



**AGENDA
COUNCIL MEETING &
WORKSHOP**

JANUARY 19, 2021

BY ZOOM

(View on Website -Town Hall Live Stream)

6:00 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 WardTown Clerk reading of meeting rules
3. **WORKSHOP – Recreational Marijuana**
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARING
 - A. Manufacturing Medical Marijuana & Retail Store License for Crystal Spring Healing Alternatives, LLC
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
 - 2021-12 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 239,864.89
 - B. Municipal Payroll Warrants – \$ 143,027.42
 - C. School Accounts Payable Warrants– \$ 152, 167.32
 - D. School Payroll Warrants – \$ 735,013.98
 - E. Minutes of January 5, 2021
 - F. Pole Permit for Pole #122H on the Lewiston Road a/k/a Route 196
 - G. Set Public Hearing on February 2 for Special Entertainment Permit for the Railroad Restaurant & Pub
 - H. Approve Manufacturing Medical Marijuana & Retail Store License for Crystal Spring Healing Alt, LLC
 - I. Tax Collector's Settlement
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2021-13 ORDER – Upper Dam/Sabattus River Restoration Update
 - 2021-14 ORDER – FY 2019 Byrne JAG Grant Request
 - 2021-15 ORDER – Virtual meetings in February
 - 2021-16 ORDER – EV Charging Stations
 - 2021-17 ORDER – Special Events Coordinator
 - 2021-18 ORDER – Capital Improvement Program Policy
9. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Larochelle/Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 9. Finance Committee (Councilor Albert)
 - B. Town Manager's Report
 - C. Department Head Written Reports
10. APPOINTMENTS
 - 2021-19 Board of Appeals – Ben Smith Resignation
 - 2021-20 Water Commissioner – Fill Vacancy to November 2022
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
 - 2021-21 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, Chairman
Norm Albert
Donald Fellows, Vice Chair
Jeffrey Ganong
Kasie Kolbe
Fernand Laroche, Jr.
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: January 19, 2021

Consent Agenda Items Items 2021 – 12 A to I

I. Tax Collector Certificate of Settlement: The tax collector is entitled from his/her liability under Maine State Statute when the tax collector has settled in full all taxes assessed and committed for each given year. This is the final step taken in connection with the duties of the tax collector, and is the foundation of his/her discharge from further liability for collection of taxes for that year. The uncollected taxes for FY 20 have been paid in full.

Consent Agenda Motion includes: Authorization to approve and sign the certificate of settlement for Diane Barnes, Tax Collector for the FY 20 taxes.

Agenda Item 2021 – 13 Upper Dam/Sabattus River Restoration Update

Casey Clark from the Department of Marine Resources sent the town a letter indicating that in November, the Maine Department of Marine Resources received a tentative award for a grant for removal of the Upper Town Dam and Farwell Dam. That grant is from the National Fish and Wildlife Foundation – National Coastal Resilience Fund.

The grant funding would cover the costs for the removal of the Upper Town Dam in 2021, partial removal of the Farwell Dam in 2022, and building a fishway at the Farwell dam in 2022. The program requires some form of implementation in the first year of the award, which is why Upper Town dam would need to be removed in 2021. Mr. Clark reports he is working hard to make sure we can complete all of the necessary pieces to meet that deadline. He wrote they were on track to have designs, permitting, and other due diligence (i.e. soils testing) completed this spring.

Mr. Clark would like to update the Council on the progress he has made on the Sabattus River Restoration project since he last spoke to the Council.

Recommendation

That Council review the information presented and defers any motion needed to a future meeting.

Agenda Item 2021 – 14
FY 2019 Byrne JAG Grant Request

The Lisbon Police Department has the opportunity to apply for Federal Funds through the FY 19 Byrne JAG Grant. The police department has been pre-allocated a total of \$2,967 in grant funding. This particular grant does not require any matching funds. If approved, the police department will use the funding to purchase a new mobile radio for one of our marked cruisers. Our current radios are at the end of their useful life span and we need to move forward with their replacements in a timely manner. In addition, one of our police department goals for this year included updating the police department's radio communications equipment, which this grant would assist in accomplishing.

The police department is requesting permission to apply for, accept, and spend any funding amount allotted through this grant process towards the above purchases.

Recommendation

Authorize the Town Manager and Police Chief permission to apply for, accept, and spend any funding amount allotted through the FY 19 Byrne JAG Grant process to purchase new mobile radios.

Agenda Item 2021 – 16
EV Charging Stations

Recently the Maine Legislature directed the Maine PUC to solicit proposals for pilot programs to support the growing shift to electric vehicles in Maine's transportation sector. In February of 2020, the MPUC approved funding for two such pilot programs supporting this goal. One of the pilot programs was to be administered by Efficiency Maine as a rebate program supporting 60 level 2 charge plugs. The other was to be administered by CMP and establishes a make-ready grant program for 60 Level 2 EV charger plugs.

The CMP program required each applicant to install at least 4 charge plugs (ports) which can be mounted on two pedestals on one site. "Networked" chargers were preferred application choices as opposed to "basic" chargers. Networked chargers are those that have software that allows for centralized management, administration, communication, diagnostics, data collection and point of sale capabilities and were the preferred choice in the application. The review process began in October and successful applicants (no more than 15) were to be competitively graded based upon likelihood of usage and location visibility near a corridor among other criteria. We were preliminarily selected based upon our first choice location but our grade was significantly upgraded when we changed our preferred location to the municipal parking lot in downtown Lisbon Falls. Attached is all the supporting documentation including the Electric Vehicle Charging Station Proposal from Revision Energy, a CMP Electric Vehicle Charger site host agreement, a Site Host License Agreement with CMP and some supporting documentation.

The grant by CMP will cover the majority of the infrastructure costs by providing \$16000 for that purpose and there are two proposed cost options for the towns portion of the project to cover the rest of the charges. We recommend the project that uses EnelX/Juice Pedestals at a total cost to the town of \$19641.

Project Funding – The project can be paid in thirds with the first payment at contract signing; the second upon product delivery and the third at installation. I have planned to have product delivery and installation in the 3rd quarter (after July 1st and into next FY) but if we decide to allocate the entire amount this FY, the installation could potentially begin earlier.

The CIP Reserve currently has approximately \$90,000 in unallocated funds. We recently went out to bid for Solar Credits options and the Town could save approximately \$75,000 annually. We can reimburse the CIP Reserve when we have \$20,000 available in credits and a portion of the rest of the credits can go toward future

solar projects. We can also transfer a portion of unused overlay which has a current balance of \$188,648 to the CIP Reserve to fund upcoming capital expenditures.

Recommendation

Approve the EV Charging Station project in the amount of \$19,641 to be funded through the CIP Reserve and authorize the Town Manager to sign the Site Host License Agreement and the Electric Vehicle Charger Site Host Agreement with CMP.

**Agenda Item 2021 – 17
Special Events Coordinator**

The Lisbon Parks and Recreation Department, along with the Economic and Community Development Department, would like to expand the position of Moxie Festival Coordinator to include Special Events Coordinator duties. In addition to the Festival, this person would coordinate events and activities associated with Main Street and the Worumbo site from May to October. To achieve this, the departments are requesting the opportunity to use a portion of funds allocated for the Moxie Festival Coordinator toward expanding this position.

Recommendation

Approve expanding the Moxie Festival Coordinator’s position to include Special Events Coordinator duties and to use the Moxie Festival Coordinator funds for this expanded position.

**Agenda Item 2021 – 18
Capital Improvement Program Policy**

We cannot find where the original policy was ever adopted by the Council. The proposed policy changes by the Finance Committee and recommended by the Finance Director are in red. The final version now ready for Council adoption would be added to the Code Book after Council adoption.

Recommendation

Adopt the Capital Improvement Program Policy as presented.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

PUBLIC HEARING

*Medical Marijuana Establishment License & Retail Store
Business License*

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on January 19, 2021 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a Renewal Medical Marijuana Establishment License and Retail Store for Crystal Spring Healing Alternatives, 1 Upland Road, Lisbon, Maine 04250.

The public is invited to attend.

Twila Lycette, Town Clerk

Constable's
Return Of Posting
State Of Maine

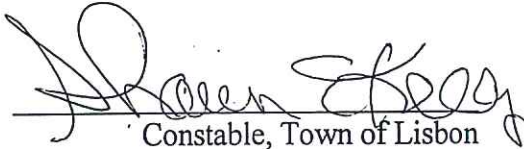
Lisbon,

Androscoggin, ss.

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

Date:

11/6/21


Constable, Town of Lisbon

26-205

Agenda Date: 01-19-2020

Date	Brenda Martin	Municipal Accts Payable
1/7/2021	01052021	\$ 226,054.99
1/7/2021	1062021	\$ 5,150.06
1/13/2021	1132021	\$ 8,659.84
		<u>\$ 239,864.89</u>

Date	Megan Lavigne	Municipal Payroll Warrants
1/13/2021	2101W1	\$ 14,190.98
1/13/2021	210114	\$ 128,836.44
		<u>\$ 143,027.42</u>

Date	Louise Levesque	School Accts Payable
1/19/2021	2114	<u>\$ 152,167.32</u>

Date	Eva Huston	School Payroll Warrants
1/12/2021	1073	\$ 100,056.47
1/12/2021	1074	\$ 252,270.33
1/12/2121	1075	\$ 12,340.44
1/12/2021	1076	\$ 112.80
1/19/2021	1077	\$ 356,501.43
1/19/2021	1078	\$ 13,732.51
		<u>\$ 735,013.98</u>



**TOWN COUNCIL
MEETING MINUTES
ZOOM
JANUARY 5, 2021**

Normand Albert 2021
Kasie Kolbe 2021
Allen Ward 2021
Mark Lunt 2022
Donald Fellows 2022
Jeffrey Ganong 2022
Fern Larochelle 2023

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

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Kayla Tierney, Finance Director; and no citizens in the audience.

GOOD NEWS & RECOGNITION

Councilor Ward commented on the holidays and wished residents a Happy New Year.

PUBLIC HEARINGS

A. SPECIAL ENTERTAINMENT PERMIT FOR SLOVAK CATHOLIC ASSOCIATION

Councilor ward opened the public hearing. The public was invited to comment by emailing award@lisbonme.org; No comments were received. The Chairman closed the public hearing.

**B. SPECIAL ENTERTAINMENT PERMIT FOR
COOMBS MOUNTFORT AMERICAN LEGION POST 158**

Councilor Ward opened the public hearing. The public was invited to comment by emailing award@lisbonme.org; No comments were received. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Councilor Ward invited the public to comment by emailing award@lisbonme.org; No comments were received. The Chairman moved on to the next item.

CONSENT AGENDA

Councilor Ward asked that **Consent Agenda Item G. Municipal Budget Workshop Schedule**
Be removed from the Consent Agenda - No Objections Noted

Councilor Ward asked that the Capital Improvement Plan meetings with the Finance Committee be added to this schedule. Mrs. Barnes said if the Capital Improvement Plan were not ready for January, then it would be ready for February. Councilor Ward asked that the two Finance Committee meeting dates be added to this schedule.

Councilor Ward requested the April 23 meeting date with the Planning Board be removed; that date is a holdover date from last year's schedule. He said that meeting with the Planning Board is not actually necessary anymore.

VOTE (2021-01A) Councilor Albert, seconded by Councilor Larochelle moved to approve the budget Schedule with revisions: 1) adding the Finance Committee Meetings and 2) reviewing the April 23 date to see if it is necessary.

Councilor Ward asked Councilors, now that the Capital Improvement Plan is 90% complete, if there was anything any Councilors would like to see in a budget. Councilor Fellows said yes, that he wanted to see the lighting addressed at the entrance and exit to Town Hall. The streetlight across the street is not enough light to see by when it is dark.

Councilor Ward said this is going to be a year where budgetary revenue shortfalls at the State and Federal level will play themselves out as this typically falls to a lower form of government that could end up either under-funded or non-funded.

Councilor Albert said it would be easy to say come in flat where there are so many variables like last year that have yet to reveal themselves, but we know they are coming, we just don't know what they will look like, good, or bad, or what that will be. He said let's go into this budget process not with blinders on, but ask Department Heads to prepare the best budget they can at this moment keeping in mind there is going to be a significant shortfall, which makes it more important than ever to prioritize, realizing that some of the bigger asks may be placed on hold. However, all items should be budgeted because these things should be on the Council's radar and in the CIP.

Councilor Larochelle said nothing goes down and everything goes up. He mentioned that last year's last minute cuts in personnel seemed like the Council was pulling the rug out from under everyone. He asked what those personnel costs added up to in overtime, etc. Councilor Fellows requested budgeting for essentials, keeping in mind the sky is not possible.

Councilor Ward recommended budgeting essential services as lean as we can. He suggested Council consider putting staffing levels back into the budget as needed, but that he would also like to see what those personnel markers were from cuts made last year too before deciding where to land. Councilor Albert recommended making sure that all the existing personnel were happy and supported to avoid a mass exodus. Employees should be rewarded for what they do. He said that we need to keep it lean, but we also need to take care of those employees we do have.

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

Councilor Kolbe asked that **Consent Agenda Item F. Tax Acquired Property Redemption**
Be removed from the Consent Agenda - No Objections Noted

Councilor Ward said Councilor Kolbe would not be voting on this agenda item due to a Conflict of Interest.

VOTE (2021-01B) Councilor Albert, seconded by Councilor Fellows moved to 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.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Ganong and Fellows. Nays - None. Order passed - Vote 6-0-1. (Abstained: Kolbe)

VOTE (2021-02) Councilor Fellows, seconded by Councilor Ganong moved to approve the following:

- 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
- H. Wellness Grant - \$2,000 for 2021
Motion includes applying and accepting funds from the Maine Municipal Employees Health Trust (MMEHT) 2021 Wellness Grant in the amount of \$2,000
- I. Liquor Licenses & Special Entertainment Permits for the Slovak Catholic Association & Coombs Mountfort American Legion Post 158
- J. Set a 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

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

COUNCILOR COMMENTS:

VOTE (2021-04) Councilor Fellows, seconded by Councilor Ganong moved to adopt the personnel policy amendments as follows:

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 ~~30~~ 21 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.

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

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

VIDEO DETECTION CAMERA REPLACEMENT (MAIN/CANAL)

INTRODUCTION: Mr. Cyr reported 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 that ensured the intersection was operational. This was funded through a MDOT project that is now closed. He said Electric Light, the new contractor for light services made a service call to investigate why the lights were not cycling properly. They found that two (2) cameras were showing poor quality images and reported that two (2) cameras needed replacing for \$10,855. Mr. Cyr said if we were to replace all four (4) older cameras, the cost and components would total \$21,685.

Mr. Cyr said he obtained a quote for \$18,980 for a single 360-degree camera system, which is essentially the same system we had installed this year at the Graziano Square intersection. He said it is more cost effective to replace all six (6) video cameras with the one 360-degree camera system. Mr. Cyr said the town contacted A&D Electric for a quote but A&D did not respond.

Mrs. Barnes said the town reached out to MDOT to see if they had funds to cover the cost of the camera replacement, but we were told they could not help us since the intersection project is now closed.

COUNCILOR COMMENTS: Councilor Fellows asked if the 360-degree camera system was adaptable to new pedestrian or traffic flows. Mr. Cyr said yes, and that it can also be controlled remotely, which would save travel time should the camera require adjusting.

VOTE (2021-03) Councilor Larochelle, seconded by Councilor Albert moved 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.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Kolbe, Ganong and Fellows. Nays - Ward. Order passed - Vote 6-1.

Councilor Ward said he voted no because this item was not budgeted and not in the CIP but completely understand why it needs to be done.

PERSONNEL POLICY AMENDMENTS

INTRODUCTION: Mrs. Barnes explained that the personnel policy needs updating primarily to cover the new Earned Paid Leave law that took effect on January 1, 2021. She said some other areas needed cleaning up as well and pointed out the following:

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

- 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-ration 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.

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.~~

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.~~

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.

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. 90-32.5. - Longevity stipend.

~~For n~~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:

05 years... \$1,040

10 years... \$1,560

15 years... \$2,080

20 years... \$2,600

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 whose regularly-scheduled work week is 30 who normally works 21 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.

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

LAND BANK PROGRAM

INTRODUCTION: Mr. Richardson said 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."

Mr. Richardson reported 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."

COUNCILOR COMMENTS: Councilor Fellows offered a couple of changes replacing a couple of paragraphs as follows:

Eligible properties for potential land banking activities may include commercial or residential properties. These properties must have been vacant, abandoned, tax delinquent, foreclosed, deemed

dangerous or blighted by town staff and so noted on tax records for the property. Specific selections for this program require no specified time limit before for such designation. The eligibility designation shall be governed by the urgency and specific reason for such certification and by funds availability. Properties deemed dangerous shall have priority.

Funding to implement the process shall originate from sources specifically reserved within the Town Budget Reserve categories for Land Acquisition/Development purposes as identified by the Town Council. Such funds may also be identified in the Capital Improvement Plan.

Councilor Fellows said the whole process will need to go through the town's attorney, but undue period of time is just too vague and the changes offered should help define the program better. Mr. Richardson said the process used would all be done behind the scenes to maintain confidentiality. He mentioned that Council would have an opportunity to challenge or reject an activity based upon a scoring process or layers that could be added later. He recommended for now to keep it simple. Councilor Ward said he would not advocate for a scoring process at this time. He said the town would not want to miss an opportunity to move forward when a situation presents itself. Councilor Larochelle said the program is okay as it is, let us keep it simple, and leave the prioritizing to Mr. Richardson.

VOTE (2021-05) Councilor Larochelle, seconded by Councilor Fellows moved to adopt the Land Bank Process with Councilor Fellows suggestions as follows:

"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 potential land banking activities may include commercial or residential properties. These properties must have been vacant, abandoned, tax delinquent, foreclosed, deemed dangerous or blighted by town staff and so noted on tax records for the property. Specific selections for this program require no specified time limit before for such designation. The eligibility designation shall be governed by the urgency and specific reason for such certification and by funds availability. Properties deemed dangerous shall have priority.

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 sources specifically reserved within the Town Budget Reserve categories for Land Acquisition/Development purposes as identified by the Town Council. Such funds may also be identified in the Capital Improvement Plan.

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

COUNCIL WORKING RULES

COUNCILOR COMMENTS: Councilor Ward said Council adopted the working rules at the last meeting without amendments. Councilor Fellows mentioned at the end of their previous discussion Council decided that zoom meetings would not need to be addressed in the working rules since they are only allowed under the Governor's Emergency Executive Order at this time.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT - LEAVE EXTENSION

INTRODUCTION: Mrs. Barnes said earlier this year Congress enacted the Families First Coronavirus Response Act (FFCRA), which 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. She said 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. She recommended due to the recent spike in COVID-19 cases in Maine, that the Council extend the leave to those employees who have not exhausted their FFCRA leave benefits.

VOTE (2021-07) Councilor Albert, seconded by Councilor Lunt moved to approve the extension of FFCRA through March 31, 2021.

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

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing to report.
2. Planning: Councilor Fellows said he had nothing to report.
3. LDC: Councilor Larochelle said he had nothing to report.
4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Albert said he had nothing to report.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said he had nothing to report.
8. Water Commission: Councilor Fellows said he had nothing to report.
9. Finance Committee: Councilor Albert said the Finance Committee held a good meeting, appointed Mrs. Ward their Chairman, and set some goals. Items included addressing solid waste/tipping fees and a potential study to consolidate firehouses. He said he was looking forward to their next meeting.

B. TOWN MANAGER'S REPORT

Mrs. Barnes commended Carol LeClair for her assistance with the 2020 Annual Giving Tree project. She also recognized Amy Weirs, Lisa Smith, and Pauline Pelletier for their support bringing packages from the Council Room to families as they arrived and for helping with wrapping some presents that arrived unwrapped.

Mrs. Barnes reported the town provided gifts to around 150 children this year. This program was a huge success.

Mrs. Barnes specifically thanked the School Department for collecting funds to support the Annual Giving Tree Project this year and as a result, the town was able to obtain gift certificates from some local businesses, including Food City who also collected funds with their round up program. She said some families were even in tears as they handed out the Food City gift certificates. She said we could not have done this without everyone's help and thanked all who were involved.

C. COUNCILS REVIEW OF 2020

Councilor Ward reported that from January 1, 2020 to December 4, 2020, the Town Council made much progress on its list of Council Goals and addressed these items listed below:

- Completed 2020 Projects include the following:

1. Transfer Station Compact Trailer
2. Worumbo Mill Site Redevelopment and finalization of VRAP program
3. Pinewoods Road Reconstruction
4. Wastewater Treatment Plant Generator
5. Town Office Drainage and Building Repairs
6. Re-Financed QECB Municipal Lease
7. Davis Street Pump Station and WWTP Chlorine Tank Improvements
8. Lisbon Falls Fire Station Roof Replacement
9. Lisbon Village Sidewalk Corrective Action Plan
10. New LED Message Sign
11. Moxie Plaza
12. Renewed Animal Control Contracts

- The Town Council appointed the following members to the new Finance Committee:

1. Heather Ward, Chair
2. Curtis Lunt, V. Chair
3. Dan Leeman
4. Noly Lopez
5. Jesse Zack

- Lisbon successfully obtained the following grants:

1. 2020 CDBG Façade Grant-\$100,000
2. 2020 CDBG Housing Assistance Grant- \$1,000,000
3. Maine Development Foundation Entrepreneur Grant \$70,000
4. 2020 Municipal COVID-19 Awareness Grant \$50,330.02
5. 2020 Coronavirus Emergency Support- PD \$7,559
6. 2020 CTCL Grant for Elections Support- \$5,000.00
7. 2020 Homeland Security Grant- \$6,518
8. 2020 Municipal Stream Crossing Grant- \$6,000.00
9. Maine Community Broadband Grant- \$2,950

- Council adopted or amended the following ordinances and policies:

1. Chapter 11 Medical Marijuana Establishments
2. Chapter 46 Streets, Article III
3. Chapter 70 Zoning-Add Accessory Dwelling Units
4. Fee Schedules
5. Purchasing Policy
6. New Emergency Ordinance to Promote Public Health and Safety & Business Operations in Village Areas
7. Chapter 14 General Assistance Ordinance

- The Town Report was Dedicated to Carroll Curtis

- Council hosted the town's Second Employee Appreciation Day for employees and their families at Beaver Park.

- Town Council would like to thank the following businesses for their combined investment in our town. He said if he had forgotten anyone, he apologized. He mentioned the following businesses were new, relocated, or have expanded in Lisbon:

New/Relocated Businesses

1. Tina Fox Solutions, 38 Free St
2. Black Bear Weaponry, 11 Hudon Road
3. Clay Haven Studio, 4 Hewey St
4. Martin Asphalt Paving Service, 7 High St
5. Landry's Like New Cleaning and Lawn Care, 14 Fillion St
6. Laiberte Auto Detailing, 61 Lisbon St
7. Align Tattoo, 13 Union Street
8. Pine State Hosting, 40 Beech St

9. Fine Line Lawn Care, 9 Matthew St
10. Paul's Shoe Repair, 350 Lisbon St
11. J Zack & Associates, 15 Pike St
12. Mainely Vintage at #9, 9 Village St
13. Portland Performance, 304 Lisbon St
14. Delightful Hights, 8 Main St
15. Crystal Springs Healing, 1 Upland Road
16. Lisbon Cannabis (Relocated), 5 Canal Street
17. 207 Edibles (Relocated), 5 Canal Street

- Council recognized under Good News and Recognition the following groups/individuals over this session:

1. Lisbon High School Cheering Team
2. Kids to Parks Day (Proclamation)
3. Childhood Cancer Awareness
4. Lisbon Junior Athletic Leagues 50th Season

- Voters approved additional funding on the November Referendum Ballot for the Route 125 MDOT Main Street Project

- Other Miscellaneous Items included:

1. Setting up the Lisbon Beautification Reserve Account
2. Thanksgiving Basket Program
3. 2020 Annual Giving Tree Project

- Council recognized the following personnel changes:

Retiring this year were Elwood Beal, Public Works Operations Manager and Cheryl Garnett, Recreation Department Administrator.

New Appointments welcomed Ryan McGee, as Lisbon's Police Chief.

We said farewell to Marc Hagan, Police Chief, Mike Piela, Public Works Mechanic, and Judy Goddard, General Assistance Caseworker

D. COUNCIL GOALS

Councilors discussed the following goals they set for the year 2021:

- Complete Prior Goals And Projects
- Improve Facilities Management And Maintenance
 - LCIP, Finance Committee Input, Adequate Staff Resources
- Finance Committee Reviews Combined Capital Improvement Plan
 - Greater Scope Of Projects – Vehicles, Equipment, Projects, Infrastructure
 - One Capital Asset Policy
 - Maintenance, Budgeting, Financing Discussions For Operation Improvements
- Lisbon Emergency Contract Renewal & EMS Services
- Public Services Committee For Future Needs Of Lisbon
- Support Green Initiatives To Reduce Lisbon's Carbon Foot Print
- Town Office Entrance And Exit Lighting
- Document Updated Job Descriptions For All Town Positions
- Solid Waste Cost Reduction And Transferring To Use Vs Tax Payers - Finance Committee
 - Explore All Options: Pay Per Bag Scales, Curbside Pick-Up, and Residential Trash Only, Etc.
- Graziano Square And Worumbo Site Plans/Development – Completion
- Town Manager Evaluation And Contract
- Staff Recognition

- Staff Training

APPOINTMENTS

COUNCIL COMMITTEE ASSIGNMENTS

Councilor Ward asked for Council member input. There were no changes; assignments are as follows:

Ad-Hoc Committee Name	Council Liaison(s)	Monthly Meeting	Location
Administration/Library	Councilor Lunt	Committee Meets As Needed	TBA
Public Safety	Councilor Larochelle	Committee Meets As Needed	TBA
Public Works/Parks & Recreation	Councilor Kolbe <i>Councilor Albert</i>	Committee Meets As Needed	TBA
School Facility Committee	Councilor Larochelle <i>Councilor Fellows</i>	Committee Meets As Needed	TBA
School Committee	Councilor Albert	2nd & 4th Monday Of Each Mo	Town Office
Planning Board	Councilor Fellows	2nd & 4th Thursday Of Each Mo	Town Office
Water Department	Councilor Fellows	2nd & 4th Monday Of Each Mo	Water Dept.
Lisbon Development Committee	Councilor Larochelle <i>Councilor Albert</i>	4th Thursday Of Each Month	Town Office
Assessment Review Board	Councilor Ganong	Committee Meets As Needed	Town Office
Voter Registration Appeals Board	Councilor Ganong	Committee Meets As Needed	Town Office
Ethics Panel	Councilor Kolbe	Committee Meets As Needed	Town Office
Library Governing Board	Councilor Lunt	2nd Wednesday Of Each Month	Library
Appeals Board	Councilor Ganong	3rd Mon Of Each Mo As Needed	Town Office
Conservation Commission	Councilor Ward	2nd Tuesday Of Each Month	Town Office
Recreation Committee	Councilor Kolbe <i>Councilor Albert</i>	1st Monday Of Each Month	MTM Center
Commercial Revolving Loan Comm	Councilor Lunt <i>Councilor Albert</i>	Committee Meets As Needed	Town Office
County Budget Committee	Councilor Ward <i>Councilor Lunt</i>	Wed Nights Sept-Oct	County Bldg
Finance Committee	Councilor Albert	Last Monday Of Each Month	Town Office

COUNCILOR COMMUNICATIONS

Councilor Fellows said the Electric Vehicle Charging Station project should be ready for the next Council agenda. It is basically a CMP grant for approximately \$20,000, but more details will be ready for the next meeting.

Councilor Fellows said that a while ago the Council Chairman asked him to put together some information for the Town Manager's annual review. He said he will have this information ready shortly and suggested the Council set a date to review it. He indicated he handed packets out to Councilors previously. He said this should not take more than an hour and recommended holding an Executive Session at a Special Town Council Meeting one week after the January 19 meeting, which would be on Tuesday, January 26 at 6:00 PM at the Town Hall with no vote coming out of executive session.

VOTE (2021-08) Councilor Ward, seconded by Councilor Fellows moved to set a Special Council Meeting on Tuesday, January 26 at 6:00 PM for an Executive Session to discuss a personnel matter.

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

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE.

Councilor Ward invited the public to comment by emailing award@lisbonme.org; No comments were received. The Chairman moved on to the next item.

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2021-09) Councilor Fellows, seconded by Councilor Lunt moved to adjourn at 8:40 PM.

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

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved 01/19/2021

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY:

CMP

LOCATION:

Rt. 196

CODE ENFORCEMENT DEPARTMENT

I, DENNIS T. DOUGLAS, have reviewed the application and find the pole is located in front of property owned by: SPRINGWORKS FARMS, LLC and the physical address of the property is RT 196 LISBON

Additional Comments: _____

Approved Date: 1-5-2021 Signed by: _____

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: 1-5-2021 Signed by: _____

Deny permission for the following reason: _____

Date Denied: _____

Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Notification: 1030688928

Work Order: 81000317789

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the:

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

Central Maine Power Company and

N/A

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 122H

2. Road (State & CMP): Lewiston Road aka Rt 196

3. Direction: Northwesterly

4. Distance: 87 feet

5. Number of Poles:

1

☒

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

☐

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

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

In:

On:

CENTRAL MAINE POWER COMPANY

N/A

By: Christina LaGuardia

Date: 11/02/2020

By:

Date:

CENTRAL MAINE POWER COMPANY

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

Page of

City / Town: Lisbon

Date: 11/02/2020

Street: Lewiston Road aka Rt 196

By: Christina LaGuardia

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/ Pads are staked. For further information call: Christina LaGuardia at Central Maine Power Company tel: 207-629-1833, Pole/Pad spans shown are approximate.

Feet Behind Curb	Feet Behind Guard Rail	Feet to C/D Traveled Way	Pole / Pad #
EXISTING POLE 123			X
EXIT TO SPRING WORKS			
NEW POLE 122H →			X
EXISTING POLE 122 ↗			X
ENTRANCE TO SPRINGWORKS			

ST. RTE 196 AKA LISBON ST
OR LEWISTON ROAD

N

Auto Fill Form for:
4501 - 4502 - 4503

Notification:	<input type="text" value="1030688928"/>	<input checked="" type="checkbox"/> Not Published
Work Order:	<input type="text" value="81000317789"/>	<input type="checkbox"/> Public Notice of this application has been given by publishing the text of the same
Field Planner Name:	<input type="text" value="Christina LaGuardia"/>	In: <input type="text"/>
Field Planner Phone #:	<input type="text" value="207-629-1833"/>	On: <input type="text"/>
Date:	<input type="text" value="11/02/2020"/>	

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

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

1. Starting Point:	<input type="text" value="Pole 122H"/>
2. Road (State & CMP):	<input type="text" value="Lewiston Road aka Rt 196 aka Lisbon Road aka Lisbon St"/>
3. Direction:	<input type="text" value="Northwesterly"/>
4. Distance:	<input type="text" value="87"/> feet
5. Number of Poles:	<input type="text" value="1"/>

TEL CO:	<input type="text" value="N/A"/>	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
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If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open,
click print to print all 3 forms.

If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open,
again, click print to print all. After you print all, click "Print Form" again, but this time select
print range page "3" only and select the number of copies you need

Notification: 1030688928

Work Order: 81000317789

LOCATION PERMIT

Upon the Application of Center Maine Power Company and N/A,
dated 11/02/2020, 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 122H
2. Road (State & CMP): Lewiston Road aka Rt 196
3. Direction: Northwesterly
4. Distance: 87 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

Town/State/Zip: _____

TOWN OF LISBON
MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

Business Name: Crystal Spring Healing Alternatives Page 2

_____ Check here that you attached a list on a separate piece of paper of names or additional names that apply.

Attach information for the following as required by ordinance:

✓ ~~X~~ 1 A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority.

✓ ~~X~~ 2 Copies of all state approvals or conditional approvals required to operate a medical marijuana establishment, including, but not limited to, state registry identification card, state registration certificate, state application for registration or renewal manufacturing facility tier 1 or 2 along with approval certification, and state application for registration or renewal testing facility and dispensary facility along with approval certifications as applicable..

✓ ~~X~~ uc 3 If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical marijuana establishment.

✓ ~~X~~ 4 If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.

Gam _____ 5 A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual.

~~X~~ 6 A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.

~~X~~ 7 A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.

Deed _____ 8 Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.

_____ a Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including, but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.

N/A 10 Copies of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable state food or local victualer's license as applicable.

_____ 11 Copies of compliance with the requirements of sections 10-611 including, but not limited to State Department licensing, registration, and certification and evidence that the standards listed in section 10-610 have been met including but not limited to copies of State Department licensing, registration, and certification as applicable.

NOTE: If application is not complete, the Town Clerk will notify the applicant and applicant must submit additional information w/in 30 days of the request or the application may be denied.

CERTIFICATE OF SETTLEMENT
36 MRSA § 763

COUNTY OF Androscoggin ss.

STATE OF MAINE

TO: Diane Barnes, Tax Collector of the Municipality
of Lisbon within this County:

We hereby certify that the 2020 taxes committed to you consisting of:

- | | | |
|---|-------------------------|-------------------------|
| 1. Real and Personal Tax commitments: | \$ <u>13,650,568.47</u> | |
| 2. Supplemental commitments totaling: | \$ <u>10,157.91</u> | |
| 3. Interest: | \$ <u></u> | |
| 4. A grand total of: | | \$ <u>13,660,726.38</u> |
| 5. Cash Payments: | \$ <u>13,332,596.12</u> | |
| 6. Abatements granted: | \$ <u>48,349.20</u> | |
| 7. Tax lien mortgages:
(Recorded in the <u>Androscoggin</u>
County Registry of Deeds) | \$ <u>279,159.67</u> | |
| 8. Other credits: | \$ <u>621.39</u> | |
| 9. A net total of: | | \$ <u>13,660,726.38</u> |
| 10. Balance due of: | | \$ <u>0.00</u> |

Under the authority contained in MRSA, Title 36, section 763, as amended,
we hereby discharge you from further liability or obligation to collect the
balance due of:

\$ 0.00

and acknowledge receipt of the tax lists for the taxable year 2020.

Given under our hands this 19th day of January 2021.

_____ Municipal Officers



JANET T. MILLS
GOVERNOR

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

PATRICK C. KELIHER
COMMISSIONER

January 2021

Sabattus River Restoration

New Funding Opportunity for Implementation

In November, Maine Department of Marine Resources received a tentative award for a grant for removal of the Upper Town Dam and Farwell Dam. That grant is from the National Fish and Wildlife Foundation – National Coastal Resilience Fund. The award announcement can be found here:

<https://www.nfwf.org/sites/default/files/2020-11/national-coastal-resilience-fund-2020-grant-slate.pdf>.

The grant funding would cover the costs for the removal of the Upper Town Dam in 2021, partial removal of the Farwell Dam in 2022, and building a fishway at the Farwell dam in 2022. The program requires some form of implementation in the first year of the award, which is why Upper Town dam would need to be removed in 2021. This is a tremendous opportunity and I am working hard to make sure we can complete all of the necessary pieces to meet that deadline. We are on track to have designs, permitting, and other due diligence (i.e. soils testing) complete this spring.

Update on Progress

At the October Town meeting, I presented our progress and plan for dam removal designs. We have a contract with InterFluve for the design process. I have met with Interfluve a few times and we have collected survey information at the sites. This information adds to information and documents that we collected from other parties that have worked at the sites or the adjacent Bonafide landfill site.

The design for the removal of the Upper Dam is relatively straight forward, but there are several options for how it can be carried out. I met with Diane Barnes and Randy Cyr on January 13th to discuss many of these options. Diane and Randy both gave great comments and I have taken those back to the engineer to help shape the final designs. We expect to have final designs for review no later than March 15 and will continue to communicate with Randy and Diane.

Also, the Council identified a few items for me to complete at the October Town meeting. I have listed them below with an update on progress.

- 1) The Council asked that all material be removed from the site after the dam is removed. I have made this clear to the engineer and the design plans will include removal of all materials from the site.
- 2) The Council asked that I determine how much to expect the water to drop after dam removal. I have worked with InterFluve to retrieve surveys completed in 2014 and we added some additional surveying to these. We will have an estimate in a few weeks.
- 3) The Council asked that I research and write a summary of the history and purpose of the dam. The Lisbon Historical society provided input in addition to Maine DEP. We also did our own research and found several helpful sources. A summary of this history of the sites will be complete for your review by the end of the January. Once the history summary is complete, I would like to post it on the town website along with a summary of DMR's intent for the dams.
- 4) The Council asked that I contact landowners that live on the river in the vicinity of the dam. I have contacted the three landowners that own land that is directly adjacent to the dam (222, 224, and 226

Lisbon Street). Mr. LaRoche is the only one that I have spoken with extensively so far. He was happy to provide information on his property boundary line and said he is not opposed to the dam removal. I will also contact landowners upstream of the dam with the intent to give them the same information.

For more information about this project please contact Casey Clark.

Phone: (207) 350-9791

Email: casey.clark@maine.gov



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manager Barnes

From: Chief of Police Ryan McGee

Subject: FY 2019 Byrne JAG Grant Request

Date: 01/07/2021

The police department has the opportunity to apply for Federal Funds through the FY 19 Byrne JAG Grant. The police department has been pre-allocated a total of \$2,967 in grant funding. This particular grant **does not require any matching funds**.

If approved, the police department will use the funding to purchase a new mobile radio for one of our marked cruisers. Our current radios are at the end of their useful life span and we need to move forward with their replacements in a timely manner. In addition, a police department goal for this year is to update police department radio communications equipment which this grant would assist in accomplishing.

The police department is requesting permission to apply for, accept, and spend any funding amount allotted through this grant process towards the above purchases. Thank you.

To the Lisbon Town Council -

January 13, 2021

Proposed Electric Vehicle (EV) Charging Stations

Over the last few years, anecdotally, I have heard several stories about the need for stand alone Electric Vehicle Charging Stations in Maine. In an attempt to help Lisbon become more on the cutting edge of technology with regard to energy saving possibilities and carbon footprint reduction techniques; I have always kept an eye open for opportunities for the town, especially those that support local businesses and lend them selves to future business development. The following is just such a project.

Recently the Maine Legislature directed the Maine PUC to solicit proposals for pilot programs to support the growing shift to electric vehicles in Maine's transportation sector. In February of 2020, the MPUC approved funding for two such pilot programs supporting this goal. One of the pilot programs was to be administered by Efficiency Maine as a rebate program supporting 60 level 2 charge plugs. The other was to be administered by CMP and establishes a make-ready grant program for 60 Level 2 EV charger plugs. Brett and I applied for the CMP program because we liked the idea of not as much up front cash and because the application was somewhat simpler to submit.

The CMP program required each applicant to install at least 4 charge plugs (ports) which can be mounted on two pedestals on one site. "Networked" chargers were preferred application choices as opposed to "basic" chargers. Networked chargers are those that have software that allows for centralized management, administration, communication, diagnostics, data collection and point of sale capabilities and were the preferred choice in the application. The review process began in October and successful applicants (no more than 15) were to be competitively graded based upon likelihood of usage and location visibility near a corridor among other criteria. We were preliminarily selected based upon our first choice location but our grade was significantly upgraded when we changed our preferred location to the municipal parking lot in downtown Lisbon Falls. Attached is all the supporting documentation including the Electric Vehicle Charging Station Proposal from Revision Energy, a CMP Electric Vehicle Charger site host agreement, a Site Host License Agreement with CMP and some supporting documentation.

The grant by CMP will cover the majority of the infrastructure costs by providing \$16000 for that purpose and there are two proposed cost options for the towns portion of the project to cover the rest of the charges. We recommend the project that uses EnelX/Juice Pedestals at a total cost to the town of \$19641.

Project Funding – The project can be paid in thirds with the first payment at contract signing; the second upon product delivery and the third at installation. I have planned to have product delivery and installation in the 3rd quarter (after July 1st and into next FY) but if we decide to allocate the entire amount this FY, the installation could potentially begin earlier.

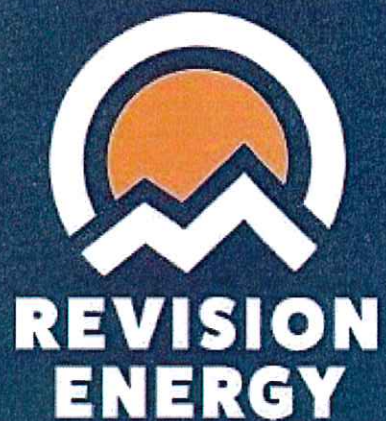
After consulting with Diane, Brett and I recommend that we [borrow \\$20,000 from the CIP Reserve that currently has approximately \\$90,000 in unallocated funds](#). We recently went out to bid for Solar Credits options and the Town could save approximately \$75,000 annually. We can reimburse the CIP Reserve when we have \$20,000 available in credits and a portion of the rest of the credits can go toward future solar projects.(separate discussion). Diane also recommends that since we also have \$194,485.00 in overlay and only \$7,273.26 in recorded abatements and \$1,436.82 in supplemental taxes leaving a new overlay balance is \$188,648 that we transfer a portion of the unused overlay to the CIP Reserve to fund upcoming capital expenditures.



Electric Vehicle Charging Station Proposal

Town of Lisbon Falls
Lisbon Falls Municipal Lot
689 Lisbon Street, Lisbon ME
04252

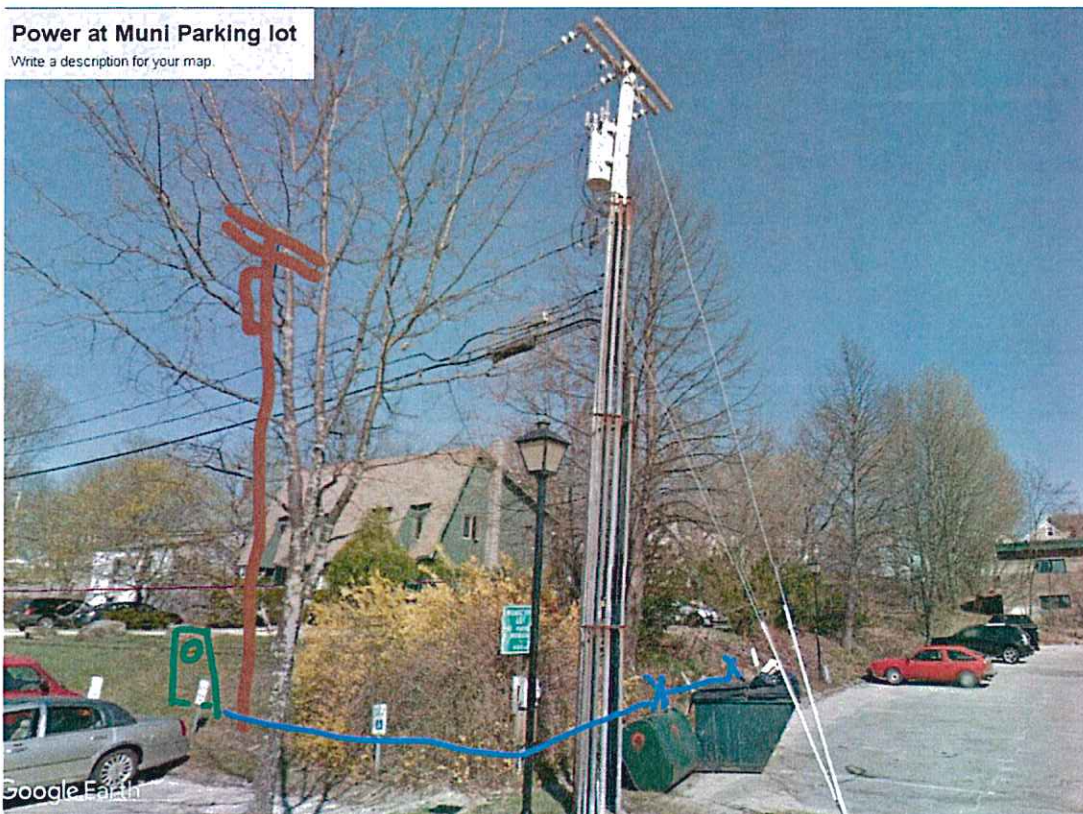
Barry Woods.
barryw@revisionenergy.com
(207) 494-4440
January 19, 2020



-Project Summary-

ReVision Energy will work with Central Maine Power ("CMP") as part of its Level 2 EV Charging "Make Ready" Pilot program to provide a turnkey electric vehicle charging station installation service for the Town of Lisbon Falls at its municipal parking surface lot.

Project Location- Aerial View of Municipal Surface Lot with new mid-span pole location and new 200A service/panel with conduit to parking spaces



SCOPE OF WORK

The following scope of work details the installation of two (2) dual smart charging pedestal units (providing four ports) at the surface parking lot located near a power pole in the municipal lot. Make-Ready infrastructure includes CMP adding upgraded service at an existing outdoor meter and a new panel to ensure 200A capacity is available at the new charging pedestals. This service upgrade will include installing two pedestal bases and charging pedestal units and tying in them in via trenching and conduit to this new outside panel.

Major Components

- (1) Two (2) Smart Charging Pedestals (Provider TBD)
- (2) 200A New Panel NEMA 3R and new meter.
- (3) Placement of two pre-cast concrete pedestal bases, and four (4) protective bollards for chargers
- (4) Four (4) 40A two pole breakers for power cabinet with new panel structure located in nearby softscape.
- (5) Site Work (trenching and excavation)
- (6) Four (4) EV signs for parking spaces.

Assumptions:

- (7) Utility covers cost of new mid-span pole and 200A single phase meter
- (8) Lisbon Falls will select a smart charging hardware/network technology and will receive the full \$16,000 available make ready subsidy for installation eligible costs; and
- (9) Five year term for appropriate smart charging network and extended warranty are included in project cost.

HOW IT WORKS



user interface.

Both chargers are simple to use via smart phone apps and the universal connector makes it compatible with all EVs. When charging is complete, drivers simply place the connector in the charging station holster and the cable retractor keeps the cord set organized and out of the way.

No matter which level two smart charging technology you choose, ChargePoint or Enel X/JuiceBox, both are UL listed to ensure a reliable charge every time. ReVision Energy has selected these two brands based on customer satisfaction, superior performance and versatile features. ReVision Energy understands how to size the charger to best meet the customer's needs, budget and available electrical service, as well as design a charging space that works best for drivers. Level II chargers provide the most cost-effective and efficient means to serve plug-in EV drivers, which means you should compare the difference between the smart charging network capabilities and costs to determine what makes the most sense. Both offer a host managed dashboard to monitor usage and access. ChargePoint's network has been around longer and has demonstrated "up time" reliability. Enel X/Juicebox is competitively priced, simpler design but without the sophisticated touchscreen or



PRICING SUMMARY

ReVision Energy - - - - -

Since drivers depend on the Level II charger to keep their car's battery charged and safe, the charger features smart reclosure that self-checks the system and resumes charging after minor stoppage.

To access their smart functionality, the host is required to maintain an annual network subscription from ChargePoint or Enel's Enterprise network. ReVision will provide activation services as well as further guidance needed to insure proper operation and network interconnection for either one selected. We attach a brochure to provide more detailed information on each one's capabilities.

Project Costs- Installation Plus Charger Options

Total Installation Service Costs			\$19,026
CMP Make Ready Grant Eligible Expenses	4	\$4,000	\$16,000
Lisbon Falls Installation Expenses			\$3,026

This installation also includes the cost of a new 200A service.

Charger Hardware/Network (including 5 year networking and warranty)			
Juicebox Pro Pedestal with Cellular	2	Includes hardware, shipping, tax, mounting, activation	\$16,615
ChargePoint Dual Pedestal (CT4021)	2	Includes hardware, shipping, tax, mounting, activation	\$26,759

Note- Both Charger Option costs include 5 years of Network and Extended Warranty as detailed below:

Network Fees			
Chargepoint Charger Activation fee	\$349	per charger (waived if 5 year assure warranty is purchased)	\$0
Chargepoint Site Validation fee	\$599	required per site (waived if 5 year assure warranty is purchased)	\$0
Chargepoint 5 year network fee	\$1,319	per port for 5 years (required)	\$5276.00
Juicenet 5 year cell plan	\$1,000	per charger(5 years)	\$2000.00
Juicenet Enterprise 5 years	\$600	per port for 5 years (required)	\$2400.00
Extended warranty			
ChargePoint Assure warranty	\$2,495	per charger for 5 years	\$4990
Juicebox extended warranty	\$110	per plug to add 2 yrs to existing 3 yr warranty	\$440

Customer Share of Project Cost (Installation & Hardware/Network Option Selected)			
	Installation		Hardware/Network/Warranty
ChargePoint Option-	\$3026	+	\$26,759= \$29,785
			Per Port= \$7446.25
Enel X/JuicePedestal Option-	\$3026	+	\$16,615 = \$19,641
			Per Port= \$4910.25

Each component is warrantied separately:

- ReVision Energy provides a one-year warranty on all labor and services the manufactures' warranty of the various components
- Smart Charger Hardware selected offers a standard warranty/extended 5 year warranties.

Pricing expires after 30 days from proposal date

- 1/3 due upon agreement of contract
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ReVision Energy

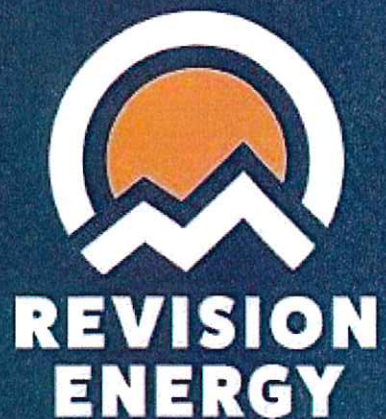
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Electric Vehicle Charging Station Proposal

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Lisbon Falls Municipal Lot
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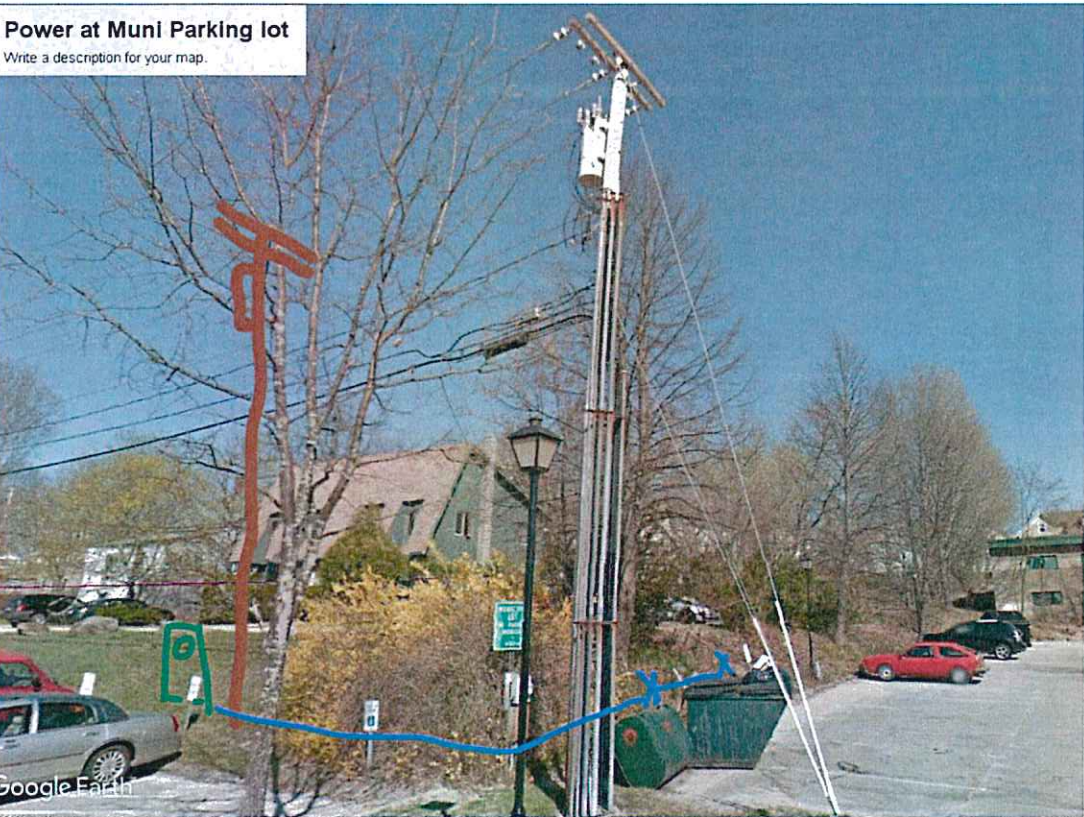
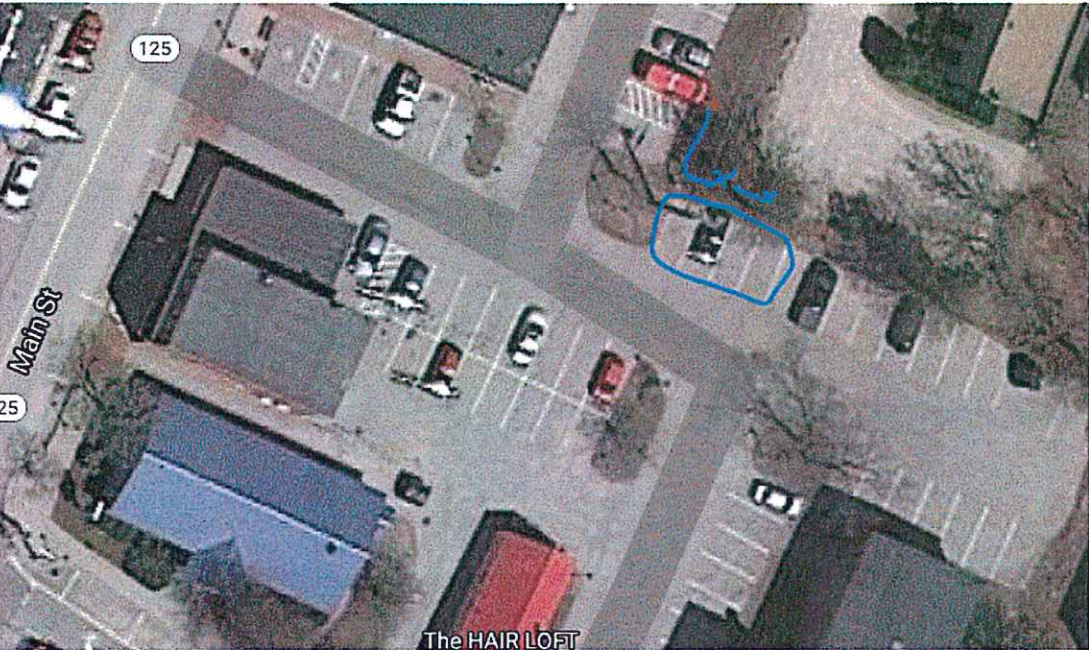
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ReVision Energy

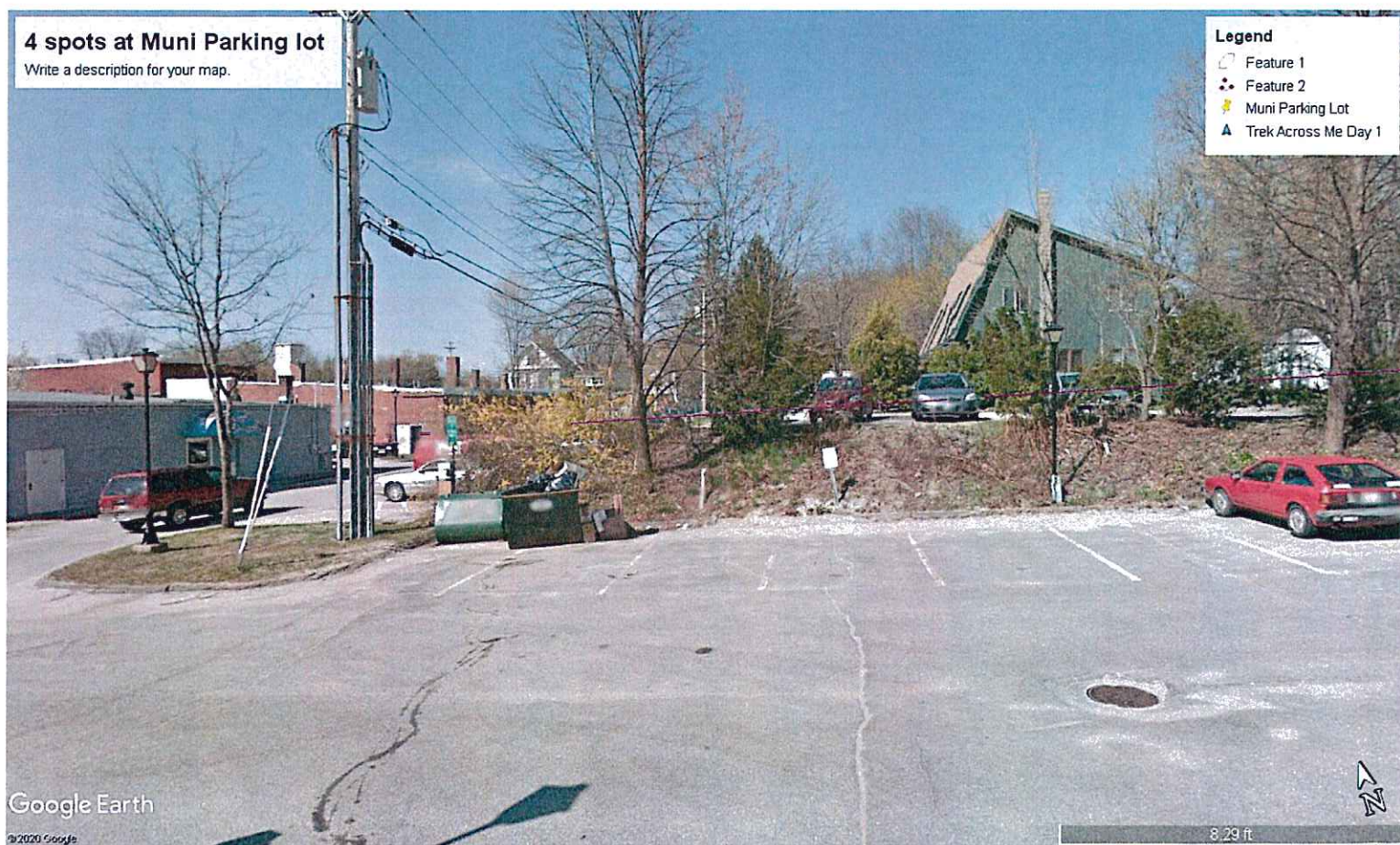
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4 spots at Muni Parking lot

Write a description for your map.

Legend

- Feature 1
- Feature 2
- Muni Parking Lot
- Trek Across Me Day 1



From the Union of Concerned Scientists.

Electric Vehicle Charging

Published Mar 9, 2018

(excerpts)

What are the types of charging?

Level 1—Home Charging: Level 1 charging cords are standard equipment on a new EV. Level 1 charging only requires a grounded (three-prong) 120V outlet and can add about 40 miles of range in an eight-hour overnight charge. Overnight Level 1 charging is suitable for low- and medium-range plug-in hybrids and for all-electric battery electric vehicle drivers with low daily driving usage.

Level 2—Home and Public Charging: Level 2 charging typically requires a charging unit on a 240V circuit, like the circuit used to power a common electric clothes dryer. The charging rate depends on the vehicle's acceptance rate and the maximum current available. With a typical 30 amp circuit, about 180 miles can be added during an eight-hour charge.

Level 2 chargers are the most common public chargers, and you can find them at places like offices, grocery stores, and parking garages. Public Level 2 chargers have a standard EV connection plug that fits all current vehicles, except for Teslas, which require an adapter.

DC Fast Charging—Public Charging: DC fast charging is the fastest currently available recharging method. It can typically add 50 to 90 miles in 30 minutes, depending on the station's power capacity and the make of EV.

Tesla's Superchargers are even faster, adding up to 170 miles of range in a half hour. DC fast chargers are most useful for longer trips, cars in use most of the day (like taxis), and drivers who have limited access to home recharging.

DC fast chargers use three different plug types and are not interchangeable. Japanese automakers typically use the CHAdeMO standard; most European and US makers use the CCS system. Tesla's Supercharging stations use a proprietary connector specific to their vehicles.

How long does it take to recharge?

The length of time required to recharge depends on two factors: how much energy has been used and the power output of the charger. A Level 1 charger (120 volts) can replace about 4-5 miles of driving each hour of charging. Plug-in hybrid vehicles often have an electric range of 20-50 miles, so recharging even a fully depleted battery can be done in eight hours. Level 2 chargers are faster, delivering about 15-25 miles of range per hour. These chargers can fully recharge most long-range battery electric vehicles during an eight-hour charge. Using a DC fast charger allows for rapid recharging at public stations, adding 50 to 170 miles of range in 30 minutes (depending on the power output of the station and vehicle capacity).

It's important to note that most drivers will go less than 50 miles a day, so even a relatively slow Level 1 charger will meet the daily recharging needs of most people wanting to switch from gasoline to an electric car.

Overview Muni Parking lot

Write a description for your map.

Worumbie Mill Development Site

EV Sign 2

EV Sign 1

EV Sign 3

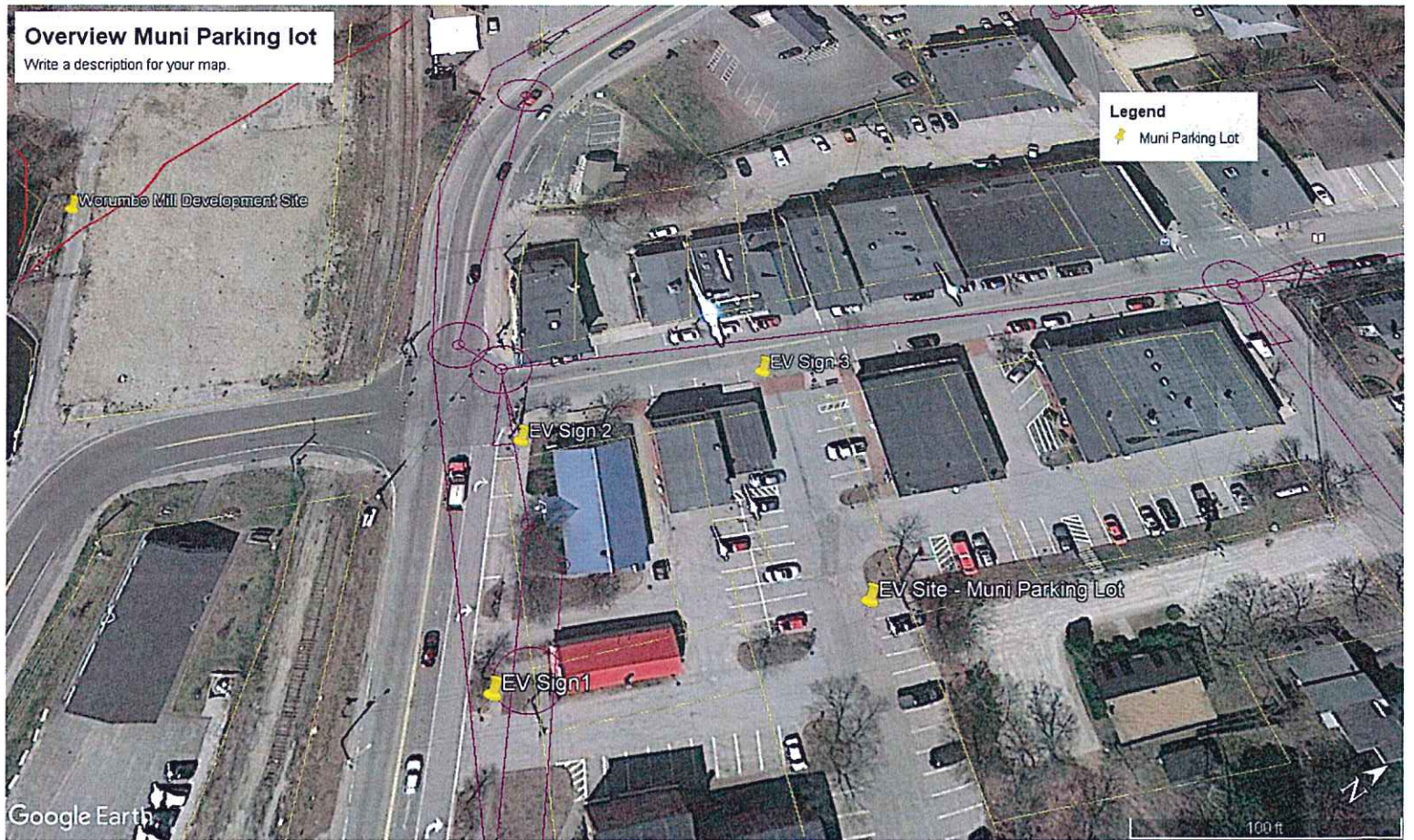
EV Site - Muni Parking Lot

Legend

⚡ Muni Parking Lot

Google Earth

100 ft



BEAVER STREET ELECTRIC METER # 109 403 531

DATE		kwh		BILL
Jun-17	*****	0	*****	\$15.16
Jul-17	*****	0	*****	\$15.38
Aug-17	*****	1	*****	\$15.51
Sep-17	*****	0	*****	\$15.38
Oct-17	*****	0	*****	\$15.38
Nov-17	*****	7	*****	\$16.27
Dec-17	*****	14	*****	\$17.20
Jan-18	*****	15	*****	\$32.64
Feb-18	*****	17	*****	\$16.69
Mar-18	*****	13	*****	\$17.07
Apr-18	*****	11	*****	\$16.82
May-18	*****	10	*****	\$16.69
Jun-18	*****	318	*****	\$56.79
Jul-18	*****	517	*****	\$82.49
Aug-18	*****	678	*****	\$103.02
Sep-18	*****	617	*****	\$95.12
Oct-18	*****	787	*****	\$117.12
Nov-18	*****	946	*****	\$137.71
Dec-18	*****	1088	*****	\$156.08
Jan-19	*****	1213	*****	\$172.26
Feb-19	*****	2616	*****	\$353.85
Mar-19				
Apr-19				

Old Orchard Beach Chamber of Commerce "EV" Charging Station Project - Proforma

Assumptions based on 1 charge station

Assumptions based on 1 charge station																								
	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec	
	days/month		31		28		31		30		31		30		31		31		30		31		31	
# of Daytime Charges	0.5		0.5		0.5		1		1		2		2		2		2		1		0.5		0.5	
- average charge time (hrs)	3		3		3		3		3		3		3		3		3		3		3		3	
- hourly rate	\$1.5		\$1.5		\$1.5		\$1.5		\$2.5		\$2.5		\$5.0		\$5.0		\$2.5		\$2.5		\$1.5		\$1.5	
- daytime revenue	\$2.25		\$2.25		\$2.25		\$4.50		\$7.50		\$15.00		\$30.00		\$30.00		\$15.00		\$7.50		\$2.25		\$2.25	
- hourly cost (estimated kWh use)	\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1	
- daytime cost	\$1.50		\$1.50		\$1.50		\$3.00		\$3.00		\$6.00		\$6.00		\$6.00		\$6.00		\$3.00		\$1.50		\$1.50	
- daytime net revenue	\$0.75		\$0.75		\$0.75		\$1.50		\$4.50		\$9.00		\$24.00		\$24.00		\$9.00		\$4.50		\$0.75		\$0.75	
Monthly Contribution	\$23		\$21		\$23		\$45		\$140		\$270		\$744		\$744		\$270		\$140		\$23		\$23	
# of Nighttime Charges	0		0		0		1		1		1		1		1		0		0		0		0.5	
- average charge time (hrs)	5		5		5		5		5		5		5		5		5		5		5		5	
- hourly rate	\$1.5		\$1.5		\$1.5		\$1.5		\$2.0		\$2.0		\$2.0		\$2.0		\$1.5		\$1.5		\$1.5		\$1.5	
- daytime revenue	\$0.00		\$0.00		\$0.00		\$7.50		\$10.00		\$10.00		\$10.00		\$10.00		\$0.00		\$0.00		\$0.00		\$3.75	
- hourly cost (estimated kWh use)	\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1		\$1	
- daytime cost	\$0.00		\$0.00		\$0.00		\$5.00		\$5.00		\$5.00		\$5.00		\$5.00		\$0.00		\$0.00		\$0.00		\$2.50	
- Nighttime Revenue	\$0.00		\$0.00		\$0.00		\$2.50		\$5.00		\$5.00		\$5.00		\$5.00		\$0.00		\$0.00		\$0.00		\$1.25	
Monthly Contribution	\$0		\$0		\$0		\$75		\$155		\$150		\$155		\$155		\$0		\$0		\$0		\$39	
\$729																								

Hi Don & Brett-

Sorry for my delayed response- I intended to get this out yesterday.

We chose a new service because we saw the cost for upgrading v. new as equivalent, given we'd need a new panel and riser with related excavation even just to upgrade, plus the cost of a midspan pole is borne by CMP so it seemed like a reasonable option which gets you an additional 200A plus preserves the 100A panel already in place (of course we're biased as we see more electricity as a good thing). The new service meter does have a modest monthly cost (est. \$17/mon) but the benefits appeared to outweigh the costs. If you feel strongly we can re-price this to use the existing pole. Just let me know your preference.

Usage data/ROI is a bit tricky to estimate because it needs to predict the future. However, we know the state is firmly behind expanding EV adoption rates with incentives (with a goal of 40k plug ins on the road by 2025) and the auto industry as a whole is re-tooling to transition completely to plug ins over the next 10 years. That means they will become common. We see tourism and added commercial traffic to your downtown as one indirect but tangible benefit of this adoption.

ROI based on charger usage is a bit of a wildcard. We know anecdotally from other municipalities that usage grows steadily once people discover the chargers (Belfast saw electricity consumption rise from \$15 per mon to \$353 per mon over three years). I attach some data from Belfast, the Flo network from Quebec and a rough pro forma we worked on with Old Orchard Beach. I think a primary value of make ready is to reduce those up front costs to give you more flexibility on payback, but obviously it is very site specific. I hope this helps. And also one of the primary functions of this pilot is to collect data like this to help inform future decisions relating to siting.

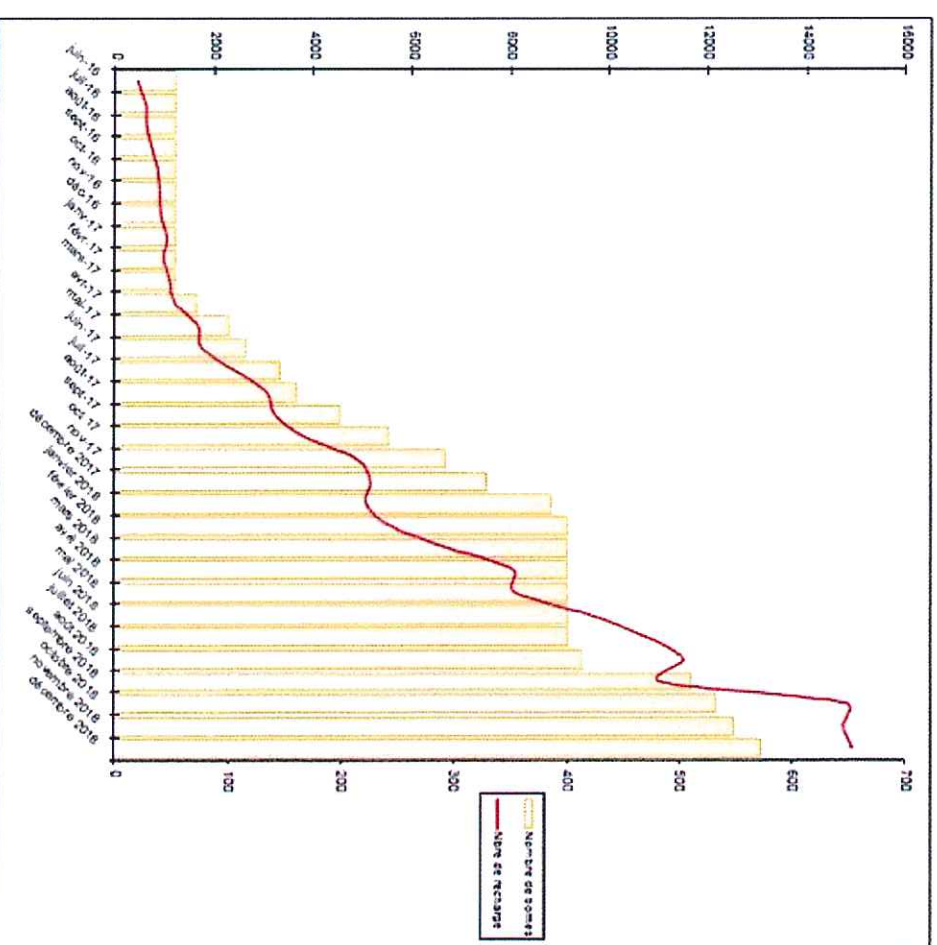
Please let me know if you have any questions.

Regards,
Barry

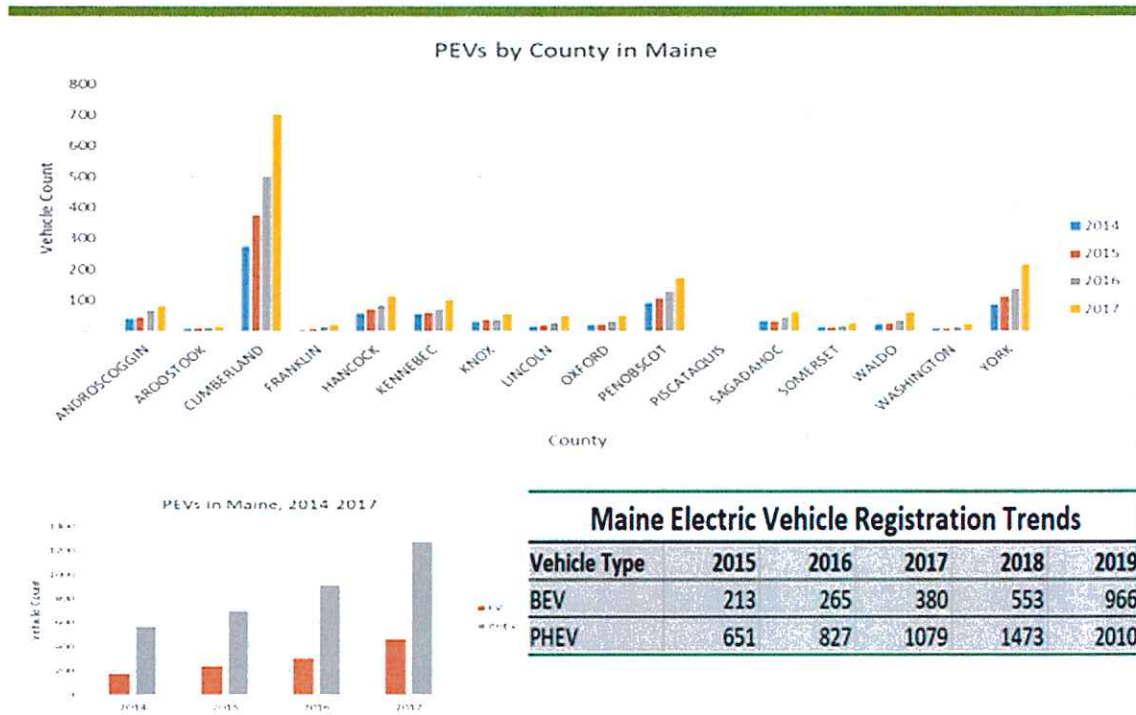
Barry Woods		Employee-Owner		Director of Electric Vehicle Innovation
ReVision		Energy,	a	Certified B Corp
207-494-4440				(cell)
@barrytwoods				(Twitter)

Utilitization Trends

- Since June 2016 : + 200 000 charges for the on-street network
- March 2019 : 17 000 charges
- On 300 sites, 2/3 of them have at least one charge a day
- Average recharge time : 2h30
- Stations in most dense areas are used more than 10 hrs per day



Build it and they will come



SITE HOST HOST LICENSE AGREEMENT

THIS SITE HOST LICENSE AGREEMENT is made on the ____ day of _____, _____, by and between _____, a _____ with an address at _____, (“Site Host”) and **CENTRAL MAINE POWER COMPANY**, a Maine corporation having its principal office at 83 Edison Drive, Augusta, Kennebec County, Maine 04336, (“Company”), The Site Host and the Company are each referred to herein sometimes as a “Party” and collectively as “Parties.”

WITNESSETH

WHEREAS, the Company has received approval of the State of Maine Public Utilities Commission (“PUC”) for a program (“Program”) for facilitating siting and installation of electric vehicle charging infrastructure (“EV Charger”) within Company’s electric service territory in PUC Docket No. 2019-00217;

WHEREAS, Site Host is an electric service customer of the Company, has filed an application with the Company for qualification as a participant in the Program, and has offered to host EV Chargers on property owned by Site Host within the Company’s electric service territory (“Site”).

WHEREAS, in order to install the EV Chargers at the Site, Company needs to install certain electric service infrastructure at the Site (defined below as the “Facilities”), to enable interconnection of the EV Chargers with Company’s electric distribution system;

NOW THEREFORE, in consideration of their mutual promises, the parties agree as follows:

SECTION ONE Purpose/Scope

1.1 Site Host has the legal right to and hereby grants Company, its successors and assigns the license and permission, from time to time as may be necessary to install, repair, renew and maintain electrical equipment, including, at the option of Company, the replacement of said electrical equipment with electrical equipment of different size and voltage, along with the necessary cables, conduits, wires, sustaining or protecting fixtures, and service connections attached thereto constituting a line for the distribution of electricity and lines for telecommunications for control and metering purposes (collectively, the “Facilities”), in, upon, under, along and across the Site, located at _____ from pole number _____ and the right to enter upon the Site from time to time for the purpose of installing, repairing, renewing, maintaining, replacing and removing said Facilities, the approximate location of said Facilities being shown on the “Site Development Plan” approved by the Parties and attached hereto as Exhibit A. In the event the Company is required to relocate

said Facilities or any related sustaining or protecting fixtures due to the request or direction of Site Host, Site Host shall reimburse Company for the reasonable costs thereof.

1.2 All work by Company under this License shall be done in a good and workmanlike manner by competent personnel or contractors, in conformity with all applicable permits, licenses, ordinances, laws and regulations, and free from any liens for labor or materials, in a manner and location reasonably acceptable to Site Host and Company. Site Host agrees that any field changes in the location of the Facilities shall be subject to prior review and written approval of Company, which shall not be unreasonably withheld.

1.3 Site Host will not erect or permit any structures or obstructions which in the reasonable judgment of the Company might interfere with the safe operation and maintenance of the Facilities. The Company shall have the right to cut down and keep trimmed all trees, bushes, underbrush and growth as the Company may from time to time deem reasonably necessary for the safe operation and maintenance of the Facilities. Site Host agrees that there shall be no interference with pedestrian and vehicular access to the Facilities. It is understood that access to Facilities includes travel through the Site at any time for inspection and maintenance, and for emergency repairs, by all manner of vehicles and on foot. In addition, Site Host may be required, at its cost, to temporarily relocate vehicles or other equipment located within the Site to allow Licensee and its contractors access to the Facilities within the Site.

1.4 Site Host and its employees, agents and contractors shall comply at all times and under all circumstances with all applicable laws, OSHA, and any other applicable requirements regarding work or activity in the proximity of energized electric lines.

1.5 Site Host shall promptly reimburse the Company for the actual costs, as reasonably determined by the Company, of repair or replacement of any Facilities that have been injured or damaged by the Site Host, its agents, invitees, contractors, or their respective employees. All Facilities installed within the Site pursuant to this License shall remain the property of the Company.

1.6 The Parties will comply with all laws, rules, orders, ordinances and regulations of the Town, County, State and Federal Government at any time issued or in force applicable to Site.

1.7 Site Host at its sole expense, shall keep the Site neat, clean, orderly and safe and shall not permit any waste or nuisance on the Site. If the Company determines, in its sole discretion, that the Site Host is not acting within a reasonable time to so maintain the Site, Company may correct the situation and The Site Host agrees to reimburse the Company for the expense of such corrective actions. The Company's actions to correct Site Host's failure to maintain the Site as required and Site Host's payment for such actions shall not waive

SECTION TWO

Term

This License shall commence on the above date of execution and continue from year to year thereafter or until cancelled as provided as described in Section Three of this License.

SECTION THREE

Cancellation/Termination

This License may be cancelled: (a) upon thirty (30) days prior written notice by either party, or (b) as of the date of taking, to the extent any portion of the Site is condemned or taken in any manner for any public or quasi-public use.

SECTION FOUR

Assignment

Company will not assign this License nor license, underlet or permit any other person or persons to occupy or improve the Site or to make or suffer to be made any alteration thereon without the written consent of the Site Host.

SECTION FIVE

Relicense/Indemnification

5.1 The Company is fully familiar with the condition of the Site and Site Host's property including its appurtenances. Site Host has made no representations of whatever nature as to the condition of the Site and Site Host's 's property. The Company accepts the Site "as is".

5.2 Neither The Company, its parents and affiliates and their directors, officers, employees, contractors, successors and assigns shall be liable for any claims, costs, or damages of any nature resulting from any condition of the Site or Site Host's property including its appurtenances and Site Host hereby releases the Company, its parents and affiliates and their directors, officers, employees, contractors, successors and assigns from such claims, costs and damages unless and then solely to the extent such claims, costs or damages are caused by the negligent acts or omissions of the Company.

5.3 The Site Host shall defend, at Company's option, indemnify and hold harmless the Company, its parents and affiliates and their directors, officers, employees, contractors, successors and assigns from and against any claims, costs, or damages of any nature arising out of or related to the use of the Site by Company or anyone acting by, through, or under it, excepting claims, costs and damages caused solely by the negligence of Company.

SECTION SIX

Default

The following events shall be deemed to be events of default under this License:

6.1 Failure of Site Host to pay, when due, any sum on money due to Company, whether such sum be a rental payment or an additional payment required herein, if such failure shall continue for a period of fifteen (15) business days from the date of written notice thereof to Site Host.

6.2 Failure of Site Host to fully comply with any term or condition of this License other than failure to pay, when due, any sum on money due Company. Site Host shall have thirty (30) days after receipt of written notice from Company of any such failure, to correct the conditions specified in the notice provided, however, that Site Host may be required to correct the condition causing the breach in less than thirty (30) days if necessary to protect the public health or safety, or for utility operations.

SECTION SEVEN

Notice

Notices under this License shall be in writing and sufficient if sent by hand, courier or overnight delivery service or mailed by certified mail (return receipt requested), postage prepaid to such Party at the address set forth below.

If to Company: Central Maine Power Company
 83 Edison Drive
 Augusta, Maine 04336
 Attn: EV Make Ready Program

If to Site Host: _____

SECTION EIGHT
Entire Agreement

This License constitutes the entire agreement between the parties concerning the Site. There are no terms, obligations, covenants or conditions other than contained or included by reference herein. No variation thereof, including an assignment by either party shall be deemed valid unless signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have had their duly authorized representative sign and seal this License in their behalf, all as of the day and year first above-written.

Signed, Sealed and Delivered
in the presence of

COMPANY
CENTRAL MAINE POWER COMPANY

Witness

By: _____
Its: _____

Witness

By: _____
Its: _____

SITE HOST

Witness

By: _____

ELECTRIC VEHICLE CHARGER SITE HOST AGREEMENT

THIS SITE HOST AGREEMENT ("Agreement") is entered into as of the ____ day of _____, 20__ ("Effective Date"), by and between Central Maine Power, a Maine corporation and electric company, with an address at 83 Edison Drive, Augusta, Maine 04330 ("Company") and Town of Lisbon a Maine a municipality with an address at 300 Lisbon Street, Lisbon Maine 04250 ("Site Host"). The Company and Site Host are each referred to herein sometimes as a "Party" and collectively as "Parties."

Background:

- A. The Company has received approval of the State of Maine Public Utilities Commission ("PUC") for a program for facilitating siting and installation of electric vehicle charging infrastructure ("EV Charger") within the Company's electric service territory in PUC Docket No. 2019-00217.
- B. Site Host is an electric service customer of the Company, has filed an application with the Company for qualification as a participant in the Program, and has offered to host EV Chargers on property owned or controlled by the Site Host located within the Company's electric service territory ("Site").
- C. The Parties desire to memorialize their mutual agreements and their respective obligations with respect to the installation of EV Chargers at the Site, consistent with the requirements of the Program.

NOW, THEREFORE, in consideration of the foregoing, the mutual promises set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties hereby agree as follows:

- 1.0 Site Host hereby agrees to provide one or more locations at the Site for the installation of EV Chargers. The specific location of the EV Chargers at the Site shall be determined by the Site Host in coordination with the Company and, if needed, the supplier of the EV Chargers ("Supplier").
- 2.0 Site Host, at its sole cost and expense, shall be responsible for the procurement of the EV Chargers from the Supplier within thirty (30) days following the Effective Date, and shall provide proof of such purchase (including pricing) to the Company. Failure to provide proof of such

purchase within thirty (30) days after the Effective Date will void any funding commitment or scheduled work reserved for Site Host at the Site.

- 3.0 Site Host agrees to install not less than four (4) so-called “Level II” EV Chargers (ports) at the Site.
- 4.0 Site Host agrees that the selection of the EV Charger models, the number of EV Chargers to be installed and their charging levels cannot be changed by the Site Host following submission of such information to the Company for purposes of developing the design of the Facilities.
- 5.0 Site Host agrees to operate and maintain the EV Chargers at the Site for at least five (5) years from the date the EV Chargers are first placed in service (“In-Service Date”).
- 6.0 As a Company distribution service customer, the Site Host agrees to pay for all metered electric services provided by the Company for the EV Chargers at the Company’s applicable rates and tariffs, as may be revised from time to time.
- 7.0 The Company agrees to provide and install the necessary infrastructure at the Site to connect the EV Chargers to the Company’s electric distribution system. Such infrastructure may consist of poles, conduits, ducts, cables, wires, switches, transformers, concrete pads, manholes, handholes, supporting foundations, culverts, and all other accessory and appurtenant equipment and material necessary in the opinion of the Company to enable the safe and reliable operation of the EV Chargers at the Site (collectively, “Facilities”).
- 8.0 The Site Host shall prepare a site development plan (“SDP”), showing the proposed Facilities and their location at the Site, consistent with the location(s) selected by the Site Host, the Company and, as needed, the Supplier. The Company shall approve the SDP within ten (10) days following a complete and accurate submission by the Site Host. The SDP shall contain a schedule for the work necessary for the installation of the Facilities, including a projected date for substantial completion and commissioning, as determined by the Company. The Site Host is solely responsible for obtaining any applicable federal, state and local environmental permits and approvals required by law for the installation of the Facilities at the Site.
- 9.0 Following approval of the SDP and final acceptance of the Site Host into the Program by the Company, the Company shall install the Facilities in a good and workmanlike manner, with qualified and competent Company personnel or contractors, in

compliance with the SDP and all applicable codes and engineering standards, and in compliance with all applicable laws, regulations and permits.

10.0 To the extent that the Site Host qualifies as a Program participant, and meets the other requirements set forth herein, the Company will fund up to but not more than \$4,000 per port for the Facilities between the Site Host's existing or new service and the charger. Site Host shall be responsible for all costs related to an upgrade of the electric service, a new electric service, or make-ready infrastructure costs in excess of the \$4,000 per port for this infrastructure agreed to be paid for by the Company.

11.0 Site Host acknowledges that Program funding for the Facilities is committed by the Company only after the Company receives all required documentation from the Site Host pursuant to the terms of the Program and all Facilities work has been completed by the contractor chosen by the Company. Such documentation includes an application and license providing the Company with the right to access the Site for purposes of installation of the Facilities.

12.0 Site Host grants to the Company to the extent possible the right to collect data from the charger including but not limited to load data.

13.0 Site Host agrees that it shall not apply for, seek or obtain any rebates or incentives offered by the comparable make-ready incentive offered by Efficiency Maine Trust for the installation or hosting of the EV Chargers.

14.0 Site Host represents and warrants to the Company as follows:

14.1 Site Host is a current non-residential or greater than or equal to a four multi-unit residential electric delivery customer of the Company.

14.2 Site Host has full corporate power and authority to enter into and perform this Agreement in accordance with its terms, and neither the execution of this Agreement, nor its performance, will conflict with or violate any other agreement or instrument by which the Site Host or the Site is bound. There are no claims or actions pending or, to Site Host's knowledge, threatened against the Site Host or the Site that would prevent or interfere with the performance of this Agreement. There are no known or suspected conditions (including environmental conditions) at the Site that would prevent or impede the installation of the Facilities by the Company.

14.3 Site Host is the fee owner of Site or has a long-term (10 years or longer remaining term) lease or ground lease of the Site. Site Host shall execute and deliver to the Company a license for access to the Site and installation of the Facilities, in the form of Exhibit A attached hereto ("License").

- 14.3.1 If Site Host has a lease, the lease expressly provides that the Site Host has the authority to grant utility license rights for the provision of utility services to the Site.
- 13.3.2 If the lease does not so provide, the Site Host shall be solely responsible for obtaining the necessary license or consent from the fee owner for the installation of the Facilities at the Site, in the form of Exhibit A, or otherwise in form and substance satisfactory to the Company.
- 14.3.3 If Site Host is neither a fee owner nor a long-term lessee of the Site, Site Host is responsible for obtaining from the landowner the necessary license rights for the Company to access the Site for purposes of installation of the Facilities.
- 14.4 The Site is free from “hazardous materials,” as those terms are defined in applicable state and federal laws and regulations. In the event pre-existing “hazardous materials” are discovered at the Site during the course of installation of the Facilities, responsibility with respect to such “hazardous materials” shall be that of the Site Host. The Site is free from any property restrictions that would prohibit the installation of the EV infrastructure, including any institutional controls, Environmental Land Use Restrictions (“ELUR”), Activity and Use Limitation (“AUL”) and/or engineering controls (i.e., Engineered Barrier, soil cap, remediation systems). In the event any of these controls exists on the Host Site, the Site Host is responsible for compliance, under the supervision of its License Site Professional.

The Site Host is not aware of any resource areas regulated under any applicable federal, state or local environmental law for which the Site Host has not obtained an approval for the EV infrastructure installation.

14.5 Upon Company's request, Site Host will participate in a Customer Satisfaction Survey conducted by the Company following the installation of the Facilities.

15.0 THE COMPANY HEREBY EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES REGARDING THE FACILITIES AND/OR THE EV CHARGERS, WHETHER EXPRESS OR IMPLIED, INCLUDING SPECIFICALLY BUT WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. Neither by inspection or non-rejection nor in any other way does the Company give any warranty, expressed or implied as to the adequacy, safety or other characteristics of any equipment, wiring or devices, installed on the Site. The Company shall not be liable for damages resulting in any way from the supplying or use of electricity or from the presence of the Company's service, conductors, appurtenances or other equipment on the Site.

16.0 The Company shall be excused from performance and shall not be liable in damages or otherwise if and to the extent that it shall be unable to do so or prevented from doing so by statute or regulation or by action of any court or public authority having or purporting to have jurisdiction in the premises; or by loss, diminution, or impairment of electrical service from generating plants or suppliers or the systems of others with which it is interconnected; or by a break or fault in its transmission or distribution system; failure or improper operation of transformers, switches, or other equipment necessary for electric distribution; or by reason of storm, flood, fire, earthquake, explosion, civil disturbance, labor dispute, act of God, pandemic, or public enemy, failure of any supplier to perform, restraint by any court or regulatory agency, or any other intervening cause, whether or not similar thereto; the Company shall use reasonable efforts under the circumstances to overcome such cause and to resume full service.

17.0 Unless there is negligence on the part of the Company, the Company shall not be liable for damage to the person or property of the Site Host or any other persons resulting from the use of electricity or the presence of the Company's Facilities on the Site. In any event, the Company shall not be liable in contract, in tort, strict

liability or otherwise for any special, indirect, or consequential damages whatsoever including, but not limited to, loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment, overtime, business interruption, spoilage of goods, claims of customers of the Site Host or other economic harm resulting from the Facilities, Company's work at the Site or Site Host's participation in the Program.

18.0 Site Host agrees to grant permission to Company to receive all available data recorded on EV Chargers from Supplier on a monthly basis for at least five (5) years from the In-Service Date.

19.0 This Agreement embodies the entire agreement between the Parties with respect to the subject matter hereof, and supersedes any and all prior negotiations, agreements and understandings, written or oral, formal or informal, all of which are deemed to be merged herein. No provision of this Agreement be supplemented, terminated, modified or waived except by a writing signed by both Parties.

20.0 Any notice or other communication authorized, required or desired to be given under this Agreement shall be in writing and delivered by hand against receipt, by first class certified mail, postage prepaid, return receipt requested, by express mail or express courier service providing proof of delivery, or by electronic transmission providing confirmation of receipt, if addressed to the party intended to receive the same to the address or e-mail address set forth below:

If to Site Host:

If to Company:

Central Maine Power
83 Edison Drive
Augusta, Maine 04330
Attn: EV Make Ready Program
Office Telephone Number: 800-750-4000

All such notices shall be deemed to have been duly given on (i) the date of receipt if delivered by hand, if sent by express courier service or sent by electronic transmission (with a confirmation copy sent by first class mail) or (ii) the earlier of the date of receipt and the date of first attempted delivery by the U.S. Postal Service, if transmitted by mail as aforesaid. Either Party may change the address to which any such notice, report, demand, request or other

instrument or communication to such party is to be delivered or mailed, by giving written notice of such change to the other parties, but no such notice of change shall be effective unless and until received by such other parties.

21.0 All exhibits to this Agreement are hereby incorporated by this reference into this Agreement.

22.0 This Agreement may be executed in counterparts, each of which shall be deemed an original. The captions contained in this Agreement are for convenience of reference only and shall not affect the construction to be given to any of the provisions hereof.

23.0 Neither Party shall be permitted to assign its rights or obligations under this Agreement; however, the provisions of this Agreement shall be binding on, and inure to the benefit of, the respective successors and successors in title of the Parties.

24.0 No employee, officer, director, stockholder, manager, member or any person or entity in any way affiliated with either Party shall have any personal liability with respect to this Agreement, any instrument delivered by such Party, or the transaction contemplated hereby, nor shall the property of any such person or entity be subject to attachment, levy, execution or other judicial process.

25.0 This Agreement is subject to and shall be governed by, to the extent applicable, by the Company's "Terms and Conditions – Charging Station Make-Ready Pilot Program", as approved by the PUC from time to time, and shall further be governed by, and construed and enforced in accordance with, the internal laws of the State of Maine, without regard to principles of conflicts of law. Any action brought with respect to this Agreement shall be brought in, and the sole place of venue and jurisdiction for said action shall be courts located in the State of Maine.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as a sealed instrument by their respective duly authorized representatives, as of the date first above written
Central Maine Power Company

By:

Name: Peter Hinkley

Title: Manager of Innovation – Smart Grids

Central Maine Power Company

By:

Name: Eric N. Stinneford

Title: Vice President, Treasurer and Controller

Town of Lisbon, Maine

By:_____

Name:

Title:

EXHIBIT A –
FORM OF
LICENSE

TOWN OF LISBON



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

To: Diane Barnes

Re: Special Events Coordinator

Date: Jan 13, 2021

The Lisbon Parks and Recreation Department, along with the Economic and Community Development Department, would like to expand the position of Moxie Festival Coordinator to include Special Events Coordinator duties. In addition to the Festival, this person would coordinate events and activities associated with Main Street and the Worumbo site from May to October. To achieve this, the departments are requesting the opportunity to use a portion of funds allocated for the Moxie Festival Coordinator toward expanding this position.

Town of Lisbon Capital Improvement Program Policy

Capital Improvement Program Policy

The purpose of this policy paper is to develop an understanding of the importance of capital improvement programming and to provide the Town with a framework for making the best use of financial resources.

What is Capital Improvement Programming?

It is a multi-year scheduling of public physical improvements, based on studies of available fiscal resources and the need for specific improvements to be constructed in the future. Although a long term program does not commit the Town to a particular expenditure in a particular year, it provides an identifiable framework for informed decision-making.

How is the Capital Improvement Program Developed?

The CIP is updated annually (beginning in **December**) as part of the Town's regular budget process. After departments submit their CIP requests to the Town Manager in **late December**, they review and evaluate the proposed projects based on the Manager's and the Town Council's service desires, other Town infrastructure needs, the financial capacity of the Town, and the impact the projects will create on the Town's operating budget.

Once the projects are evaluated, the Manager recommends to the Planning Board and the Town Council the selection and timing of capital projects into future fiscal years. First-year projects are incorporated into the Town Manager's recommended annual operating budget. The Planning Board and Town Council are also presented the future, unappropriated, programming years for their consideration, review, and endorsement so staff can proceed with planning and evaluation of potential capital projects.

What is the importance of Capital Improvement Programming?

The Capital Improvement Program, is a framework for accomplishing needed improvements on a scheduled basis, projected out over a **five and** ten year spread; it is one of the most important documents considered by the Town Council. It is important because it has a major impact on the allocation of fiscal resources, and it contributes to setting Town expenditures for many years to come. When the Program is adopted and fully utilized, it ensures that needed facilities are provided within the Town's financial capability. The Program's purposes are to:

1. Provide a complete picture of the Town's major development needs;
2. Establish fiscal priorities for and between various projects;
3. Schedule major projects so as to reduce fluctuations in the tax rate;
4. Balance the use of funding sources in the most beneficial manner;
5. Discourage piecemeal improvements and duplication of expenditures;
6. Coordinate the activities of various Town departments;
7. Assist in implementing recommendations of the Town's Comprehensive Program;
8. Inform the taxpayers of anticipated future improvements; and,
9. Arrange opportunities for the public to offer comments on the Program.

Format of the Capital Improvement Plan

The Capital Improvement Plan is provided for the Town, Water and School. The School Department and the Water Department both provide their Capital Improvement Plans to the Town Council based on needs and discussions held within the School Committee and the Water Board of Directors. The Town Manager and the Finance Director develop the Town's Capital Improvement Plan by showing the details on a departmental level and overall on a summary level for five and ten years.

What is a Capital Improvement?

A common definition of a capital improvement includes new or expanded physical facilities that are relatively large, expensive and permanent. It is a major fiscal expenditure which is made infrequently or which is not-recurring and includes one or more of the following:

1. Acquisition of land;
2. Construction or expansion of a public facility, street, or utility;
3. Non-recurring rehabilitation **or construction** of an asset provided the cost is more than \$25,000 and extends the useful life of the asset;
4. Design or Programming related to an individual project; or,
5. Any item or piece of equipment that will be bonded or budgeted in more than one fiscal year.

It also includes assets that would hold a useful life of 5 years or longer and includes machinery, equipment or vehicles that are \$10,000 or more. These may be one time purchases or recurring based on the established useful life of the asset once it is placed into service. For example a vehicle is given a useful life of 5 years and on that fifth fiscal year within the CIP, that asset will be evaluated for replacement.

Methods of Financing

Capital Improvement Program projects are funded from a variety of sources. These include: General Fund; Bonds or Leases; and Federal/State Grants.

General Fund – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund to address Town priorities. If the Town has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

General Obligation Bonds – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project's cost at a time. However, they do commit the Town's resources over a long period of time and decrease the flexibility of how yearly revenues can be utilized. The Town's bonding capacity is a limited resource. All projects, which are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the Maine Department of Health and Human Services, U.S. Housing and Urban Development, Maine Department of Environmental Services, and the Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally

raised funds. Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the Town and a project's relative priority in terms of implementation. The Capital Improvement Program seeks to maximize the potential benefits from all revenue sources.

MEMO TOWN OF LISBON

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: JANUARY 11, 2021
RE: DECEMBER MONTHLY REPORT

- Deeds processed
 - November deeds 31
- Processed 4 updated tree growth management plans
 - Owners, whose land is enrolled in the tree growth program, must update their forest management plan every 10 years. A licensed Maine forester must attest that the land has been managed according to the adopted plan.
 - Mailed (4) certified letters (required by Maine Law Title 36 §574-B(3) to land owners that they must update their management plans, withdraw from the tree growth program or transfer to Open Space.
- Picked up 1 mobile home and one home

Code Enforcement

Dennis J. Douglass

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

Monthly Report for December

Building permits issued - 4 –

- 1 New home
- 2 Remodel commercial
- 1 Remodel residential

Electrical permits issued – 12

- 2 New homes
- 3 Residential remodel
- 1 Commercial remodel
- 1 Garage
- 4 Service upgrades
- 1 Misc.

Plumbing permits issued - 8

- 4 NewHHE200
- 3 Internal plumbing
- 1 mobile home connection

Miscellaneous permits - 2

- Roofing shingles

Planning Board:

Case #20-07 – Conditional Use Application – Maine Cannabis Exchange, LLC

41 Capital Ave., Lisbon Falls ME 04252

Tax Map U10 Lot 010

- Approved a Medical Marijuana cultivation business

Appeals Board – No Cases to report

Health Officer -

- Landlord/Tenant issues – Shoveling egress exits, no heat...



TOWN OF LISBON

Economic & Community Development

300 Lisbon Street
Lisbon, ME 04250
(207) 353-3000, ext. 122

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
DATE: January 19, 2020
RE: Monthly Department Report

Over the last month, the Economic Development Department (ECD) advanced village area planning activities, Lisbon's entrepreneurship initiative and other ongoing grant activities, and business retention and expansion programming.

ENTREPRENEURSHIP INITIATIVE

Lisbon's entrepreneurship initiative team is wrapping up the planning phase for the Maine Community Foundation-funded and preparing to submit a list of projects to the funder for ongoing technical assistance from Main Street America plus an additional \$50,000 in implementation funding. Technical assistance resources are targeted for a market analysis for local economic drivers with a focus on Worumbo and Village Street, and entrepreneur pipeline programming design support. Funding priorities include a summer event and market series, development of a facility to serve as a year-round entrepreneurial hub, and a Lisbon branding campaign initiated and led by local businesses.

DOWNTOWN PLACEMAKING

- Parking and Wayfinding. In follow-up from the public meeting on September 28 at the MTM Center and subsequent input, ECD has developed a brand for wayfinding and public parking signage. The wayfinding signage plan and brand will be shared during an upcoming business outreach meeting on January 21 via Zoom.
- WiFi Hot Spot expansion to the Worumbo site. Private property owners have been identified to extend the hot spot down the length of Main Street to Worumbo. Installation will occur during the coming month, weather dependent.
- Worumbo redevelopment design RFP. ECD developed an RFP for redevelopment design renderings. ECD distributed the RFP on December 30 and expects a good response by the deadline of January 29th. The renderings will inform the near final phase of the Worumbo community visioning process. The selection process will wrap up in mid-February with a goal of completing the renderings and finalizing community input by early May.

BUSINESS RETENTION & EXPANSION

ECD has been active promoting the Town's façade grant opportunity and helping local businesses identify real estate options. Exciting announcements are on the horizon.

SOLAR RENEWABLE ENERGY CREDIT OPPORTUNITY

ECD worked with the Town Manager to identify options for the Town of Lisbon to reduce the Town's energy costs and carbon footprint through a bid process managed by Titan Energy. Preliminary responses to the bid process suggest the Town has an option to save approximately \$75,000 annually over the next 20 year. Outcomes from the bid process will be presented to Council in February.

LISBON DEVELOPMENT COMMITTEE UPDATE

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

- Worumbo redevelopment. LDC helped steer the development of scenarios for site design renderings.
- Land Bank. The LDC helped guide the development of a land bank process, which Town Council approved on January 5.
- Entrepreneurship Initiative. LDC members have played an important role in the MCF-funded entrepreneurship initiative.

The LDC met on January 13th to continue planning efforts on the items referenced above. In addition, guest speaker Richard Main presented initial findings from his research on high-speed broadband options for universal residential connectivity and economic development.



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – halfway through Period 7 (January 2021)

Kayla Tierney, Finance Director

DATE: January 19, 2021

Revenues:

- Revenues are in line with our projections to the budget as of the end of Period 6.
- Revenue Sharing for July through December of 2020 are listed below:

Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-20	86,377.46	27,396.54	113,774.00
Aug-20	65,769.47	21,948.22	87,717.69
Sep-20	79,323.80	26,472.00	105,795.80
Oct-20	105,136.25	35,086.16	140,222.41
Nov-20	85,289.34	28,462.83	113,752.17
Dec-20	78,964.91	26,352.24	105,317.15
	\$ 500,861.23	\$ 165,717.99	\$ 666,579.22

- Budgeted \$800,000 for Revenue Sharing for FY21 – overall we are doing well thus far. Given the state of the economy at the moment, it is hard to predict what Revenue Sharing will mean in the upcoming months. I am happy with the amounts that we have received thus far, totaling \$666,579.22. The Finance Department is keeping a diligent eye on this.
- When looking at Revenue collected on an Organizational Level within the General Fund, we are doing well.

General Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
1000-20 Gen Fund - Gen Gov't	1,716,327.26	2,709,494	63.00
1000-30 Gen Fund - Health & Welfare/General As	2,738.20	17,500	15.60
1000-40 Gen Fund - Public Safety	70,732.46	124,303	56.90
1000-50 Gen Fund - Public Works	125,549.34	146,800	85.50
1000-60 Gen Fund - Culture & Recreation	83,619.46	271,123	30.80
TOTAL GENERAL FUND	1,998,966.72		

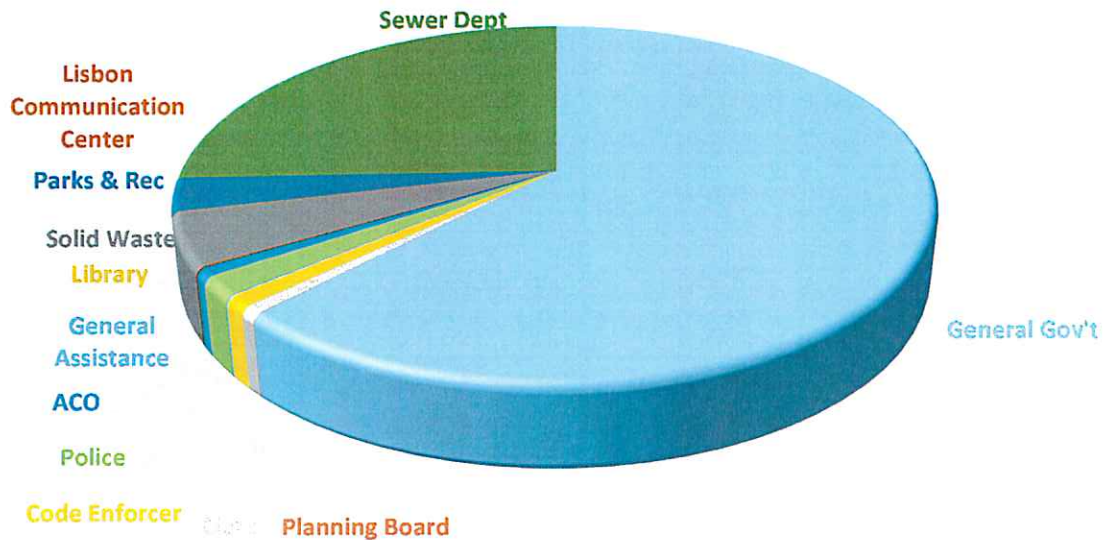
All other Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
ED Loan Fund	1,464.78	-	100.00
Special Revenue Fund	82,861.91	-	100.00
DARE Fund	(0.77)	-	100.00
Snowmobile Reserve	(2.63)	-	100.00
Sale of Town Owned Property	50,204.40	-	100.00
Debt Service	32,842.13	-	100.00
Capital Projects	3,128.01	-	100.00
Trust Funds	135.26	-	100.00
Sewer Fund	686,413.27	1,364,655.00	50.30
TOTAL ALL OTHER FUNDS	857,046.36		

- Total Revenues collected \$2,856,013.08 as of January 13, 2021.
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:

Of the \$2,856,013.08 listed above as total revenue from July 1, 2020 through January 13, 2021 \$1,998,966.72 is within the General Fund and \$686,413.27 is within the Sewer Fund.

General Fund - by Dept	YTD Revenue
General Gov't	1,670,595.49
Planning Board	449.92
Clerk	18,362.75
Code Enforcer	26,919.10
General Assistance	2,738.20
Police	45,345.46
ACO	22,387.00
Lisbon Communication Center	3,000.00
Solid Waste	125,549.34
Library	1,355.94
Parks & Rec	82,263.52
Sewer Dept	686,413.27
TOTAL REVENUE - GENERAL FUND	1,998,966.72
TOTAL REVENUE - SEWER FUND	686,413.27
	2,685,379.99

YTD REVENUE BY DEPT



- General Government largely comprised of :
 - \$1,001,653.72 YTD collected from Motor Vehicle Excise Taxes
- Sewer Department largely comprised of:
 - \$569,750.75 YTD Domestic Sewer Revenue
 - \$76,797.04 YTD Septage Revenue
- Parks & Rec largely comprised of:
 - \$13,728.96 YTD Playground Summer Camp
 - \$19,468.29 YTD Before School
 - \$10,848.96 YTD Trekker Summer Camp
 - \$6,939.20 YTD Beaver Park Fees
- Solid Waste largely comprised of:
 - \$72,552 YTD Transfer Station Stickers/Permits
 - \$19,492 YTD Yard Items
 - \$18,403.30 YTD Metal
 - \$5,383.04 YTD Cardboard
 - \$5,426 YTD Universal Waste
- ACO largely comprised of:
 - \$10,661.50 YTD Sabattus ACO Revenue
 - \$5,578 YTD Bowdoin ACO Revenue
 - \$5,697.50 YTD Durham ACO Revenue



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report through middle of Period 7 (January 2021)

Kayla Tierney, Finance Director

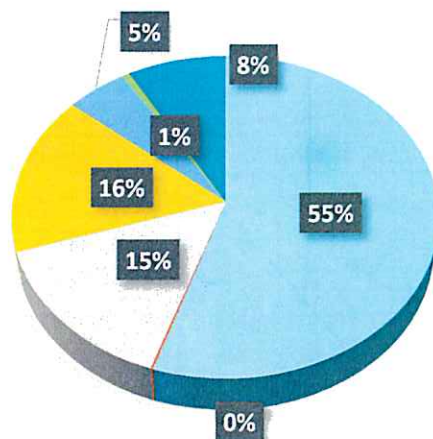
DATE: January 19, 2021

Expenses:

- Total General Fund Expenses YTD are: \$9,666,314.22. FY21 Budget for General Fund Expenses is \$16,831,006. There is \$276,133.06 encumbered which leaves a \$6,888,558.72 remaining budget. Approximately 57% of the budget has been used YTD – through the middle of period 7. At the end of period 7, I would expect 58% expended. With one more warrant in January, it is a slightly higher than expected percentage as the percentage is based on the middle of January; however, it is not too far off track.

General Fund by Org	YTD Expended	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	5,316,063.90	9,276,081	57.31
1000-30 Gen Fund - Health & Welfare/General As	17,310.93	44,645	39.60
1000-40 Gen Fund - Public Safety	1,439,788.07	2,736,712	53.60
1000-50 Gen Fund - Public Works	1,549,841.56	2,905,191	59.90
1000-60 Gen Fund - Culture & Recreation	486,891.16	971,517	51.80
1000-70 Gen Fund - Economic Development	67,357.81	107,799	62.50
1000-85 Gen Fund - Intergovernmental	789,060.79	789,061	100.00
	9,666,314.22	16,831,006	

FY20 YTD Expended - Gen Fund



- 1000-20 Gen Fund - Gen Gov't
- 1000-30 Gen Fund - Health & Welfare/General As
- 1000-40 Gen Fund - Public Safety
- 1000-50 Gen Fund - Public Works
- 1000-60 Gen Fund - Culture & Recreation
- 1000-70 Gen Fund - Economic Development
- 1000-85 Gen Fund - Intergovernmental

- When looking at the other Funds, \$2,298,019.17 has been expended YTD. FY21 budget for all other funds is \$1,612,679 – which includes budget for the Debt Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$957,976.01 with \$56,738.26 encumbered, leaving \$597,964.73 in available budget.

All Other Funds by Org	YTD Expended	FY21 Budget	FY21 %
ED Loan Fund	21,225.00	-	100.00
Special Revenue Fund	108,336.70	-	100.00
Moxie Fund	848.75		100.00
Snowmobile Reserve	8,500.00	-	100.00
Debt Service	330,741.83	419,104.00	78.90
Capital Projects	1,201,132.71	-	100.00
Sewer Fund	627,234.18	1,193,575.00	57.30
	2,298,019.17	1,612,679	

- The Debt Service Fund is showing as 78.9% expended as of Period 7
 - This is within my expectations as the majority of our bonds have the first half of the payments due by September 15th. We did have some final fall bonds paid out in October. The remaining amounts due for debt service are primarily interest and those will be due in the spring of 2021.
 - The Sewer Fund is 57.30% expended through the middle of period 7; I would expect 58% at the end of period 7, which is just slightly higher than expectation. There were some emergency items that needed to be purchased as some things had unexpectedly broke in the previous periods.
- Looking at it on a department level within the General Fund:
 - County Tax is 100% within the budget for county taxes paid out for FY21 as these get fully paid early on in the fiscal year.
 - The General Fund as a whole is 57.43% expended, which as noted above, for the middle of period 7 is just slightly higher than I would expect (end of period 7 expectation is 58%). However, I would not consider it too off track.
- Please see below for the chart showing the YTD expended and the associative % expended on a department level:

General Fund by Dept	YTD Expended	% Expended
Elected Officials	12,043.94	59.90
Town Manager	134,831.17	56.10
Appeals Board	402.56	23.70
Planning Board	1,895.58	11.10
Legal	25,843.30	64.60
Clerk	98,839.36	54.70
Finance	119,582.04	55.10
Tax Collection	103,888.77	55.00
Assessor	62,309.34	55.30
Code Enforcement	63,620.53	54.30
Liability Insurance Program	52,750.89	68.10
Technology	101,750.85	49.80
School	4,409,168.79	58.30
Town Buildings	121,417.69	52.40
Abatements	7,719.09	100.00
Health Officer	3,752.46	56.30
General Assistance	13,558.47	36.60
Police	848,481.56	53.90
Fire	196,705.37	42.50
Emergency Management	150,434.84	74.80
ACO	57,948.30	57.80
Lisbon Communication Center	186,218.00	54.20
Public Works	1,549,841.56	59.90
Library	153,595.31	52.90
Parks & Rec	313,295.85	51.10
Other Public Services	20,000.00	54.70
Economic Development	67,357.81	62.50
County Tax	789,060.79	100.00
Sewer	627,234.18	57.30
TOTAL GENERAL FUND	9,666,314.22	
TOTAL SEWER FUND	627,234.18	

LIBRARY DEPARTMENT

December 2020 Monthly Report

Adult Books	867	New Patrons	13
Adult DVD's	235	Cloud Library E-Books	74
Juvenile Books	681	Cloud Library Audio Books	104
Juvenile DVD's	141	Cloud Library Users	45
Adult Audio Bks	64	Inter Library Loan Outgoing	210
Juv Audio Bks	13	Inter Library Loan for Lisbon Patrons	139
Paperbacks	26	Patron Count	592
Patron Computers	45	Patron photocopy Serv.	20 (approx.)
Magazine Circulation	20	Patron Fax Services	5 (approx.)
Child Craft kits: Handprint Reindeer Ornament	13 given out in-house & 140 Facebook Reach & 10 You Tube views	Lego On-Line Program: Winter Stop Motion	111 Facebook Reach & 8 You Tube videos
Steam Lab/Science Kit: Dissolving Candy	19 kits given out in-house & 113 Facebook Reach & 2 You Tube videos	Telescope Check out for Patron Use	1
Reading Challenge	Begins January 2, 2021	Adult Author Feature: Patchett, Ann	116 Views
Where'd That Come From	No Program in December	Crafting with Claudia: Holiday Hoop Decoration	195 Views
In the Kitchen: Holiday Cookies	103 Views	Display Case: Angela & Greg Shambarger	430 Views

The library staff and I decided to put our holiday books and DVD's out early this year and it paid off. There was an increase in the number of adult books, adult and children's movies checked out in December. Patrons appreciated the availability of new and classic holiday family movies, wonderful children's holiday books as well as a variety of holiday craft and cookbooks. It is interesting to note our patrons requested and received 139 items through the Inter Library Loan System in December. This is the same number of items as November and verifies that a consistent number of patrons continue to rely on the ILL System to supplement our collection selections.

The December on-line virtual adult and children's program were successful and reached many in our community. Parents appreciated the easy "pick-up-n-go" craft and science project bags for their children during the holiday school vacation.

Several members of the staff took vacation and or their personal day in December. I continue to review the number of patrons who visit the library each day and adjust our staff schedule accordingly. We continue to add more on-line virtual programs for the children and adults of our community. Staff has begun to put together adult "book menus" for patrons. This will help patrons choose a variety of books based on their interests. (Example: If you like Vince Flynn you may want to try Douglas Preston titles.) It will also help with the patrons who are hesitant to spend time at the library during this pandemic. They can just review their "book menu" and make choices quickly. Children's Services staff will do the same for children's books to assist families with their children's reading needs.

I was busy in December working on the 2022 "Capital Improvement Plan" for the library. This has always been the responsibility of someone at the Town Office who was in charge of all municipal buildings. Each department has been asked to take over this process for their respective buildings moving forward. I have always submitted our building needs in the past but the actual responsibility of bids and payments was handled by a Town Buildings Supervisor. I did my best to investigate old purchase orders and bills to put together a CIP plan that will take care of the library building needs for the next few years. Finance Director, Kayla Tierney, will investigate the CIP items such as roof, furnace and first floor heating/cooling pumps CIP that were completed several years ago that were processed and paid in the Trio System. She and I will work together to ensure the library building CIP needs will be documented and on a CIP Plan moving forward.

I am working on and will complete the Library Department's the Annual Report for fiscal year 2019-2020 and submit that document to the Town Clerk before the date requested. I will also work on and complete the Library Department goals for fiscal year 2021-22. I will complete the Lisbon Library Department's "Public Library Annual Report" and submit that report to the Maine State Library as required by Maine law.

Children's Librarian, Bill Meakin will begin to plan our 2021 Summer Reading Program. Cyndi Medlen will continue to evaluate and re-catalog the "picture books collection." Claudia Lemieux will work on the final overdue notices/bills for our records and the MILS System report.

Respectfully submitted,

Diane Nadeau
Library Director

TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

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

TO: Diane Barnes; Town Manager

SUBJECT: December 2020 Report

DATE: January 13, 2021



Cohort A Rec kids decorating cookies

December was a time for a lot of internal work for our department. Whereas we would regularly be taking basketball signups and preparing for a new season, we found ourselves in waiting mode as we plan for the future with the safety of our community foremost in mind. We used this time to make some provisional plans for several of our activities.

Foremost of these is the Moxie Festival, and we kicked off our beginning plans by contacting vendors to see who might be interested, although no funds will be collected at this time. We are researching ways we could have the festival in a traditional 3-

day format, or, if restrictions prohibit this, spread it out in a more diffused way over the course of the summer but not cancel completely.



Fresh paint and decorations

When our schools switched to hybrid model in December, our After School Rec program transitioned as well to keep things as smooth for our kids as they could in this time of change. We had quite a few families choose to bring their kids to Rec even on remote learning days, as the consistency and structure helped our families feel as normal as possible.



Cohort B kids cookie decorating

With the MTM building closed to the public from the week before the holidays into the first week of the new year, we

took time to clean and organize for the safety of all our patrons. All hallways have a fresh coat of paint thanks to Aline, supplies and closets are organized, and framework for an ice skating rink was established out back.



Skis ready to go

We continued to take signups for skiing, and point folks in the direction of Beaver Park for outdoor activities, where trails were kept groomed after each snow and posted for the use of skiers and snowshoers. We also collected quite a few skis to keep for public use at the park for those new to the activity. Park passes continue to sell even as the year winds

down. We have investigated several different map formats for continuing to make our park more user-friendly.

Aline prepared a special Holiday meal for seniors the week before Christmas, delivered in our 'drive-thru' at the gym, complete with special holiday treats to take home to loved ones.



Aline's wreath for Town Hall



Groomed and posted trails



Just add snow



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Interim Chief of Police

December 2020 Report to Council

Police Department

In the month of December, the Town of Lisbon experienced an increase in Covid-19 cases and also deaths. Unfortunately, this has been the trend for most parts of the State of Maine. The police department has worked hard to ensure we are providing the highest level of service during this difficult time, using all the personal protective equipment that is available to us.

The department has utilized the Androscoggin County Emergency Management Agency, and received additional personal protective gear to include hazmat suits for every cruiser, as well as N95 masks since we have been going through them fairly quickly. The department has taken all precautions to ensure the safety of the officers and the community we serve. Due to this increase in COVID-19 outbreaks, we could not risk having department wide in-person training; therefore, those trainings have been postponed.

In the month of December, the requests for police assistance totaled 1235 calls. There were a total of 25 motor vehicle crashes, and 117 motor vehicle stops conducted during patrol shifts and directed traffic enforcement details. There were a total of 64 investigations initiated, and 25 individuals were arrested or charged with criminal violations.

Several of these investigations included thefts from vehicles, motor vehicle theft, and theft and burglary to a residence. Investigators worked tirelessly to bring the culprits to justice and after severing search warrants and arrest warrants, the subjects were arrested and are awaiting trial.

During the month of December, the police department has resumed its "Sand for Seniors" campaign. This year the Home Depot in Topsham donated buckets to assist us in getting sand to residents for this program. For those not familiar with the program, it is designed to assist elderly residents, or those with mobility difficulties, who are unable to travel or obtain their own sand throughout the winter months. This is especially helpful at times when snow and ice conditions can make walking on stairs, pathways and other areas near their home potentially hazardous and a risk for slip and/or fall injuries.

To participate in the program, simply contact the department's dispatch center, and upon request and when available, an officer will provide a bucket of sand to the home to be used by the resident.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Interim Chief of Police

Also, this past month Lisbon Police Sergeant Jason St. Pierre and his K-9 partner Moxie received a K-9 Emergency First Aid Kit, from Mary Bunnell. Pictured below is Sgt St. Pierre with K9 Moxie holding part of the medical kit.



Lastly, during December, officers participated in “No Shave December”. Communication officers and police officers from within the Lisbon Police Department have donated money out of their wallets this month and also for the month of January to support local residents that are struggling due to these tough times. The money will be used to partner with a local heating company to donate home heating fuel to residents in need.

Thank you,

Ryan McGee
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: DECEMBER 2020, MONTHLY REPORT
DATE: JANUARY 4, 2021

Public Works – In the month of December, Investigated and actioned on resident and dispatch calls for icing, potholes, ditching and drainage issues as well as policing up trash and deceased animals. Completed the fence install at Worumbo Mill site. Cleaned up brush and limbs on road after wind storm. Finished holiday decorations and fixed lights on big Christmas tree. Fixed the door on our box trailer and got new door for the salt shed. Prepped vehicles and plows for winter operations. Mixed sand/salt for 4-seasons sidewalk machine and identified and marked out hazards on road for plowing. All employees actioned on several snow storms, then Dan and Randy checked routes for snow and ice. Put new sign up at the transfer station. Got office salt/magnesium buckets and filled. Conducted snow removal operations on Main and Union Street. Inspected and cleaned catch basins of ice and snow for rain flow, to include in front of all bus stops. Continue checking on snow fence to ensure its still up.

Mechanic continued working on vehicles/equipment to ensure inspections were completed and safe for operation. Assisted Park & Rec with employee at Beaver Park. New mechanic Chris practiced with help of other PW employees for class A license. Picked up the shop and employee areas for cleanliness.

For 10 days, all but 3 employees were home on quarantine.

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

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	8.4
Trash	271.21
Bulky Waste	21.59
Wood	19.73
Brush	18.39
Leaves	6.54
Freon	36 units
Mixed paper	16.48
Cardboard	20.97

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: DECEMBER 2020 MONTHLY REPORT
DATE: JANUAR 4, 2020

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

- Centrifuge repair is complete and is online.
- MSGP Stormwater inspection by Maine DEP.
- Wastewater Treatment Plant inspection by Maine DEP.
- Cleaned the Chlorine Contact Tanks.
- New D&B pump station emergency generator transfer switch received and installed
- Dealing with issues on the dewatering building boiler. This issue is still ongoing. Several meetings and an inspection have taken place. Will be contacting Patriot Mechanical to finalize repair options.

Please contact me if you have any questions.

DECEMBER 2020 TOWN CLERK & ELECTION DEPARTMENT

The minutes from the Council Meetings were transcribed and posted online and archived at Clerkbase. The Council room was decorated for the holidays. A beautiful wreath was on loan to us from the Parks & Recreation Department for the Council's inaugural meeting, December 8. The Council Inauguration went well as Councilor Larochelle was sworn into office from his seat, Ross Cunningham was sworn into office from the podium, and Roger Bickford was sworn into office previously at the Town Clerk's office. All incumbent members were re-elected.



Left: Election Clerks Processing Absentee Ballots At Town Hall Prior To Election Day.

Right: Town Clerk in Front with Election Clerks in back Processing Absentee Ballots at the Polls on Election Day.



Pictured below: Election Day November 3, 2020 showing voters entering through doors on left, the check in Election Clerks on the right, and new voters entering the further door to register and then get in line to vote.

3 new voters were added, 11 Voters were cancelled, and 22 changes of addresses were processed. 746 signatures were certified on 157 petitions filed in December. Petition deadline for filing them with the



municipal office is January 11 by 5PM and to the State Election Office by January 19 by 5PM.

All petitions were logged into our logbook and when completed we made copies to keep on file. 5,318 voter files were updated with voter participation history, which includes our military and ACP voters. Voter registration cards continue to arrive weekly from motor vehicle, along with deletion notices. All of these voter cards were scanned into the Central Voter Registration system, information was updated, and cards were filed. Death records were crosschecked with voter files for deletions.

The usual Junkyard licenses were processed. A couple of Liquor Licenses and Special Entertainment Permits were processed. We received a few boxes for storage in the vault. Year-end statistics for the Town Report is being collected. Year-end Animal Welfare reports were completed along with the monthly reports we mailed to the State of Maine's Vital Statistics Office and Animal Welfare. Freedom of Access requests were processed and the index updated. Renewal reminder notices were mailed to dog owners and about 400 dogs were licensed. An ad was prepared for running in the Sun Journal on January 17. Late fees (\$25 per dog) will begin on February 1. Remember you can register your dog on-line now at www.doglicensing.com.

Code Books were updated: 3 for Town Clerk, Town Council, Town Manager, Police Department, Public Works Department, Library Department and a copy is mailed to MMA Legal. The next code update should be the end of February. All sections recently updated in the online codebook have been marked amended. All information is now accessible to the public. Use our Town Ordinance link to view them.

Respectfully submitted,
Twila Lycette, Town Clerk