



AGENDA
COUNCIL MEETING
DECEMBER 8, 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. INAUGURATION OF ELECTED OFFICIALS
 - 2020-199 ORDER – Elect Council Chairman
 - 2020-200 ORDER – Elect Council Vice Chairman
3. ROLL CALL
 - ___ Councilor Albert ___ Councilor Fellows ___ Councilor Ganong ___ Councilor Kolbe
 - ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward
 - Town Clerk reading of meeting rules
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
 - A. Automobile Graveyard Permits – Huston’s Auto Salvage, and Campbell’s Used Auto Parts
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
 - 2020-202 ORDER –
 - A. Municipal Accounts Payable – \$743,124.62 B. Municipal Payroll Warrants – \$145,305.70
 - C. School Accounts Payable – \$855,468.94 D. School Payroll Warrants – \$ 826,002.18
 - E. Minutes of November 10, 2020
 - F. Automobile Graveyard Permits for Huston’s Auto Salvage, and Campbell’s Used Auto Parts
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2020-203 ORDER – Authorization to Solicit bids for Town Office Generator
 - 2020-204 ORDER – IRP Loan Payoff
 - 2020-205 ORDER – Maine Electronics Industrial Wastewater Discharge Permit
 - 2020-206 ORDER – Donation of Generator for Public Works Department
 - 2020-207 ORDER – Waiver of Foreclosure Accept
 - 2020-208 ORDER – Public Works One-Ton Truck Bid Award
 - 2020-209 ORDER – Set Special Entertainment Permit Public Hearings for Coombs Mountfort & Slovak Catholic Association
 - 2020-210 ORDER – Policy on Treasurer's Disbursement Warrants for School Employee Wages & Benefits and the Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees
 - 2020-211 ORDER – Council Working Rules
 - 2020-212 ORDER – Low Risk Solar Power Options to Reduce Energy Costs
 - 2020-213 ORDER – Lisbon Falls Village Area Wayfinding Signage
 - 2020-214 ORDER – Worumbo Redevelopment Site Plan, Concept Development, Zoning Review
 - 2020-215 ORDER – 2020 CDBG Housing Assistance Program Funding and 2020 CDBG Housing Grant Resolution
9. 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)
 6. Finance Committee (Councilor Albert)
 - B. Town Manager's Report
 - C. Department Head Reports
 - D. Council Goal Setting
10. APPOINTMENTS
 - 2020-216A Council Committee Assignments
 - 2020-216B LDC Appointment – Member to 2022
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
 - 2020-217 ORDER – Per 1 MRSA Section 405 6 (A) Personnel Matters,
 - 2020-218 ORDER – Per 1 MRSA Section 405 6 (C) Economic Development
 - 2020-219 ORDER – Per 1 MRSA Section 405 6 (D) Labor Negotiations
 - 2020-220 ORDER – Per 1 MRSA Section 405 6 (E) Consultations with Legal
14. ADJOURNMENT
 - 2020-222 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

Town Council
Allen Ward, Chairman
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: December 8, 2020

Agenda Item 2020 – 203 Authorization to Solicit bids for Town Office Generator

On November 30 a discussion topic regarding the need for an emergency CIP item was brought forward to the Finance Committee. Chief McGee provided a memo and presented the current problems with the generator housed within the Police Department. This generator is extremely important as it keeps the Public Safety Communication Center running. Chief McGee presented three options that were given to the Town by ESM for a new generator. ESM also expressed that generators of this size and nature should be replaced every 15-20 years. The generator that is housed within the Police Department is as old as the building (approximately 20 years).

The Finance Committee agreed that the need for a new generator is great as it relates to the Public Safety aspect; the Communication Center cannot be down because then the Public Safety officers cannot speak to each other. The Finance Committee asked about available funds, to which it was answered that we have unassigned fund balance and a capital projects reserve account.

The Finance Committee recommends the purchase of the emergency CIP item: generator housed within the Police Department. Given the three options provided by ESM, the Finance Committee recommends the middle option in the approximate amount of \$62,000.

Recommendation

Authorize the Town Manager to solicit bids for a generator to be housed within the Police Department for approximately \$62,000.

Agenda Item 2020 – 204 IRP Loan Payoff

On November 30 a discussion topic was brought forward to the Finance Committee to pay-off the USDA RD Loan. The Finance Director, Kayla Tierney, presented the information related to the USDS RD Loan as it relates to the history of the loan program and the proposal to pay-off the loan prior to its maturity date.

The USDA RD loan was taken out in 1999 in the amount of \$500,000 to establish an IRP loan program between the Town and small business owners in the Town of Lisbon. The loan has a 1% interest rate; it is a 27-year loan that the Town pays \$21,225 annually to USDA RD. There is currently a balance of \$122,941.21 and the loan is set to mature July 11, 2026. USDA RD had reached out to the Town inquiring about the Town's plans for this program. USDA RD would like to see a certain number of loans disbursed and notes that the Town of Lisbon had (2) business IRP loans pay-off in full during FY20. After those two

business loan payoffs, it leaves (1) open IRP loan and (1) open Commercial loan that the Town holds with small businesses.

USDA RD notes that the Town of Lisbon has been very successful in the IRP business loan program over the years. The program has provided capital to small business and promoted job creation and overall growth within the community. Each business loan is set up based on the need of the small business and is generally at a 5% interest rate. The payments received from the small businesses related to their loan are held in a sub accounting account held at Portland Trust. The balance in this account as of 11/30/2020 is \$821,341.90. This account is an interest bearing account and also experiences unrealized and realized gains/losses.

If the Town were to pay-off the loan prior to the maturity date, the pay-off would be taken from the Portland Trust cash account, leaving \$698,400.69 to be retained by the Town to maintain the business loan program internally. It would eliminate federal reporting requirements as well as audit reporting requirements. As noted above, this program has been very successful and the Town would have the capacity to internally continue this program. USDA RD doesn't have funds to continue a program of this nature and it hopes municipalities that began this program back in the 90s continue it on their own.

The Finance Committee recommends the early pay-off of the USDA RD loan in the amount of \$122,941.21 from the cash account held at Portland Trust and for the amount remaining to continue a business loan program internally.

Recommendation

Authorize the Town Manager to pay-off the USDA RD loan in the amount of \$122,941.21 from the cash account held at Portland Trust and for the amount remaining to continue a Lisbon Business Loan Program internally.

Agenda Item 2020 – 205 Maine Electronics Industrial Wastewater Discharge Permit

The current Maine Electronics, Inc. (MEI) Industrial wastewater discharge permit is scheduled to expire on December 31, 2020. Attached is the letter we received from Wood Environmental & Infrastructure Solutions, Inc. (Wood) requesting to renew the permit for another five-year period.

Wood has requested one change to the new discharge permit that change is an increase to the amount of flow permitted be discharged from the facility. The current discharge permit has Maximum Flow at 80,000 gallons per day (GPD), in the new permit Wood is requesting to have that amount raised to 90,000 GPD.

As noted in the letter, an increase to the daily max flow would provide the site with more flexibility for efficiently treating the groundwater discharged from the site. This increase would have very little to no impact to the operation of the treatment plant.

Based on our review of their request we recommend approving the attached Industrial Wastewater Discharge Permit with the daily max flow increased to 90,000 GPD.

Recommendation

Approve and sign the wastewater discharge permit for a five-year period for Maine Electronics.

Agenda Item 2020 – 206 Donation of Generator for Public Works Department

Randy Cyr is requesting permission to give the Town of Lisbon a used Generator. This generator will replace the current generator at the Public Works shop.

The current generator at Public Works is located just outside the building on the right side. This generator is diesel, was installed sometime in the 70s, and is very old. Currently, Public Works has to manually jump-start the system, as there is no self-start. This generator does not operate as it should and is not a piece of equipment we could rely on during an emergency.

The generator he is willing to gift the town is a 12.5KW, Natural Gas system with a transfer switch to operate atomically when needed as it should. Mr. Cyr indicates he is unsure whether this generator would be sufficient for the garage; however, Matt from ECM, will be meeting with Mr. Cyr on December 9 to look over the system and ensure it's a good fit and to check operational status. If Matt from ECM deems this generator is good, then Mr. Cyr will gift this item to the town.

Recommendation

To accept the donation of a 12.5KW Natural Gas System Generator from Randy Cyr if ECM deems it a good fit for the town.

Agenda Item 2020 – 207 Waiver of Foreclosure

The Treasurer is recommending that Council waive foreclosure of the following properties to avoid acquiring property that may be burdensome, for example run-down or dilapidated. Automatic foreclosure can be waived by a vote of the municipality's legislative body, giving the Treasurer the authority to record a waiver of foreclosure in the Registry of Deeds (36 MRS § 944). MMA tax lien.

#4518	Miller Industries, Inc.	18 Mill Street	#4521	Miller Industries, Inc.	11 Upland Street
#4519	Miller Industries, Inc.	19 Mill Street	#4524	Miller Realty Co.	10 Mill Street
#4520	Miller Industries, Inc.	15 Mill Street	#1424	Charles Cox	18 Lisbon Street

Recommendation

Authorize the Treasurer to record a waiver of foreclosure in the Registry of Deeds for the above listed properties.

Agenda Item 2020 – 208 Public Works One-Ton Truck Bid Award

Bid 2020-014 is for a ONE (1) new 2020 or Newer One-Ton Truck with Rack Body for Public Works. The truck comes with a 5 year / 100,000 mile Powertrain warranty and can be delivered 120-150 days upon order.

Bids were solicited from sixteen (16) different companies, and publicly opened on Friday, December 4th at 10:00am in the Council Chambers. Diane Barnes, Town Manager, Ray Soucy, PW Admin, Scott Kivus, Emerson Chevy, and Josh Tracy, Bessey Motors were present at the bid opening. The following bids were received and reviewed by Diane Barnes and Ray Soucy:

Emerson Chevrolet	946 Center St, Auburn, ME	\$48,370.00
Bessey Motors	209 Main St, South Paris, ME	\$48,298.00
Auburn Motor Sales	699 Center St, Auburn, ME	\$57,825.00
Quirk Ford Augusta	7 Water St, Hallowell, ME	\$51,321.08

They are the lowest bid and we have confirmed that they meet the specifications required and set forth by our bid request.

There is adequate approved funding for this vehicle in Unassigned Funds.

Recommendation

Award the bid for a new One-Ton truck for the Public Works Department to Bessey Motors in the amount of \$48,298 and authorize the purchase to be expended from unassigned fund balance.

Agenda Item 2020 – 209 Set Public Hearings for Special Entertainment Permits For Slovak Club & American Legion Post 158

The Coombs Mountfort American Legion Post 158 and the Slovak Catholic Association are requesting renewal Liquor Licenses and Special Entertainment Permits. A public hearing is required for their Special Entertainment Permits. Special Entertainment Permits run concurrent with Liquor Licenses. The question is whether the Council will be meeting as regularly scheduled on December 15 next week. The Town Manager can authorize the State's issuance for an extension of time to file.

Recommendation

To have the Town Manager authorize the State's issuance of an extension of time to file and set public hearings for January 5 Council meeting.

Agenda Item 2020-210 Policy on Treasurer's Disbursement Warrants for School Employees Wages & Benefits and the Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees

Title 30-A M.R.S.A. § 5603 provides several ways in which disbursement of municipal and school funds for employees wages and benefits may be approved by less than a majority of the Town Council without a public meeting.

2. Duties. The treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [2009, c. 6, §1 (AMD).]

Recommendation

To approve and adopt the policies on Municipal and School Treasurer's Disbursement Warrants as presented.

**Agenda Item 2020 – 212
Low Risk Solar Power Options to Reduce Energy Costs**

Town staff have identified two options to reduce energy costs through solar power energy credits that require no up-front investment and no long term commitments, while holding potential to reduce the Town's carbon footprint.

NexAmp Community Solar enables utility customers to save on their electricity cost with no upfront risks. NexAmp brokers renewable energy credits to deliver 15% savings to businesses, residents, and municipalities that sign up. The 15% savings are available for a term of up to 20-years. The Town would bear no upfront costs and have no installation of any equipment on Town property. The cost savings will begin when the next round of community solar arrays are installed in the summer of 2021. The Town can cancel at any time.

Titan Energy New England, Inc. is a Connecticut-based national energy consultant. Titan has offered to run a bidding and solar power procurement process on behalf of the Town of Lisbon. Titan will evaluate the Town's energy use, develop strategies to maximize cost savings, prepare and issue competitive bid documents, and secure an available solar power supply. The Town will evaluate bids secured by Titan and select the best option. Following the bid process and review, the cost of each energy credit to the Town will be clearly defined within a subsequent Credit Purchase Agreement. There is no upfront cost to the Town and Titan is paid by the winning bidder as part of their project cost. If the Request for Proposal does not return a deal with favorable terms for the Town, the Town is under no obligation to move forward with a Credit Purchase Agreement and Titan does not get paid. Titan has an impressive list of commercial, municipal, and institutional clients. Risks to the Town are minimal to zero.

The Economic Development Director respectfully request that Council authorize the Town Manager to sign up with both NextAmp for 15% guaranteed energy savings beginning the summer of 2021 and with Titan to manage an Request For Proposal process seeking a long-term arrangement with greater cost savings.

Recommendation

To authorize the Town Manager to sign up with both NextAmp for 15% guaranteed energy savings beginning the summer of 2021 and with Titan to manage a Request For Proposal process seeking a long-term arrangement with greater cost savings.

**Agenda Item 2020 – 213
Lisbon Falls Village Area Wayfinding Signage**

The Economic Development Director reports that Lisbon businesses located on Main Street and the surrounding village area have long considered parking to be a challenge for customers and staff. Lack of adequate parking was a key discussion topic during a public meeting on September 28 at the MTM Center to introduce the community to the Maine Community Foundation-funded entrepreneurship initiative and to gather feedback on the Main Street closure for outdoor dining, Moxie Plaza. In follow-up to the public meeting, 14 village area businesses responded to a survey and key findings included:

- 79 percent of responders believe there is a shortage of public parking

- 70 percent of responders believe that there is a lack of adequate wayfinding signage to guide customers to available parking

The Town Manager and Public Works Director have plans in place to add +/- 45 new parking spaces in the Village area, including at the Worumbo site, off Davis Street, and on Booker Street. Even though the upcoming Maine Department of Transportation Route 125 reconstruction project will result in a loss of 12 parking spaces, the three new parking lots will result in a net gain of over 30 spots to address the perceived shortage of public parking.

New wayfinding signage will make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots. Wayfinding signage also offers the opportunity to attract travelers on Route 196 to visit local businesses by offering a welcoming and visually cohesive invitation to stop and learn about all that Lisbon has to offer.

ECD has identified the need for 12 wayfinding signs at the following locations: School Street & Route 196, School Street & Route 125, Union Street & Route 196, Main Street & Route 196, Davis Street & Route 196, Booker & Union Streets, Main & Maple Streets, Main & Goddard Streets, Municipal lot off Main Street, and at the Worumbo site entrance near the corner of Routes 196 & 125. The signs will range from 2.5' x 2' to 4' x 4'. Final design will be developed with input from local businesses and residents. Cost of materials is approximately \$3,250 and Wayfinding signage is an approved use for Downtown TIF funds.

The Economic Development Director respectfully request that Council authorize an allocation of \$3,250 from the Downtown TIF for wayfinding signage and approve ECD to develop a uniform signage design with input from local businesses and residents for Council approval.

Recommendation

To authorize an allocation of \$3,250 from the Downtown TIF for wayfinding signage and approve ECD to develop a uniform signage design with input from local businesses and residents for Council approval.

Agenda Item 2020 – 214

Worumbo Redevelopment Site Plan, Concept Development, & Zoning Review

The Lisbon community has multiple goals for the former Worumbo Mill site, including community green space, views of the Androscoggin River, and high-quality commercial and residential development that extends the Main Street village area to the river. Following an elevation study of the site by Little River Land Surveying and consultations with the Federal Emergency Management Administration (FEMA) regarding the practicality of redevelopment activities within the floodplain on the site, this memo proposes two actions to advance redevelopment consistent with community goals:

- 1) Prepare a Tier 2 Site Plan Review Application to obtain Planning Board approval to elevate priority areas of the parcel above the base flood elevation by adding fill, based on engineering by Olver Associates.
- 2) Issue a Request for Proposals for architectural services to develop renderings of potential development scenarios depicting a relative mix of green space and commercial/residential development for additional community input.

The purpose of these proposed actions are to 1) Eliminate regulatory uncertainty and increase the attractiveness of the Worumbo parcel for potential private sector development partners; 2) Enable the community to provide informed and relevant feedback on development scenarios; and 3) Help inform appropriate land use policy to ensure that future development reflects community priorities.

To accommodate the mix of land uses 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 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.

Developing the 2.5-acre area (1.5 acres for development and 1 acre for parking) will leave roughly 2 acres for community green space adjacent to the Androscoggin River.

Within this general framework, many design possibilities are available. Different allowances for building footprints, height, and orientation to the railroad tracks and river will generate different economics, aesthetics, and viewsheds on the site. Alternative locations for access roads, pedestrian pathways, and parking lots relative to green space along the river will create different visitor experiences.

The importance of the Worumbo site to Lisbon's future warrants further exploration of various design scenarios for public review and input. To advance public input and good design principles that can be codified through a zoning amendment for the site, architectural renderings are necessary.

The Economic Development Director respectfully request that Council approve:

- 1) Use of up to \$1,500 in Downtown TIF funds as authorized via Council item 2020-34 to engage Olver Associates to develop a fill plan for the portion of the Worumbo site floodplain that is outside the regulatory floodway in order to pursue Planning Board approval via a Tier 2 Site Plan Review
- 2) Release an RFP for architectural services to render development scenarios for public review, including a mix of development, parking, and community green space, and to retain the selected bidder using Downtown TIF funds up to \$7,500.

Recommendation

To approve the use of up to \$1,500 in Downtown TIF funds as authorized via Council Agenda Item 2020-34 to engage Olver Associates to develop a fill plan for the portion of the Worumbo site floodplain that is outside the regulatory floodway in order to pursue Planning Board approval via a Tier 2 Site Plan Review and to release an RFP for architectural services to render development scenarios for public review, including a mix of development, parking, and community green space, and to retain the selected bidder using Downtown TIF funds up to \$7,500.

Agenda Item 2020 – 215

2020 CDBG Housing Assistance Program Funding & 2020 CDBG Housing Grant Resolutions

In July 2020, the State of Maine's Office of Community Development (OCD) awarded Lisbon a \$1,000,000 CDBG Housing Assistance Grant to support Realty Resources Management's rehabilitation of existing affordable housing units and the development of new affordable housing units at Farwell Mill Apartments.

Maintenance and creation of affordable housing units is essential to meet the needs of the Lisbon community. Currently, there is a waiting list for existing affordable units, even as housing costs continue to rise in Lisbon.

Realty Resources Management has identified the replacement of 232 windows as the best use of CDBG funds within the broader project budget and building-wide scope of work. OCD has approved the use of

CDBG funds for window replacement. Work will be conducted in compliance with historic preservation and environmental requirements.

Therefore, we respectfully request that Council sign the attached Council Resolution to authorize the receipt of the \$1,000,000 Housing Assistance Program grant and the implementation of the project in compliance with all CDBG policies and regulations.

Recommendation

That the Council sign the attached Council Resolution to authorize the receipt of the \$1,000,000 Housing Assistance Program grant and the implementation of the project in compliance with all CDBG policies and regulations.



TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2020-5 A

Twila D. Lycette, Town Clerk

LISBON

PUBLIC HEARING

Automobile Graveyard Permits

The Town Council will hold a public hearing on December 8, 2020 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering renewal automobile graveyard permits for the following:

*Huston's Auto Salvage
9 Capital Avenue
Lisbon Falls, ME*

And

*Campbell's Used Auto Parts
36 River Road
Lisbon, ME*

The public is invited to attend.

Twila Lycette, 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:

11/12/20


Constable, Town of Lisbon

Agenda Date: 12-08-2020

Date	Brenda Martin	Municipal Accts Payable
11/12/2020	11122020	\$ 12,153.55
11/19/2020	11172020	\$ 399,105.42
11/19/2020	11182020	\$ 5,938.56
12/2/2020	12012020	\$ 318,984.59
12/3/2020	12022020	\$ 6,942.50
		\$ 743,124.62

Date	Megan Lavigne	Municipal Payroll Warrants
11/18/2020	2011W2	\$ 13,155.75
11/18/2020	201119	\$ 132,149.95
		\$ 145,305.70

Date	Louise Levesque	School Accts Payable
11/16/2020	2110	\$ 179,375.78
11/25/2020	2111	\$ 676,093.16
		\$ 855,468.94

Date	Eva Huston	School Payroll Warrants
11/16/2020	1049	\$ 12,242.63
11/16/2020	1050	\$ 112.80
11/16/2020	1051	\$ 216.86
11/24/2020	1052	\$ 350,221.50
11/24/2020	1053	\$ 12,816.47
12/1/2020	1054	\$ 12,230.82
12/1/2020	1055	\$ 112.80
12/8/2020	1056	\$ 349,186.73
12/8/2020	1057	\$ 12,809.57
12/8/2020	1058	\$ 76,052.00
		\$ 826,002.18



TOWN COUNCIL MEETING MINUTES NOVEMBER 10, 2020

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

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

ROLL CALL. Members present were Councilors Ward, Albert (arrived at 7:47 PM), Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kathy Malloy, Assessor; Dennis Douglass, Code Enforcement/Health Officer; Brett Richardson, Community & Economic Development Director; Diane Nadeau, Librarian; Mark Stevens, Parks & Recreation Director; Nate LeClair, Fire Chief; Ryan McGee, Acting Police Chief; Randy Cyr; Public Works/Solid Waste Director; Steve Aievoli, Treatment Plant Supervisor; Twila Lycette, Town Clerk; and two citizens in the audience.

VOTE (2020-191A) Councilor Lunt, seconded by Councilor Kolbe moved to excuse Councilor Larochelle's absence. **Order passed – Vote 5-0.**

WORKSHOP

UPDATE ON DEPARTMENT GOALS

Assessing: Mrs. Malloy reported they did a mass mailing of 482 letters with exemption forms, and included a Lisbon Library flier, and Beaver Park flier. She indicated there were 301 new homestead applications received. She said the system now backs up electronic files. Councilor Ward asked where this department would like to be in five years. She said she would like to see the property cards online.

Codes: Mr. Douglass said cleanup efforts are ongoing. Recent cleanup includes siding on the house across from the Lisbon High School and Bob's Auto. He mentioned Robert & Aline Strout recently received a Maine Preservation Council award for their renovation efforts on the old yellow schoolhouse at the corner of Gartley and Lisbon Street. He said cleanup efforts are an extremely difficult task and require patience. He explained it is best to work with these homeowners and he has found that gets better results. However, when that no longer is possible, he turns them over to the town's attorney, which can be costly he said. This year the old Cushman Tavern was cleaned up, along with 428 Ridge Road, 10 Union Street, and 10 Congress Street. He asked for Council's support on cleanup efforts for property located at 142 Ridge Road. It appears some of the items at that property belong to someone else. He said he was happy with the GIS mapping and uses that daily. Councilor Ward asked where this department would like to be in five years. Mr. Douglass said he would like to see the property at 142 Ridge Road completely cleaned up.

Economic Development: Mr. Richardson said his focus has been around potential expansions, property development, grants, and marketing Lisbon. He received \$2.2 million in housing funds. He mentioned he recently received \$51,000. He explained a big part of these funds were to navigate resources available for COVID-19. He indicated he worked with the Public Works Department and Finance Director to make things happen. He said he navigated issues setting up the downtown Moxie Plaza and the Worumbo Redevelopment program. He announced a ribbon cutting ceremony Monday at 5:30 PM for a tattoo parlor at 13 Union Street and said that everyone is invited to the MTM building to hear Scott Benson's presentation for a program he is running to assist entrepreneurs in hopes that a couple individuals from Lisbon will apply.

Library: Mrs. Nadeau reported the transition into the statewide MILS system has been completed. Updating and adding Children's and Outreach programs are on hold due to COVID-19, along with implementing programs for Seniors and Veterans. She indicated a huge effort is being conducted towards online programing, U-tube videos for Storytime and crafting projects. Adults are enjoying these too. She explained she had reviewed all the

department jobs and the procedure manual, which allowed them to cross-train all their employees. Councilor Ward asked where this department would like to be in five years. Mrs. Nadeau said she hoped to upgrade equipment to do more online productions. She said memorial funds are available to help purchase better equipment and that she is ready to move on that. She recommended social workers or counselors be invited to the Library to talk about concerns due to COVID-19 and the new normal, but Lisbon does not have a community room big enough to handle that right now.

Parks & Recreation: Mr. Stevens said his department is reinventing itself as things are changing due to COVID-19. Instead of fixing trails we built picnic tables for Moxie Plaza. He said they hand out through curb service 80 senior meals in 15 minutes every Wednesday. Out of state trips were cancelled due to COVID-19 and instead staff is working on replacing carpeting and repainting. He mentioned they hired an arborist, ran adult programs, offered summer day camps, all while meeting social distancing requirements. The Moxie Parade and events were put on hold due to COVID-19. He indicated they installed signs at the Summer Street Park. The YURT or Lean-to for group camping was not budgeted. It has been decided the bath-house needs to be torn down and replaced so they are looking for grant funds.

Conservation: Mr. Stevens said the forestry plan has been completed. He indicated they were never going to get rid of the invasive species program, but they have slowed it down by removing some Bamboo growth on the Miller trail. He said the park has surpassed all previous attendance records and revenue collection amounts. Beaver Park trails are now available electronically from an app you can download to your phone so the digital map of all walking trails has been completed. Councilor Ward asked where this department would like to be in five years. Mr. Stevens replied he would like to see more parking and a camping area created. A parking lot on Summer Street is very much needed.

Fire Department: Chief LeClair reported his department was looking for grants to do a study on one fire station versus two fire stations. He indicated he had the utility costs compiled. He said section 500 of the Standard Operating Guidelines and Policies for the Fire Department had been updated along with the yearly OSA requirements section. He explained his department has gone from separate monthly meetings at each station to joint quarterly meetings four times a month. Increasing public relations through fire prevention programs is on hold due to COVID-19. He said there has been a decrease in personnel available during the daytime hours and that it has become harder and harder to get volunteers. He indicated this could be because the requirements are the same for volunteers as it is for full time firefighters. He pointed out that ideally it would be better to staff fire stations while detailing a few reasons for doing so. Councilor Ward asked where this department would like to be in five years. Chief LeClair said he would like to see some building maintenance completed at both facilities. He explained the Lisbon Falls station does not meet the needs of the apparatus currently on the market. We need a new fire station and Engine 2 needs replacing, along with combining Engine 10's function into one vehicle, along with hiring full time personnel combined with volunteer staffing.

Police Department: Chief McGee said COVID-19 was a concern this year, but his department adapted nicely. They now carry less lethal ammunition. He explained that modified weapons are now in vehicles. He reported training happened on a one-on-one basis; however, a group training is still warranted once we get back to normal. He said increasing traffic enforcement by 15% is not going to happen, but that they are still doing traffic enforcement with officers social distancing and wearing face coverings. He mentioned Public Works helped install the new speed sign on the old trailer that they received free through the highway safety grant. He explained his department would continue to work on the "Coffee with a Cop" program and Citizen Police Academy course. He said they were not able to go to colleges to recruit students due to COVID-19. He said zoom trainings are available now, which makes it easier to cross-train multiple officers. He reported they had intended to send an extra officer with our K-9 officer to training this year, but can't due to COVID-19; however, with zoom that can be done locally. He said trying out the next generation of firearms has been put on hold due to COVID-19. He indicated that speech to text software is not the right way to go for his officers at this time; it is just not cost effective. He said it is continually important everyday to be proactive on all levels by means of cross training and good leadership to reduce liability issues keeping our officers safe. He mentioned the atmosphere at the Police Department was very good. Councilor Ward asked Chief McGee to bring forward the Communication Center discussion when it's time. Councilor Ward asked where this department would like to be in five years. Chief McGee said Lisbon's population is growing and that he would like to see some services added back to what we used to have at the Police Department. He mentioned the community-policing program, getting our kids involved, perhaps a Beaver Park program like "Fish with a cop" or adding a Resource Officer. He pointed out the importance of looking for funding and/or grants to help with caring for our community as a whole.

Public Works: Mr. Cyr reported funding was an issue for developing a potential incentive program for proper equipment care and custody. He said he completed all of the construction and paving projects, except for the striping on Pinewoods Road. He indicated funds were not budgeted to replace the Salt Shed. He said training is happening in house online now. He mentioned the Worumbo fence contractor had backed out and that his department would be purchasing the fence for under \$6,000 and installing it saving \$12,000 this year. He informed Council that a new mechanic would start on Monday. He mentioned they re-did Wagg Road, checked dams to stop erosion, installed culverts, and completed paving. Councilor Ward asked where this department would like to be in five years. Mr. Cyr explained the importance of under coating vehicles, including busses and the cost to do that, which will extend the life of these vehicles. He indicated they were all ready for winter. He stressed the importance of equipment upgrades. He said he would like to see a better relationship with employees as well.

Solid Waste/Transfer Station: Mr. Cyr said his department purchased the new trash trailer. Improving buildings, grounds, equipment, and appearances are on hold due to COVID-19. He said they are doing regular maintenance only. As for finding ways to cover the ever rising cost of waste, he said, a representative from Casella is present to talk about this. He reported their new contract with Casella should accomplish that. He explained new mandates require everyone to wear masks at the transfer station, including the public. They are handing out masks to residents who do not have one and will be going back to allowing five residents at a time instead of the seven we were allowing.

Treatment Plant: Mr. Aievoli said he strives continually to maintain 100% compliance with the DEP issued waste discharge license. The renewal application has been submitted and due to be reviewed in December. He said the upgrade/rehab for the Davis Street pump station and enlarging the Chlorine Contact Tanks scheduled to be done this fall will now be done this spring due to COVID-19. Industrial Waste Surveys have been submitted as required. He reported all in person training had been cancelled due to COVID-19, but virtual training took place in August. He mentioned two employees now have Grade IV Waste Water Certifications. Councilor Ward asked where this department would like to be in five years. Mr. Aievoli said he hoped to have the dewatering equipment and infrastructure upgraded. He explained the Center Fuse situation, anticipated repairs, and estimated \$54,000 price tag. He suggested next time this equipment be scheduled for replacement at 15 years instead of 20 years, since this one has failed at 17 years.

Town Clerk: Mrs. Lycette said succession planning is going very well. We added to Clerkbases our 2010, 2011, and 2012 Council Meeting Minutes, attachments and videos. The Appeals and Assessment Review Board information was not budgeted. Picture framing historical documents was not budgeted. We did hire a full time Deputy Clerk and started utilizing all those full time hours doing election related work along with conducting absentee voting here at Town Hall. We will continue to do election related work as we enter in Voter Participation History and certifying petitions. We saw around 400 new voters between August and Election Day and another 300 on Election Day, which is very similar to our past Presidential Elections. We purchased a new receipt printer for the Clerk's office. We were fortunate enough to obtain assistance from the Library's staff when COVID-19 hit and we were able to get most of the material in the vault indexed. One Public Works employee moved many boxes into department order by date. This is a huge undertaking and about 75% complete; however the index now needs updating to reflect the changes. Our restoration project typically happens in February so for now that's on hold.

Finance Department: Mrs. Tierney was not present, but the Chairman presented her update. He said they are continuing with MUNIS implementation, currently working on Utility Billing. Cross training is ongoing and showing great success. Developing a more comprehensive CIP Plan with Department's she will address at budget time. He reported Mrs. Tierney has bookmarked MUNIS reports for the Auditors so getting information out will be much timelier. He mentioned Mrs. Tierney had completed the comprehensive Fixed Asset/Depreciation Report. He said Mrs. Tierney has been working with the Economic Development Director and Police Chief in regards to grants gathering information to input into the Grants section within MUNIS, which is still ongoing.

EXECUTIVE SESSIONS

VOTE (2020-191B) Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session at 7:43 PM per 1 MRSA Section 405(A) Personnel Matters. **Order passed – Vote 5-0.**

Councilor Albert arrived at 7:47 PM. The Council came out of executive session at 8:08 PM.

VOTE (2020-191D) Councilor Lunt, seconded by Councilor Kolbe moved to resume the regular meeting. **Order passed – Vote 6-0.**

APPOINTMENTS

Item taken out of order

APPEALS BOARD MEMBER

VOTE (2020-195) Councilor Fellows, seconded by Councilor Albert moved to appoint Richard Main to the Appeals Board to 2021 and Eric Metivier to the Appeals Board to 2022. **Order passed – Vote 6-0.**

CONFIRM POLICE CHIEF APPOINTMENT

VOTE (2020-196) Councilor Ganong, seconded by Councilor Albert moved to appoint Ryan McGee as Chief of Police. **Order passed - Vote 6-0.**

GOOD NEWS & RECOGNITION

Councilor Albert congratulated the Staff, and Election team for all their hard work. He said that was a large number of voters voting absentee and all went well. The Town Clerk mentioned the staff out front also contributed to our success by helping as well. Mrs. Barnes said she was proud of everyone for supporting each other as we continued to social distance and controlled the lines very nicely while conducting town business.

PUBLIC HEARINGS – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2020-191C) Councilor Fellows, seconded by Councilor Kolbe moved to approve all consent agenda items listed below and to authorize the Town Manager to sign the agreement with Androscoggin County for PSAP services:

- A. Municipal Accounts Payable – \$369,183.85
- B. Municipal Payroll Warrants – \$132,119.87
- C. School Accounts Payable – \$553,122.06
- D. School Payroll Warrants – \$1,170,294.93
- E. Minutes of October 20, 2020
- F. Road Name Request- Backwoods Lane, a new drive between 280 & 282 Ferry Road
- G. Bowdoin Animal Control Contract Renewal
- H. Sabattus Animal Control Contract Renewal
- I. Set Public Hearing for Junkyards on December 8 for Campbell's Used Auto Parts and Huston's Auto Salvage
- J. Ratify the November 3, 2020 Election Results
- K. Annual PSAP Agreement

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

SOLICIT BIDS FOR PUBLIC WORKS ONE TON DUMPING RACK BODY TRUCK

INTRODUCTION: Mr. Cyr requested permission to solicit bids for the purchase of a new one Ton 4x4 rack body dump truck with a plow, to replace the one ton truck rack body dump truck with a plow that is no longer in service due to a blown motor and frame damage. This truck was a 2004 and was due to be replaced this year 2020. This request was in the Public Works original budget and I removed it and put it on a list for Council to consider to fund from unassigned fund balance. This truck has an assigned plow route and PW will be using the only spare

truck they have to fill its spot leaving no room for breakdowns. He estimated the cost to be approximately \$55,000.00.

COUNCILOR COMMENTS: Councilor Ward suggested sending to Auction Internationally the old vehicle. Mr. Cyr reported he would have two old vehicles to go to the auction now.

VOTE (2020-192) Councilor Fellows, seconded by Councilor Kolbe moved to authorize the Town Manager and Public Works Director to solicit bids for a new One Ton Dumping Rack Body Truck. **Order passed -Vote 6-0.**

SINGLE STREAM RECYCLING CONTRACT

INTRODUCTION: Mr. Cyr said Erica Bailey from Casella was present to answer any questions. He reported the Town of Lisbon's contract through Casella for our Single Stream Recycling expired on June 30, 2020. The new contract will reflect an increase in the hauling rate from \$150.00 to \$245.00 per haul. The reason for the increase is due to the rising costs of truckers/haulers fees and extra employees needed to clean and separate recycled goods. Casella has not raised the hauling rate for several years. We addressed this with them and felt that if they had imposed yearly incremental increases, then we would not be seeing such a large increase in one year.

Mr. Cyr said this economic change to the recycling market has not only affected Lisbon, but is stretched throughout the State of Maine, the East Coast, and across the U.S. Most municipalities with Solid Waste facilities are trying to find ways to save money. However, there are very few options in recycling since this is a worldwide issue.

Mr. Cyr said we researched other haulers, vendors, and container companies to see if we can beat or match Casella's price increase. However, given the information below and the research conducted, we highly recommend the Town of Lisbon accept the Casella contract.

VOTE (2020-193) Councilor Fellows, seconded by Councilor Ganong moved to approve and authorize the Town Manager to sign a 3-year contract with Casella beginning November 1, 2020. **Order passed - Vote 6-0.**

2020 ASSISTANCE TO FIREFIGHTERS GRANT (AFG)

INTRODUCTION: Chief LeClair explained the Fiscal Year (FY) 2020 Assistance to Firefighters Grant Program – COVID-19 Supplemental Round 2 (AFG-S 2) is a supplemental funding opportunity under the Assistance to Firefighters Grant Program (AFG). AFG is one of three grant programs that constitute the Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazard"

Chief LeClair said the objectives of the AFG-S 2 program are to provide critically needed resources that equip personnel to respond to the COVID-19 public health emergency and support community resilience. He said the AFG is a matching grant. Communities with population of less than 20,000 have a 5% match. The Town's match will be funded through the PPE account in the Fire budget if it does not qualify under FEMA's Public Assistance Program. He said his goal is to obtain additional personal protective equipment (respiratory) to protect firefighters while responding to calls with potential COVID-19 exposures, such as medical and medical assist calls.

VOTE (2020-194) Councilor Albert, seconded by Councilor Kolbe moved to authorize the Town Manager and Fire Chief to submit the grant to AFG and accept the funds if Lisbon is awarded the grant. **Order passed-Vote 6-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing new to report.
2. Planning: Councilor Fellows said they would meet Thursday to take up a conditional use application for a medical marijuana manufacturing business on Capital Avenue.
3. LDC: Councilor Larochelle was not present.
4. Conservation Commission: Councilor Ward said he had nothing new to report.
5. Recreation: Councilor Albert said he had nothing new to report.

6. County Budget: Councilor Ward reported a .24% increase over last year's budget. He mentioned that Lisbon's valuation went up a bit more than our peer communities valuations' went up.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said they met at 5:00 PM earlier this evening and discussed their budget.
9. Finance Committee: Councilor Ward reported Councilor Albert would be the liaison. They met last week and picked Lisa Ward for Chairman and Curtis Lunt for Vice Chairman. It was a great launch for our new committee. Next meeting is November 30.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported Gendron & Gendron started making siding repairs on the Police Department side of the Town Hall this week. She indicated they were removing rot damage and doing some mold treatment. Repairs on the inside of the building would take place this spring.

Mrs. Barnes indicated that our Health Insurance rate was a 0% increase and that the first half of next year should be 0% as well.

Mrs. Barnes mentioned the Baptist Church would be handing out about 120 thanksgiving baskets this year instead of making a meal. She said businesses were very generous. She said food items will come from Food City and the baskets will be put together at the Baptist Church.

Mrs. Barnes said Christmas Giving Tree applications are out now. She said she hoped they are turned in early this year. Councilor Ward asked that information on Thanksgiving and Giving Tree applications be placed on the electronic sign and website.

Mrs. Barnes explained the MUNIS Utility Module would require purchasing more training days at an approximate cost of \$20,000; however, this training would happen in the next fiscal year's budget and would likely come out of the sewer budget, but that MUNIS will bill us as we go.

PINEWOODS ROAD – EXCESS FUNDS

Mrs. Barnes said Pinewoods Road is complete except for the striping. They did a great job. She said there would be funds left that could be used towards debt service or with taxpayer approval could be used for other projects. Councilor Ward suggested the excess funds go towards debt service. There were no objections noted.

C. DEPARTMENT HEAD REPORTS – NONE

APPOINTMENTS

APPEALS BOARD MEMBER

Item taken out of order after Workshop & Executive Session above

CONFIRM POLICE CHIEF APPOINTMENT

Item taken out of order after Workshop & Executive Session above

COUNCILOR COMMUNICATIONS

Councilor Fellows mentioned he recently attended a zoom meeting with AVCOG on financing avenues and land banking. This might help improve blight areas and/or help with removal of dangerous buildings.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSIONS

Item taken out of order after Workshop above

ADJOURNMENT

VOTE (2020-197) Councilor Albert, seconded by Councilor Fellows moved to adjourn at 8:49 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: December 8, 2020

Application For Automobile Graveyard and/or Junkyard Permit

MUNICIPAL OFFICE USE ONLY

Tentative Date of Hearing December 8, 2020 Application Received
 Time of Hearing 7:00 PM Permit No.
 Place of Hearing Town Hall Public Meeting Fee Paid \$
 Room
 Notifications sent by Date

To the City/Town Lisbon County Androscoggin Maine
 I/We Campbell's Used Auto Parts, Inc. hereby
 make application (in quadruplicate) for a permit to establish, operate or maintain an Automobile
 Graveyard and/or Junkyard at the following described location and in accordance with the provisions
 of Title 30, Sections 2451-B to 2459, Chapter 481, Public Laws 1966.

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard
 36 River Road, Lisbon, ME 04250
2. Is this application made by or for a company, partnership, corporation-individual? Corporation.....
3. Is this property leased? Property owned by Yes... Corporation.....
 Address:
4. How is "yard" screened?—Fence? (Type) Cedar..... Height 6'..... Trees? (Type)
 Embankment? Gully? Hill? Other?
5. How far is edge of "yard" from center of highway? 25'..... Feet.
6. Can junk be seen from any part of highway? Yes No X.....
7. Was Junkyard Law, Requirements and Fees explained to you? Yes X..... No
8. Is any portion of this "yard" on public property? Yes No X.....
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School,
 Church or Cemetery? Yes No X.....
10. When was "yard" established? 1959..... By whom? Alvah Campbell.....
11. When was last permit issued? 2019..... To whom? Martin, Mark, and David
 Campbell

One Copy of Application to City/Town
 One Copy of Application to Applicant
 One Copy of Application to State Police, Augusta
 One Copy of Application to Dept. of Transportation

(over)

TOWN OF LISBON

JUNKYARD/AUTOMOBILE GRAVEYARD

INSPECTION COMPLIANCE CERTIFICATION

CAMPBELL'S USED AUTO PARTS, INC.
RIVER ROAD, LISBON

APPROVED: 
CEO Signature

DISAPPROVED: _____
CEO Signature

DATE: 10/2/2020

COMMENTS: _____

.....
For Municipal Clerk's Use Only – Do Not Write Below This Line.

☐ Application Signed
☐ Paid \$50.00 fee
☐ Inspection Certificate Completed
☐ Set Public Hearing Date when required
☐ Posted Public Hearing when required
☐ Advertised Public Hearing when required
☐ Copies of App to MDOT/ROW

☐ Put on Agenda
☐ Permit Mailed to Applicant
☐ Computer Database Updated
☐ Copies of Permit to MDOT/ROW
☐ Notify abutters of application &
the date when Council will take it up

Permit To Be Displayed On Premises

CITY/TOWN LISBON COUNTY, ANDROSCOGGIN, MAINE

Permit Number

Fee Paid \$..

Public Hearing held DECEMBER 20

Permit

To establish, operate or maintain an automobile graveyard or junkyard. Subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of Title 30-A, Sections 3751 to 3760, and such additional standards as may be set forth in applicable local ordinances.

This permit is hereby granted upon condition that the automobile graveyard or junkyard does not violate any of the above Sections of Title 30-A, or any applicable local ordinance.

Owner's Name MARK CAMPBELL, MARTIN CAMPBELL, AND DAVID CAMPBELL

Business Name CAMPBELL'S USED AUTO PARTS, INC.

Street or Highway Number 36 RIVER ROAD

P. O. Address

City/Town LISBON, ME 04250

This permit expires December 31, 20 unless sooner revoked by the Municipal Officials.

Dated at City/Town LISBON this day of DECEMBER 20

Municipal Officers:

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Certified True Copy

.....
City/Town Clerk,

- 1 Copy to Applicant
- 1 Copy to Municipality
- 1 Copy to Department of Transportation
- 1 Copy to State Police

Application For Automobile Graveyard and/or Junkyard Permit

MUNICIPAL OFFICE USE ONLY

Tentative Date of Hearing December 8, 2020 Application Received
Time of Hearing 7:00 PM Permit No.
Place of Hearing Town Hall Public Meeting Room Fee Paid \$.....
Notifications sent by Date

To the City/Town Lisbon County Androscoggin Maine
I/We Carl Huston, Jr. d/b/a Huston's Auto Salvage hereby
make application (in quadruplicate) for a permit to establish, operate or maintain an Automobile
Graveyard and/or Junkyard at the following described location and in accordance with the provisions
of Title 30, Sections 2451-B to 2459, Chapter 481, Public Laws 1966.

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard
9 Capital Avenue, Lisbon Falls, ME 04252
2. Is this application made by or for a company, partnership, corporation-individual?
3. Is this property leased? Yes Property owned by Individual.....
Address: 162 Main Street, Lisbon Falls, ME 04252
4. How is "yard" screened? — Fence? (Type) Height 8' Trees? (Type)
Embankment? Gully? Hill? Other?
5. How far is edge of "yard" from center of highway? 247 Feet.
6. Can junk be seen from any part of highway? Yes No X.....
7. Was Junkyard Law, Requirements and Fees explained to you? Yes X..... No
8. Is any portion of this "yard" on public property? Yes No X.....
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School,
Church or Cemetery? Yes No X.....
10. When was "yard" established? 1981 By whom? Carl Huston, Jr.
11. When was last permit issued? 2019 To whom? Carl Huston, Jr.


One Copy of Application to City/Town
One Copy of Application to Applicant
One Copy of Application to State Police, Augusta
One Copy of Application to Dept. of Transportation

(over)

TOWN OF LISBON
JUNKYARD/AUTOMOBILE GRAVEYARD
INSPECTION COMPLIANCE CERTIFICATION

HUSTON'S AUTO SALVAGE
9 CAPITAL AVE
LISBON FALLS, ME

APPROVED: _____


CEO Signature

DISAPPROVED: _____

CEO Signature

DATE: _____

10/2/2020

COMMENTS: _____

.....
For Municipal Clerk's Use Only – Do Not Write Below This Line.

____ Application Signed
____ Paid \$50.00 fee
____ Inspection Certificate Completed
____ Set Public Hearing Date when required
____ Posted Public Hearing when required
____ Advertised Public Hearing when required
____ Copies of App to MDOT/ROW

____ Put on Agenda
____ Permit Mailed to Applicant
____ Computer Database Updated
____ Copies of Permit to MDOT/ROW
____ Notify abutters of application &
____ The date when Council will take it up

Permit To Be Displayed On Premises

CITY/TOWN LISBON COUNTY, ANDROSCOGGIN, MAINE

Permit Number

Fee Paid \$.....

Public Hearing held DECEMBER

Permit

To establish, operate or maintain an automobile graveyard or junkyard. Subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of Title 30-A, Sections 3751 to 3760, and such additional standards as may be set forth in applicable local ordinances.

This permit is hereby granted upon condition that the automobile graveyard or junkyard does not violate any of the above Sections of Title 30-A, or any applicable local ordinance.

Owner's Name Carl Huston, Jr.

Business Name Huston's Auto Salvage

Street or Highway Number 9 Capital Avenue

P. O. Address

City/Town Lisbon Falls, ME 04252

This permit expires December 31, unless sooner revoked by the Municipal Officials.

Dated at City/Town ...Lisbon..... this day of December..... ..

Municipal Officers:

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Certified True Copy

.....
City/Town Clerk,

- 1 Copy to Applicant
- 1 Copy to Municipality
- 1 Copy to Department of Transportation
- 1 Copy to State Police

(over)



Pine Tree Line. No. T481

Marks Printing House, Portland, Me.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manger Diane Barnes

From: Chief of Police Ryan McGee

Date: 12/02/2020

Reference: Town of Lisbon/PD Generator Issues

The Lisbon Town office and the Lisbon Police department run on one Generator, that is currently located inside the building on the back of the police department. The Generator has had numerous failures over the course of the past year alone.

This is concerning due to the fact this Generator is responsible for powering all Public Safety Communications when the power goes out. If we lose power and the generator fails, we have no Police, Fire, or EMS communications, as well as no phone.

As you all know, in this part of the state we lose power quite often during large storms. This past year we have had a power failure and completely lost communications.

In speaking with technicians from Electrical Services of Maine (ESM), they advised that generators of this size, usually last approx 15-20 years. This Generator is just over 20 years and is at the end of its life, we are also learning now, some parts are no longer available for it.

ESM did have difficulty fixing the generator recently since they could not find a computer board and were advised it was no longer made. They were able to track one down in the Midwest, however, this is only one of several computer boards on the unit. The gauges on the unit also do not work.

On the following page, I have compiled a list of issues that I am aware of within the past year. (Before the past year I do not have info on the generator) You will see how concerning it is, where there are several dates when the generator was down for service for a few days. In a major storm, if the generator breaks, we would not be able to provide emergency services to the town of Lisbon. All of the radio equipment is located at the police department and transmits to the tower on Rt 9 and back and forth to the antenna at the police department.

It should also be noted ESM advised the Generator should be moved outside the building since there is a risk of exhaust getting into the building if it leaked. They also found a code violation reference the power supply coming in from the main powerlines transformer outside, there is NO master cut-off switch to shut off power to the building before it goes into the building's generator transfer panel.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

Here is a list of known issues/repairs:

12/30/2019

-Generator failed to start for the weekly self-test, 3 weeks in a row. Dennis Douglas was contacted reference this and contacted a company to repair it. Unknown who fixed it or what the issues were.

8/04/2020

-Building lost power during a storm, the Generator did not start. Officers were able to get it running after working on it, however has warning lights and issues. Officers also reported that the oil filter shows a date of 2017. That brings the question about if the building maintenance person had been servicing it or having it serviced? In the past, it was the town engineer that was responsible for building maintenance. Dennis Douglas was contacted on this. It appears the previous person Ryan Leighton used to have PW do the service, several people from PW had left and nobody was made aware that PW was servicing it, then there was a new director of PW and it appears that he did not have the service completed on the generator. Dennis got the Generator setup for Service on a regular schedule through ESM.

9/02/2020

-Generator not starting, ESM was contacted and there is an issue with the charging system for the battery, they set up a temporary fix for now and will order parts.

9/11/2020

-Generator was repaired with new charging system parts and is now working again.

10/29/2020

The generator failed again, ESM was contacted and responded. One of the computer control boards is bad and the part is no longer made or available. They will do some research and see if they can secure a board for us, to fix the Generator.

11/04/2020

-Computer board finally arrived for the Generator. The generator had an electrical computer board replaced by Matthew at ESM. He advised that this generator is so old, parts are not made for it anymore and it is very hard to find replacement parts.

11/12/2020

-Generator failed to start, smell of propane afterward, and numerous warning lights on display. Technicians from ESM were contacted. They advised that they located a gas leak on the generator and will be trying to locate a new part, the Generator was again placed out of service.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

11/13/2020

ESM sent technicians and fixed the gas leak located on the generator.

11/19/2020

The generator started and had alarms going off in the com center of "low oil pressure". I tried shutting the generator off and the on/off switch would not work to shut the generator down. I called Matt from ESM who came to work on the Generator. He believed it could be a bad switch or a wire, he advised he found some corrosion on a switch, and when he opened the generator's electrical panel door the generator then shut off. He advised the low-pressure issue could be a faulty gauge.

On Monday, November 30th I presented the generator issues to the Lisbon Fiance Committee. After explaining the issues, I explained we had three options through ESM. Option #1 \$64,895 which was a 100kw Generator with a 600 amp transfer switch/circuit breaker and fix code violations, Option #2 at \$62,538, with a 400kw "in phase circuit" transfer switch, which will give a smooth transfer of power and will prevent damage to very expensive servers at the departments, This also was the preferred option by ESM. Option #3 at \$57,878 had a smaller 80kw Generator with 400 amp circuit breaker (not the in-phase circuit model) and also has the latest wifi and touch screen (I believe this would not be the best fit for us and sometimes technology like touch screens and wifi, can cause issues down the road and need upgrading). After looking at all the options, Option #2 is the correct decision in my opinion from speaking to ESM. I trust ESM and they have done generators for the town of Lisbon at the sewer department as well as the Lisbon High School.

After reviewing this information the other night, the Fiance Committee voted and approved moving forward on the purchase of Option #2 (\$62,538).

Also, the three ESM options are attached.

Respectfully,

Ryan McGee

Chief of Police



Electrical Systems
of Maine, Inc.



Date: 11/10/2020

To: Ryan Mcgee
Town of Lisbon ME
300 Lisbon St
Lisbon, ME 04250

Reference: Generator, 300 Lisbon St

Electrical Systems of Maine is your local Generac Industrial, Commercial, and Residential generator dealership and distributor. Our factory trained technicians are certified to install, start up, service, and perform warranty work on anything we sell. We are your one stop shop for generators, installation, service and support.

What we offer:

1. 24/7 support
2. Factory trained industrial, commercial, and residential generator technicians
3. Journeyman and master electricians licensed in the state of Maine
4. Service contracts
5. Service, warranty, and factory support
6. Turnkey installations
7. Load bank testing up to 600 KW
8. Project coordination, project management, and design.

Backup power generation should be part of your business plan. Reasons to invest in a Generac automatic standby generator system

1. Reduce lost revenue due to utility outages
2. Be able to serve your customers during natural disasters and regular utility outages
3. Eliminate the risk of losing product
4. Take advantage of the IRS 179 deduction (please consult your accountant)

We are pleased to offer the following quote for the procurement and installation a Generac Industrial 100KW 120/208 three phase natural gas genset. Electrical Systems of Maine will provide the below:

This generator system is to meet the requirements NFPA 70 Section 700,701, NFPA 110 standard for emergency generator systems.

1. **OPTION 1** Generator Equipment to be provided
 - a. Generac SG100, 100kw 3P 120/280v Industrial generator
 - b. Qty – 1 – Generac PSTS 600A Service rated transfer switch
 - c. Qty – 1 – Battery Group 31
 - d. Weatherproof enclosure
 - e. Qty – 1 – Engine block heater
 - f. Qty – 1 – Annunciator
 - g. Qty – 1 – Fuel flex line
 - h. Qty – 1 – Remote emergency stop button kit

2. Provide and install concrete pad per manufactures recommendation, provide all excavation, seed and loam where disturbed. Patch any disturbed side walk pavement as required.
3. Provide all required rigging.
4. Remove existing transfer switch due to code compliance reasons.
5. Provide and install new service entrance rated transfer switch, reuse existing wiring from the utility pole.
6. Provide and install required power wiring, control wiring, and start circuits from the generator to the transfer switch.
7. Provide circuit for battery charger and block heater from a panel in the electrical room to the generator.
8. Provide and install 21 light annunciator and mount where existing annunciator is located.
9. Provide and install natural gas piping from the secondary side of the natural gas meter to the generator
10. Provide factory trained technician to load bank, test and accept generator.
11. Remove existing generator, fill electrical conduit with concrete, and cap natural gas line at the building and remove natural gas drop.
12. 5-year parts, labor, and travel warranty
13. Training
14. Electrical Permit
15. Dig safe
16. Labor
17. Freight

Equipment, installation - \$64,895.00

Estimated lead time – 8-10 weeks

Not included in this quote

1. Any additional charges from CMP (utility)
2. Unless otherwise noted, fuel tanks, piping, and fuel provided by owner, we will coordinate with your fuel supplier regarding installation and best practices.
3. Programming of fire/security panel and any additional input cards provided by others

Terms and Conditions

Net 30 days, subject to review and approval by our Credit Dept. Payment obligations are not dependent or contingent upon the manner in which purchaser may receive payment from others. No retainage against this order will be permitted unless agreed to ahead of time. Warranty is invalid without factory start up. Startup will be done during normal business hours. Additional charges will be applied to start ups requested on weekends or off normal business hours. Once the order is placed with the factory for the generator equipment a 40% cancelation fee may apply up to three weeks of the unit's ship date.

Sincerely,

Matt Tassinari
General Manager
Electrical Systems of Maine
1200 Minot Ave,
Auburn, ME 04210
207-783-7126
matt@electricalsystemsofmaine.com

Acceptance of Quote _____

Prior to ordering equipment or services, please sign and return as a confirmation of the above terms and conditions.



Electrical Systems
of Maine, Inc.



Date: 11/10/2020

To: Ryan McGee
Town of Lisbon ME
300 Lisbon St
Lisbon, ME 04250

Reference: Generator, 300 Lisbon St

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4. Service contracts
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7. Load bank testing up to 600 KW
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4. Take advantage of the IRS 179 deduction (please consult your accountant)

We are pleased to offer the following quote for the procurement and installation a Generac Industrial 100KW 120/208 three phase natural gas genset. Electrical Systems of Maine will provide the below:

This generator system is to meet the requirements NFPA 70 Section 700,701, NFPA 110 standard for emergency generator systems.

1. **OPTION 2** Generator Equipment to be provided
 - a. Generac SG100, 100kw 3P 120/280v Industrial generator
 - b. Qty – 1 – Generac TX 400A Service rated transfer switch
 - c. Qty – 1 – Battery Group 31
 - d. Weatherproof enclosure
 - e. Qty – 1 – Engine block heater
 - f. Qty – 1 – Annunciator
 - g. Qty – 1 – Fuel flex line
 - h. Qty – 1 – Remote emergency stop button kit

2. Provide and install concrete pad per manufactures recommendation, provide all excavation, seed and loam where disturbed. Patch any disturbed side walk pavement as required.
3. Provide all required rigging.
4. Remove existing transfer switch due to code compliance reasons.
5. Provide and install new service entrance rated transfer switch, reuse existing wiring from the utility pole.
6. Provide and install required power wiring, control wiring, and start circuits from the generator to the transfer switch.
7. Provide circuit for battery charger and block heater from a panel in the electrical room to the generator.
8. Provide and install 21 light annunciator and mount where existing annunciator is located.
9. Provide and install natural gas piping from the secondary side of the natural gas meter to the generator
10. Provide factory trained technician to load bank, test and accept generator.
11. Remove existing generator, fill electrical conduit with concrete, and cap natural gas line at the building and remove natural gas drop.
12. 5-year parts, labor, and travel warranty
13. Training
14. Electrical Permit
15. Dig safe
16. Labor
17. Freight

Equipment, installation - \$62,538.00

Estimated lead time – 8-10 weeks

Not included in this quote

1. Any additional charges from CMP (utility)
2. Unless otherwise noted, fuel tanks, piping, and fuel provided by owner, we will coordinate with your fuel supplier regarding installation and best practices.
3. Programming of fire/security panel and any additional input cards provided by others

Terms and Conditions

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Sincerely,

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Electrical Systems
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Date: 11/10/2020

To: Ryan McGee
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7. Load bank testing up to 600 KW
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1. Reduce lost revenue due to utility outages
2. Be able to serve your customers during natural disasters and regular utility outages
3. Eliminate the risk of losing product
4. Take advantage of the IRS 179 deduction (please consult your accountant)

We are pleased to offer the following quote for the procurement and installation a Generac Industrial 80KW 120/208 three phase natural gas genset. Electrical Systems of Maine will provide the below:

This generator system is to meet the requirements NFPA 70 Section 700,701, NFPA 110 standard for emergency generator systems.

1. **OPTION 3** Generator Equipment to be provided
 - a. Generac SG80, 80kw 3P 120/280v Industrial generator
 - b. Qty – 1 – Generac TX 400A Service rated transfer switch
 - c. Qty – 1 – Battery Group 31
 - d. Weatherproof enclosure
 - e. Qty – 1 – Engine block heater
 - f. Qty – 1 – Annunciator
 - g. Qty – 1 – Fuel flex line
 - h. Qty – 1 – WIFI extension kit
 - i. Qty – 1 – Remote emergency stop button kit

2. Provide and install concrete pad per manufactures recommendation, provide all excavation, seed and loam where disturbed. Patch any disturbed side walk pavement as required.
3. Provide all required rigging.
4. Remove existing transfer switch due to code compliance reasons.
5. Provide and install new service entrance rated transfer switch, reuse existing wiring from the utility pole.
6. Provide and install required power wiring, control wiring, and start circuits from the generator to the transfer switch.
7. Provide circuit for battery charger and block heater from a panel in the electrical room to the generator.
8. Provide and install 21 light annunciator and mount where existing annunciator is located.
9. Provide and install natural gas piping from the secondary side of the natural gas meter to the generator
10. Provide factory trained technician to load bank, test and accept generator.
11. Remove existing generator, fill electrical conduit with concrete, and cap natural gas line at the building and remove natural gas drop.
12. 5-year parts, labor, and travel warranty
13. Training
14. Electrical Permit
15. Dig safe
16. Labor
17. Freight

Equipment, installation - \$57,878.00

Estimated lead time – 8 weeks

Not included in this quote

1. Any additional charges from CMP (utility)
2. Unless otherwise noted, fuel tanks, piping, and fuel provided by owner, we will coordinate with your fuel supplier regarding installation and best practices.
3. Programming of fire/security panel and any additional input cards provided by others

Terms and Conditions

Net 30 days, subject to review and approval by our Credit Dept. Payment obligations are not dependent or contingent upon the manner in which purchaser may receive payment from others. No retainage against this order will be permitted unless agreed to ahead of time. Warranty is invalid without factory start up. Startup will be done during normal business hours. Additional charges will be applied to start ups requested on weekends or off normal business hours. Once the order is placed with the factory for the generator equipment a 40% cancelation fee may apply up to three weeks of the unit's ship date.

Sincerely,

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matt@electricalsystemsofmaine.com

Acceptance of Quote _____

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GENERATOR SPECIFICATION

TOWN OF LISBON POLICE/TOWN OFFICE

1. General

1.1. Description of System & Site

- 1.1.1. Provide a 100 kW integrated, standby power system to supply electrical power at 208 Volts, 60 Hertz, 3 Phase. The system will utilize generators rated 100 kW. The generator shall consist of a liquid cooled natural gas fuel engine, a synchronous AC alternator, and system controls with all necessary accessories for a complete operating system, including but not limited to the items as specified hereinafter.
- 1.1.2. The site is an NEC ordinary location with no specific harsh environment requirements.
- 1.1.3. The genset shall be applied at the listed ambient and elevation. Bidders to submit the generators rated power output at 110 ambient (°F) and 500 elevation (Ft).
- 1.1.4. Bidders are to submit the genset's sound level in dBA at 23 ft based on the configuration specified.

1.2. Requirements of Regulatory Agencies

- 1.2.1. An electric generating system, consisting of a prime mover, generator, governor, coupling and all controls, must have been tested, as a complete unit, on a representative engineering prototype model of the equipment to be sold.
- 1.2.2. The generator set must conform to applicable NFPA requirements.
- 1.2.3. The generator set must include a listing for the UL2200 standard for stationary engine generator assembly.
- 1.2.4. The generator set must meet EPA federal emission guidelines for stationary emergency power generation.

1.3. Manufacturer Qualifications

- 1.3.1. This system shall be supplied by an original equipment manufacturer (OEM) who has been regularly engaged in the production of engine-alternator sets, automatic transfer switches, and associated controls for a minimum of 25 years, thereby identifying one source of supply and responsibility. Approved suppliers are Generac Industrial Power or an approved equal.
- 1.3.2. The manufacturer shall have printed literature and brochures describing the standard series specified, not a one of a kind fabrication.
- 1.3.3. Manufacturer's authorized service representative shall meet the following criteria:
 - 1.3.3.1. Certified, factory trained, industrial generator technicians
 - 1.3.3.2. Service support 24/7
 - 1.3.3.3. Service location within 200 miles
 - 1.3.3.4. Response time of 4 hours
 - 1.3.3.5. Service & repair parts in-stock at performance level of 95%
 - 1.3.3.6. EGSA certified technicians

1.4. Submittals

- 1.4.1.Engine Generator specification sheet
- 1.4.2.Controls specification sheet(s)
- 1.4.3.Installation / Layout dimensional drawing
- 1.4.4.Wiring schematic
- 1.4.5.Sound data
- 1.4.6.Emission certification
- 1.4.7.Warranty statement

NFPA 110 required AHJ documentation: Proto type test report; Certification of torsional compatibility; NFPA compliance statement; and Certification of rated load testing

- 1.4.9.Alternator thermal damage and decrement curves
- 1.4.10. Generator protective device time current curves

2. Engine

2.1. Engine Rating and Performance

- 2.1.1.The prime mover shall be a liquid cooled, natural gas fueled, normally aspirated engine of 4-cycle design. It will have adequate horsepower to achieve rated kW output with at an operating speed of 1800 RPM. Naturally aspirated engine will be given preference.
- 2.1.2.The engine shall support a 100% load step.
- 2.1.3.The generator system shall support generator start-up and load transfer within 10 seconds.
- 2.1.4.The generator shall accept a load step of 100 kW with a maximum frequency dip of 10 Hz.

2.2. Engine Oil System

- 2.2.1.Full pressure lubrication shall be supplied by a positive displacement lube oil pump. The engine shall have a replaceable oil filter(s) with internal bypass and replaceable element(s).
- 2.2.2.The engine shall operate on mineral based oil. Synthetic oils shall not be required.
- 2.2.3.The oil shall be cooled by an oil cooler which is integrated into the engine system.

2.3. Engine Cooling System

- 2.3.1.The engine is to be cooled with a unit mounted radiator, fan, water pump, and closed coolant recovery system. The coolant system shall include a coolant fill box which will provide visual means to determine if the system has adequate coolant level. The radiator shall be designed for operation in 122 degrees F, (50 degrees C) ambient temperature.
- 2.3.2.The engine shall have (a) unit mounted, thermostatically controlled water jacket heater(s) to aid in quick starting. The wattage shall be as recommended by the manufacturer.
- 2.3.3.Engine coolant and oil drain extensions, equipped with pipe plugs and shut-off valves, must be provided to the outside of the mounting base for cleaner and more convenient engine servicing.
- 2.3.4.A radiator fan guard must be installed for personnel safety that meets UL and OSHA safety requirements.

2.4. Engine Starting System

- 2.4.1. Starting shall be by a solenoid shift, DC starting system.
- 2.4.2. The engine's cranking batteries shall be lead acid. The batteries shall be sized per the manufacturer's recommendations. The batteries shall be the largest available by the manufacturer for this generator size. The batteries supplied shall meet NFPA 110 cranking requirements of 90 seconds of total crank time. Battery specifications (type, amp-hour rating, cold cranking amps) to be provided in the submittal.
- 2.4.3. The genset shall have an engine driven, battery charging alternator with integrated voltage regulation.
- 2.4.4. The genset shall have an automatic dual rate, float equalize, 10 amp battery charger. The charger must be protected against a reverse polarity connection. The charger's charging current shall be monitored within the generator controller to support remote monitoring and diagnostics. The battery charger is to be factory installed on the generator set. Due to line voltage drop concerns, a battery charger mounted in the transfer switch will be unacceptable.

2.5. Engine Fuel System

- 2.5.1. The engine fuel system shall be designed for operation on natural gas.
- 2.5.2. The generator set to come with appropriately sized fuel flex line.

2.6. Engine Controls

- 2.6.1. Engines that are equipped with an electronic engine control module (ECM), shall monitor and control engine functionality and seamlessly integrate with the genset controller through digital communications. ECM monitored parameters shall be integrated into the genset controllers NFPA 110 alarm and warning requirements. All ECM fault codes shall be displayed at the genset controller in standard language – fault code numbers are not acceptable.
- 2.6.2. For engines without ECM functionality or for any additional genset controller monitoring, sensors are to be conditioned to a 4-20ma signal level to enhance noise immunity and all sensor connections shall be sealed to prevent corrosion.
- 2.6.3. Engine speed shall be controlled with an integrated isochronous governor function with no change in alternator frequency from no load to full load. Steady state regulation is to be 0.25%.

2.7. Engine Exhaust & Intake

- 2.7.1. The engine exhaust emissions shall meet the EPA emission requirements for standby power generation.
- 2.7.2. The manufacturer shall supply its recommended stainless steel, flexible connector to couple the engine exhaust manifold to the exhaust system. A rain cap will terminate the exhaust pipe after the silencer. All components must be properly sized to assure operation without excessive back pressure when installed.
- 2.7.3. The manufacturer shall supply a critical grade exhaust silencer as standard. For applications with site specific sound requirements (reference section 1.1), the silencer shall be selected to achieve site sound levels.
- 2.7.4. For gensets in a weather or sound attenuated enclosure, all exhaust piping from the turbo-charger discharge to the silencer shall be thermally wrapped to minimize heat dissipation inside the enclosure.
- 2.7.5. The engine intake air is to be filtered with engine mounted, replaceable, dry element filters.

3. Alternator

- 3.1. The alternator shall be the voltage and phase configuration as specified in section 1.1.1.
- 3.2. The alternator shall be a 4-pole, revolving field, stationary armature, synchronous machine. The excitation system shall utilize a brushless exciter with a three phase full wave rectifier assembly protected against abnormal transient conditions by a surge protector. Photo-sensitive components will not be permitted in the rotating exciter.
- 3.3. The alternator shall include a permanent magnet generator (PMG) for excitation support. The system shall supply a minimum short circuit support current of 300% of the rating for 10 seconds.
- 3.4. The alternator shall support 404 skVA with a maximum voltage dip of 35 %.
- 3.5. Three phase alternators shall be 12 lead, broad range capable of supporting voltage reconnection. Single phase alternators shall be four lead and dedicated voltage designs (600v) shall be six lead. All leads must be extended into a NEMA 1 connection box for easy termination. A fully rated, isolated neutral connection must be included by the generator set manufacturer.
- 3.6. The alternator shall use a single, sealed bearing design. The rotor shall be connected to the engine flywheel using flexible drive disks. The stator shall be direct connected to the engine to ensure permanent alignment.
- 3.7. The alternator shall meet temperature rise standards of UL2200 (120 degrees C). The insulation system material shall be class "H" capable of withstanding 150 degrees C temperature rise. The alternator shall be protected against overloads and short circuit conditions by advanced control panel protective functions. The control panel is to provide a time current algorithm that protects the alternator against short circuits. To ensure precision protection and repeatable trip characteristics, these functions must be implemented electronically in the generator control panel -- thermal magnetic breaker implementation are not acceptable.

4. Controls

- 4.1. The generator control system shall be a fully integrated microprocessor based control system for standby emergency engine generators meeting all requirements of NFPA 110 level 1.
- 4.2. The generator control system shall be a fully integrated control system enabling remote diagnostics and easy building management integration of all generator functions. The generator controller shall provide integrated and digital control over all generator functions including: bi-fuel control, engine protection, alternator protection, speed governing, voltage regulation and all related generator operations. The generator controller must also provide seamless digital integration with the engine's electronic engine control module (ECM) if so equipped. Generator controller's that utilize separate voltage regulators and speed governors or do not provide seamless integration with the engine management system are considered less desirable.
- 4.3. Communications shall be supported with building automation via the Modbus protocol without network cards. Optional internet and intranet connectivity shall be available.
- 4.4. The control system shall provide an environmentally sealed design including encapsulated circuit boards and sealed automotive style plugs for all sensors and circuit board connections. The use of non-encapsulated boards, edge cards, and pc ribbon cable connections are considered unacceptable.
- 4.5. Circuit boards shall utilize surface mount technology to provide vibration durability. Circuit boards that utilize large capacitors or heat sinks must utilize encapsulation methods to securely support these components.
- 4.6. A predictive maintenance algorithm that alarms when maintenance is required. The controller shall have the capability to call out to the local servicing dealer when maintenance is required.
- 4.7. Diagnostic capabilities should include time-stamped event and alarm logs, ability to capture operational parameters during events, simultaneous monitoring of all input or output parameters, callout capabilities, support for multi-channel digital strip chart functionality and .2 msec data logging capabilities.

- 4.8. In addition to standard NFPA 110 alarms, the application loads should also be protected through instantaneous and steady state protective settings on system voltage, frequency, and power levels.
- 4.9. The control system shall provide pre-wired customer use I/O: 4 relay outputs (user definable functions), communications support via RS232 and RS485. Additional I/O must be an available option.
- 4.10. Customer I/O shall be software configurable providing full access to all alarm, event, data logging, and shutdown functionality. In addition, custom ladder logic functionality inside the generator controller shall be supported to provide application support flexibility. The ladder logic function shall have access to all the controller inputs and customer assignable outputs.
- 4.11. The control panel will display all user pertinent unit parameters including: engine and alternator operating conditions; oil pressure and optional oil temperature; coolant temperature and level alarm; fuel level (where applicable); engine speed; DC battery voltage; run time hours; generator voltages, amps, frequency, kilowatts, and power factor; alarm status and current alarm(s) condition per NFPA 110 level 1.

5. Engine / Alternator Packaging

- 5.1. The engine/alternator shall be isolated from the generator frame with rubber isolators. The packaging shall not require the addition of external spring isolators.

5.2. Enclosure

5.2.1. The genset shall be packaged with a **weather protective** enclosure.

5.2.2. The enclosure shall be made of steel with a minimum thickness of 16 gauge. The enclosure is to have hinged, removable doors to allow access to the engine, alternator and control panel. The hinges shall allow for door fit adjustment. Hinges and all exposed fasteners will be stainless steel or Sermagard coated. The use of pop-rivets weakens the paint system and not allowed on external painted surfaces. Each door will have lockable hardware with identical keys.

5.2.3. The enclosure shall be coated with electrostatic applied powder paint, baked and finished to manufacturer's specifications. The color will be manufacturer's standard. The enclosure shall utilize an upward discharging radiator hood. Due to concerns relative to radiator damage, circulating exhaust, and prevailing winds, equipment without a radiator discharge hood will not be acceptable.

5.2.5. The genset silencer shall be mounted on the discharge hood of the enclosure. Due to architectural concerns, silencers mounted on the top of the generator enclosure are not acceptable. Gensets with silencers mounted inside the main generator compartment are acceptable only if the silencer is thermally wrapped to minimize heat stress on the surrounding components.

5.3. Main line circuit protection

5.3.1 A mainline, electronic LSI circuit breaker carrying the UL mark shall be factory installed. The breaker shall be rated between 100 to 125% of the rated ampacity of the genset. The line side connections are to be made at the factory. Output lugs shall be provided for load side connections.

6. Loose Items

Supplier to itemize loose parts that require site mounting and installation. Preference will be shown for gensets that factory mount items like mufflers, battery chargers, etc.

6.2. Spare Parts:

6.2.1. Fuses: One spare set

6.2.2. Filters One spare set (air, fuel, oil)

6.3. Provide an NFPA 110/99 compliant alarm annunciator panel for remote indication. The panel shall have an ALARM switch that when moved to the OFF position silences the audible alarm. A TEST/RESET switch must be included to verify the lights are functional and reset any condition after it has cleared. The annunciator

shall be controlled using RS485 communications from the generator controller. Annunciators requiring individual contacts and wires per indication point are not preferred.

7. Additional project requirements

7.1. Factory testing

7.1.1. Before shipment of the equipment, the engine-generator set shall be tested under rated load for performance and proper functioning of control and interfacing circuits. Tests shall include:

- 7.1.1.1. Verify voltage & frequency stability.
- 7.1.1.2. Verify transient voltage & frequency dip response.
- 7.1.1.3. Load test the generator for 1 hour.

7.2. Manuals

7.2.1. Three (3) sets of owner's manuals specific to the product supplied must accompany delivery of the equipment. General operating instruction, preventive maintenance, wiring diagrams, schematics and parts exploded views specific to this model must be included.

7.3. Installation

7.3.1. Contractor shall install the complete electrical generating system including all external fuel connections in accordance with requirements of NEC, NFPA, and the manufacturer's recommendations. See attached installation guide.

7.4. Service

7.4.1. Supplier of the genset and associated items shall have permanent service facilities in this trade area. These facilities shall comprise a permanent force of factory trained service personnel on 24 hour call, experienced in servicing this type of equipment, providing warranty and routine maintenance service to afford the owner maximum protection. Delegation of this service responsibility for any of the equipment listed herein will not be considered fulfillment of these specifications. Service contracts shall also be available.

7.5. Warranty

7.5.1. The standby electric generating system components, complete genset and instrumentation panel shall be warranted by the manufacturer against defective materials and factory workmanship for a period of two (5) years. Such defective parts shall be repaired or replaced at the manufacturer's option, free of charge for parts, labor and travel.

7.5.2. The warranty period shall commence when the standby power system is first placed into service. Multiple warranties for individual components (engine, alternator, controls, etc.) will not be acceptable. Satisfactory warranty documents must be provided. Also, in the judgment of the specifying authority, the manufacturer supplying the warranty for the complete system must have the necessary financial strength and technical expertise with all components supplied to provide adequate warranty support.

7.6. Startup and Commissioning

7.6.1. The supplier of the electric generating plant and associated items covered herein shall provide factory trained technicians to validate the completed installation and to perform an initial startup inspection to include:

- 7.6.1.1. Ensuring the engine starts (both hot and cold) within 10 seconds.
- 7.6.1.2. Verification of engine parameters within specification.
- 7.6.1.3. Verify no load frequency and voltage, adjusting if required.

7.6.1.4. Test all automatic shutdowns of the engine-generator.

7.6.1.5. Perform a load test for 2 hours using building load. In addition to the building load test, load the generator at 30% for 30 minutes, 50 % for 30 minutes, and 100% for 60 minutes utilizing a resistive load bank. Provide block load demonstration and record results. Provide testing data. Record Voltage, Amperage, Frequency, KW, KVA, PF, Engine Temp, Engine RPM, Oil Pressure.

7.7. Training

7.7.1. Training is to be supplied by the start-up technician for the end-user during commissioning. The training should cover basic generator operation and common generator issues that can be managed by the end-user.

7.7.2. Training is to include manual operation of system.

TOWN OF LISBON MAINE GENERATOR INSTALLATION

300 Lisbon St, Lisbon, ME

1. Generator Installation

1.1. Installer Qualifications

- 1.1.1. The installer must engage regularly in the installation of automatic standby generator systems.
- 1.1.2. Installation to be performed by a factory authorized representative of the manufacture. A letter/certification of compliance to install industrial grade generator equipment must be submitted with the bid.
- 1.1.3. The installer must be licensed to do business in the State of Maine and must have all required licenses and insurances required by the Town of Lisbon, ME.
- 1.1.4. Start up technician must be trained by the manufacture for the equipment being installed and have obtained their EGSA certification.

2. Equipment

- 2.1. Provide a single sourced, single manufacture generator and transfer switch package. Generator and transfer switch must be sourced/branded from the same manufacture.

3. Installation Scope

- 3.1. Provide and install qty 1 – 100kw 3p4w 120/208v natural gas fueled generator per the "GENERATOR SPECIFICATION"
- 3.2. Provide and install qty 1 – 400-amp 3p 4w 120/208v service entrance rated transfer switch per the "TRANSFER SWITCH SPECIFICATION".
- 3.3. Feeders/branch circuits – copper feeders for wire smaller than #4 AWG, copper feeders for #4 AWG and larger, stranded for #10 AWG and smaller, stranded for #8 AWG and larger. Insulation to be rated at 600v.
- 3.4. All underground conduit to be PVC Schedule 40. Any conduit installed inside the building to be EMT.
- 3.5. Re use existing feed conductors from the utility transformer to the existing 600-amp transfer switch.
- 3.6. Remove existing 600 amp non service rated transfer switch and replace with new 400-amp service entrance rated transfer switch.
- 3.7. Provide and install all required interconnection wiring between the transfer switch and the MDP, required circuit to be 400 amp rated.
- 3.8. Provide and install all required interconnection power wiring between the generator and the transfer switch. Required circuit to be 400 amp rated.

- 3.9. Provide and install a two wire start circuit from the transfer switch to the generator.
- 3.10. Provide and install a 120/208v 30-amp circuit from the sub feed panel next to the MDP to the generator to power the block heater, battery charger, and accessory receptacle. Provide circuit in 1" conduit.
- 3.11. Provide and install required 12v dc and communications cabling from the generator to the remote annunciator. Annunciator to be installed in the police station where the current annunciator is installed. Provide circuits in a 1" conduit. Communications cabling to be RS485 shielded computer cabling Beldon 3105a or equivalent.
- 3.12. Provide and install generator prime mover emergency stop button.
- 3.13. Generator to be bolted to the concrete pad utilizing stainless steel hardware, specific hardware size by generator manufactures installation manual.
- 3.14. Transfer switch to be wall mounted and secured using the manufactures recommended method.
- 3.15. Fire caulk any penetrations where required.
- 3.16. Provide and install a concrete pad, pad to be sized to fit the layout of the generator + provide an 12" buffer from the edge of the pad to the base frame. Thickness of the pad per manufactures recommendations. Add rebar or wire mesh as required.
- 3.17. Provide all trenching and backfilling as required.
- 3.18. Hay and seed any disturbed areas.
- 3.19. Provide temporary backup generator to feed the facility during transfer switch tie in, if required.
- 3.20. Remove existing generator from the facility, remove conductors from the pipe, plug all electrical underground conduits at the generator pad, remove natural gas piping to the ceiling and cap.
- 3.21. If the fence needs to be removed or moved, the town will be responsible for this work.
- 3.22. Provide all labor, materials, equipment etc... required to install a complete functioning system, unless otherwise stated as supplied by others.
- 3.23. Provide all required natural gas piping, regulators, and connections required for a functional system. Piping of the system to be sized for 100% load, upsize the pipe one trade size from the low-pressure regulator to the generator and provide a minimum of 10ft of pipe from the low-pressure regulator to the generator.
- 3.24. Coordinate sub-contractors, utility, and customer as required.
- 3.25. Include all required freight and rigging to deliver and install the generator and transfer switch.
- 3.26. Provide load bank testing and building load testing as per the Generator Specifications.
- 3.27. Provide training as per the Generator Specifications.



TRANSFER SWITCH SPECIFICATION TOWN OF LISBON POLICE/TOWN OFFICE

1.01 SCOPE

- A. Furnish and install the low voltage automatic transfer switches having the ratings, features/accessories and enclosures as specified herein and as shown on the contract drawings.

1.02 REFERENCES

- A. The automatic transfer switches and all components shall be designed, manufactured and tested in accordance with the latest applicable standards of UL and NEMA as follows:
 - 1. UL 1008 – Transfer Switches
 - 2. UL 991 - Tests for Safety-Related Controls Employing Solid-State Devices
 - 3. NFPA 70 – National Electrical Code
 - 4. NFPA 99 – Essential Electrical Systems of Health Care Facilities
 - 5. NFPA 110 – Emergency and Standby Power Systems
 - 6. NEMA ICS 10 – AC Transfer Switch Equipment
 - 7. IEEE 446 – Recommended Practice for Emergency and Standby Power Systems

1.03 SUBMITTALS

- A. Product Data: For each type of product indicated. Include rated capacities, weights, operating characteristics, furnished specialties, and accessories.
 - 1. Technical data on all major components of all transfer switches and other products described in this section. Data is required for the transfer switch mechanism, control system, cabinet, and protective devices specifically listed for use with each transfer switch. Include steady state and fault current ratings weights, operating characteristics and furnished specialties and accessories. The following information shall be submitted to the Engineer for each switch specified:
 - a. Dimensioned outline drawings of assembly, including elevations, sections, and details including minimal clearances, conductor entry provisions, gutter space, installed features and devices and material lists for each switch specified.
 - b. Schematic diagram and internal electrical wiring drawings
 - c. Conduit space locations within the assembly
 - d. Assembly ratings including:
 - 1. Withstand and Closing rating
 - 2. Voltage
 - 3. Continuous current rating
 - 4. Short-Time rating if applicable
 - 5. Short-circuit rating if ordered with integral protection
 - e. Cable terminal sizes
 - f. Product Specification Sheets
 - g. Installation and mounting instructions, including information for proper installation of equipment to meet seismic requirements.

1.04 INFORMATIONAL SUBMITTALS

A. Manufacturer and Supplier Qualification Data

The transfer switch manufacturer shall be certified to ISO 9001 International Quality Standard and shall have third party certification verifying quality assurance in design/development, production, installation, and service, in accordance with ISO 9001.

- a. The manufacturer of this equipment shall have produced similar equipment for a minimum period of 10 years.
- b. Operation and Maintenance Data: For each switch to include in operation and maintenance manuals.
- c. Warranty documents demonstrating compliance with the project's contract requirements.

1.05 QUALITY ASSURANCE

A. Only approved bidders shall supply equipment provided under this contract.

1. Manufacturer Qualifications: The equipment supplier shall maintain a service center capable of providing training, parts, maintenance and emergency repairs to equipment, including transfer switch, generator sets and remote monitoring equipment (if applicable) at the site within a response period of less than (eight hours) from time of notification.
2. The transfer switch shall be serviced by technicians employed by, and specially trained and certified by, the generator set supplier and the supplier shall have a service organization that is factory-certified in both generator set and transfer switch service.
3. The manufacturer shall maintain model and serial number records of each transfer switch provided for at least 10 years.
4. Source Limitations: All transfer switches are to be obtained through one source from a single manufacturer. The generator set manufacturer shall warrant transfer switches to provide a single source of responsibility for products provided.
5. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked as suitable for use in emergency, legally required or optional standby use as appropriate for the connected load.

1.06 PROJECT CONDITIONS

A. Interruption of Existing Electrical Service: Do not interrupt electrical service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary electrical service:

1. Notify (Architect/Construction Manager/Owner) no fewer than (14) days in advance of proposed interruption of electrical service.
2. Do not proceed with interruption of electrical service without (Architect/Construction Manager/Owner's) written permission.
3. Do not energize any new service or distribution equipment without notification and permission of the (Architect/Construction Manager/Owner).

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Generac Power Systems
- B. Caterpillar
- C. Cummins
- D. The listing of specific manufacturers above does not imply acceptance of their products that do not meet the specified ratings, features and functions. Manufacturers listed above are not relieved from meeting these specifications in their entirety. Products in compliance with the specification and manufactured by others not named will be considered only if pre-approved by the engineer ten (10) days prior to bid date.

2.02 CONSTRUCTION

- A. Power Switching Device:
 - 1. Switching devices shall be momentarily energized solenoid operated contactor type mechanisms. All contactors shall be UL listed for application in their intended enclosures for 100% of their continuous ampere rating.
 - 2. Each transfer switch shall be positively interlocked both mechanically and electrically to prevent simultaneous closing of both sources under either automatic or manual operation. Main contacts shall be mechanically held in position in both normal and emergency positions.
 - 3. Service entrance rated transfer switches shall be contactor based, employ a electronic LSI circuit breaker. Circuit breaker based transfer switches are not acceptable.
 - 4. Transfer switch to be 3 phase, 208/120v, with solid neutral, service entrance rated, 400amp
- B. Transfer switches shall be open transition and provided with an in-phase monitor feature, which will permit a transfer or re-transfer between two live sources that have a phase angle difference of +/- 8 degrees or less. In the event that the switch cannot transfer in-phase, the switch will default to open transition.
- C. The automatic transfer switch shall be of double throw construction operated by a reliable electrical mechanism momentarily energized.
- D. Contactors or components not specifically designed, as an automatic transfer switch will not be acceptable.
- E. The switching panel shall consist of the contactor assembly and a separate control or transformer panel. The transformer shall be multi-tap for ease of voltage adjustment in the field. Control power for all transfer operations shall be derived from the line side of the source to which the load is being transferred.
- F. Transfer switches will be supplied with a manual-operating handle. Manual operation, using handle, shall only be performed with the switch de-energized.
- G. On transfer switches requiring a fourth pole for switching the neutral, the neutral shall be identical to the other power poles. Switched neutral poles which are add-on or overlap, or that are not capable of breaking full rated load current are not acceptable.
- H. On transfer switches requiring a solid neutral, the neutral shall be fully rated.

2.02 MICROPROCESSOR LOGIC

- A. The controller shall be hardened against potential problems from transients and surges. Operation of the transfer switch and monitoring of both sources shall be managed by the controller.
- B. The automatic transfer switch controllers shall meet or exceed the following standards in addition to the basic switch standards:
 - 1. IEC 61000-4-2 - EMC Testing and Measurement Techniques - Electrostatic Discharge Immunity Test
 - 2. IEC 61000-4-3 - EMC Testing and Measurement Techniques - Radio-frequency, Electromagnetic Field Immunity Test
 - 3. IEC 61000-4-4 - EMC Testing and Measurement Techniques - Electrical Fast Transient/Burst Immunity Test
 - 4. IEC 61000-4-5 - EMC Testing and Measurement Techniques - Surge Immunity Test
 - 5. IEC 61000-4-6 - EMC Testing and Measurement Techniques - Immunity to Conducted Disturbances, Induced by Radio-frequency Fields
 - 6. IEC 61000-4-11 - EMC Testing and Measurement Techniques - Voltage Dips, Short Interrupts and Voltage Variations Immunity Tests
 - 7. CISPR11, Class B - Industrial, Scientific and Medical Radio-frequency Equipment - Electromagnetic Disturbance Characteristics - Limits and Methods of Measurement
 - 8. FCC Part 15, Subpart B, Class B

2.03 ENCLOSURE

- A. Each transfer switch shall be provided in a NEMA 1 enclosure suitable for use in environments indicated in the drawings.
- B. NEMA 1, 12 or 3R enclosures shall be painted with the manufacturer's standard light gray ANSI 61paint.

2.04 CONTROLLER DISPLAY AND KEYPAD

- A. The microprocessor-based controller display shall be UV resistant and include LCD, backlit display. The controller shall be capable of displaying transfer switch status, parameters, and diagnostic data. All set point parameters shall be password protected and programmable using the controller keypad, USB port, or remotely using serial port access. Limited abbreviations or codes shall be used for transfer switch functions.
- B. The microprocessor-based controller shall include a mimic bus display consisting of six (6) individual LED's for indicating the following:
 - 1. Availability status of source 1

2. Availability status of source 2
3. Connection status of source 1
4. Connection status of source 2
5. Source 1 Preferred
6. Source 2 Preferred

2.05 VOLTAGE AND FREQUENCY SENSING

- A. The controller shall have a voltage range of 0-790 volts (50/60 Hz) with an accuracy of +/- 1% of the reading and a frequency range of 40-70 Hz with an accuracy of +/- .3 Hz.
- B. Voltage and frequency dropout and pickup parameters are set as a percentage of the nominal voltage as indicated in the table below.

Setpoint	Sources	Dropout	Pickup
Undervoltage	Source1 and 2	70 – 97%	(DO + 2%) - 99%
Overvoltage	Source 1 and 2	105 – 110%	103% - (DO – 2%)
Underfrequency	Source 1 and 2	90 – 97%	(DO + 1Hz) – 99%
Over frequency	Source 1 and 2	103 – 105%	101% - (DO – 1Hz)
Voltage Unbalance	Source 1 and 2	5 – 20%	(UNBAL DO% - 2) – 3%

- C. The normal and emergency sources shall include phase reversal protection. The preferred rotation is programmable as ABC or CBA.

2.06 TIME DELAYS

- A. A time delay shall be provided on transfer to source 2, adjustable from 0 to 166 minutes.
- B. A time delay shall be provided to override a momentary power outage or voltage fluctuation, adjustable from 0 to 120 seconds.
- C. A time delay shall be provided on retransfer from source 2 to source 1, adjustable from 0 to 166 minutes.
- D. A time delay shall be provided after retransfer that allows the generator to run unloaded prior to shutdown, adjustable form 0 to 166 minutes.
- E. A time delay shall be provided for engine failure to start, adjustable 0- 6 seconds.
- F. A pre and or post transfer time delay output adjustable from 0-120 seconds. The contact shall be a form-c contact rated for 10-Amp at 250-Vac and 10-Amp at 30-Vdc.
- G. All delays shall be field adjustable from the microprocessor-based controller without the use of special tools.

2.07 ADDITIONAL FEATURES

- A. One Form C contact for closure of the source 1 generator start circuit for optional use with a dual generator system. The contacts shall be rated for 5-Amp at 250-Vac and 5-Amp at 30-Vdc.

- B. One Form C contact for closure of the source 2 generator start circuit. The contacts shall be rated for 5-Amp at 250-Vac and 5-Amp at 30-Vdc.
- C. The controller shall include programmable Engine Exercisers, selectable as disabled, 7, 14, or 28 day interval, or by calendar date. Run time shall be adjustable for 0-600 minutes, with or without load. Upon loss of source 2 power, the ATS shall automatically return to source 1. Transfer time delays shall also be independently programmable for test events.
- D. The controller shall include a keypad pushbutton to initiate a system test.
- E. The controller shall include 4 user configurable inputs. Each input provides 50 volts at 10ma and can be user configured to one of the following features:
 - 1. Input to accept a remote contact which closes to initiate a transfer to source 2. This feature shall be failsafe and an automatic retransfer shall occur in the event that source 2 power is lost.
 - 2. Input to accept a remote contact which opens to inhibit transfer to source 2.
 - 3. Input to enable monitor mode to disable automatic operation of the transfer switch while continuing to display status. Monitor mode allows set point programming at the controller display.
 - 4. Input to enable or disable manual retransfer to source 1.
 - 5. Input to initiate manual retransfer to source 1.
 - 6. Input to initiate a remote engine test. The test will run using the programmed engine test set points.
 - 7. Input to select source 1 or source 2 as the preferred source.
 - 8. Input to initiate a remote load test.
 - 9. Input to bypass time delays
- F. The controller shall include 4 user configurable outputs rated for 10-Amp at 250-Vac and 10-Amp at 30-Vdc. Each input can be user configured to one of the following features:
 - 1. Source 1 connected
 - 2. Source 2 connected
 - 3. ATS in test
 - 4. ATS not in automatic mode (Monitor Mode)
 - 5. General Alarm indication for failure to transfer, mechanical fault, or electrical fault.
 - 6. Engine Test Aborted
 - 7. Engine cool down in process
 - 8. Engine start contact status
 - 9. Emergency inhibit on
 - 10. Pre and/or post transfer signal - A pre and or post transfer time delay output adjustable from 0-120 seconds.
- G. One Form C auxiliary contact to indicate Source 1 position and one Form C contact to indicate source 2 position. The contacts shall be rated for 10-Amp, 1/3-Horsepower at 250-Vac and 10-Amp at 30-Vdc.
- H. One Form C contact for Source 1 Available. The contacts shall be rated for 10-Amp, 1/3-Horsepower at 250-Vac and 10-Amp at 30-Vdc.
- I. One Form C contact for Source 2 Available. The contacts shall be rated for 10-Amp, 1/3-Horsepower at 250-Vac and 10-Amp at 30-Vdc.
- J. Data Logging
 - 1. Historical Data Storage to include:
 - a. Engine Run Time
 - b. Source 1 Available time

- c. Source 2 Available time
 - d. Source 1 Connected time
 - e. Source 2 Connected time
 - f. Source 1 Engine Run Time
 - g. Source 2 Engine Run Time
 - h. Load Energized Time
 - i. Number of Transfers
2. Event Summary shall include up to 100 date and time stamped events. All metered values are logged for each event. Event summaries include:
 - a. Transfer events
 - b. Alarms
 - c. Changes to the set points
 - d. Changes to the time/date
 - e. Resetting a historical counter
 - f. Engine Run test
 3. Event Details shall include up to 350 date and time stamped events. All metered values are logged for each event. Event details include detailed sequence of operations of a transfer event.

PART 3 EXECUTION

3.01 INSTALLATION

- A. transfer switch must be wall mount
- B. Set field-adjustable intervals and delays, relays, and engine exerciser clock.

3.02 CONNECTIONS

- A. Wiring to Remote Components: Match type and number of cables and conductors to control and communication requirements of transfer switches as recommended by manufacturer. Increase raceway sizes at no additional cost to Owner if necessary to accommodate required wiring.

3.03 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect components, assemblies, and equipment installations, including connections.
- B. Perform the following tests and inspections in conjunction with factory-authorized service representative:
 1. After installing equipment and after electrical circuitry has been energized, test for compliance with requirements.
 2. Perform each visual and mechanical inspection and electrical testing as outlined below:
 - a. Measure insulation resistance phase-to-phase and phase-to-ground with insulation- resistance tester. Include external annunciation and control circuits. Use test voltages and procedure recommended by manufacturer. Comply with manufacturer's specified minimum resistance.
 1. Check for electrical continuity of circuits and for short circuits.
 2. Inspect for physical damage, proper installation and connection, and integrity of barriers, covers, and safety features.

3. Verify that manual transfer warnings are properly placed.
 4. Perform manual transfer operation.
3. After energizing circuits, demonstrate interlocking sequence and operational function for each switch at least three times.
 - a. Simulate power failures of normal source to automatic transfer switches and of emergency source with normal source available.
 - b. Simulate loss of phase-to-ground voltage for each phase of normal source.
 - c. Verify time-delay settings.
 - d. Verify pickup and dropout voltages by data readout or inspection of control settings.
 - e. Verify proper sequence and correct timing of automatic engine starting, transfer time delay, retransfer time delay on restoration of normal power, and engine cool-down and shutdown.
- C. Coordinate tests with tests of generator and run them concurrently.
- D. Report results of tests and inspections in writing. Record adjustable relay settings and measured insulation and time delays. Attach a label or tag to each tested component indicating satisfactory completion of tests.
- E. Remove and replace malfunctioning units and retest as specified above.

3.04 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain transfer switches and related equipment as specified below.
- B. Coordinate this training with that for generator equipment.



MEMORANDUM

SUBJECT: USDA RD Loan Payoff
TO: Diane Barnes, Town Manager
FROM: Kayla Tierney, Finance Director
DATE: December 8, 2020

On November 30th a discussion topic was brought forward to the Finance Committee to pay-off the USDA RD Loan. The Finance Director, Kayla Tierney, presented the information related to the USDA RD Loan as it relates to the history of the loan program and the proposal to pay-off the loan prior to its maturity date.

The USDA RD loan was taken out in 1999 in the amount of \$500,000 to establish an IRP loan program between the Town and small business owners in the Town of Lisbon. The loan has a 1% interest rate; it is a 27 year loan that the Town pays \$21,225 annually to USDA RD. There is currently a balance of \$122,941.21 and the loan is set to mature July 11, 2026. USDA RD had reached out to the Town inquiring about the Town's plans for this program. USDA RD would like to see a certain number of loans disbursed and notes that the Town of Lisbon had (2) business IRP loans pay-off in full during FY20. After those two business loan payoffs, it leaves (1) open IRP loan and (1) open Commercial loan that the Town holds with small businesses. There have been no new loans disbursed in FY21.

USDA RD notes that the Town of Lisbon has been very successful in the IRP business loan program over the years. The program has provided capital to small business and promoted job creation and overall growth within the community. Each business loan is set up based on the need of the small business and is generally at a 5% interest rate. The payments received from the small businesses related to their loan are held in a sub accounting account held at Portland Trust. The balance in this account as of 11/30/2020 is \$821,341.90. This account is an interest bearing account and also experiences unrealized and realized gains/losses.

If the Town were to pay-off the loan prior to the maturity date, the pay-off would be taken from the Portland Trust cash account, leaving \$698,400.69 to be retained by the Town to maintain the business loan program internally. It would eliminate federal

reporting requirements as well as audit reporting requirements. As noted above, this program has been very successful and the Town would have the capacity to internally continue this program. USDA RD doesn't have funds to continue a program of this nature and it is the hope of USDA RD that the entities/municipalities that began this program back in the 90s to have been successful to continue it on their own.

Given all of this information and background on the USDA RD IRP business loan program, the Finance Committee recommended the early pay-off of the USDA RD loan in the amount of \$122,941.21 from the cash account held at Portland Trust and for the amount remaining to continue a business loan program internally. It was unanimously voted on Monday November 30th to recommend the pay-off of the USDA RD loan.



Wood Environment & Infrastructure Solutions, Inc
511 Congress Street, Suite 200
Portland, ME 04101
USA
T: 207-775-5401
www.woodplc.com

November 24, 2020

Mr. Steve Aievoli
Superintendent
Town of Lisbon Sewer Department
744 Lisbon Street
Lisbon Falls, ME 04252

Subject: Industrial Wastewater Discharge Permit Renewal, Maine Electronics, Inc., Saint Ann Street, Lisbon

Dear Steve,

On behalf of Maine Electronics, Wood Environment & Infrastructure Solutions, Inc. (Wood) is requesting renewal of discharge permit number 70799M1-R for the period January 1, 2021 to December 31, 2025. This permit is for groundwater that is being extracted and treated at the Maine Electronics Site, which is discharged to the Lisbon Pollution Control Facility (LPCF).

While we have no specific plans to increase flows at the site, we are working to optimize operations. Having a modest increase in permitted capacity would provide us with more flexibility to efficiently capture and treat impacted groundwater at the Site. For this reason, we have requested an increase in the flow currently permitted at 80,000 gallons per day to 90,000 gallons per day.

We will continue with the monitoring and reporting requirements described in the draft permit that you sent via email on Tuesday November 17, 2020, which includes the above flow increase.

Finally we understand that the LPCF has yet to receive its draft permit renewal from the Maine Department of Environmental Protection (MEDEP) for its discharge to the Androscoggin River. In the event there are changes that MEDEP is requiring of LPCF that could affect operations at MEI, we respectfully request the opportunity to review such changes and work with LPCF to incorporate modifications (if needed).

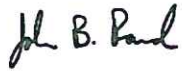


Mr. Steve Aievoli
Permit Renewal Letter, Maine Electronics, Inc. Site, Lisbon Maine
November 24, 2020

Thank you for your assistance with this permit renewal process. We look forward to the Town Council meeting on December 8, 2020 to answer questions prior to approval, and to working with you and the Town of Lisbon as we continue to make progress with remediation at the Maine Electronics Site.

Sincerely,

Wood Environment and Infrastructure Solutions, Inc.

A handwritten signature in black ink that reads "John B. Rand". The signature is written in a cursive, slightly slanted style.

John B. Rand, C.G.
Senior Hydrogeologist



TOWN OF LISBON
INDUSTRIAL WASTEWATER DISCHARGE PERMIT

Permit # 70799 M1-R

COMPANY NAME: MAINE ELECTRONICS, INC.

MAILING ADDRESS: P. O. BOX 48

LISBON, MAINE

TELEPHONE NUMBER: 353-8612 TAX MAP U-18 LOT 3

NAME OF APPLICANT: (IF DIFFERENT) _____

PERMIT DATE: January 1, 2021 EXPIRATION DATE: December 31, 2025

CONTACT PERSON: WILLIAM SANBORN, CHIEF OPERATOR

The applicant, which is engaged in GROUNDWATER REMEDIATION

_____ is authorized to discharge wastewater from its facility located on the parcel identified above to the Lisbon Pollution Control Facility in accordance with the general and specific terms and conditions incorporated into its discharge permit number 70799M1-R and as modified by the special conditions appended hereto.

Approved by the Town Council: _____
(Date)

Received and Accepted on _____ by: _____
(Date) (Name and Title)

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I. DEFINITIONS

Unless the context clearly indicates otherwise, the meaning of terms and abbreviations used in this permit shall be as defined in Chapter 34, Appendix A. of the Lisbon, Maine - Code of Ordinances and attached as Appendix B.

II. GENERAL CONDITIONS

A. Scope

All discharges authorized herein shall conform with Chapter 34 Article 34.7, Division 4 – Pretreatment and Permitting of Industrial, Commercial or Unusual Wastes of the Lisbon, Maine - Code of Ordinances, unless specifically stated otherwise in this permit. In addition to the general conditions, all appropriate provisions of the Lisbon, Maine - Code of Ordinances are applicable to this permit. Chapter 34- Sanitary Sewers is incorporated by reference herein and made a part of this permit. All discharges shall be consistent with the terms and conditions of this permit. The discharge of any pollutant more frequently than, or at a level in excess of, that identified and authorized by this permit shall constitute a violation of the terms and conditions of this permit. Such a violation may result in the imposition of penalties as provided for in the Lisbon, Maine - Code of Ordinances and this permit. Modifications, additions, and/or expansions that increase or decrease the quality, quantity, and/or flow rate of wastewater discharged to the Lisbon Pollution Control Facility must be reported to the Superintendent, in writing, and this permit may then be modified or reissued to reflect such changes. In no case will new connections, increased flows, or significant changes in effluent quantity and/or quality, as determined by the Superintendent, be permitted that will cause violation of the effluent limitations specified herein.

The Town reserves the right to require the Permittee, at any time and for cause, to cease the discharge of wastewater to the Town's collection system

B. Modification of Permit

As defined in Chapter 34, Section 34.7.20 – Permit Modifications of the Lisbon, Maine - Code of Ordinances, the Superintendent may modify, at any time, this permit with good cause. The user shall be informed of any proposed changes in his permit at least 30 days prior to the effective date of change. Any change or new conditions in the permit shall include a reasonable time schedule for compliance.

C. Inspections

This permit shall license the Superintendent and other duly authorized Town personnel upon reasonable notice and upon the presentation of proper credentials:

1. To enter the Permittee's premises where an effluent source is located or in which any records are required to be kept under the terms and conditions of this permit;
2. To have access to and to copy records required to be kept under the terms and conditions of this permit;

3. To inspect any monitoring equipment or monitoring method required in this permit;
4. To sample the wastewater discharge to the Town's sewer.

D. Reassignment of Permit

Wastewater Discharge Permits are issued to a specific user for a specific operation. A Wastewater Discharge Permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation without the prior approval of the Town of Lisbon. Any succeeding owner or user shall reapply to the Town for a new discharge permit.

E. Operation of Facilities

All pre-treatment facilities shall be operated in a manner consistent with the Lisbon, Maine - Code of Ordinances and any applicable Federal, State, or local regulations and guidelines. The Permittee shall at all times maintain in good working order and operate as efficiently as possible any facilities or systems of controls installed or utilized to achieve compliance with the terms and conditions of this permit.

F. Conveyance of Rights

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges; nor does it authorize or relieve the Permittee of any liability for any injury to private property or any invasion of personal rights, nor any infringement of Federal, State, or local laws or regulation; nor does it waive the necessity of obtaining any State, Federal, or local assent required by law for the discharge authorized herein.

G. Severability

The provisions of this permit are severable, and the invalidity of any condition or subdivision thereof shall not make void any other condition or subdivision thereof.

H. Non-Compliance

In event the Permittee is unable to comply with any of the conditions of this permit due to a breakdown of pre-treatment facilities or accidental discharge, the Permittee shall immediately notify the operator in charge by telephone or email with the following information, and follow-up in writing, within five (5) days after commencement of such occurrence:

1. Cause of non-compliance;

2. Anticipated time the condition of non-compliance is expected to continue, or if such condition has been corrected, the duration of the period of non-compliance;
3. Steps taken by the Permittee to reduce and eliminate the noncompliance discharge; and
4. Steps to be taken by the Permittee to prevent recurrence of the condition of noncompliance.

Nothing in this permit shall be construed to relieve the Permittee from penalties as outlined in the Lisbon, Maine - Code of Ordinances for noncompliance, whether or not such noncompliance is due to factors beyond its control.

I. Emergency Action

In the event of any emergency condition affecting the Permittee's pre-treatment facility, the Permittee shall either control the effluent discharge to remain within the permitted values or cease discharge to the Town's Wastewater Treatment Plant.

J. Bypasses

The diversion or bypass of any discharge from pre-treatment facilities utilized by the Permittee to maintain compliance with the terms and conditions of this permit is prohibited, except when permitted to another discharge location or when unavoidable to prevent personal injury. The Permittee shall immediately notify the Superintendent by telephone, with a follow-up in writing within five days, of each such diversion or bypass in accordance with the procedure specified above for reporting noncompliance.

K. Revisions

The Town reserves the right to make appropriate revisions to this permit in order to establish any appropriate effluent limitations, schedule of compliance, or other provisions which may be authorized under Federal, State, or Town acts in order to bring all such discharges into compliance with these acts.

L. Reapplication

If the Permittee desires to continue to discharge after the expiration of this permit, it shall reapply on the application forms then in use at least one hundred and eighty (180) days before this permit expires. Following timely submission of an application for renewal, the Permittee may continue to discharge to the Town of Lisbon pursuant to the provisions of the latest permit, even after its expiration, until such time

as a new permit is issued or the Town issues a final decision denying a renewal of the permit.

M. Expiration

This permit shall remain in effect for a period of 5 years from the permit date unless modified or revised in accordance with the provisions provided herein.

III. SPECIAL CONDITIONS

A. Effluent Characteristics

Upon issuance of this permit, the Permittee is authorized to discharge wastewater whose effluent characteristics shall not exceed the values listed in Table 1, or in the Lisbon, Maine - Code of Ordinances, Chapter 34 Sec. 34-92, General Discharge Prohibitions.

During the effective period of this permit, the Permittee is authorized to discharge treated groundwater, boiler blow-down and air stripper rinse-waters to the collection system and treatment plant of the Town of Lisbon, Maine.

Such discharges shall be limited and monitored by the Permittee as set forth below:

TABLE 1
EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS

Effluent Characteristic	Discharge Limitations		Monitoring Requirements	
	Monthly Average (µg/l)	Daily Maximum	Measurement Frequency	Sample Type
Flow (MGD)		0.090	Continuous	Recording
pH ¹			Continuous	Recording
Perchloroethylene	22		1 / month	Grab
Dichloroethylene	Report ²		1 / month	Grab
1,1-Dichloroethane	46		1 / month	Grab
1,1,1-Trichloroethane	1,840		1 / month	Grab
Trichloroethylene	73		1 / month	Grab
Methylene Chloride	13		1 / month	Grab
Arsenic	Report ²		2 / year	Grab
Manganese	610		2 / year	Grab
Iron	2,700		2 / year	Grab
Lead	6		2 / year	Grab
Chromium	51		2 / year	Grab
Cadmium	3		2 / year	Grab
Copper	280		2 / year	Grab

¹ pH shall be at least 6.0 and no greater than 9.5 standard pH units at all times

² No maximum limit. Report results as is required per Maine Electronics' Post Closure License with the Maine DEP

B. Solids Disposal

Collected screenings, sludges and other solids removed from liquid wastes shall not be allowed entry into the Town's sewer collection system.

C. Sample Collection

Samples shall be collected with the frequency and for the parameters indicated in Table 1 and shall be preserved in accordance with the relevant procedures in the latest edition of Standard Methods for the Examination of Water and Wastewater or the latest edition of EPA Methods for Chemical Analysis of Water and Wastes.

D. Verification of Discharge

If effluent violations occur that adversely impact the Town's wastewater treatment facility, the Lisbon Town Council may require the Permittee to cease the discharge of its wastewater until such time as the Permittee submits data confirming that its wastewater characteristics do not exceed the values listed in Table 1.

E. Start-up Sampling Schedule

1. The Permittee shall perform daily testing on the parameters indicated in Table 1 until the Superintendent has determined that the treatment process has reached steady state.
2. The Permittee shall perform weekly testing on the parameters indicated in Table 1 for one month after steady state has been achieved.
3. Following one month after the Superintendent has determined that the treatment process has reached steady state; the Permittee shall comply with the sampling frequencies indicated in Table 1.

F. Rate and Timing of Discharge

The Town reserves the right to require that the entire daily wastewater quantity be held until certain specific times of the day, and then released at predetermined rates acceptable to both the Superintendent and the Permittee.

IV. COSTS AND CHARGES

A. Industrial User Charge for Pre-treatment Monitoring

In consideration of the wastewater disposal services to be provided by the Town under the terms of this permit, the Permittee shall pay actual and reasonable costs incurred by the Town in monitoring the Permittee's discharge:

B. Basis for Sampling

Sampling will consist of one scheduled sampling, one unscheduled sampling and demand samples as required each year, plus other sampling required by regulatory agencies and additional sampling as may be reasonably required by the Town to verify the accuracy of industrial self-monitoring. Demand samples will be taken when known or suspected violations are discovered.

If the Permittee feels that it has been charged for excessive and unnecessary analyses, the Permittee may appeal that decision through the Board of Sewer Appeals as set forth in Lisbon, Maine - Code of Ordinances Chapter 34, Section 34.14 - Board of Sewer Appeals.

C. Industrial User Fee

The user fee is based on the volume of wastewater discharged and is established annually by the Town Council. It should be noted that the industrial user charge for pre-treatment monitoring is in addition to the existing user fee.

D. Fines

Fines may be levied against the Permittee for violation of the limits and requirements set forth in this permit. In cases where a fine is imposed, the fine shall be no less than \$100 and no more than \$1,000 per violation.

E. Damages

The Permittee shall be liable for all costs incurred by the Town as a result of violations of the limits and requirements set forth in this permit.

V. MONITORING AND REPORTING

A. Volume of Wastewater

The Permittee shall monitor and record the volume of wastewater discharged to the Town's sewer system and make this information available to the Town for billing purposes. The Permittee shall accept reasonable estimates of quantities of wastewater flow, as established by the Superintendent, during all periods in which the Superintendent determines that the measuring device fails to adequately measure the wastewater flow.

B. Sampling and Analysis

1. The sampling, preservation, handling and analytical methods used must conform to the latest edition of Standard Methods for the Examination of Water and Wastewater or EPA Methods for Chemical Analysis of Water and Wastes. Where a sampling or analytical technique is not included in these publications, sampling and analysis shall be performed in accordance with the procedures set forth in the EPA publication Sampling and Analysis Procedures for Screening of Industrial Effluents For Priority Pollutants, April 1977, and amendments thereto.

2. The Permittee shall provide an automatic, flow-proportioned composite sampler and sampling station at or just prior to the discharge point.

C. Reporting

1. Monthly Reports

A monthly report, using a format similar to that contained in Appendix A, shall be submitted to the Superintendent no later than five business days after the close of the month for which the report was generated. The report shall include at least the following information:

- a. Daily flow in gpd.
- b. Daily pH readings in standard units.
- c. Monthly results of the analyses required in Table 1.
- d. Tabulation of permit violations.

For each sample taken, the exact place, date and time of sampling, dates analyses were performed, the name of the person who performed the analysis, and laboratory bench sheets shall be available for representatives of the Town to inspect and copy.

2. Additional Samples

- a. The Permittee shall analyze any additional samples as may be reasonably required by the Superintendent to ensure effluent quality control.
- b. If the Permittee monitors any effluent characteristics listed on the permit more frequently than required, the results of such monitoring shall be provided to the Superintendent.

D. Monitoring Violations

If data collected and reported is determined to be inaccurate through the Town's inspection, sampling and analysis efforts, this may be considered a monitoring violation, and as such is subject to the fine provisions.

VI. QUALITY ASSURANCE

A. Maintenance Procedures

A log of routine maintenance and calibration is to be maintained for each piece of measuring or sampling equipment, with a copy of the log made available for inspection by the Superintendent. A copy of the manufacturers' recommended routine maintenance schedule is also to be made available for inspection.

B. Flow Proportioning of Samples

A copy of the procedure and/or written explanation of the mechanism used for flow-proportioned sampling shall be provided to the Superintendent.

C. Sampling and Testing

A copy of the procedures used for sample preservation and testing of the industrial discharge is to be provided to the Superintendent.

D. Laboratory Quality Assurance/Quality Control

Maine Electronics shall set up a program for laboratory quality assurance/quality control and submit a copy of the program to the Superintendent.

E. Flow Measurement

The flow metering equipment shall be properly sized to match the expected flow range. The flow metering equipment shall be capable of transmitting a signal to pace the flow proportioned sampler. The Permittee is to provide documentation to verify that the equipment is being used in the proper application.

VII. IMPLEMENTATION

A. Schedule

If additional pre-treatment and/or operations and maintenance will be required to meet the Pre-treatment Standards set forth in this permit, the Permittee shall describe the shortest schedule by which the Permittee will provide such additional pre-treatment and/or operations and maintenance. This schedule shall be submitted to the Superintendents within 30 days of receipt of this permit.

1. This schedule shall contain increments of progress in the form of dates for commencement and completion of major events leading to the construction and operation of additional pre-treatment facilities required to meet the applicable pre-treatment limits.
2. Not later than 14 days following each date in the schedule and the final date for compliance, the Permittee shall submit a progress report to the Superintendent including, at a minimum, whether or not it complied with the increment of progress to be met on such date, and if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the Permittee to return the construction to the schedule established. In no event shall more than 1 months elapse between such progress reports to the Superintendent.

MONTHLY REPORT OF EFFLUENT QUALITY AND QUANTITY

Maine Electronics, Inc. Report for the month of _____, 199__

Effluent Characteristic	Discharge Limitations Monthly Average (µg/l)	Monitoring Results
Perchloroethylene	22	_____
Dichloroethylene	Report	_____
1,1-Dichloroethane	46	_____
1,1,1-Trichloroethane	1,840	_____
Trichloroethylene	73	_____
Methylene Chloride	13	_____
Arsenic	Report	_____
Manganese	610	_____
Iron	2,700	_____
Lead	6	_____
Chromium	51	_____
Cadmium	3	_____
Copper	280	_____

Maximum 24-hour Flow _____ Gallons

Minimum 24-hour Flow _____ Gallons

Average 24-hour Flow _____ Gallons

Maximum pH _____ Standard Units

Minimum pH _____ Standard Units

I certify that the information presented herein is a true and accurate representation of the effluent discharged to the Lisbon POTW during the period covered by the report.

Submitted _____, 199__ by _____
Signature

MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: GENERATOR DONATION
DATE: DECEMBER 2, 2020

I, Randy Cyr, am requesting to gift the Town of Lisbon with a used Generator. This generator will replace the current generator at Public Works shop.

The current generator at Public Works is located just outside the building on the right side. This generator is diesel and was installed sometime in the 70s and is very old. Currently, we have to manually jump start the system as there is no self-start. This generator does not operate as it should and is not a piece of equipment we could rely on during an emergency situation.

The generator I am wanting to gift the town is a 12.5KW, Natural Gas system with transfer switch to operate atomically when needed as it should. I am unsure if this generator would be sufficient for the garage however, Matt from ECM, will be meeting me on December 9th to look over the system and ensure it's a good fit and to check operational status.

If Matt deems this generator good, then only will I be gifting this to the town.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

DATE: DECEMBER 4, 2020
TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: 2020-014 / ONE-TON TRUCK WITH RACK BODY

Bid 2020-014 is for a ONE (1) new 2020 or Newer One-Ton Truck with Rack Body for Public Works. The truck comes with a 5 year / 100,000 mile Powertrain warranty and can be delivered 120-150 days upon order.

Bids were solicited from sixteen (16) different companies, and publicly opened on Friday, December 4th at 10:00am in the Council Chambers. Diane Barnes, Town Manager, Ray Soucy, PW Admin, Scott Kivus, Emerson Chevy, and Josh Tracy, Bessey Motors were present at the bid opening. The following bids were received and reviewed by Diane Barnes and Ray Soucy:

Emerson Chevrolet	946 Center St, Auburn, ME	\$48,370.00
Bessey Motors	209 Main St, South Paris, ME	\$48,298.00
Auburn Motor Sales	699 Center St, Auburn, ME	\$57,825.00
Quirk Ford Augusta	7 Water St, Hallowell, ME	\$51,321.08

It is recommended, to award the bid to Bessey Motors in the amount of \$48,298.00.

They are the lowest bid and we have confirmed that they meet the specifications required and set forth by our bid request.

There is adequate approved funding for this vehicle in Unassigned Funds.

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

2020-014 One-Ton Truck with Rack Body
Friday, December 04, 2020
Council Chambers
10:00am

Present: Diane Barnes, Town Manager
Ray Soucy, Public Works Admin

Bids were solicited from sixteen (16) different companies. The following bids were received for a One-Ton Truck with Rack Body and publicly opened:

Emerson Chevrolet	\$48,370.00
946 Center Street	
Auburn, ME 04210	

Bessey Motors	\$48,298.00
209 Main Street	
South Paris, ME 04281	

Auburn Motor Sales	\$57,825.00
699 Center Street	
Auburn, ME 04210	

Quirk Ford Augusta	\$51,321.08
7 Water Street	
Hallowell, ME 04347	

TOWN OF LISBON, MAINE
BID #: 2020-014
One (1) Public Works One-Ton Truck
with Rack Body
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:

CORRECTION ON BODY GOUNT

Year	2021.	
Make/Model	FORD	F350 XL Linn 4x4.
Item	Unit \$	Total
1. 2021-F350.	\$ 51,321.08	
3.	\$	\$
4.	\$	\$
TOTAL BID PRICE: (Item 1 Less 2 - 4)		\$ 51,321.08

Terms	Net 10 Days
Delivery Terms	120 APPROX TIME + BODY COMPANY
Warranty	36/36000 OR 60/60000 POWERTRAIN
Extended Warranty Available	ESP-POWERTRAIN 60/100000-ODD
If yes, COST:	\$ 2435.00 PT.CARL
Exceptions to Specifications	

If yes, list exceptions:

--

FIRM	Quirk Ford of Augusta
TAX ID/ DUNS #	2023258051
SIGNED BY	<i>[Signature]</i>
PRINTED OR TYPED NAME	Leo Chicoine
PRINTED OR TYPED TITLE	Plant Manager
ADDRESS	7 WATER STREET Hallowell, Me
E-MAIL ADDRESS	1 Chicoine Quirk Ford Co
TELEPHONE #	207 430-1621
DATE	12-1-2020

TOWN OF LISBON, MAINE
BID #: 2020-014
One (1) Public Works One-Ton Truck
with Rack Body
PROPOSAL FORM

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

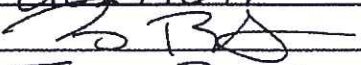
The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the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

Year	2021	
Make/Model	RAM 3500 60" CA Chassis Cab	
Item	Unit \$ 30,545	Total
1. Messer Body Upfit	\$ 17,753	
3.	\$	\$
4.	\$	\$
TOTAL BID PRICE: (Item 1 Less 2 - 4)		\$ 48,298

Terms	None	
Delivery Terms	120-150 days after order	
Warranty	5 year / 100,000 mile powertrain	
Extended Warranty Available	Yes	
If yes, COST:	\$ 0	
Exceptions to Specifications		

If yes, list exceptions:

--

FIRM	Bessey Motor Sales Inc.
TAX ID/ DUNS #	010279647
SIGNED BY	
PRINTED OR TYPED NAME	Travis Bennett
PRINTED OR TYPED TITLE	Sales Manager
ADDRESS	209 Main St. / P.O. Box H S. Paris, ME 04281
E-MAIL ADDRESS	josh@besseymotorsales.com
TELEPHONE #	207-743-6341 x115
DATE	12/1/2020

TOWN OF LISBON, MAINE
BID #: 2020-014
One (1) Public Works One-Ton Truck
with Rack Body
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 F350 DRW		
Item	Unit \$	Total	
1. 2021 F350 Reg Cab, DRW	\$ 38,950.00	\$ 38,950.00	
7.3 Gas chassis only			
3. Alcom Alum Flatbed Dump	\$ 12,375.00	\$	12,375.00
w/hoist & Racks Installed			
4. 86 Fisher V2 Plow Installed	\$	\$	6,500.00
TOTAL BID PRICE: (Item 1 Less 2 - 4)		\$	57,825.00

Terms	
Delivery Terms	Payment Upon Delivery
Warranty	3yr/36k Bumper to Bumper 5yr/60k Drivetrain
Extended Warranty Available	yes
If yes, COST:	\$ 3,200.00
Exceptions to Specifications	

If yes, list exceptions:

17" Tires instead of 16" Spec, 10 speed Transmission
4.30 Limited Slip Rear End

FIRM	Auburn Motor Sales
TAX ID/ DUNS #	01-641958
SIGNED BY	Daniel Edwards
PRINTED OR TYPED NAME	Daniel Edwards
PRINTED OR TYPED TITLE	Commercial Account Manager
ADDRESS	699 Gates St, Auburn, ME 04210
E-MAIL ADDRESS	dledwards@rover.auburn.com
TELEPHONE #	207-784-2321 Text 1304
DATE	12/03/2020

TOWN OF LISBON, MAINE
BID #: 2020-014
One (1) Public Works One-Ton Truck
with Rack Body
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	Chevrolet CK31003	
Item	Unit \$ 48,370.00	Total 48,370.00
1. ?	\$ 48,370.00	
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
TOTAL BID PRICE: (Item 1 Less 2 - 4)		\$ 48,370.00

Terms	C.O.D. / R.O.# at time of award	
Delivery Terms	Approx: 5/6 months once accepted - GM	
Warranty	3yr/36k B/B — 5yr/100k Powertrain	
Extended Warranty Available	Yes	Yes
If yes, COST:	\$ 2399.00 (GM)	\$ 1999.00 (ASI)
Exceptions to Specifications	Yes	Yes

If yes, list exceptions:

① 3.73 ratio ② 4 wheel disc / rotors
③ LT 235/80R17E All Terrain (17" wheels)

FIRM	Emerson Chevrolet
TAX ID/ DUNS #	010270117
SIGNED BY	SH _____
PRINTED OR TYPED NAME	Scott Kivus
PRINTED OR TYPED TITLE	Commercial Sales Mgr.
ADDRESS	946 Center St, Auburn, Me., 04210
E-MAIL ADDRESS	scottkivus@emersonchevy.com
TELEPHONE #	207-784-3503
DATE	12-3-2020

TOWN OF LISBON, MAINE



**REQUEST FOR PROPOSAL AND CONTRACT DOCUMENTS
FOR
TOWN OF LISBON
PUBLIC WORKS ONE-TON TRUCK WITH RACK BODY
BID NO. 2020-014**

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

TOWN OF LISBON
PUBLIC WORKS ONE-TON TRUCK WITH RACK BODY
BID NO. 2020-014

REQUEST FOR PROPOSAL

Bid #2020-014
PUBLIC WORKS ONE-TON TRUCK WITH RACK BODY

November 19, 2020

Sir/Madam:

Sealed bids will be received in the office of the Town Manager until **Friday, December 4, 2020 until 10:00 a.m.**, at which time they will be publicly opened and read aloud on the enclosed specifications for the **PUBLIC WORKS ONE-TON TRUCK WITH RACK BODY**.

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
PUBLIC WORKS ONE-TON TRUCK WITH RACK BODY
BID NO. 2020-014

Bid Due Date: Friday, December 4, 2020 at 10:00am

The Town of Lisbon is accepting sealed proposals for **One (1) Public Works One-Ton Truck with Rack Body** for the Public Works Department.

Bids will be received at the office of the Town Manager until **10:00 a.m. on December 4, 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) Public Works One-Ton Truck with
Rack Body**

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) Public Works One-Ton Truck with Rack Body** for the Lisbon Public Works 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 Public Works One-Ton Truck with Rack Body

MODEL	REGULAR CAB / 1-TON / 4x4 / AUTOMATIC / DUALY
YEAR	2020 or Newer
TYPE	
COLOR	BLACK
ENGINE	BIGGEST V-8 (GAS)
TRANSMISSION	AUTOMATIC / 6-8 SPEED (TOW)
Axle Ratio	4:10

MINIMUM VEHICLE DIMENSIONS (Inches unless otherwise noted)

WHEELBASE	143.5"
VEHICLE LENGTH	
HEIGHT	
HEAD ROOM	
LEG ROOM	
SHOULDER ROOM	
HIP ROOM	
CARGO AREA	DUMP RACK BODY / REMOVABLE SIDES

CHASSIS

STEERING	TILT
BRAKES	FRONT ROTORS / REAR DRUMS
SUSPENSION	LEAF SPRING
DIFFERENTIAL	POSI – TRACK REAR - END
RADIATOR	
TIRES/WHEELS	METAL RIMS / 16" TIRES – LT 10 PLY

BODY & ACCESSORIES

SEATS	CLOTH SEATS / RUBBER FLOOR MATS
REQUIRED ACCESSORIES	TILT STEERING WHEEL
	AM/FM & BLUETOOTH
	A/C
	CRUISE
	POWER WINDOWS
	8' - 9' ALUMINUM DUMP RACK BODY
	REMOVABLE SIDES
	9' SNOW PLOW / V-BLADE (FISHER)
	STROBE LIGHTS
	DUMP BODY PUMP / 12-V OVER HYDRAULIC
	120 AC POWER INVERTER
POWER MIRRORS	HEATED
SPEEDOMETER	
WINDOW GLASS	
DOOR LAMP SWITCHES	
WARRANTY	100,000 MILES

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

TOWN OF LISBON, MAINE
BID #: 2020-014
One (1) Public Works One-Ton Truck
with Rack Body
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.	\$	
3.	\$	\$
4.	\$	\$
TOTAL BID PRICE: (Item 1 Less 2 - 4)		\$

Terms		
Delivery Terms		
Warranty		
Extended Warranty Available		
If yes, COST:	\$	
Exceptions to Specifications		

If yes, list exceptions:

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

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Lisbon Town Councilors

FROM: Twila Lycette

SUBJECT: Set Public Hearings for Special Entertainment Permits for:
Slovak Catholic Association
Coombs Mountfort American Legion Post 158

DATE: November 16, 2020

The Coombs Mountfort American Legion Post 158 and the Slovak Catholic Association are requesting renewal Liquor Licenses and Special Entertainment Permits. A public hearing is required.

Town of Lisbon
Policy on Treasurer's Disbursement Warrants for
School Employee Wages and Benefits

Purpose: This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign school disbursement warrants for wages and benefits only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any disbursement warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(2), the following authority is granted with respect to disbursement warrants for school employee wages and benefits only when the treasurer has been presented with a disbursement warrant signed by the school superintendent and approved by the majority of the school board, and municipal officers delegated by the Chair:

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Normand Albert, Donald Fellows, Jeffrey Ganong, Kasie Kolbe, Fern Larochelle, Mark Lunt, and Allen Ward.

The Chair of the municipal officers designates any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on December 8, 2020.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The treasurer shall remind the municipal officers to consider renewing this policy on or before the first Council meeting in December.

Original. The clerk will maintain the original copy of this policy on file.

Dated: _____

MUNICIPAL OFFICERS:

 Normand Albert

 Donald Fellows

 Jeffrey Ganong

 Kasie Kolbe

 Fern Larochelle

 Mark Lunt

 Allen Ward

Town of Lisbon
Policy on Treasurer's Disbursement Warrants for
Municipal Employee Wages, Benefits, & State Fees

Purpose: This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for wages, benefits, & state fees only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(1)(3), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages, benefits, and state fees only:

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Normand Albert, Donald Fellows, Jeffrey Ganong, Kasie Kolbe, Fern Larochelle, Mark Lunt, and Allen Ward.

The Chair of the municipal officers designates any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on December 8, 2020

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The treasurer shall remind the municipal officers to consider renewing this policy on or before the first Council meeting in December.

Original. The clerk will maintain the original copy of this policy on file.

Dated: _____

MUNICIPAL OFFICERS

Normand Albert

Donald Fellows

Jeffrey Ganong

Kasie Kolbe

Fern Larochelle

Mark Lunt

Allen Ward

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

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

(b) *Effective date/adoption/amendment.*

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

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

(3) *Amendment.* These working rules may be amended at any regular or special meeting of the town council. Any amendment proposed for these working rules shall be submitted in writing and shall be included in the agenda package for the meeting at which the amendment is to be considered.

(c) *Agenda.*

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

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

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

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

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

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

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

- (4) *Fiscal items.* If a proposal has a direct fiscal impact of \$10,000.00 or more and requires a council vote outside the annual budget process, the council may consider that proposal only after the finance department has provided the council with a written evaluation of the direct impact of the proposal on town revenues and expenditures during the current and following fiscal year. As used in this rule, "proposal" means a supplemental appropriation, a proposed contract, or a proposed grant. This rule does not preclude the council from considering a proposal's longer term impact on town revenues and expenditures.
- (5) *Order of business.* All regular meetings of the town council shall transact their business in the following order:
- a. Call to order and pledge to flag;
 - b. Roll call;
 - c. Reading of meeting rules;
 - d. Good news, recognition;
 - e. Public hearings;
 - f. Audience participation and response for agenda items;
 - g. Consent agenda;
 - h. Council orders, resolutions, and ordinances;
 - i. Other business;
 - j. Appointments;
 - k. Councilor communication;
 - l. Audience participation and response for new items;
 - m. Executive session;
 - n. Adjournment.

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

- (6) *Non-agenda items.* In the event the town manager, town staff, or a councilor, wishes a matter to be considered at the current council meeting, that was not able to be submitted prior to the deadline and has not been included on the agenda, then that matter in proper form shall be submitted to the town council as far in advance of the meeting as possible, but it may be presented at the meeting. The council member, the manager or staff requesting that the matter be considered, shall explain the reason for and the necessity of immediate consideration at the current meeting. The council may vote to waive the rules to consider that item, and upon a majority vote of those councilors present, the item(s) shall be considered for action by council.
- (d) *Meetings.*
- (1) *Generally.* Unless otherwise designated by the chair or by four members of council, and for good cause shown, meeting of the town council shall occur at the central meeting room in the town office building.
 - (2) *Attendance.* Failure to attend 3 consecutive meetings of the Council without being excused by a vote of the Council will result in forfeiture of office. Acceptable excuses include, without limitation, illness, vacation, and family emergencies. A limit of seven (7) excused absences over a one year session shall trigger Council review.
 - (3) *Meeting length.* All council meetings, workshops, or executive sessions shall be conducted, except in extraordinary circumstances, within 2½ hours of the time the meeting is called to order. At regularly scheduled meetings, this will call for adjournment on or before 9:30 p.m. The

council may, by waiving these rules, agree to extend the time for meetings if it is deemed appropriate.

- (4) *Adjourned sessions.* Any session of the town council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
 - (5) *Organizational meeting.* The council shall conduct an organizational meeting at 7:00 p.m. at its regular place of meeting, on the first Tuesday after the first Monday of December of each year. The meeting shall address the installation and oath of office of newly elected councilors, the election of a chair and vice chair, appropriate annual appointments as may be necessary, consideration and adoption of council working rules for the ensuing year, and such other organizational matters as may be deemed necessary and appropriate.
 - (6) *Regular meetings.* The town council shall hold its regular meetings at 7:00 p.m. on the first and third Tuesdays of each month. If that Tuesday falls on a holiday, then the meeting shall be held on the next day. For good cause, the meeting date may be changed by the chair or by the vote of four councilors to another date and or time. If it is determined by the chair that there is no business to come before the town council, then he/she shall advise the town council accordingly and no meeting need be held.
 - (7) *Special meetings.* Special meetings shall be held upon the call of the chair or four or more members of the council in accordance with the provisions of Section 2.06 of the Charter. The same notice requirements for a regular meeting shall pertain to the calling of a special meeting.
 - (8) *Emergency meetings.* Where circumstances justify and constitute a hazard to the health, safety and welfare of the inhabitants, that requires action by the town council, then an emergency meeting may be held. Notice shall be given in the best practical manner including telephonically and electronically. The press shall be given the same notice within the same time frame as the town councilors.
- (e) *Conduct of meetings.*
- (1) *Rules of procedure.* Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise provided herein or required by the Charter.
 - (2) *Decorum.* The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council. Anyone desiring to speak shall address the chair, and upon recognition by the chair, shall confine themselves to the question under debate and shall avoid all personal attacks and indecorous language. No person shall enter into any discussion either directly or indirectly or through a member of the town council without the permission of the chair. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the town council or while attending the town council meeting may be removed from the premises and such person shall be barred from further audience before the town council for the duration of the meeting. The chair may direct a police officer to remove such offenders from the premises and aggravated cases shall be prosecuted on appropriate complaint signed by the chair.

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

Councilors, staff, and the public shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the

chair or the rules of the town council. All members of the town council, staff and public shall accord the utmost courtesy to each other, to town employees and to the public members appearing before the town council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personal attacks. Town councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to issues before the town council. Individuals shall be removed from the meeting for failure to comply with decisions of the chair or for continued violations of the rules of the town council. If the chair fails to act, any member may move to require the chair to enforce the rules and the affirmative vote of the majority of the town council shall require the chair to act.

- a. *Council.* During the town council meetings, a councilor, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a councilor is called to order while speaking, the councilor shall cease speaking immediately until the question of order is determined. If ruled to be in order, the town councilor shall be permitted to proceed. If ruled to be not in order, the town councilor shall remain silent or shall alter the remarks so as to comply with rules of the town council.
 - b. *Staff.* While the chair shall have the authority to preserve decorum in meetings as far as staff members and town employees are concerned, the town manager shall also be responsible for the orderly conduct and decorum of all town employees under the town manager's direction and control. The town manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by town employees in town council meetings.
 - c. *Public.* Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted and may result in removal of the offenders from the premises.
- (3) *Tabling motions.* Although tabling motions under Robert's Rules of Order are not designated as motions which are debatable, this council shall allow debate on a tabling motion. However, any such debate will be limited to the reasons for the tabling motions and shall not be a continuation of the merits of the motion or any amendments that may be offered to the motion.
- (4) *Chair-presiding officer.*
- a. *Presiding officer.* The chair shall be the presiding officer at all meetings and workshops of the Lisbon Town Council. In his/her absence, the vice chair shall assume the duties of presiding officer. If both the chair and the vice chair are absent, then those town council members present, if constituting a quorum, shall proceed to elect by majority vote of those present a chair pro tem to preside at that particular meeting. If the chair or vice chair appears at the meeting, then they shall assume the duties of presiding officer.
 - b. *Participation by presiding officer.* The presiding officer, whether the chair, vice chair or chair pro tem, shall have full and complete authority to fully participate in the meeting and all agenda items. Specifically, the presiding officer may move, second, declare by unanimous consent and debate from the chair subject only to those limitations of debate as are by these rules imposed on all council members, and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.
- (5) *Public comment.* The purpose of this comment period is to furnish new or undisclosed information or viewpoints. This time shall not be considered a "public hearing."
- a. *Scheduled public comment.* During the time scheduled for public comment on the regular town council meeting agenda ("Audience participation and Response for Agenda Items" and "Audience Participation and Response for New Items"), members of the public may address the town. Such members of the public shall ensure that only "agenda" items or "new" items are addressed and only at the appropriately scheduled time.

- b. *Other public comment on agenda items.* After introduction of an agenda item, appropriate motions, and time for explanation and council questions, members of the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, any public comment shall address only the agenda item before council.
 - c. *Procedure for public comment.* Members of the public who are residents and/or taxpayers of the Town of Lisbon or authorized representatives of such residents or taxpayers, or in the case of an organization, the authorized representative of that organization; may address the town council.
 - 1. Any individual wishing to address council, after being recognized by the chair, will move to the lectern to address council, and shall give his or her name and address and organization being represented (if applicable) before beginning any remarks.
 - 2. No individual shall be permitted to address the council more than twice on any subject or agenda item during a council meeting. The purpose of public comment is for the council to receive input from the general public on town matters. It is not intended, nor shall it be construed as an opportunity for debate.
 - 3. Comments shall be limited to the items on the agenda and to a time period of three minutes or less and shall be directed through the chair.
 - 4. Comments by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item.
 - 5. If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point.
- (6) *Action on agenda items.* As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time, however, no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once the agenda item has been explained by its sponsor or the town manager or staff and clarified by any questioning, the discussion on the specific agenda item will remain with the council and additional public comment, prior to final council vote, will only be allowed at the chairman's discretion.
- (7) *Voting.*
 - a. *Affirmative votes.* In accordance with the provisions of Section 2.06(c) of the Charter, four affirmative votes shall be required for the adoption of any item by the town council.
 - b. *Roll call votes.* Roll call votes where the vote of each individual councilor is solicited by the clerk, may be called for by the chair or by any individual member of the town council, with respect to any particular agenda item.

- c. *Abstentions.* All council members recognize the duty of each councilor to represent their constituents by participating in voting on all items that come before council in the conduct of the town's business. Therefore, abstentions on particular items will only be permitted where there is an expressed conflict of interest or other serious matter that precludes the councilor from participating in and voting on that item. Where the councilor intends to abstain from participation and voting on a particular item, he shall advise the other councilors present as soon as that item is placed on the floor, of his intent not to participate and to abstain from voting, and the reasons that the abstention is required. Once expressing the intent to abstain, the councilor shall have no further participation in that particular agenda item.
- (f) *Committees and appointments.* The council, from time to time, and where deemed necessary and appropriate to effectively and efficiently carry out the business of the town, may appoint such committees and make other individual appointments as may be required. Committees may be ad hoc or may be adopted as standing committees. Where the council elects to use an interview system, and receive recommendations from the interview panel, such recommendations shall be taken into consideration, but shall not be considered binding or requiring the appointment of a particular candidate.
- (g) *Executive sessions.* All motions for executive sessions shall state the nature of matters to be dealt with, with specific statutory references to the particular subject matter. No topic(s) other than these referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by councilors and shall not be discussed with or divulged to any person other than a fellow councilor or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending councilor to sanction by the council.
- (h) *Workshops.*
- (1) Workshop meetings shall be held when deemed appropriate and necessary.
 - (2) Workshop meetings should be focused on the council's formulation of policy based upon general topic discussions of current issues or project orientated. They may be also held for the purpose of disseminating information for council enlightenment and evaluation or for the discussion or refinement of future agenda items.
 - (3) No binding vote shall be taken on any matter under discussion, but a non-binding vote on any matter under discussion may be taken.
 - (4) Citizens are welcome to attend workshops, however, citizens will not normally participate in workshop discussion unless invited to do so by the town manager or town council.
 - (5) Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public. Comments by the public shall be limited to no longer than two minutes per person and no debate or discussion of collateral issues shall be permitted. Comments shall be limited to the expression of opinions, questions or concerns pertaining to agenda items.
- (i) *Conflicts.*
- (1) *Financial interest.* A town councilor who has a financial interest in any contract with the town or in the sale, purchase or lease of any land, material, supplies or services to or from the town, shall disclose the interest and abstain from negotiating, voting upon or otherwise participating in decisions involving such contract, sale, purchase or lease, unless the contract, lease or sale is awarded through a competitive bidding process. Similarly, a councilor who has a financial interest in any matter for the town council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the town clerk. A councilor has "financial interests" within the meaning of this section if the councilor owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.

- (2) *Relationship.* A town councilor is disqualified in any quasi-judicial matter before the town council, if the councilor is related to any of the parties within the sixth degree (second cousin). The councilor shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.
- (3) *Appearance of conflict.* A town councilor shall avoid the appearance of a conflict of interest, whether there is a technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, be abstaining from voting on the matter. If, after disclosure, the councilor believes the interest will affect the councilor's ability to make a fair and impartial decision faithful to the public interest, the councilor shall abstain from voting.
- (4) *Participation.* An abstaining councilor may but need not remain in the town council chamber during debate or votes on that issue.
- (5) *Judgment of qualifications.* If there is any doubt as to whether a councilor has a conflict of interest in any matter, the chair shall determine the qualification of the challenged member by the vote of council. The decision of the town council shall be final.
- (j) *Anonymous communications.* Anonymous communications submitted to council, the town manager or staff, shall not be considered before council nor shall it be made a part of the record of council proceedings.
- (k) *Waiver.* Any of the rules contained herein or any portion of any rule may be waived for the purpose of any meeting or any portion thereof, by a majority vote of the councilors present.

(Sel. Ord. of 6-15-04, § 5.012; C.M. of 8-1-2006, §§ 1—11; C.M. of 12-15-2009, V. 2009-183; C.M. of 6-21-2011, V. 2011-111; C.M. of 12-17-2013, V. 2013-187; C.M. of 6-17-2014, V. 2014-104; C.M. of 12-16-2014, V. 2014-280; C.M. of 12-5-2017, V. 2017-300; C.M. of 12-5-2017, V. 2017-300B; C.M. 1-7-2020, V. 2020-06)



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Low Risk Solar Power Options to Reduce Energy Costs
 DATE: December 8, 2020

Town staff have identified two options to reduce energy costs through solar power energy credits that require no up-front investment and no long term commitments, while holding potential to reduce the Town's carbon footprint.

NexAmp Community Solar enables utility customers to save on their electricity cost with no upfront risks. NexAmp brokers renewable energy credits to deliver 15% savings to businesses, residents, and municipalities that sign up. The 15% savings are available for a term of up to 20 years. The Town would bear no upfront costs and have no installation of any equipment on Town property. The cost savings will begin when the next round of community solar arrays are installed in summer 2021. The Town can cancel at any time.

Titan Energy New England, Inc. is a Connecticut-based national energy consultant. Titan has offered to run a bidding and solar power procurement process on behalf of the Town of Lisbon. Titan will evaluate the Town's energy use, develop strategies to maximize cost savings, prepare and issue competitive bid documents, and secure available solar power supply. The Town will evaluate bids secured by Titan and select the best option. Following the bid process and review, the cost of each energy credit to the Town will be clearly defined within a subsequent Credit Purchase Agreement. There is no upfront cost to the Town and Titan is paid by the winning bidder as part of their project cost. If the RFP does not return a deal with favorable terms for the Town, the Town is under no obligation to move forward with a Credit Purchase Agreement and Titan does not get paid. Titan has an impressive list of commercial, municipal, and institutional clients. Risks to the Town are minimal to zero.

Therefore, we respectfully request that Council authorize the Town Manager to sign up with both NextAmp for 15% guaranteed energy savings beginning summer 2021 and with Titan to manage an RFP process seeking a long-term arrangement with greater cost savings.



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Lisbon Falls Village Area Wayfinding Signage
 DATE: December 8, 2020

Lisbon businesses located on Main Street and the surrounding village area have long considered parking to be a challenge for customers and staff.

Lack of adequate parking was a key discussion topic during a public meeting on September 28 at the MTM Center to introduce the community to the Maine Community Foundation-funded entrepreneurship initiative and to gather feedback on the Main Street closure for outdoor dining, Moxie Plaza.

In follow-up to the public meeting, 14 village area businesses responded to a survey between October 21 and October 27. Key findings include:

- 79 percent of responders believe there is a shortage of public parking
- 70 percent of responders believe that there is a lack of adequate wayfinding signage to guide customers to available parking

The Town Manager and Public Works Director have plans in place to add +/- 45 new parking spaces in the Village area, including at the Worumbo site, off Davis Street, and on Booker Street. Even though the upcoming Maine Department of Transportation Route 125 reconstruction project will result in a loss of 12 parking spaces, the three new parking lots will result in a net gain of over 30 spots to address the perceived shortage of public parking.

New wayfinding signage will make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots. Wayfinding signage also offers the opportunity to attract travelers on Route 196 to visit local businesses by offering a welcoming and visually cohesive invitation to stop and learn about all that Lisbon has to offer.

ECD has identified the need for 12 wayfinding signs at the following locations: School Street & Route 196, School Street & Route 125, Union Street & Route 196, Main Street & Route 196, Davis Street & Route 196, Booker & Union Streets, Main & Maple Streets, Main & Goddard Streets, Municipal lot off Main Street, and at the Worumbo site entrance near the corner of Routes 196 & 125.

The signs will range from 2.5' x 2' to 4' x 4'. Final design will be developed with input from local businesses and residents. Cost of materials is approximately \$3,250 and Wayfinding signage is an approved use for Downtown TIF funds.

Therefore, we respectfully request that Council authorize an allocation of \$3,250 from the Downtown TIF for wayfinding signage and approve ECD to develop a uniform signage design with input from local businesses and residents for Council approval.



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Worumbo Redevelopment Site Plan, Concept Development, Zoning review
 DATE: December 8, 2020

The Lisbon community has multiple goals for the former Worumbo Mill site, including community green space, views of the Androscoggin River, and high-quality commercial and residential development that extends the Main Street village area to the river.¹ Following an elevation study of the site by Little River Land Surveying and consultations with the Federal Emergency Management Agency (FEMA) regarding the practicality of redevelopment activities within the floodplain on the site, this memo proposes two actions to advance redevelopment consistent with community goals:

- 1) Prepare a Tier 2 Site Plan Review Application to obtain Planning Board approval to elevate priority areas of the parcel above the base flood elevation by adding fill, based on engineering by Olver Associates.
- 2) Issue a Request for Proposals for architectural services to develop renderings of potential development scenarios depicting a relative mix of green space and commercial/residential development for additional community input.

The purpose of these proposed actions are to 1) Eliminate regulatory uncertainty and increase the attractiveness of the Worumbo parcel for potential private sector development partners; 2) Enable the community to provide informed and relevant feedback on development scenarios; and 3) Help inform appropriate land use policy to ensure that future development reflects community priorities.

1) Tier 2 Site Plan Review Application.

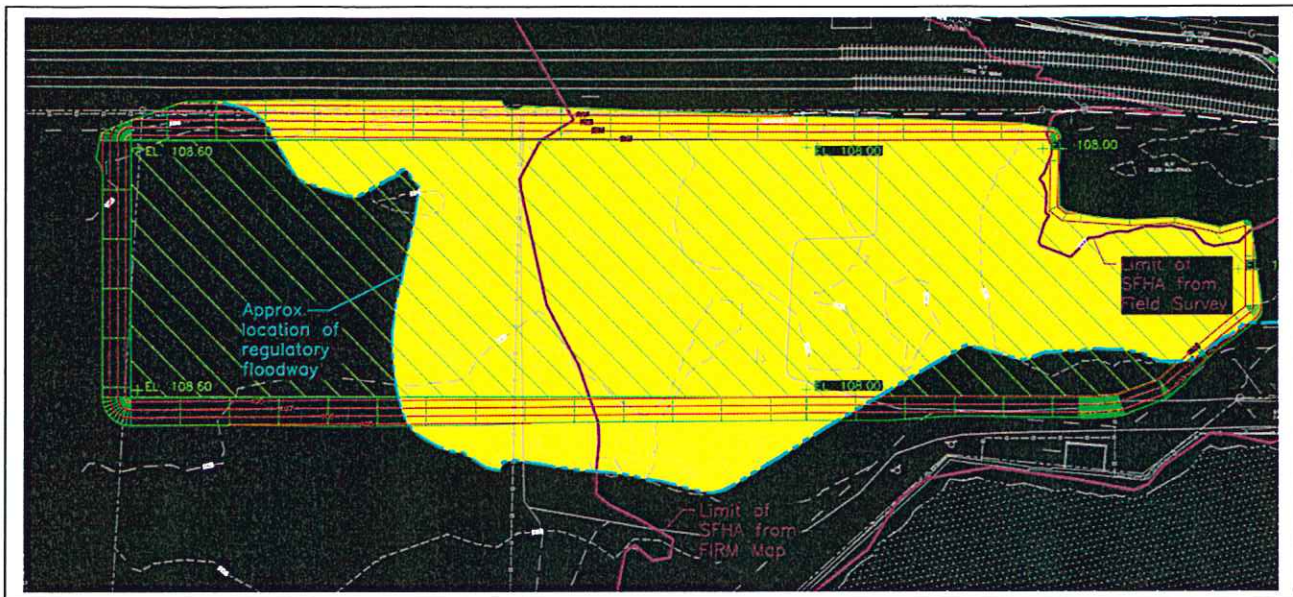
To accommodate the mix of land uses desired by the community, the portion of the Worumbo parcel best suited for development is located adjacent to the railroad tracks that separate the Town-owned parcel from the abutting railroad and DOT Park & Ride. This prime development area includes the footprint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

Recent consultations with FEMA have confirmed that:

- FEMA has not delineated a floodway within the designated floodplain at the Worumbo parcel. Therefore, FEMA will defer to Lisbon Planning Board approval when evaluating a future *Letter of Map Adjustment-Fill* (LOMA-F) request: Planning Board approval will lead to FEMA approval.
- With Planning Board approval, the Town can attach to the property deed the right to add fill to raise the prime development areas of Worumbo above the base flood elevation.
- Following the addition of fill, FEMA will grant a LOMA-F, which will 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/expense.

¹ Please see Lisbon Town Council meeting Agenda and Minutes for October 6, 2020, item 2020-175.

To obtain Planning Board approval, Olver Associates will develop an engineered fill plan to guide a Tier 2 Site Plan Review by the Planning Board. The projected fill plan cost is \$1,500. The fill plan will include the portion of the Worumbo site floodplain equal to approximately 65,000 square feet that is highlighted in yellow below and located outside the Town ordinance-regulated floodway.



2) Architectural Request for Proposals

The Worumbo parcel is roughly 4.5 acres. The area that is best suited for development linearly follows the railroad tracks and is roughly 2.5 acres. This 2.5 acre development area includes the former mill site at the intersection of Routes 196 and 125, the fill area pictured in yellow above, and the area immediately to the west of the fill area between the regulatory floodway line and the western property boundary. Of that 2.5 acres, the developable area outside the floodplain is roughly 1.5 acres to host building footprints and utilities. Parking can be developed within the floodplain and roughly one acre devoted to parking will create 120 to 145 parking spaces.

Developing the 2.5-acre area described above (1.5 acres for development and 1 acre for parking) will leave roughly 2 acres for community green space adjacent to the Androscoggin River.

Within this general framework, many design possibilities are available. Different allowances for building footprints, height, and orientation to the railroad tracks and river will generate different economics, aesthetics, and viewsheds on the site. Alternative locations for access roads, pedestrian pathways, and parking lots relative to green space along the river will create different visitor experiences.

The importance of the Worumbo site to Lisbon's future warrants further exploration of various design scenarios for public review and input. To advance public input and good design principles that can be codified through a zoning amendment for the site, architectural renderings are necessary.

Therefore, we respectfully request that Council approve:

- 1) Use of up to \$1,500 in Downtown TIF funds as authorized via Council item 2020-34 to engage Olver Associates to develop a fill plan for the portion of the Worumbo site floodplain that is outside the regulatory floodway in order to pursue Planning Board approval via a Tier 2 Site Plan Review
- 2) Release an RFP for architectural services to render development scenarios for public review, including a mix of development, parking, and community green space, and to retain the selected bidder using Downtown TIF funds up to \$7,500.



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director (ECD)
SUBJECT: Acceptance of 2020 CDBG Housing Assistance Program Funding
DATE: December 8, 2020

In July 2020, the State of Maine's Office of Community Development (OCD) awarded Lisbon a \$1,000,000 CDBG Housing Assistance Grant to support Realty Resources Management's rehabilitation of existing affordable housing units and the development of new affordable housing units at Farwell Mill Apartments.

Maintenance and creation of affordable housing units is essential to meet the needs of the Lisbon community. Currently, there is a waiting list for existing affordable units, even as housing costs continue to rise in Lisbon.

Realty Resources Management has identified the replacement of 232 windows as the best use of CDBG funds within the broader project budget and building-wide scope of work. OCD has approved the use of CDBG funds for window replacement. Work will be conducted in compliance with historic preservation and environmental requirements.

Therefore, we respectfully request that Council sign the attached Council Resolution to authorize the receipt of the \$1,000,000 Housing Assistance Program grant and the implementation of the project in compliance with all CDBG policies and regulations.

COUNCIL RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the Town of Lisbon wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and **the community has conducted at least one duly advertised public hearing**; and

WHEREAS, the Town of Lisbon is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the Town of Lisbon that the Town Manager (or other local government official or officer):

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: 2020 Housing Assistance Grant Program Amount: \$1,000,000.00

To the Department of Economic and Community Development on behalf of the Town of Lisbon, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Town of Lisbon required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of Lisbon and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: December 8, 2020

Municipal Seal

AUTHORIZED SIGNATURES

Allen Ward

Kasie Kolbe

Norm Albert

Fern Larochelle

Don Fellows

Mark Lunt

Jeff Ganong

Monthly Departmental Project Agenda (December 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	Payroll Law	I will be attending a Zoom session on December 15 th from 9am-1pm. This class is required for recertification.
	Capital Improvement Plan	The Department's Capital Improvement Plan is due by December 31 st .
	Employee Service Recognition	Will begin working with Twila on the Employee Service Recognition.
	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	Complete final evaluation.
	FY 20 Personal Property Tax Collections	Notices were sent to the 5 delinquent taxpayers. Will proceed with next steps if not paid by December 21 st .
	AVCOG Finance Committee, Executive Committee, & Policy Committee Meetings	I attend monthly committee meeting with AVOCG. These meetings are via zoom due to COVID-19.
	Christmas Giving Tree	Will be working on finalizing the Christmas Giving Tree program
	Trio-SQL Conversion	We plan to go-live at 9am on December 30 th . During the go-live process, we will not be able to process Motor Vehicle registrations or sewer payments for an hour.
	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 continue in December.
	Finance Committee	The Finance Committee will be meeting the last Monday of each month at 5pm. The dates and times may change as we schedule budget meetings.
Assessing Clerk	Application Reviews	Review Farm Land and Tree Growth Applications
	Voter Participation History	We are waiting for the State to open the Voter Participation module in the Central Voter System so we can update 5,298 voter files. We are re-organizing the
	Renewal Business Licenses	Business License renewal system and sending dog tags to those dogs licensed online and new ones. Most renewals happen at the Excise Counter. We are
	Licensing 2020 Dogs	working on paying all of the bills for this past Election.

Code Enforcement Building Inspector LPI Health Officer	Permitting, job duties HHE200 - IP inspections Respond to complaints	<ul style="list-style-type: none"> Starting year-end reconciliation. Continuing with permitted inspections. Finishing up most replacement and new HHE200 inspections before ground freezes Handling Landlord / Tenant no heat issues
Economic Development	1. Worumbo Redevelopment 2. Entrepreneur grant 3. CDBG grants 4. Biz Retention & Expansion 5. LDC	1. Flood plain fill plan and Tier 2 Planning Board Site Plan Review prep 2. ID implementation phase priorities 3. Phase II for Housing grant 4. Gather input on Main Street parking plan; promote façade grant opportunity 5. Land bank concept / Worumbo / Hot spot / CDBG projects
Finance	(1) Audit (2) CIP	(1) The FY20 Audit began on November 30 th remotely with the auditors. I anticipate it going through December as I continue to work with them. (2) CIP will also be my focus this month as we head into budget season. CIP spreadsheets are due to Finance Director and Town Manager by 12/31/2020. I will be working with the department heads to provide them with templates and spreadsheets as we begin the budget process for FY22.
Fire	Training Respiratory protection Fire station costs	Ice rescue (ice pending) Complete annual fit testing for all personnel required to wear respirators. Compile data for presentation.
Library	Assess Library On-Line Programming & "In-House" Services.	Work with staff to assess current and possible new On-Line and You-Tube programs for adults and children. Assess "in-house" services to ensure we meet the needs of the community with the challenges/restrictions in place at this time.

Parks and Recreation	Beaver Park	Develop plans to build a shelter for equipment behind current garage. Replace posts for trail head signs.
	Trail Maintenance	Establish meeting with GIS Bill Hancock to digitally mark trails at ARC, SUMMER AND BEAVER PARK
	Programming/Winter After and Before School Seniors	Develop after school outdoor recreation program. Trips to Beaver Park Set up a delivery option for meals for seniors this winter
	MTM	Continue to paint rooms/halls, and replace the flooring in room 9 in December.
Police	Traffic Enforcement/ Training	For the month of December, the police department will be completing training in the following area as long as COVID-19 restrictions minimize: AED/First Aid training as well as Respiratory fit testing for our new Hazmat equipment that was received on a grant for all sworn officers. Officers also will be conducting traffic enforcement details targeting problem areas, Community policing, and Criminal investigations. The department is looking forward to our newest police officer Jacob Strout to start his field training.
Public Works	Equipment	Most of the equipment is done with exception of a couple oil changes. Going to order more wing cutting edges, clean up around the garage is still a work in progress. RFP has been sent out for new work bids due 12/11.
Transfer Station	Equipment	Trash trailer part is due in by the 18 th and will be installed and trailer will in service. Fork lift will need servicing. New sign is at the entrance of the transfer station which was given to us by the Police dept. informing the public masks are required.
Waste Water Treatment	Centrifuge Repair	Get the Centrifuge repaired and back online
	Increased sludge dewatering	Reduce the solids inventory we have on site to return to normal volumes
	Install generator transfer switch	Install the new transfer switch at the D&B pump station
	Install Centrifuge parts	Install the new parts in the centrifuge as soon as they arrive
	Dewatering Building Boiler?	Determine if the boiler will need to be replaced
	Clean Chlorine Contact Tanks	Perform a thorough cleaning on the tanks

	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
	Install new flooring in the Lab	Replace the flooring in the laboratory
	Paint the walls in the laboratory	Re-paint the walls

MEMO TOWN OF LISBON

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: DECEMBER 2, 2020
RE: NOVEMBER MONTHLY REPORT

- Deeds processed
 - October 24
- Completed Sales Analysis Return
 - Annual report submitted to Maine Revenue Services
 - This report is a summary of sales information that occurred in Lisbon from July 1, 2019 through June 30, 2020. The information in this report is used to determine the sales ratio for the coming year. We are required to verify assessed value, type of property, map/lot, acreage and if the sale is usable. Examples of unusable sales are foreclosures, inter-family or splits. This year we had 100 sales in the report.
- Processed 6 homestead applications and mailed 36 packets to new homeowners. These packets contain a homestead application, library and beaver park information.
- Picked-up 4 mobile homes and 2 houses

Code Enforcement

Dennis J. Douglass

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

Monthly Report for November

Building permits issued - 11 –

- 4 New homes
- 3 Mobile homes
- 1 Remodel residential
- 1 Commercial remodel
- 1 Storage barn
- 1 Misc.

Electrical permits issued – 8

- 1 New home
- 3 Mobile home hook-up
- 1 Remodel
- 1 Commercial remodel
- 1 Generator hook-up
- 1 Misc.

Plumbing permits issued - 7

- 1 Replacement HHE200
- 2 Internal plumbing
- 3 mobile home connections
- 1 Commercial internal plumbing

Miscellaneous permits - 1

- Demo debris - residential

Planning Board: Conditional Use Application – Maine Cannabis Exchange, LLC

- Proposed Medical Marijuana cultivation
41 Capital Ave., Lisbon Falls Tax Map U10 Lot 010

Appeals Board – No Cases to report

Health Officer -

- Landlord/Tenant – No heat issues



TOWN OF LISBON

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

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
DATE: December 8, 2020
RE: Monthly Department Report

During the month of November, the Economic Development Department (ECD) advanced village area planning activities, ongoing grant activities, and business retention and expansion programming.

Downtown Placemaking Planning

- Parking and Wayfinding. In follow-up from the public meeting on September 28 at the MTM Center, when parking was identified as a key priority for downtown businesses, ECD has surveyed village area businesses, inventoried existing parking, and developed a wayfinding signage plan. The plan will be fine-tuned over the coming weeks with input from local businesses and residents.
- WiFi Hot Spot expansion to the Worumbo site. ECD has worked with Axiom Technologies to develop a plan to extend the WiFi hot spot from the Library to the Worumbo site in partnership with private property owners. The extension will be largely funded with a grant from the Maine Community Foundation.
- Floodway considerations for Worumbo redevelopment. ECD has worked with Olver Associates and regional planning staff to clarify floodway considerations for the Worumbo parcel. FEMA does not recognize a floodway adjacent to the Worumbo parcel, which clears the path forward in the redevelopment process to pursue Planning Board approval to elevate sections of the site above the flood plain using fill in order to facilitate commercial and housing development on a portion of the site. By proactively obtaining relevant regulatory approvals at the internal staff level in advance of marketing the property, the Town is reducing barriers and unknowns for potential private sector development partners and increasing the attractiveness of the parcel.

November Network & Learn Session

On November 16th, representatives of the local business community, Town Council, Positive Change Lisbon, and Town staff welcomed Angela Whitely and *Align Tattoo* to Lisbon at 13 Union Street.

Following the ribbon cutting, Scott Benson, Economic Development Director for the L-A Metro Chamber, introduced local businesses to the upcoming L/A Top Gun program. Tara Kieger's Sweet Cakes Bakery will be Lisbon's first ever participant in the Top Gun program this year.



The December Network & Learn is scheduled for Thursday, December 17th via Zoom prior to the entrepreneurship initiative planning phase wrap-up. Topics will include an overview of the CDBG-funded 2021 Business Façade Program application process and timeline, Main Street parking and wayfinding planning, and Worumbo redevelopment update.

LISBON DEVELOPMENT COMMITTEE UPDATE

The LDC did not meet in November due to multiple scheduling conflicts for members. The Committee will meet on Thursday, December 3rd. Since the October meeting, ECD and committee members have made progress on the committee's priorities, including:

- Worumbo redevelopment. Following clarification on the floodway question, the LDC will focus on next steps in the community visioning process, including development of architectural renderings to refine priorities for the site.
- Real estate opportunities for entrepreneurs. A key goal for the implementation phase of the Maine Community Foundation-funded Entrepreneurship Initiative is expanding real estate opportunities for entrepreneurs. The LDC will lead the charge for this important priority. Committee members are currently researching land bank program opportunities for the Town to play a proactive role in creating spaces for new businesses to locate or expand in Lisbon.



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report through Period 5 (November 2020);
data pulled 12/2/2020
Kayla Tierney, Finance Director

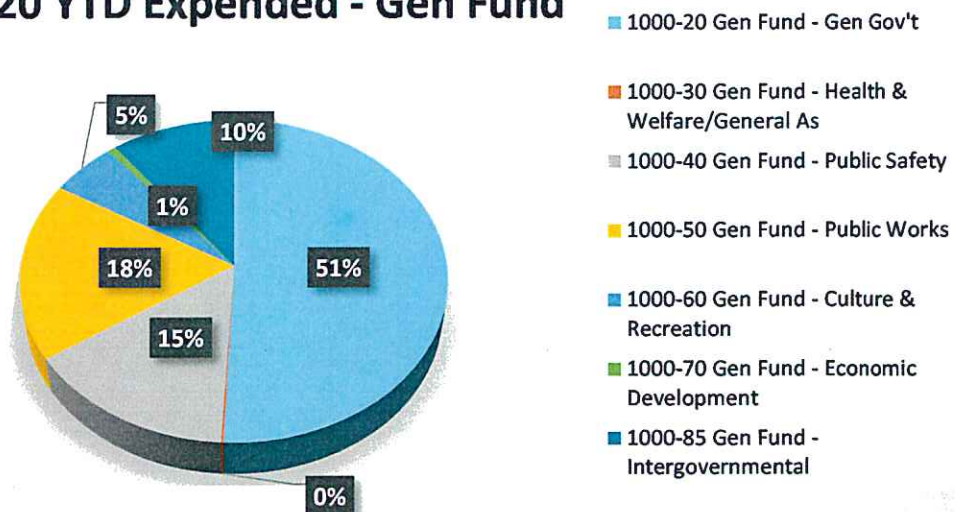
DATE: November 10, 2020

Expenses:

- Total General Fund Expenses YTD are: \$7,697,436.82. FY21 Budget for General Fund Expenses is \$16,831,006. There is \$20,072.99 encumbered which leaves a \$9,113,496.19 remaining budget. Approximately 41.4% of the budget has been used YTD – through period 5, this aligns right where I would expect. For the end of Period 5, I would expect approximately 41.67% expended. Moving into Period 6, we would be halfway through the fiscal year; by the end of December 2020, we should see 50% or less expended.

General Fund by Org	YTD Expended	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	3,904,576.18	9,276,081	42.09
1000-30 Gen Fund - Health & Welfare/General As	12,109.64	44,645	27.10
1000-40 Gen Fund - Public Safety	1,141,232.62	2,736,712	41.70
1000-50 Gen Fund - Public Works	1,373,601.33	2,905,191	47.40
1000-60 Gen Fund - Culture & Recreation	420,393.94	971,517	43.30
1000-70 Gen Fund - Economic Development	56,462.32	107,799	52.40
1000-85 Gen Fund - Intergovernmental	789,060.79	789,061	100.00
	7,697,436.82	16,831,006	

FY20 YTD Expended - Gen Fund



- When looking at the other Funds, \$2,181,116.88 has been expended YTD. FY21 budget for all other funds is \$1,612,679 – which includes budget for the Debt Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$858,229.30 with \$70,456.13 encumbered, leaving \$683,993.57 in available budget.

All Other Funds by Org	YTD Expended	FY21 Budget	FY21 %
ED Loan Fund	21,225.00	-	100.00
Special Revenue Fund	102,171.08	-	100.00
Snowmobile Reserve	8,500.00	-	100.00
Debt Service	330,741.83	419,104.00	78.90
Capital Projects	1,190,991.50	-	100.00
Sewer Fund	527,487.47	1,193,575.00	50.10
	2,181,116.88	1,612,679	

- The Debt Service Fund is showing as 78.9% expended as of Period 4
 - This is within my expectations as the majority of our bonds have the first half of the payments due by September 15th. We did have some final fall bonds paid out in October. The remaining amounts due for debt service are primarily interest and those will be due in the spring of 2021.
 - The Sewer Fund is 50.10% expended which is just slightly higher than the 41.67% expectation for end of Period 5. There were some emergency items that needed to be purchased as some things had unexpectedly broke; this continued from Period 4 into Period 5.
- Looking at it on a department level within the General Fund:
 - County Tax is 100% within the budget for county taxes paid out for FY21 as these get fully paid early on in the fiscal year.
 - The General Fund as a whole is 41% expended which right in line with the expected 41.67%.
- Please see below for the chart showing the YTD expended and the associative % expended on a department level:

General Fund by Dept	YTD Expended	% Expended
Elected Officials	9,826.82	48.40
Town Manager	107,513.34	44.50
Appeals Board	308.00	18.10
Planning Board	1,597.67	8.70
Legal	10,656.75	63.60
Clerk	81,472.40	44.70
Finance	98,084.13	45.10
Tax Collection	84,407.64	44.60
Assessor	50,218.81	44.20
Code Enforcement	51,475.88	43.50
Liability Insurance Program	51,795.58	48.10
Technology	95,572.41	44.00
School	3,149,406.29	41.70
Town Buildings	105,027.26	42.90
Abatements	7,213.20	100.00
Health Officer	3,009.54	44.60
General Assistance	9,100.10	24.00
Police	690,101.71	42.80
Fire	150,419.37	31.50
Emergency Management	100,423.60	50.00
ACO	49,281.65	48.90
Lisbon Communication Center	151,006.29	43.80
Public Works	1,373,601.33	47.40
Library	125,562.08	43.20
Parks & Rec	274,831.86	44.00
Other Public Services	20,000.00	36.40
Economic Development	56,462.32	52.40
County Tax	789,060.79	100.00
Sewer	527,487.47	50.10
TOTAL GENERAL FUND	7,697,436.82	
TOTAL SEWER FUND	527,487.47	



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – through Period 5 (November 2020);
data pulled December 2, 2020
Kayla Tierney, Finance Director

DATE: December 8, 2020

Revenues:

- Revenues are in line with our projections to the budget as of the end of Period 5.
- Revenue Sharing for July through November of 2020 are listed below:

Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-20	86,377.46	27,396.54	113,774.00
Aug-20	65,769.47	21,948.22	87,717.69
Sep-20	79,323.80	26,472.00	105,795.80
Oct-20	105,136.25	35,086.16	140,222.41
Nov-20	85,289.34	28,462.83	113,752.17
	\$ 421,896.32	\$ 139,365.75	\$ 561,262.07

- Budgeted \$800,000 for Revenue Sharing for FY21 – overall we are doing well thus far. Given the state of the economy at the moment, it is hard to predict what Revenue Sharing will mean in the upcoming months. I am happy with the amounts that we have received thus far, totaling \$561,262.07. The Finance Department is keeping a diligent eye on this.
- When looking at Revenue collected on an Organizational Level within the General Fund, we are doing well.

General Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
1000-20 Gen Fund - Gen Gov't	1,413,035.76	2,709,494	52.15
1000-30 Gen Fund - Health & Welfare/General As	2,738.20	17,500	15.60
1000-40 Gen Fund - Public Safety	48,402.33	124,303	38.90
1000-50 Gen Fund - Public Works	114,185.28	146,800	77.80
1000-60 Gen Fund - Culture & Recreation	71,390.37	271,123	26.30
TOTAL GENERAL FUND	1,649,751.94		

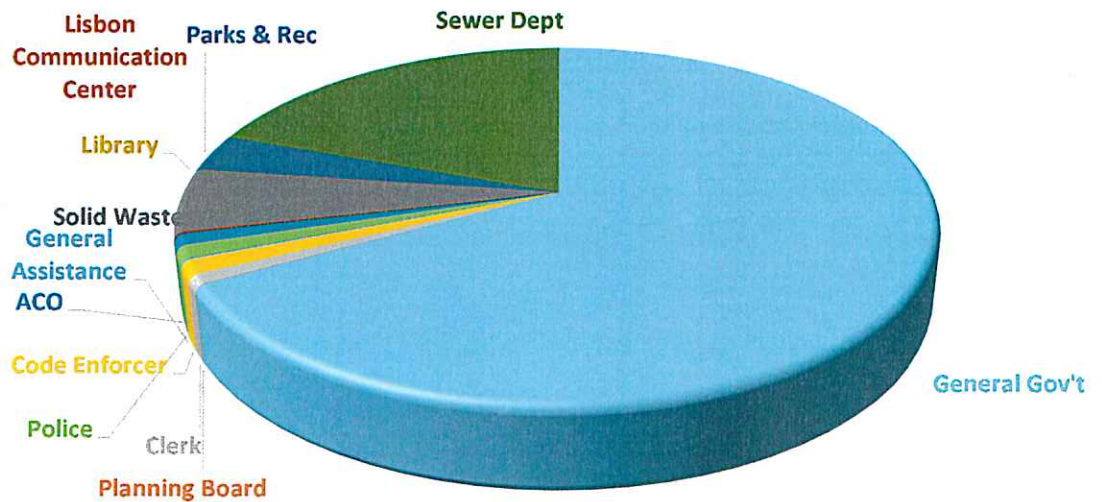
All other Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
ED Loan Fund	1,412.41	-	100.00
Special Revenue Fund	38,405.20	-	100.00
DARE Fund	(0.86)	-	100.00
Snowmobile Reserve	(2.73)	-	100.00
Debt Service	26,462.29	-	100.00
Capital Projects	2,757.32	-	100.00
Trust Funds	135.09	-	100.00
Sewer Fund	397,558.18	1,364,655.00	29.10
TOTAL ALL OTHER FUNDS	466,726.90		

- Total Revenues collected \$2,116,478.84 as of November 30, 2020.
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:

Of the \$2,116,478.84 listed above as total revenue from July 1, 2020 through December 2, 2020 \$1,649,751.94 is within the General Fund and \$397,558.18 is within the Sewer Fund.

General Fund - by Dept	YTD Revenue
General Gov't	1,370,056.29
Planning Board	449.92
Clerk	16,773.15
Code Enforcer	25,756.40
General Assistance	2,738.20
Police	23,015.33
ACO	22,387.00
Lisbon Communication Center	3,000.00
Solid Waste	114,185.28
Library	1,097.49
Parks & Rec	70,292.88
Sewer Dept	397,558.18
TOTAL REVENUE - GENERAL FUND	1,649,751.94
TOTAL REVENUE - SEWER FUND	397,558.18
	2,047,310.12

YTD REVENUE BY DEPT



- General Government largely comprised of :
 - \$829,694.74 YTD collected from Motor Vehicle Excise Taxes
- Sewer Department largely comprised of:
 - \$337,136.94 YTD Domestic Sewer Revenue
 - \$75,465.32 YTD Septage Revenue
- Parks & Rec largely comprised of:
 - \$10,907.25 YTD Before School Program
 - \$13,728.96 YTD Playground Summer Camp
 - \$10,848.96 YTD Trekker Summer Camp
 - \$6,349.62 YTD Beaver Park Fees
 - Parks & Rec also adapted their fall sports programs this year and had some good revenue inflow from those programs.
- Solid Waste largely comprised of:
 - \$69,877 YTD Transfer Station Stickers/Permits
 - \$14,721.40 YTD Metal
 - \$16,734 YTD Yard Items
- ACO largely comprised of:
 - \$10,661.50 YTD Sabattus ACO Revenue
 - \$5,578 YTD Bowdoin ACO Revenue
 - \$5,697.50 YTD Durham ACO Revenue



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council

Department Monthly Report: November 2020

In the month of November, the Fire Department responded to 41 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). At the time of the writing of this report, data was not available for the statistical breakdown that is usually given.



The current number of calls for service is now at 417 for the calendar year. This is up from the 374 from this time last year.

The department finished off the month with the rain and wind storm that went through on the 30th. That evening, the Fire Department responded to 14 calls. 13 of which came in within a 3 hour time frame.

November's training was search and rescue, held at the Auburn training facility. Crews practiced search and rescue of victims, including rescuing from ground ladders, and practiced rescuing downed firefighters. The use of a training facility helps us do real world scenarios that cannot be done within our stations.

With the upcoming holidays, we would like to remind everyone to celebrate in a safe manner. Keep away from using old, frayed electrical cords. Keep decorations away from open flames, like candles. And make sure to keep you trees watered and away from heat sources.



Respectfully submitted

Nathan LeClair

Fire Chief

300 Lisbon Street, Lisbon, Maine 04250 * (207) 353-3000 ext. 121 * FAX (207) 353-3006

www.lisbonme.org

LIBRARY DEPARTMENT
November 2020 Monthly Report

Adult Books	600	New Patrons	12
Adult DVD's	116	Cloud Library E-Books	59
Juvenile Books	737	Cloud Library Audio Books	72
Juvenile DVD's	6792	Cloud Library Users	40
Adult Audio Bks	25	Inter Library Loan Outgoing	241
Juv Audio Bks	6	Inter Library Loan for Lisbon Patrons	132
Paperbacks	31	Patron Count	557
Patron Computers	71	Patron photocopy Serv.	30 (approx.)
Magazine Circulation	5	Patron Fax Services	8 (approx.)
Child Craft kits: Torn Paper Wreaths	17 given out in-house & 166 Facebook Reach	Lego On-Line Program; Mosaic	153 Facebook Reach
Steam Lab/Science Kit	4 kits given out in-house & 144 Facebook Reach	Halloween Treat Bags	18 given out in-house
2020 Reading Challenge	Done until January 2021	Adult Author Feature: J.D. Robb	257 Views
Where'd That Come From	NO Program in November	Crafting with Claudia: Glitter Leaf Garland	212 Views
In the Kitchen: Thanksgiving Favorites	183 Views	Display Case: Jennifer Fox	1,019 Views
Welcome to the Library Video	213 Facebook Reach & 30 YouTube Views		

The Library Department continued to provide patrons with their reading, DVD and audio books needs in November. The Children's Department saw an increase in the number of children and families visit the library last month. The 737 juvenile items checked out verify the support we provide for school research and pleasure reading needs. Several families visit the library to pick up their monthly science and craft kits as well. Patrons continue to be pleased with the Inter Library Loan Service that provided 132 items including music CD's, DVD's and bestsellers from area libraries to the Lisbon Library patrons. We in turn shared 241 of our items with other libraries.

Claudia Lemieux and I were pleased to represent the Library Department to assist the Town Manager, Mark Stevens and several other volunteers to fill the Thanksgiving Dinner boxes for our community. The library continues to support the Giving Tree effort as well. Unfortunately, the Children Services staff and children will not visit the Main St. businesses for our traditional" Main St. Caroling and Cookie Sharing" event this year due to the pandemic restrictions. We will host a variety of on-line and You Tube programs for the children as an alternative.

Children's Librarian, Bill Meakin, and Adult Services Assistant, Claudia Lemieux worked together to produce a wonderful and informative You Tube video called "Welcome to the Library". The LCS Kindergarten teachers had asked if the Library Department would participate in a program that showed their students people and services in their Lisbon community. We were happy to assist and to provide a video for their students highlighting library services and staff. The children and teachers enjoyed the presentation and we have since posted the video on our Facebook Page with many "Likes" from our community.

The new Apple iPad and equipment that was ordered last week will make it easier to produce more educational and fun videos and You Tube productions for our community. The gift from the Alison Ross Memorial Fund will certainly make a difference in our outreach programs and serve us well.

The Town Manager asked me to share this information with other Town Departments at last week's meeting. I let them know the Apple iPad and equipment is available for them to use as well for any video production needs they may have in the future. This technology will allow us to provide information to the Lisbon community.

Respectfully submitted,
Diane Nadeau
Library Director

TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

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

TO: Diane Barnes; Town Manager

SUBJECT: November 2020 Report

DATE: December 1, 2020



We offered wreath making classes at the Beaver Park Lodge in November and December. Karen Durisko has taken these wreath making classes to a whole new level. She makes it fun and entertaining! There is a lot of work that goes into making these classes successful. The ordering of supplies, and collecting enough boughs to meet the needs of 5 classes with 12-15 people per class. Jordan has spent a lot of time in the park harvesting the right trees for the classes.

We currently on hold for offering basketball as the Maine Principal Association has postponed the start to January. Last year we had 112 boys and girls registered to play basketball. The participants range from K-6 grades. We are taking registrations for ski lessons now. We are looking at offering an outdoor recreation program to our after school kids in January. The ski program will begin on the first Monday in January.

Aline and the Sunshine Hill Group made available Thanksgiving dinner "take out" to over 80 people in November!

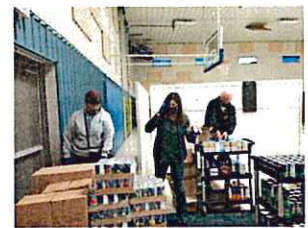
The Lisbon Parks and Recreation also played an important role making this year's Thanksgiving baskets available to more than 100 Lisbon families. The town manager organized a terrific team of people including those who work at the school, churches, and several town employees.

Gretchen Stevens co-coordinated this effort with the schools to make sure those who were in need got an invite to pick up their food baskets.



Pond 3 at Beaver Park was stocked with 200 trout in the early morning of November 19th.

I submitted an application with the Maine Trail Coalition for the 2020 Ugly Duckling Trail Contest. We will know in Jan. More in December report.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

November 2020 Report to Council Police Department

In November, the Police Department filled an open Patrol Officer Positions and also the Chief of Police Position. On November 12th Ryan McGee was sworn in as Chief of Police for the department. Then on November 30th Jacob Strout was sworn in as our newest Patrol Officer.



Officer Jacob Strout



Officer Strout being sworn in by Town Clerk Twila Lycette

Jacob is a great addition to the Police Department and comes with previous experience working as a Reserve Police Officer in Old Orchard Beach Police Department and holds a degree in Criminal Justice from Central Maine Community College.



Chief of Police Ryan McGee



Chief McGee being sworn in by Town Clerk Twila Lycette on November 12th.

Chief Ryan McGee began his fulltime career with the police department in January 2002. Chief McGee was promoted to Police Sergeant in 2015. In December 2019, Chief McGee was promoted to Police Lieutenant. Chief McGee has a degree in Criminal Justice and has completed the following training: internal affairs investigations, and supervising critical incidents, FBI-LEEDA Trilogy Leadership training, and International Leadership in Police Organizations training. Chief McGee has been a Drug Recognition Expert since 2004. He is also a Certified Sirchie Evidence Collection Technician. Chief McGee has served as a Firearms Instructor, Glock Armorer, Less Lethal Munitions Instructor, Pepper Spray Instructor, Standardized Field Sobriety



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Ryan A. McGee
Chief of Police

Instructor, and a Breath Testing Device Instructor. Chief McGee has received the following awards: Maine Association of Police Heroism Award (2006), Life-saving Award from Lisbon Emergency (2009), Maine Association of Police Life-saving Award (2010), Law Enforcement Officer of the Year from the American Legion (2010), Life-saving Award from Lisbon Emergency (2013), and Maine Association of Police Life-saving Award (2014.).

In the month of November, the police department handled a total of **1289 calls**. There were a total of **15** motor vehicle crashes and **132** motor vehicle stops conducted during patrol shifts and directed traffic enforcement details. There were a total of **64** investigations initiated, and **16** individuals were arrested or charged with criminal violations. Of the total investigations, **9** investigations included Mental Health Crisis calls, Attempted/threatened suicide calls, Unattended/Sudden deaths that were investigated

The Criminal Investigations and/or arrests this past month include, but are not limited to the following: *AGGRAVATED ASSAULT, DOMESTIC VIOLENCE ASSAULT, ASSAULT, UNLAWFUL SEXUAL CONTACT, CRIMINAL THREATENING, TERRORIZING, BURGLARY, THEFT, THEFT BY DECEPTION, CRIMINAL MISCHIEF, DRIVING UNDER THE INFLUENCE, MINOR CONSUMING LIQUOR, CRIMINAL TRESPASS, VIOLATING CONDITION OF RELEASE, VIOLATION OF PROTECTIVE ORDER, PROBATION VIOLATION.*

Patrol personnel completed training in Implicit Bias, Law Enforcement Approach to Substance Use Disorders, and Weapons Restriction Laws. Officers were not able to complete the AED/First Aid training due to the rising COVID-19 cases in this area.

Thank you,

Ryan McGee
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: NOVEMBER 2020, MONTHLY REPORT
DATE: DECEMBER 2, 2020

Public Works – In the month of November, Investigated and actioned on resident and dispatch calls for potholes, ditching and drainage issues as well as policing up trash and deceased animals. Set up and tear down for voting at high school. Put up snow fence at designated areas. Brought bins and filled all with calcium to department locations for winter. Prepped and started building new compost area at transfer station. Put the wings on plow trucks getting ready for winter. Fixed washout on Gould Rd. Dug out old and put in new culvert on Pinewoods Rd. Prepped Worumbo area and started install for new fence. Turned old metal from construction to Grimmel's. Cleaned up nails and sharp objects lefts from Town Office Building work in the parking areas. Put up new street signs where necessary. Unclogged several culverts. Had all fire extinguishers for PW and TS inspected and tested. Set up and decorated big Christmas tree. Salted roads first time during and after storm. Got sign from PD for transfer station for residents to see "Mask Required".

Mechanic continued working on vehicles/equipment to ensure inspections were completed and safe for operation and also had assistance from 1x PW employee. We also hired 1x new mechanic whom is working out great.

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

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.07
Trash	215.33
OBW	24.07
Wood	27.19
Brush	24.8
Compost/ leaves	48.33
Cardboard	20.63

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: NOVEMBER 2020 MONTHLY REPORT
DATE: DECEMBER 1, 2020

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

- Changed the sump pump piping in the Headworks Building to allow pumping directly into the grit hopper
- Centrifuge issue. A bearing in the scroll motor section of the gear box failed. Parts arrived and were installed. There is a secondary issue deeper within the gearbox. Parts have been ordered and we are awaiting their delivery.
- Finished inspecting the Cross Country sewer lines.
- Cleaned the Chlorine Contact Tanks
- Annual Fire Extinguisher Inspections completed
- Dealing with issues on the dewatering building boiler. Siemens is recommending replacing the boiler. We are exploring our options including getting a second opinion as to whether the boiler needs to be replaced.

Please contact me if you have any questions.

**TOWN CLERK AND
ELECTION DEPARTMENT
NOVEMBER / DECEMBER 2020**

Dog Licenses: Dog tags for 2021 are being sold. 319 dogs were licensed in November 2016, 103 dogs in 2017, 36 in 2018, 36 dogs in November 2019, and this year so far 29 dogs this year. You can register dogs on-line (use link on the town's website) or go to www.doglicensing.com. We were able to mail approximately 800 letters to dog owners prior to Thanksgiving. License(s) expire annually December 31 and late fees begin after January 31. Male/Female dogs are \$6.00 and Spayed/Neutered dogs are \$11. After January 31 the fee automatically increases by the late fee of \$25 per dog. No Rabies Clinic will be held due to COVID-19.

Vital Records: In 2018 the marriage section for generating marriage licenses went online in the DAVE system. Deaths and births are, also done electronically through the State's EDRS system. 71 vital records were issued in November this year as compared to 39 in 2019.

Council Meetings: The meeting minutes of the Town Council were transcribed and posted on-line. The Council Inauguration will take place on December 8. Councilor Larochelle and School Committee Member Ross Cunningham are expected to attend. Water Commissioner Roger Bickford was sworn in at the Town Clerk's Office. 2021 Agendas and Council Memo templates were set up for the coming year.

Vault/Miscellaneous: We set up public hearings for renewal business license notices for Campbell's and Huston's Junkyards. We are working on the re-creating an index listing all the items in the vault.

Election Update: We set up the polls on Monday, Nov 2. We sent out the totals to the distribution list election night about 5:15 AM. We put the election equipment away. 5,298 votes were cast in the November Presidential Election in 2020, compared to 4,946 in 2016, and 4,833 in 2012.

Voter registration cards continue to arrive weekly from motor vehicle, along with deletion notices. 263 voters were added to the Central Voter System (CVR) since 11-3-2020, 75 voters changed addresses and/or party, 7 were cancelled, and 144 moved out of town and were deleted, bringing the total files updated to 489.

3,101 state absentees (includes 19 military) were cast this year as compared to 1,634 in 2016, and 1,110 in 2012. Voter waiting lines in Lisbon averaged around 20 minutes. The waiting lines to register were not long at all. 1,461 voter registration cards were processed between August 1 and November 30. We scanned and filed all of these cards. We are waiting to start voter participation history when the State opens the VPH module in CVR.

FY 2020-2021 COUNCIL LIAISONS

Liaisons	Board/Committee	Add'l Liaisons	Monthly Meetings	Location
<i>Councilor Lunt</i>	Administration/Library		Committee meets as needed	TBA
<i>Councilor Ganong</i>	Assessment Review Board		Committee meets as needed	
<i>Councilor Lunt</i>	Commercial Revolving Loan	<i>Councilor Albert</i>	Committee meets as needed	Town Office
<i>Councilor Ward</i>	Conservation Commission		3rd Tuesday of each month	Town Office
<i>Councilor Ward</i>	County Budget Committee	<i>Councilor Lunt</i>	Wed nights Sept-Oct	County Bldg
<i>Councilor Kolbe</i>	Ethics Panel		Committee meets as needed	
<i>Councilor Albert</i>	Finance Committee		Last Monday at 5PM	Town Office
<i>Councilor Lunt</i>	Library Governing Board		2nd Wednesday of each month	Library
<i>Councilor Larochelle</i>	Lisbon Development Committee (LDC)	<i>Councilor Albert</i>	4th Thursday of each month	Town Office
<i>Councilor Fellows</i>	Planning Board		2nd & 4th Thursday of each month	Town Office
<i>Councilor Larochelle</i>	Public Safety		Committee meets as needed	TBA
<i>Councilor Kolbe</i>	Public Works/Parks/Recreation	<i>Councilor Albert</i>	Committee meets as needed	TBA
<i>Councilor Albert</i>	Recreation Committee		1st Monday of each month	MTM Center
<i>Councilor Albert</i>	School Committee		2nd & 4th Monday of each month	Town Office
<i>Councilor Fellows</i>	School Facility Committee	<i>Councilor Larochelle</i>	Committee meets as needed	TBA
<i>Councilor Ganong</i>	Voter Registration Appeals Board		Committee meets as needed	
<i>Councilor Fellows</i>	Water Commission		2 nd Tuesdays of each month	Water Dept.
<i>Councilor Ganong</i>	Zoning Appeals & Sewer Appeals Board		3rd Monday of each month as needed	Town Office