



AGENDA
COUNCIL MEETING
SEPTEMBER 15, 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
2020-164 Childhood Cancer Awareness Proclamation
4. PUBLIC HEARINGS
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2020-165 ORDER –
 - A. Municipal Accounts Payable – \$21,337.67
 - B. Municipal Payroll Warrants – \$142,631.90
 - C. School Accounts Payable – \$570,535.38
 - D. School Payroll Warrants – \$375,522.15
 - E. Minutes of September 1, 2020
 - F. Set public hearing for the Lisbon Left Hand Club for their Special Entertainment Permit for Oct 6
 - G. Set a Public Hearing on October 6 for Amendments to Chapter 14 GA Maximums & Appendixes
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2020-166 ORDER – Award Bid for LED Message Sign
2020-167 ORDER – Solicit Bids for New Cruiser
2020-168 ORDINANCE – Amend Chapter 14 GA Maximums & Appendixes as presented – *First Reading*
2020-169 ORDER – Electric Charging Stations Discussion
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
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2020-170 ORDER – Per 1 MRSA Section 405 6 (A) Personnel Matters
13. ADJOURNMENT
2020-171 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 Larochelle, Jr.
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: September 15, 2020

Consent Agenda Items 2020 – A to G

F. Chapter 14 General Assistance Maximum & Appendices as Presented; The State of Maine has adopted new General Assistance Maximums that our municipality will now have to adopt. Enclosed is Appendices A-H that have been revised to reflect the State's new maximum levels. The law requires that the municipal officers adopt the local GA Ordinance and yearly Appendices after notice and hearing.

Agenda Item 2020 – 166 Award Bid for LED Message Sign

Bid 2020-012 is for a new high resolution 9mm full color displays LED message sign with the ability to show text in multiple fonts, pictures, and graphics with the ability to display up to 4 lines. The sign comes with a 5 year warranty on parts and a 1 year warranty on labor.

Bids were solicited from six different companies, and publicly opened on Thursday, September 3rd at 11:30am. Diane Barnes, Town Manager, Brett Richardson, ECD Director, and Clay Bublak, Neokraft signs were present at the bid opening. The following bids were received and reviewed by Diane Barnes and Brett Richardson:

Neokraft Signs	647 Pleasant St., Lewiston ME	\$16,548.24
T. R. Sign Design, Inc.	Westbrook, ME	\$21,150.00

I recommend awarding the bid to Neokraft Signs in the amount of \$16,548.24. The funds for this purchase will come from the DHHS Keep Maine Safe Grant.

Recommendation

Award the bid to Newokraft Signs in the amount of \$16,548.24.

Agenda Item 2020 – 167
Solicit Bids for New Cruiser

We are requesting permission to open requests for bids for one (1) new Ford Interceptor SUV that was approved in the current budget. Our intent is to request bids for any leftover 2020 Ford SUV cruiser if there are any available, rather than request 2021's which would delay deliver for several months, since production is limited due to COVID-19 factory shutdowns. If none are available then we would ask for bid proposals for 2021's.

The new cruiser will replace unit #6 which is a 2014 Ford Explorer. Included in my bid request would be an estimate for trade-in value on the 2014 Ford Explorer.

Recommendation

Authorize the Town Manager and Acting Police Chief to solicit bids for a new Police Cruiser (Ford Explorer).



TOWN OF LISBON

PROCLAMATION

The Town of Lisbon supports Going Gold in the month of September in support of Childhood Cancer Awareness.

WHEREAS, Cancer is the leading cause of death by disease among U.S. Children and is detected in more than 15,000 of our country's sons and daughters every year; and

WHEREAS, in the State of Maine cancer affects more than 50 new children and families annually, where more than 400 children are undergoing treatment currently and where we are ranked in the top range of incidence of all cancers at 468.3 per 100,000 people; and

WHEREAS, September is nationally recognized as Childhood Cancer Awareness Month; and

WHEREAS, thanks to all the advances in research and treatment, the five year survival rate for all childhood cancers has climbed from less than 50 percent to 80 percent over the last several decades; and

WHEREAS, innovative studies are leading to real breakthroughs reminding us of the importance of supporting scientific discovery and moving closer to finding cures, though much work remains to be done; and

WHEREAS, 1 in 5 children diagnosed will not survive.

NOW THEREFORE, we the Town Council of Lisbon have declared our support for all of the children and families affected by Childhood Cancer. In doing so, we do recognize September as **Maine Childhood Cancer Awareness Month**. This is our way of paying tribute to the families, friends, professionals and communities who lend their strength to children fighting pediatric cancer.

Given under our hands this 15th day of September A.D. 2020.

LISBON TOWN COUNCIL

Allen Ward, Chairman

Normand Albert, Vice Chairman

Donald Fellows

Jeff Ganong

Kasie Kolbe

Fern Larochelle

Mark Lunt

A true Copy,

Attest:

Municipal Clerk

Agenda Date:

Date	Brenda Martin	Municipal Accts Payable
9/2/2020	#9022020	\$ 950.00
9/3/2020	#9032020	\$20,387.67
		<u>\$ 21,337.67</u>

Date	Megan Lavigne	Municipal Payroll Warrants
9/8/2020	#200910	\$ 126,239.28
9/8/2020	#2009W1	\$ 16,392.62
		<u>\$ 142,631.90</u>

Date	Louise Levesque	School Accts Payable
9/3/2020	#2105	\$ 570,535.38

Date	Eva Huston	School Payroll Warrants
9/3/2020	#12	\$ 5,582.59
9/3/2020	#1021	\$ 344,803.04
9/3/2020	#1022	\$ 11,471.34
9/10/2020	#1023	\$ 13,574.33
9/10/2020	#1024	\$ 90.85
		<u>\$ 375,522.15</u>



TOWN COUNCIL MEETING MINUTES SEPTEMBER 1, 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, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Mark Stevens, Parks & Recreation Director; and approximately five citizens in the hallway waiting to participate.

VOTE (2020-154) Councilor Fellows, seconded by Councilor Ganong moved to excuse Councilor Kolbe's absence. **Order passed - Vote 6-0.**

GOOD NEWS & RECOGNITION

Mr. Stevens said he would like to take a moment to thank Cherie Garnett for her 11 years of dedicated service to the Town of Lisbon. He said she has played a big part in their successful operations, so much so that it would be hard to list everything. He said it has been a pleasure for all of us at parks and recreation to have had the opportunity to work alongside Mrs. Garnett over the past 11 years. She was hired in August of 2009 to manage the Parks and Recreation Department's office. On that day, she became the approachable friendly face and the hub of all communications for our department.

Mr. Stevens said her vision has led to creating many new programs and community events. Mrs. Garnett started coordinating our "Movies in the Park" and was the person behind Lisbon's "Winter Festival" at Beaver Park, transforming a once little-known park into a very popular year-round destination in Lisbon. Both events attract hundreds of people each year. She has also helped plan larger events like the "Moxie Car Show" and the "Moxie 5k Road Race." He said that in the day-to-day operations in their office she improved everything she touched. Mrs. Garnett created methods to our systems and streamlined countless tasks, including implementing the online registration and payment software program.

Mr. Stevens pointed out that Mrs. Garnett feels like her success is achieved when she helps others succeed. He said her character and passion for community service is simply the best. She always looked out for others and always advocated for those less fortunate.

Mr. Stevens thanked Mrs. Garnett for 11 wonderful years and said he was really going to miss her. He said the community would miss her too.

Councilor Albert said thank you Mrs. Garnett for leaving the office better than you found it. The Council and those present gave Mrs. Garnett a standing ovation. She thanked everyone.

PUBLIC HEARINGS

A. 2020 CDBG FAÇADE GRANT

Councilor Ward opened the public hearing. Mike Wilding, from the Railroad Restaurant & Pub said he and Sandra Harkins run the diner located by the corner of Route 196 and Main Street. He said they purchased the building and property recently and would like to renovate the dormers, roof, and put in new windows. He spoke in favor of the 2020 CDBG Façade Grant and indicated any grant funds available would help them big time.

Mr. Richardson pointed out the \$100,000.00 grant would be a 50/50 match up to \$20,000.00 per business. Councilor Albert congratulated the owner(s) of the Railroad Diner on their purchase.

Councilor Ward read into the record an email from Lisa Ward in support of the 2020 CDBG Façade Grant for \$100,000.00. She said this façade grant would be a valuable tool for Lisbon businesses and that she would continue to support this program. The Chairman closed the public hearing.

**B. REFERENDUM QUESTION 1- BOND ORDINANCE FOR AN ADDITIONAL \$140,000
FOR MDOT MAIN STREET PROJECT**

Councilor Ward opened the public hearing. Councilor Ward reported the original estimate fell short of funds to complete the project. The Town of Lisbon already has these funds necessary to complete the project; however, it requires voter approval. He said this question involves no additional taxation from voters, only approval for funding. Councilor Larochelle said if you want Main Street reconstructed, then vote yes. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2020-155) Councilor Larochelle, seconded by Councilor Albert moved to approve the following:

- A. Municipal Accounts Payable Warrants for \$1,878,106.38
- B. Municipal Payroll Warrants for \$143,584.22
- C. School Accounts Payable Warrants for \$151,194.23
- D. School Payroll Warrants for \$613,681.84 and
- E. The Minutes of August 11, 2020 and the
- F. Road Name Request -Aspen Drive, Whispering Pines, LLC Mobile Home Park

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2020 CDBG FAÇADE GRANT RESOLUTION

Item taken out of order.

INTRODUCTION: Mr. Richardson reported that CDBG business façade grant funding has been an important tool for the Town of Lisbon for economic development and downtown revitalization. On June 30, 2020, the State of Maine's Office of Community Development awarded Lisbon \$100,000 in Community Development Block Grant (CDBG) to administer the business façade program. Commercial property owners in Lisbon have expressed the desire to invest in exterior improvements on buildings along the Route 196 corridor. CDBG façade grant funding will expand the community benefits of private investment by enabling the Town of Lisbon to match private investment public funds on a dollar-for-dollar basis for eligible façade projects, up to \$20,000 per project. Façade improvement projects will improve the visual appearance of Lisbon's Route 196 corridor, attract additional investment, and generate positive benefits for the community.

VOTE (2020-159) Councilor Larochelle, seconded by Councilor Albert moved to accept the CDBG grant funds and adopt the 2020 CDBG Façade Grant Resolution as presented (see attachment). **Order passed - Vote 6-0.**

AMEND FAÇADE GRANT GUIDELINES

Item taken out of order.

INTRODUCTION: Mr. Richardson indicated CDBG business façade grant funding has been an important tool for the Town of Lisbon for economic development and downtown revitalization. During implementation of a 2016

Community Development Block Grant, the Town adopted the Lisbon Façade Grant Program Guidelines and Requirements to establish a fair and merit-based process to allocate funding.

Mr. Richardson said Section 2.2 of the Town's adopted guidelines stipulate that eligible properties must have "at least its first/street-level floor be exclusively used for commercial activities." The first floor commercial requirement is not a federal HUD mandate nor is it required by the State of Maine. The first floor mandate was enacted by the Town of Lisbon at its discretion, and the Town of Lisbon has the authority to adjust the first floor mandate at its sole discretion. The State of Maine does require that CDBG façade grant funds be used to improve commercial properties. State staff have communicated to ECD that eligible properties whose first/street-level is not exclusively used for commercial properties must devote equal to or greater than 50 percent total floor area to commercial activities. Furthermore, Section 7 of the Lisbon Façade Grant Program Guidelines and Requirements grants the Lisbon Town Council the authority to amend eligibility requirements consistent with state and federal regulations.

Mr. Richardson said in order to avoid making local eligibility requirements more onerous than state or federal requirements and to enable the broadest opportunity for program participation, he requested that Council amend section 2.2 of Lisbon Façade Grant Program Guidelines and Requirements to make eligible properties that:

"Have at least 50 percent of total floor space devoted solely to commercial activities; or its first/street-level floor be used exclusively for commercial use;"

VOTE (2020-160) Councilor Larochelle, seconded by Councilor Albert moved to approve and adopt proposed amendment to the Façade Grant Guidelines as presented (see attachment). **Order passed – Vote 6-0.**

LISBON VILLAGE SIDEWALK CORRECTIVE ACTION PLAN

INTRODUCTION: Mr. Cyr explained the contractor, Mr. Poirier, recommends Council approve, on a trial basis, the redoing of the sidewalk surface with a more aggregate material, without the broom surface, in the Village Street area to see if the Council likes the look of it. He said the Council can decide later whether they like the appearance.

Ray Poirier and his team explained their proposal to replace the top surface of the concrete sidewalk that was placed along Route 196/Village Street last year with an abrasive procedure that includes removing the failing upper layer of concrete, laying down an abrasive surface material, and then applying a salt resistant sealant/protector seal over it.

Mandy Olver said Mr. Poirier offered to do a test area approximately 150 feet long along Route 196 this fall to allow the Town to evaluate the aesthetic appearance of the sidewalk's surface to see how it performs in winter conditions. At this point, it is too late in the construction season to remove and replace all the concrete before winter, therefore, allowing them to attempt this does not necessarily delay whatever final outcome the Town chooses.

COUNCILOR COMMENTS: After the presentation and circulation of pictures with the abrasive surface, Councilor Albert indicated he preferred to receive the product the town paid for, but would certainly entertain the test to see how the abrasive procedure performed. He asked Mr. Poirier if the Council did not like the replacement surface, would his team replace the whole sidewalk with a new one.

Warren Gerow said the next step is to further investigate why the finish failed. After some discussion, Mr. Poirier said there is an analysis step available to figure out why the finish failed, but that he was not opposed to replacing the whole sidewalk. He explained that it was critical to investigate the reason(s) why the top surface failed in the first place in order to avoid redoing it with the same outcome. He said his focus at this point was on finding a finish that is acceptable to the town first. He recommended this replacement surface because it is very durable, is designed to look like an older sidewalk, and that it matched up better to the older sidewalks in the Village area because there were not a lot of new buildings there. He said this sidewalk style cost more to construct than the broom look.

Mandy Olver said the concrete tests performed on that sidewalk indicated the current concrete was strong and stable and that only the surface had failed. She said this concrete product is very durable and state approved, which is why they spec it. She suggested the Council approve the test repair to see how it performs and whether they like

the appearance since the Council can decide later what they prefer. Councilor Fellows mentioned he liked the rough finish sidewalk in the photos and thought it matched better than the broom surface for that area. Councilor Larochelle indicated there was not a lot to lose in looking at it. Councilor Ward asked about the one-year warranty if the Council liked the abrasive surface. Mr. Poirier said there would be the typical one-year warranty with it.

VOTE (2020-156) Councilor Fellows, seconded by Councilor Albert moved to allow the contractor to do a test repair of approximately 150 feet long along Route 196 to the spalling sidewalk concrete that was placed last year. **Order passed - Vote 6-0.**

SOLICIT BIDS FOR CREST AVENUE SEWER LINE REPLACEMENT

INTRODUCTION: Mandy Olver reported there are seven two-inch diameter polyethylene force mains used by seven houses each of which has its own pump in the house to convey sewage to a manhole at the end of the gravity sewer system. There have been multiple leaks from the force mains, requiring emergency repairs, and reporting of sanitary sewer overflows to the Department of Environmental Protection. Replacement of the force mains should reduce the potential for future added incidents. She reported most of the force mains are believed to be under the northern road shoulder so pavement disturbance can hopefully be limited to crossing paved driveways and four road crossings to houses on the opposite side of the road; however, a portion of recent pavement will have to be dug up but the required skinny mix will be applied. The preliminary cost estimate for this work is around \$120,000 to \$130,000. This project would be funded through the improvements line in the sewer budget.

COUNCILOR COMMENTS: Mrs. Barnes confirmed these funds should be coming out of the Capital Improvement Plan. The plan is to go out to bid in January to do this spring.

VOTE (2020-157) Councilor Fellows, seconded by Councilor Albert moved to authorize the Town Manager and Sewer Superintendent to solicit bids for the Crest Avenue Sewer Line Replacement. **Order passed - Vote 6-0.**

QUESTION 1 - BOND ORDINANCE FOR AN ADDITIONAL \$140,000 FOR MDOT MAIN STREET PROJECT

Second Reading

INTRODUCTION: Mrs. Barnes explained Council is asking Lisbon voters to authorize up to an additional \$140,000 in bonds to finance Lisbon's 10% share of the cost of reconstructing State Route 125 from State Route 196 to Huston Street. She reported current estimated costs for the road reconstruction project on State Route 125 (Main Street) from State Route 196 to Huston Street is now \$5,700,000, with the Town's 10% match totaling \$570,000. In addition to authorizing the borrowing of \$430,000 previously passed by Lisbon voters in November of 2018, an additional \$140,000 is required to reflect the increases in costs for this project. The project may be funded in full or in portion through taxation (by issuing general obligation bonds) or be funded using Dingley TIF revenues.

COUNCILOR COMMENTS: Mrs. Barnes reported the usual "Intent/Content Summary" would be posted on social media and our website. Councilor Ward said no additional taxes have to be raised at this time. He said the town does have \$140,000 in TIF revenue that could be used to meet the required 10% match.

VOTE (2020-158) Councilor Fellows, seconded by Councilor Albert moved to approve the Bond Order to be placed on the November referendum.

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

2020 CDBG FAÇADE GRANT RESOLUTION
Item taken out of order after the Consent Agenda above.

AMEND FAÇADE GRANT GUIDELINES

Item taken out of order after the Consent Agenda above.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert reported School Staff is back and gearing up for students to return. Stay tuned.
2. Planning: Councilor Fellows reported the applicant for last Thursday's meeting withdrew and the meeting was cancelled. He recommended Council join the Planning Board in a workshop to discuss recreational marijuana now that the state will be moving forward with changes that allow it by the end of September. He indicated amendments for retail sales and the land use table would require changes if the Council were to move ahead as well. Councilor Ward said he did not want Lisbon to be the first to move ahead, but that this discussion together with the Planning Board would be a great idea. He requested the Town Manager obtain a recorded copy of MMA's workshop on Marijuana Changes for viewing jointly with the Planning Board at a workshop before moving ahead.
3. LDC: Councilor Larochelle reported the LDC meeting held at Moxie Plaza was very well attended. Around 65 individuals took the tour and stayed for the discussion. A survey is available until the end of this month on Lisbon's website on the Economic Development's webpage. A consensus of what people want would be voted on, he said, so if anyone has an opinion, please voice it. The survey is an important part.
4. Conservation Commission: Councilor Ward reported Richard Main indicated they recently met at Beaver Park to discuss hiring North East Forestry Consultants to draft a Tree Harvest Plan, the Boy Scout and Girl Scout troops camp outs, and invasive species on the trails.
5. Recreation: Councilor Albert said he had nothing to report.
6. County Budget: Councilor Ward reported they would be meeting tomorrow night so he might know about what percentage the county budget might increase by before the Council's next meeting.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said the Water Commissioners were meeting next week.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported Pinewoods Road would be paved around September 14. She said they are doing a great job putting water down to keep the dust down.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Fellows mentioned Councilor Larochelle hosted an LDC meeting at his garage recently at which a representative spoke about solar options and the places where charging stations might be located. He said there is value in discussing solar options. Typically, there are no up-front costs, systems are sold to investors, and then later towns have the opportunity to purchase them. He said there is money to be saved; if not tomorrow, then eventually in the future. The Town Office roof or MTM are excellent potential locations. Councilor Larochelle said this is forward thinking, but eventually electric vehicles with GPS will prompt drivers to local charging stations and Lisbon could be that destination where visitors get their vehicles charged and while they wait, they can easily catch a bite to eat or shop downtown. He requested this information and the logistics be forwarded to the Council. He said it would be nice to know from other communities what they gained and the value of it.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE

EXECUTIVE SESSION

VOTE (2020-161) Councilor Larochelle, seconded by Councilor Fellows moved to go into Executive Session per 1 MRSA Section 405 6 (A) Personnel Matters at 8:29 PM. **Order passed – Vote 6-0.**

The Council came out of executive session at 9:10 PM and the meeting resumed.

VOTE (2020-162A) Councilor Ganong, seconded by Councilor Lunt moved to confirm the Town Manager's appointment of Ryan McGee as acting Police Chief effective September 11, 2020. **Order passed - Vote 6-0.**

ADJOURNMENT

VOTE (2020-162B) Councilor Albert, seconded by Councilor Ganong moved to adjourn at 9:10 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: September 15, 2020



TOWN OF LISBON

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

DATE: September 15, 2020
 TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, ECD Director
 SUBJECT: 2020-012 LED Message Sign

Bid 2020-012 is for a new high resolution 9mm full color displays LED message sign with the ability to show text in multiple fonts, pictures, and graphics with the ability to display up to 4 lines. The sign comes with a 5 year warranty on parts and a 1 year warranty on labor.

Bids were solicited from six different companies, and publicly opened on Thursday, September 3rd at 11:30am. Diane Barnes, Town Manager, Brett Richardson, ECD Director, and Clay Bublak, Neokraft signs were present at the bid opening. The following bids were received and reviewed by Diane Barnes and Brett Richardson:

Neokraft Signs	647 Pleasant St., Lewiston ME	\$16,548.24
T. R. Sign Design, Inc.	Westbrook, ME	\$21,150.00

It is recommended, to award the bid to Neokraft Signs in the amount of \$16,548.24

They are the lowest bid and we have confirmed that they meet the specifications required and set forth by our bid request. T.R. Sign Design, Inc. did not meet the bid specifications.

There is adequate approved funding for this project through the DHHS Keep Maine Safe Grant.

This recommendation is being presented now to the Town Council for consideration.

TOWN OF LISBON
LED MESSAGE SIGN PROJECT
BID NO. 2020-012

Bid Date: August 21, 2020 @ 11:30 a.m.

The Town of Lisbon is seeking qualified bids from contractors to furnish and install fencing needed to complete the **LED MESSAGE SIGN PROJECT**.

SCOPE OF WORK

Furnish and Install:

- Frame- use existing sign frame
- High resolution 9mm full color displays with ability to show text in multiple fonts, pictures, and graphics. Ability to display up to 4 lines.
- LED sign should operate with a temperature range of –20 F to 110 F and include an equipment cooling fan if needed
- Size- LED Message Board 2’0” x 8’0”
- Electrical service is currently available to the existing sign. The sign must be UL labeled with a disconnect switch located on the sign. The power supply and all internal parts must have a protective coating to protect from condensation. The cost for any additional electrical work should be included in the bid.
- Sign Design: A depiction of what the finished sign might look like should be submitted with proposal. Final design is subject to Town review and approval.
- Operating system and management software that meets the following requirements:
 - Programmable via broadband wireless cellular communication and capable of being remotely wirelessly updated from any location,
 - Have all system control software and hardware include and operate on a windows platform or be browser based or appliance based,
 - Base operating computer must be accessible via internet, with wireless communication to the LED sign,
 - System and software upgrades and updates for lifetime at no charge, and Software equipped with a large library of free and ready to use text, fonts, and graphics.
- Property Restoration: The contractor must take all necessary steps to minimize damage to existing landscaping and repair any resulting damage made.
- Warranty: Minimum five years on parts and software maintenance. Minimum two years on service.



Toll Free: 800-339-2258
Main: 207-782-9654

647 Pleasant Street · Lewiston, ME 04240

Good Afternoon,

The sign we are proposing is made by Cirrus systems and they are based in Portsmouth NH. Their signs come with a 5 year parts warranty and we give 1 year on labor.

This sign is a 2'x8' double sided 9mm high resolution full color sign and the matrix (or #of LEDS) is 64x256. It has cloud based software so the messages can be changed remotely and from any computer. You also get a lifetime subscription to the software with lifetime updates and upgrades.

The sign will require (1) 20 amp 120 volt primary power circuit. It will also require internet connection for communications for the software. This can be either hardwired with an ethernet cable from the building to the sign or with a wireless radio inside the building with line of site to the sign location.

I think this answers your questions as requested. If you need any further info, please feel free to reach out to me anytime. We can also schedule a demo of the software if that would be helpful

Thanks

Clay Bublak



647 Pleasant Street
Lewiston, ME 04240
Main: 207-782-9654
Toll Free: 800-339-2258
www.neokraft.com

PROPOSAL

Proposal #: 8208

Proposal Date: 07/23/20
Customer #: 3073
Page: 1 of 3
Sales Person: Clay Bublak

SOLD TO:	JOB LOCATION:
TOWN OF LISBON 300 LISBON STREET LISBON ME 04250	TOWN OF LISBON 300 LISBON STREET LISBON ME 04250 REQUESTED BY: Brent

Neokraft Signs, Inc. (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #8208 Furnish (1) 2'x8' double sided Cirrus 9mm full color EMC to replace existing Hyperion EMC between existing poles. Customer to provide (1) 20 amp 120 volt primary power to sign and internet connection for wireless communications for sign software. ACCT#002795	\$15,474.24	\$15,474.24
1	QUOTE #8208-1 Install (1) double sided 2'x8' Cirrus EMC in place of existing EMC. ACCT#002795	\$1,074.00	\$1,074.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$16,548.24

TERMS: 80.0% DOWN, BALANCE DUE ON COMPLETION
(INTEREST OF 0.1% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

UNLESS OTHERWISE INDICATED, ALL SHIPPING COSTS WILL BE EXTRA.

TERMS AND CONDITIONS

- I. UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, Neokraft Signs, Inc. MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY THE COMPANY, INCLUDING ATTORNEY'S FEES.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



647 Pleasant Street
Lewiston, ME 04240
Main: 207-782-9654
Toll Free: 800-339-2258
www.neokraft.com

PROPOSAL

Proposal #: 8208

Proposal Date: 07/23/20
Customer #: 3073
Page: 2 of 3
Sales Person: Clay Bublak

2. BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID ELECTRICAL SIGN SHALL REMAIN IN THE COMPANY UNTIL PAID FOR IN FULL, BUT AFTER DELIVERY TO THE CUSTOMER ALL OF DAMAGE FROM FIRE OR OTHER CAUSES AFTER SAID DELIVERY SHALL BE ASSUMED BY SAID CUSTOMER AND WILL NOT EFFECT THE RIGHTS OF THE COMPANY TO ENFORCE OF THE PURCHASE PRICE THEN UNPAID.
3. NEOKRAFT WARRANTIES ARE ONLY VALID IF FULL PAYMENT IS RECEIVED WITHIN 30 DAYS OF INVOICE DATE.
4. UNLESS OTHERWISE INDICATED IN THIS PROPOSAL, CUSTOMER IS RESPONSIBLE FOR OBTAINING PERMITS, PROVIDING ELECTRICAL SUPPLY AND FINAL ELECTRICAL CONNECTION TO SIGN(S) AND APPROVAL OF SIGNAGE LOCATIONS PRIOR TO INSTALLATION. WITH APPROVED SIGN LOCATION, THE CUSTOMER ASSUMES RESPONSIBILITY FOR LOCATION OF SIGN RELATIVE TO PROPERTY LINE AND PUBLIC RIGHTS-OF-WAY. THE CUSTOMER WILL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH SIGN RELOCATION IF REQUIRED BY MUNICIPAL OR OTHER GOVERNING AUTHORITY, INCLUDING ANY PENALTIES OR FINES.
5. ALL IDEAS, PLANS OR ARRANGEMENTS INDICATED ON THESE DRAWINGS ARE COPYRIGHTED AND OWNED BY NEOKRAFT SIGNS INC. AND SHALL NOT BE REPRODUCED, USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION WITHOUT WRITTEN PERMISSION OF NEOKRAFT SIGNS INC.
6. NEOKRAFT GUARANTEE APPLIES ONLY TO NEW MATERIAL AND DOES NOT COVER RETROFIT OR REPAIR TO EXISTING SIGNS.
7. DELAYS CAUSED BY UNFORESEEN DIGGING OBSTRUCTIONS (ROCKY FILL, SHALE, OR A HIGH WATER TABLE, ETC.) MAY REQUIRE AN ADJUSTMENT TO THE QUOTED INSTALLATION PRICE. THE CUSTOMER WILL BE NOTIFIED AND BILLED ON AN HOURLY BASIS.
8. INSTALLATION OF ILLUMINATED LETTERS ASSUMES CLEAR ACCESS, IN ACCORDANCE WITH ELECTRICAL CODE, TO BE PROVIDED BY THE CUSTOMER. OBSTRUCTIONS MAY REQUIRE AN ADJUSTMENT IN QUOTED PRICE.
9. THE LAMPS(S), OR SIGN(S), LISTED ON THIS PROPOSAL CONTAIN MERCURY, A TOXIC SUBSTANCE THAT ACCUMULATES IN PLANT AND ANIMAL TISSUE WHEN RELEASED TO THE NATURAL ENVIRONMENT. TO MINIMIZE MERCURY RELEASES, THE STATE OF MAINE PROHIBITS DISPOSAL OF THE LAMPS IN THE TRASH. SPENT LAMPS SHOULD BE STORED TO AVOID BREAKAGE AND RECYCLED IN ACCORDANCE WITH THE MAINE HAZARDOUS WASTE MANAGEMENT RULES, AS OUTLINED IN DEP'S MERCURY-CONTAINING LAMP POLICY. NEOKRAFT SIGNS INC. IS QUALIFIED TO ACT AS A CONSOLIDATOR OF UNIVERSAL HAZARDOUS WASTE, AND WILL FORWARD LAMPS TO A QUALIFIED RECYCLER IN ACCORDANCE WITH APPLICABLE REGULATIONS.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 360 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: Clay Bublak

DATE: 07/23/20

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____

T.R. Sign Design Inc.

Westbrook, ME 04098

207-856-2600 * fax 207-856-7600

P.O. Box 207 * Westbrook, ME 04098

Estimate

DATE	ESTIMATE #
9/1/2020	197

NAME / ADDRESS

Town of Lisbon
300 Lisbon St.
Lisbon Falls, Me 04250

PROJECT

ITEM	DESCRIPTION	QTY	COST	TOTAL
Fabricate	Electronic Message Center 16mm LED RGB Color viewing 24 " x 7' double face twin pak slim - 5 year warranty on parts and labor- plus installation		21,150.00	21,150.00
AUTHORIZED BY:			TOTAL	\$21,150.00



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Interim Chief of Police

To: Town Manager Diane Barnes

From: Interim Chief of Police Ryan McGee

Subject: Request to go to bid for a 2020 Ford SUV cruiser

Date: 09/11/2020

I am requesting permission to open requests for bids for one (1) new Ford Interceptor SUV that was approved in the current budget. My intent is to request bids for any leftover 2020 Ford SUV cruiser if there are any available, rather than request 2021's which would delay delivery for several months, since production is limited due to COVID-19 factory shutdowns. If none are available then we would ask for bid proposals for 2021's.

The new cruiser will replace unit #6 which is a 2014 Ford Explorer. Included in my bid request would be an estimate for trade-in value on the 2014 Ford Explorer.

Thank you.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Russell, Program Manager, General Assistance
Date: September 3, 2020
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's new (October 1, 2020–September 30, 2021) **“General Assistance Ordinance Appendices”** (A – H).
- **“GA Maximums Adoption Form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – H. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly**.

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

2020-2021 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	741	742	981	1,229	1,341
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,179	1,284	1,668	2,180	2,654
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

Appendix B

Effective: 10/01/20 to 09/30/21

2020-2021 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

Note: For each additional person add \$153 per month.

Non-Metropolitan FMR Areas

Waldo County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	154	664	178	765
1	157	676	188	809
2	175	751	215	925
3	242	1,042	292	1,255
4	311	1,339	373	1,602
Washington County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	556	153	657
1	129	556	153	657
2	158	680	199	854
3	201	863	250	1,076
4	206	888	268	1,151

Metropolitan FMR Areas

Bangor HMEA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	621	168	722
1	159	684	190	817
2	202	870	243	1,044
3	256	1,100	305	1,313
4	370	1,590	431	1,853
Cumberland Cty. HMEA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	170	729	193	830
1	170	731	201	864
2	221	951	262	1,125
3	314	1,352	364	1,565
4	353	1,516	414	1,779
Lewiston/Auburn MSA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	137	587	160	688
1	140	603	171	736
2	181	779	222	953
3	230	990	280	1,203
4	295	1,267	356	1,530

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees

Appendix H

Effective: 10/01/20-9/30/21

- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

Chapter 14 - GENERAL ASSISTANCE^[1]

Footnotes:

--- (1) ---

Editor's note— At the direction of the Town of Lisbon, Chapter 14 has been changed to read as herein set out. See § 14-36 for further explanation.

State Law reference— General assistance, 22 M.R.S.A. § 4301 et seq.

ARTICLE I. - IN GENERAL

Secs. 14-1—14-35. - Reserved.

ARTICLE II. - GENERAL ASSISTANCE ORDINANCE

Sec. 14-36. - Adoption.

The General Assistance Ordinance, prepared by the Maine Municipal Association, is hereby adopted and incorporated herein by reference, except for such portions as are deleted, modified, or amended in this article. Please refer to the ordinance on the town's website: <https://www.lisbonme.org/general-assistance-0>

Sec. 14-37. - Additions, deletions, insertions, and changes.

The General Assistance Ordinance is revised as follows:

Amend Article VI, Section 6.8 (B), effective on and after July 1, 2012:

- B) **Housing.** The administrator will provide assistance with rent or mortgage payments that are reasonable within the allowed maximum levels and in accordance with the housing assistance limits and exceptions provided in Title 22, section 4308, subsections 1-A and 1-B. See Appendix C of this ordinance for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the administrator may help the applicant find housing when appropriate. The administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level of the number of rooms actually needed.

(C.M. of 7-17-2012, V. 2012-92)

APPENDICES

Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2009-2010 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2009. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B))) and cannot be altered by action of the municipal officers.

Amend Appendix A of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

GA Overall Maximums	
1 person household	725 - <u>741</u>
2 person household	783 - <u>798</u>
3 person household	1007 - <u>1025</u>
4 person household	1265 - <u>1287</u>
5 person household	1606 - <u>1633</u>

(C.M. of 11-4-2009, V. 2009-158; C.M. of 7-17-2012, V. 2012-92; C.M. of 12-20-2016, V. 2016-269; C.M. of 11-14-2017, V. 2017-282; C.M. of 10-16-2018, V. 2018-229; C.M. 10-15-2019, V. 2019-203)

Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2009-2010 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). Note that the Appendix B maximums in this packet remain unchanged from the mid-year increase that was made in March 2009, due to the federal economic stimulus package. If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

Amend Appendix B of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

Number in Household	Weekly	Monthly
1 person household	<u>\$47.44</u>	\$194.00 <u>\$204.00</u>
2 person household	<u>\$86.98</u>	\$355.00 <u>\$374.00</u>
3 person household	<u>\$124.42</u>	\$509.00 <u>\$535.00</u>
4 person household	<u>\$158.14</u>	\$646.00 <u>\$680.00</u>
5 person household	<u>\$187.67</u>	\$768.00 <u>\$807.00</u>

(C.M. of 11-4-2009, V. 2009-158; C.M. of 12-20-2016, V. 2016-269; C.M. of 11-14-2017, V. 2017-282; C.M. of 10-16-2018, V. 2018-229; C.M. 10-15-2019, V. 2019-203)

Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

Amend Appendix C of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
1	<u>\$140.00</u>	<u>\$591.00</u> \$603.00	<u>\$171.00</u>	<u>\$719.00</u> \$736.00
2	<u>\$181.00</u>	<u>\$763.00</u> \$779.00	<u>\$222.00</u>	<u>\$929.00</u> \$953.00
3	<u>\$230.00</u>	<u>\$965.00</u> \$990.00	<u>\$280.00</u>	<u>\$1,174.00</u> \$1,203.00
4	<u>\$295.00</u>	<u>\$1,240.00</u> \$1,267.00	<u>\$356.00</u>	<u>\$1,497.00</u> \$1,530.00

(C.M. of 11-4-2009, V. 2009-158; C.M. of 12-20-2016, V. 2016-269; C.M. of 11-14-2017, V. 2017-282; C.M. of 10-16-2018, V. 2018-229; C.M. 10-15-2019, V. 2019-203)

GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See *Instruction Memo* for further guidance.)

Appendix D

Electric Utility Maximums

Without electric hot water

The maximum amounts allowed for utilities for lights, cooking, and other electric uses, excluding electric hot water are:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50

3	\$17.45	\$75.00
4	\$19.70 <u>\$19.90</u>	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

*Add \$7.50 a month for each additional family member.

With electric hot water

The maximum amount allowed for electric utilities for dwelling units that have electrically heated hot water shall be \$70 per month for the first member of the household, with an additional \$10 per month for each additional household member.

Number in Household	Weekly	Monthly
1	\$20.08 <u>\$20.65</u>	\$86.00 <u>\$89.00</u>
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30 <u>\$38.75</u>	\$160.00 <u>\$167.00</u>
6	\$41.00	\$176.00

*Add \$10.00 a month for each additional family member.

Note: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum amount for fuel as provided in Appendix E.

In accordance with the following conditions, the administrator may allow as a budgetable expense the amount of an applicant's summer-loaded special payment arrangement (SPA) or budget payment arrangement (BPA), as calculated by the electric utility and entered into by the applicant, even when the arranged payment amount exceeds the above maximums or actual usage.

- 1) The SPA or BPA, when annualized, does not exceed the above monthly maximums, when annualized, for non-electrically heated dwelling units.
- 2) The SPA or BPA, when annualized, does not exceed the above monthly maximums and the fuel assistance maximums, when annualized, for electrically heated dwelling units.
- 3) The administrator determines, in consultation with the utility, that the payment arrangement does not include in any part the installment payment of past debt unless the municipality guaranteed to the utility the allowance of such an arrangement as a condition of averting a disconnection.

Pursuant to the use-of-income requirements in section 6.6 of this ordinance, whenever the administrator budgets for SPA's or BPA's under this section, the recipient will be required to pay the SPA or BPA him or herself to the extent of the income capacity of the household.

(C.M. of 12-20-2016, V. 2016-269)

Appendix E

Heating Fuel

When considering requests for heating fuel, eligible applicants will be granted assistance with the actual amount necessary up to the following maximums:

Month	Gallons
September	50
October	100
November	200
December	200
January	225
February	225
March	125
April	125
May	50

When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon.

When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. However, no eligible applicant shall be considered to need more than:

7 tons of coal per year

8 cords of wood per year

126,000 cubic feet of natural gas per year, or

1,000 gallons of propane.

(C.M. of 11-4-2009, V. 2009-158; C.M. of 12-20-2016, V. 2016-269.)

Appendix F

PERSONAL CARE & HOUSEHOLD SUPPLIES (Appendix F, as Revised 09/2007)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00

3	\$23.30	\$100.00
4	\$27.90	\$120.00

(C.M. of 11-4-2009, V. 2009-158; C.M. of 12-20-2016, V. 2016-269)

Appendix G

2005-2006 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate (until June 30, 2008) for approved employment and necessary medical travel etc. is 40 cents (40¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Appendix H

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of a burial increased to \$1,475. The previous amount was \$1,125. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution;
- A secured death certificate or obituary;
- Embalming;
- A minimum casket;
- A reasonable cost for necessary transportation; and

- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation increased to \$1,025 from the prior maximum of \$785. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery;
- A reasonable cost for a burial urn not to exceed ~~\$50~~\$55; and
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

(C.M. 10-15-2019, V. 2019-203)

Appendix I

26 MRSA § 1043 (23)

Misconduct. "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (rpr).]

- A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:
- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
 - (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
 - (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
 - (4) Failure to exercise due care for punctuality or attendance after warnings;
 - (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
 - (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
 - (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
 - (8) Unauthorized sleeping while on duty;

- (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
- (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

[1999, c. 464, §2 (new).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[1999, c. 464, §2 (new).]

MEMO TOWN OF LISBON

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: SEPTEMBER 10, 2020
RE: MONTHLY REPORT

- We've received 10 BETR applications. The BETR program is available for certain qualifying personal property. The assessor verifies the information on the application, signs and returns to the taxpayer.
- The taxpayer will submit the application to the State for reimbursement on taxes paid in a calendar year on personal property.
- Work has started on reports:
 - Municipal Valuation Return for Maine Revenue Services
 - Tree Growth Roster for Maine Forest Service
- 30 homestead applications have been approved for next year. They have been entered in Trio and letters have been sent to the taxpayer.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for August

Building permits issued - 19 –

- 4 New homes
- 7 Mobile homes
- 2 Remodel residential
- 3 Decks
- 2 Storage sheds
- 1 Misc.

Electrical permits issued – 12

- 1 New home wiring
- 7 mobile home hook-ups
- 3 Service upgrades
- 1 Commercial service

Plumbing permits issued - 16

- 1 New HHE200
- 3 Replacement HHE200
- 5 Internal plumbing – New homes
- 7 mobile home connections

Misc. permits issued - 1 – Complete house demo

Planning Board :

Case #20-06 – Tier 2 Site Plan Review – Springworks Farm Expansion – Approved

Appeals Board – No Cases

Health Officer -

- Continuing issues with Covid crap.



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: September 15, 2020
RE: Monthly Department Report

During the month of August, the Economic Development Department (ECD) focused on launching a community visioning process for the Worumbo parcel, project development activities for funded grant proposals, programming for the Main Street closure area (Moxie Plaza), and ongoing support for existing and new businesses.

BUSINESS RETENTION & EXPANSION

- Paul's Shoe Repair opened on Lisbon Street in Lisbon Center in August. Paul's celebratory ribbon cutting is in the works for the coming weeks.
- The iconic Sausage Kitchen has reopened on Main Street under the new ownership of Kerry Conroy-Morengell and George Morengell. The new owners have exciting plans to add new options and outdoor seating. A celebratory ribbon cutting has been scheduled for 5:30pm on Monday, September 28th on Main Street prior to the Main Street Design Session community meeting.
- Mainely Vintage at No. 9 opened on Village Street in late August. Planning is underway for a celebratory ribbon cutting in early October.

GRANTS

- Maine Department of Health and Human Services awarded Lisbon \$15,207 in funding for activities for a new LED messaging board, or sign, at Town Hall and to support safe outdoor gathering and dining at the Main Street closure area. The message board will enable the Town to promote public health messaging during the Covid pandemic.
- Using funds from the Maine Community Foundation Entrepreneurship grant, a Main Street Design Session will occur at 6pm on Monday, September 28th under the tents at Moxie Plaza. The purpose of the design session is to gather public input on the Main Street closure, learn about similar initiatives in other communities in the U.S., and begin discussing opportunities for Main Street and unique public gathering spaces for summer 2021.

MOXIE PLAZA

Moxie Plaza has attracted a steady stream of visitors to Main Street during restaurant hours with Frank's and Flux reporting brisk sales and outdoor fun, while additional public programming has diversified community activities under the tents. One-hour parking signs have been added along Main Street to prohibit long-term parking on Main Street and ensure access to local businesses. Over the last month, a community street painting event and the Worumbo community visioning gathering drew visitors to Main

Street. Lisbon's first farmer's market in recent memory was convened by Keena Tracy of Lisbon's Little Ridge Farm on Sunday, September 6th. The market featured six vendors and live music. The market was well-attended and Lisbon residents have expressed interest in additional markets this year and planning for a regularly scheduled market in spring/summer 2021. With the success of this first market, discussions are underway for additional markets in October and beyond.

LISBON DEVELOPMENT COMMITTEE UPDATE

- On August 24th, over 60 local residents and business owners participated in a community visioning session for the Worumbo site during a rain storm. The session kicked-off a public input process to help guide redevelopment efforts for the Worumbo site. The meeting was covered in the Times Record and included presentations, a site walk, and a brainstorming discussion that included ideas from residents and a questions and answers session with Town staff. Since that time, over 400 residents and business owners have completed a survey to provide further input. The survey closes on September 20, when responses will be compiled and shared with Council.
- Axiom Technologies of Machias, Maine will install a public WiFi "Hot Spot" on Main Street during the week of 9/14 to begin implementation of a broadband connectivity program that was initiated by the LDC. The Town applied to the Maine Community Foundation's Community Broadband Program seeking funding to expand the initiative. MCF will announce awards in October.



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – Quarter 1 of Fiscal Year Ending 6/30/2021 (July 1, 2020 through September 9, 2020)
Kayla Tierney, Finance Director

DATE: September 15, 2020

Revenues:

- Revenues are in line with our projections to the budget as of the middle of Period 3.
- Revenue Sharing for July and August of 2020 are listed below; September Revenue Sharing will be received and recorded by end of month.

Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-20	86,377.46	27,396.54	113,774.00
Aug-20	65,769.47	21,948.22	87,717.69
\$	152,146.93	\$ 49,344.76	\$ 201,491.69

- Budgeted \$800,000 for Revenue Sharing for FY21 – overall we are doing well thus far. Given the state of the economy at the moment, it is hard to predict what Revenue Sharing will mean in the upcoming months. I am happy with the amounts that we have received thus far, totaling \$201,491.69. The Finance Department is keeping a diligent eye on this.
- When looking at Revenue collected on an Organizational Level within the General Fund, we are doing well and I anticipate these numbers to jump after our first collection of real estate taxes on September 15, 2020.

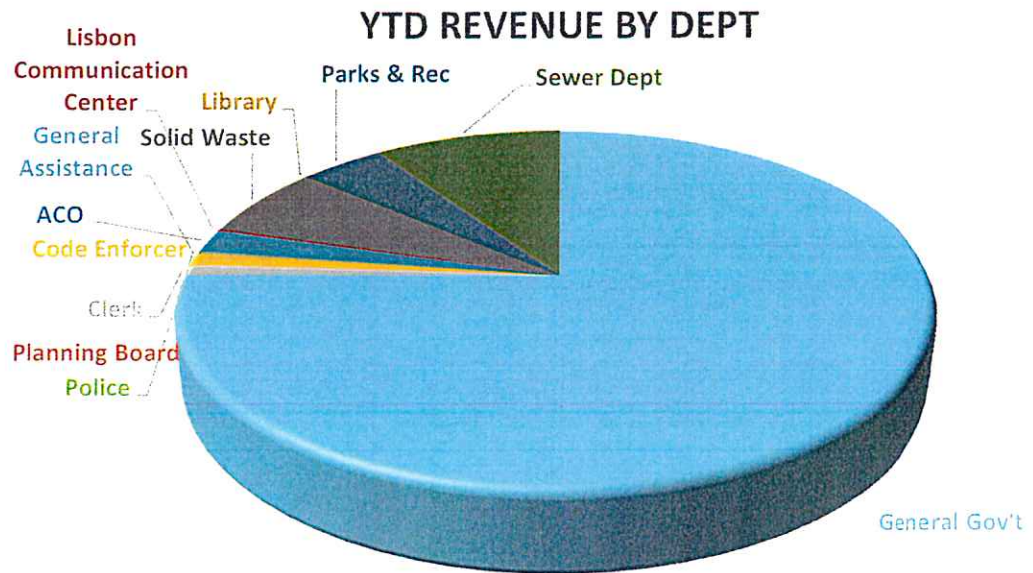
General Funds - by Organization	YTD Revenue	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	712,187.37	2,709,494	26.00
1000-30 Gen Fund - Health & Welfare/General As	1,117.74	17,500	6.40
1000-40 Gen Fund - Public Safety	21,211.70	124,303	17.10
1000-50 Gen Fund - Public Works	59,981.00	146,800	40.90
1000-60 Gen Fund - Culture & Recreation	39,670.64	271,123	14.60
TOTAL GENERAL FUND	834,168.45		

All other Funds - by Organization	YTD Revenue	FY21 Budget	FY21 %
ED Loan Fund	221.61	-	100.00
Special Revenue Fund	5,615.50	-	100.00
DARE Fund	(0.42)	-	100.00
Snowmobile Reserve	(2.25)	-	100.00
Debt Service	18,724.79	-	100.00
Capital Projects	1,684.16	-	100.00
Trust Funds	(0.76)	-	100.00
Sewer Fund	88,183.47	1,364,655.00	6.50
TOTAL ALL OTHER FUNDS	114,426.10		

- Total Revenues collected \$948,594.55 as of September 9, 2020.
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:

Of the \$948,594.55 listed above as total revenue from July 1, 2020 through September 9, 2020 \$834,168.45 is within the General Fund and \$88,183.47 is within the Sewer Fund.

General Fund - by Dept	YTD Revenue
General Gov't	693,520.20
Planning Board	449.92
Clerk	6,673.25
Code Enforcer	11,544.00
General Assistance	1,117.74
Police	523.45
ACO	19,188.25
Lisbon Communication Center	1,500.00
Solid Waste	59,981.00
Library	460.00
Parks & Rec	39,210.64
Sewer Dept	88,183.47
TOTAL REVENUE - GENERAL FUND	834,168.45
TOTAL REVENUE - SEWER FUND	88,183.47
	922,351.92



- General Government largely comprised of :
 - \$457,917.78 collected from Motor Vehicle Excise Taxes
 - \$201,491.69 State Revenue Sharing
- Sewer Department largely comprised of:
 - \$55,002.40 Domestic Sewer Revenue
 - \$24,669.87 Septage Revenue
- Parks & Rec largely comprised of:
 - \$11,030.96 Playground Summer Camp
 - \$10,848.96 Trekker Summer Camp
 - \$4,192.80 Beaver Park Fees
- Solid Waste largely comprised of:
 - \$42,475.00 Transfer Station Stickers/Permits
 - \$8,613 Yard Items
- ACO largely comprised of:
 - \$10,661.50 Sabattus ACO Revenue
 - \$5,578 Bowdoin ACO Revenue
 - \$2,848.75 Durham ACO Revenue



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report – Quarter 1 of Fiscal Year Ending 6/30/2021 (July 1, 2020 through September 9, 2020)
Kayla Tierney, Finance Director

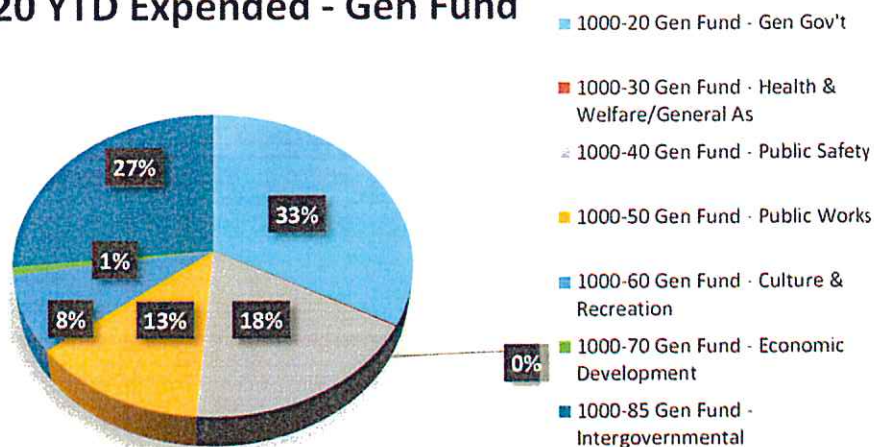
DATE: September 15, 2020

Expenses:

- Total General Fund Expenses YTD are: \$2,967,936.12. FY21 Budget for General Fund Expenses is \$16,831,006. There is \$28,340.15 encumbered which leaves a \$13,834,729.73 remaining budget. Approximately 18% of the budget has been used YTD – for period 3, this aligns right around where I would expect.

General Fund by Org	YTD Expended	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	978,810.83	9,276,081	11.00
1000-30 Gen Fund - Health & Welfare/General As	4,148.24	44,645	10.10
1000-40 Gen Fund - Public Safety	537,072.10	2,736,712	19.80
1000-50 Gen Fund - Public Works	389,722.21	2,905,191	14.00
1000-60 Gen Fund - Culture & Recreation	240,519.66	971,517	24.90
1000-70 Gen Fund - Economic Development	28,602.29	107,799	26.50
1000-85 Gen Fund - Intergovernmental	789,060.79	789,061	100.00
	2,967,936.12	16,831,006	

FY20 YTD Expended - Gen Fund



- When looking at the other Funds, \$977,808.11 has been expended YTD. FY21 budget for all other funds is \$1,612,679 – which includes budget for the Debt Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$438,482.32 with \$47,583.09 encumbered, leaving \$1,126,613.59 in available budget.

All Other Funds by Org	YTD Expended	FY21 Budget	FY21 %
ED Loan Fund	21,225.00	-	100.00
Special Revenue Fund	51,805.30	-	100.00
Snowmobile Reserve	8,500.00	-	100.00
Debt Service	190,222.50	419,104.00	45.40
Capital Projects	457,795.49	-	100.00
Sewer Fund	248,259.82	1,193,575.00	24.80
	977,808.11	1,612,679	

- The Debt Service Fund is showing as 45% expended as of Period 3
 - This is within my expectations as the majority of our bonds have the first half of the payments due by September 15th; the remainder will be paid out in the spring.
 - The Sewer Fund is 24.80% expended which is within the parameter of my expectations as of Period 3 – I would expect 25% expended. This trend is consistent with our expectations for the remainder of the year.
- Looking at it on a department level within the General Fund:
 - County Tax is the largest amount in the chart for YTD expended and is 100% within the budget for county taxes paid out for FY21.
 - School is the second largest amount in the chart for YTD expended and it is comprised of the Required Local Share, Additional Local Share, Local Share Debt and Local Share Adult Education; these are monthly payments to the school in accordance with the budget voted on.
 - Looking at the % used comparing the YTD Expended to the budget, all of the departments are within the parameter that I would expect to see for YTD expended as of Period 3. At the end of period 3, I would expect approximately 25% expended. As you can see in the chart below, all of the departments are within that parameter with the exception of County Tax and Abatements. As stated above, the County Tax was paid in full so there will be no additional expenditure incurred during FY21. As for abatements, that is not a budgeted item.
 - The General Fund as a whole is 18% expended which is within the parameter that I would expect for Period 3.
- Please see below for the chart showing the YTD expended and the associative % expended on a department level:

General Fund by Dept	YTD Expended	% Expended
Elected Officials	4,472.31	22.30
Town Manager	51,518.22	21.30
Appeals Board	150.39	8.80
Planning Board	917.63	5.00
Legal	4,385.25	11.00
Clerk	36,169.93	19.90
Finance	46,258.64	21.40
Tax Collection	42,755.40	22.60
Assessor	25,003.83	22.00
Code Enforcement	25,684.26	21.70
Liability Insurance Program	27,168.65	25.20
Technology	60,793.13	28.90
School	629,881.26	8.30
Town Buildings	18,737.18	7.70
Abatements	4,914.75	100.00
Health Officer	1,526.41	22.60
General Assistance	2,621.83	7.80
Police	310,263.92	19.40
Fire	74,348.74	16.40
Emergency Management	50,212.61	25.00
ACO	30,083.38	29.90
Lisbon Communication Center	72,163.45	20.90
Public Works	389,722.21	14.00
Library	61,294.76	21.00
Parks & Rec	169,224.90	27.30
Other Public Services	10,000.00	18.20
Economic Development	28,602.29	26.50
County Tax	789,060.79	100.00
Sewer	248,259.82	24.80
TOTAL GENERAL FUND	2,967,936.12	
TOTAL SEWER FUND	248,259.82	

- Comparison of General Fund % used YTD as of Period 3 – FY21 vs FY20
 - Looking at the comparison on the General Fund level for percentage expended in comparison to the budget – FY21 we are staying diligent and are at approximately 18% total expended versus FY20 which was approximately 32%.
 - Looking at each of the Organization levels within the General Fund – FY21 is also showing a lower percentage in comparison to FY20. For both fiscal years – Intergovernmental is 100% expended as it is our County Tax that is paid out in full early into the fiscal year.

GENERAL FUND - BY ORG	FY21 % Used	FY20 % Used
1000-20 Gen Fund - Gen Gov't	11.00	26.60
1000-30 Gen Fund - Health & Welfare/General As	10.10	36.50
1000-40 Gen Fund - Public Safety	19.80	24.60
1000 - 50 Gen Fund -Public Works	14.00	36.40
1000-60 Gen Fund - Culture & Recreation	24.90	36.30
1000-70 Gen Fund - Economic Development	26.50	117.40
1000-85 Gen Fund - Intergovernmental	100.00	99.70
APPROXIMATE TOTAL %	18.00	32.00



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: August 2020

In the month of August, the Fire Department responded to 40 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). The Department responded to 2 requests for the Fire Department First Responders. Out of the 2 requested, we were canceled 1 time. The Department responded to 4 request to assist Lisbon Emergency this past month.



In the month of August we responded to 3 requests for mutual aid. 2 to assist the Town of Durham at fire scenes. One was for station coverage in the Town of Bowdoinham. Our Juvenile Fire Officer, Leo Hewes, also assisted Durham with a juvenile fire setter case.

Our call volume seems to maintain a steady trend. This past month we dealt with the edge of tropical storm Isaias. Damage to our town was minimal compared to others, but we still dealt with 8 calls during a short duration.

On August 31st we had a severe accident on Lisbon St in front of Dingley Press. Crews were faced with a technical extrication of a driver who collided with a tractor trailer

truck. The use of hydraulic rescue tools had to be used to remove the victim.

The Fire Department was fortunate to have access to part of the old Spiller's complex to train on last month. The old roller rink section was coming down and the owner allowed use the use of the building. Firefighters had the opportunity for search, hose advancement, and ventilation training. It was a great experience, especially for a building type we don't very often see.





Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Month of June incident type break down.

Incident Type	Occurrences
Building Fire	1
Passenger vehicle fire	1
Medical assist, assist EMS crew	4
EMS Call, excluding vehicle accident with injuries	1
Motor vehicle accident with injuries	2
Motor vehicle accident with no injuries	2
Extrication, rescue, other	1
Extrication of victim(s) from vehicle	1
Chemical spill or leak	1
Overheated motor	1
Power line down	3
Water problem, other	1
Assist police or other governmental agency	1
Public service	1
Unauthorized burning	2
Cover assignment, standby, moveup	1
Good intent call, other	3
Dispatched, canceled en route	2
Smoke detector activation due to malfunction	2
Alarm system sounded due to malfunction	4
CO detector activation due to malfunction	1
Smoke detector activation, no fire – unintentional	1
Alarm system activation, no fire – unintentional	2
Carbon monoxide detector activation, no CO	1
Total:	40

Respectfully submitted

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

Nathan LeClair

Fire Chief

LIBRARY DEPARTMENT
August 2020 Monthly Report

Adult Books	899	New Patrons	18
Adult DVD's	136	Cloud Library E-Books	94
Juvenile Books	700	Cloud Library Audio Books	81
Juvenile DVD's	53	Cloud Library Users	50
Adult Audio Bks	41	Inter Library Loan Outgoing	215
Juv Audio Bks	8	Inter Library Loan for Lisbon Patrons	137
Paperbacks	49	Patron Count	782
Patron Computers	66	Patron photocopy Serv.	40 (approx.)
Magazine Circulation	8	Patron Fax Services	10 (approx.)

General Report:

The Library was busy with the Summer Reading Program children and their families through mid-August. Patrons continued to visit the library for computer sessions, fax and photocopy services as well as for their reading materials needs. Staff remained busy with a variety of projects.

Inter Library Loan and Maine State Library Services Update:

The Lisbon Library saw a significant increase in the number of requests for materials from our collection as more libraries throughout the state re-opened for "in-building services." We fulfilled 215 "outgoing" requests in August. Our patrons requested and received 137 items from area libraries. Unfortunately, due to Covid-19 and the mandates set by the Maine CDC, the Inter Library Loan System has new regulations that has slowed the process tremendously. All totes/bags with materials have to be quarantined for 72 hours before library staff can process and distribute the materials to patrons. The process is repeated with materials returned to our library. Patrons are happy to have ILL back and understand the delays are statewide.

The Maine State Library will be closed for about 2 years as the building is cleared of asbestos and HVC upgrades are completed. MSL operations will be moved to another state owned building for the duration of the remodel. Not all services or materials will be available to the public, unfortunately. The Lisbon Library should be all set with the limited services since we do not depend on the MSL for our Large Print reading materials. We purchase Large Print books for our patrons as part of our collection development. We will continue to connect with the Maine State Library officials via Zoom meetings and work with our patrons to ensure they get the services from the MLS as needed.

Transition to Fall Programs and Services:

Library staff has been busy transitioning from our summer programs and projects to our fall 2020 programs and projects. The success of the remote/on-line Summer Reading Program has given staff the

necessary tools/technology to transition some of the ideas and programs to accommodate adult and children patrons who wish to take part in our programs.

Children's Librarian, Bill Meakin will continue his on-line pre-school Storytime, bring back the Lego building challenge and continue to offer a craft or science project "grab bag" on a monthly basis. The success of this type of programming has given us the opportunity to expand our on-line programs for our adult patrons.

Adult Services Assistant, Claudia Lemieux has developed an on-line "Author Feature" program that will feature an author and have the author's books on display and available for patron check-out. She will also introduce "In the Kitchen", a monthly program that will feature Maine seasonal recipes. "Crafting with Claudia" will offer a monthly craft idea "grab bag" for adult patrons. To accommodate those patrons who do not have access to or choose not to use on-line social platforms like Facebook or YouTube, will have the opportunity to drop by the library to pick up the craft project, recipes or featured author books.

Our goal is to try to reach as many Lisbon residents and patrons as we can with a variety of programs and services.

I will keep the Town Councilors and Town Manager informed as we move forward with the new programs.

Respectfully submitted,
Diane Nadeau
Library Director

TOWN OF LISBON



Mark Stevens
Lisbon Parks & Recreation Director
18 School Street
Lisbon Falls, ME 04250
(207) 353-2289
mstevens@lisbonme.org

TO: Diane Barnes; Town Manager
SUBJECT: August Report
DATE: 9/9/20

The day camps wrapped up on Friday, August 7th with our annual "Lisbon's Got Talent" show, held on the MTM Pavilion. The talent was surely amazing, with boys and girls ages 6 to 12 performing acts such as dancing, singing, gymnastics, and much more. Brittany Pace, who was hired to supervise one of our camps this summer, worked on set for the Blue Man Group in New York City the past several years. Because of Covid-19 she came home to stay with



her family for the summer. Brittany used her professional skills helping kids with their end of year performances. The summer staff did an exceptional job this year keeping our 90 kids who participated all summer long safe, happy, and active. The School Department was a huge help in supporting us by allowing the programs to be spread out among all the schools.

When school is back in session it usually means that the Lisbon Parks and Recreation Department is entering one of our busiest times of year. This Covid-19 year is not a lot different for us. We may have fewer participants, but planning and preparing for greater safety precautions makes up any spare time. All of our fall programs are ready to begin in the second week of September with a much different look. We will have an in-house football program that will mirror what the 70's and 80's football program looked like. Soccer will be spaced out from only one field to many fields, allowing parents to come and watch without violating the 100 person rule set by the CDC and Janet Mills' offices.



With a unique year of uncertainty, we have moved forward in an attempt to attract a sense of normalcy by offering our fall programs. We are finding it a bit frustrating as our numbers have dropped from the past several years. We will work hard to get our participation levels back as we saw in the Fall of 2019.

Our fall sports teams began practicing late August and games started the first week of September.

Fall 2020 Current registrations as of 9/9/2020

Soccer ~ 105 participants
Football ~ 85 participants
Cheering ~ 12 participants
Field Hockey ~ 25 participants
After School ~ 45 participants
Before School ~ 26 participants

Assistant Director Jordan Schanck has been busy working with his maintenance staff with taking care of every garden and park as well as helping with the Moxie Plaza tents and tables. We have constructed several four-top tables to accommodate the Plaza out of our workshop at Beaver Park. Lee Huston designed and constructed the tables out of PT and Alaskan cedar. Jordan and the staff spent countless hours perfecting the process to keeping the tents from blowing over. Dozens of holes had to be drilled into the pavement, keeping the tents secure.

Several projects are on our radar for September including replacing the backstops at Pinewoods road and also the signs at Beaver Park.

The Lisbon Community Gardens volunteers have been doing an amazing amount of work this summer. These volunteers work hard to make the Lisbon Community Gardens a growing asset of our town.

Our Senior Program Coordinator, Aline Strout, and her senior volunteers have been planning and preparing meals on Wednesdays. They operate like a well-oiled machine by an assembly line even Henry Ford would be proud of. They hand 75 meals in 12 minutes using a drive through pick-up method. Aline also has her game rooms open spreading folk between rooms and sanitizing before anyone enters the rooms.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

Report to Council
August 2020
Police Department

As of August 21, when this report was submitted, the police department received 792 requests for police assistance. There have been a total of 36 investigations, and 18 people have been arrested or charged with criminal violations this month. There were a total of 13 motor vehicle crashes, and 98 motor vehicle stops occurred during directed traffic enforcement details.

Although we repeatedly note that numbers do not tell the whole story of any agency. This month's quick turnaround for a Council report seemed like a good opportunity to review some of this year's activity numbers compared to last year during the same time period:

	<u>2019</u>	<u>2020</u>	
Calls for service	7,833	9,161	+1,328
Motor Vehicle Stops	1,619	1,107	-512
Arrests	173	147	-26
Criminal Investigations	470	525	+55
Motor Vehicle Crashes	99	108	+9
Domestic Violence Calls	58	63	+5
Civil Issues (neighbor disputes, landlord tenant issues, etc.)	111	148	+37

The above numbers indicate a sharp increase in calls for service during the 2020 calendar year. The decrease in motor vehicle stops was expected as our officers purposely limited our traffic stops during the first two months of the COVID-19 outbreak as we attempted to determine the safest manner to address the public and motor vehicle violations. The increase in domestic violence and civil disputes is also not unexpected as the Covid-19 fallout has led to numerous persons locked down with, or near, each other for longer than expected periods of time and many unresolved issues have emerged as the year has progressed.

It is hoped that calls for service will begin to slow down however as the department is currently one officer down due to the freezing of open positions due to COVID-19, and will be losing a second officer for a year starting in October due to a military commitment.

Thank you.
Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: AUGUST 2020, MONTHLY REPORT
DATE: SEPTEMBER 05, 2020

Public Works – In the month of August, Investigated and actioned on resident and dispatch calls for potholes, ditching, drainage and washouts on various streets as well as policing up trash. Prepped, base coat and paved Earl St. Paving operations continued through town per contract. Installed erosion mat at Worumbo Mill and continued prepping this site. Installed erosion control on Frost Hill. Cut brush and cleaned up Emery St. Painted walkways and road markings throughout town. Repaired basins on Vining and Higgins St and also repaired shoulders on Littlefield Rd. Installed parking signs on Main St. Filled ditch on Wing St. Filled dirt driveways from Paving Operations. Paved driveway aprons on Frost Hill. Brought lloads of gravel to beaver park.

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	5.8
Trash	232.53
OBW	32.84
Wood	26.24
Brush	8
Compost/ leaves	5.71
Tires	3.55
Cardboard	22.16 @\$55 per ton

August 2020

Town Clerk & Election Department

The Bureau of Motor Vehicles mails Voter registration cards to us weekly. 106 voter cards have been processed to August 31 as compared 72 in 2016: 59 new voters as compared to 20 in 2016, 47 party/address changes as compared to 23 in 2016, and 5 moved out of town as compared to 29 in 2016. All cards/data files in the Central Voter Registration System were updated.



1,022 Absentee Ballot requests were received and entered into the Central Voter Registration System as compared to 33 in 2016. We are waiting for ballots to fill these requests to mail. There are 6,787 registered voters in Lisbon as compared to 6,445 in June of 2016.

The DS200 tabulating flash drives were sent in for programming. Two spare DS200's have been requested from the State/ES&S. Election signs order were received. Old voting booths will be used instead of the new quads. Our PEQ was emailed to ES&S and the State. We are waiting for a ballot proof. The Notice of Election has not been received yet. A couple of new Election Clerks have filed applications to work.

Nomination papers were returned September 4. All incumbents are running unopposed. The form for ordering ballots is under construction and waiting for ballot proof. The bond question has been submitted for typesetting. Ballots will be one sided this year. The Lisbon High School Gym has been reserved for the November 3, 2020 Election.

The legal Ad was prepared and sent to the newspaper regarding voter registration hours now that the polling locations and times have been set by Council. Absentee applications and notebooks were prepared. We labeled envelopes in preparation for mailing absentees. A booth was placed in the lobby for absentee voting the second week of October.

We issued 12 marriage licenses as compared to 15 in 2016, no burial permits as compared to 1 in 2016, and 41 certified copies as compared to 57 in 2016. Vital and Dog Reports were completed and Minutes of Council Meetings video was uploaded to Clerkbases and the minutes were transcribed & posted online at on Clerkbases.

Ballots will be transferred from the blue and green tamper proof boxes into cardboard boxes to be retained the appropriate timeframe on Monday, September 14 (Can't remove for 2 months from the Election Date). Boxes will be labeled for the upcoming Election and additional cardboard transfer cases were ordered, too.

Both Planning Board meetings for August were cancelled. The ad for the bond public hearing was proofed is ready to run in the sun journal. The November warrant was approved and the registrar hours were determined. Nomination papers were distributed in August to candidates running for office. The state's dog revenue was sent to Augusta.

Several boxes in the vault were destroyed per the schedule and four more were placed in the vault. Games of Chance, Liquor License applications, and Special Entertainment Permits are being processed. Boards & Committee information online was updated after the appointments.

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: AUGUST 2020 MONTHLY REPORT
DATE: AUGUST 24, 2020

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

- Replaced the mechanical seal on the #2 RAS Pump
- Finished installing riser rings on the manholes in the Public Works paving area
- Kayla Tierney and Becky Hayslip inspected the "Fixed Assets" at the WWTP. This was also an opportunity to do a tour of the facility.
- Annual sewer cleaning has begun.
- The emergency generator for the treatment plant arrived and was set in place. The installation is ongoing and should be completed within the next month.
- The new motor for the Scraper Drive at the Davis Street pump station was picked up and installed.
- The Boom truck went to Messer Truck Service for its annual safety inspection on the Boom/Bucket
- Steve Aievoli Took a week off this month
- Caleb Bancroft has passed the exam and now has a Grade 1 Wastewater Operator Certification

Please contact me if you have any questions.