Maine Forest Service. I would, again, like to extend my thanks to the Riverside Trail Riders ATV club for their assistance at this fire. They came in with their UTVs and assisted us with moving firefighters and equipment in and out of the fire scene.

Firefighters continue to get driver training in. The Lisbon Fire Department follows the guidelines set down by the NFPA and ISO on recommended training for new operators.

During our monthly training, which was on hose deployments and portable pumps, we were dispatched to Ferry Road for a vehicle fire. Since firefighters were already out, the





Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



response was quick, however the vehicle was a total loss. This was the second vehicle this past month.

With the promotion of Captain Pelletier, it left a vacant lieutenant. In June Firefighter/Engineer Ryan Robitaille was promoted to this position. Robitaille was already serving in an acting capacity during this time, so his transition went smoothly.

The fire department also assist the Police Department with traffic control during the High School Graduation procession through town. Per request of the School Department, the new Engine 7 helped lead the way.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Month of June incident type break down.

Incident Type	Occurrences
Cooking fire, contained to container	1
Fire in a motor home, camper, recreational vehicle	1
Passenger vehicle fire	2
Natural vegetation fire, other	1
Forest, woods or wildland fire	3
Grass Fire	1
Medical assist, assist EMS crew	2
EMS Call, excluding vehicle accident with injuries	6
Motor vehicle accident with injuries	2
Motor vehicle accident with no injuries	2
Oil or other combustible liquid spill	1
Power line down	1
Arcing, shorted electrical equipment	1
Vehicle accident, general cleanup	2
Water evacuation	1
Public service assistance, other	2
Public service	1
Unauthorized burning	1
Cover assignment, standby, moveup	2
Good intent call, other	3
Dispatched, canceled en route	2
Steam, other gas mistaken for smoke, other	1
Smoke scare, other	1
Steam, vapor, fog or dust thought to be smoke	2
Smoke detector activation due to malfunction	1
Smoke detector activation, no fire – unintentional	1
Total:	44

Respectfully submitted

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

Nathan LeClair

Fire Chief

LIBRARY DEPARTMENT
June 2020 Monthly Report

Adult Books	750	Patron Count	747
Adult DVD's	149	Cloud Library April	59 users/207 downloads
Juvenile Books	785	Cloud Library May	58 users/174 downloads
Juvenile DVD's	41	Cloud Library June	44 users/170 downloads
Adult Audio Bks	39	Summer Read Kids (K-6)	61
Juv Audio Bks	13	Summer Read (Teens)	11
Paperbacks	39	Summer Read (adults)	26
Patron Computers	NA	Family Reading Challenge	71

General Report:

The Lisbon Library Department re-opened for in-house patron services on June 1, 2020. We were one of the first libraries in the state of Maine to do so. The staff and I were prepared with very detailed and strict policies and procedures in place.

Patrons were happy to be back and appreciated our efforts to offer as many hours of operation and services as we now have in place. We continue to move forward with services as the Maine State Library begins their ILL and van delivery services. I do not believe they will meet their mid-July full ILL services date. There are still many libraries limited to curbside services or closed.

Staff Update:

Our part time Children's Services Aide resigned her 15-hour part-time position 2 weeks ago due to health issues. The position has been posted on the Town of Lisbon website. As of July 1, 2020 all library staff members are back to work at their scheduled/budgeted hours.

Building/Garden Update:

We have made every effort to meet the state mandates to ensure the safety of patrons and staff. Both checkout desks have plexi-glass panels. We have removed all unnecessary furniture and chairs. We do not have public bathrooms services at this time. This has been verified by the Town of Lisbon attorney. We continue to limit the number of patrons to 10. We have not had any problems with patrons having to wait on the sidewalk for services. I continue to monitor this and will certainly follow Governor Mills' mandates as she moves the state of Maine into the "Phase 3" mode. We sanitize surfaces on a regular basis and staff wear their masks if away from the plexi-glass enclosures.

The Maine State Library finally got the Battelle Lab report results on the testing of library materials and the danger of covid-19 transmission through these type of materials. They have verified that the virus dissipates and is undetectable on books with plastic jackets, cloth books and all DVD and CD cases after

72 hours. We have transitioned from a 7-day materials quarantine period to the 3-day procedure. This ensures materials especially DVD's, are available to patrons quicker.

The Children's Garden is open for patron use but we have not put out the sand table or other toys. We will not open the playhouse this season because we do not have the sanitizing products or staff to take care of the toys and equipment.

The waterfall pond is not holding water. The liner has failed. It is an old swimming pool liner that Public Works had found at the transfer station. It has served us well for several years but the harsh winter months finally did it in. The pump still works.

I spoke to the Town Manger about this and she has authorized me to seek advice from Davis Landscaping Co. I have reached out to them and they will come check it out and get back to me with their opinion and suggestions to take care of this problem. We need an estimate on the cost of a replacement liner, the cost to perhaps cut down the waterfall so the water pipe does not have to get the water up the entire distance of the banking. It may not be cost effective to keep the water feature moving forward. Diane McClelland has given us permission to use a portion of the "Ross Memorial" funds to make the repairs if reasonable. As always, we will follow the bid/purchasing policy on anything we do. I will the Town Council and Town Manager informed.

Summer Reading Program Update:

The on-line version of our "Happy 200th Birthday Maine" Summer Program kicked off on Tuesday, June 30th. We were fortunate to get a grant through the Maine State Library for an on-line program called Bean Stack. This platform allowed Bill to customize the program with our specific needs and activities. The children log in through an APP and record their reading minutes. It is certainly not, what we had planned and we miss the weekly programs with our children's room filled with families. However, the children and their families come in to pick up their weekly craft or science project and take it home to complete. Bill will provide a weekly video on the Library Department's Facebook page with instructions to complete the fun projects. We are happy with the number of children and adults who have decided to take part in this year's program. I will keep the Governing Board updated.



TOWN OF LISBON

Mark Stevens

Lisbon Parks & Recreation Director

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

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, June 2020

DATE: July 15, 2020

Preparing for the Moxie Festival has always been a big part of our operations in the months of June.

Instead of planning for the Moxie Festival, we turned our energy to what we know we could do. The Governor allowed summer day camps to happen as long as towns followed a long list of guidelines. We were fortunate to have most of our staff return to work again this summer. Staff training took on a whole new meaning since the Covid



19 guidelines from the Maine CDC mandated documenting everything from taking children temperatures, to washing hands and sanitizing supplies. On June 17, our staff did a mock drop off procedures. Fire Chief LeClair was on hand to talk with our staff and observe the mock drop off dry run. We had about 90 kids attend of the first day of camp on June 22. Our camps are spread out to four locations to allow for about 20 to 25 participants at each location. Karen Durisko has taken on the lead role as Camp Director. She planned the staff training, ordered and distributed supplies, and set up entertainment and excursions with



Cherie.

Jordan Schank, our parks maintenance supervisor has been a tremendous asset to our town. Gardens were planted, weeded, edged and mulched. Green space including the cemeteries were mowed and fences were repaired. Projects were worked on between the regular maintenance plans. An owl was reported to have been killed by a fishing line at the Little River. Our staff retrieved it and disposed of it.

Our playgrounds were open for business on June 1st. I met with the School Superintendent to coordinate the opening of all playground and park areas in town.



Beaver Park has had the most visitors during the month of June. We surpassed the 10,000.00 revenue goals for the first time in the park's history. Jordan Maloy and her friend spent the morning visiting Beaver Park with their horses on a warm sunny day in June.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

Report to Council
July 2020
Police Department

In the month of June the police department received 1,196 requests for police assistance. There were a total of 88 investigations, and 18 people were arrested or charged with criminal violations. There were a total of 17 motor vehicle crashes, and 78 motor vehicle stops occurred during directed traffic enforcement details.

In June members of the police department assisted in the celebration as over 70 students graduated from Lisbon High School. The graduates were escorted through town, in the new socially distant format, from the school to Main Street and then back through town to Village Street. It was a great experience that has already spurred numerous people to suggest that it becomes an annual event!!

The COVID-19 pandemic continues to affect the manner in which we conduct our day to day business here at the police department. We make every attempt to respond to, and address, complainants in a socially distant fashion whenever possible. Unfortunately however there remain situations where our officers need to take persons into custody, which means entering residences, stepping within 6 feet of a person, coming into physical contact, and placing persons in a vehicle with ourselves. Our personnel have been fully updated on all prevailing safety protocols however, have all necessary/required equipment, and the safety of all persons involved in our calls for assistance remains our top priority.

In miscellaneous news the department is nearing the end of it's review of all agency standard operating procedures (SOP's), has completed the majority of the mandatory training sessions required by the Maine Criminal Justice Academy for 2020, and is roughly one-week away from having the second new cruiser up-fitted and placed on the road. Once again the answer is NO!, it's not Moxie orange. 😊

Thank you.
Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: JUNE 2020, MONTHLY REPORT
DATE: JULY 6, 2020

Public Works – In the month of June, Investigated and actioned on resident and dispatch calls for potholes, ditching and drainage issues as well as policing up trash. Monitored areas of potential washouts after high rain fall. Continued street sweeping operations and cleanup of catch basins. Replaced culvert on Ferry Road. Cut back brush at stop and street signs. Cleaned and dressed up gravel roads. Ditched, placed erosion matt and cut brush on Wagg Rd. Assisted Transfer Station with 1x employee for operations due to staffing. Received and installed signs for Main St Project with Brett.

Mechanic continued working on vehicles/equipment to ensure inspections were completed and safe for operation.

Continue to ensure all employees are briefed on mitigation/safety measures sent down from Management regarding COVID-19.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.7
Trash	231.37
OBW	53.45
Wood	21.88
Brush	15.81
Compost/ leaves	10.03
Tires	2.72
Freon	49
Cardboard	21.52 @\$80 per ton

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: JUNE 2020 MONTHLY REPORT
DATE: JULY 16, 2020

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

- Centrifuge bowl motor needed a rewind, it was removed , taken for repair and reinstalled.
- Worked on the manholes in the Rt. 196 paving project area.
- Repaired a manhole in the RT. 196 & Canal Street intersection.
- Inspected and measured the manholes that are in the FY21 paving project area to see which ones could be raised with riser rings.
- Cleaned the Chlorine contact tank.
- Dealt with Several pump plugging issues at the pump stations due to wipes and rags getting stuck in the pumps.

Please contact me if you have any questions.

TOWN CLERK AND
ELECTION DEPARTMENT

JULY 2020

The June 14, 2020 Election results were submitted posted online, typed up, and put in our municipal record book. 1,800 local ballots were cast. The social distancing set up at the gym worked out well and almost all our voters appeared to be patient. Election bills were paid and the school was billed.

Election information and the results for July 14 were posted on the Election Webpage. Election information for the upcoming annual municipal Election on November 3 was posted. We are linked to the state's on-line absentee ballot request system so voters can request their November ballots on-line about the end of August.

The following projects were completed:

1. We updated Boards and Committees database online after annual appointments
2. We continually add names to the Index for Business Filings – Book V
3. The Code Book is current to March 10, 2020 as completed on June 2, 2020. All ordinance changes are posted online by Municipal Code after Council/Voter approval has been granted.
4. Annual renewal oaths are ongoing and mostly complete. Annual appointments we made by the Town Manager and oaths taken were filed.
5. Website: Council Agendas and Minutes are regularly posted to Clerkbases as well as the website. The 2019 Council Meeting minute book is now stored in the vault. Minutes and attachments are available on Clerkbases; use the online link from our website.
6. The Annual Report was completed and posted online as well.

Renewal business licenses were processed, their permits were mailed, and original licenses were filed in the appropriate folders. FOIA requests for documents and/or research were completed.

We issued 10 dog licenses. We issued 7 marriage licenses and sold 36 vital record certificates, receiving for the town \$610 in revenue, and sending \$80 to the state. Several petitions were certified and returned to circulators.

