



AGENDA
COUNCIL MEETING
OCTOBER 6, 2020
LISBON TOWN OFFICE
7:00 P.M.

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 ___ Councilor Albert ___ Councilor Fellows ___ Councilor Ganong ___ Councilor Kolbe
 ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward
 Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
 - A. Amend Chapter 14 General Assistance Maximums & Appendixes
 - B. Special Entertainment Permit for the Lisbon Left Hand Club
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
 2020-173 ORDER –
 - A. Municipal Accounts Payable – \$ 1,742,053.81
 - B. Municipal Payroll Warrants – \$ 314,922.72
 - C. School Accounts Payable – \$ 467,428.00
 - D. School Payroll Warrants – \$ 753,249.43
 - E. Minutes of September 15, 2020
 - F. Set Public Hearing for 2020 CDBG Housing Grant
 - G. Approve the Liquor License & Special Entertainment Permit for the Left Hand Club
 - H. Set public hearing on October 20 for Nicole Clavet d/b/a Cruzinslice-Itinerant Vendor & Victualer at 501 Lisbon St.
 - I. CMP Pole Permit for Hudon Road for New House
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2020-174 ORDER – Department of Marine Resources Upper Dam Discussion
 - 2020-175 ORDER – Worumbo Redevelopment Elevation Study
 - 2020-176 ORDER – Community Development Block Grant Project Development Resolutions
 - 2020-177 ORDINANCE – Amend Chapter 14 General Assistance Maximums & Appendixes - *Second Reading*
 - 2020-178 ORDINANCE – Solar Request For Proposal
 - 2020-179 ORDER – Police Cruiser Bid Award
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
9. APPOINTMENTS
 - 2020-180 ORDER – Appoint Warden for November 3, 2020 Election
 - 2020-181 ORDER – Accept Resignation from Appeals Board – Bruce Marshall
 - 2020-182 ORDER- Appoint Finance Committee Members
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT
 2020-183 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: October 6, 2020

Agenda Item 2020 – 175 Worumbo Mill Elevation Study

Over the last several months, Lisbon's Public Works Department has completed site upgrades at Worumbo that have cleared and graded an additional +/- 2.5 acres of the Worumbo site behind the adjacent DOT Park & Ride along the western boundary of the property. On August 24th, over 60 local residents and business owners participated in a community visioning session for the Worumbo site. The session kicked-off a public input process to assess the community's priorities for redevelopment of the Worumbo parcel. Since that time, over 418 residents and business owners have completed a survey to provide further input.

To accommodate the mix of land use desired by the community, the portion of the Worumbo parcel best suited for development is located adjacent to the railroad tracks that separate the Town-owned parcel from the abutting railroad and DOT Park & Ride. This prime development area includes the footprint of the former mill building and portions of recently cleared and graded by Lisbon's Public Works Department. Siting appropriate commercial and/or residential development along the railroad tracks will balance the community priorities by protecting a corridor of green space adjacent to the River and maintaining river views from Main Street and the eastern gateway from Topsham on Route 196.

Currently, much of this area along the railroad tracks that is best suited for development is located within the federally-designated flood plain. Public Works has conducted preliminary site elevation estimates that suggest that much of the prime development area at Worumbo is only 6" to 10" below the flood plain elevation of 107' NAVAD.

The next step to determine existing elevations within the prime development areas of Worumbo is to conduct an elevation study. The elevation study will clarify the:

- Elevation increase in inches or feet required to bring the prime development area up and out of the flood plain
- Volume of fill required to elevate prime development areas out of the flood plain
- Estimated cost of the fill and site work required to position the Town to petition FEMA with a LOMA-F to remove the prime development areas from the flood plain
- Determine elevation-based property boundaries, as budget allows

During the Lisbon Town Council meeting of February 18, 2020, Council unanimously approved item 2020-34 to "authorize the Town Manager to allocate up to \$15,000 from the Downtown Tax Increment Financing (TIF) account to retain outside consulting from subject matter experts to inform the Town's design for the redevelopment of the Worumbo site."

Recommendation

Approve the use of Downtown TIF funds as authorized via Council item 2020-34 to retain a qualified consultant to conduct an elevation study of the Worumbo parcel with a primary focus on the prime development area along the railroad tracks between Canal Street and the western property boundary to determine the feasibility and associated costs to pursue a Letter of Map Adjustment from FEMA.

Agenda Item 2020 – 176 Community Development Block Grant Project Development Resolutions

During summer 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon two Community Development Block Grants for a business façade program and affordable housing development.

To access the funds and implement the proposed projects, the Town must complete a Phase II project development phase. As part of the CDBG Phase II project development phase, standard documentation is required by the State and U.S. Dept of Housing and Urban Development demonstrating respective CDBG grant recipient's commitment to good management, ethical conduct and equity.

The Town of Lisbon's current versions of the necessary Phase II documents date to 2012 and OCD has requested new versions.

The required forms include the attached:

- Standards of Conduct
- Fair Housing Resolution
- Section 504 Self-Evaluation & Transition Plan
- Residential Anti-Displacement & Relocation Assistance Plan
- Equal Employment Opportunity Statement.

Recommendation

Adopt the CDBG Phase II Resolutions as presented.

Agenda Item 2020 – 179 Police Cruiser Bid Award

The bidding process for two new 2020/2021 Ford Interceptor's has been completed. Bids were received and publicly opened on October 2nd from one dealership in Maine. As you will note below, Quirk Ford was the sole bidder. We are recommending that the Town accept the bid, to include trade-in offers, from Quirk Ford in the amount of \$30,422 including trade-in.

We raised \$62,000 in the FY 21 budget to fund the cost of one cruiser and equipment. The remaining balance will be deposited into the Cruiser Reserve Account.

Bids were requested from the following Ford dealerships:

- 1. Hight Ford**
- 2. Casco Bay Ford**
- 3. CMG Ford**

4. Darling's
5. Quirk Ford
6. Rowe Auburn
7. Stoneham Motor Co
8. Yankee Ford Sales

Recommendation

Award the bid for a 2021 Ford Interceptor to Quirk Ford in the amount of \$30,422.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

PUBLIC HEARING

Ordinance Amendments

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on October 6, 2020 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Chapter 14 General Assistance Ordinance & Appendices. The public is invited to attend.

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

The public is invited to attend.

Twila Lycette, Town Clerk

20-10223

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date:

9/16/20

Shawn E Kelly
Constable, Town of Lisbon

Town of Lisbon

Public Hearing Notice

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on October 6, 2020 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Chapter 14 General Assistance Ordinance & Appendices. The public is invited to attend.

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

TOWN OF LISBON

PUBLIC HEARING

Renewal Business License

*The Lisbon Town Council will hold a public hearing on October 6, 2020
at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting
Room for the purpose of considering a renewal Special Entertainment
Permit for the:*

*Lisbon Left Hand Club
1 Left Hand Lane
Lisbon, Maine 04250*

The public is invited to attend.

*Twila Lycette, CMC/CCM
Lisbon Town Clerk*

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: 9/16/20

Adam Skelly
Constable, Town of Lisbon

Agenda Date:

Date	Brenda Martin		Municipal Accts Payable
9/17/2020	BMV9820	\$	14,630.90
9/17/2020	9152020	\$	565,686.24
9/22/2020	9182020	\$	21,433.16
9/24/2020	9232020	\$	26,354.65
9/24/2020	9242020	\$	10,172.20
10/1/2020	9302020	\$	7,948.51
10/6/2020	10062020	\$	1,095,828.15
	Total	\$	<i>1,742,053.81</i>

Date	Megan Lavigne		Municipal Payroll Warrants
9/22/2020	200924	\$	138,676.65
9/22/2020	20RETR	\$	6,520.11
9/22/2020	2009W2	\$	13,180.58
10/6/2020	201008	\$	141,300.72
10/6/2020	2010W1		\$15,244.66
	Total	\$	<i>314,922.72</i>

Date	Louise Levesque		School Accts Payable
9/21/2020	#2106	\$	346,179.22
10/6/2020	#2107	\$	121,248.78
		\$	<i>467,428.00</i>

Date	Eva Huston		School Payroll Warrants
9/25/2020	1028	\$	12,198.51
9/25/2020	1029	\$	112.80
9/29/2020	16	\$	5,976.96
9/29/2020	1030	\$	360,920.36
9/29/2020	1031	\$	12,721.46
10/6/2020	1032	\$	12,393.66
10/6/2020	1033	\$	112.80
10/6/2020	1034	\$	892.22
10/6/2020	1035	\$	347,920.66
	Total	\$	<i>753,249.43</i>



**TOWN COUNCIL
MEETING MINUTES
SEPTEMBER 15, 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, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kayla Tierney, Finance Director; Brett Richardson, Economic & Community Development Director; Ryan McGee, acting Police Chief and approximately one citizen in the audience.

VOTE (2020-163) Councilor Larochelle, seconded by Councilor Fellows moved to excuse Councilor Albert.
Order passed – Vote 6-0.

GOOD NEWS & RECOGNITION

CHILDHOOD CANCER AWARENESS PROCLAMATION

VOTE (2020-164) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following Proclamation:

The Proclamation offered is as follows: 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.

Order passed – Vote 6-0.

Councilor Ward reported School has opened and now children are back in school and all is going well. He said things that can be addressed are being addressed.

PUBLIC HEARINGS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Richard Main from Libby Street said he appreciated that the Town Council listens to their boards and committee members, and residents. He reported on the agenda item for Electric Charging Stations. He pointed out that government exists for the common good of all its residents and services should benefit all the people in the community. There are no countries that own filling stations and this is not something a community would do. He said very few in this community have the means to use one. Charging for electricity could fall upon the taxpayer to pay the bill. He said we are not at the point where the town can replace its vehicles (fire trucks, police cruisers, and/or ambulances) with electric vehicles, but at some point, in the future perhaps. He encouraged the Council to consider looking for a private energy supplier and recommended the Town Council not move forward with this because this is not in the best interest of the community as a whole.

Councilor Ward said Electric Charging Stations were only a part or piece of the puzzle in regards to discovering the many different energy sources available.

CONSENT AGENDA

VOTE (2020-165) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

- A. Municipal Accounts Payable Warrants - \$21,337.67
- B. Municipal Payroll Warrants - \$142,631.90
- C. School Accounts Payable Warrants - \$570,535.38
- D. School Payroll Warrants - \$1,036,129.55
- E. Minutes for September 1, 2020
- F. Set a Public Hearing for the Left Hand Club for a Special Entertainment Permit on October 6
- G. Set a Public Hearing on October 6 to discuss amendments to Chapter 4 GA Maximums & Appendixes

Order passed – Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

AWARD BID FOR LED MESSAGE SIGN

INTRODUCTION: Mr. Richardson reported the 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. He said bids were solicited from six different companies, and publicly opened on Thursday, September 3 at 11:30 a.m. with Mrs. Barnes, Mr. Richardson, and Clay Bublak from Neokraft signs present. The following bids were received:

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

Mr. Richardson recommended 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. This will allow emergency messages and community information to be updated faster, remotely, and daily. He pointed out that individuals driving past the sign may also be a different audience from the website or Facebook users. He said he was looking forward to incorporating images and even Lisbon's unique images.

VOTE (2020-166) Councilor Larochelle, seconded by Councilor Kolbe moved to award the bid to Neokraft Signs in the amount of \$16,548.24. **Order passed - Vote 6-0.**

SOLICIT BIDS FOR NEW CRUISER

INTRODUCTION: Acting Chief McGee requested permission to send out requests for proposals for one (1) new Ford Interceptor SUV that was approved in the current budget. The intent is to request a bid for any leftover 2020 Ford SUV cruisers, if there are any available, rather than request a 2021, which could potentially cost more, and would delay delivery for several months, since production is limited due to COVID-19 factory shutdowns. If none were available, he said, then he would ask for a bid proposal for a 2021.

Acting Chief McGee said the new cruiser would replace Unit #6, which is a 2014 Ford Explorer. He recommended requesting an estimate be included for a trade-in. He indicated they might get between \$7,000 and \$9,000, which could be used next year to outfit the K-9 cruiser that is on the CIP replacement list. He reported next year the two cruisers to be replaced includes the K-9 cruiser, which costs a little more to outfit.

COUNCILOR COMMENTS: Councilor Larochelle asked if the current budget contained enough money to outfit the new cruiser this year. Acting Chief McGee said yes, so equipment to go inside it would be covered. He mentioned the standard equipment for the two new cruisers next year would be covered as well, but the extra equipment required for the K-9 cruiser would not, so it would be good to save this trade-in amount to outfit that cruiser next year.

VOTE (2020-167) Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Town Manager and Acting Police Chief to solicit bids for a new Police Cruiser (Ford Explorer). **Order passed - Vote 6-0.**

AMEND CHAPTER 14 GENERAL ASSISTANCE MAXIMUMS & APPENDIXES

First Reading – Roll Call Vote Required

INTRODUCTION: Mrs. Barnes said the State of Maine has adopted new General Assistance Maximums that our municipality will now have to adopt. Appendixes A through H 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 Appendixes after notice and hearing.

VOTE (2020-168) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following amendments to Chapter 14 General Assistance Maximums & Appendixes:

Chapter 14 - GENERAL ASSISTANCE

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:

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

<i>Number in Household</i>	<i>Weekly</i>	<i>Monthly</i>
<i>1 person household</i>	\$47.44	\$194.00 <u>\$204.00</u>
<i>2 person household</i>	\$86.98	\$355.00 <u>\$374.00</u>
<i>3 person household</i>	\$124.42	\$509.00 <u>\$535.00</u>
<i>4 person household</i>	\$158.14	\$646.00 <u>\$680.00</u>
<i>5 person household</i>	\$187.67	\$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>	\$591.00 <u>\$603.00</u>	<u>\$171.00</u>	\$719.00 <u>\$736.00</u>
2	<u>\$181.00</u>	\$763.00 <u>\$779.00</u>	<u>\$222.00</u>	\$929.00 <u>\$953.00</u>
3	<u>\$230.00</u>	\$965.00 <u>\$990.00</u>	<u>\$280.00</u>	\$1,174.00 <u>\$1,203.00</u>
4	<u>\$295.00</u>	\$1,240.00 <u>\$1,267.00</u>	<u>\$356.00</u>	\$1,497.00 <u>\$1,530.00</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](#).)

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 \$38.75	\$160.00 \$167.00
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:

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

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)

<i>Number in Household</i>	<i>Weekly Amount</i>	<i>Monthly Amount</i>
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:

<i>Number of Children</i>	<i>Weekly Amount</i>	<i>Monthly Amount</i>
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 \$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).]

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

ELECTRIC CHARGING STATIONS DISCUSSION

INTRODUCTION: Councilor Fellows reported CMP and Efficiency Maine are offering grant funds to purchase Electric Charging Stations. He indicated there were Electric Charging Stations at Hannaford in Topsham and two in Auburn at car dealerships. He recommended the Council apply for CMP's Make Ready Grant Program funds to purchase something to put along the Route 196 Corridor in Lisbon. Suggested sites with Phase III power would include Worumbo site, Graziano Park, Town Office, and/or the downtown Municipal parking lot, although not very visible, it would be a good location. Councilor Ward suggested the Park and Ride that is already an established spot and located at the end of the trail with walkability to downtown restaurants, the Lisbon Library, and Main Street businesses. He remarked that some businesses in other communities have already purchased them to put on public property. The grant will cover up to \$4,000 per port. He indicated this would be a good use of available TIF money. He explained the different charging levels, equipment, and voltage requirements. He suggested applying for the Bosch EV800 Electric Vehicle Bollard Charging Station.

COUNCILOR COMMENTS: Councilor Larochelle recommended applying for the grant to see where it goes since the town would not be committed to accept these funds at this point. Installing an EV GO charging station could spark the incentive needed to encourage individuals to purchase these electric vehicles, or visitors to stop and shop in Lisbon, all while providing a valuable service and taping into a long-term revenue stream.

Mr. Richardson explained the benefits to our community and indicated he would be able to help submit the grant by the deadline on October 1.

VOTE (2020-169) Councilor Larochelle, seconded by Councilor Fellows moved to authorize Mr. Richardson and Councilor Fellows to apply for Electric Charging Station grant funds from the CMP Make Ready Grant Program. **Order passed - Vote 6-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

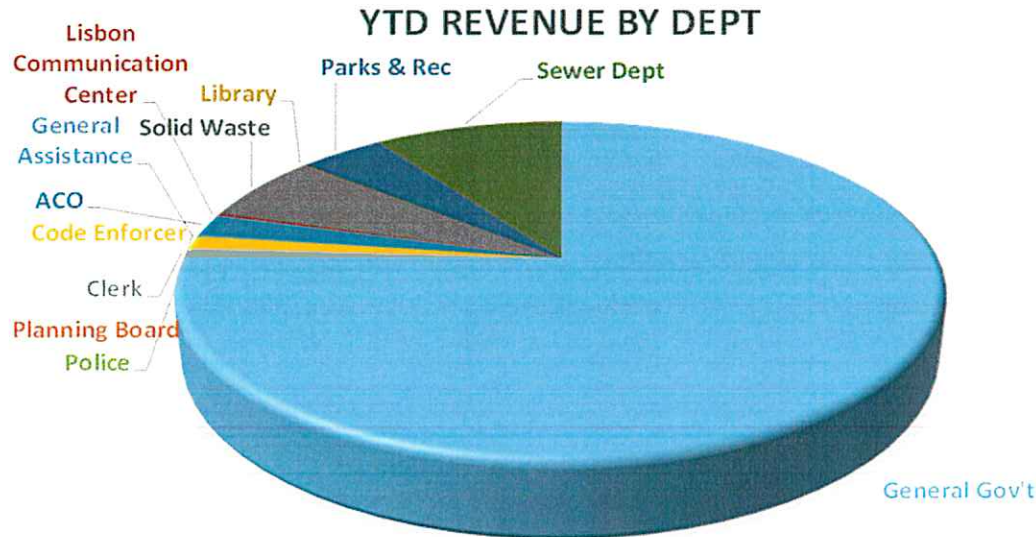
1. Planning: Councilor Fellows reported the Council meeting with the Planning Board would need to wait until the MMA Recreational Marijuana Workshop has been held so the video can be reviewed first. Councilor Ward said he would support the Planning Board and Code Enforcement Officer's recommendation on where this should land.
2. LDC: Councilor Larochelle said the typical crowd met to discuss what to focus on. He indicated it would take an extra effort of support to make things happen on the Village side of town. He said he visited a new business that recently opened there and suggested the new business owner contact the Economic Development Director to host a ribbon cutting ceremony.
3. Conservation Commission: Councilor Ward said Mr. Main reported he just met with Mr. Stevens and the committee at 6:00 p.m. tonight. The Forestry Plan is ready. The estimated revenue from cutting should be around \$30,000. He asked if there were any plans to put this revenue to good use for the Parks. He suggested this committee come up with some ideas.
4. County Budget: Councilor Ward said he and Councilor Lunt listened to a logistics presentation. He reported a \$149,000.00 budget cut, a shift of \$200,000 from reserves, and that they are now at a .05% increase.
5. Library: Councilor Lunt said he had nothing to report.
6. Water Commission: Councilor Fellows reported the Water Department is in the process of creating a memorial for William Bauer and are looking for ideas for a location.

B. TOWN MANAGER'S REPORT

Mrs. Barnes mentioned the town is working with the Water Department to get readings from the Northern Data software for the MUNIS Utility Billing module scheduled to start in November. Union negotiations just started. The town is now going through the TRIO conversion to sequel for the Assessing and Motor Vehicle programs.

C. DEPARTMENT HEAD WRITTEN REPORTS

Mrs. Tierney said revenues were in line with our projections to the budget as of the middle of Period 3, which covers July, August, through September 9. Revenues and expenditures should be around 25% collected and expended. Revenue sharing is in line with projections at \$201,492.00. Revenues collected on an organizational level within the general fund total \$834,168.00, which should jump up after our first collection of real estate taxes on September 15. Other revenues came in at \$114,426.00 bringing the total in revenues as of September 9 to \$948,594.00. She reported revenue totals broken down by department as follows:



- 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

Mrs. Tierney said expenditures were around 18% (due to a shift of some numbers and a spending freeze) as compared to FY 2019-2020 at 33% for this timeframe, Period 3. Total General Fund Expenses for year to date were \$2,967,936.12. For the FY2020-2021 Budget for General Fund Expenses total expended is \$16,831,006. \$28,340.15 has been encumbered, which leaves \$13,834,729.73 in the remaining budget. She said Debt Service is showing 45% expended as of Period 3, which is within her expectations because the first payments are due September 15 for a majority of our bonds; the remainders are paid out in the spring. The Sewer Fund is 24.80% expended, which is within the parameter of her expectations for Period 3. She said this trend is consistent with her expectations for the remainder of the year. She mentioned that our county tax bill has been paid in full.

Mrs. Tierney reported expenses broken down by department as follows:

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	

Councilor Ward thanked Mrs. Tierney for her report. He said it was "Happy Tax Day" in Lewiston as well as in Lisbon, that staff at these offices were very busy today with long lines, and that he wanted to acknowledge everyone's hardworking efforts, and some working overtime during this time.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Ward asked for an update on the sidewalk test taken in the Village Street area and to know the location where the contractor took the test. Mrs. Barnes indicated she would find out.

Councilor Fellows said he wanted to get a sense of where the Town Council stood on solar energy. He said a request for a proposal needs to go out for this.

Councilor Fellows reported he received a phone call from a resident regarding renewal stickers at the transfer station. He said he understood the issue and problem. This resident was turned away for being two weeks overdue. He went to the Town Hall to get a renewal but the line at 3:45 was very long and he knew he wouldn't get in to get one in time. He indicated he attempted to renew it two months earlier but there were no stickers available. Councilor Fellows asked if stickers could be made available earlier.

Mrs. Barnes explained this would mean the town would be purchasing stickers two times in one fiscal year, although not budgeted for this year it could perhaps be done. She mentioned the solid waste contract expired June 30. Right now the town pays \$130.00 a haul, but that is expected to increase to \$245 a haul. She is looking into other options. One option includes ecomaine recycling and contracted haulers, since they do not provide haulers.

Councilor Ward suggested the Council consider half way through this year realigning sticker fees to cover what basic level the town decides it wants for transfer station services. Councilor Fellows suggested creating an ad hoc committee.

Councilor Ward requested the appointments for the Finance Committee be added to the October 6 agenda.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Mrs. Lycette mentioned the Town Manager and her office have decided to open the Town Hall on Saturday, October 29 from 9:00 AM to 5:00 PM for Absentee Voting and voter registration. She reported the new Ballot Drop Box purchased from Fort Knox had been installed by the side door for voters to return their ballots in. Residents are also dropping off absentee applications there too. The drop box has a flag on it and only the Town Clerk's office has access to it. She said we are hopeful our residents will take advantage of our Saturday hours on October 29 should they want to vote by absentee and we would still be doing social distancing.

EXECUTIVE SESSION

VOTE (2020-170) Councilor Fellows, seconded by Councilor Larochelle moved to go into Executive Session at 9:12 PM per 1 MRSA Section 405(6) (A) Personnel Matters. **Order passed – Vote 6-0.**

The Council came out of executive session at 9:40 PM and resumed the meeting.

ADJOURNMENT

VOTE (2020-171) Councilor Lunt, seconded by Councilor Kolbe moved to adjourn at 9:40 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: October 6, 2020



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section I: Licensee/Applicant(s) Information;
Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): <u>Lisbon Left Hand Club</u>	Business Name (D/B/A): <u>Lisbon Left Hand Club</u>
Individual or Sole Proprietor Applicant Name(s): <u>Lisbon Left Hand Club</u>	Physical Location: <u>1 left Hand Lane Lisbon ME 04251</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <u>P.O. Box 715 Lisbon ME 04250</u>
Mailing address, if different from DBA address:	Email Address: <u>Cproctor@strainrite.com</u>
Telephone # Fax #: <u>353-5220</u> <u>—</u>	Business Telephone # Fax #: <u>353-5220</u> <u>—</u>
Federal Tax Identification Number: <u>0247636</u>	Maine Seller Certificate # or Sales Tax #: <u>0247636</u>
Retail Beverage Alcohol Dealers Permit:	Website address: <u>—</u>

1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 10/9/2020

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: Beer, Wine or Spirits: Guest Rooms: _____

Due to covid

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? ☐ Municipal Officers of _____

☐ County Commissioners of _____ County

☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

SPECIAL ENTERTAINMENT APPLICATION

License Type:

✓ \$100 Application Fee

___ \$80 Advertisement Fee For First Time Liquor License Applicants Only

*****NOTE: Must Attach State Liquor License Application**

Owner: Lisbon Left Hand Club Home Phone: 3535220

Email Address: Cproctor@strainrite.com Cell Phone: 857.212.3585

Owner's Home Address: 1 Left Hand Lane Lisbon ME 04250

Residence(s) for last five years: yes

Name of Business: Lisbon Left Hand Club Business Phone: 363 5220

Location of Business: 1 Left Hand Lane Lisbon ME 04250

Mailing P.O. Box 715 Lisbon ME 04250

List Applicant / Partners / Corporate Officers:

Name: Allen Shorcy Name: Cathy Proctor Name: Chuck Masselli

Address: _____ Address: _____ Address: _____

Town/State Town/State Town/State

Birthdate: _____ Birthdate _____ Birth date _____

Has applicant's business license ever been revoked: NO ?

If so, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? NO

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? yes If so, when does it expire? 10/9/20


I, Cathy Proctor (name), Treasurer (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Signature: Cathy Rodn Date: 8/26/2020

Business Name: LISBON LEFT HAND CLUB

INSPECTION REQUIRED BELOW

Notice of Compliance (By Council's Request): I, **Dennis Douglass**, Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 9/8/2020

NOTE: State Liquor License Application must be completed and attached to this Special Entertainment Application

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Council's Request): I, **Marc Hagan**, Police Chief hereby certify I have reviewed the application and public records check and recommend application for licensing.

Signature:  Date: 08/28/2020

INFORMATION

The Councilors are the Municipal Licensing Board. All Special Entertainment application requires a public hearing each time. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Police Chief signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 111... Health Officer/CEO
287-5671..... State Health Inspection Dept.

624-9693State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
1-800-872-3838..Business Answers

Revised March 12, 2018

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY:

Central Maine Power

LOCATION:

ADJACENT TO 31 HUDON ROAD


CODE ENFORCEMENT DEPARTMENT

I, DEANIS T. DOUGLASS, have reviewed the application and find the pole is located in

front of property owned by: JEFF RANICHI

and the physical address of the property is 31 HUDON ROAD

Additional Comments: NEW POLE SERVICING NEW HOME

Approved Date: 9/28/2020 Signed by: 1 

Deny permission for the following reason: _____


Date Denied: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

I, RANDY CYR, have visually inspected this location and find no reason to prohibit placing pole(s) where requested.

Comments: _____

Approved Date: 9-29-2020 Signed by: 

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Notification: 10300694923

Work Order: 801000302947

LOCATION PERMIT

Consolidated Comm of Northern New England

Upon the Application of Center Maine Power Company and

FairPoint New England

dated Aug 3, 2020, asking for permission, in accordance with law, to construct and

maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances

over, under, along or across certain highways and public roads in the location described in said application,

permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,

said facilities and appurtenances in the City / Town of Lisbon

approximately located as follows:

1. Starting Point: pole 515

2. Road (State & CMP): Hudon Road

3. Direction: NorthEast

4. Distance: 50 feet

5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Auto Fill Form for:
4501 - 4502 - 4503

Notification: <input type="text" value="10300694923"/>	<input checked="" type="checkbox"/> Not Published
Work Order: <input type="text" value="801000302947"/>	<input type="checkbox"/> Public Notice of this application has beengiven by publishing the text of the same
Field Planner Name: <input type="text" value="Wayne Potvin"/>	In: <input type="text"/>
Field Planner Phone #: <input type="text" value="207-242-9754"/>	On: <input type="text"/>
Date: <input type="text" value="Aug 3, 2020"/>	

City / Town <input type="text" value="Lisbon"/>
To the: <input type="checkbox"/> City
<input checked="" type="checkbox"/> Town
<input type="checkbox"/> County of: <input type="text" value="Androscoggin"/> , Maine

CMP applying for: <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> URD

1. Starting Point: <input type="text" value="pole 515"/>
2. Road (State & CMP): <input type="text" value="Hudon Road"/>
3. Direction: <input type="text" value="NorthEast"/>
4. Distance: <input type="text" value="50"/> feet
5. Number of Poles: <input type="text" value="1"/>

TEL CO: <input type="text" value="FairPoint New England"/>	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
--	--

<p>If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.</p> <p>If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need</p>
--

Notification: 10300694923

Work Order: 801000302947

CENTRAL MAINE POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the:

☐ City☒ Town☐ County of: Androscoggin, Maine☒ Central Maine Power hereby applies for permission to:☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below. Consolidated Comm of Northern New England☒ Central Maine Power Company andFairPoint New England

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: pole 5152. Road (State & CMP): Hudon Road3. Direction: NorthEast4. Distance: 50 feet5. Number of Poles: 1☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

☐ Public Notice of this application has been given by publishing the text of the same☒ Not PublishedIn: On:

CENTRAL MAINE POWER COMPANY

Consolidated Comm of Northern New England

FairPoint New EnglandBy: Wayne PotvinDate: Aug 3, 2020By: Jessica Theriault Date: 9/8/2020
 Jessica Theriault - Right of Way

Work Order: 801000302947

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

Page of

Date: Aug 3, 2020

By: Wayne Potvin

Company tel: 207-242-9754

. Pole/Pad spans shown are approximate.

[illegible]



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF MARINE RESOURCES
21 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0021

PATRICK C. KELIHER
COMMISSIONER

Sabattus River Restoration: Design and Permitting

Summary:

In 2019, Maine Department of Marine Resources requested funding from the New England Forest and Rivers Fund for technical assistance for the design and permitting for five barriers in the Sabattus River. The funding for this project will provide the technical roadmap for each of these barriers and layout the path towards restoring the entire Sabattus River and removing the risks associated with these derelict structures. MDMR will work with qualified engineers over the next 2 years to complete designs and permitting for the following:

1. Farwell Dam: Dam removal and fishway
2. Upper/Town Dam: Dam removal
3. Fortier Dam: Dam removal and fishway
4. Mill Remnant Dam: Dam removal
5. Sleeper Dam: Fishway

Restoration:

Restoration of the Sabattus River will result in 2,429 acres of lake/pond habitat, 75 miles of river/stream habitat, and 741.5 units of modeled salmon rearing habitat becoming accessible alewife, blueback herring, American shad, Atlantic salmon, and American eel. At present, there is no accessible spawning habitat for alewife in the in the Androscoggin River. Since 1983, Maine Department of Marine Resources (MDMR) has stocked more than 400,000 alewife into five lakes and ponds in the Sabattus River and three in the Little Androscoggin River to sustain the population. We estimate that, once access is restored, a self-sustaining run of nearly 500,000 adult alewife could return to the Sabattus watershed each year.

The Risk of Dams:

Only one dam on the Sabattus River (Sleeper Dam -Sabattus Lake Outlet) serves a practical purpose. Most of the dams built on the Sabattus River were first constructed in the late 1800's for water control and power generation for the adjacent industry, but most have not served that function in decades. Because they do not serve a purpose, few of the dams have been maintained and some have failed already. Unfortunately, many abandoned dams in Maine are an attractive nuisance in our rivers and create hazards to the public and infrastructure up and downstream.

As we saw on the news in Midland, Michigan this spring, Dam failure occurs during storm events when the rivers are near flood level. To borrow words from FEMA, "a catastrophic type of failure is characterized by the sudden, rapid, and uncontrolled release of impounded water." This sudden and uncontrolled release of the impoundment will carry greater forces downstream that will cause erosion and scour to stream banks and could result in new exposures of contamination. The force of the catastrophic failure of the Upper Town Dam could also cause the failure of the Farwell Dam and would

increase the risk of damage to the Webster Street Bridge, the Farwell Mill Building, and Bonafide landfill.

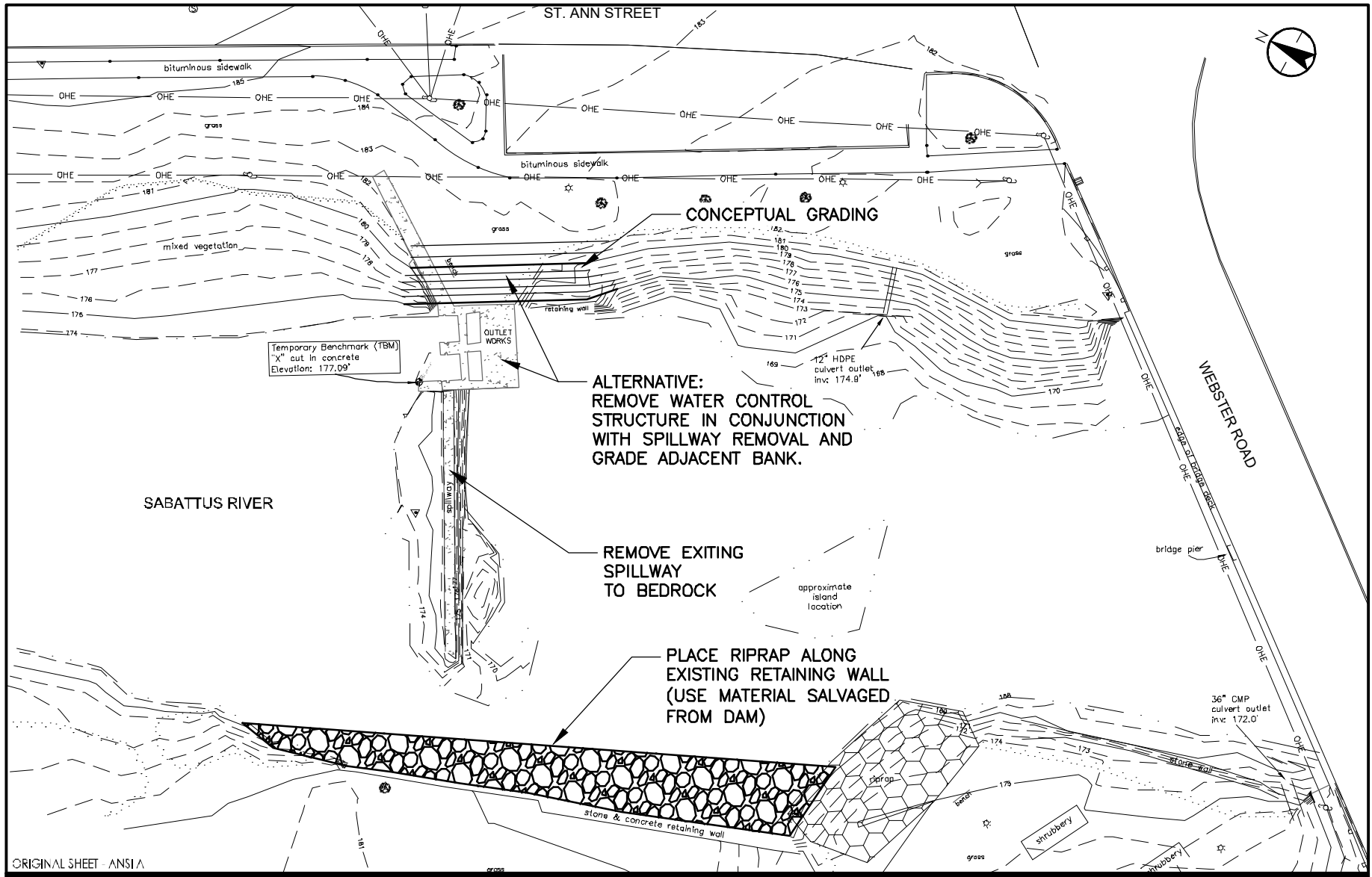
Planned removal of dams is quite the opposite scenario. Most dam removals in Maine take place during low summer flows. By removing dams during the lowest flows of the year, we can use cofferdams to divert water around work areas and release impounded water slowly. This approach allows us to coordinate with project collaborators, such as Maine Department of Transportation and Maine Department of Environmental Protection, to ensure that the dam removal is done in a way that minimizes impacts downstream and maximizes the efficacy of planned cleanup efforts and enhances fish passage.

On completion, this project will 1) reduce the risk to infrastructure in the floodplain, 2) reduce the flood zone designations for properties adjacent to the impoundment, 3) reduce the barriers to fish passage in the Sabattus River, a tributary of the Androscoggin River; 4) increase overall aquatic connectivity in the Androscoggin River drainage; and 5) improve water quality.

For more information about this project please contact Casey Clark.

Phone: (207)624-6594 (currently forwarding)

Email: casey.clark@maine.gov



Street Address
City, State/Prov Country
www.stantec.com

Notes

1. TOPOGRAPHIC SURVEY WAS PERFORMED AND PROVIDED BY TITCOMB ASSOCIATES, DATED JULY 8, 2014.
2. PLAN IS REFERENCED TO GRID NORTH, MAINE STATE PLANE COORDINATE SYSTEM, NAD83, WEST ZONE
3. ELEVATIONS ARE BASED ON MAINE DEPARTMENT OF TRANSPORTATION SURVEY CONTROL DISK #400(01) WITH A PUBLISHED ELEVATION OF 181.059' NAVD88.

Client/Project

ATLANTIC SALMON FEDERATION
Fish Passage & Dam Removal, Upper Dam
Lisbon Falls, Maine

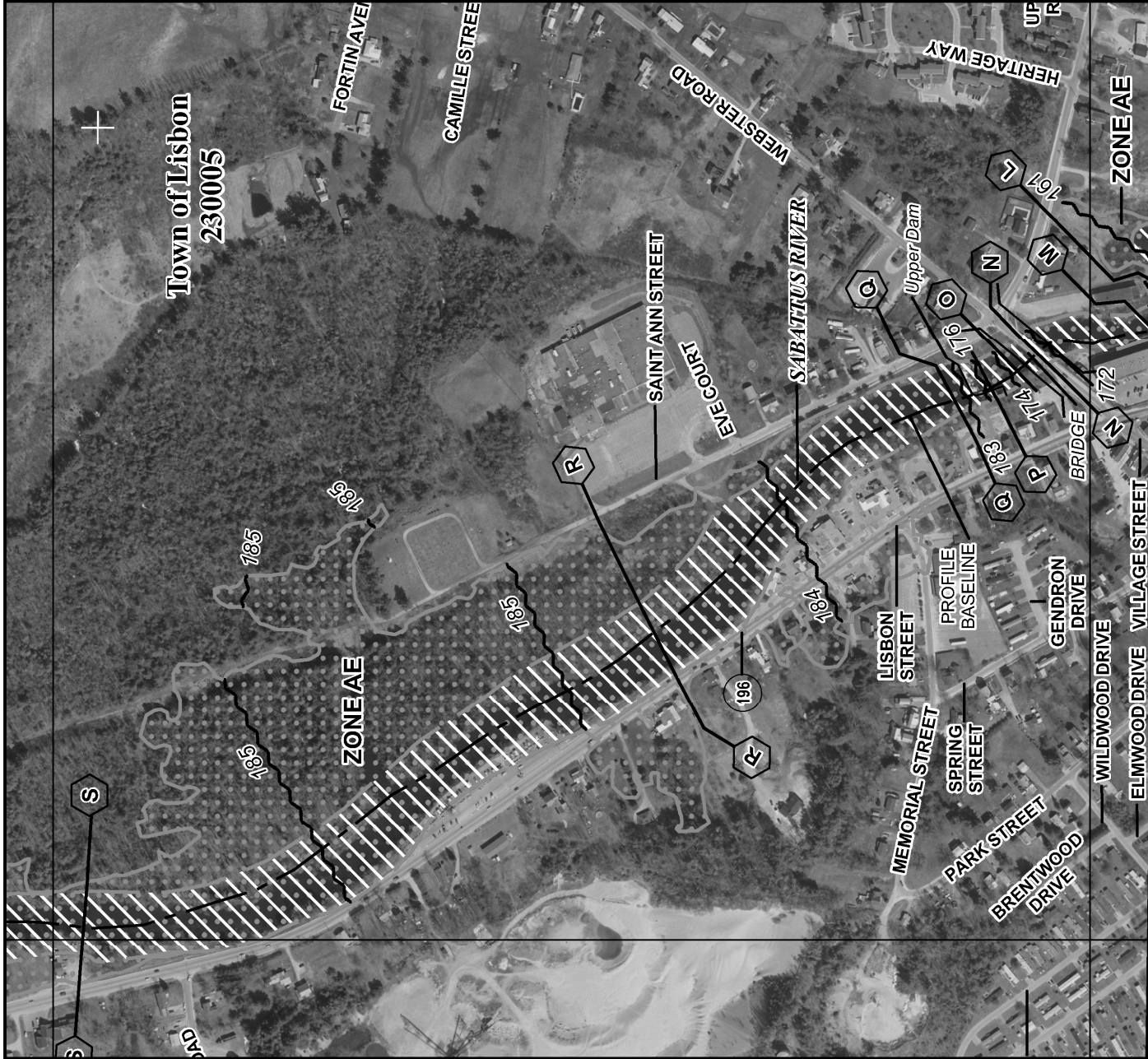
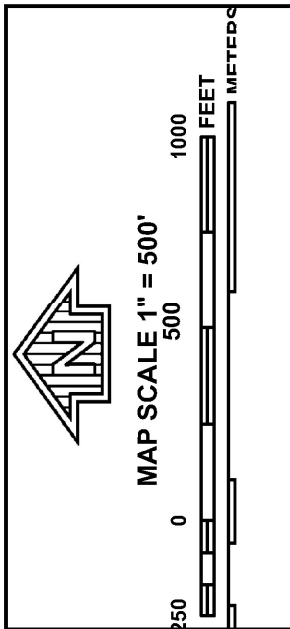
Figure No.

1.0

Title

**DAM REMOVAL
CONCEPT**

00929_Dam_20140914.DWG
SEPTEMBER, 2014
195600929



NFP

PANEL 0361E

FIRM
FLOOD INSURANCE RATE MAP
ANDROSCOGGIN
COUNTY, MAINE
(ALL JURISDICTIONS)

PANEL 361 OF 470
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
LISBON, TOWN OF	230005	0361	E
SABATTUS, TOWN OF	230011	0361	E

Notice to User: The **Map Number** shown below should be used when placing map orders; the **Community Number** shown above should be used on insurance applications for the subject community.

MAP NUMBER
23001C0361E

EFFECTIVE DATE
JULY 8, 2013

Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Worumbo Redevelopment Elevation Study
 DATE: October 6, 2020

Over the last several months, Lisbon's Public Works Department has completed site upgrades at Worumbo that have cleared and graded an additional +/- 2.5 acres of the Worumbo site behind the adjacent DOT Park & Ride along the western boundary of the property. On August 24th, over 60 local residents and business owners participated in a community visioning session for the Worumbo site. The session kicked-off a public input process to assess the community's priorities for redevelopment of the Worumbo parcel. Since that time, over 418 residents and business owners have completed a survey to provide further input.

Based on survey results, a plurality of respondents would like to see the Worumbo parcel redeveloped with a combination of community green space, views of the Androscoggin River, and high-quality commercial and/or residential development that features:

- "design standards for a dense, mixed-use development focused on retail and dining options to extend the Main Street village area to the River with retail on the first floor, office space on the second floor and residential on the third floor."
 - 38% of respondents selected this statement as the top priority and an additional 40% selected this option as their second priority; 78% of survey respondents ranked this scenario as a high priority.
- "A balanced mix of green space and river views, limited commercial development and ample parking for village businesses."
 - 38% of respondents selected this option as their top priority and 27% selected this choice as their second priority; 65% of respondents ranked this scenario as a high priority.

Regarding zoning at the site, a plurality of 47% of respondents also prefer that the Town "Adjust current zoning to prioritize future uses that will help position Lisbon as a "live/work/play" destination and are consistent with the mixed-use nature of the surrounding downtown area, particularly retail, hospitality, office, professional services, small-scale food and beverage production, and residential development and public space."

Additional comments shared at the August 24th public meeting and shared via the community survey demonstrate a strong community desire for green space at the Worumbo site with views of the river and an attractive eastern gateway to Lisbon.

To accommodate the mix of land use desired by the community, the portion of the Worumbo parcel best suited for development is located adjacent to the railroad tracks that separate the Town-owned parcel from the abutting railroad and DOT Park & Ride. This prime development area includes the footprint of the former mill building and portions of recently cleared and graded by Lisbon's Public Works Department. Siting appropriate commercial and/or residential development along the railroad tracks will balance the community priorities by protecting a corridor of green space adjacent to the

River and maintaining river views from Main Street and the eastern gateway from Topsham on Route 196.

Currently, much of this area along the railroad tracks that is best suited for development is located within the federally-designated flood plain. Public Works has conducted preliminary site elevation estimates that suggest that much of the prime development area at Worumbo is only 6" to 10" below the flood plain elevation of 107' NAVAD.

Following research and a conversation with State of Maine's Flood Plain Program Manager, it is Town staff's understanding that:

- Lisbon's Planning Board has regulatory authority to permit appropriate activities within the designated flood plain, including altering elevations by adding fill;
- With Planning Board approval, the Town will have the right to add appropriate fill to raise the prime development areas of Worumbo above the 107' flood plain elevation;
- Following the addition of fill, the Town will be positioned to apply to FEMA for a *Letter of Map Adjustment-Fill* (LOMA-F); and
- A successful LOMA-F process would remove the prime development areas of Worumbo from the designated flood plain and eliminate the requirement for special flood insurance and/or additional design and engineering requirements/expenses for design and construction.

The next step to determine existing elevations within the prime development areas of Worumbo is to conduct an elevation study. The elevation study will clarify the:

- Elevation increase in inches or feet required to bring the prime development area up and out of the flood plain
- Volume of fill required to elevate prime development areas out of the flood plain
- Estimated cost of the fill and site work required to position the Town to petition FEMA with a LOMA-F to remove the prime development areas from the flood plain
- Determine elevation-based property boundaries, as budget allows

During the Lisbon Town Council meeting of February 18, 2020, Council unanimously approved item 2020-34 to "authorize the Town Manager to allocate up to \$15,000 from the Downtown Tax Increment Financing (TIF) account to retain outside consulting from subject matter experts to inform the Town's design for the redevelopment of the Worumbo site."

Therefore, we respectfully request that Council approve the use of Downtown TIF funds as authorized via Council item 2020-34 to retain a qualified consultant to conduct an elevation study of the Worumbo parcel with a primary focus on the prime development area along the railroad tracks between Canal Street and the western property boundary to determine the feasibility and associated costs to pursue a Letter of Map Adjustment from FEMA.



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director (ECD)
SUBJECT: Community Development Block Grant Project Development Documents
DATE: October 6, 2020

During summer 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon two Community Development Block Grants for a business façade program and affordable housing development.

To access the funds and implement the proposed projects, the Town must complete a Phase II project development phase. As part of the CDBG Phase II project development phase, standard documentation is required by the State and U.S. Dept of Housing and Urban Development demonstrating respective CDBG grant recipient's commitment to good management, ethical conduct and equity.

The Town of Lisbon's current versions of the necessary Phase II documents date to 2012 and OCD has requested new versions.

The required forms include the attached:

- Standards of Conduct
- Fair Housing Resolution
- Section 504 Self-Evaluation & Transition Plan
- Residential Anti-Displacement & Relocation Assistance Plan
- Equal Employment Opportunity Statement.

In order to receive CDBG funds now and for the next several years, we respectfully request that Council members review and sign the aforementioned CDBG Phase II documents.

STANDARDS OF CONDUCT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

INTRODUCTION

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients, and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will help protect these grant funds, but also those who administer the program.

PURPOSE

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

AUTHORITIES

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

1. Prohibition against conflicts of interest

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For all CDBG activities: no employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients may:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.
- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the CDBG project. Requests for such exceptions must be made in writing to this office.

2. Procurement and Contracting Requirements

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

a) Circumventing competitive bidding requirements by:

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;
- 2) failing to use established evaluation criteria in negotiations;

- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

b) Failing to adhere to contract award requirements by:

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

c) Failing to verify contractual and programmatic compliance by contractors by:

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

1. Financial Management and Recording Systems

You must comply with the following requirements of 24 CFR part 85.20 and 85.42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.
- c) Maintain financial records including:
 - 1) A register of cash receipts and disbursements;
 - 2) record of all non-cash transactions;
 - 3) General ledger to show the status of each CDBG account;
 - 4) A fixed account ledger, and
 - 5) A record of drawdowns, funds received and balance of funds.
- d) Ensure you maintain financial records and maintain for three years from final closeout.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds than needed.

4. Cost Allowance

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.

- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

5. Program Monitoring

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

DATE ADOPTED: October 6, 2020

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

Municipal Seal

FAIR HOUSING RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

LET IT BE KNOWN TO ALL PERSONS of the Town of Lisbon that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town Lisbon to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Therefore, the Town does hereby pass the following Resolution:

BE IT RESOLVED that within available resources the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

BE IT FURTHER RESOLVED that the Town shall publicize this Resolution and through this publicity shall cause owners of real estate, developers and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances.

SAID PROGRAM will at a minimum include but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

DATE ADOPTED: October 6, 2020

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

Municipal Seal

SECTION 504 SELF EVALUATION AND TRANSITION PLAN

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TOWN OF LISBON

The following individual is responsible for inquiries regarding this Section 504 Self-Evaluation and Transition Plan:

Diane Barnes
(name)

Town Manager
(title)

300 Lisbon Street, Lisbon ME 04250
(address)

(207) 353-3000 (207) 353-3007 dbarnes@lisbonme.org
(telephone) (fax) (e-mail)

The Section 504 Self Evaluation and Transition Plan was adopted by the following authorized individuals on behalf of the municipality:

DATE ADOPTED: October 6, 2020

AUTHORIZED SIGNATURES:

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

Municipal Seal

1. EMPLOYMENT

1. Are job announcements put into newspapers that have general circulation?

☒ Yes ☐ No

If No, describe how individuals are made aware of employment opportunities:

2. Do job announcements state that the municipality is an Equal Opportunity Employer?

☒ Yes ☐ No

If No, explain why the "Equal Opportunity Employer" statement is not contained within job announcements:

3. Has the municipality adopted a Equal Employment Opportunity Policy Statement?

☒ Yes ☐ No

4. Do job applications inquire as to whether an applicant is a disabled person or as to the nature or severity of a disability?

☐ Yes ☒ No

If Yes, explain: _____

5. Describe the accommodations that can be made for the known physical and mental limitations of otherwise qualified disabled persons who are currently employed or applying for employment:

Wheel chair accessibility; work station adjustments_____

2. PROGRAM ACCESSIBILITY

1. Are any of the following services or benefits provided to residents directly by the municipality?

☒ Yes ☐ No

(Please mark an "X" for all services provided by the municipality)

<input checked="" type="checkbox"/> Transportation Services	<input type="checkbox"/> Counseling Services
<input type="checkbox"/> Health Services	<input type="checkbox"/> Employment Services
<input type="checkbox"/> Public Housing	<input checked="" type="checkbox"/> Food Services
<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Social, Recreational, or Athletic Services

(a) For those services that are provided, describe accommodations that can be taken to make them accessible and usable for persons with disabilities (e.g. provision of auxiliary aids, relocating programs to accessible facilities, use of alternative materials, home visits, etc.):

All facilities are ADA compliant _____

2. Are there any limitations on the number of qualified disabled persons who may participate in or be admitted to the program?

☐ Yes ☒ No

If Yes, list the steps to eliminate the limitations:

3. Do applications for these services, in any way discriminate against persons with disabilities?

☐ Yes ☒ No

4. Describe the nature of the qualifications that are needed in order to be eligible for each respective program:

Program**Qualifications**

1. All Programs Must be a Lisbon Resident

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

3. FACILITIES

Note: The definition of "facility" under Section 504 includes all or any portion of buildings, structures, equipment, roads, walks, parking lots or other real or personal property or interest in such property, owned, operated or leased by the municipality)

1. List below all facilities and the programs or operations for which each facility houses.

Facility**Programs or Operations Housed**

1. Town Hall Town offices and Police Department

2. Public Works Garage Public Works Dept

3. MTM Center Recreation / After school programs / Senior programs

4. Fire Stations Fire Department

5. Library Library

6. Transfer Station Waste management

7. Sewer Treatment plant Sewer treatment facility

8. Central School Dept Office School administrative offices

9. High School Public Ed. 9-12

10. Middle School Public Ed. 6-8

11. Elementary School Public Ed. K-5

Using the Uniform Federal Accessibility Standards (UFAS), each facility must be reviewed for compliance:

COMPLIANCE COMPONENT

FACILITIES

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11
Accessible Route	1	1	1	1	1	1	1	1	1	1	1
Outside Paths and Walks	1	1	1	1	1	1	1	1	1	1	1
Parking	1	1	1	1	1	1	1	1	1	1	1
Curb Ramps	1	1	1	1	1	1	1	1	1	1	1
Ramps	1	1	1	3	3	3	3	3	1	1	1
Entrances	1	1	1	1	1	1	1	1	1	1	1
Elevators	3	1	3	3	3	3	3	3	1	3	1
Lifts	3	2	3	3	3	3	3	3	3	1	3
Toilet Rooms	1	1	1	1	1	1	1	1	1	1	1
Drinking Fountains	3	3	1	3	3	3	3	1	1	1	1
Warning Signals	3	3	3	1	3	3	3	1	1	1	1
Assembly Areas	1	1	1	1	1	1	1	1	1	1	1
Public Telephones	3	3	3	3	3	3	3	3	3	3	3
Other Building Elements and Specialized Facilities	3	3	3	3	3	3	3	3	3	3	3

- Place a "1" in the respective box if item is in compliance with UFAS
- Place a "2" in the respective box if item is not in compliance with UFAS
- Place a "3" in the respective box if item is not available and is not required

* #1 through #7 above must correspond to the specific facility with that same number identified on the preceding page.

2. For those facilities where a "2" was indicated for the specific component, list below the inaccessible feature that limits accessibility to the programs provided in that facility:

Public Works is not a public access building.

RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

Town/City of Lisbon

(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).

I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is to insure that persons displaced as a result of CDBG-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of a project designed for the benefit of the public as a whole.

II. COMPLIANCE MEASURES:

The **Town of Lisbon** will replace all occupiable and vacant Low - Moderate Income dwelling units demolished OR converted with funds provided under the Housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before the **Town of Lisbon** enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate Income dwelling units, the **Town of Lisbon** will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;
- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;
- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the **Town of Lisbon** will take all possible actions within its power to minimize the displacement of persons from their homes.

III. ASSISTANCE TO PERSONS DISPLACED:

The **Town of Lisbon** shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency’s process. In addition, City staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

IV. DEFINITIONS:

Displaced Person: Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition or acquisition (privately undertaken or public) for HUD-assisted program/project.

V. AGENCY RESPONSIBILITY:

The **Town of Lisbon** Community Development Department shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law and regulations. The **Town of Lisbon** will identify and designate a Relocation Officer to perform functions concerning this Plan.

Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to Diane Barnes, Town Manager, 300 Lisbon Street, Lisbon, ME 04250.

VI. CERTIFICATIONS:

The **Town of Lisbon** hereby certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated.

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

Equal Employment Opportunity Policy Statement

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Town Council of Lisbon declares its intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Compliance with EEO requirements may be enhanced through adoption of appropriate personnel policies. Assistance in drafting such policies may be obtained through the Maine Municipal Association or your Community Development Office.

DATE ADOPTED: October 6, 2020

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

Municipal Seal

**GENERAL ASSISTANCE ORDINANCE
APPENDICES A-H
2020-2021**

The Municipality of Lisbon adopts the MMA Model Ordinance GA Appendices (A-H) for the period of October 1, 2020-September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305 (4).

Signed the _____ (day) of _____ (month) _____ (year)
By the municipal officers:

Allen Ward, Chair

Kasie Kolbe

Norm Albert, V. Chair

Fern Larochelle

Don Fellows

Mark Lunt

Jeff Ganong

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> <u>\$603.00</u>	<u>\$171.00</u>	<u>\$719.00</u> <u>\$736.00</u>
2	<u>\$181.00</u>	<u>\$763.00</u> <u>\$779.00</u>	<u>\$222.00</u>	<u>\$929.00</u> <u>\$953.00</u>
3	<u>\$230.00</u>	<u>\$965.00</u> <u>\$990.00</u>	<u>\$280.00</u>	<u>\$1,174.00</u> <u>\$1,203.00</u>
4	<u>\$295.00</u>	<u>\$1,240.00</u> <u>\$1,267.00</u>	<u>\$356.00</u>	<u>\$1,497.00</u> <u>\$1,530.00</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](#))

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).]



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Interim Chief of Police

To: Town Manager Barnes
From: Interim Chief Ryan McGee
Subject: Cruiser Bid Process and Award
Date: 10/02/2020

The bid process for the new 2020/2021 Ford AWD SUV Interceptor closed as of Wednesday September 30th.

Bids were requested from the following Ford dealerships:

1. Hight Ford
2. Casco Bay Ford
3. CMG Ford
4. Darling's
5. Quirk Ford
6. Rowe Auburn
7. Stoneham Motor Co
8. Yankee Ford Sales

I have received bids from the following companies:

- Quirk Ford - \$33,572. Trade in \$3,150 bringing price to **\$30,422**

(NOTE: The other 7 dealers did not return a quote to the Town Managers Office)

My recommendation is that the Town of Lisbon move forward with the purchase of one 2021 Ford SUV through Quirk Auto Group. As of this date the expected time frame for delivery will be November of this year.

Respectfully submitted,

Ryan McGee
Interim Chief of Police

TOWN OF LISBON, MAINE



**REQUEST FOR PROPOSAL AND CONTRACT DOCUMENTS
FOR
TOWN OF LISBON
POLICE CRUISER
BID NO. 2020-013**

**PREPARED BY
TOWN OF LISBON
TOWN MANAGER'S OFFICE
300 LISBON STREET
LISBON, ME 04210**

TOWN OF LISBON
POLICE CRUISER
BID NO. 2020-013

REQUEST FOR PROPOSAL

Bid #2020-013
POLICE CRUISER

September 17, 2020

Sir/Madam:

Sealed bids will be received in the office of the Town Manager until **Wednesday, September, 30th, 2020 until 10:00 a.m.**, at which time they will be publicly opened and read aloud on the enclosed specifications for the **POLICE CRUISER**.

The Town Council reserves the right to accept or reject any and all proposals.

Please use a sealed envelope clearly marked with the bid name and number when submitting your bid. Only sealed bids will be accepted. Faxed bids will not be considered.

Respectfully,

Diane Barnes
Town Manager

TOWN OF LISBON
POLICE CRUISER
BID NO. 2020-013

Bid Due Date: Wednesday, September 30, 2020 at 10:00am

The Town of Lisbon is accepting sealed proposals for **One (1) Ford Police Interceptor Utility Pursuit Rated Police Cruiser** for the Police Department.

Bids will be received at the office of the Town Manager until **10:00 a.m. on September 30, 2020**, and then, at said office, publicly opened and read aloud.

Each bidder is required to state in his/her Proposal his/her name and place of residence and the names of all persons or parties interested as principals with him/her; and that the proposal is made without any connection with any other bidder making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in the proposal or in any contract which may be entered into to which the proposal relates, or in any portion of the profits therefrom, except as provided by the City Charter.

The proposal must be signed by the bidder with his/her full name and address and be enclosed in a sealed envelope. The sealed envelope shall be marked with the name and address of the bidder and entitled:

PROPOSAL FOR

One (1) Pursuit Rated Police Cruisers

and addressed to: "Town Manager, Town Office, Lisbon, Maine". If the proposal is forwarded by mail, the sealed envelope containing the proposal and marked as above must be enclosed in a second envelope which shall be addressed to: "Town Manager, Town Office, 300 Lisbon Street, Lisbon, Maine 04250." All mailed proposals should be sent by registered mail to ensure delivery.

Any bidder may withdraw his/her proposal prior to the scheduled time for the opening of proposals upon presentation to the Town Manager of a request, in writing, to do so. Any bidder who withdraws his/her proposal within thirty (30) days after the actual opening thereof shall be considered to have abandoned his/her proposal. Any proposal received after the scheduled opening time will not be considered.

Bids and Proposals are considered public documents and may be reviewed by others including competitors.

The Town Council shall have the authority to accept or reject any and all proposals when proposals are deemed non-responsive, toke, collusive or otherwise non-acceptable, and such action is in the best interest of the Town.

The following specification shall be the minimum requirements and the bid shall be of the manufacture's latest model and design. The bid item must also comply with all applicable Federal and Maine laws. All items appearing in the bidders regular published specifications are assumed to be included in the bidder's proposal.

Detailed specifications for **One (1) Ford Police Interceptor Utility pursuit rated Police Cruiser** for the Lisbon Police Department. All items appearing in the bidder's published specifications are assumed to be included in the bidder's proposal. The following specifications shall be the minimum requirements and the bid items shall comply with all Federal and Maine laws.

REQUIREMENTS

One (1) 2020 or newer pursuit rated Ford Interceptor Utility SUV cruiser for the Lisbon Police Department. Meeting the following requirements:

MODEL	Ford Utility Police Interceptor Utility AWD 4dr
YEAR	Code K8A NEW 2020 or Newer Model Year
TYPE	*Pursuit Rated* Utility Police Interceptor
COLOR	<u>Primary Paint G1</u> Black
ENGINE	Code 99B Engine 3.3 L V6
TRANSMISSION	Code 44U Transmission – 10 speed automatic
Axle Ratio	3.65 axle ration (standard)
ELECTRICAL	Code 500A Preferred option package (Police)
	Code 936 California Public Service/ Emergency Vehicle Exempt
	Code 423 California emissions System not required
	Code 87R Rear view camera (Standard)
	Code 549 Heated side view mirrors
	Code 86T Tail lamp/Police Interceptor housing only
	Code 86P Front head lamp/Police Interceptor housing only
	Code 51R Driver's side LED spot light
	Code 942 Daytime running lamps
DRIVE UNIT	AWD

MINIMUM VEHICLE DIMENSIONS (Inches unless otherwise noted)

WHEELBASE	119.1
VEHICLE LENGTH	198.8
HEIGHT	69.3
HEAD ROOM	40.7 front / 40.4 rear
LEG ROOM	40.9 front / 40.7 rear
SHOULDER ROOM	61.8 front /61.3 rear
HIP ROOM	59.3 front /59.1 rear
CARGO AREA	Width 47.9 / Length 46.2

CHASSIS

STEERING	Electric power-assisted steering, Steering wheel –with 4 remappable latching switches
BRAKES	Brakes – 4-wheel heavy-duty Police disc brake package (ABS brakes)
SUSPENSION	Police Package 4 wheel independent suspension, rear anti roll bar
DIFFERENTIAL	Standard Police Interceptor Utility Differential
RADIATOR	Standard Police Interceptor Utility Radiator
TIRES/WHEELS	Must be high performance pursuit rated (All Season) Must come with full size spare with matching high performance pursuit rated all season tire. Wheels are Standard black 18 inch wheels

BODY & ACCESSORIES

SEATS	<u>Interior Code 9W:</u> Charcoal Black heavy-duty cloth front bucket seats/ Split folding rear vinyl seats
RESTRAINT SYSTEM	Front and rear seat belt restraints. 75-mph rear-impact crash test
REQUIRED ACCESSORIES	<u>Code 153</u> Front license plate bracket
	<u>Code 59B</u> Keyed alike – 1284X
	<u>Code 68L</u> Rear door handles inoperable/lock operable
	<u>Code 43D</u> Dark car feature – courtesy lamp disabled when any do is opened
	<u>Code 17T</u> Red/white lamp in the cargo area
	<u>Code 60A</u> Grille LED lights, siren, and speaker pre-wiring
	<u>Code 60R</u> Noise suppression bonds (ground straps)
	<u>Code 53M</u> Bluetooth capability (Sync)
	Factory installed air-conditioning.
	Power windows - Lockable from driver position.
	Back up camera with Rear Park Assist sensors
POWER MIRRORS	Power side view mirrors (Left & right) both controlled from driver's seat and HEATED.
SPEEDOMETER	Special police speedometer certified for police duty.
WINDOW GLASS	All windows to be tinted or shaded glass.
DOOR LAMP SWITCHES	Responsibility of dealer to deactivate door/lamp switches.
WARRANTY	3 years 36,000 miles bumper to bumper, 60 months 100,000 miles power train. Corrosion warranty 60 months

NOTE: ANY EQUIPMENT NOT SPECIFIED BUT REQUIRED BY LAW WILL BE INCLUDED

TRADE VEHICLES

The Town of Lisbon has one (1) vehicle available for trade. The vehicle is still in service. Trade vehicle will not be available until up fit of new cruisers are complete. The vehicle can be viewed by contacting interim Police Chief Ryan McGee (207-344-1424).

UNIT #	YEAR	MAKE/MODEL	CURRENT MILEAGE	VIN#
6	2014	Ford Interceptor Police Utility	113,106 (as of 9/11/20)	1FM5K8AR2EGA64966

TOWN OF LISBON, MAINE
BID #: 2020-013
One (1) Ford Police Interceptor Utility
Pursuit Rated Police Cruiser
PROPOSAL FORM

To receive consideration, the Proposal Form must be filled in and signed.

The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the following sum:

Year		
Make/Model		
Item	Unit \$	Total
1. One (1) Police Cruiser Trade: Unit #6 2014 Ford Interceptor Police Utility VIN#1FM5K8AR2EGA64966	\$	
3.	\$	\$
4.	\$	\$
TOTAL BID PRICE: (Item 1 Less 2 - 4)		\$

Terms		
Delivery Terms		
Warranty		
Extended Warranty Available	YES	NO
If yes, COST:	\$	
Exceptions to Specifications	YES	NO

If yes, list exceptions:

FIRM	
TAX ID/ DUNS #	
SIGNED BY	
PRINTED OR TYPED NAME	
PRINTED OR TYPED TITLE	
ADDRESS	
E-MAIL ADDRESS	
TELEPHONE #	
DATE	

TOWN OF LISBON, MAINE
BID #: 2020-013
One (1) Ford Police Interceptor Utility
Pursuit Rated Police Cruiser
PROPOSAL FORM

To receive consideration, the Proposal Form must be filled in and signed.

The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the following sum:

Year	2021	
Make/Model	Ford Explorer K8A	
Item	Unit \$	Total
1. One (1) Police Cruiser Trade: Unit #6 2014 Ford Interceptor Police Utility VIN#1FM5K8AR2EGA64966	\$	33572.00
3.	\$	3150.00
4.	\$	
TOTAL BID PRICE: (Item 1 Less 2 - 4)		\$ 30,422.00

Terms	Net	
Delivery Terms	November Approx	
Warranty	Factory	
Extended Warranty Available	YES	<input checked="" type="radio"/> NO
If yes, COST:	\$	
Exceptions to Specifications	YES	<input checked="" type="radio"/> NO

If yes, list exceptions:

In come unit for stock! (542) N/A
option 42A + 67V + 17T +

FIRM	Quint Ford of Augusta
TAX ID/ DUNS #	
SIGNED BY	[Signature]
PRINTED OR TYPED NAME	Leo Chicoine
PRINTED OR TYPED TITLE	Fleet Sales Mgr
ADDRESS	7 WATER ST Hallowell Me
E-MAIL ADDRESS	lchicoine@quintauto.com
TELEPHONE #	207 430-1621
DATE	9-23-2020

The following specification shall be the minimum requirements and the bid shall be of the manufacture's latest model and design. The bid item must also comply with all applicable Federal and Maine laws. All items appearing in the bidders regular published specifications are assumed to be included in the bidder's proposal.

Detailed specifications for **One (1) Ford Police Interceptor Utility pursuit rated Police Cruiser** for the Lisbon Police Department. All items appearing in the bidder's published specifications are assumed to be included in the bidder's proposal. The following specifications shall be the minimum requirements and the bid items shall comply with all Federal and Maine laws.

REQUIREMENTS

One (1) 2020 or newer pursuit rated Ford Interceptor Utility SUV cruiser for the Lisbon Police Department. Meeting the following requirements:

MODEL	Ford Utility Police Interceptor Utility AWD 4dr
YEAR	Code K8A NEW 2020 or Newer Model Year
TYPE	*Pursuit Rated* Utility Police Interceptor
COLOR	Primary Paint G1 Black
ENGINE	Code 99B Engine 3.3 L V6 ✓
TRANSMISSION	Code 44U Transmission – 10 speed automatic ✓
Axle Ratio	3.65 axle ration (standard)
ELECTRICAL	Code 500A Preferred option package (Police) ✓
	Code 936 California Public Service/ Emergency Vehicle Exempt
	Code 423 California emissions System not required ✓
	Code 87R Rear view camera (Standard) ✓
	Code 549 Heated side view mirrors ✓
	Code 86T Tail lamp/Police Interceptor housing only ✓
	Code 86P Front head lamp/Police Interceptor housing only ✓
	Code 51R Driver's side LED spot light ✓
	Code 942 Daytime running lamps <i>STD-type on Switch</i> ✓
DRIVE UNIT	AWD ✓

MINIMUM VEHICLE DIMENSIONS (Inches unless otherwise noted)

WHEELBASE	119.1 ✓
VEHICLE LENGTH	198.8 ✓
HEIGHT	69.3 ✓
HEAD ROOM	40.7 front / 40.4 rear ✓
LEG ROOM	40.9 front / 40.7 rear ✓
SHOULDER ROOM	61.8 front / 61.3 rear ✓
HIP ROOM	59.3 front / 59.1 rear ✓
CARGO AREA	Width 47.9 / Length 46.2 ✓

CHASSIS

STEERING	Electric power-assisted steering, Steering wheel –with 4 remappable latching switches ? N/A
BRAKES	Brakes – 4-wheel heavy-duty Police disc brake package (ABS brakes)
SUSPENSION	Police Package 4 wheel independent suspension, rear anti roll bar
DIFFERENTIAL	Standard Police Interceptor Utility Differential
RADIATOR	Standard Police Interceptor Utility Radiator
TIRES/WHEELS	Must be high performance pursuit rated (All Season) Must come with full size spare with matching high performance pursuit rated all season tire. Wheels are Standard black 18 inch wheels

BODY & ACCESSORIES

SEATS	<u>Interior Code 9W</u> : Charcoal Black heavy-duty cloth front bucket seats/ Split folding rear vinyl seats
RESTRAINT SYSTEM	Front and rear seat belt restraints. 75-mph rear-impact crash test
REQUIRED ACCESSORIES	<u>Code 153</u> Front license plate bracket
	<u>Code 59B</u> Keyed alike – 1284X
	<u>Code 68L</u> ^{N/A} Rear door handles inoperable/lock operable 156
	<u>Code 43D</u> Dark car feature – courtesy lamp disabled when any do is opened
	<u>Code 17T</u> Red/white lamp in the cargo area
	<u>Code 60A</u> Grille LED lights, siren, and speaker pre-wiring
	<u>Code 60R</u> Noise suppression bonds (ground straps)
	<u>Code 53M</u> Bluetooth capability (Sync) 57D
	Factory installed air-conditioning.
	Power windows - Lockable from driver position.
POWER MIRRORS	Back up camera with Rear Park Assist sensors 57R/76R
	Power side view mirrors (Left & right) both controlled from driver's seat and HEATED. 549
	SPEEDOMETER Special police speedometer certified for police duty. 5
	WINDOW GLASS All windows to be tinted or shaded glass. 5
	DOOR LAMP SWITCHES Responsibility of dealer to deactivate door/lamp switches. 156
WARRANTY	3 years 36,000 miles bumper to bumper, 60 months 100,000 miles power train. Corrosion warranty 60 months 57D



QUIRK AUTO GROUP
LEO CHICOINE | 207-430-1621

TOWN OF LISBON POLICE

Prepared For: ALTERNATE BID SPEC INCOMING UNIT

November Delivery!

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD

A large rectangular area with a light gray, textured background. In the center, the text "Image Not Available" is written in a bold, black, sans-serif font.

Image Not Available



QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Window Sticker

SUMMARY

[Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD

MSRP:\$40,630.00

Interior:Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Exterior 1:Agate Black

Exterior 2:No color has been selected.

Engine: 3.3L V6 Direct-Injection (FFV)

Transmission: 10-Speed Automatic (44U)

OPTIONS

CODE	MODEL	MSRP
K8A	[Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD	\$40,630.00
OPTIONS		
153	Front License Plate Bracket	\$0.00
17T <i>+++</i>	Switchable Red/White Lighting in Cargo Area <i>Plus</i>	\$50.00
18D	Global Lock/Unlock Feature	\$0.00
43D	Dark Car Feature	\$25.00
44U	Transmission: 10-Speed Automatic (44U)	\$0.00
47A <i>+++</i>	Police Engine Idle Feature <i>Plus SAFETY.</i>	\$260.00
500A	Order Code 500A	\$0.00
51R	Driver Only LED Spot Lamp (Unity)	\$395.00
549	Heated Sideview Mirrors	\$60.00
59B	Keyed Alike - 1284x	\$50.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	\$50.00
60R	Noise Suppression Bonds (Ground Straps)	\$100.00
67V <i>+++</i>	Front & Rear Police Wire Harness Connector Kit <i>Plus.</i>	\$185.00
68G	Rear-Door Controls Inoperable	\$75.00
76R	Reverse Sensing System	\$275.00
86T	Tail Lamp/Police Interceptor Housing Only	\$60.00
87R	Rear View Camera	\$0.00
96	Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear	\$0.00

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Data Version: 11933. Data Updated: Sep 22, 2020 10:23:00 PM PDT.



QUIRK AUTO GROUP
LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (Complete)

99B	Engine: 3.3L V6 Direct-Injection (FFV)	(\$3,530.00)
UM	Agate Black	\$0.00
—	3.73 Axle Ratio	\$0.00
SUBTOTAL		\$38,685.00
Adjustments Total		\$0.00
Destination Charge		\$1,245.00
TOTAL PRICE		\$39,930.00

FUEL ECONOMY

Est City:N/A
Est Highway:N/A
Est Highway Cruising Range:N/A

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Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (Complete)

Weight Ratings

WEIGHT RATINGS

Front Gross Axle Weight Rating:	N/A
Rear Gross Axle Weight Rating:	N/A
Gross Vehicle Weight Rating:	6465.00 lbs

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Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (📷 Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	All Wheel	Trans Order Code	44U
Trans Type	10	Trans Description Cont.	Automatic w/OD
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.70
Second Gear Ratio (:1)	2.98	Third Gear Ratio (:1)	2.15
Fourth Gear Ratio (:1)	1.77	Fifth Gear Ratio (:1)	1.52
Sixth Gear Ratio (:1)	1.27	Reverse Ratio (:1)	4.87
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	None
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	No	Seventh Gear Ratio (:1)	1.00
Eighth Gear Ratio (:1)	0.85	Ninth Gear Ratio (:1)	N/A
Tenth Gear Ratio (:1)	N/A		

Mileage

EPA Fuel Economy Est - Hwy	N/A	Cruising Range - City	N/A
EPA Fuel Economy Est - City	N/A	Fuel Economy Est-Combined	N/A
Cruising Range - Hwy	N/A		

Engine

Engine Order Code	99B	Engine Type	Regular Unleaded V-6
Displacement	3.3 L/204	Fuel System	Gasoline Direct Injection
SAE Net Horsepower @ RPM	285 @ 6500	SAE Net Torque @ RPM	260 @ 4000
Engine Oil Cooler	Regular Duty		

Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	730
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	250

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Monthly Departmental Project Agenda (October 2020)

The following list includes goals for work to be completed within specific projects in the following month. This in no way represents a list of all work done within a department, nor does it guarantee that all items will be completed exactly on schedule. The constantly changing requirements placed by the public and internal service aspect of our departments along with cooperation with outside agencies will always come into play when scheduling projects within the town.

Department	Project	Items to Complete
Town Manager	Single Stream Recycling Contract	Working on alternatives to the Casella Single Stream recycling contract. Casella has proposed a significant increase in hauling rates from \$130 per haul to \$245.
	Municipal Stream Crossing Grant(Burrough Rd)	We received a report from MDOT on the condition of the Burrough Road bridge. We will be working on this grant to assist with the costs to repair the bridge which is estimated to be approximately \$210,000.
	ED-New Loan	We received an application from a potential new business. AVCOG will be doing the underwriting and once that is complete, we will convene the Loan Board to review the application and other financial documents.
	CDBG-Housing Grant	I will continue working on the grant with the Finance Director and Economic Development Director.
	CDBG-Façade Grant	I will continue working on the grant with the Finance Director and Economic Development Director.
	Evaluations	I have completed several evaluations and I continue working on them until they are done.
	FY 20 Personal Property Tax Collections	I will be contacting delinquent business and equipment taxpayers to get them to pay their outstanding taxes before starting small claims court action against them.
	Union Negotiations	Union Negotiations for the Sergeants contract are scheduled for October 1 st .
	Munis Utility Billing	
	AVCOG Finance Committee, Executive Committee, & Policy Committee Meetings	I attend monthly committee meeting with AVCOG. These meetings are via zoom due to COVID-19.
	MMA Annual Convention	I will be taking the virtual conference beginning at 9am and ending at 4pm on October 7 th -15 th
	Annual Thanksgiving Day & Christmas Giving Tree Donation Letter	I will be sending out annual requests for donations in October. I will be working with Pastor Jonathan Jones, Lisbon Falls Baptist Church to decide how we will be providing Thanksgiving dinners this year.

	Trio-SQL Conversion	The Virtual Machine for the Trio Software has been built and we will be moving forward with the migration to SQL in October. The first step in the process is for Trio to get the Test/Play database set up.
	Brownfields Phase I & 2 Assessments	EPA has approved a Phase I ESA assessment on a property in Lisbon to be funded using the Brownfields Grant. The assessment will begin in October.
	2018 CDBG Grant	Follow-up with sidewalk test patch
Assessing	Process 801 Applications	801-reimbursement for personal property taxes paid; process April & May deeds
Clerk	Elections, Renewal Business Licenses, and 2020 Dog Licensing begins.	Notify Party Chairs date for processing absentees. Mail approximately 1,500 absentees. Open Town Hall for In-person Absentee Voting. Process Voter Registrations. Prepare tally sheets for Warden for local balloting results. Place ads in paper for Registrar of Voter's hours prior to Election Day. Paint paw prints 6 feet apart on the sidewalk at LHS for Elec Day. Send out renewal business license notices for Campbell's and Huston's Junkyards. If possible, mail renewal notices to dog owners.
Code Enforcement, Building Inspector LPI, Health Officer, Town Buildings	Permitting, job duties	Continue to issue permits and perform required inspections. Fall is the busiest on-site inspection time. Chasing permitted work from the summer. Contractors scrambling to complete before winter.
	HHE200-IP Inspections	Setting records for replacement and new HHE200 designs. Each system requires 3-4 inspection on site.
	On-going Building Projects	Continue to answer realtors, appraisers, homeowners...Land Use questions, complaints, building files. This has become very burdensome with COVID-19. Extra time being spent scanning and emailing documents.
	Respond to Complaints	Repair MTM A/C unit, Library Emergency exit lighting, Bid specs for work at Transfer Station, Work with PW on grade issue at Town Office building
Economic Development	Worumbo Redevelopment	Respond to health related complaints as they come in. Average 3-4 per week
	Entrepreneur Grant/Moxie Plaza	Floodplain elevation study along railroad; Pursue pedestrian crossing funding
	CDBG Grants	Organize planning tasks, timelines, and budget items
	Biz Retention & Promotion	Complete Phase II developments phase and execute contracts
	LDC	2 Ribbon Cuttings; 1 IRP request review; 1 Brownfield Assessment
Finance	(1) Audit; (2) Fixed Assets	Worumbo process; Village Street and land bank concept development
		(1) Working with the auditors on FY20 Field Work items per their checklist; (2)

		(2) Finance Assistant and I finished all onsite evaluations on fixed assets and in the upcoming month are creating our own Town of Lisbon database for these fixed assets which will also roll into item #1 above- working with the auditors to accurately reflect our Fixed Assets.
Fire	Training	Haz-Mat Operations refresher training for all personnel.
	Fire Prevention	Fire Prevention Month. Looking at different approaches instead of in school delivery.
	Fire Station Costs	Start compiling data on the cost of running 2 fire stations.
	Staff Annual Evaluations	Complete review of library job descriptions for changes/updates if needed
Library Parks and Recreation	Forestry Management Plan	Meet with Sappi forester Jeremy Stutz to discuss overall scope, approach and goals of the plan on Oct 1 st at 10 am.
	Fall Clean up	Prepare all gardens for winter. Water lines and hose, porta potties, picnic tables, bike racks
	Trail Maintenance	Trail markings and replace posts and signs at Beaver Park trail heads. Temp Fence at Miller Trail
	Renovate Room 9 flooring	Get pricing on flooring from local and nearby flooring companies
Police	Training / cruiser bid / Com Center	On top our weekly goals of Community Policing, Traffic Enforcement, Criminal Investigations and Drug Interdiction, the police department will be working on special goals for the month of October to complete Firearms Qualifications for the department / Complete cruiser bid process / Communication Center SOP's to be completed.
Public Works	Road work	Complete roadside shoulder work, install the last of the culverts, repair curbing where needed through town.
	Equipment	Start installing plow headgear, brake jobs on 2 trucks, oil changes and stickers and fluid film all plow trucks. Ask council for new PW work truck.
Transfer Station	Equipment	Finish installing valve as soon as we get it on new compact trailer and put into service.
Waste Water Treatment	Employment	Still actively seek part time employee's
	Shut-down Sodium Hypo-Chlorite	End of season shut-down involves flushing & cleaning of pumps and tubing
	Inspect Cross Country Sewer Lines	Inspect manholes, sewer lines, cut brush and fallen trees to maintain access

	Fall Clean-up	Perform fall clean-up of the treatment plant and pump station grounds
	Prepare snow removal equipment	Get both trucks, plows, snow blower and the lawn tractor ready for winter
	Install septage pump	Install the pump when received
	Clean Chlorine Contact Tanks	Perform a thorough cleaning on the tanks
	Switch aeration tanks	Pump down, clean and changeover to aeration tank # 1
	Inspect big three stations daily	Inspect the three largest pump stations daily
	Inspect pump stations twice a week	All pump stations inspected for proper operation and repaired as necessary