



AGENDA
COUNCIL MEETING
JANUARY 5, 2021
BY ZOOM

(View on Website -Town Hall Live Stream)

7:00 P.M.

Town Council

Allen Ward, Chair
Don Fellows, Vice Chair
Norm Albert
Jeffrey Ganong
Kasie Kolbe
Fern Larochelle
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 - ___ Councilor Albert ___ Councilor Fellows ___ Councilor Ganong ___ Councilor Kolbe
 - ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward

Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
 - A. Special Entertainment Permit Slovak Catholic Association
 - B. Special Entertainment Permit Coombs Mountfort American Legion Post 158
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
 - 2021-02 ORDER –
 - A. Municipal Accounts Payable Warrants –\$ 341,395.46
 - B. Municipal Payroll Warrants – \$ 209,451.71
 - C. School Accounts Payable Warrants –\$ 370,520.37
 - D. School Payroll Warrants – \$1,096,597.03
 - E. Minutes of December 8, 2020
 - F. Tax Acquired Property Redemption
 - G. Municipal Budget Workshop Schedule
 - H. Wellness Grant - \$2,000 for 2021
 - I. Liquor Licenses & Special Entertainment Permits for the Slovak Catholic Association & Coombs Mountfort American Legion Post 158
 - J. Set Public Hearing on January 19 for a Renewal Manufacturing Medical Marijuana Establishment License for Crystal Spring Healing Alternatives, LLC
 - K. Pole Permit for Pole #31 – West River Road
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2021-03 ORDER – Video Detection Camera Replacement (Main/Canal)
 - 2021-04 ORDER – Personnel Policy Amendment
 - 2021-05 ORDER – Land Bank Program
 - 2021-06 ORDER – Council Working Rules
 - 2021-07 ORDER – Families First Coronavirus Response Act - Leave Extension
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Larochelle/Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 9. Finance Committee (Councilor Albert)
 - B. Town Manager's Report
 - C. Councils Review of 2020
 - D. Council Goals
9. APPOINTMENTS
 - 2021-08 ORDER – Council Committee Assignments
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT
 - 2021-09 ORDER – To Adjourn

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

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

Town Council

Allen Ward, Chair
Don Fellows, Vice Chair
Norm Albert
Jeffrey Ganong
Kasie Kolbe
Fern Larochelle
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: January 5, 2021

Consent Agenda Items 2021 – 02 F-H

F. Tax Acquired Property Redemption: The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes and/or sewer on December 21, 2020. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. According to 36 M.S.R.S. § 943-C, the Town is also required to send the Notice of Intent to Sell Your Former Property and application for alternative sale.

<u>Name</u>	<u>Location</u>	<u>Total Owed As of 2/5/2021</u>
BARD, TIMOTHY	32 LITTLEFIELD ROAD	\$ 3,067.72
HUSTON, WALTER A. HEIRS OF	SUMMER STREET	\$ 259.08
CRAWFORD, KRIS A. & MARCEA L.	65 MAIN STREET	\$ 14,719.88
JACOBS, PAUL	2 CLAIRE DRIVE	\$ 974.08
BAUD, ARLENE	15 ANN STREET	\$ 1,958.13
BARTLETT, BONNY	1 SECOND STREET	\$ 8,473.11
GERRY, ROXANNE	10 CONGRESS STREET	\$ 15,786.04
MORSE, SHELLY L.	146 SUMMER STREET	\$ 3,132.68
GRAY, JOHN	27 PARK STREET	\$ 6,697.97

Consent Agenda Motion includes: Authorize the Town Treasurer to send out a 30-day notice of redemption, notice of intent to sell your former property, and application for alternative sale to the tax acquired property owners of record allowing them to pay all real estate taxes and fees owed on the property in full, or apply for alternative tax sale, by the end of the 30-day period of redemption, and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.

H. Wellness Grant - \$2,000 for 2021: To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$40 per year, per employee covered under the Health Trust health insurance programs. Our program has 50 health plan participants. For the 2021 calendar year, the maximum grant application is \$2,000.00.

Consent Agenda Motion includes: To apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2021 Wellness Grant in the amount of \$2,000.

**Agenda Item 2021 – 03
Video Detection Camera Replacement (Main/Canal)**

In 2018, A&D Electric installed six (6) controller cabinets, (2) new cameras to replace existing detection devices that were not functional and installed necessary signs, signals, LED’s and wiring for the new traffic pattern. A&D furnished the town with equipment which ensured the intersection was operational. This was funded through a MDOT project that is now closed.

Recently, Electric Light, our new contractor for light service made a service call for PD to investigate why lights were not cycling properly. They found that two (2) cameras were showing poor quality images and reported that two (2) cameras need to be replaced for a cost of \$10,855. If we were to replace all four (4) older cameras, the cost plus components would be \$21,685.

We also obtained a quote of \$18,980 for a single 360 degree camera system which is the same system we installed this year at the Graziano Square intersection. We feel it is more cost effective to replace the six (6) video cameras with the 360 degree camera system.

We reached out to MDOT to see if they had funds to cover the cost of the camera replacement. We were told they could not help us since the intersection project is now closed.

Staff reached out to A&D Electric for a quote but did not receive a response.

Recommendation

To approve the purchase and installation of a 360 degree video detection cameras at the Main Street/Canal Street intersection from Electric Light in the amount of \$18,980 to be funded through the Downtown TIF program.

**Agenda Item 2021 – 04
Personnel Policy Amendment**

The personnel policy is being updated primarily to cover the new Earned Paid Leave law that took effect on January 1, 2021. We also took the opportunity to clean up some other areas of the policy as follows:

Sec. 90-2 Benefit Entitlement

(a) Definitions

(3) Changed number of hours from 30 to 21 and added per diem to comply with MainePERS regulations

(b) Benefit Levels

(1) Full-Time employees and (2) Part-time employees

Added k. Earned Paid Leave

Added i. Earned Paid Leave

(3) Part-time ineligible employees

Added Earned Paid Leave

(4) Current employees

Deleted language as it no longer applies.

Note: The ratio for pro rata benefits...

- Changed pro rata benefits bases from 30 to 40 hours to reflect current practice
- Sec. 90-10 Employees exempt from Fair Labor Standards Act
 - Updated Department Head job titles
- Sec. 90-15 Bereavement leave
 - Included stepchildren and stepparents under immediate family classification and deleted requirement to attend funeral services as a condition to be eligible for bereavement leave
- Sec. 90-21 Sick Leave
 - Reduced the monthly accrual from 8 hours to 5 hours due to earned paid leave benefit
- Added Sec. 90-22.5 Earned Paid Leave
 - Added new benefit language
- Sec. 90-32.5 Longevity Stipend
 - Changed qualifying years of service from on or before July 1st to anniversary date of service
- Sec. 90-34 (a) Retirement...
 - Changed 30 to 21 hours and removed and added language

Recommendation

Adopt the personnel policy amendments as presented.

**Agenda Item 2021 – 05
Land Bank Program**

During the Lisbon Town Council’s meeting on December 8, 2020, Council approved Agenda Item 2020-215E, the “development of a formal Land Banking Process for the Town of Lisbon and to enable the staff to fully develop a system to be finally approved by the Council.”

Staff and members of the Lisbon Development Committee researched the options for land banking processes that included both the purchase of distressed properties to accelerate redevelopment and regulatory options to spur redevelopment and protect health and human safety. The creation of a vacant building ordinance or other special regulation remains an option for the future. For the time being, the recommended land bank process described below focuses on property eligibility, authorized activities, property selection and decision-making processes, roles and responsibilities among Town Council and staff, and funding sources to purchase underperforming properties for the purpose of revitalization.

The Economic Development Director recommends approving and adopting the Land Bank Process as outlined below:

“The Lisbon Town Council hereby approves a Land Bank Process (the Process) authorizing Town Staff to identify and pursue opportunities to return vacant, abandoned, and tax-foreclosed properties to productive economic use. “Staff” herein refers to the Town Manager or the Manager’s designee.

The purpose of the Process is to enable the Town to assist and accelerate the transition of eligible properties within the Town of Lisbon to value-producing real estate to benefit taxpayers and economic development generally.

Eligible properties for land banking activities include commercial or residential properties that have been vacant, abandoned, tax delinquent, foreclosed, dangerous or blighted for an undue period of time and detract from the value of neighboring properties and/or diminish the safety and quiet enjoyment of neighboring people and passersby.

With Council approval, Staff shall be authorized to acquire, hold, maintain, lease, sell, secure, remediate, demolish, rehabilitate, and/or improve real property within the Town of Lisbon for the purpose of disposing or selling such property in accordance with local priorities.

From time-to-time, Staff will make relevant recommendations to Council and seek Council approval for specific activities authorized by the Process.

Funding to implement the Process shall originate from the sale of Town-owned property, Downtown Tax Increment Financing District fund, or other funding sources as deemed appropriate by Council.”

Recommendation

Adopt the Land Bank Process as presented.

**Agenda Item 2021 – 07
Families First Coronavirus Response Act - Leave Extension**

Earlier this year Congress enacted the Families First Coronavirus Response Act (FFCRA) that requires certain employers to provide employees with up to 80 hours of paid sick leave or up to 10 weeks of partially paid expanded family and medical leave for specified reasons related to COVID-19. The FFCRA was due to expire on December 31, 2020.

The COVID relief/stimulus law recently signed by the President addresses FFCRA. The law allows employers the choice whether to extend FFCRA leaves (emergency sick leave and expanded FMLA) until March 31, 2021. The law does not give employees a new allocation of FFCRA leave to use.

Due to the recent spike in COVID-19 cases in Maine, it is my recommendation that we extend the leave to those employees who have not exhausted their FFCRA leave benefits.

Recommendation

Approve the extension of FFCRA through March 31, 2021.

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Recommendation

Approve the extension of FFCRA through March 31, 2021.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

TOWN OF LISBON PUBLIC HEARINGS

Renewal Business Licenses

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on **January 5, 2021 at 7:00 PM** for the purpose of considering renewal Special Entertainment Permits for the:

*Slovak Catholic Association
26 Avery Street, Lisbon Falls, ME*

And

*Coombs Mountfort Post #158
10 Webster Road, Lisbon, ME*

The January 5th meeting will be a zoom meeting.

The public can provide comments or concerns during the meeting by emailing Award@lisbonme.org when the Public Hearing is opened.

*Twila Lycette, CMC/CCM
Lisbon Town Clerk*

20 - 13825

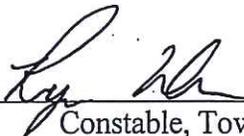
Constable's
Return Of Posting
State Of Maine

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: 10/10/20



Constable, Town of Lisbon

Agenda Date: 01-05-2020

Date	Brenda Martin		Municipal Accts Payable
12/10/2020	12102020	\$	13,109.15
12/15/2020	201217	\$	129,006.16
12/15/2020	2012W2	\$	15,326.63
12/16/2020	12152020	\$	173,597.58
12/16/2020	12162020	\$	6,702.38
12/23/2020	12232020	\$	3,653.56
		\$	341,395.46

Date	Megan Lavigne		Municipal Payroll Warrants
12/29/2020	201231	\$	194,728.81
12/29/2020	2012W3	\$	14,722.90
		\$	209,451.71

Date	Louise Levesque		School Accts Payable
12/14/2020	2112	\$	370,520.37

Date	Eva Huston		School Payroll Warrants
12/14/2020	1059	\$	98,303.08
12/14/2020	1060	\$	252,210.09
12/14/2020	1061	\$	648.36
12/14/2020	1062	\$	12,361.94
12/14/2020	1063	\$	112.80
12/22/2020	1064	\$	351,505.79
12/22/2020	1065	\$	12,876.59
12/22/2020	35	\$	36.01
12/22/2020	1066	\$	21,336.84
12/28/2020	1067	\$	1,276.06
12/28/2020	1068	\$	12,426.39
12/28/2020	1069	\$	112.80
1/5/2021	1070	\$	314,370.13
1/5/2021	1071	\$	13,637.65
1/5/2021	1072		5,382.50
		\$	1,096,597.03



**TOWN COUNCIL
MEETING MINUTES
DECEMBER 8, 2020**

Town Council

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

CALL TO ORDER. The Town Clerk, Twila Lycette, called the meeting to order.

INAUGURATION OF ELECTED OFFICIALS

Mrs. Lycette welcomed everyone to the Town Council's 15th annual organizational meeting that is held on the first Tuesday after the first Monday in December. She said 5,294 municipal ballots were cast on November 3 resulting in the following candidates being elected and sworn into office:

One Council Member: Fernand Larochelle, Jr. with 4,490 votes
One School Committee Member: Ross Cunningham with 4,407 votes
One Water Commissioner: Roger Bickford with 4,530 votes

ELECTION OF COUNCIL CHAIRMAN

(VOTE 2020-199) Councilor Fellows nominated Councilor Ward for Chairman. Seeing no other nominations, all voted by show of hands. Vote 6-0-1 carried. (Abstained: Ward) Councilor Ward was duly elected Chairman for the ensuing year.

ELECTION OF COUNCIL VICE CHAIRMAN

(VOTE 2020-200) Councilor Larochelle nominated Councilor Fellows for Vice Chairman. Seeing no other nominations, all voted by show of hands. Vote 6-0-1 carried. (Abstained: Fellows) Councilor Fellows was duly elected Vice Chairman for the ensuing year.

The Town Clerk passed the gavel to Councilor Ward, congratulated him, and the Inauguration of Elected Officials portion of the meeting ended and the regular meeting resumed.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Ganong and Larochelle. Also present were Diane Barnes, Town Manager; Steve Aievoli, Treatment Plant Supervisor; Brett Richardson, Community and Economic Development Director; Kayla Tierney, Finance Director; Ryan McGee, Police Chief; John Rand, Hydrogeologist from Wood Environmental; Richard Fortin, Hydrogeologist from Drumlin Environmental; Dan Stockford, Esquire, Town Attorney (arriving at 8PM); and no other citizens in the audience.

GOOD NEWS & RECOGNITION

Councilor Larochelle mentioned two weeks ago that he had a need to call 911. He thanked the ambulance service and the whole crew that goes along with that call from other departments. He said we take it for granted that when we live in a small community and we make that phone call, we have everyone showing up, which is really important. Again, he said, thank you to all the rescue personnel that showed up. Everything worked out okay in the end, but sometimes you have to go through that to realize how lucky we are that we have people like that who serve in our community.

Councilor Fellows commented on how nice the Christmas tree looks this year, along with the gazebo across from the Lisbon High School.

PUBLIC HEARINGS

**A. AUTOMOBILE GRAVEYARD PERMITS
FOR HUSTON’S AUTO SALVAGE AND CAMBELL’S USED AUTO PARTS**

The Chairman opened the public hearing. The Town Clerk announced that those wishing to comment could enter the room or email award@lisbonme.org. The Chairman announced no comments were received and that he would review his emails for comments received during the meeting and revisit this topic if needed. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2020-202) Councilor Laroche, seconded by Councilor Fellows moved to approve the following:

- A. Municipal Accounts Payable Warrants—\$ 743,124.62
- B. Municipal Payroll Warrants – \$ 145,305.70
- C. School Accounts Payable Warrants – \$ 855,468.94
- D. School Payroll Warrants – \$ 826,002.18
- E. Minutes of November 10, 2020
- F. Approve Automobile Graveyard Permits for Huston’s Auto Salvage, and Campbell’s Used Auto Parts

Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

AUTHORIZATION TO SOLICIT BIDS FOR TOWN OFFICE GENERATOR

INTRODUCTION: Chief McGee said he brought the need for a new generator forward to the Finance Committee. He explained all the current problems they are having with the generator housed within the Police Department. This generator is extremely important as it keeps the Public Safety Communication Center running.

Chief McGee mentioned three options that were given to the Town by Electrical Systems of Maine (ESM) for a new generator as follows:

Option #1 for \$64,895, which was a 100kw Generator with a 600 amp transfer switch/circuit breaker and fix code violations,

Option #2 for \$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 department; This also was the preferred option by ESM.

Option #3 for \$57,878 had a smaller 80kw Generator with 400 amp circuit breaker (not the in-phase circuit model) and also has the latest Wi-Fi and touch screen (Chief McGee said this would not be the best fit for Lisbon and sometimes technology like touch screens and Wi-Fi, can cause issues down the road by needing upgrades).

Chief McGee said 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 Finance Committee voted and approved moving forward on the purchase of Option #2 (\$62,538).

ESM indicated 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).

Chief McGee said 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 referencing the power supply coming in from the main powerline's transformer outside, because there is NO master cut-off switch to shut off the power to the building before it goes into the building's generator transfer panel. ESM indicated this should be an easy fix.

Chief McGee said 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 and was told there were funds available from the unassigned fund balance and/or capital projects reserve account.

Chief McGee said 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 for approximately \$62,000.00.

COUNCILOR COMMENTS: Councilor Ward indicated this type of emergency spending should not happen at all if all the necessary capital items are included in the Capital Improvement Plan. He said that five years ago he requested all necessary items over \$5,000 be included in the comprehensive Capital Improvement Plan and now it appears the plan has fallen short. He indicated his disappointment. He commended Mrs. Tierney for recently completing a comprehensive review of our assets and applauded her efforts. He indicated he looked forward to getting this input before heading into the FY2021-22 budget season.

Councilor Lunt said he would like to see all the equipment with replacement dates included in the CIP.

Councilor Ward said he was very familiar with Matt from ESM. He reported ESM was a good company to work with and one of the top firms in this area. The Council discussed temporary generators and rental generators. Chief McGee indicated rentals were very expensive and explained that there is no one else out there with anything compatible.

Councilor Ward pointed out this is an emergency and that the Council would have discretionary authority to waive the bid process in this situation. Councilor Albert requested that when we purchased the item that we include a five-year service contract and that we add it to the CIP, along with budgeting the replacement in 15 years.

1/26/2021 Corr: Mrs. Barnes reported 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.
TDL

VOTE (2020-203) Councilor Laroche, seconded by Councilor Albert moved to award the purchase, as discussed in Option 2 above, of a new generator for approximately \$62,538.00 with a five-year service contract at approximately \$400 per year for four-years and \$800 on the fifth year, to be installed outside at the Police Department to be funded through the unassigned fund balance and capital projects reserve account. **Order passed – Vote 6-1. (Opposed: Ward)**

1/26/2021 Corr:
TDL

Councilor Ward said he only objected because this item should have been in the CIP already and scheduled for replacement on time.

IRP LOAN PAYOFF

INTRODUCTION: Mrs. Tierney said the Finance Committee discussed paying off the USDA RD Loan. 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.

Mrs. Tierney said USDA RD noted that the Town of Lisbon has been very successful with 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.

Mrs. Tierney said 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.

Mrs. Tierney said 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.

COUNCILOR COMMENTS: Councilor Larochelle requested the Finance Committee come up with Business Loan Program Guidelines. Councilor Ward said those are already in place. Councilor Larochelle said he would like to ensure that the Finance Committee is looking at this program. Councilor Albert said this is great, running the program back in-house, and that paying it off is beneficial to the community, but how does the Council protect these funds from being raided, what are reasonable targets annually for this program, and how do we track our success.

Mrs. Tierney said that sounds like a policy, maybe. Councilor Albert said it would be important to think this through and put the right things in place to take this over so that we continue to follow the parameters USDA RD established to help maintain the continuity of this program. Councilor Ward said this program should be only for new businesses in town. He asked that legal get involved to ensure the town protects these funds. Councilor Lunt said maybe a charter amendment would isolate the funds and protect them.

VOTE (2020-204) Councilor Albert, seconded by Councilor Larochelle moved to 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. **Order passed - Vote 7-0.**

MAINE ELECTRONICS INDUSTRIAL WASTEWATER DISCHARGE PERMIT

INTRODUCTION: Mr. Aievoli reported that the current Maine Electronics, Inc. (MEI) Industrial wastewater discharge permit is scheduled to expire on December 31, 2020. Wood Environmental & Infrastructure Solutions, Inc. (Wood) is requesting authorization to renew the permit for another five-year period with changes.

John Rand from Wood said they are requesting one change to the new discharge permit and that change is an increase to the amount of flow permitted to be discharged. He said while they have no specific plans to increase flows at the site, they are working to optimize operations. Having a modest increase in permitted capacity would provide them with more flexibility to efficiently capture and treat impacted groundwater at the site, which is the reason they have requested an increase in the flow currently permitted at 80,000 gallons per day (GPD) to 90,000, gallons per day. He indicated this increase should have very little to no impact to the operation of the treatment plant.

Mr. Rand mentioned that the Lisbon Pollution Control Facility (LPCF) has yet to receive its draft permit renewal from the Maine Department of Environmental Protection (MEDEP) for its discharge to the Androscoggin River. He said now is the time to make this adjustment to the permit in the event the Maine Department of Environmental Protection requires changes for the Lisbon facility that could affect operations at Maine Electronics.

Mr. Aievoli said he had no objections to the Council approving this request to the Maine Electronics Wastewater Discharge Permit increasing the daily max flow to 90,000 gallons per day.

COUNCILOR COMMENTS: Councilor Larochelle asked what the end game was for this site.

Mr. Rand said to bring that site to closure. He said they are focusing on winding down, that they see some good trends, and improvements to ground water quality. Now is the time to focus on hot spots and to bring those to closure; this will take, at the very least, several more years. He said this change would allow them to target a handful of locations, higher yielding wells, at times when the water levels are up, when the flow rates could go above the 80,000 gallon per day limit, to run for a couple of months and then dial it back, but their average flow currently falls well below the current permit.

Richard Fortin from Drumlin Environmental said now is the time to submit this change to increase the limit since the permit is being renewed so they do not have to go back to add more capacity later if needed. He said we have been at this for 20-25 years now. He explained that the last 10% always takes longer and is more difficult. He said it is hard to predict when we will get to those cleanup standards. Mr. Rand mentioned the rules have changed over time, but that they discuss these goals with the Maine Department of Environmental Protection.

The Council suggested the Water Department be involved when it comes to discussions regarding restrictions on types of businesses or land uses. Mr. Rand said when the results in hand supports it, the vast portion of this site could be used like it was.

VOTE (2020-205) Councilor Larochelle, seconded by Councilor Lunt moved to approve and sign the wastewater discharge permit for a five-year period for Maine Electronics. **Order passed - Vote 7-0.**

ACCEPT DONATION OF GENERATOR FOR PUBLIC WORK’S DEPARTMENT

INTRODUCTION: Mr. Cyr is requesting permission to give the Town of Lisbon a used generator. This generator will replace the current generator at Public Works located just outside the building on the right. The current diesel generator is very old and was installed sometime in the 70’s. This generator does not operate as it should and is not a piece of equipment Public Works could rely on during an emergency. He said 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 his generator would be sufficient for the garage. He indicated Matt from Electrical Systems of Maine would be able to look over the system on December 9 to ensure it is a good fit. If Matt from ESM deems his generator is a good fit, then Mr. Cyr said he would gift this item to the town.

COUNCILOR COMMENTS: Councilor Larochelle asked how much it would cost to install. He asked that this item should be listed in the CIP and its replacement budgeted for in 10 or so years, depending upon what Matt recommends. Mr. Cyr indicated it would not take much to install but that he has those funds within his budget and that his generator can run on either diesel or natural gas.

VOTE (2020-206) Councilor Albert, seconded by Councilor Larochelle moved to accept the donation of a 12.5KW Natural Gas System Generator from Randy Cyr if ESM deems it a good fit for the town. **Order passed - Vote 7-0.**

PUBLIC WORKS ONE-TON TRUCK BID AWARD

Item taken Out of Order

INTRODUCTION: Mr. Cyr reported that Bid 2020-014 is for 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.

COUNCILOR COMMENTS: Councilor Ward asked if this amount is within the budget. Mr. Cyr said Council approved \$50,000 for this purchase, so yes there is adequate approved funding for this vehicle in the Unassigned Fund account.

VOTE (2020-208) Councilor Larochelle, seconded by Councilor Fellows moved to 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. **Order passed – Vote 7-0.**

Councilor Albert left the room at 8:45 PM.

WAIVER OF FORECLOSURE

INTRODUCTION: Mrs. Barnes, the Lisbon Treasurer recommended Council waive foreclosure on 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

VOTE (2020-207) Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Treasurer to record a waiver of foreclosure in the Registry of Deeds for the above listed properties. **Order passed - Vote 7-0. (Councilor Albert Returned and indicated his vote as Yes)**

SET PUBLIC HEARINGS FOR SPECIAL ENTERTAINMENT PERMITS FOR THE SLOVAK CLUB AND THE AMERICAN LEGION POST 158

INTRODUCTION: The Town Clerk indicated that 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.

VOTE (2020-209) Councilor Larochelle, seconded by Councilor Kolbe moved to have the Town Manager authorize the State's issuance of an extension of time to file and set public hearings for the January 5th Council meeting. **Order passed – Vote 7-0. (Councilor Albert Returned and indicated his vote as Yes)**

Councilor Albert re-entered the room at 8:47 PM.

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR SCHOOL EMPLOYEE WAGES & BENEFITS and POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR MUNICIPAL EMPLOYEE WAGES, BENEFITS, & STATE FEES

INTRODUCTION: Mrs. Barnes explained 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).]

VOTE (2020-210) Councilor Fellows, seconded by Councilor Albert moved to approve and adopt the policies on Municipal and School Treasurer's Disbursement Warrants as presented. **Order passed - Vote 7-0.**

COUNCIL WORKING RULES

VOTE (2020-211) Councilor Ward, seconded by Councilor Albert moved to approve the Council Working Rules with no change.

Councilor Larochelle asked whether the Council should add anything or not to the current rules to address zoom meetings. He said he was fine with the way it currently is as long as Council has sufficient notice. He said the chair can call a meeting for anytime, or should this be included in the written rules at all.

Councilor Ward suggested Councilor Fellows review this item for their next meeting. He said considering the current state of the COVID-19 virus the Council might consider going back to virtual meetings again. He said like pictures tonight, he wanted to make sure Council is making conscious decisions to keep everyone safe this winter. Councilor Fellows said without the Governor's Emergency Declaration the Council would not have the authority to meet virtual. Councilor Larochelle said as long as the rules allow virtual meetings then he said he was okay with it. Councilor Ward said Council is taking steps to ensure all of us and businesses keep moving forward as personal health and safety comes to the forefront. He said he wanted to ensure the public has input in such a way that they feel they can participate when they need to. Councilor Larochelle said he was okay with virtual meetings so long as there is adequate notice, like by a certain date, that all know it is going to be a virtual meeting.

Councilor Ward said he believed the January meetings should be virtual if circumstances do not improve. Councilor Albert said he believed the Governor would be extending the emergency through January and suggested the January meetings be virtual until we hear differently. This will allow everyone time to prepare for virtual meetings so invites can get out in time and a quick test can be performed. Councilor Ward asked that as many items as possible be included in the consent agenda if appropriate.

Councilor Fellows mentioned one of his goals when elected was to address virtual meetings and at that time, he was told at the legislative level that this would never happen so now moving forward who knows when this emergency situation is over whether or not virtual meetings could happen. He said he was sure though the legislature would have to weigh in. Councilor Albert said there is no down side to holding virtual meetings; we have proven that time and time again over the past ten months.

Councilor Albert withdrew his second and Councilor Ward withdrew his motion.

LOW RISK SOLAR POWER OPTIONS TO REDUCE ENERGY COSTS

INTRODUCTION: Mr. Richardson explained that the town's staff 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. 1) 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. And 2) 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.

Mr. Richardson requested 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 a Request For Proposal Process seeking a long-term arrangement with greater cost savings. He suggested setting aside these funds to obtain even better savings.

VOTE (2020-212) Councilor Fellows, seconded by Councilor Larochelle moved 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.
Order passed - Vote 7-0.

LISBON FALLS & LISBON AREA WAYFINDING SIGNAGE

INTRODUCTION: Mr. Richardson reported 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

Mr. Richardson said 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.

Mr. Richardson said that new wayfinding signage would 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. We have 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
Worumbo site entrance near the corner of Routes 196 & 125

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

Mr. Richardson requested 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. He said we have a local artist who is pretty accomplished. He has two or three concepts to share with residents and businesses so they can pick which one they would like to move forward.

VOTE (2020-213A) Councilor Larochelle, seconded by Councilor Albert moved 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.

Mrs. Barnes reported there is more than enough left from the Worumbo Fencing project. The town spent \$5,000 of the \$18,000 allocated. She recommended reallocating the amount needed from what is left. Councilor Ward confirmed that the final design would come back to Council before printing. He asked if this included signage for the Village area as well so Council would not have to take this up again. Mr. Richardson said he padded the budget a little so he could put up a sign at the corner in Lisbon Village. He indicated this uniform design would be used town wide. He said the fall signs come to about \$2,100 and posts are around \$30 each. Councilor Fellows asked that the Village area include highlighting Beaver Park, Graziano Park, and the parking area.

VOTE (2020-213B) AMENDMENT #1: Councilor Fellows, seconded by Councilor Albert moved to increase \$3,250 to \$4,000. **Amendment Passed – Vote 7-0.**

Main Motion as Amended - Order passed - Vote 7-0.

WORUMBO REDEVELOPMENT SITE PLAN, CONCEPT DEVELOPMENT AND ZONING REVIEW

INTRODUCTION: Mr. Richardson reported 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.

Mr. Richardson said 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. 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.

Mr. Richardson explained that 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. To advance public input and good design principles that can be codified through a zoning amendment for the site, architectural renderings are necessary. He requested 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.

COMMENTS: Councilor Larochelle said if we are going to spend the money, that he wanted the design to scale to show all the crosswalks and everything so when we do meet with the Maine Department of Transportation they can see where the crosswalks are and where the lighting would go, etc. Councilor Fellows said this could be used as sales tools for developers as well. He said for site plan approval this would need to be very specific to help speed things up, but as far as utilities go, a stub to the property is fine; otherwise, we need to develop something like a subdivision, which we might not want to go that far. Councilor Larochelle said the goal is to make it shovel ready. Mr. Richards said he did not know where that line would be, but that he could push as far as possible. Councilor Ward said the intent is to create a baseline vision to show what someone could do with the property to help the Economic Development Director market the property.

VOTE (2020-214) Councilor Larochelle, seconded by Councilor Albert moved 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. **Order passed - Vote 7-0.**

Item taken Out of Order – After Executive Session

EXECUTIVE SESSION

VOTE (2020-217, 218, 219, & 220) Councilor Albert, seconded by Councilor Larochelle moved to go into Executive Session at 9:29 PM per 1 MRSA Section 405(6) (A) Personnel Matters, 6 (C) Economic Development, 6 (D) Labor negotiations, and 6 (E) Consultations with Legal. **Order passed – Vote 7-0.**

The Council came out of executive session at 11:05 PM and the meeting resumed.

2020 CDBG HOUSING ASSISTANCE PROGRAM FUNDING AND 2020 CDBG HOUSING GRANT RESOLUTION

INTRODUCTION: Mr. Richardson reported 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. Realty Resources will conduct this work in compliance with historic preservation and environmental requirements.

Mr. Richardson requested 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.

VOTE (2020-215A) Councilor Ganong, seconded by Councilor Fellows moved that Council approve and 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. **Order passed - Vote 5-2 (Opposed: Albert and Kolbe)**

VOTE (2020-215B) Councilor Ganong, seconded by Councilor Fellows moved to authorize the Town Manager to negotiate the terms of a Loan Repayment Agreement with JMC Limited Liability Company for forgiveness of accrued interest on a Promissory Note to the Town dated August 22, 1997, provided that the outstanding principal of the Note is paid in full to the Town at the time of closing with Maine Housing, and the Town Manager is authorized to take all actions and execute all documents necessary to enter into the Loan Repayment Agreement on behalf of the Town. **Order passed – Vote 7-0.**

VOTE (2020-215C) Councilor Ganong, seconded by Councilor Fellows moved to authorize the Town Manager to approve the proposal of Axiom Technologies LLC (“Axiom”) relative to installation and maintenance of HotSpot equipment and the provision of related services; the Town Manager is authorized to negotiate Liability & Access agreements with Axiom and property owners for installation of HotSpot equipment in mutually agreeable locations for the purpose of providing free internet access to public spaces; and the Town Manager is authorized to take all actions and execute all documents necessary to enter into these agreements on behalf of the Town. **Order passed – Vote 7-0.**

VOTE (2020-215D) Councilor Ganong, seconded by Councilor Fellows appointed Christopher Rugullies to the Lisbon Development Committee as an Alternate Member term expiring 2022. **Order passed – Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert reported the School Committee is working on creating COVID-19 strategies.
2. Planning: Councilor Fellows reported the Planning Board approved a new Medical Marijuana Business. Councilor Lunt asked about the process for Recreational Marijuana. Council would like to view the MMA Workshop video at their second meeting in January if possible.
3. LDC: Councilor Fellows explained a land banking opportunity and asked Council to support the following motion:

VOTE (2020-215E) Councilor Fellows, seconded by Councilor Albert moved to approve the development of a formal Land Banking Process for the Town of Lisbon and to enable the staff to fully develop a system to be finally approved by the Council. **Order passed – Vote 6-1. (Opposed: Kolbe)**

4. Conservation Commission: Councilor Ward reported the commission is marking the park boundaries and developing a park trail map.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said things are going smoothly at the Library and that Mrs. Nadeau is working on doing more video outreach.
8. Water Commission: Councilor Fellows announced that Bill Alexander will be retiring between May and December next year and that the commission is looking for an Assistant Water Superintendent.
9. Finance Committee: Councilor Albert said this committee would meet later on this month.

B. TOWN MANAGER’S REPORT

Mrs. Barnes reported 108 Thanksgiving baskets (each basket contained a Turkey), along with 12 turkeys were delivered this year which could not have happened without the help of Public Works, members from the Lisbon Falls Christian Academy, Parks & Recreation, and Library. The baskets provided for more than one hot meal. She mentioned she and Chief McGee did ten deliveries. Councilor Albert thanked everyone for helping. He mentioned Mrs. Barnes should be recognized for discovering one resident who had been without heat and for connecting that person with the help they needed to get oil delivered.

Mrs. Barnes announced Kathy Malloy would be retiring on March 5, 2021 next year.

C. DEPARTMENT HEAD REPORTS – NO COMMENTS

D. COUNCIL GOAL SETTING

Councilor Ward asked that this item be moved to the January agenda. There were no objections noted.

APPOINTMENTS

COUNCIL COMMITTEE ASSIGNMENTS

Councilor Ward asked Councilors to review the Council Committee Assignment list and to get back to him. He suggested this item be moved to the January agenda, too.

LISBON DEVELOPMENT COMMITTEE - APPOINT ALTERNATE MEMBER TO 2022

Item Taken Out Of Order – See Vote 2020-215D Above

COUNCILOR COMMUNICATIONS

Councilor Fellows stated that he was planning to place the Electric Vehicle Charging Station proposal on the January 5 Council agenda. He said they got the proposal back, which needs a little tweaking.

Councilor Lunt thanked the Public Work's crew for their hard work keeping the roads open during the big storm recently. He also thanked the line crews as well; we appreciate the many hours it takes to get these jobs done.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSION

Items Taken Out Of Order – After Agenda Item 2020-214 Above

ORDER 2020-223 TO ADJOURN

VOTE (2020-223) Councilor Larochelle, seconded by Councilor Albert moved to adjourn at 11:16 PM.
Order passed - Vote 7-0.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: January 5, 2020
Date corrected: 01/26/2021

Tax Acquired Redemption

The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes and/or sewer on December 21, 2020. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. According to 36 M.S.R.S. § 943-C, the Town is also required to send the Notice of Intent to Sell Your Former Property and application for alternative sale.

<u>Name</u>	<u>Location</u>	<u>Total Owed As of 2/5/2021</u>
BARD, TIMOTHY	32 LITTLEFIELD ROAD	\$ 3,067.72
HUSTON, WALTER A. HEIRS OF	SUMMER STREET	\$ 259.08
CRAWFORD, KRIS A. & MARCEA L	65 MAIN STREET	\$ 14,719.88
JACOBS, PAUL	2 CLAIRE DRIVE	\$ 974.08
BAUD, ARLENE	15 ANN STREET.	\$ 1,958.13
BARTLETT, BONNY	1 SECOND STREET	\$ 8,473.11
GERRY, ROXANNE	10 CONGRESS STREET	\$ 15,786.04
MORSE, SHELLY L.	146 SUMMER STREET	\$ 3,132.68
GRAY, JOHN	27 PARK STREET	\$ 6,697.97

Recommendation

Authorize the Town Treasurer to send out a 30-day notice of redemption, notice of intent to sell your former property, and application for alternative sale to the tax acquired property owners of record allowing them to pay all real estate taxes and fees owed on the property in full, or apply for alternative tax sale, by the end of the 30-day period of redemption, and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.

Town of Lisbon
Municipal Budget Schedule 2021-2022
6:00 PM- Budget Workshops
7:00 PM- Public Hearings/Council Meetings/Special Meetings

March 09, 2021	Tuesday, Special Town Council Meeting <i>School Budget Presentation to Council</i>
March 16, 2021	Tuesday, Town Council Meeting <i>Municipal Budget Presentation</i>
March 23, 2021	Tuesday, Town Council Budget Workshop <i>Elected Officials, Town Manager, Insurance, Legal, Technology, Assessing, Abatements, Finance, & Tax, Debt Service</i> <i>Presentation of Capital Improvement Plan to Council & Planning Board</i>
March 30, 2021	Tuesday, Town Council Budget Workshop <i>Lisbon Emergency</i> <i>Police & Fire & EMA Budget</i>
April 06, 2021	Tuesday, Town Council Meeting <i>Approve Warrant</i>
April 13, 2021	Tuesday, Town Council Budget Workshop <i>Public Works, Transfer Station, Street / Traffic Lights, Hydrant Rental & Wastewater Treatment Plant</i>
April 20, 2021	Tuesday, Town Council Budget Workshop & Regular Meeting <i>Codes, Town Buildings, Board of Appeals, Planning, Economic Development, Town Clerk, General Assistance, Misc. & Community Service</i>
April 23, 2021	Thursday, Planning Board Meeting
April 27, 2021	Tuesday, Town Council Budget Workshop <i>Parks & Recreation & Library</i>
May 03, 2021	Monday, School Committee Meeting <i>Adopt School Budget</i>
May 04, 2021	Tuesday, Town Council Meeting <i>School Budget/CIP Public Hearing</i>
May 11, 2021	Tuesday, Special Town Council Meeting <i>Adopt School Budget</i> <i>Council Recommendation on School Budget for ballot</i>
May 21, 2020	Municipal Budget Public Hearing Ads <i>10 AM Deadline to Sun Journal</i>
May 23, 2021	First Municipal Public Hearing Ad in Newspaper Per Charter Sec.6.04(a)1 <i>(The times and places where copies of the budget messages and the budgets will be available to the public, and</i>
June 07, 2021	Second Municipal Public Hearing Ad in Newspaper Per Charter Sec.6.04(a)2 <i>(...not less than two weeks after the first such publication) of a public hearing on the proposed budgets.</i>
June 08, 2021	School Budget Validation Referendum
June 15, 2021	Tuesday, Council Meeting <i>Municipal Budget Public Hearing</i>
June 22, 2021	Tuesday, Special Town Council Meeting/Adopt Municipal Budget



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Kayla Tierney, Finance Director
CC:
SUBJECT: Maine Municipal Employees Health Trust Wellness Grant Application
DATE: December 22, 2020

One of the benefits provided to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$40 per year, per employee covered under the Health Trust health insurance programs."¹

The Town of Lisbon has been involved with the MMEHT Wellness program for several years and has seen a positive response from the employees. The Town of Lisbon has formed a Wellness Committee to assist in overseeing the program and has 50 health plan participants. For the 2021 calendar year, the maximum grant application is in the amount of \$2,000.00. Given COVID-19, the Health Trust is offering virtual trainings and the Wellness Committee is coming up with ideas that we can work with the Health Trust on, in continuing to provide this benefit to our employees in a safe manner all the whilst abiding by State Guidelines.

Recommendation

As the Program Coordinator for the Wellness Program, I am seeking authorization to apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2021 Wellness Grant in the amount of \$2,000.00

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Lisbon Town Councilors

FROM: Twila Lycette

SUBJECT: Liquor Licenses & Special Entertainment Permits for:
Coombs Mountfort American Legion Post 158
Slovak Catholic Association

DATE: November 16, 2020

The Coombs Mountfort American Legion Post 158 and the Slovak Catholic Association are renewing their State of Maine Liquor Licenses and local Special Entertainment Permits. See applications attached. The Police Chief and Code Enforcement Officer have completed their review. A public hearing is required for the Special Entertainment Permits and has been posted. The applications are ready for your approval.

SPECIAL ENTERTAINMENT APPLICATION

License Type: \$100 Application Fee
 \$80 Advertisement Fee For First Time Liquor License Applicants Only

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

Owner: Slovak Catholic Association Home Phone: _____
Email Address: SCA1894@gmail.com Cell Phone: 207 504 1303
Owner's Home Address: 26 Avery St Lisbon Falls, ME 04252
Residence(s) for last five years: Same
Name of Business: Slovak Catholic Assoc Business Phone: 207 353-9606
Location of Business: 26 Avery St. Lisbon Falls, ME 04252

List Applicant / Partners / Corporate Officers:

Name: <u>Patrick Kelleher</u>	Name: <u>Elwood Beal</u>	Name: <u>Jaime Lavallee</u>
Address: _____	Address _____	Address _____
Town/Sta _____	Town/St _____	Town/S _____
Birthdate: _____	Birthdat _____	Birth da _____

Has applic ever been revoked: No ?

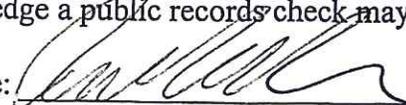
If so, why? _____

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

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? Yes If so, when does it expire? 12/31/2020

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

Signature:  Date: 10/10/2020

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS w/ DBA:	<input type="checkbox"/> Yes <input type="checkbox"/> No

CLUB APPLICATION

NEW application: Yes No Business hours: 10am - 9pm
 If business is NEW or under new ownership,
 indicate starting date: _____
 Requested inspection (New Licensees/ Ownership Changes Only) Date: N/A

PRESENT LICENSE EXPIRES 12/31/2020

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE: \$10.00 Filing Fee (must be included on all applications)

\$495.00 Club w/o Catering (Class V – Malt, Vinous & Spirituous)

Club with Catering : Malt, Vinous, & Spirituous-Class I (\$900.00) Spirituous Only-Class II (\$550.00)
 Vinous Only-Class III (\$220.00) Malt Only-Class IV (\$220.00)
 Malt & Vinous Only-Class III & IV Combination (\$440.00)

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Slovak Catholic Association</u>			Business Name (D/B/A) <u>Slovak Catholic Association</u>		
APPLICANT(S) –(Sole Proprietor) <u>Board List Attached</u>			DOB: _____		
DOB: _____			Physical Location: <u>26 Avery St.</u>		
Address <u>26 Avery St.</u>			Mailing Address <u>P.O. Box 294</u>		
City/Town <u>Lisbon Falls</u>	State <u>ME</u>	Zip Code <u>04252</u>	City/Town <u>Lisbon Falls</u>	State <u>ME</u>	Zip Code <u>04252</u>
Telephone Number		Fax Number	Business Telephone Number <u>207-353-9606</u>		Fax Number
Federal I.D. # <u>01-0192265</u>			Seller Certificate #: or Sales Tax #: <u>0017345</u>		
Email Address: Please Print <u>SCA1894@gmail.com</u>			Website: <u>N/A</u>		

1. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

2. Is applicant a corporation, limited liability company or limited partnership? YES NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

3. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License # _____ Name of Business _____

Physical Location _____

City / Town _____

4. Do you permit dancing or entertainment on the licensed premises? YES NO

5. If manager is to be employed, give name: N/A

6. Business records are located at: 26 Avery st., Lisbon Falls, ME 04252

7. Is/are applicants(s) citizens of the United States? YES NO

7. Is/are applicant(s) residents of the State of Maine? YES NO

8. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
See Board sheet attached		

9. Residence address on all of the above for previous 5 years (Limit answer to city & state)

Name: <u>See Board sheet attached</u>	City:	State:
Name:	City:	State:
Name:	City:	State:

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit directly in your license, if issued?

Yes No If Yes, give name: _____

12. Has/have applicant(s) formerly held a Maine liquor license? YES NO

13. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

14. Describe in detail the premises to be licensed: (Diagram Required) See attached diagram

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 mile

Which of the above is nearest? church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Lisbon Falls, ME on November 13, 2020
Town/City, State Date

Patrick Kelleher
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Patrick Kelleher
Print Name

Print Name

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application. Please make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Lisbon, Maine Androscoggin
City/Town County

On: 1-5-2021
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: Lisbon, Maine

THIS APPROVAL EXPIRES IN 60 DAYS



SPECIAL ENTERTAINMENT APPLICATION

License Type:

\$100 Application Fee
 \$80 Advertisement Fee For First Time Liquor License Applicants Only

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

Owner: COOMBS-MOUNTFORT ^{AMERICAN} LEGION POST 158 Home Phone: 207-353-8192
Email Address: FINANCE.POST158@OUTLOOK.COM Cell Phone: NA
Owner's Home Address: 10 WEBSTER RD, LISBON, ME 04250
Residence(s) for last five years: SAME
Name of Business: AMERICAN LEGION POST 158 Business Phone: 207 353-8192
Location of Business: 10 WEBSTER RD, LISBON, ME 04250

List Applicant / Partners / Corporate Officers:

Name: <u>MICHELLE FOSS</u>	Name: <u>JACIL LACHANLO</u>	Name: <u>ARMAND MARCOVILLIER</u>
Address:	Address:	Address:
Town/St:	Town/Stat	Town/St:
Birthdate	Birthdate:	Birth date

Has applicant's business license ever been re:

If so, why? _____

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

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? YES If so, when does it expire? 12-31-20

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

Signature: Michelle Foss Date: 11/9/2020

Business Name: Coombs-Mountfort American Legion Post 158

INSPECTION REQUIRED BELOW

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

Signature:  Date: 11/16/2020

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

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

For Office Use Only

Public Records Check Completed.

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

Signature:  Date: 11-16-2020

INFORMATION

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

SUGGESTED CONTACTS:

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

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

4. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV)
- Class A Restaurant/Lounge (Class XI)
- Class A Lounge (Class X)
- Hotel (Class I, II, III, IV)
- Hotel – Food Optional (Class I-A)
- ^{M/B} ~~MS~~ Bed & Breakfast (Class V)
- Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV)
- Auxiliary
- Mobile Cart
- Tavern (Class IV)
- Other: CLUB w/o CATERING CLASS V
- Qualified Caterer
- Self-Sponsored Events (Qualified Caterers Only)

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

10 WEBSTER RD LISBON MAINE 04250

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

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

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

Dated: 1/5/2021

Who is approving this application? Municipal Officers of Lisbon

County Commissioners of _____ County

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



Signature of Officials	Printed Name and Title

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

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

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY: CmP

LOCATION: West River Road

CODE ENFORCEMENT DEPARTMENT

I, Dennis J. Douglass, have reviewed the application and find the pole is located in front of property owned by: UNKNOWN

and the physical address of the property is RIVER ROAD, LISBON

Additional Comments: _____

Approved Date: 12-29-2020 Signed by: [Signature]

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

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

Comments: _____

Approved Date: 12-29-2020 Signed by: [Signature]

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Form 4501

Notification: 10300629256

Work Order: 801000316095

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the: [] City [x] Town [x] County of: Androscoggin, Maine

- [x] Central Maine Power hereby applies for permission to: [x] Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below. [] Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

[x] Central Maine Power Company and FairPoint New England

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

- 1. Starting Point: Pole 31
2. Road (State & CMP): West River Rd
3. Direction: Northwesterly
4. Distance: 209 feet
5. Number of Poles: 1

- [x] Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code. [] Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

[] Public Notice of this application has been given by publishing the text of the same [x] Not Published

In: []
On: []

CENTRAL MAINE POWER COMPANY

Consolidated Comm of Northern New England

FairPoint New England

By: Christina LaGuardia

Date: 10/22/2020

By: Jessica Theriault Date: 12/22/2020
Jessica Theriault - Right of Way

Form 4503

Notification: 10300629256

Work Order: 801000316096

LOCATION PERMIT

Consolidated Comm of Northern New England

Upon the Application of Center Maine Power Company and FairPoint New England

dated 10/22/2020, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Lisbon

approximately located as follows:

- 1. Starting Point: Pole 31
2. Road (State & CMP): West River Rd
3. Direction: Northwesterly
4. Distance: 209 feet
5. Number of Poles: 1

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

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded In Book _____, Page _____

Attest: _____

Clerk

MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: REQUESTING TO REPLACE 196 MAIN/CANAL INTERSECTION CAMERA
DATE: 12/30/2020

I, Randy Cyr, am requesting approval to replace the cameras at the 196 Main/Canal Street intersection.

As you are aware, this intersection is infamous for its ability to back up traffic during crucial times of the day, and want to ensure traffic is running smoothly going forward. Additionally, recent work orders that the town has paid for on this intersection may have been mitigated with new cameras.

This intersection works on six (6) cameras. In 2018, A&D Electric furnished the town with two (2) new cameras to ensure the intersection was operational. Since the other cameras and equipment was older, we are still having issues with cycling and light patterns which Electric Light has been here to fix on several occasions just this year.

Recently, Electric Light, our new contractor for light service made a service call for PD to investigate why lights were not cycling properly. Electric Lights findings were that 2 cameras were showing poor quality image and reported that the two (2) cameras need to be replaced.

It would not make sense to just change the two (2) cameras now and potentially few months down the road be back to change out the other cameras. If we were to change out the four (4) older cameras and components the cost would be \$21,685.

Electric Light sent a quote to replace those video detection cameras and all components for each with a 360 degree camera system which is same system installed this year at Graziono Square intersection. The total amount for the quote is \$18,980.

If the town were to purchase new cameras, the funds can come from the TIF account.



ELECTRIC LIGHT
COMPANY INC.

1 Morgan Way
Cape Neddick, ME 03902 US

Estimate

ADDRESS

Town of Lisbon
300 Lisbon St
Lisbon, ME 04250

ESTIMATE # 1355

DATE 12/30/2020

EXPIRATION DATE 01/30/2021

QTY	DESCRIPTION	RATE	AMOUNT
1	Supply and install a Gridsmart video detection system at Main / Canal. Includes:	18,980.00	18,980.00
1	Processor GS2	0.00	
1	360 Degree Camera, Natural Color	0.00	
1	Mounting Hardware	0.00	
1	Surge Protection	0.00	
1	Cat5e Underground Shielded Wire	0.00	
1	Data Module ***Not Included*** Cabinet wiring and programing. Police details are not included.		
TOTAL			\$18,980.00

Accepted By

Accepted Date

Chapter 90 - PERSONNEL POLICY¹¹

Footnotes:

--- (1) ---

Editor's note— Codified in this chapter is the personnel policy of the town, as adopted by the former board of selectmen on Jan. 16, 1989, as amended through December 16, 2014. Amendments to the amended policy are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original amended policy.

Cross reference— Administration of Code of Ordinances, ch. 2.

Sec. 90-1. - Introduction.

- (a) This compilation of town policies is provided merely to inform town employees subject to it of current town policies.
- (b) This compilation of town policies does not create a contractual relationship between the town and its employees.
- (c) The town council reserves the right to alter, amend or add to this compilation or individual policies at any time, at its sole discretion.
- (d) This compilation of town policies supersedes any and all prior oral and written communications by the former board of selectmen, town manager or other town employees unless an exception is made in writing and approved by the town council.
- (e) All employees, unless the topic is the subject of a provision of a collective bargaining agreement or constitutes a provision subject to mandatory bargaining, shall adhere to all items herein.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-2. - Benefit entitlement.

(a) *Definitions.*

- (1) Full-time employee means a permanent employee whose regularly scheduled work week is 30 hours or more.
- (2) Part-time benefit eligible employee means a permanent employee whose regularly scheduled workweek is less than 30 hours but more than 20 hours.
- (3) Part-time benefit ineligible employee means any employee, permanent or otherwise, who works a work schedule of less than 2130 hours per week or an employee, regardless of hours worked, who is per diem or temporary, such as a seasonal employee or one who is filling in for a permanent employee who is absent (i.e., workers comp leave of absence)—see Section 90-4.5.
- (4) When classifying employees who work irregular schedules, hours worked per week shall be the average of a four-week cycle.

(b) *Benefit levels.*

- (1) *Full-time employees.* Permanent full-time employees shall be entitled to full participation in the following benefits:
 - a. Sick leave.

- b. Bereavement.
- c. Jury service.
- d. Leaves of absence.
- e. Holidays.
- f. Vacation.
- g. Personal leave.
- h. Employee assistance program.
- i. Medical insurance.
- j. Retirement.

k. Earned Paid Leave (Title 26, §637)

- (2) *Part-time employees.* Part-time benefit eligible employees shall be entitled to a pro rata share of the following listed benefits:

- a. Sick leave.
- b. Bereavement.
- c. Jury service.
- d. Leaves of absence.
- e. Holidays.
- f. Vacation.
- g. Personal leave.
- h. Employee assistance program.

i. Earned Paid Leave (Title 26, §637)

In arriving at the appropriate pro rata level of any particular benefit, the part-time employee's regularly scheduled workweek shall be divided by 30. Earned Paid Leave is not subject to pro-rata but is based on hours worked as required by state statute, Title 26, §637 Medical benefits and retirement benefits are not available to this classification of employee.

- (3) *Part-time ineligible employees.* ~~Permanent or p~~Part-time benefit ineligible employees shall be entitled to earned paid leave only, according to state statute Title 26, §637. Seasonal employees, as listed in the statute shall not be entitled to any benefits.

- (4) ~~Current employees. Current employees who work less than 30 hours, but receive medical benefits as of the date of the adoption of this policy, shall be grandfathered from this policy change and shall continue to receive benefits at the same level as received as of the date of adoption.~~

Note: The ratio for pro rata benefits is on the basis of ~~30 hours rather than 40 hours since full benefits are available to those working 30 hours or more~~. It should also be noted that there is no pro rata share of medical insurance or retirement. The employee either qualifies for full benefits on these two items or receives no benefits at all.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-3. - Non-discrimination and equal employment opportunity policy.

The Town of Lisbon provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin,

ancestry, age, physical or mental disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The Town of Lisbon will not discriminate because of an individual's previous assertion of a claim or right against a prior employer under the Workers' Compensation Act, or because of previous actions taken that are protected under the Whistleblowers' Protection Act. The Town of Lisbon also will not retaliate against a person who has filed a charge of discrimination, participated in a discrimination proceeding, or opposed a violation of the Maine Human Rights Act or other state law or federal law relating to nondiscrimination in employment.

The Town of Lisbon complies with applicable federal, state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Lisbon expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, ancestry, age, genetic information, physical or mental disability or veteran status. Improper interference with the ability of the Town of Lisbon employees to perform their expected job duties is absolutely not tolerated.

An employee who believes that he or she has been subjected to unlawful discrimination in employment is encouraged to appeal to the department head or town manager under Policy 90-29. The employee also may file a complaint with the Maine Human Rights Commission and/or the Equal Employment Opportunity Commission within 300 days of the alleged discrimination. An employee may contact the Human Rights Commission by writing to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333, or by phoning 207-624-6050. An employee also may contact the Equal Employment Opportunity Commission by writing to EEOC, John F. Kennedy Federal Building, Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, or by phoning 800-669-4000.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-3.1. - Sexual harassment.

- (a) *Generally.* It is the policy of the town that all employees should be able to work in an environment free from all forms of harassment. Harassment, as defined by this section, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between coworkers. Any complaints of harassment will be investigated promptly. If an employee believes they are being subjected to any of the prohibited forms of harassment or believe they are being discriminated against because other employees are receiving favored treatment in exchange for sexual favors, they must bring this to the attention of the town. The very nature of harassment makes it virtually impossible to detect unless the person being harassed registers their discontent with the appropriate town representative. Consequently, in order for the town to deal with the problem, employees must report such offensive conduct or situations. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment. Sexual harassment is an extremely serious matter. It is prohibited in the workplace by any person and in any form.
- (b) *Definition.*
- (1) Harassment on the basis of sex is a violation of federal law and section 4572 of the Maine Human Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- (2) In other words, sexual harassment is the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct that creates a hostile or offensive work environment or unreasonably interferes with a person's ability to perform their job.
- (3) Specific conduct, that is prohibited, includes, but is not limited to:
 - a. Threats or insinuations, implicit or explicit, that any employee's refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties or any other condition of employment.
 - b. Unwelcome sexual flirtations, advances or propositions.
 - c. Verbal or written abuse of a sexual nature.
 - d. Graphic verbal comments about an individual's body.
 - e. Sexual comments of a provocative or suggestive nature.
 - f. Sexually degrading words used to describe an individual.
 - g. Jokes or innuendos intended for and/or directed to another employee.
 - h. The display in the workplace of sexually suggestive objects or pictures.
- (c) *Report.* Any employee who believes he has been the subject of sexual harassment should report the alleged act immediately. The steps to take are as follows:
 - (1) Be sure that the person who is sexually harassing you know[s] that you do not welcome that person's advances/comments/actions. TELL THEM TO STOP!
 - (2) If the sexual harassment continues or if you are not comfortable telling the person who is harassing you to stop, inform your supervisor, department head or the town manager of the sexual harassment. If your supervisor is the alleged harasser, you should report the concern to your department head or the town manager. If the town manager is the alleged harasser, you should inform the chairman of the town council.
- (d) *Confidentiality.* A record of the complaint and the findings will become a part of the complaint investigation record, and the file will be maintained separately from the employee's personnel file. It is understood any person electing to utilize this complaint resolution procedure will be treated courteously, the problem handled swiftly and confidentially.
- (e) *Discipline/discharge for violation.* Any employee who is found after appropriate investigation to have engaged in sexual harassment will be subject to discipline, up to and including discharge.
- (f) *No retaliation for filing a complaint.* The registering of a complaint will in no way be used or held against the employee, nor will it have an adverse impact on the complaining individual's employment status.
- (g) *No retaliation will occur as a result of filing a report.* It is unlawful under the Maine Human Rights Act and federal law for an employer to retaliate against an employee because the employee filed a charge or because the employee aided in an investigation. If the employee believes retaliation has occurred, the employee should inform their supervisor, department head, or the town manager. If the town manager is the one retaliating, the employee should inform the chairman of the town council.
- (h) *Complaint procedures.* An employee who believes that he or she has been subjected to sexual harassment or retaliation is encouraged to appeal to the department head or town manager under Policy 90-29. The employee also may file a complaint with the Maine Human Rights Commission and/or the Equal Opportunity Commission within 300 days of alleged discrimination. The employee may call or visit the commission's office, and a staff person will assist the employee. An employee may contact the Human Rights Commission by writing to the Maine Human Rights Commission,

State House Station #51, Augusta, ME 04333, or by phoning 207-624-6050. An employee also may contact the Equal Employment Opportunity Commission by writing EEOC, John F. Kennedy Federal Building, Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, or by phoning 800-669-4000.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-3.2. - Americans with Disabilities Act (ADA) and Maine Human Rights Act (MHRA) Policy for Individuals with Disabilities.

- (a) *Policy statement.* It is the policy of the Town of Lisbon that no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment. This protection against discrimination shall apply to individuals with disabilities as defined in Title II of the ADA, i.e., those persons who have a physical or mental impairment that substantially limits one or more of their major life activities, have a record of such an impairment, or are regarded as having such an impairment. This protection against discrimination also applies to individuals with physical or mental disabilities as defined in the Maine Human Rights Act, including individuals with physical or mental impairments that substantially limit a major life activity, that significantly impair physical or mental health, or that require special education, vocational rehabilitation or related services. The MHRA also protects individuals who have a record of, are regarded as, or are likely to develop a physical or mental impairment or any of the specific disabilities under the MHRA.

The Town of Lisbon is committed to providing accommodations for eligible individuals with physical or mental disabilities as defined by federal and state law in the most timely and effective manner possible under applicable laws and regulations. The municipality's intent is to ensure that every request for an accommodation is promptly and properly reviewed. The municipality is committed to following the requirements of the ADA, the MHRA and all appropriate federal and/or state laws, rules and regulations.

All requests for accommodations are to be submitted to the town manager's office for consideration and review. In evaluating requests for accommodation, the town may request additional medical documentation, examinations and/or opinions to the extent the information requested is job-related and consistent with business necessity.

(b) *Accommodation process.*

- (1) The employee or the employee's immediate supervisor shall contact the town manager's office for assistance in applying for accommodation. No department or individual may grant any accommodation, whether formal or informal, without first receiving approval of the town manager. If an employee's supervisor makes the request for accommodation on behalf of the employee, the employee must then work with the town manager's office directly. Only that information absolutely necessary shall be shared with the employee's supervisor. The employee's supervisor should not act as an advocate or surrogate for the employee. The town manager's office shall assist the employee in all ways reasonably possible in completing the accommodation process in a timely and efficient manner.
- (2) Any information submitted shall be considered confidential and may be shared only with those who have a need to know in accordance with federal and/or state law. The town manager's office shall make the determination of the need to know in consultation with the applicable department.
- (3) The town manager's office must make the following necessary determinations for each ADA or MHRA accommodation request:
 - a. Whether the individual has a disability. This determination may require appropriate documentation from a medical care professional, if such documentation is job-related and consistent with business necessity.

- b. Whether an accommodation is needed for the individual to perform the essential function(s) of the employee's position.
 - c. Whether the accommodation(s) is (are) reasonable and would not create an undue hardship for the town.
 - d. The town manager's office shall implement the decision through appropriate municipal procedures if the employee is to be accommodated.
- (5) The town manager's office shall make a determination within a reasonable time upon receipt of a request for accommodation. A reasonable time is necessarily flexible, taking into consideration such factors as the complexity of the request, cooperation of the employee, any need(s) for additional medical information, and so forth.
- (6) If an employee is not satisfied with the determination regarding a requested accommodation, the employee may submit a request for reconsideration to the town manager. The town manager shall promptly review and respond to the request for reconsideration and notify the employee of the town manager's decision.
- (7) An employee who believes that he or she has been subjected to unlawful disability discrimination or retaliation is encouraged to appeal to the department head or town manager under Policy 90-29. The employee also may file a complaint with the Maine Human Rights Commission and/or the Equal Employment Opportunity Commission within 300 days of the alleged discrimination. An employee may contact the Human Rights Commission by writing to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333, or by phoning 207-624-6050. An employee also may contact the Equal Employment Opportunity Commission by writing to EEOC, John F. Kennedy Federal Building, Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, or by phoning 800-669-4000.

(C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-4. - Employment.

- (a) *Applications.* Applications for employment must be filed on forms prescribed by the town manager. Such forms may require whatever information is deemed necessary, and all applications must be signed by the person applying.
- (b) *Preemployment medical inquiries.* The town will not require an applicant to take a pre-employment medical examination or make preemployment inquiry of an applicant as to whether the applicant is an individual with a physical or mental disability or as to the nature or severity of a physical or mental disability. The town may, however, make pre-employment inquiry into an applicant's ability to perform job-related functions. The town also may condition an offer of employment on the results of a medical examination conducted prior to the employee's commencement of duties, provided that 1) all similarly situated employees are subjected to such an examination regardless of physical or mental disability, and 2) the results of such an examination are used in accordance with the requirements of the Maine Human Rights Act and the American with Disabilities Act.
- (c) *Background and reference checks.* To ensure that individuals who join the Town of Lisbon are well qualified and to ensure that the municipality maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Town of Lisbon. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, the Maine Human Rights Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Town of Lisbon to deny employment, a copy of the report may be viewed by the applicant, and the applicant will have the opportunity to dispute the report's accuracy. The applicant may obtain a copy of their background from the State at their own expense. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159; [C.M. of 7-19-2016, V. 2016-166](#).)

Sec. 90-4.5. - Temporary employment.

- (a) When the public interest requires and when the task to be accomplished is temporary or seasonal in nature, a department head, with the approval of the town manager, may appoint individuals with the skill and ability to fill the temporary position.
- (b) In circumstances where a regular employee is absent from the workplace due to circumstances such as a leave [of] absence, workers compensation injury, or long-term sick leave, or the like, and where the permanent employee is expected to return to work, the position may be filled by a temporary employee appointed by the department head and with the approval of the town manager, who has the skill and ability to perform the work of the position.
- (c) Temporary hires are not eligible for benefits.
- (d) The maximum duration of a temporary appointment shall mean no more than six months.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-5. - Promotion.

Employees of the town shall be given the maximum opportunity to advance within service. Present employees shall be given first consideration in filling a vacancy if so qualified. However, it is recognized that from time to time the public interest may require any vacancy to be filled from outside the service.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-6. - Probationary period.

- (a) Newly appointed or hired employees and promoted employees shall be subject to a period of probation. The probationary period shall be six calendar months.
- (b) The town, through the town manager, shall have the right to terminate the employment of any newly appointed or hired employee during their probationary period without cause and employee recourse.
- (c) The town manager shall have the right to terminate the employment of any promoted employee during this probationary period, but the employee may avail himself of the grievance procedure.
- (d) By agreement with the employee, the town, through the town manager, may extend the probationary period, not to exceed a total probationary period of one year.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-7. - Compensation.

It is the intent that all town employees are paid salaries and compensation for comparable public and private work in the area and that will attract and retain well-qualified employees. This compensation shall

be set annually by the salary order of the council upon the recommendation of the town manager. Jobs included in collective bargaining agreements shall have salary grades and ranges as determined through negotiations, and as expressed in these agreements.

Pay Plan (Salary Grade and Ranges)

The town manager shall prepare a recommended uniform and equitable pay plan for those positions not included in collective bargaining agreements. This pay plan shall be presented to the town council for review and approval. Determination of salary ranges shall be based upon qualifications required, prevailing rates of pay for comparable work in other public employment in the area, the financial policy of the community, and any other relevant factors. After adoption by the council, no position may be assigned a salary higher than provided for. Merit pay shall be available as an added percentage to each step raise upon successful completion of a pay for performance plan. The elements of each employee performance plan shall be approved by the town council. The salary grade of the new employee may reflect prior training and experience.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-8. - Training.

Both the town and the employees profit from the provision of educational training opportunities at reasonable expense to the town. Training programs shall be selected or designed to improve the quality of the employee's performance and to bring about a more efficient, effective or economical operation. Training programs which are intended for reimbursement must have prior approval from the town manager and must be directly related to improvement of required job skills/knowledge. Upon satisfactory completion of the course work, the employee may file an expense account with the town manager for prior approved expenses incurred while taking the course. The town manager will cause to be placed before the council a budget recommendation each year for training needs.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-9. - Evaluation.

- (a) In order to ensure the public the highest quality of services, all personnel shall be formally evaluated, in writing, by the employee's immediate supervisor. The supervisor shall conduct these evaluations as frequently as is deemed desirable; however, every employee shall be evaluated every year. The employee shall review, sign, date and comment on the evaluation before it is submitted to the town manager.
- (b) Probationary employees shall be formally evaluated, in writing, at the end of their probationary period by each employee's immediate supervisor. A successful evaluation will result in the employee's achieving permanent status. This report will be sent to the town manager for review.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-10. - Employees exempt from Fair Labor Standards Act.

The salaried employees having the following job titles are considered to be exempt from overtime and certain other provisions of the federal Fair Labor Standards Act because they meet the tests for either executive, administrative, or professional positions:

Town manager.

Parks and Recreation director.

~~Town engineer.~~

Finance director~~-treasurer~~.

Assessor/~~CEO~~.

Public works director.

Code enforcement officer.

Fire chief.

Police chief.

Director of economic and community development.

Library director.

~~Director of solid waste~~.

Town clerk.

Tax collector.

Treasurer.

~~Parks director~~.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-11. - Hours of work.

Due to variations in the different services provided by the town, it is necessary to have variations in the hours of work per week in like positions. The hours of work for any department shall be established by the town manager, with the advice of department heads and approved by the town council.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-12. - Overtime.

For employees who are not exempt from overtime under applicable law, occasional overtime work, in excess of 40 hours per week, if deemed necessary by the department head, will be compensated for by overtime pay at a rate equal to 1.5 times the employee's regular wage or by compensatory time at 1.5 times the hours worked for the employee. Election of overtime pay or compensatory time will be left up to the employee's discretion, subject to applicable limits on accrual of compensatory time. Hours used in overtime calculations shall include holidays, vacations, sick leave, bereavement, jury duty, and compensatory time. For salaried positions exempt from overtime, it is understood that job responsibility is the basis for which salaried positions are paid, and it is the responsibility of the person who fills this position to accomplish the work within reason. Employees working and supervising special shifts or hours shall be subject to the same standards that apply to the employees which they supervise at the discretion of the town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159
; [C.M. of 3-6-2018, V. 2018-46](#).)

Sec. 90-12.5. - Treatment plant call-time policy.

An employee of the Lisbon Pollution Control Treatment Plant assigned to on-call status shall receive one (1) hour at time and one half pay for every week night, and two and one half (2.5) hours at time and one half pay for every weekend day on-call. An employee assigned to on-call status that is not available when called shall forfeit the on-call pay.

An employee who is called-back while on-call shall receive time and one half pay for the hours worked. If an employee is called back within one hour of the beginning of a regular work shift then the employee shall be paid time and one half pay for one hour but shall be paid their regular wage on top of the overtime pay for the overlapping time. However, the overlapping time of the regular work shift will be counted for the purpose of determining the forty (40) hour work week.

If necessary, the on-call employee can call in support staff to be paid at time and one half pay for hours worked with a minimum of two (2) hours per call-in. The support staff will also be reimbursed for mileage at the Maine Municipal Association standard rate. If an employee is called back within one hour of the beginning of a regular work shift than the employee shall be paid time and one half pay for the one hour, but shall not be paid their regular wage on top of the overtime pay for the overlapping time. However, the overlapping time of the regular work shift will be counted for the purpose of determining the forty (40) hour work week.

([C.M. of 3-6-2018, V. 2018-46](#))

Sec. 90-13. - Compensatory time.

- (a) In instances where an employee subject to overtime regulations under state law and the federal Fair Labor Standards Act, works in excess of 40 hours in a calendar week and is entitled to overtime compensation for hours worked over the 40 hours, the employee may elect to take compensatory time off in lieu of monetary overtime compensation. If the employee makes such an election, the compensatory time shall be at a rate of 1½ hours of compensatory time for each hour of overtime worked. Compensatory time may be accumulated up to a maximum of 24 total hours (representing 16 overtime hours worked). Any employee who has accumulated a maximum of 24 hours compensatory time shall be paid at overtime rates for all overtime hours worked in excess of 24 hours.
- (b) If an employee chooses to be paid at time and a half their normal hourly rate or 1.5 times their normal hourly rate rather than accumulate comp time, that employee may elect to do so by notifying their supervisor in writing and only during the same fiscal year.
- (c) This policy directive does not apply to salaried employees or employees who are considered exempt under the Fair Labor Standards Act, Listings of employees who are considered exempt under the Fair Labor Standards Act are listed in section 90-10 of this policy.
- (d) Exempt employees listed in section 90-10 are not subject to overtime requirements of state law and the Fair Labor Standards Act and are not eligible to accumulate compensatory time. It is recognized, however, that exempt employees often work outside the normal work week and in excess of a normal 40-hour work week. It is at the discretion of the town manager to allow the exempt employee to have additional time off with prior approval.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-14. - Attendance at work.

- (a) Under normal conditions and prior to the start of the workday, it is the employee's responsibility to notify their department head or immediate supervisor of the reason for any intended absence. Such notification shall be no less than one hour before the start of the regularly scheduled day. Department heads who are absent shall contact the town manager's office no more than one-half hour after the start of the regularly scheduled day.
- (b) Unless otherwise specified by the department head, employees shall be expected to call on each day of absence or, if unable to call, have someone call for them. When the nature of the absence indicates an extended period of time away from work, special procedures for reporting may be established by the department head. Recurring illnesses of the same nature may require a physician's statement attesting to the justification for any excessive absence from work.

- (c) A failure to comply with these requirements may result in discipline including discharge.
- (d) All employees are required to account for their work time on weekly or biweekly payroll time cards. Work time shall be approved by their immediate superior and the town manager. All payroll time cards will be submitted to the payroll clerk biweekly. The town manager shall determine the form used for the payroll time cards.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-15. - Bereavement leave.

An employee shall be excused from work with pay for up to five working days because of the death of current spouse or child, including step-children, unless a longer period is approved by the department head and town manager. An employee shall be excused from work with pay for up to three working days because of death in their immediate family, unless a longer period is approved by the department head and town manager. The term "immediate family" is defined for the purposes of this policy as mother, father, step-parents, sister, brother, grandparents, grandchild, mother-in-law, and father-in-law. An employee shall be granted one day from work with pay for the death of an aunt, uncle, niece, nephew, stepchild, stepparents, brother-in-law, sister-in-law, and grandparent-in-law unless a longer period is approved by the department head and town manager. ~~An employee must attend services, if any are held, in order to be eligible for bereavement leave.~~

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-15.3. - Temporary office closures.

The town manager may approve the temporary closure of office(s) for brief periods of time, not to exceed one working day, for special functions or reasons (e.g., storm conditions) related to the availability of staffing. A notice shall be placed on the closed door(s) of those office(s), on the town's web page, and on the town's voice mail, indicating an apology to visitors, the time the office is expected to reopen, and, if possible, a referral to any other open office that may be covering for the closed office(s). All regular employees shall be compensated for any temporary closures of town offices or facilities at the same rate of compensation as if they had worked. Such time shall not be used to compute overtime compensation. Employees absent from work due to leave will not receive additional compensation other than normal pay for the leave or absence.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-15.5. - Pay periods.

- (a) The pay period for the town is Sunday through Saturday, on a bi-weekly basis, and payday is that following Thursday, by 11:30 a.m., unless unavoidable delays are caused by unforeseen or uncontrollable circumstances.
- (b) When a payday falls on a holiday, employees will be paid on the last workday prior to the holiday, unless unavoidable delays are caused by unforeseen or uncontrollable circumstances.
- (c) On call fire department personnel will be paid on a bi-weekly basis.
- (d) If an error occurs the employee must see the department head. The department head will work with payroll to research the error. If the error was made by the employer a correction will be made on the next regularly scheduled bi-weekly pay period. In certain circumstances the correction may be made sooner than the next regularly scheduled bi-weekly payroll at the discretion of the town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-7-2011, V. 2011-97; C.M. of 8-19-2014, V. 2014-159; [C.M. of 7-19-2016, V. 2016-166](#).)

Sec. 90-16. - Court leave.

Town employees called upon for jury service will receive their regular salary from the town during jury service, less the amount received for serving on the jury. Any employee summonsed as a witness on the behalf of any local, county, state or national government shall be granted court leave and will receive their regular salary from the town during such service, less the amount received for serving as a witness.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-17. - Holiday leave.

Permanent and probationary employees with a minimum of 30 calendar days of service shall receive paid holidays in accordance with the prescribed state employment association schedule, and any other holidays as granted by the town council (see section 90-37). If a legal holiday falls on a Saturday, the previous Friday shall be scheduled as a nonworking day in observance of the holiday. If a legal holiday falls on a Sunday, the following Monday shall be scheduled as a nonworking day in observance of the holiday. Non-union sewer, public works, and transfer station employees shall be granted a floating holiday for any holiday which falls on their normally scheduled day off and will be used within the same fiscal year it is offered, and will not be paid out as time earned if not used accordingly by the end of the fiscal year. The library department employees shall be closed on Tuesday in observance of any Monday holiday. Employees working and supervising special shifts of hours shall be subject to the same standards that apply to the employees which they supervise at the discretion of the town manager. Temporary employees shall not be entitled to paid holidays. Employees who are required to work on a holiday shall receive overtime pay at 1.5 times employee's current wage rate, or the employee may elect to receive comp time off for time worked pursuant to the compensatory policy, section 90-13. One personal day may be given at the discretion of the department head.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 7-15-2014, V. 2014-131; C.M. of 7-15-2014, V. 2014-132; C.M. of 8-19-2014, V. 2014-159; [C.M. of 9-6-2016, V. 2016-211](#); C.M. of 11-14-2017, [V. 2017-279](#).)

Sec. 90-18. - Leave of absence.

The town manager at the recommendation of the department head may at his or her discretion grant permanent employees a leave of absence without pay or benefits not to exceed 6 months beyond exhaustion of any federal or state family and medical leave benefits. In deciding whether to approve such leave the town manager shall consider the necessity for the leave, the likelihood that the employee will be able to return to work within a reasonable time period, and the impact of the leave on the town. The town manager may authorize extension of benefits during the leave period, in extraordinary circumstances, after consultation with the town council.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 12-16-2014, V. 2014-284)

Sec. 90-19. - Family medical leave.

Family medical leave shall be provided in accordance with the requirement of the State Family Medical Leave Act, 26 M.R.S.A. § 843 et seq. and the Federal Family Medical Leave Act, 29 USC 2601

et seq. (26 CFR 825). Leave will be provided for eligible employees in accordance with the provisions of the state and federal acts.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-20. - Reserve service leave.

Permanent employees who are members of the organized military reserves and who are required to perform field duty shall be granted reserve leave not to exceed two weeks in any calendar year, in addition to regular vacation leave. During any such period of reserve service leave, the town shall pay the employee the balance between the service pay and the employee's regular compensation, the total equaling the regular pay of the employee, as if the employee had been in service of the town during the period of the leave. As a condition of payment, the employee shall file with the town manager an official statement from the proper military authorities, stating their rank, pay and allowances.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-21. - Sick leave.

- (a) Sick leave for all full-time permanent employees is earned at ~~eight-five~~ hours per month. For employees as of July 1, 2003, sick leave may be accumulated to, but not exceeding, 960 hours of unused sick leave. Any employees hired after July 1, 2003 may accumulate up to 720 hours of unused sick leave. Employees who go an entire calendar year (calendar year from January 1 to December 31) without using sick leave will be granted an additional day of vacation leave to be used at their discretion with approval of the town manager.
- (b) Sick leave may be granted by the town manager for salaried officials under the manager's supervision. Also, sick leave may be granted to an employee due to illness of a member of the employee's immediate family, at the discretion of the town manager.
- (c) In order to be eligible for sick leave compensation, the employee shall complete the necessary form and return it to the department head for approval. After a decision by the department head, the form and department head's recommendation is forwarded to the town manager for a final decision, either approving or denying the request. The town manager may require a certificate from a qualified physician certifying that the condition of the employee justifies the absence from employment after three days absence.
- (d) *Entitlement upon separation.* Sick leave accumulation shall be forfeited upon separation from town employment unless the employee has 15 years of continued service. Upon separation employees with 15 or more years of consecutive service shall receive one-quarter of their accumulated unused sick leave to a maximum payment of 30 days. Such payment shall be made at the employee's regular rate of pay at the time of separation. Employees terminated for cause will not be entitled to sick leave pay out at separation.
- (e) *Sick leave bank.* An employee shall designate on a form provided by the town by June 30 of each fiscal year of any sick leave that would have accrued to an employee, who has reached the maximum accrual level, may at the election of that employee be credited to the town's sick leave pool. Any retiree who is leaving the employment of the town may donate accumulated sick leave, not otherwise reimbursed, to the sick leave pool. The pool may accumulate up to a maximum of 1,000 hours. Any employee of the town not covered by a bargaining agreement, who because of serious or extended illness or extenuating circumstances, is without sick leave, may draw sick leave from the pool. The employee's use of sick leave from the pool shall be in accordance with the following terms and conditions:
 - (1) A condition which supports the need for the use of sick leave shall be a legitimate long-term disability or illness suffered by the employee.

- (2) The condition shall not be the result of a work related injury.
- (3) The employee suffering the long-term disability or illness shall have no income and shall not be in a condition to earn income.
- (4) Any allocation of sick leave shall be in increments of no more than 160 hours and shall be reviewed at least monthly for continued eligibility.
- (5) Nothing herein shall affect the employee's rights under the Federal and State Family and Medical Leave Acts. Time spent on sick leave provided under the sick leave pool under the provisions of this section shall be included for purposes of calculating available timeframes under State and Federal Family and Medical Leave Acts.

All decisions regarding allocation of sick leave from the sick leave pool shall be approved by the town manager after determining that the above terms and conditions have been met and after reviewing the employee's previous use of sick leave. If it is determined that the conditions of this section are met and there is no evidence of previous abuse of sick leave, then approval will not be unreasonably withheld. All decisions by the manager, however shall be final and shall not be subject to appeal, grievance or any other provision or procedure under these personnel rules or otherwise available.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-22. - Vacation leave.

- (a) Each employee of permanent standing shall be awarded vacation time with pay at the convenience of the town, in accordance with their current term of continuous employment, and prescribed as follows each year:
 - 1 year2 weeks
 - 5 years3 weeks
 - 12 years4 weeks
 - 18 years5 weeks
- (b) Vacation leave will be accounted for on an employee anniversary basis. No vacation leave will be granted during probationary period, but the time accumulated during the probationary period will be credited retroactively to the employee's total service time. After probation, a new employee may take one week of vacation charged against the two weeks for one year's service.
- (c) An employee may carry forward into the next year, based on the employee's anniversary date, the same number of weeks that are accumulated as vacation leave based on the employee's longevity. Any vacation above the carry over limit will be lost, provided that when an employee was unable to use vacation time for reasons beyond the employee's control the town manager may allow the employee to carry over additional vacation time.
- (d) Accrued vacation leave shall be paid to employees in good standing upon separation of service or to their beneficiary to estate upon their death.
- (e) The scheduling of vacation shall be done by the department head, in accordance with the operational needs of the department, and as much as possible with employee wishes.
- (f) In computing service time for vacation leave, official leave of absence or absence from duty for which sick leave is paid shall not constitute a break in the employee's service record. Employees working and supervising special shifts or hours shall be subject to the same standards that apply to the employees, which they supervise, at the discretion of the town manager.
- (g) *Accrual limit.* Notwithstanding anything in these rules to the contrary, effective July 1, 2003, additional vacation leave shall not accrue on an employee's anniversary date if, at that date, the

employee has unused vacation leave which is twice the amount of additional leave that would have accrued, on that date not including the additional amount due the employee on the anniversary date. The accrual of additional vacation shall be deferred until the employee's unused vacation balance accrual is below the above mentioned limit, said limit to include the deferred vacation time that would have been awarded on the anniversary date.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; [C.M. of 7-19-2016, V. 2016-166](#))

Sec. 90-22.5 – Earned Paid Leave

Beginning January 1, 2021 all employees, whether full-time, part-time, temporary, or per diem, but excluding seasonal employees, will accrue one (1) hour of earned paid leave (“EPL”) per every 40 hours worked, up to a maximum accrual of 40 hours per calendar year. New employees accrue EPL from their first day of employment but must wait 120 days before being eligible to use EPL. Subject to this waiting period, EPL may be used as accrued for any reason, including for an emergency, illness, sudden necessity, personal reasons, or planned vacation. Employees will be required to give 2 weeks advance notice for use of leave, except in the event of a sudden illness or emergency, in which event employees must make a good faith effort to provide as much notice as is feasible under the circumstances. Employees are required to contact their supervisor before the beginning of their shift to provide notice of a sudden need for leave.

The town reserves the right to grant or deny requests for planned EPL based on undue hardship to the town, such as a significant impact on the town’s operations.

All paid time off taken by an employee for whatever reason each year shall be deducted first from the employee’s accrued EPL hours. Once accrued EPL hours are used up, an employee may take any remaining paid time off from their allotted sick leave or vacation leave per the requirements of those policies. Employees must use EPL in increments of not less than 1 hour.

EPL will be paid at the base rate of pay (as defined in the Maine Earned Paid Leave law) that the employee received in the week immediately prior to taking the leave.

Accrued but unused EPL may be rolled over year to year in a maximum amount of 40 hours. Because EPL will never exceed a maximum total of 40 hours per year, the rollover of EPL will impact the earning of EPL in the following year. For example, if an employee rolls over 8 hours of EPL from year 1 to year 2, in year 2 they will only earn an additional 32 hours of EPL.

EPL is not paid out if unused by the end of the year or when an employee resigns or is terminated for any reason during the year. If an employee returns to employment with the town within a year, however, their earned EPL will be reinstated. If an employee resigns or is terminated for any reason during the year and has used more EPL than they have accrued, the town may deduct that amount from their final paycheck.

Sec. 90-23. - Injuries in the line of duty.

(a) The town provides worker's compensation coverage for all employees.

- (b) Any employee who sustains a compensable illness or injury which arises out of and in the course of their employment shall be paid during each week of total incapacity resulting from the injury or illness an amount sufficient, when added to the weekly payment of worker's compensation paid under the laws of the state, to equal their regular weekly net salary or normal wage.
- (c) Any injured employee may request on forms provided by the town that the town begin full payment of salary immediately, to ensure that there will be no delay in worker's compensation benefits. The employee however must stipulate to reimbursement of such payments to the town upon receipt of worker's compensation payments.
- (d) Such additional payments shall not be continued beyond four weeks except upon an order passed by the council. No additional payments shall be made in any instance when, in the opinion of the department head and town manager, the accident occurred as a result of intoxication, willful intent, violation of rules and regulations on the part of the employee, or while the employee is in the employment of any other person.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-23.5. - Discipline.

The town recognizes its responsibility to provide its citizens with the most efficient and effective service delivery system available. This requires that we develop and administer rules, regulations, policies, and disciplinary measures in an equitable and consistent manner. Employees must likewise recognize their obligations to conform to all applicable rules, regulations, and policies. Should an employee fail to observe them, the town must initiate appropriate disciplinary action based on the severity of the violation. Such disciplinary action may include, but not be limited to, oral or written reprimands, suspensions with or without pay, reassignments or transfers, demotions, probation or termination. Employees may appeal any discipline imposed through section 90-29.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-24. - Suspension.

When in the judgment of the department head, as approved by the town manager, an employee's work performance or conduct justifies disciplinary action short of dismissal, the employee may be suspended without pay for a period of not more than 15 consecutive days; and for a second or subsequent offense or act within a calendar year, such suspension may be for a period not exceeding 30 days.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-25. - Dismissals.

An employee may be dismissed (or demoted) when in the judgment of the town manager the employee's work or misconduct so warrants. The employee may petition, by written notice, the town manager within 15 days after the suspension or discharge to call a hearing concerning the charges as soon as possible, making due allowance to give all parties involved adequate time to prepare their cases.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-26. - Layoffs.

Any employee may be laid off whenever it becomes necessary to reduce the number of employees due to a shortage of funds or a lack of work or other related reasons which do not reflect discredit upon the employee. The town manager shall notify the town council and shall state the names of the employees, stating the reasons for the layoffs and whether it is temporary or permanent. Seniority shall be the deciding factor only when all considerations are equal.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-27. - Reemployment.

The employee's right to recall shall expire at the expiration of two years from the layoff date. If, within the two-year timeframe, the manager proposes to fill a vacancy created by layoff either temporary or permanent, or where a position has been abolished and subsequently recreated, the person filling that position shall be sent correspondence by certified mail, advising that employee that he/she may resume the position with the town. The employee must respond to the certified mail notice within seven days as to whether or not he/she desires to be reemployed. If the reemployment is indicated, the employee shall report to work no later than one week after notice to accept reemployment is given. The employee shall be responsible, during the layoff period, of providing the town with notice of any change of address for purposes of the certified mail correspondence. If the employee filling a position chooses not to be reemployed, then notice shall be sent to the next laid off employee qualified for the position in terms of seniority with the town. The manager may refuse to reemploy anyone laid off due to reasons that fall under the provisions of sections 90-23.5, 90-24, and 90-25 or anyone who fails to meet the qualifications which the position currently requires at the time of rehire.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-28. - Abolishment of positions.

The town council reserves the right to abolish any position at any time, and the abolishment of a position shall automatically constitute the discharge of the employee from that position without reflecting any discredit upon the employee; however, if that same position is recreated within two years, the person discharged due to the abolishment shall be reemployed if available.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-29. - Appeal procedure.

If, due to any condition of employment, an employee feels aggrieved, the employee shall have the right, and shall be expected to appeal, in writing, within ten working days from the date the alleged grievance occurred, to the department head for the purpose of adjusting or resolving the grievance. The department head shall render a decision, in writing, to all parties, within seven calendar days from the date the grievance was submitted. If the decision of the department head does not resolve the grievance to the satisfaction of all parties, a written appeal may be taken to the town manager; and such appeal must be submitted within seven calendar days from the date the department head rendered their decision. The town manager shall meet with the employee within ten calendar days from the town manager's receipt of the appeal and shall issue a decision to all parties within seven calendar days of the meeting. The decision of the town manager shall be final.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-29.5. - General.

All employees are expected and required to treat supervisors, other employees, and the public with promptness, patience, courtesy, and respect. Many town employees have access to confidential information pertaining to persons or property in town. Employees shall not use this privileged information to their private advantage or to the advantage of anyone else. No employee may release any information that is not required to be released under the Right to Know Law. Employees are expected to conduct themselves at all times during their hours of employment in a manner that will bring no discredit to their department or to the town.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-30. - Political activity.

- (a) No employee may use their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for political office.
- (b) No employee may directly or indirectly coerce, attempt to coerce, command or advise another employee to pay, send or contribute anything of value to a party, committee, organization, agency or person for political purposes.
- (c) No employee shall during their working hours attempt to directly or indirectly influence another employee or the general public in any manner for or against any political subjects or candidates during their working hours.
- (d) If an employee is elected to any political office that is incompatible with or creates a conflict of interest with their duties of employment, the employee shall terminate their employment with the town prior to assuming the duties of the political office.
- (e) In addition to the provisions of subsections (a) through (d) of this section, employees shall refrain from engaging in improper political activity during working hours or while on town duty after regular working hours. Improper political activity shall include but not be limited to the following:
 - (1) Wearing campaign buttons.
 - (2) Posting of political signs, pamphlets or stickers in or on town buildings.
 - (3) Use of town equipment, including but not limited to telephone, photocopiers, computers and typewriters, to produce or transmit political messages, signs or advertisements.
 - (4) Working at the polls for any political party or candidate, or circulating petitions or campaign literature for candidates for elected town positions.
 - (5) Working on political campaigns or for political candidates.
- (f) Employees in the town shall retain the right to vote as they choose and/or the right to express their opinions on political subjects and candidates, and/or to become or continue to be a member of a political organization or campaigns during nonworking hours.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-31. - Gifts and gratuities.

- (a) Employees of the town shall not accept gifts in the forms of cash or gift certificates in any amount for an individual or business that does business with the town. The sole exception to this prohibition is a door prize at a conference or convention.
- (b) Employees of the town shall not accept any gift or gratuity from an individual or business that does business with the town that is more than a nominal value or which exceeds the level of customary courtesies extended in the course of ethical business standards.

- (c) It is imperative that an employee's motives and conduct in expending town funds remain above reproach and completely impartial. Gifts and/or gratuities which exceed a nominal value raise a suspicion of impropriety. Yet, in the current business climate, it would be impractical, though possibly preferable, to refuse any and all gifts and/or gratuities offered. Accepting hats, pads of paper, pens or pencils, magnets, and similar items with business logos or an isolated reasonably priced meal is acceptable pursuant to this policy, as they should not raise an issue of impropriety or partiality in subsequent dealings the individual or business providing such items that does business with the town, or their competitors, or citizens. The prohibition is against any gifts or gratuity which might place an employee in an embarrassing or awkward position or interfere or influence in any way the impartial performance of an employee's duties.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-31.5. - Conflict of interest.

No town employee who is authorized to make purchases shall have any interest either directly or indirectly in any purchase or any contract with the town. No town employee shall sell materials to the town or in any way award any type of contract or proposal for purchases or services in which they have a direct or indirect interest other than through a sealed bid process or written approval by the town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-32. - Longevity compensation.

- (a) As of July 1 of each year and commencing with five years of continuous employment with the town, all permanent employees shall be credited with longevity compensation at the rate of \$5.00 per month up to and including a maximum of 180 months.
- (b) Upon the separation of employment or retirement, longevity compensation will be paid up to and including the final full month of employment. In the event of any employee's death, longevity compensation shall be paid to their beneficiary or estate.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-32.5. - Longevity stipend.

~~For non-union employees with full-time status and qualifying years of service on or before July 1 of the fiscal year,~~ longevity stipends will be awarded on their anniversary date of service as follows:

5 years\$1,040
10 years\$1,560
15 years\$2,080
20 years\$2,600

(C.M. of 8-19-2014, V. 2014-159)

Sec. 90-33. - Health insurance.

The town shall provide health insurance benefits to those eligible employees and their dependents. The employer shall pay a percentage, as approved by the town council, of the cost (single, two people or family plan) of the plan.

Where an employee, who has been covered under the town's health insurance plan, or who is a new employee, has access to other adequate health insurance coverage, and elects not to be covered under the town's health insurance plan or to reduce the level of coverage, then the employee will be paid, on an annual basis, July 1 to June 30, a base sum of \$3,000.00 that will be increased annually at a rate based on the annual increase in wages. This payment will be distributed in bi-weekly payments. This benefit shall be available, however, only to those employees who have demonstrated that they have adequate and acceptable coverage from another source and the employee's spouse or person providing the coverage does not work for the Town of Lisbon municipal or school department. This election may be made at any time but the benefit shall be prorated over the portion of the fiscal year remaining if not effective as of the beginning of the fiscal year. The payment of premium savings in lieu of health insurance will not prevent the employee from re-enrolling in the town provided health insurance plan at a later date.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; [C.M. of 7-19-2016, V. 2016-166](#).)

Sec. 90-34. - Retirement; flexible pretax benefits, social security.

- (a) *Maine Public Employees Retirement System (optional)*. The town is a participating district in the Maine Public Employees Retirement System. ~~A permanent~~ An employee who normally works on a regularly-scheduled work week of 39-41 hours or more and who is not seasonal or temporary will be offered the opportunity to participate in the system. It is not required that an employee participate—just that the employee be given the choice to participate or not. This is an important decision because the employee's choice to participate or not is permanent for all current and future employment in any position with optional membership with the Town of Lisbon. Employees should be encouraged to contact the PLD Unit at the Retirement System at 1-800-451-9800 for information about the plan before making their election.
- (1) Should any employee choose to participate, the town will deduct a percentage of the employee's paycheck in the form of a payroll deduction. The town will make a contribution on behalf of the employee at a rate to be determined by the retirement system. Employees electing to join MainePERS must start participation when initially hired and must contribute to the plan during any period of employment with the Town of Lisbon or Lisbon School Department.
 - (2) An employee who is a member of MainePERS may apply for a full refund of their own contributions plus accumulated interest after terminating employment with the Town of Lisbon. Employees who take a refund who are vested in the system are giving up their right to a monthly lifetime retirement allowance upon reaching normal retirement age. Withdrawal must take place via the proper application and there is a waiting period before the funds can be released to the employee by the system.
- (b) *ICMA—Money purchase plan (optional)*. Permanent full time and permanent part time employees may choose to participate in this tax-deferred retirement plan. Employees are eligible as of the date of hire. Employees may enroll at any time during the course of the year permitted by the plan. Contributions of the employee are matched by a town contribution at a rate not to exceed the state retirement system total rate. For employees, who elected to enroll in both retirement plans, the town will only contribute the town portion of the MSRS and the eligible employee shall pay the ICMA plan. The town will not make ICMA or other contributions where the employee has elected to collect retirement benefits from the MSRS or other.
- (c) *Flexible benefits plan*. The town may provide a flexible benefits plan as allowed under Section 125 of the Internal Revenue Code. Employees shall bear the cost of either the medical reimbursement and/or dependent care options. Employees not opting to participate in the flexible benefits plan immediately upon being employed or not sustaining a lifestyle change during the year will not be eligible to participate until the next calendar year.

- (d) *Premium conversion plan.* The town shall make available a premium conversion plan which enables employees to have their premiums deducted on a pre-taxed basis for participation in the health, dental, or flexible benefits plan, i.e. reducing the cost impact of the premiums for participation in fringe benefits requiring employee contributions.
- (e) *Income protection plan.* The town shall provide the Maine Municipal Employees Health Trust Income Protection Plan or its equivalent to all full time employees. The plan premiums shall be borne entirely by the employees.
- (f) *Social security.* All employees of the town shall participate in social security in accordance with federal law. The rate of contribution for both the town and the employee will be as determined by federal regulations.
- (g) *Vision plan.* Effective January 1, 2015, the town may provide a vision plan to all full time employees. The plan premiums shall be borne entirely by the employees.

(Sel. Ord. of 3-1-05, § 5.175; T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; [C.M. of 7-19-2016, V. 2016-166](#))

Sec. 90-35. - Retirees returning to employment with the town after retirement.

Employees who retire from the town and who are eligible to receive retirement benefits from the Maine Public Employees Retirement System (MainePERS) must terminate employment with the town as a condition of receiving retirement benefits from MainePERS, as provided in MainePERS rules and regulations. Employees who retire make a voluntary decision to terminate employment with the town, and the town does not guarantee or promise that employees who retire will be rehired by the town into either the same or a different position with the town. Any employee who retires and wants to be rehired to a former position, or to a different position, shall be subject to the selection and employment process as provided by town policy.

The town has the sole discretion to determine whether former employees will be rehired by the town in their former position or a position for which they are qualified to perform on a part-time or full-time basis. Any application to be rehired shall be in writing, and all requests must meet the eligibility conditions set forth by MainePERS. Any employee who is rehired by the town shall be subject to a probationary period consistent with town policy.

Employees who retire shall be paid accumulated benefits as provided by town policy.

Except for retirement benefits outlined above, employees who retire and then are subsequently rehired by the town shall be considered new employees for the purposes of accruing and receiving benefits as provided by town policy. Any employee who retires from the town and receives a payout for unused sick leave at the time of retirement shall not be eligible for a payout of sick leave accrued during any post-retirement period of employment.

([C.M. of 1-20-2015, V. 2015-21](#))

Sec. 90-36. - Drug free workplace policy.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the town's workplace. As a condition of employment with the town, all employees will abide by the terms of the policy and notify the employer of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such conviction. The town, within 30 days of receiving notice, with respect to any employee who is so convicted, will take one of the following actions:

- (1) Taking appropriate personnel action against such an employee up to and including discharge; and/or

- (2) Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-37. - Holiday schedule.

The following days shall be recognized as holidays:

- (1) New Year's Day, January 1.
- (2) Martin Luther King Day, third Monday in January.
- (3) Presidents Day, third Monday in February.
- (4) Patriots Day, third Monday in April.
- (5) Memorial Day, last Monday in May.
- (6) Independence Day, July 4.
- (7) Labor Day, first Monday in September.
- (8) Columbus Day, second Monday in October.
- (9) Veterans Day, November 11.
- (10) Thanksgiving Day, fourth Thursday in November.
- (11) Friday after Thanksgiving.
- (12) Christmas Day, December 25.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-38. - Use of town equipment.

Personal use of town-owned equipment is prohibited.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-38.5. - Computer system and electronic communications policy.

- (a) *General.* The Town of Lisbon (hereinafter the "town") is committed to providing an environment that encourages the use of computer systems as essential tools to support and enhance the municipal mission. As the town provides a computer system to its employees for this purpose, it is the responsibility of each employee to ensure that this technology is used for business purposes and not to the detriment of town business. Therefore, the town expects all employees to conduct their use of the computer system in a professional, responsible, respectful and courteous manner and as provided in this policy.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (b) *Coverage.* All users of the town system.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (c) *Definitions.*

- (1) The word "system" shall mean all telephones, computers, facsimile machines, copy-machines, voicemail, e-mail, word processing, and other electronic communication, copying, or data storage systems leased, owned or in possession of the town. The "system" includes, but is not limited to, any town network computer system, as well as any local personal computer, laptop, any floppy-disk, any hard-drive and any other storage device or medium that the town provides to an employee or which is connected either physically or electronically, directly or indirectly, to any other part of the system.
- (2) The word "communication" means all electronic communications, all data, all software, all files and all other information made upon, created by or upon, received or transmitted by, or stored upon, any part of the system. "Communications" include, but are not limited to, voicemail and e-mail messages. Internet usage and all information placed upon the system.
- (3) The word "user" means all persons connected with the town, whether employees, contractors, agents, or any others, and including all individuals who are employed by or work for departments interfacing with the town's system, such as the school department and/or the water department, who use the system as that term is defined in subsection (a) above or any component of the system.

(Sel. Ord. of 3-21-2006, § 5, 186).

- (d) *Use.* All parts of the system are town property and/or are provided for business use and for town communications. All communications are town property.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (e) *Disclaimer.* Much of the information available from the town system is available from sources outside the Town of Lisbon and refers to information generated outside the Town of Lisbon. The town makes no assurances of any kind, whether expressed or implied, with regard to any of this external material. The town will not be responsible for any damages suffered by an employee on used by the use of the information obtained from sources outside the Town of Lisbon, and the use of any such information is at the employee's own risk. The town further accepts no responsibility for the quality of information obtained from extra-town sources.

The town assumes no responsibility for any unauthorized charges or fees, including, but not limited to, long distance charges, per minute surcharges, and/or equipment or line charges.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (f) *Privacy.* Because all systems and communications are the property of the town, employees should not expect that communications are private. Specifically, employee communications are not considered private despite any such designation by the sender or the recipient. Some communications on the system may be classified as public record and may be subject to disclosure under applicable state laws.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (g) *Monitoring.* The town, because all systems and communications are the property of the town, by and through the town manager and his/her designee, has the specific right to monitor all communications of employees, including, but not limited to, Internet usage, all voicemail messages, all e-mail messages, all electronic files, all software, all data, and all other relevant information. The town may monitor and review the content of any of the above at any times and for any purpose whatsoever and may disseminate such communications for any purpose without the permission of the employee.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (h) *Internet.*

- (1) The town system, including its connections to the Internet and communications relating thereto is to be used primarily for town business purposes and any personal use shall be restricted to occasional use that will not in any manner interfere with the town's business purposes. Any

unauthorized use of the Internet is strictly prohibited. Use of the Internet shall be regarded as a communication.

- (2) Any downloading or installation of unauthorized material is prohibited.
- (3) Unauthorized use includes, but is not limited to, connecting, posting, or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security information contained on the town system.
- (4) Internet messages should be treated as non-confidential. Anything sent through the Internet passes through a number of different computers systems, all with the differing levels of security. The confidentiality of messages may be compromised at any point along the way, unless the messages are encrypted.
- (5) Internet access provides the town with significant access and the opportunity to disseminate information to individuals outside the town. Since access to Internet messages are capable of being forwarded without the express permission of the original author, users must exercise caution in the transmission and dissemination of messages outside of the town and all such messages must comply with this policy, other applicable town policies and ordinances, and all state and federal laws.
- (6) Because postings placed on the Internet may display the town address, make certain before posting information on the Internet that the information reflects the standards and policies of the town. Under no circumstances shall information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.
- (7) Subscriptions to news groups and mailing lists are permitted when the subscription is for a business related purpose. All other subscriptions are prohibited.
- (8) Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the Internet may be done only by express permission from the author or copyright holder and according to all applicable copyright laws.
- (9) Unless the prior approval of the town manager and/or his designee has been obtained, employees may not establish Internet or other external network connections that could allow unauthorized persons to gain access to the town's systems and information. These connections include, but are not limited to, the establishment of hosts with public mode dial-ins, World Wide Web home pages and File Transfer Protocol ("FTP").
- (10) Use of a modem is permitted only to provide certain hardware or software vendors access to specific servers or personal computers on the town network to provide technical support. Such modem connections must be approved by the town manager and/or his designee. All other modem connections are prohibited.
- (11) The town manager and/or his designee must approve all files downloaded from the Internet. All files must be checked for possible computer viruses.
- (12) Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are sexually explicit or obscene; communications containing libelous or defamatory material; ethnic, racial or religious slurs; or anything that may be construed as disparagement or harassment of others based on race, national origin, gender, sexual orientation, age, disability, religious or political beliefs, or any other basis prohibited by federal and state law.
- (13) Although primarily for town business, occasional personal use of the e-mail is permitted but shall not be to an extent that will interfere with the town's business.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (i) *Electronic mail (e-mail).*

- (1) Electronic mail, Internet mail, internal electronic mail and telecommunication access shall be regarded as communications.
- (2) Since no computer system is completely secure, and there is no expectation or right of privacy regarding use of the system or communications, e-mail should not transmit sensitive material such as personnel decisions or any other similar information where unauthorized access may be an issue. Such information should be more appropriately communicated by written memorandum or personal contact.
- (3) The town maintains "public" e-mail addresses that may be used by the public to transmit, request or transfer information to the town. These e-mail addresses shall be monitored. Due to the nature of e-mail, a response is not guaranteed.
- (4) Individuals may be assigned confidential passwords. Users should be aware that such an assignment does not imply that the system is for personal confidential communication. The use of the e-mail system remains for the conduct of town business. Passwords should be periodically changed to ensure the security of the e-mail system. Users should not share their passwords with anyone else, other than his or her department head or the town manager. The town manager may allow certain individuals to have "private" e-mail accounts for the transfer of correspondence or information from outside entities directly to that person. These accounts also are not to be considered a system for personal confidential communication and shall be governed by this policy.
- (5) Generally, e-mail messages are intended to be temporary communications that are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be considered a more formal record and should be retained pursuant to all applicable laws, rules, and regulations.
- (6) Employees should be aware that when they have deleted messages from their workstation mailbox, it might not have been deleted from the central e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the computer's back-up system for an indefinite period of time.

(Sel. Ord. of 3-21-2006, § 5, 186)

- (j) *Other prohibitions.* When using the town system and using communications, employees are responsible for all actions that are prohibited. Specific examples of prohibitions follow below, but are illustrative only, and should not be considered as all-inclusive:
 - (1) Intentionally damaging the system or data, intentionally deleting data created by other users or causing harm to the system through the introduction of programs designed to harm data or degrade system performance.
 - (2) Vandalism to the system which shall include any attempt to harm or destroy any equipment materials or data. This includes, but is not limited to, the uploading or creation of computer viruses.
 - (3) Making illegal copies of town provided software.
 - (4) Solicitation or use for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations; unauthorized use for private, financial or commercial gain or for private or commercial advertising.
 - (5) Use that wastes resources.
 - (6) Unauthorized use of another's account or password.
 - (7) Posting material created by others without their consent.
 - (8) Posting anonymous messages.
 - (9) Any installation of software without the town manager's and/or his designee's, consent.
 - (10) Any use of unlicensed software.

(11) Any other uses that may compromise the integrity of the town and its business in any way.

(Sel. Ord. of 3-21-2006, § 5, 186)

(k) *Violations and remedies.* The town manager shall determine in all instances whether or not this policy has been violated or violation of any other applicable town rule, regulation or ordinance or any federal or state law or regulation has occurred. Upon such determination, the manager shall have, but not be limited to, all of the following remedies:

(1) *Reimbursement.* To require all town employees to reimburse the town for any losses, costs, telephone charges, or damages incurred by the town relating to or arising out of that employee's violation.

(2) *Revocation of privilege.* To revoke, limit or otherwise circumscribe the employee's use of and access to the town's system or communications.

(3) *Discipline.* To impose discipline in accordance with the Town of Lisbon Personnel Policies and/or other applicable rules, regulations or laws, up to, and including, dismissal.

(4) *Prosecution.* Where the nature of the violation warrants, to refer the violation to the appropriate authorities for criminal prosecution.

(Sel. Ord. of 3-21-2006, § 5, 186)

(l) *Employee termination; leave of absence; vacation, etc.* When an employee leaves the employ of the town for any reason, the town reserves the right to review and retain all communications, (including, but not limited to, e-mail, voicemail and computer files) of or relating to the departing employee for any reason. Any employee who leaves the employ of the town shall not delete, modify, take or retain any communications (including, but not limited to, e-mail voicemail, software, and computer files). Employees are prohibited from gaining, or attempting to gain, access to another employee's e-mail or computer files without the employee first obtaining authorization from a supervisor or department head. Employees who leave employment with the town have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Supervisors or department heads may access an employee's e-mail if employees are on leave of absence, vacation, or are transferred from one department to another department, and it is necessary for the town's business purpose.

(Sel. Ord. of 3-21-2006, § 5, 186)

(m) *Report of violations.* Each employee who observes a violation of this policy or circumstances where the use of the town's system is detrimental to the town or inhibits the town's ability to do its business, shall notify his/her immediate supervisor, department head, or the town manager.

(Sel. Ord. of 3-21-2006, § 5, 186)

(n) *Employee agreement and verification.* An employee's use of the town's system constitutes that employee's agreement to abide by the town's policy governing use of the system and communications as set forth herein or as may be from time to time modified. All employees authorized to use or access the town's system shall be required to read and signify acceptance of their obligations under this policy by signing an agreement that acknowledges receipt, review and understanding of the policy and an intention to follow and abide by the policy.

(Sel. Ord. of 3-21-2006, § 5, 186)

(o) *Amendments.* The town may amend this policy from time to time as it deems to be in its best interests. Amendments shall be circulated to affected employees and shall be acknowledged and verified in the manner described above.

(Sel. Ord. of 3-21-2006, § 5, 186)

(C.M. of 8-19-2014, V. 2014-159)

Sec. 90-38.6. - Use of town vehicles.

- (a) *Statement of policy.* This policy is intended to provide a consistent standard for the use of town-owned vehicles. The town recognizes that certain employees are required to be "on-call" during off-duty hours or a 24-hour emergency call on a permanent, seasonal or as needed basis. This policy is intended to assure that these employees are able to have the vehicles at their disposal necessary to fulfill the duties of their positions while at the same time ensuring only those uses authorized by the town are permitted. Further, the town recognizes that an employee responding to a call for service outside of regular hours from their place of residence will decrease response time for the call.

It is the intention of this policy to establish operating procedures for all vehicles and/or equipment that are owned by the Town of Lisbon in order to ensure that proper safety practices are being followed for the protection of employees and the public. This policy will address specific safety practices and does not supersede, amend, or replace any regulation required by state and federal agencies or any regulation required by other agencies for insurance or other purposes. Individual town department policies shall comply with the general provisions of this directive, but may deviate from the specific requirements depending on the department's mission-specific operations and type of equipment operated.

Town vehicles are for official use only and are never to be used for personal reasons. Official use is defined as use that is instrumental to the provision of town services. Personal use is defined as use that is specific to personal errands, trips, or purposes. A valid operator's license appropriate for the class of the vehicle is required.

- (b) *Employee responsibility.*

- (1) It is the employee's responsibility to maintain the proper driver's license in the required class of classification, and to immediately notify the town manager or his/her designee of any revocation or suspension.
- (2) Employees shall wear seatbelts at all times when operating town-owned vehicles or equipment that is so equipped, in compliance with state and federal laws. Employees who are passengers in any town-owned vehicles or equipment shall wear seatbelts at all times.
- (3) Employees shall ensure that no non-employee is allowed to ride in town-owned vehicles or equipment except in cases of emergency or with prior authorization of the town manager. The police chief may authorize non-employees to participate in a "ride along" program with a uniformed officer provided a liability waiver is obtained from the participant prior to the "ride along." Non-employees who are passengers in any town-owned vehicles or equipment shall wear seatbelts at all times.
- (4) Any employee operating a town vehicle must strictly adhere to all town and state traffic laws and/or regulations.
- (5) Each employee will be responsible to ensure the maintenance of the vehicles or equipment in their use for their shift. Each employee will conduct a walk-around on their vehicles/equipment to ensure that it is in safe operating condition. This will include checking the tires and lights.
- (6) If mechanical problems are encountered while operating any vehicle/equipment, the department head shall be notified by the employee and will schedule the vehicle/equipment for proper repair and any required follow-up maintenance.
- (7) No smoking is allowed in any town-owned vehicle. Accessory equipment such as but not limited to a two-way radio shall only be used by employees having received the proper training in the equipment's use and protocols.

- (c) *Vehicle assignments.*

- (1) *Marked vehicles/unmarked vehicles.* Employees whose positions require that they are available during off-duty hours to respond to stakeouts, surveillance sites, fire or emergency calls, may with the request of the Department Head and prior approval of the town manager, use the town's marked/unmarked vehicles while "on-call" during off-duty hours. Any personal use of the town's marked/unmarked vehicles by an employee at a time when they are off-duty and not "on call" is strictly prohibited.

- (2) Police, fire, public works, parks, and recreation departments may be allowed vehicle assignments with the prior approval of the town manager. A department head with prior approval from the town manager may temporarily give written authorization to on-call emergency supervisors/officers/foremen/employees from these departments to keep an assigned town-owned vehicle at their residence during the time that they are temporarily on-call to be used exclusively for any town business-related purpose. Vehicles are not to be used for personal use while at home.
- (3) Under IRS regulations, use of town vehicles for commuting is considered taxable income to an employee and the value of the personal use of the town vehicle will be included in the employee's taxable compensation. Excluded from this rule are marked police, fire, or public safety vehicles that are required to be used for commuting by a police officer, firefighter, or public safety officer who, when not on a regular shift, is on call at all times. Other than commuting, personal use of these vehicles, outside the limit of the police officer's arrest powers or the obligation of a firefighter or public safety officer to respond to an emergency, is prohibited pursuant to IRS regulations.
- (d) *Accidents involving town vehicles.* All accidents involving town vehicles require a police report no matter how minor. Except when absolutely necessary, a town vehicle involved in an accident will not be moved prior to authorization by an investigating police officer.

Should an accident occur the person driving the vehicle shall do the following:

- (1) Assist any injured person.
- (2) Contact law enforcement via the quickest possible means.
- (3) Take the names and addresses of all witnesses present.
- (4) Report the accident as soon as possible to the town manager.

Failure to comply with this policy may result in forfeiture of vehicle assignment and/or disciplinary action.

([C.M. of 5-16-2017, V. 2017-133](#))

Sec. 90-39. - Residency requirements for emergency personnel.

All emergency personnel shall be required to locate their primary residence within a 20-minute response time; said response time to be measured at normal speeds and under normal road conditions.

(Sel. Ord. of 3-5-02; § 5.161; T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-40. - Mileage reimbursement.

Mileage for the use of privately owned vehicles in the conduct of official business shall be reimbursed at the Internal Revenue Service rate.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-41. - Outside employment.

A town employee may engage in outside employment outside the employee's normal working hours or schedules if, in the opinion of the town manager, it does not interfere with job performance and so long as it does not conflict with the best interests of the town.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-42. - Smoking policy.

Smoking in any municipal building is not permitted. If an employee wishes to smoke, that employee may do so by going outside of the building on their work breaks to a designated place where the public will not be exposed to second-hand smoke. The personnel director shall post at each workplace a written policy as required by 22 M.R.S.A. § 1580-A.

- (1) *Purpose.* The Town of Lisbon recognizes the health risks of tobacco use and secondhand smoke for non-smokers, as well as the rights of those who use tobacco. In addition, per 22 M.R.S.A. § 1542, state law prohibits smoking in public places. In addition, parks, ball fields, and other recreational areas are protected by Lisbon Code § 30-88.5(b). The town is committed to providing a safe work environment for employees, volunteers, contractual persons, and the public by prohibiting tobacco use in any building or structure owned or leased by the town. The aim is to minimize the harmful effects of tobacco use among staff and eliminate secondhand smoke exposure for staff and the public in those buildings controlled by the town. In support of this commitment, tobacco use will be prohibited in all town-owned or leased buildings and vehicles.

- (2) *Definitions.*

Campus means any building or land owned or leased by the town on which regular business is conducted. This includes, but is not limited to, all town offices, public works, recreation, solid waste, treatment plant, water department, police and fire facilities owned by the Town of Lisbon.

Smoker means a person who is smoking or using smokeless tobacco products.

Smoking means the use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product, or who is using smokeless tobacco of any kind.

Tobacco products means any product that contains tobacco and is intended for human consumption.

Work site means any place not listed as "grounds" where one or more employees gather for the purpose of carrying out work-related duties, including construction zones, emergency scenes, town vehicles, or any area outlined in Lisbon Code Chapter 30 as a park or recreational use facility.

- (3) *Policy.* Tobacco use is prohibited in all of the following:
 - a. All campuses owned by the town as defined in subsection (2).
 - b. Campuses that are leased by the town as leaser.
 - c. Campuses or areas of buildings that are leased by the town as lessee and occupied by the town.
 - d. Public transportation vehicles owned or leased by town and used by the public.
 - e. Non-public vehicles, including police cruisers, fire engines, snow plows, or any other vehicle owned or leased by the town.
 - f. All work sites as defined in subsection (2).
- (4) *Designated tobacco use areas.* In areas identified in subsection (3), tobacco use is only permitted in smoking areas designated by the facility manager. When applicable, special "smoking huts" may be made available for use as well at the discretion of the facility manager. Smoking is permitted outside of town vehicles identified in subsection (3), provided that the person smoking does not stand adjacent to or within ten (10) feet of an open window or air

intake. If the work site is located outdoors, a tobacco use area shall be established by the site supervisor at least twenty (20) feet from the main work site.

- (5) *Applicability.* This policy applies to all employees, volunteers, and contractual persons. Employees are encouraged to ask the public not to use tobacco in any area described in subsection (3).
- (6) *Signage.*
 - a. Persons in charge of campuses identified in subsection (3) shall post signs at all building entrances and exits explaining the prohibition on tobacco use. Signs may be posted in other areas of the buildings as well. For example, signs may be posted in other areas in the building where tobacco use is likely, such as bathrooms and dining areas.
 - b. Persons in charge of vehicles identified in subsection (3) shall post signs in the vehicles explaining the prohibition. The signs must be displayed in areas where passengers will be able to see the signs but the placement of the signs must not interfere with the safe operation of the vehicle.
 - c. The signs required by subsections (1) and (2) of this section must use clear and unambiguous language to convey the prohibition, and have letters at least one inch in height per 22 M.R.S.A. § 1543. The signs may include language such as "TOBACCO FREE BUILDINGS," "TOBACCO USE PROHIBITED IN THIS BUILDING," "TOBACCO USE NOT PERMITTED IN THIS BUILDING," or "TOBACCO USE NOT PERMITTED IN THIS VEHICLE." If a sign includes the international "No Tobacco Use" symbol (which consists of a pictorial representation of a burning cigarette and smokeless tobacco enclosed in a red circle with a red bar across it), it must also include written text explaining the prohibition.
 - d. All publicly available ashtrays shall be removed from any area where smoking is prohibited by this policy by the operator, manager, or other person having control of the area.
- (7) *Tobacco cessation programs.* The Town of Lisbon provides support to employees who want to quit the use of tobacco products. These employees are encouraged to talk to their health care provider about quitting; ask about appropriate pharmacotherapy available through the town health insurance plan or employee's insurer and use the quitting support services of Healthy Androscoggin.
- (8) *Compliance and penalties.*
 - a. The town manager and all supervisors and department heads shall ensure the tobacco use policy is enforced. This does not preclude employees from bringing violations to the attention of their management and/or the town manager.
 - b. Employees are responsible for complying with the tobacco use policy. Employees who violate this policy may be subject to sanctions consistent with the personnel policy.
 - c. A person in charge of the building or vehicle identified in subsection (3) or his or her designee, management and supervisors who see an individual (other than an employee) who is using tobacco in violation of this policy must ask the individual to stop using the tobacco product. If, after having been asked to stop using tobacco, the individual continues to use a tobacco product, the person in charge shall issue a warning and must ask the individual to leave the building.
- (9) *Effective date.* This policy shall be effective March 4, 2008.

(C.M. of 8-19-2014, V. 2014-159)

Sec. 90-42.5. - Cell phone use policy.

- (a) *Purpose.* The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls.
- (b) *Scope.* This policy applies to all employees.
- (c) *Policy and procedure.*
 - (1) Employees shall not violate the state statute regarding the use of any electronic multi-media devices.
 - (2) Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per personnel policy.
 - (3) If an employee is operating a company vehicle and receives a call on a cell phone, the employee may answer, but shall ask the caller to hold, put the phone down and pull to the side of the roadway, into a parking lot or other safe location to respond to the call. Failure to follow this policy may result in disciplinary action per personnel policy.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-43. - Policy for firefighters on payroll to go to fires.

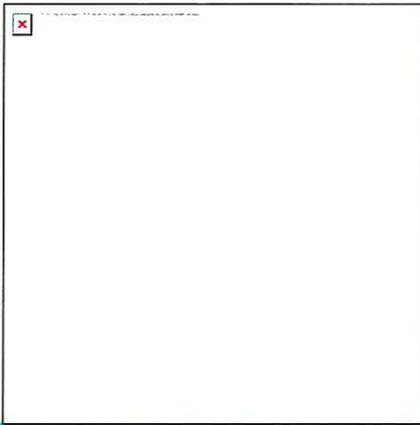
It shall be the policy of the town that volunteer firefighters who are employees of the town be encouraged to provide firefighting services 24 hours a day seven days a week. Therefore volunteers may leave the workplace to attend to structural fire calls provided leaving the municipal work site does not present a safety hazard, all while staying on the town payroll during normal working hours. The firefighter on any standby shall request permission of the senior officer in command for permission to return to municipal work duty which shall not be unreasonably withheld. When possible a request by the firefighter to leave duty to attend fire duty shall be made and not unreasonably withheld. When a[n] employee is being paid for overtime detail and is called to a fire, the municipal pay shall cease. A record of attendance at fires and hours shall be maintained by the department. Any appeals of this policy shall be to the town manager whose decision shall be final.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159
: [C.M. of 3-6-2018, V. 2018-46](#))

Sec. 90-44. - Saving and separability clause.

If any provision of these personnel policies is invalid, the validity of the remaining provisions of these personnel policies shall not be affected thereby. If the application of these personnel policies or any of its provisions to any person or circumstance is held invalid, the application of these personnel policies and its provisions to other persons or circumstances shall not be affected thereby. If any provision of these personnel policies is held invalid by reason of any conflict with federal or state law, the provisions of the applicable federal or state law shall automatically become incorporated within these personnel policy(ies) in place of the invalid provision(s).

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)



Field Code Changed



Application to Donate Hours to the Sick Leave Bank

ROUTING **DEPARTMENT HEAD** **TOWN MANAGER** **HUMAN RESOURCES** _____

Employee Name: _____ Social Security #: _____
Department: _____ Employee #: _____
Address: _____
Telephone #: () _____ Job Title: _____
Date of Birth: _____ Exempt Non-Exempt Union Unit: _____

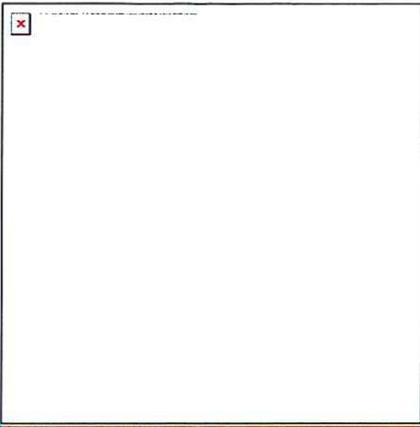
Employee Initial

Date of Request: _____
Amount of hours of donated: _____

I have reviewed the requirements of the Town of Lisbon Sick Leave Bank Policy and its conditions set forth and I agree with all of the terms and conditions and consider myself to be a qualified donor.

Employee Signature

Date Submitted



Field Code Changed

 **Application to Receive Hours from the Sick Leave Bank**

ROUTING DEPARTMENT HEAD TOWN MANAGER HUMAN RESOURCES

Employee Name: _____ Social Security #: _____
 Department: _____ Employee #: _____
 Address: _____
 Telephone #: () _____ Date of Birth: _____
 Job Title: _____ Exempt Non-Exempt Union Unit: _____

Date of Request: _____
 Amount of hours of sick time requested: _____
 Date Probationary period completed: _____

Employee Initial _____

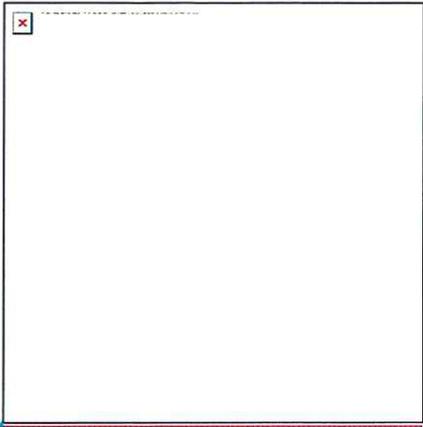
I have a physician's statement which includes the beginning date and expected duration of incapacitation _____
 I have exhausted all accumulated sick time _____
 I have exhausted all compensatory time _____
 I have exhausted all vacation time _____
 I am not receiving any form of income at this time (*Income Protection, Workers Compensation, other*) _____
 This request is not a work related injury _____
 I am not receiving Workers Compensation from the Town of Lebanon or any other employer _____
 I am not out on disciplinary action or administrative Leave _____

Please accept this application as a request for sick time hours from the Sick Leave Bank. I understand that all applications are reviewed and held in confidence and that approval will be made based on the number of hours available in the Sick Leave Bank and the number of requests currently being reviewed for consideration.

Employee Signature _____ Date Submitted _____

Approved
 Denied
 Reason for Denial: _____

Department Head _____ Date _____
 Print Name _____ Title _____
 Town Manager _____ Date _____
 Print Name _____



Field Code Changed



Employee Request for Time Off

Absence Information

Employee Name _____

Employee Title _____ Department _____

Manager _____

Type of Absence Requested

- Sick Vacation Bereavement Time Off/Without Pay
 Military Jury Duty Maternity/Paternity Personal Day
 Other _____

Dates of Absence From _____ To _____

Reason for Absence _____

You must submit requests for absences, other than sick leave, a minimum of two days prior to the first day you will be absent.

Employee Signature _____

Date _____

Manager Approval

- Approved
 Rejected

Comments _____

Manager Signature _____

Date _____



Field Code Changed

**TOWN OF LISBON
REQUEST FOR DIRECT DEPOSIT**

I authorize the Town of Lisbon to automatically deposit my check as I so designate below.

I understand this agreement may be terminated by me or by the Town of Lisbon at any time by written notification. Any such notification requires a reasonable time to act upon it.

NAME _____

START CHANGE STOP

(PLEASE PRINT CLEARLY)

BANK NAME _____

BANK ADDRESS _____

BANK PHONE NUMBER _____

PLEASE ENTER THE FOLLOWING INFORMATION ABOUT YOUR ACCOUNT:

BANK ROUTING NUMBER _____

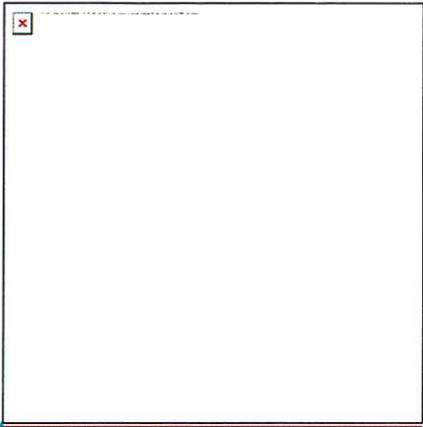
SAVINGS ACCOUNT NUMBER _____

CHECKING ACCOUNT NUMBER _____

AMOUNT TO BE DEDUCTED _____

AMOUNT CHANGING FROM _____ TO _____

SIGNATURE _____ DATE _____



Field Code Changed



Town of Lisbon Staff Evaluation

Date Of Evaluation: _____ Evaluator: _____
Employee: _____ Date Hired: _____
Job Title: _____ Type Of Evaluation: _____

Expectations

Job Description is attached, please conduct a thorough review and discuss any inaccuracies with evaluator, and return signed acknowledgement of job description.

Evaluation Purpose

The purpose of this evaluation should be to format a simple tool to accomplish two purposes:

1. Have good communication which can help in an individual's development and
2. Provide input to the preparation of the plans and goals for the year ahead.

Performance Ratings and Definitions

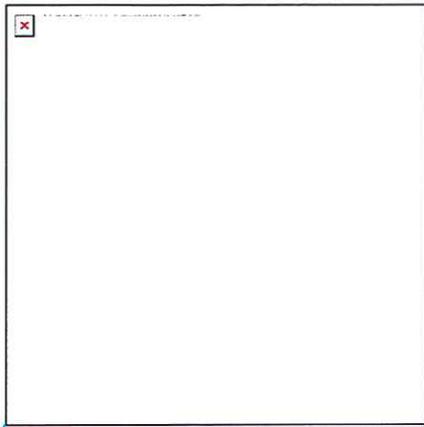
Exceeds Expectations (E) – is a truly outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to the objectives of the department, group, or organization. The performance exceeds the level expected for this position.

Significant Contribution (SC) – is a performance that consistently generates results above those expected of the position. The incumbent contributes in a superior manner to innovations both technical and functional.

Meets Expectations (M) – Performs all duties and responsibilities in this category in a fully satisfactory and consistent manner. Performs competently and may on occasion generate results above those expected of the position.

Shows Improvement (SI) – Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

Unacceptable (U) – is the lowest performance level, which is clearly less than acceptable, and is obviously well below the minimum position requirements. The incumbent significantly fails to perform in a satisfactory manner. This situation requires review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.



Field Code Changed

Evaluation Categories

1. Work Skills

- a. Work is delivered correctly, neatly and accurately
- b. Work is performed in a timely fashion
- c. Employee's skill on required equipment
- d. Employee is well organized
- e. Understands job duties and responsibilities
- f. Has necessary skills and knowledge

Comments:

Performance Rating

2. Work Habits and Work Relationships

- a. Punctuality and Attendance
- b. Dependability and ability to perform without supervision
- c. Ability to work with others: support staff and professional staff

Comments:

Performance Rating

3. Work Habits and Work Relationships

- a. Accepts direction and constructive criticism
- b. Willingly pitches in with group efforts and work overload
- c. Makes an effort to improve skills and work habits takes an interest in work

Comments:

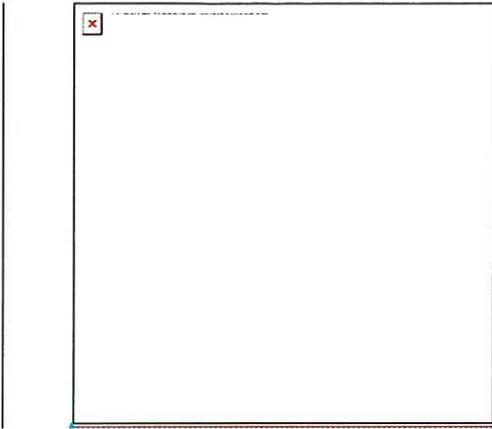
Performance Rating

4. Communication Skills

- a. Works well with the public
- b. Ability to work with other agencies
- c. Communication skills, verbally and orally
- d. Listening skills

Comments:

Performance Rating



Field Code Changed

5. **Safety**
- a. Routinely practices safe work habits
 - b. Uses proper safety equipment for assigned tasks
 - c. Takes initiative to correct unsafe working conditions
 - d. Reports unsafe working conditions or practices to management
- Comments:**

Performance Rating

Overall Rating

M/SC

Summary

Goals

- 1.
- 2.
- 3.

Employee Signature _____ Date _____
 Evaluator Signature _____ Date _____

Sec. 90-45. - Treatment plant uniform reimbursement.

The Town of Lisbon will reimburse each full-time employee of the Lisbon Pollution Control Treatment Plant up to the amount of five hundred dollars (\$500.00) per calendar year for the purchase of uniforms. The Town will also reimburse up to two hundred fifty (\$250.00) dollars per employee per calendar year for the purchase of the following:

- Safety footwear containing a steel toe.
- Prescription safety eyewear including frames, permanently installed side shields and the appropriate lenses (Note: The Town of Lisbon will not reimburse employees for the cost of the vision examinations).

In order to be reimbursed for the items purchased, employees must submit all receipts for the items along with the appropriate Reimbursement Form to the Sewer Superintendent of the Town of Lisbon. In

lieu of reimbursement, any clothing items purchased where the town currently has an account can be ordered through the employee's supervisor.

(; [C.M. of 3-6-2018, V. 2018-46.](#))



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Land Bank Process
 DATE: January 5, 2021

During the Lisbon Town Council's meeting on December 8, 2020, Council approved item 2020-215E, the "development of a formal Land Banking Process for the Town of Lisbon and to enable the staff to fully develop a system to be finally approved by the Council."

Staff and members of the Lisbon Development Committee have researched options for land banking processes that include both the purchase of distressed properties to accelerate redevelopment and regulatory options to spur redevelopment and protect health and human safety. The creation of a vacant building ordinance or other special regulation remains an option for the future. For the time being, the recommended land bank process described below focuses on property eligibility, authorized activities, property selection and decision-making processes, roles and responsibilities among Town Council and staff, and funding sources to purchase underperforming properties for the purpose of revitalization.

Therefore, we respectfully request that Council approve and adopt the following Land Bank Process:

"The Lisbon Town Council hereby approves a Land Bank Process (the Process) authorizing Town Staff to identify and pursue opportunities to return vacant, abandoned, and tax-foreclosed properties to productive economic use. "Staff" herein refers to the Town Manager or the Manager's designee.

The purpose of the Process is to enable the Town to assist and accelerate the transition of eligible properties within the Town of Lisbon to value-producing real estate to benefit taxpayers and economic development generally.

Eligible properties for land banking activities include commercial or residential properties that have been vacant, abandoned, tax delinquent, foreclosed, dangerous or blighted for an undue period of time and detract from the value of neighboring properties and/or diminish the safety and quiet enjoyment of neighboring people and passersby.

With Council approval, Staff shall be authorized to acquire, hold, maintain, lease, sell, secure, remediate, demolish, rehabilitate, and/or improve real property within the Town of Lisbon for the purpose of disposing or selling such property in accordance with local priorities.

From time-to-time, Staff will make relevant recommendations to Council and seek Council approval for specific activities authorized by the Process.

Funding to implement the Process shall originate from the sale of Town-owned property, Downtown Tax Increment Financing District fund, or other funding sources as deemed appropriate by Council."

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](#))

Monthly Departmental Project Agenda (January 2021)

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		
	Capital Improvement Plan	Review Department CIP's.
	Employee Service Recognition	Will continue 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.
	Trio-SQL	The conversion to TRIO SQL has been postponed until January.
	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 AVCOG. These meetings are via zoom due to COVID-19.
	Department Goals	Department Goals are due in January.
	FY 22 Budget	Will begin work on the FY 22 Budget.
	Department of Marine Resources	Will be meeting via zoom on the status of the removal of the Upper and Farwell Dam.
	Budget	Will begin working on budget.
	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	Application Reviews	Review Farm Land and Tree Growth Applications
Clerk	<ul style="list-style-type: none"> • Voter Participation History • Renewal Business Licenses • Licensing 2020 Dogs • Annual Town Report • Vault 	<p>We entered into CVR Voter Participation for 5,298 and are waiting to file the final paperwork when it arrives this week. We continue to re-organizing the Business License renewal system, which is about a quarter of the way done. We will send out dog tags and licenses to those owners who licensed online, along with the new ones. We will be sending out an email looking for annual reports</p>

		for the Annual Town Report. We are creating a working index to the vault records.
Code Enforcement Building Inspector LPI Health Officer	Permitting, job duties HHE200 - IP inspections Respond to complaints	<ul style="list-style-type: none"> • Finish 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 6. Parking Plan	<ol style="list-style-type: none"> 1. Select contractor to prepare Design Renderings to complete visioning process 2. Finalize implementation planning and request \$50,000 project funding 3. CDBG Façade: Identify projects and solicit applications for summer work 4. CDBG Housing: Finalize arrangements 5. Worumbo / Land Bank / Village Street 6. Gather business input at 1/12 public meeting
Finance	(1) CIP ; (2) Budget ; (3) Audit	<p>(1) Working with Department Heads on their FY22 CIP. All department CIP spreadsheets are due to the Finance Director by 12/31/2020. We will be providing a more comprehensive spreadsheet for FY22 that includes footnotes and coincides with our Fixed Asset database. (2) Budget: Working on gathering information, scheduling, and creating templates for the FY22 budget. (3) The FY20 Audit was extended through 3/31/2021 and the auditors have scheduled three more days to wrap up the audit on February 1, 2 and 3rd. Finance Director will be providing more reports to the auditors to complete the audit.</p>
Fire	Training Budget Town Report	Annual mandates Work on annual budget for FY22 Complete annual Tow Report submission for the department
Library	Work on /complete Library Department 2021-22 goals & begin to work on the 2021-22 budget as well.	Complete 2021-22 Library Department goals based on the status of our services at this time (12/28/2020) and calculate/forecast the services Lisbon community and patrons will require moving forward. Assess current staffing needs and adjust schedule and staff hours based on current number of patrons we serve and the services they require at this time.

Parks and Recreation	Beaver Park and Trails Programming/Winter After and Before School Seniors MTM	Replace Lodge Door, materials have been purchased and our department will be making the door to fit. It will be a large barn style door. Begin to router out and paint each trail sign. Posts have been put in already. Continue Map Collaboration with designers/CIS We are working on re-branding and also designing a new Beaver Park entrance signage that will include park hours, rules, and trail information. LOST VALLEY SKI program begins the first Monday in January. Making ICE behind MTM
Police	Traffic Enforcement/ Training	For the month of January, the police department will be completing training in the following area as long as COVID-19 restrictions minimize: Less Lethal Munitions Training, AED and First Aid training as well as Respiratory fit testing for our Hazmat equipment. Officers will continue traffic enforcement details targeting problem areas, Community policing, and Criminal investigations.
Public Works	Road work	Continue monitoring road conditions and treating where needed. Continue tree limb removal where needed. Cleaning and maintaining shop and garage areas along with cleaning trucks after every event.
Transfer Station	Equipment Equipment Employment	Ordered new PW truck in December will be ready late March early April. New trailer in service.
Waste Water Treatment	Cross country lines Sludge dewatering Inspect generators Chlorine Contact tank cleaning Dewatering Building Boiler? Raptor micro-screen brush Inspect big three stations daily Inspect pump stations twice a week	Still actively seeking part time employee's Walk and inspect all of the cross country gravity sewer lines Continue dewatering sludge at an increased rate Inspect all standby/emergency generators for proper operation Clean the tanks once a month minimum Repair is still being determined Replace the brushes on the screen in the Headworks building Inspect the three largest pump stations daily All pump stations inspected for proper operation and repaired as necessary
	Install new flooring in the Lab Paint the walls in the laboratory	Replace the flooring in the laboratory Re-paint the walls

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