



**AGENDA**  
**COUNCIL MEETING**  
**APRIL 6, 2021**  
**LISBON TOWN HALL**

**(Site walk at 6:30 PM with Public Works Director on Village Street)**  
**7:00 P.M.**

**Town Council**

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL  
\_\_\_ Councilor Albert      \_\_\_ Councilor Fellows      \_\_\_ Councilor Ganong      \_\_\_ Councilor Kolbe  
\_\_\_ Councilor Larochelle      \_\_\_ Councilor Lunt      \_\_\_ Councilor Ward  
Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION  
2021-72 ORDER – 2021 Lisbon Maine Spirit of America Tribute  
2021-73 ORDER – Certificate of Appreciation for Time and Service to the Town of Lisbon
4. PUBLIC HEARINGS
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA  
2021-75 ORDER –
  - A. Municipal Accounts Payable Warrants – \$ 38,345.58
  - B. Municipal Payroll Warrants – \$ 314,034.97
  - C. School Accounts Payable Warrants– \$ 181,701.13
  - D. School Payroll Warrants – \$ 759,065.07
  - E. Minutes of March 16, 2021 & Workshop Minutes of March 23, 2021
  - F. Set School Budget Validation Referendum Election & Public Hearing Dates & Approve Warrant
  - G. Set Polling Hours, Registrar Hours, Polling Location, and Casting Absentee Ballot Times for School Election
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES  
2021-76 ORDER – CDBG Façade Grant Projects  
2021-77 ORDER – Paving Bid Award  
2021-78 ORDER – 49 Frost Hill Avenue – Clean Up Action  
2021-79 ORDER – Fee Schedule Amendments  
2021-80 ORDER – Summer Meeting Schedule  
2021-81 ORDER – LD 920 Cable Tax - Discussion
8. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School (Councilor Albert)
    2. Planning Board (Councilor Fellows)
    3. LDC (Councilor Larochelle/Albert)
    4. Conservation Commission (Councilor Ward)
    5. Recreation (Councilor Albert)
    6. County Budget (Councilor Ward)
    7. Library (Councilor Lunt)
    8. Water Commission (Councilor Fellows)
    9. Finance Committee (Councilor Albert)
  - B. Town Manager's Report
  - C. Village Street Sidewalk
  - D. Department & Committee Goals
9. APPOINTMENTS  
2021-82 ORDER – Appoint Rick Roberts as Warden for June 8, 2021 Election
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT  
2021-83 ORDER – To Adjourn

**To comment on Public Hearings, Audience Participation and Audience Participation & Response New Items, email [award@lisbonme.org](mailto:award@lisbonme.org) the Chair prior to or 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](http://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: April 6, 2021

---

### Consent Agenda Items 2021 – 75 A to G

#### **F. Set School Budget Validation Referendum Election & Public Hearing Dates and Approve Warrant**

To Set the School Budget Validation Referendum Election Date on June 8, 2020, authorize the Town Clerk to order ballots, approve the Election Warrant and set a public hearing to hear comments on the School Budget/CIP on May 4, 2021 at 7:00 PM at the Lisbon Town Office or through Zoom.

#### **G. Set Polling Hours, Registrar Hours, Polling Location, and Casting Absentee Ballot Times for School Election**

To set the Voter Registrar hours on June 1, 2, 3, 4, and 7 during office hours 8:30 AM to 4PM and on Election Day from 7AM to 8PM at the polling place and to cast absentee ballots at the polling place at specific times throughout Election Day.

\*\*\*\*\*

### Agenda Item 2021 – 76 CDBG Façade Grant Projects

In June 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon a \$100,000 grant to administer a business façade grant program. The purpose of Lisbon's façade grant program is to provide matching funds to local property and business owners to make visual improvement to the exterior of commercial buildings in Lisbon village areas and Route 196 Corridor.

Lisbon's Business Façade Program helps improve the overall visual character of the community to support revitalization and attract additional investment. The Lisbon Development Committee (LDC) serves as the CDBG Citizen Advisory Committee. In this capacity, the LDC reviews potential projects to ensure that each project fulfills the mission of the façade program and is consistent with CDBG guidelines. On February 10, 2021, the LDC reviewed three proposed projects detailed below and voted unanimously to approve funding. Subsequently, environmental and historic preservation reviews were completed, resulting in OCD approval.

- Bob's Auto Care. 58 Lisbon Street. \$16,000 total budget; \$8,000 CDBG funds and \$8,000 private matching funds. New siding for garage visible from Route 196 to improve the appearance of the western gateway to Lisbon from Lewiston. This project is located just outside the designated Slum & Blight area, but the project scope has been deemed consistent with the project scope by OCD staff, and therefore eligible for funding.
- Mike's Flooring. 13 Main Street. \$21,000 total budget; \$9,500 CDBG funds and \$10,500 private matching funds from building owner. New siding and trim for Main Street visual improvement.

- Olive Pit Brewing, 16 Main Street. \$14,000 total budget; \$7,050 CDBG funds and \$7,050 private match. New paint, signage and lighting, beer garden improvements facing Route 196, and new overhead door facing Main Street.

The proposed façade improvements at the three properties referenced above are consistent with Lisbon’s Business Façade Program and OCD’s CDBG funding guidelines: 1) The projects will enhance the visual character of the Lisbon Falls village and Route 196 corridor; 2) The projects are located in Lisbon’s designated Slum & Blight Area or have been deemed consistent with program mission and guidelines; 2) The property owners have committed to provide the 1:1 matching funds to complete the projects; 3) Appropriate historic preservation and environmental reviews have been completed for the projects resulting in no restrictions for the proposed scopes of work; and 4) The projects were approved by Lisbon’s CDBG Citizen Advisory Committee on February 10, 2021.

Therefore, we respectfully request that Council approve the business façade projects at 58 Lisbon Street, 13 Main Street, and 16 Main Street, allocate \$24,550 of Business Façade Program funding for the projects, and authorize Town staff to put the projects out to bid as required by Town and OCD program guidelines.

**Recommendation**

**To approve the business façade projects at 58 Lisbon Street, 13 Main Street, and 16 Main Street, allocate \$24,550 of Business Façade Program funding for the projects, and authorize Town staff to put the projects out to bid as required by Town and OCD program guidelines.**

\*\*\*\*\*

**Agenda Item 2021 – 77  
Paving Bid Award**

Town of Lisbon, Public Works Department sent out request for Bids on March 18, 2021 to all companies wanting to submit bids for the Street Resurfacing Program. The cut off time for submission for all sealed bids to the town was April 01, 2021 at 10:00 am. The companies that were sent a request for bids were Glidden Excavation, Spencer Group Paving, All States Asphalt, Crooker Construction, St. Laurent & Sons, Pike Industries, Gendron Corp, Northeast Paving, Shaw Brothers Construction, P and B Paving.

In order, the bids received and opened are as follows:

1. Glidden Excavation	\$535,908.00
2. Spencer Group Paving, LLC	<b>\$475,486.60</b>
3. All States Asphalt	\$513,778.40
4. Crooker Construction	\$553,204.50
5. St. Laurent & Sons	\$588,438.60
6. Pike Industries Inc.	\$516,117.00
7. Gendron Corp.	Did not submit a Bid
8. Northeast Paving	Did not submit a Bid
9. Shaw Brothers Construction	Did not submit a Bid
10. P and B Paving	Did not submit a Bid

After thorough review of each submitted bid, Mr. Cyr recommends that the winning bid go to Spencer Group Paving, LLC, due to the lower cost and all work performed will meet our specification needs.

**Recommendation**

**To award the FY 2021-2022 paving bid to Spencer Group Paving, LLC in an amount not to exceed \$475,000.00.**

\*\*\*\*\*

**Agenda Item 2021 – 78  
49 Frost Hill Avenue – Clean Up Action**

The Code Enforcement Office is asking for Council Action to clean up the property at 49 Frost Hill Avenue, despite several attempts being made by the CEO and town attorney between September of 2015 through January of 2021 requesting that the property be cleaned up.

**Recommendation**

**To authorize the Town Manager and Code Enforcement officer to pursue Rule 80K court action.**

\*\*\*\*\*

**Agenda Item 2021 – 79  
Fee Schedule Amendments**

The Chief McGee and Chief LeClair recommend adding the following fees into the fee schedule:

<b>PUBLIC SAFETY ADMINISTRATION</b>	
<u>Research</u>	<u>\$15.00 per hour after 1<sup>st</sup> free hour</u>
<u>Reports</u>	<u>\$ 2.00 per page</u>
<u>Accident Report</u>	<u>\$10.00</u>
<u>Disk (Containing Photos)</u>	<u>\$15.00</u>
<u>Notary</u>	<u>\$8.00</u>
<b>FIRE DEPARTMENT ADMINISTRATION</b>	
<u>Reports</u>	<u>\$2.00 per page</u>

**Recommendation**

**To add into the Fee Schedule the current Public Safety Administration and Fire Department Administration fees as presented.**

\*\*\*\*\*

**Agenda Item 2021 – 80  
Summer Schedule**

The Council’s summer schedule should be decided at this time for planning purposes. Our recommendation is to meet only once in July on the 13th, August on the 17th, and in November on the 16<sup>th</sup> resuming the normal schedule for September.

**Recommendation**

**To meet once in July on July 13, once in August on August 17, and once in November on November 16.**

\*\*\*\*\*

**Agenda Date: 04-06-2021**

Date	Brenda Martin		Municipal Accts Payable
3/17/2021	3172021	\$	11,867.70
3/26/2021	3252021	\$	12,364.18
4/1/2021	3312021	\$	14,113.70
		\$	<b>38,345.58</b>

Date	Megan Lavigne		Municipal Payroll Warrants
3/24/2021	210325	\$	162,528.33
3/24/2021	2103W2	\$	15,480.29
4/6/2021	2104W1	\$	14,087.75
4/6/2021	210408	\$	121,938.60
		\$	<b>314,034.97</b>

Date	Louise Levesque		School Accts Payable
4/6/2021	2119	\$	<b>181,701.13</b>

Date	Eva Huston		School Payroll Warrants
3/23/2021	1099	\$	12,646.70
3/23/2021	1100	\$	112.80
4/2/2021	1101	\$	362,326.26
4/2/2021	1102	\$	14,254.11
4/2/2021	53	\$	326.45
4/6/2021	1103	\$	12,244.00
4/6/2021	1104	\$	112.80
4/6/2021	1105	\$	259,635.85
4/6/2021	1106	\$	97,406.10
		\$	<b>759,065.07</b>



**TOWN COUNCIL  
MEETING MINUTES  
MARCH 16, 2021  
ZOOM**

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; Kayla, Tierney, Finance Director; Brett Richardson, Economic & Community Development Director; Steve Aievoli, Sewer Superintendent; Ryan McGee, Police Chief; Randy Cyr, Public Works Director; Finance Committee members-Heather Ward, Jesse Zack, Noly Lopez, Curtis Lunt, and Dan Leeman; and Mandy Olver.

**GOOD NEWS & RECOGNITION**

Councilor Ward announced the winner of the Maine Recreation and Parks Association award for the 2021 “Why We Love Summer” video contest went to the Lisbon Parks and Recreation Department. [The Lisbon video is available on the Maine Recreation and Parks Association’s website under contest announcement.]

Councilor Albert announced our K-9 Moxie suffered a sudden medical event Friday, March 12, 2021 and without warning is gone. [Our always-faithful K-9 Moxie proudly served Lisbon from 2015 to 2021 with noteworthy service.]

**PUBLIC HEARING - NONE**

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Gary Alley at the end of Farnsworth Street sent an email requesting the town consider resurfacing and extending his street 70 feet, which currently is 13 feet wide and 280 feet long. The plow truck uses his land to turn around and puts dirt onto his property. Mr. Cyr estimated that would cost around \$5,000. Councilor Fellows mentioned this might be the case previously discussed where the homeowner would have to deed over his property. Councilor Ward said Council would leave this request in Mr. Cyr’s hands to follow up on.

**CONSENT AGENDA**

**VOTE (2021-56)** Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

- A. Municipal Accounts Payable Warrants for \$ 214,717.82
- B. Municipal Payroll Warrants for \$
- C. School Accounts Payable Warrants for \$270,960.99
- D. School Payroll Warrants for \$364,408.39
- E. March 2, 2021 and March 9, 2021 Council Minutes

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

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

**CREST AVENUE SEWER PROJECT BID AWARD**

**INTRODUCTION:** Mr. Aievoli reported on March 8, 2021, bids were opened for the Lisbon Crest Avenue Sewer Main Replacements project. Six bids were received as follows:

CONTRACTOR	LOCATION	Base Bid
Aceto & Sons Earthwork LLC	Lisbon, Maine	\$ 89,521.50
St. Laurent and Son Inc.	Lewiston, Maine	\$ 97,435.00
C.L.H. & Son Inc.	Auburn, Maine	\$121,894.40
R. Labbe & Sons Inc.	Brunswick, Maine	\$131,095.00
Longchamps & Sons Inc.	Lisbon, Maine	\$244,664.40
Pratt and Sons Inc.	Mechanic Falls, Maine	\$334,170.00

Mr. Aievoli said the low bidder was Aceto & Sons Earthwork LLC. He said the town has not worked with this firm before, so references were requested. Those that we contacted stated Aceto is a good firm to work with, they have ample equipment, and have worked on sewer utilities before. Based on this, we have no reason to recommend awarding the project to a higher priced bidder. Ms. Olver pointed out their quoted price of \$89,521.50 is close to the \$89,000 construction estimate obtained last August. She said the estimate included \$15,600 for construction contingency due to the unknown location of the force mains and possible extra impact to the pavement. She indicated this was a unit price contract so items not used we would not pay for and items needed we would pay for. She mentioned the contingency if not used will be returned to the town just like any other project. Mr. Aievoli said there were sufficient funds to cover the amount over the budgeted figure.

**VOTE (2021-57)** Councilor Fellows, seconded by Councilor Albert moved to award the Crest Avenue Sewer Project Bid to Aceto & Sons Earthwork LLC in the amount of \$89,521.50.

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

#### APPLY TO DEP FOR SEWER PROJECT FUNDING

**INTRODUCTION:** Mr. Aievoli said Olver Associates prepared a report for the Town in September of 2016 that identified a number of sanitary sewers that were in poor condition and required attention. The first phase of sewer repairs were completed in 2019. The second contract will be completed in 2021. Both projects, as well as the Main Street MDOT related sewer work, Davis Street Pump Station, and Chlorine Contact Tank Expansion projects were funded by the \$ 9 million dollar USDA Rural Development grant/ loan package that the Town voted to accept in 2017. While these projects are an excellent start to addressing needs related to the sewer system and Wastewater Treatment Plant, more projects will be necessary.

Mr. Aievoli said the Maine Department of Environmental Protection (DEP) is urging the Town to start planning for additional projects. There are two projects under discussion that each satisfies the DEP's request to continue addressing our sewer conditions and our MS4 goals, because both projects are in the watershed of Alder Brook, which DEP considers an impaired stream.

Mr. Aievoli presented a map showing the locations of the projects in the labeled boxes, along with updated cost estimates in 2022 dollars. The Huston Street Extension (Cross Street to East Street) project includes reconstruction of 1200 feet of poor condition pipe for \$890,000. The Hinkley Street Cross County Sewer Project includes the lining of 3600 liner feet of 10" pipe to restores its structural integrity and reduce leaks for \$585,000.

Mr. Aievoli said DEP is accepting applications for their low interest loan program, which includes a grant component. These are due April 2. There is also talk of an infrastructure funding program or stimulus funding that DEP will soon be offering. He recommended the town apply for these funds; if the offer is not favorable, there is no obligation to accept the funds.

**VOTE (2021-58)** Councilor Albert, seconded by Councilor Larochele moved to authorize the Town Manager permission to submit an application for DEP Sewer Project Funding for their low interest program.

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

#### MUNICIPAL BUDGET PRESENTATION

**INTRODUCTION:** Mrs. Barnes presented the draft FY 2022 Municipal and Waste Water expenditure budgets for Council review and consideration. She proposed a budget for municipal services with the goal of funding our operational needs and starting a capital improvement reserve for future expenditures. This budget maintains the

level of service currently provided to the citizens of Lisbon. She thanked the Department Heads and staff for their assistance in preparing the proposal before Council. The FY 2022 estimated revenues are not part of this budget document. She said she would presented the estimated revenue at a later date. (The FY 21 expenditures listed are as of 3/1/2021.)

Mrs. Barnes briefly went over the initial Municipal Budget for FY 2022 requested by departments totalling \$9,924,769 for an increase of \$1,000,484, or 11.2%, over the current FY 2021 budget of approximately \$8,923,285. Of this increase, 38.4% is comprised of wages and benefits, which is lower because the capital items were included. These budgetary numbers exclude the County Tax, the local contribution to the School Department. Included in this proposal are capital requests for operational needs and planning for the future by funding capital improvement reserve accounts. This will enable Council to see what the budget would entail if we raised through taxation the needs of all the departments.

Initial Budget Requests	
2022 Initial Not Including County Tax	\$ 9,924,769.00
2021 Final Not Including County	\$ 8,923,285.00
Total Increase	\$ 1,001,484.00
Percentage Increase	11.2%
2022 County Tax Increase	\$ 34,970.00
Increase over FY 2021	4.6%
2022 Wage and Benefits Request	\$ 5,482,351.00
2021 Wage and Benefits Adopted	\$ 5,097,785.00
Wage and Benefits Increase	\$ 384,566.00
Percentage Increase	7.5%
Percent of Total Increase	38.4%
Percent of Total Budget	55.2%
Wage and Benefits Increase	\$ 384,566.00
Position Change Requests	\$ 297,506.78
Remaining Wage and Benefit	\$ 87,059.22
Remaining Wage and Benefit Increase %	1.7%

Mrs. Barnes pointed out the Town Manager's Municipal Budget FY 2022 requests total \$9,600,809 for an increase of \$677,524 or 7.1% over the current budget. This also excludes the County Tax that's going to increase \$34,970.00, or 4.6% and the local contribution to the School Department. In this proposal, wages and benefits total \$5,482,351 or 57.1% of the budget because capital items have been removed.

Managerial Budget Requests	
2022 Managerial Not Including County	\$ 9,600,809.00
2021 Final Not Including County	\$ 8,923,285.00
Total Increase	\$ 677,524.00
Percentage Increase	7.1%
2022 County Tax Increase	\$ 34,970.00
Increase over FY 2021	4.6%
2022 Wage and Benefits Request	\$ 5,482,351.00
2021 Wage and Benefits Adopted	\$ 5,097,785.00
Wage and Benefits Increase	\$ 384,566.00
Percentage Increase	7.5%
Percent of Total Increase	56.8%
Percent of Total Budget	57.1%

Mrs. Barnes pointed out the town's fund balance policy, which indicates the town should maintain not less than 12% or more than 16%. She said the unassigned fund balance as of June 30, 2020 is \$2,360,000, which is lower because of deferred taxes. 13% of the General Fund Operating Budget would be \$117,485. 12% of the General Fund Operating Budget would be \$289,986. She recommended the use of 12% along with an approximate \$180,000 for overlay and the \$33,180 received for Police Personnel Training Expenses.

Mrs. Barnes said revenues will be presented at another time during the budget process, but as Lisbon continues to navigate through COVID-9, Lisbon will be closely following the State of Maine's revenue projections. As of March 16, 2021, the state has not issued the FY22 Revenue Sharing Projections. She indicated revenues will be higher than anticipated and Lisbon will probably exceed this year's budgeted revenue for excise taxes. She pointed out revenue from Parks and Recreation will be under what was anticipated as a direct result of COVID-19 and fewer participants.

Mrs. Barnes said the town would be watching for the newest stimulus funds sited for the local level. She indicated the use of undesignated through the budget process complies with the Charter, but the town attorney will be working on changes to the Charter dealing with donations for the November ballot.

**COUNCILOR COMMENTS:** Councilor Ward reminded members to send budget questions in advance. He mentioned jump drives with the budget on it are at dispatch for members to pick up. He asked that the presentation be emailed to him. He said a 7% budget increase is not palatable to anyone, but that's why we make our decision at a later date.

The Finance Committee Chairman, Mr. Lunt, reported that revenue projections were due to Council in March per Section 6.2 in the Charter. Last year's estimate of \$800,000 was low compared to the \$1,000,000 collected to date. He pointed out that it would be to the Town Manager's benefit to make those projections at this time.

Councilor Larochelle said he would like to keep the budget flat for FY22. He said he would support a 3% increase or a 7-8% increase between the town and school, but it should stay under 10%.

Councilor Fellows indicated support for 3% town, 3% school, and asked how much has to be cut to attain that goal.

Councilor Ward indicated raises should be fair across the board for union and non-union.

### SOLICIT BIDS FOR PAVING PROJECTS

**INTRODUCTION:** Mr. Cyr requested authorization to send Requests for Proposals (RFP) for paving at our earliest possible date. The following streets and roads requested for paving are as followed:

STREET NAME	LINEAR FEET	MILES
Josephine St	10,618	2.01
Merrill	450	0.09
Bonifide	1,320	0.25
Fillion	2,690	0.51
Hinkley	1,035	0.20
Parillo	1,320	0.25
Vining (Royal, Faith, to Second)	3,728	.71
Charity	1,360	0.26
Edgecomb (Stable Rd to dirt section)	1,000	0.19
Earle St Ext (All)	234	0.04
Wagg (All)	1,862.7	.35
Booker Street Parking Lot		
Behind Rusty Lantern Parking Lot		
Union Street Parking Lot		

**PUBLIC COMMENT:** Councilor Ward read the email sent for Audience Participation from Gary Alley who lives at the end of Farnsworth Street. He is requesting the town consider resurfacing and extending his street 70

feet, which currently is 13 feet wide and 280 feet long. The plow truck uses his land to turn around and puts dirt onto his property.

Mr. Cyr estimated resurfacing and extending that street should cost around \$5,000. Councilor Fellows mentioned this might be the case previously debated where the homeowner would have to deed over his property. Councilor Ward recommended leaving this request in Mr. Cyr’s hands to follow up on.

**COUNCILOR COMMENTS:** Councilor Fellows asked what was budgeted last year. Councilor Ward indicated the town has budgeted \$475,000 for a few years and that this motion to authorize the RFP is contingent upon the amount budgeted in the final appropriation [in June].

**VOTE (2021-60)** Councilor Larochelle, seconded by Councilor Ganong moved to authorize the Town Manager and Public Works Director to solicit bids for the FY 22 paving projects.

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

IT MANAGED SERVICES BID RESULTS

**INTRODUCTION:** Mrs. Barnes said bid packets were sent to the following:

- API Technology, Gardiner, ME
- BEK, Inc., Brunswick, ME
- Maine Total Technology, Gorham, ME
- Round Table Technology, Lewiston, ME
- Symquest, Lewiston, ME
- Systems Engineering
- Maine Technology Group, Winslow, ME
- Winxnet DBA Logically, Portland, ME
- Network Knowledge, Inc., Lewiston, ME

Mrs. Barnes said the following bids were received and publically opened:

- 1) Winxnet DBA Logically  
63 Marginal Way  
Portland ME 04103
 

Outsourced Managed Services (Annual)	\$47,400	
Secure Care Next Generation Security (Annual)	\$18,120	
Managed Backup & DR (Annual)	\$ 9,480	
Onboarding one-time	<u>\$ 8,000</u>	
	\$83,000	
Project Hourly Rates \$125-\$195		
  
- 2) Burgess Technology  
6 Oak Grove Ave.  
Bath, ME 04530
 

		Option 6/3-yr Contract
Bizguard Guardian Managed Service Plan	\$50,820	\$60,408
Barracuda Appliance Managed Backup Costs	\$ 9,000	9,000
Burgess Anti-Virus \$154 per month 77 Devices	\$ 1,848	\$ 1,848
Hosted Anti-Spam/Email Protection Costs (\$340 for 68 mailboxes)	<u>\$ 4,080</u>	<u>\$ 4,080</u>
	\$65,748	\$75,336

\$140/hour for all work during regular hours except Consulting  
 \$140/hour for Consulting  
 \$280/hour for Emergency after hours work

Mrs. Barnes reported she asked for pricing on options to have a technician on site weekly, bi-weekly and monthly, along with pricing for a 3-year contract. Below are the results:

*Monthly*

BizGuard Guardian to include (1) 8 hour pre-scheduled technician onsite monthly would be \$5,299 monthly without the 5% discount or \$63,588 annually.

*Bi-Weekly*

BizGuard Guardian to include (1) 8 hour pre-scheduled technician onsite bi-weekly would be \$6,540 monthly without the 5% discount or \$78,480 annually.

*Weekly*

BizGuard Guardian to include (1) 8 hour pre-scheduled technician onsite weekly would be \$8,603 monthly without the 5% discount or \$103,236 annually.

Mrs. Barnes explained that a 3-year contract would give Lisbon a 5% discount on the Guardian package and during the term of the 3-year contract, the monthly fee would remain the same. The town is currently paying \$52,320 for the above services. This amount was going to increase to \$116,780 if we continued contracting with our current vendor. She said \$65,748 does not include a monthly onsite technician, but appears to be a reasonably priced for the services provided. That amount would further be reduced by \$2,541, when signing a multi-year contract, bringing that total to \$63,207. She said it would be beneficial to have someone onsite monthly to complete scheduled work that is outside the scope of the managed service plan. This work includes setting up new computers and printers, etc. References were provided and those that we contacted stated that Burgess Technology was very good to work with. She reported there would be no support from the school because our needs are so different from theirs.

**COUNCILOR COMMENTS:** Councilor Larochelle asked if Burgess Technology would be doing an assessment on what our needs are or if the town would have to pay an hourly fee for that. Councilor Albert said as new partners they would want to start with a full assessment. He said he was okay with per diem for the first year, until the town has a good handle on what is needed, but onsite or per diem would be okay.

Chief McGee explained that soon it would be a requirement that officers wear body cams. Those are expensive and the high definition recordings take up lots of space. Councilor Albert asked if those were in the CIP. Chief McGee said this was not because his department would be looking for grant funds that typically support these types of mandates. Councilor Albert recommended Police Body Cams be added to the CIP as a placeholder so the amount is and then show the offset as grants. Councilor Ward pointed out that Lisbon does not have the capacity to store that amount of information at this point. Councilor Albert said this should show up on any needs assessment.

**VOTE (2021-61)** Councilor Albert, seconded by Councilor Larochelle moved to accept the Bid from Burgess Technology in the amount of \$63,207 and to allow the Town Manager to enter into a 3-year contract for IT managed services with the ability to negotiate a pre-scheduled monthly onsite technician if and when needed over that 3-year period.

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

**AMERICAN ASSOCIATION OF RETIRED PERSONS (AARP)  
COMMUNITY CHALLENGE GRANT APPLICATION**

**INTRODUCTION:** Chief McGee reported the AARP Community Challenge program provides small grants to fund quick-action projects that can help communities become more livable for people of all ages. They are accepting applications for projects to improve public spaces, housing, transportation, civic engagement, coronavirus recovery, diversity and inclusion, and more.

Chief McGee indicated the Lisbon's Police, Public Works, Parks and Recreation, and Economic and Community Development Departments have teamed up to develop a project to improve pedestrian safety and mobility in Lisbon's village areas. The collaborative project will include the installation of a permanent raised speed table on School Street to slow vehicle traffic near the MTM Center, the purchase and installation of 12 in-street crosswalk signs to enhance pedestrian safety, and community engagement through celebratory painting of the crosswalks during summer 2021. The proposed project will assist Lisbon residents and visitors of all ages to safely access the MTM Center, local trails, parks, Grazi Square, and village businesses.

Chief McGee said the budget for the proposed projects is \$22,500. No matching funds are required. The application is due April 14 and awards are announced in June of 2021. Public Works has the capacity to complete the project as proposed. The Lisbon Police Department has endorsed this project as a top public safety priority.

Chief McGee requested Council approve their submitting an application to AARP for \$22,500 for the Village Areas Pedestrian Improvement and Safety Project, and if the grant is awarded to implement the project as proposed.

COUNCILOR COMMENTS: Mr. Richardson explained that celebratory crosswalk painting includes professionals and community members working together to create artful murals on pavement, which is similar to what the group did last year at Moxie Plaza.

**VOTE (2021-62)** Councilor Albert, seconded by Councilor Fellows moved to approve submitting an application to AARP for \$22,500 for the Village Areas Pedestrian Improvement and Safety Project, and if the grant is awarded to implement the project as proposed.

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

#### REQUEST FUNDING THROUGH MAINE COMMUNITY FOUNDATION’S (MCF) SCALE UP GRANT

INTRODUCTION: Mr. Richardson reported the Maine Community Foundation’s (MCF) Start Up Scale Up Grant Program invests in nonprofit organizations and projects that help start up new businesses or help grow existing businesses. This includes but is not limited to “incubator” and “accelerator” programs and collaborative workspaces such as “makerspaces” or “coworking” spaces. By supporting innovation and entrepreneurship, these organizations and projects help support Maine people, contribute to community vitality, and help grow Maine’s economy.

Mr. Richardson explained that MCF selected Lisbon as an Entrepreneurship Ecosystem (EE) pilot community in 2020. The local planning phase for Lisbon’s entrepreneurship initiative has been completed and the implementation phase of the programming is underway. The Town Council approved a proposed budget and project list during their meeting on March 2, 2021, including a budget of \$47,500 to advance development of an entrepreneurial hub in a village area of Lisbon. He said as currently envisioned, development of the local entrepreneurial hub would include revitalization and upgrades to an underutilized building in a visible, high-traffic area of Lisbon. Pending additional analysis and planning support from Main Street America via the entrepreneurship grant, the hub will include a commercial kitchen, event and community space, a co-working space for entrepreneurs and remote workers, and/or a makerspace for hands-on projects.

Mr. Richardson indicated development of the Lisbon entrepreneurial hub is a good fit for the funding priorities of MCF’s Start Up Scale Up program. MCF made it clear that Lisbon should apply because MCF felt Lisbon was a good fit for this program. To develop and sustain this entrepreneurial hub, additional funding will be required. He requested Council approve the submission of an application to MCF for \$25,000 under the Start Up Scale Up Program to advance development of the Lisbon Entrepreneurial Hub.

**VOTE (2021-63)** Councilor Fellows, seconded by Councilor Albert moved to approve submitting an application to MCF for \$25,000 under the Start Up Scale Up Program to advance development of the Lisbon Entrepreneurial Hub.

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

#### ADOPT SOLAR ARRAY MORATORIUM EMERGENCY ORDINANCE

**INTRODUCTION:** Councilor Fellows said there appears to be a misunderstanding in regards to the previous motion made on March 2, 2021 to create a moratorium. He said the motion is just what I stated in the minutes although a bit confusing or misunderstood, the draft moratorium before Council is what he had intended to be written.

**VOTE (2021-64)** Councilor Fellows, seconded by Councilor Ganong moved to adopt the following Commercial Solar Energy Facility Emergency Moratorium Ordinance:

#### **TOWN OF LISBON**

#### **COMMERCIAL SOLAR ENERGY FACILITY EMERGENCY MORATORIUM ORDINANCE**

**THE TOWN OF LISBON** adopts a Commercial Solar Energy Facility Emergency Moratorium Ordinance as follows:

**WHEREAS**, there is growing interest in Commercial Solar Energy Facility development in the Town;

**WHEREAS**, the topography of the Town is believed to be conducive to Commercial Solar Energy Facility development;

**WHEREAS**, the Town is under threat of Commercial Solar Energy Facility development pressure;

**WHEREAS**, this development pressure is unanticipated and has not been adequately provided for in the Town's current ordinances governing land use, zoning and site plan review;

**WHEREAS**, development of Commercial Solar Energy Facilities could pose serious threats to the public health, safety and welfare of the residents of Lisbon abutting or in close proximity to such facilities without adequate provision for issues of health, safety, land use compatibility, noise, visual degradation and environmental degradation;

**WHEREAS**, the Town needs time to study its Code of Ordinances to determine the implications of development proposals involving Commercial Solar Energy Facilities and to develop reasonable ordinances for the protection of the health, safety, and welfare of Lisbon's residents, property owners and natural resources;

**WHEREAS**, the Town Council and the Planning Board, with such professional advice and assistance as they deem necessary and appropriate, shall study the Town's ordinances to determine the land use, environmental and other regulatory implications of development proposals involving Commercial Solar Energy Facilities and consider what regulations might be appropriate for such activity;

**WHEREAS**, the Town's current ordinances are not adequate to prevent serious public harm from proposed development proposals involving Commercial Solar Energy Facilities;

**WHEREAS**, the Town's current ordinances do not contain sufficient standards to effectively provide municipal review and approval of development proposals involving Commercial Solar Energy Facilities;

**WHEREAS**, it is anticipated that such a study, review, and development of recommended ordinance changes will take at least ninety (90) days from the date the Town first considers this moratorium on development proposals involving Commercial Solar Energy Facilities;

**WHEREAS**, amendments to ordinances may require public hearings by the Planning Board and Town Council and votes by the Planning Board and Town Council; and

**WHEREAS**, in the judgment of the Town, these facts create an emergency within the meaning of 30-A M.R.S.A. § 4356(1)(B) and Section 2.08(b) of the Town Charter, and require this Ordinance as immediately necessary for the preservation of the public health, safety and welfare;

**NOW, THEREFORE**, the Town does hereby ordain that the following Emergency Moratorium Ordinance be, and hereby is, enacted:

#### ***Section 1. Moratorium Declared.***

The Town does hereby declare a moratorium on development proposals involving a Commercial Solar Energy Facility. The moratorium shall remain in effect for ninety (90) days from the date of

applicability of this Ordinance, unless extended or modified by the Town Council, for the express purpose of drafting an amendment or amendments to Town ordinances to protect the public from health and safety risks including, but not limited to, the potential adverse environmental, health, safety, land use compatibility, noise, and visual degradation effects of development proposals involving a Commercial Solar Energy Facility if not properly regulated; and

**BE IT FURTHER ORDAINED**, that notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, this Ordinance, when enacted, shall apply to any development proposals involving a Commercial Solar Energy Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to March 16, 2021, the applicability date of this Ordinance; and

**BE IT FURTHER ORDAINED**, that no person or organization shall start or engage in the construction or operation of a Commercial Solar Energy Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to March 16, 2021, without complying with whatever ordinance amendment or amendments the Town may enact as a result of this moratorium; and

**BE IT FURTHER ORDAINED**, that during the time this moratorium is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit, certificate of approved use, conditional use review and/or any other permits, licenses or approvals related to a Commercial Solar Energy Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to March 16, 2021; and

**BE IT FURTHER ORDAINED**, that those provisions of the Town's ordinances that are inconsistent or conflicting with the provisions of this Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

**BE IT FURTHER ORDAINED**, that should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

### ***Section 2. Violations; Civil Penalties.***

If the construction or operation of a Commercial Solar Energy Facility is initiated in violation of this Ordinance, each day of any continuing violation shall constitute a separate violation of this Ordinance, and the Town shall be entitled to all rights available to it in law and equity, including, but not limited to, fines and penalties in accordance with 30-A M.R.S.A. § 4452, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

### ***Section 3. Definitions.***

***Associated Facilities*** means elements of a Commercial Solar Energy Facility other than its Generating Facilities that are necessary to the proper operation and maintenance of the Commercial Solar Energy Facility, including, but not limited to, buildings, access roads, generator lead lines and substations.

***Generating Facilities*** means Solar Collectors and electrical lines, not including generator lead lines, that are immediately associated with Solar Collectors.

***Town*** means the Town of Lisbon, Maine, a municipal corporation organized and existing under the laws of the State of Maine.

***Commercial Solar Energy Facility*** means a facility that uses one or more Solar Collectors to convert solar or photovoltaic energy to electrical energy and that is operated solely for the purpose of generating electrical power for sale. A Commercial Solar Energy Facility includes Generating Facilities and Associated Facilities, but does not include a solar energy facility that principally generates electrical energy used by one or more residential, agricultural or business uses on the property on which the facility is located, even if a portion of the energy from such facilities is sold or distributed to the grid.

***Solar Collector*** means a device, structure or a part of a device or structure for which the primary purpose is to transform photovoltaic or solar radiant energy into thermal, mechanical, chemical, or electrical energy, along with associated electrical conversion components designed to convert solar

energy into electricity.

***Section 4. Effective Date; Emergency Declaration***

This Ordinance shall be effective immediately upon enactment by the Town Council and shall remain in effect for 90 (ninety) days from the date of enactment unless it is terminated or extended in accordance with this Ordinance. The Town Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious public harm that could be caused by the unregulated development of Commercial Solar Energy Facilities, thereby necessitating a moratorium to provide an opportunity for the Town to review the potential impacts and harm that may be caused by such development, and to amend its Code of Ordinances to mitigate the potential impact and harm on the Town and its residents. In accordance with Section 2.08(b) of the Town Charter, this Ordinance shall be enacted as an emergency ordinance.

COUNCILOR COMMENTS: Councilor Larochelle explained that motions need to be more detailed and what we discuss needs to be then added into the motion to be more clear in the future. He said that's why he asked Mrs. Barnes if the motion included Frost Hill or did not include Frost Hill. He indicated he would not have voted in favor of it if it did not include the Frost Hill solar project. He said that is why he asked if the Frost Hill plan had been approved like the Mill Street project. He said his interpretation of the motion was that it would not include projects fully approved like the Mill Street project. He said Councilors need a full understanding before voting.

Councilor Fellows said I thought that everybody wanted some kind of moratorium. I did not want it to be retroactive because I did think all projects not completed, but initiated should be excluded. He mentioned that he read over the minutes from that meeting many times and indicated he was aware of the possible confusion in understanding what the Council voted. He said just know that if the Frost Hill project would have been included that I would never have made that motion. He pointed out that his comments just before the vote reflect that.

Councilor Fellows explained why the Frost Hill project should not be covered and allowed to proceed, along with the Mill Street project:

1. A Planning Board application was accepted as complete on February 11, 2021, meaning that everyone submitted all that is needed and that it was considered a legitimate project for a site plan review. At the point that the Board accepted it upon the recommendation of the Codes Enforcement officer, the plan was deemed to be allowed under some, yet to be determined conditions. The closest applicable use in our Zoning ordinances to compare it to was an electric utility.
2. The Planning Board should be allowed to consider the matter and impose conditions that would mitigate if not eliminate abbuter's concerns.
3. Planning Board members were put in place and appointed by the Town Council to decide these matters while considering the impact on the town and the residents. He said the matter rightfully belongs there. Both the Codes Enforcement Officer and the Planning Board need to be respected and allowed to do their respective jobs without Council interference. He pointed out that it should be understood that while being considerate, the Planning Board is not in a popularity contest.
4. The neighbors restated their cases to the Council in a similar manner that they had done at the Planning Board hearing:
  - a. Peter Larochelle spoke stating that solar farms are tax exempt. Councilor Fellows said he understood that 50% of the exempt value is returned to the town by the state. Mr. Larochelle stated that several towns have instituted moratoriums and that Monmouth was one. Councilor Fellows said but we now know that moratorium was voted down after Mr. Larochelle spoke. Mr. Larochelle talked about blinding glares from panels. Councilor Fellows said the solar applicant is taking mitigating steps.
  - b. Lisa McDougal spoke about wild life. Councilor Fellows said we know that small wildlife will be allowed under the fencing.
  - c. John Mynahan's letter asked Council to consider several things. Councilor Fellows said Mr. Mynahan's last request was to consider "at the very least, if this specific Frost Hill project were to be approved, that it should be revised so that the 10-acre southern section is moved back to a more

northwestern section so that it lessens the impact..." Councilor Fellows said the applicants have done just that.

Most of the neighbors spoke of the impact on views as well and this seemed to be the primary issue. The applicant has proposed moving the array's just as requested. He said the Planning Board should be allowed to complete the task of adding appropriate conditions and approving this project.

5. Lastly, Councilor Fellows pointed out that property owners have rights too and there must be an acceptable use for that property. Besides agricultural, the current zoning allows, among other things, subdivisions, public/private recreational facilities, timber harvesting, two family dwellings, home occupations, planned unit developments, public utilities, schools, public buildings. He asked, of these other activities, which would be acceptable to the neighbors. These could all be there instead of a solar farm.

Councilor Fellows said, yes, we should consider a moratorium, but this project should not be included. He said this solar project could be done correctly if allowed to be considered to the fullest, which is why he offered the included wording determined to be complete.

Councilor Albert said now that the applicant has filed the revised plans to relocate the panels in writing, he could vote in favor of this moratorium tonight.

Councilor Larochelle said this could be subject to interpretation and brought to legal. Any project over two acres is considered commercial and cannot be located in a residential area. He asked 50% of "what," does the town get back. He indicated the town is not prepared and is never ahead of the curve.

Councilor Lunt pointed out that the residential zone does allow for utilities or power substations because they do not generate street or foot traffic so that solar project would not be considered commercial.

Councilor Ward said the town needs to be prepared going into this venture to be set up to receive this money. Clearly, there was a hole in our ordinances when it comes to addressing solar arrays. He asked who would be writing that ordinance. Councilor Larochelle said why reinvent the wheel when the state already has created one.

Mrs. Barnes said there is money in Planning left that can be used for drafting this ordinance. The Planning Board Chairman, Mr. Lunt said it could be more complex than we think to draft this Solar ordinance so it would be better if the board took its time to do it. Councilor Lunt said the emergency moratorium can be extended if its needed.

Councilor Lunt recommended the Planning Board draft a Windmill ordinance to deal with other green options as well so the town would be ahead of the curve on those.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Ganong and Fellows. Nays – Larochelle and Kolbe. Order passed - Vote 5-2.**

## TAX ACQUIRED BID AWARD

**INTRODUCTION:** Mrs. Barnes said letters were sent out to the abutters of R09-050 on the Littlefield Road notifying them of the Town's intent to sell the property. The following bids were received and publically opened:

Michael J. Daley, 76 Littlefield Road, Lisbon, ME    \$700.00

**VOTE (2021-65)** Councilor Larochelle, seconded by Councilor Ganong moved to accept payment of \$700 from Michael J. Daley, deposit the funds into the Sale of Town Owned Property Reserve Account, and to authorize the Town Manager to issue a quitclaim deed without warranties to Michael J. Daly.

**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 this committee meets March 26.
3. LDC: Councilor Larochele said they are moving forward with Mr. Richardson's plans.
4. Conservation Commission: Councilor Ward said the Conservation Commission meeting was cancelled.
5. Recreation: Councilor Albert said he had nothing to report.
6. County Budget: Councilor Ward said there is some noise going on about placing a county bond referendum question on this November ballot for renovations to the jail, including the sheriff's office.
7. Library: Councilor Lunt said he had nothing to report.
8. Water Commission: Councilor Fellows said they filled their vacant commissioner's seat. Mrs. Reynolds will be moving to part-time so they are hiring a Finance Assistant. They are also looking to hire a general manager.
9. Finance Committee: Councilor Albert said he had nothing to report now that they are attending Council workshops.

#### B. TOWN MANAGER'S REPORT

Mrs. Barnes said she is working on utility agreements to put into place. She said MUNIS Utility Billing is on track. The auditors indicated they would be done by March 31. The auditors mentioned they completed the school's audit and gave the School Department their final copy back in January. Councilor Ward asked Mrs. Barnes to obtain the school's final undesignated fund balance amount for Council.

#### C. DEPARTMENT HEAD WRITTEN REPORTS

Councilor Larochele said he appreciated the Department Head reports. They were good reading. He liked the new report format. He said it is good to see what is coming up and what each department is planning to do.

Councilor Larochele pointed out that the Lisbon Fire Department is supplementing Lisbon Emergency according to the stats in Chief LeClair's report. It appears Lisbon Emergency may not have a driver at times. He asked how often that happens monthly. He mentioned a concern moving forward with per diem personnel to take care of emergency needs. The numbers show our Fire Department is supplementing their staff as first responders. The majority of calls were medical. He asked how would the town adjust or adapt to this.

Councilor Ward asked that Lisbon Emergency address our additional costs for standing in as first responders at budget time during their presentation. He pointed out that the town is paying higher than what we are contracted for. He said he liked the new reporting format.

#### APPOINTMENTS - NONE COUNCILOR COMMUNICATIONS

Councilor Fellows said Councilor Ward and he went over the Town Manager's review with her on Friday. He said the town will be offering her a three-year contract that should be ready to go by the end of the month. He suggested the Council set up something to go over it at some point.

#### AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE EXECUTIVE SESSION - NONE ADJOURNMENT

**VOTE (2021-66)** Councilor Fellows, seconded by Councilor Ganong moved to adjourn at 9:15 PM.

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

---

Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: April 6, 2021



**TOWN COUNCIL  
WORKSHOP MEETING  
MINUTES  
MARCH 23, 2021  
ZOOM**

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 6:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kayla Tierney, Finance Director; Steve Aievoli; Sewer Superintendent; Ryan McGee, Police Chief; Randy Cyr, Public Works Director; Kathy Malloy, Assessor; Nate LeClair, Fire Chief; Mark Stevens, Parks and Recreation Director; William Alexander, Water Superintendent; Allen Ouellette, School Facilities Director; Finance Committee members-Heather Ward, Noly Lopez, Curtis Lunt, and Dan Leeman. Planning Board members William Kuhl and Chris Huston.

**BUDGET WORKSHOP**

**A. CAPITAL IMPROVEMENT PLAN PRESENTATION (TO PLANNING BOARD)**

Councilor Ward stated there was a question at the last meeting on the Charter and the specifics of the presentation of the town. Mrs. Tierney shared the following information:

Sec. 6.02. - Submission of Budgets; Budget Messages.

On or before the third Tuesday of March each year, the Town Manager and the School Committee shall submit to the Town Council line item budgets for the ensuing fiscal year. The budget messages accompanying the budgets shall explain the respective budgets both in fiscal terms and in terms of programs. They shall outline the proposed financial policies for the Town and the School Department respectively for the ensuing fiscal year, describe the important features of the respective budgets, indicate any major changes from the current year with respect to financial policies, expenditures, and revenues, and the reasons for the same, summarize the debt position of the Town and School Department respectively, and include such other information as the Town Manager and the School Committee believe to be desirable.

(C.O. of 9-16-2008, § 2008-152F, Ref. of 11-4-2008)

Councilor Ward pointed out the reference from the sentence as follows: “They shall explain the respective budgets both in fiscal terms and in terms of programs. They shall outline the proposed financial policies for the Town and the School Department respectively for the ensuing fiscal year, describe the important features of the respective budgets, indicate any major changes from the current year with respect to financial policies, expenditures, and revenues, and the reasons for the same, summarize the debt position of the Town and School Department respectively.” He said that at the last meeting, in Mrs. Barnes’ presentation, she referenced the 7 % starting point is actually included as an understanding of last years revenues until better were known. He asked that she send out those revenues to the Council members. This meets the letter for a clear starting point associated with the Charter and that they are in compliance.

Mrs. Barnes stated that she did send out those revenues. She said there are three major items, Parks and Recreation revenues, Revenue Sharing and Excise Tax. Revenue sharing is still up in the air due to the fact that the Maine Revenue Service has not posted their expected Revenues for all the municipalities for the upcoming year. She does not have the Excise Tax Revenues because the Governor allowed people to wait until July to register their vehicles and if they expired, they could still re-register, so part of the July revenues could be attributed to the prior fiscal year. She said she will have the revenues for the Council as they go through the budget process and before they determine the budget.

Mrs. Tierney stated that the Capital Improvement Plan (CIP) is a document that focuses on the implementation of community goals through detailed recommendations on capital spending and needs for the current and forecasted future fiscal years.

She said the CIP to be submitted to the Council is to be broken down by Town, presented here on a departmental level; by School Department; and lastly by the Water Department. This plan is presented on a 5-year module and on a 10-year module.

She stated that the CIP demonstrates specific projects, amounts of those projects, and the sources of funding for those projects. This document is a framework for making the best use of financial resources.

She pointed out that within the CIP report, a section of footnotes follows immediately after each department's requests. These footnotes go into more depth about the capital items being requested in the upcoming fiscal year.

She said in addition to the 5 and 10-year plan forecasts, this report includes estimated annual cost of operating and maintaining vehicles and equipment, as well as the current mileage of those vehicles.

The Debt Structure (Bonds and Leases) is also included in this report.

Each department has submitted their requests for capital needs.

Mrs. Tierney explained what the Capital Improvement is per the Capital Improvement Plan Program Policy: It is a major fiscal expenditure which is made infrequently or which is not recurring and includes one or more of the following:

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

She said it also includes assets that would hold a useful life of 5 years or longer and includes machinery, equipment or vehicles that are greater than or equal to \$10,000. These may be one-time purchases or recurring based on the established useful life of the asset once it is placed into service.

She stated that the Town of Lisbon's summary of the 5-year plan for 2022 is broken down by department totals and each fiscal year as follows:

Town of Lisbon Forecasted Capital Improvement Plan - 5 Year Department Summary For Budget Year FY22 Forecasted Years FY22 through FY26					
DEPARTMENT TOTALS	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026
POLICE DEPARTMENT	\$ 89,500	\$ 77,000	\$ 41,000	\$ 72,000	\$ 72,000
ANIMAL CONTROL	-	-	31,000	-	-
COMMUNICATION CENTER	-	-	-	220,000	-
FIRE DEPARTMENT	54,884	85,628	72,409	1,312,230	7,812,091
PARKS AND RECREATION	10,000	30,000	50,000	20,000	80,000
PUBLIC WORKS	735,000	585,000	1,072,000	620,000	705,000
SOLID WASTE	35,000	120,000	50,000	-	-
TREATMENT PLANT	650,000	150,000	145,000	165,000	150,000
TOWN BUILDINGS	182,980	577,990	-	-	74,700
TOWN OFFICE ADMIN	43,750	43,190	41,405	30,000	30,000
TECHNOLOGY	51,000	70,000	-	31,000	-
<b>Total Capital Expenditures</b>	<b>\$ 1,852,114</b>	<b>\$ 1,738,808</b>	<b>\$1,502,814</b>	<b>\$2,470,230</b>	<b>\$8,923,791</b>

The following documented chart explains the additional 5-year summary:

**Town of Lisbon  
Forecasted Capital Improvement Plan - 10 Year  
Department Summary  
For Budget Year FY22  
Forecasted Years FY27 through FY31**

DEPARTMENT TOTALS	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031
POLICE DEPARTMENT	\$ 86,000	\$ 75,500	\$ 92,000	\$ 72,000	\$ 72,000
ANIMAL CONTROL	-	-	-	-	-
COMMUNICATION CENTER	-	-	-	300,000	-
FIRE DEPARTMENT	47,556	1,821,978	161,946	20,943	31,990
PARKS AND RECREATION	80,000	-	-	-	-
PUBLIC WORKS	650,000	825,000	825,000	675,000	505,000
SOLID WASTE	-	-	-	-	76,000
TREATMENT PLANT	100,000	70,000	500,000	160,000	125,000
TOWN BUILDINGS	30,000	10,000	-	-	-
TOWN OFFICE ADMIN	30,000	30,000	30,000	30,000	30,000
TECHNOLOGY	20,900	-	-	52,000	-
<b>Total Capital Expenditures</b>	<b>\$ 1,044,456</b>	<b>\$ 2,832,478</b>	<b>\$ 1,608,946</b>	<b>\$ 1,309,943</b>	<b>\$ 839,990</b>

Mrs. Tierney spoke about the Debt Structure, which supports the plan for the 5-year and 10-year period as follows:

**Town of Lisbon  
Forecasted Capital Improvement Plan  
For Budget Year FY22  
Forecasted Years FY22 through FY26**

	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Funding
<b>COMMITTED</b>						
2006 C	\$ 36,000	\$ -	\$ -	\$ -	\$ -	Op. Budget
2010 R	68,394	66,865	65,337	63,809	62,281	Op. Budget
2011 E	27,068	-	-	-	-	Op. Budget
2017 B	172,455	169,658	166,613	163,320	159,765	Op. Budget
2004 FR - Sewer Dept	19,161	18,812	18,462	-	-	Op. Budget
2005 FR - Sewer Dept	27,939	27,564	27,189	26,813	26,438	Op. Budget
2014 QECB	79,757	79,757	79,757	79,757	79,757	72% Town/28% Sewer
2020 MMBB - Pinewood	171,045	169,148	\$ 167,183	\$ 165,165	\$ 163,088	Op. Budget
<b>Total Committed</b>	<b>\$ 601,819</b>	<b>\$ 531,804</b>	<b>\$ 524,541</b>	<b>\$ 498,864</b>	<b>\$ 491,329</b>	
<b>PROPOSED</b>						
RD Loan	\$ -	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Op. Budget
<b>Total Proposed</b>	<b>\$ -</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	
<b>TOTAL COMMITTED/PROPOSED</b>	<b>\$ 601,819</b>	<b>\$ 854,329</b>	<b>\$ 847,066</b>	<b>\$ 821,389</b>	<b>\$ 813,854</b>	

**Town of Lisbon  
Forecasted Capital Improvement Plan  
For Budget Year FY22  
Forecasted Years FY27 through FY31**

	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Funding
<b>COMMITTED</b>						
2006 C	\$ -	\$ -	\$ -	\$ -	\$ -	Op. Budget
2010 R	60,669	58,974	57,279	55,583	53,888	Op. Budget
2011 E	-	-	-	-	-	Op. Budget
2017 B	155,993	152,033	-	-	-	Op. Budget
2004 FR - Sewer Dept	-	-	-	-	-	Op. Budget
2005 FR - Sewer Dept	-	-	-	-	-	Op. Budget
2014 QECB	79,757	79,757	79,757	79,757	-	72% Town/28% Sewer
2020 MMBB - Pinewood	\$ 160,928	\$ 158,678	\$ 156,323	\$ 153,863	\$ 151,305	Op. Budget
<b>Total Committed</b>	<b>\$ 457,347</b>	<b>\$ 449,442</b>	<b>\$ 293,359</b>	<b>\$ 289,203</b>	<b>\$ 205,193</b>	
<b>PROPOSED</b>						
RD Loan	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Op. Budget
<b>Total Proposed</b>	<b>\$ 322,525</b>					
<b>TOTAL COMMITTED/PROPOSED</b>	<b>\$ 779,872</b>	<b>\$ 771,967</b>	<b>\$ 615,884</b>	<b>\$ 611,728</b>	<b>\$ 527,718</b>	

Mrs. Tierney listed the CIP Highlights by Department's that meet the higher level threshold at the five year useful life or greater and \$10,000 or more as follows (other CIP's that are under the \$10,000 threshold will be earmarked in the footnotes of the report):

## POLICE:

- (2) Cruisers as part of the cruiser replacement plan (\$62,000 Total)
- Bullet proof vests (\$14,000)
- Portable Radios (\$13,500)
- Cruiser Equipment (\$8,000)

## FIRE:

- Turnout Gear (\$14,884)
- Fire Station Study (\$30,000)
- Squad 3 refurbish (\$10,000)
- Parks & Rec
- Miller Trail Fence (\$10,000)

## PUBLIC WORKS:

- New plow truck (\$50,000)
- Refurb 2008 plow truck (\$15,000)
- 20 ton Trailer (\$24,000)
- Excavator (\$111,000)
- Annual Paving (\$475,000)
- Street Light controls x2 (\$40,000)
- Guardrails (\$10,000)
- Sidewalk paving (\$10,000)

## SOLID WASTE:

- Forklift (\$35,000)

## TOWN BUILDINGS

- Library Heating/Cooling pumps (\$17,200)
- Re-pitch Roof – Transfer Station (\$55,000)
- Generator – PW Garage (\$40,000)
- Generator – Lisbon Falls Fire Station (\$15,000)
- Generator – ET Smith Fire Station (\$15,000)
- Boiler – Lisbon Falls Fire Station (\$26,780)
- Electrical Work – Lisbon Falls Fire Station (\$14,000)

## TOWN OFFICE ADMIN:

- Clerk Records Restoration (\$13,750)

ASSESSING – REVALUATION (\$30,000)

## TECHNOLOGY:

- Server – Town Office (\$19,000)
- Cruiser Laptops – Police (\$32,000)

## WWTP:

- Ford F-250 (\$50,000)
- Isco 5800 Samplers (\$15,000)
- Wemco Torque flowpumps (\$70,000)
- RACO auto dialers (\$15,000)
- Centrifuge (\$500,000)

Mrs. Tierney stated that the amounts for CIP for each department coincides with the Department asks (Initial Budget) presented the previous week (3/16/2021).

✓ The funding source of the Operations Budget is a reflection of this.

She said the difference between the Initial Budget and the Managerial Budget represents the change in funding source.

✓ i.e. Unassigned Fund Balance

Department Heads will be discussing their capital needs further in depth during their individual budget presentations.

## SCHOOL CIP

Mr. Ouellette spoke about the School's capital improvements they have been able to do because of the stimulus money they received this year as follows:

- Upgraded the Van Fleet for transporting students
- Installed 02 Prime Air Cleansing Systems in all the schools
- Installed outside Benches for learning and lunches at all of the schools

- Installed Thermal Cameras at all the entrances of the schools to monitor temperatures of everyone that enters the buildings
- Installed new Uninvents and windows at the Middle School
- Replaced Windows and some doors in the 300 wing at the High School

Mr. Ouellette spoke about the current facilities and transportation needs in the near future as follows:

- In FY 22/23, they're looking to replace three school buses. State requires 10 years and 125,000 miles in order to qualify for replacement. They have six buses that qualify. They have been working on a three-year cycle, trying to purchase three new ones every three years
- Replace the Middle School roof, which they are currently reviewing three bids for
- Replace the Middle School, High School, and Gartley Street School parking lots and drive ways, which they are seeking bids for
- Restripe Track, which they are currently reviewing. It's recommended it be done between five and seven years, depending upon the usage. The track was completed in 2014, which puts it at the latter end of the recommendation time.
- Rebuild Softball dugouts. The current ones blew down in the last windstorm.

Mr. Ouellette spoke about other priorities as follows:

- Upgrade kitchen and monitor the roof at Gartley Street School
- Replace carpets in the classrooms with tiles and replace roof shingles at the Lisbon Community School
- Renovate locker rooms and replace lunch room tables at the Middle School
- Monitoring the health of the oak trees and removing them as needed in the front of the building and monitoring the roof at the High School

Councilor Ward, after speaking with Mr. Ouellette, shared that there's a low bid for the Middle School Roof, which falls under the \$250,000 threshold, so there is adequate funding there and it will not trigger a referendum.

#### WATER DEPARTMENT CIP

Mr. Alexander went over the Water Department CIP budget as follows:

- \$250,000 to Replace and improve mains, valves, and hydrant and services, specifically in the Merrill Avenue, Bonafide and Fillion Street areas. Those mains are part of the original system and undersized, because they have hydrants on them. On Bonafide Street, they can get domestic water from but not any fire flow through.
- They budget every year for five hydrants and five gate valves. They have had problems with the gate valves in the last couple of years. They will have to replace some additional valves with the Route 125 restructure project.
- They have started their automatic meter reading infrastructure project, completing around 900 installs, and have about 2,400 services to go. They hope to have that completed entirely in 2021.
- They have \$25,000 to replace meters for a 20-year change out, which they are behind on.
- They started construction of their corrosion control project. Constructed the containment, have hung the pea pumps at the Moody plant, and are in the process of stripping out the Bower station.
- They are going to purchase a hydraulic pavement breaker to keep on their trucks.
- They will spend \$8,000 at the Moody plant to put a manifold system up with a vacuum release valve.
- Must Replace the 1978 generator at the power station since they cannot get parts for it anymore.
- They will add a generator at the Water Department office due to the frequency of losing power.
- The aluminum tank cover at the Lisbon tank has to be resealed and the coupler has to be repaired; they plan to have a company come in to look at the cover to install a screen between the top of the aluminum cap and the top of the tank so nothing can get in there.
- The altitude valve at the Lisbon Falls station has to be replaced.

Curtis Lunt stated that the CIP was well done and wanted to suggest that in the future they include highways, road projects, major culverts, bridges and bond issues etc. He also stated that the Lisbon trail system is so popular now that the parking lots are full all the time, specifically at Miller Park. This could potentially become a safety hazard since people are now parking on the street. He suggested the town find a solution.

Councilor Larochelle mentioned Mr. Richardson, the Economic and Community Development Director is working on signage for the trail system so people will be more aware of the parking areas that are along the trail system, which people may not be aware of.

G. ASSESSING

Item taken out of order

Mrs. Malloy presented her budget as follows:

**Assessor Budget: 12024000**

			FY22
			FY22 Projected Budget Appropriation
ORG	OBJ	Account Description	Appropriation
12024000	50102	Department Head	-
12024000	50104	Non-supervisory wages	35,706.00
12024000	50201	Unemployment Costs	96.00
12024000	50202	Workers Comp Insurance	115.00
12024000	50210	MEPERS - Employer Share	3,678.00
12024000	50220	Health Insurance	3,045.00
12024000	50230	FICA Employer Costs	2,731.00
12024000	50301	Office Supplies	375.00
12024000	50306	Postage	250.00
12024000	50308	Printing	300.00
12024000	50401	Professional Development	500.00
12024000	50402	Dues and Memberships	150.00
12024000	50413	Mileage/ travel reimbursement	300.00
12024000	50451	Contracted Professional Servic	35,000.00
12024000	50470	Registry Services	600.00
12024000	50536	R&M: Equipment	-
12024000	50624	Mapping & Microfiliming	2,000.00
Total 12024000 Assessor			84,846.00

Mrs. Malloy stated that she is proposing a new position for a Full-time Assessing clerk or Full-time Assistant with an Assessor on a contracted basis one day a week. She said they did this five or six years ago, but did not have the Assessor coming in to the office on a set amount of day(s) per week, which became very frustrating to the public. She suggested this is the perfect time to try this again since the current Assessing Clerk in the Assessing office is a good fit for this position.

B. ELECTED OFFICIALS

Mrs. Barnes presented the Elected Officials Budget as follows:

**Elected Officials Budget: 12020500**

			FY22
			FY22 Projected Budget Appropriation
ORG	OBJ	Account Description	Appropriation
12020500	50108	Elected Officials	17,730.00
12020500	50202	Workers Comp Insurance	55.00
12020500	50230	FICA Employer Costs	1,357.00
12020500	50301	Office Supplies	500.00
12020500	50306	Postage	-
12020500	50307	Advertising	800.00
12020500	50308	Printing	-
12020500	50401	Professional Development	250.00
12020500	50960	Employee Recognition	5,000.00
Total 12020500 Elected Officials			25,692.00

Mrs. Barnes stated one thing has changed, which is the Employee Recognition line. The \$5,000 there is a placeholder. Prior events were held at Beaver Park, but a couple of councilors made a suggestion this year to maybe do something different. Councilor Larochelle said Council needs to come up with a foolproof plan and not depend upon just one or two people to make this event happen. Councilor Albert said he's a strong proponent of this and would continue to support this budget line if the participation level is there.

Councilor Ward asked Mrs. Barnes to put this topic on the list for future discussion.

C. TOWN MANAGER

Mrs. Barnes stated that as they go through these budgets, in most cases, there would be a reduction in the health insurance line and the worker's compensation line. There was a 0% increase set by the Health Trust this calendar year that begins in July. Last year they budgeted a 9% increase for the second half of the year not knowing what it was going to be, which put them in a position to be able to reduce this upcoming budget. She said they have a really high experience MOD and we have a really bad year that is going to drop off starting January 2022. The insurance company did a quick review of our experience MOD and it is going to drop down to .89, which is roughly a \$100,000 savings in premiums.

Mrs. Barnes presented her budget as follows:

**Town Manager: 12021000**

<b>FY22</b>
-------------

<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY22 Projected Budget Appropriation</b>
12021000	50101	Town Manager	102,991.00
12021000	50107	Administrative	60,000.00
12021000	50140	Overtime Wages	-
12021000	50201	Unemployment Costs	192.00
12021000	50202	Workers Comp Insurance	3,765.00
12021000	50210	MEPERS - Employer Share	16,790.00
12021000	50220	Health Insurance	40,697.00
12021000	50230	FICA Employer Costs	12,470.00
12021000	50301	Office Supplies	200.00
12021000	50306	Postage	250.00
12021000	50307	Advertising	1,000.00
12021000	50308	Printing	-
12021000	50352	Cell Phone/Allowances	840.00
12021000	50401	Professional Development	1,000.00
12021000	50402	Dues and Memberships	-
12021000	50413	Mileage/ travel reimbursement	2,900.00
12021000	50452	Audit services	9,850.00
<b>Total 12021000 Town Manager</b>			<b>252,945.00</b>

Mrs. Barnes stated that the big increase is going to be in the Administrative Assistant line. She proposed the Council elevate this employee to the Human Resources Director, which is currently held by Mrs. Barnes. This employee is currently the Administrative Assistant and Deputy Tax Collector responsible for Tax and Sewer Liens, and all the Foreclosures, in addition to all her other responsibilities. This position would go from an hourly position to a salary position. The increase in salary will compensate her for the additional hours that she will be working. She'll be taking on independent judgement and management of all the HR operations, including recruitment, selection, orientation, training, coaching, counseling, planning, monitoring and appraising the staff and will support the other management teams by providing HR advice and developing and writing/updating policies, procedures, and job descriptions. She will also become part of the Labor Compliance/Relations.

Mrs. Barnes mentioned the increase in the professional development line. She said this line was cut by \$500.00 last year. She recommended adding back in the \$500 for educational opportunities.

Heather Ward from the Finance Committee suggested looking at the total picture of all full-time employees changes in personnel comprehensively rather than by department. Councilor Ward asked Mrs. Barnes to put together a list of those proposed changes for the FY21-22 budget year.

**D. INSURANCE**

Mrs. Barnes presented the Insurance Budget as follows:

**Liability Insurance Budget: 12025500**

<b>FY22</b>
-------------

<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY22 Projected Budget Appropriation</b>
12025500	50221	HRA Costs	23,000.00
12025500	50601	General Liability	15,100.00
12025500	50602	Vehicle Insurance	25,880.00
12025500	50603	Police Liability	16,240.00
12025500	50604	Property Insurance	16,370.00
12025500	50605	Fire Fighter Insurance	-
12025500	50606	Crime Insurance	1,260.00
12025500	50607	Public Officials	3,800.00
12025500	50608	Employment Liability	6,612.00
12025500	50609	Public Officials Bond Insuranc	2,236.00
12025500	50610	Critical Incident Ins.	1,200.00
<b>Total 12025500 Liability Insurance</b>			<b>111,698.00</b>

Mrs. Barnes stated that the reason the town had not spent much this year on health insurance is all COVID related. People have not been going to their doctors or the hospital during this past year. Claims are down at the health trust level, which is why there is a 0% increase. People are now starting to go back to their doctors again, so they are using more of the HRA costs. The town still has \$17,000 to carry forward in case \$23,000 is not enough.

**F. TECHNOLOGY**

*Item taken out of order*

Mrs. Barnes presented the Technology budget as follows:

**Technology Budget: 12026500**

<b>FY22</b>
-------------

<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY22 Projected Budget Appropriation</b>
12026500	50360	Minor equipment	87,800.00
12026500	50454	Internet and website hosting	7,025.00
12026500	50530	Software and Services	195,427.00
12026500	50536	R&M: Equipment	20,000.00
<b>Total 12026500 Technology</b>			<b>310,252.00</b>

Mrs. Tierney said there were changes made in the Contracted Services line in this budget from the Council Meeting on 3-16-2021.

Mrs. Barnes said, as part of this budget, in the Capital Improvement Plan the town has \$19,000 set aside for the Town Office server that was installed in 2014. We are currently running Windows 2008, which should be upgraded.

Councilor Albert requested, when Burgess Technologies starts, that they implement Disaster Recovery Protocol in the event that this facility becomes no longer a safe working environment, so that the town is capable of operating all its basic functions remotely by staff.

Chief McGee mentioned the old cruiser laptops/PCs date back to 2012-2013. They are a ruggedized computer and highly secured. They are experiencing two major Windows failures due to the older operating systems. The Police Department’s IT person recommended they be replaced.

H. ABATEMENTS

Mrs. Barnes presented the Abatement Budget as follows:

<b>Abatements Budget: 12090100</b>			<b>FY22</b>
			<b>FY22 Projected Budget</b>
<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>Appropriation</b>
12090100	50901	Tax abatements	10,000.00
		Total 12090100 Abatements	10,000.00

Mrs. Barnes stated this \$10,000 is a placeholder for now until she finds out what the overlay will be.

Councilor Ward stated that they expended \$61,804.48 in abatements last year. Mrs. Barnes said that a large part of that was from the Farwell Mill abatement.

E. LEGAL

*Item taken out of order*

Mrs. Barnes presented the Legal Budget for legal services. There were no changes as follows:

<b>Legal Budget: 12022000</b>			<b>FY22</b>
			<b>FY22 Projected Budget</b>
<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>Appropriation</b>
12022000	50450	Legal expense	40,000.00
		Total 12022000 Legal	40,000.00

I. FINANCE

Mrs. Tierney presented the Finance budget as follows:

**Finance Budget: 12023000**

			FY22
			FY22
			Projected
			Budget
ORG	OBJ	Account Description	Appropriation
12023000	50102	Department Head	74,124.00
12023000	50104	Non Supervisory	69,319.00
12023000	50201	Unemployment Costs	288.00
12023000	50202	Workers Comp Insurance	461.00
12023000	50210	MEPERS - Employer Share	14,775.00
12023000	50220	Health Insurance	45,730.00
12023000	50230	FICA Employer Costs	10,974.00
12023000	50301	Office Supplies	3,000.00
12023000	50306	Postage	800.00
12023000	50352	Cell Phone/Allowances	420.00
12023000	50401	Professional Development	1,400.00
12023000	50402	Dues and Memberships	500.00
12023000	50413	Mileage/ travel reimbursement	500.00
12023000	50451	Contracted Professional Serv	1,500.00
Total 12023000 Finance			223,791.00

J. TAX

Mrs. Tierney presented the Tax Collection Budget as follows:

**Tax Collection Budget: 12023500**

			FY22
			FY22 Projected
			Budget
ORG	OBJ	Account Description	Appropriation
12023500	50104	Non Supervisory	116,529.00
12023500	50130	Temporary/seasonal	-
12023500	50140	Overtime	2,500.00
12023500	50201	Unemployment Costs	288.00
12023500	50202	Workers Comp Insurance	383.00
12023500	50210	MEPERS - Employer Share	12,260.00
12023500	50220	Health Insurance	35,230.00
12023500	50230	FICA Employer Costs	9,106.00
12023500	50301	Office Supplies	3,000.00
12023500	50306	Postage	7,500.00
12023500	50401	Professional Development	600.00
12023500	50402	Dues and Memberships	100.00
12023500	50413	Mileage/ travel reimbursement	500.00
Total 12023500 Tax Collection			187,996.00

Mrs. Tierney stated that there would be some re-organization on the Tax Collector’s side. The part-time position has been eliminated and will be replaced by a full time position so the health insurance line would need to be increased within the FY 21-22 budget.

**K. DEBT SERVICE**

Mrs. Tierney presented the Debt Service budget as follows:

**Debt Service Budget: 38081000**

<b>FY22</b>
-------------

ORG	OBJ	Account Description	FY22 Projected Budget Appropriation
38081000	53400	2005 Bond Principal	-
38081000	53401	2006 Bond Principal	36,000.00
38081000	53402	2009 Bond Principal	-
38081000	53403	2010 Bond Principal	53,040.00
38081000	53404	2011 Bond Principal	27,000.00
38081000	53405	2014 QECB Principal	42,320.00
38081000	53406	2017 Bond Principal	150,000.00
38081000	53409	2020 Bond Principal (Pinewoods Rd)	-
38081000	53600	2005 Bond Interest	-
38081000	53601	2006 Bond Inteast	-
38081000	53603	2010 Bond Interest	15,354.00
38081000	53604	2011 Bond Interest	68.00
38081000	53605	2014 QECB Interest	15,106.00
38081000	53607	2017 Bond Interest	22,455.00
38081000	53609	2020 Bond Interest (Pinewoods Rd)	-
38081000	53611	2020 TAN Interest	-
		Total 38081000 Debt Service-Bonds	361,343.00

Mrs. Tierney stated that there is a \$57,761 reduction due to paying off bonds. She said the town would be paying off two more bonds in FY 21-22. She said they would be paying the principal and interest on the Pinewoods Road bond in 2022 from the proceeds that are remaining. She said the TAN Interest line shows zero because the town did not draw on a TAN in the 2021 Fiscal Year and she proposed that they do not go forward with another TAN since the town is in a very good position now.

**ADJOURNMENT**

**VOTE (2021-68)** Councilor Albert, seconded by Councilor Fellows moved to adjourn at 8:00 pm.

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

\_\_\_\_\_  
 Lisa Smith, Deputy Clerk  
 Date Approved: April 6, 2021

**WARRANT  
SCHOOL BUDGET VALIDATION REFERENDUM  
(20-A M.R.S.A. §§ 1486 and 2307)**

**TOWN OF LISBON**

Androscoggin County, ss.

State of Maine

TO: Ryan McGee, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the School Budget Validation Referendum and Special Municipal Election described in this warrant.

**TO THE VOTERS OF THE TOWN OF LISBON:**

You are hereby notified that a School Budget Validation Referendum will be held by secret ballot referendum for both Districts 1 and 2 at the Lisbon High School Gymnasium, 2 Sugg Drive, polling place located within the Town of Lisbon on Tuesday, June 8, 2021 from 7:00 a.m. and close at 8:00 p.m. for the purpose of determining the following questions:

QUESTION 1: DO YOU FAVOR APPROVING THE TOWN OF LISBON SCHOOL BUDGET FOR THE UPCOMING SCHOOL YEAR THAT WAS ADOPTED BY THE LISBON TOWN COUNCIL AT THE LATEST BUDGET MEETING?  
YES NO

QUESTION 2: THE FOLLOWING IS A NONBINDING EXPRESSION OF OPINION FOR THE CONSIDERATION OF THE TOWN COUNCIL AND SCHOOL COMMITTEE.

IF YOU VOTED NO ON QUESTION 1 WAS IT BECAUSE THE BUDGET WAS (PLEASE FILL IN ONE):

TOO LOW  
TOO HIGH

REGISTRAR HOURS: June 1, 2, 3, 4 and June 7 from 8:30 a.m. to 4:30 p.m. and Election Day June 8 from 7:00 a.m. to 8:00 p.m. to correct any error in, change a name or address on the voting list, to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

CASTING OF ABSENTEE BALLOTS: You are hereby notified that the Town Clerk intends to process absentee ballots Election Day at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 PM, 4:00 PM, 7:00 p.m. and 8:00 p.m. in accordance with M.R.S.A. Title 21A Section 759 (7).

Given under our hand this 6th day of April, 2021 at Lisbon, Maine.

\_\_\_\_\_  
Allen Ward, Chair

\_\_\_\_\_  
Donald Fellows, Vice Chair

\_\_\_\_\_  
Normand Albert

\_\_\_\_\_  
Jeffrey Ganong

\_\_\_\_\_  
Kasie Kolbe

\_\_\_\_\_  
Fernand Larochelle, Jr.

\_\_\_\_\_  
Mark Lunt

A true Copy of the warrant,

Attest: \_\_\_\_\_ (Clerk Signature & seal)  
Municipal Clerk

RETURN

Androscoggin County, ss.

State of Maine

TO: The municipal officers of the Town of Lisbon

I certify that I have notified the voters of the Town of Lisbon of the time and place of the referendum election by posting an attested copy of the within warrant as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	Lisbon Town Office & Lisbon Post Office, Ward 1
_____	_____	Lisbon Falls Post Office, Ward 2
_____	_____	

Being public and conspicuous places in said city/town and being at least seven days next prior to the date of the referendum election.

Dated at the Town of Lisbon \_\_\_\_\_, 2021.

\_\_\_\_\_  
Constable, Town of Lisbon, Maine

---

---

# MEMORANDUM FROM THE TOWN CLERK

---

---

**TO:** Town Manager & Town Councilors

**FROM:** Town Clerk

**SUBJECT:** June 8, 2021 School Budget Validation Referendum

**DATE:** April 6, 2021

The Council should determine the following items for the upcoming School Budget Validation Referendum Election.

Polling Hours:

7:00 AM to 8:00 PM

Polling Locations:

Ward/District 1 & Ward/District 2: Lisbon High School Gymnasium

Registrar Hours:

June 1, 2, 3 4, and 7 during regular office hours and on Election Day, June 8 during the polling hours

Casting Absentee Ballots on Election Day:

8AM, 10AM, 1PM, 3PM, 5PM, 7PM, and 8PM on Election Day in accordance with M.R.S.A. Title 21A Section 759 (7).



## MEMORANDUM

TO: Diane Barnes, Town Manager  
 FROM: Brett Richardson, Economic & Community Development Director (ECD)  
 SUBJECT: Approval of CDBG Façade Grant Projects  
 DATE: April 6, 2021

In June 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon a \$100,000 grant to administer a business façade grant program. The purpose of Lisbon's façade grant program is to provide matching funds to local property and business owners to make visual improvement to the exterior of commercial buildings in Lisbon village areas and Route 196 Corridor.

Lisbon's Business Façade Program helps improve the overall visual character of the community to support revitalization and attract additional investment. The Lisbon Development Committee (LDC) serves as the CDBG Citizen Advisory Committee. In this capacity, the LDC reviews potential projects to ensure that each project fulfills the mission of the façade program and is consistent with CDBG guidelines. On February 10, 2021, the LDC reviewed three proposed projects detailed below and voted unanimously to approve funding. Subsequently, environmental and historic preservation reviews were completed, resulting in OCD approval.

- Bob's Auto Care. 58 Lisbon Street. \$16,000 total budget; \$8,000 CDBG funds and \$8,000 private matching funds. New siding for garage visible from Route 196 to improve the appearance of the western gateway to Lisbon from Lewiston. This project is located just outside the designated Slum & Blight area, but the project scope has been deemed consistent with the project scope by OCD staff, and therefore eligible for funding.
- Mike's Flooring. 13 Main Street. \$21,000 total budget; \$9,500 CDBG funds and \$10,500 private matching funds from building owner. New siding and trim for Main Street visual improvement.
- Olive Pit Brewing. 16 Main Street. \$14,000 total budget; \$7,050 CDBG funds and \$7,050 private match. New paint, signage and lighting, beer garden improvements facing Route 196, and new overhead door facing Main Street.

The proposed façade improvements at the three properties referenced above are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The projects will enhance the visual character of the Lisbon Falls village and Route 196 corridor; 2) The projects are located in Lisbon's designated Slum & Blight Area or have been deemed consistent with program mission and guidelines; 2) The property owners have committed to provide the 1:1 matching funds to complete the projects; 3) Appropriate historic preservation and environmental reviews have been completed for the projects resulting in no restrictions for the proposed scopes of work; and 4) The projects were approved by Lisbon's CDBG Citizen Advisory Committee on February 10, 2021.

Therefore, we respectfully request that Council approve the business façade projects at 58 Lisbon Street, 13 Main Street, and 16 Main Street, allocate \$24,550 of Business Façade Program funding for the projects, and authorize Town staff to put the projects out to bid as required by Town and OCD program guidelines.

---

---

## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

---

---

**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** RANDY CYR, PUBLIC WORKS DIRECTOR  
**SUBJECT:** 2021-2022 STREET RESURFACING PROGRAM  
**DATE:** APRIL 01, 2021

---

Town of Lisbon, Public Works Department sent a request for Bids regarding the Street Resurfacing Program.

Bids were sent on March 18, 2021, to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was April 01, 2021 @ 10:00 am.

The companies that were sent a request for bids were Glidden Excavation, Spencer Group Paving, All States Asphalt, Crooker Construction, St. Laurent & Sons, Pike Industries, Gendron Corp, Northeast Paving, Shaw Brothers Construction, P and B Paving.

In order, the bids received and opened are as followed:

1. Glidden Excavation - \$535,908.00
2. **Spencer Group Paving, LLC - \$475,486.60**
3. All States Construction - \$513,778.40
4. Crooker Construction - \$553,204.50
5. St. Laurent & Sons - \$588,438.60
6. Pike Industries Inc.- \$516,117.00
7. Gendron Corp.- Did not submit a Bid
8. Northeast Paving- Did not submit a Bid
9. Shaw Brothers Construction - Did not submit a Bid
10. P and B Paving - Did not submit a Bid

After thorough review of each submitted bid, I recommend that the winning bid go to Spencer Group Paving, LLC, due to the lower cost and all work performed will meet our specification needs.

Street Resurfacing Program Bid Opening  
April 01, 2021  
Council Chambers  
10:00 am

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

The following bids were received for the Street Resurfacing Program and publicly opened:

Glidden Excavation 326 New Portland Rd Gorham, ME 04038	\$535,908.00
Spencer Group Paving, LLC 11 General Turner Hill Rd Turner, ME 04282	<b>\$475,486.60</b>
All States Construction 599 Main St Richmond, ME 04357	\$513,778.40
Crooker Construction 103 Lewiston Rd PO Box 5001 Topsham, ME 04086	\$553,204.50
St. Laurent & Sons 20 Highland Spring Rd Lewiston, ME 04240	\$588,438.60
Pike Industries Inc. 95 Western Ave Fairfield, ME 04937	\$516,117.00

The following companies were sent an RFP however, did not turn in a bid for Street Resurfacing Program:

Shaw Brothers  
P and B Paving  
Gendron Corp.  
Northeast Paving

**BID OPENING**

04/01/2021 @ 10:00 am

**Town of Lisbon - 2021/2022 Paving Bids**

<b>Bidder Contact</b>	<b>Gildden Excavation</b> Steven Plets	<b>Spencer Group</b> Dennis Spencer	<b>All States Asphalt</b> Ron Simbart	<b>Crooker</b> Thomas Sturgeon	<b>St. Laurent</b> Gary St. Laurent	<b>Pike Industries</b> Robert Kowat
-----------------------	---	--	--	-----------------------------------	--	--

#	Item	Unit Amounts(ton)	\$ Total										
1	HMA 12.5 mm Surface Course	785	68725	76.5	61622.6	58912.5	72.5	78500	56912.5				
2	HMA 9.5 mm FINE Shim & Surface Course	4443	337668	74.3	330114.9	70	311010	85	377655	72.5	322117.5		
3	Furnish and Install Hand Placed HMA	150	19500	135	20250	160	24000	240	36000	145	21750		
4	Cold Planning of Butt Joints	500	6000	15	6000	12	6000	15	7500	16.5	8250		
5	Application of Bituminous Tack	1000	7500	7	7000	8	8000	11.5	11500	12	12000	10.5	10500
6	Driveway Prep	300	3000	12	3600	16	4800	31	9300	12	3600	12	3600
7	Cold Planning on Various Streets	1622	11354	6.75	10948.5	7	11354	9.5	15409	8.55	13868.1	8.5	13787
8	Reclaim Existing Asphalt Pavement	1622	0	0	0	0	0	0	0	0	0	0	0
9	Lower & Adjust Catch Basins (0' - 6")	26	18200	850	22100	1000	26000	1200	31200	1300	33800		
10	Furnish and Install Loc., Seed & Mulch	350	2275	8	2800	20.82	7287	17.5	6125	6	2100	11	3850
11	Flaggers	550	0	0	0	0	0	37	20350	0	0	0	0
12	Traffic Control	1	14630	1900	7500	20000	16000	16000	5000	27000			
13	Misc & Clean up	1	21536	2500	2500	20000	20000	2500	2500	5100	5100		
14	Mobilization	1	27520	31106.6	12000	16000	16000	10000	10000	9450	9450		
<b>Base Bid</b>			<b>535,808.00</b>	<b>475,486.60</b>	<b>517,914.60</b>	<b>553,204.50</b>	<b>588,438.60</b>	<b>588,438.60</b>	<b>588,438.60</b>	<b>516,117.00</b>			
<b>Town Calculations</b>			<b>535,808.00</b>	<b>475,486.60</b>	<b>513,778.40</b>	<b>553,204.50</b>	<b>588,438.60</b>	<b>588,438.60</b>	<b>516,117.00</b>				

Recorded by: Ray Soucy



\* NOTE- All States Construction submitted a bid amount for \$513,778.40. However, after totaling the line items the amount should be \$517,914.60. A difference of \$4,136.10 (line 8 not calculated)

**TOWN OF LISBON**  
**2021-2022 STREET RESURFACING PROGRAM**  
**BID NO. 2021-002**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	785	Tons:	<u>\$ 78.50 /Ton</u>	<u>\$61,622.50</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	4,443	Tons:	<u>\$74.30 /Ton</u>	<u>\$330,114.90</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>\$145.00/Ton</u>	<u>\$21,750.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>\$15.00 /SY</u>	<u>\$7,500.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>\$8.00 /Gals</u>	<u>\$8,000.00</u>
6.	Driveway Preparation	300	SY:	<u>\$16.00 /SY</u>	<u>\$4,800.00</u>
7.	Cold Planing of Various Streets	1,622	SY:	<u>\$7.00 /SY</u>	<u>\$11,354.00</u>
8.	Reclaim Existing Asphalt Pavement if needed. (not in total Bid)	1,622	SY:	<u>2.55 /SY</u>	<u>\$4,136.10</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	26	EA:	<u>\$850.00 EA</u>	<u>\$22,100.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>\$20.82 /SY</u>	<u>\$7,287.00</u>
11.	Flaggers	—	HR:	<u>0 /HR</u>	<u>0</u>
12.	Traffic Control	1	LS:	<u>\$20,000.00</u>	<u>LS \$20,000.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>\$7,250.00LS</u>	<u>LS: \$7,250.00</u>
14.	Mobilization	1	LS:	<u>\$12,000.00</u>	<u>LS: 12,000.00</u>
TOTAL:					<u>\$ \$513,778.40</u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

---

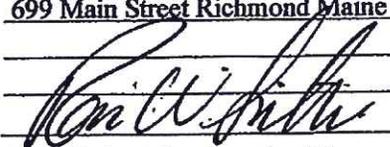
---

---

---

---

Accompanying this Proposal is a bid security deposit in the amount of (5% of Bid Price) of (\$513,778.40\_) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

<u>Company Name:</u>	<u>All States Construction, INC</u>
<u>Address:</u>	<u>699 Main Street Richmond Maine 04357</u>
<u>Signature</u>	
<u>Printed Name and title:</u>	<u>Ron Simbari Construction Manager</u>
<u>Firm's IRS ID #</u>	<u>04-2216868</u>
<u>Date</u>	<u>05-01-2021</u>

Telephone Number Office 207-295-7590, Estimator 207-440-3915 (Matt Woodbury) \_\_\_\_\_  
Fax # 207-514-8096 \_\_\_\_\_  
E-Mail Address [mwoodbury@asmg.com](mailto:mwoodbury@asmg.com) \_\_\_\_\_

**TOWN OF LISBON**  
**2021-2022 STREET RESURFACING PROGRAM**  
**BID NO. 2021-002**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	785	Tons:	<u>\$72.50 /Ton</u>	<u>\$56,912.50</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	4,443	Tons:	<u>\$70.00/Ton</u>	<u>\$311,010.00</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>\$160.00/Ton</u>	<u>\$24,000.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>\$12.00/SY</u>	<u>\$6,000.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>\$11.50 /Gals</u>	<u>\$11,500.00</u>
6.	Driveway Preparation	300	SY:	<u>\$31.00/SY</u>	<u>\$9,300.00</u>
7.	Cold Planing of Various Streets	1,622	SY:	<u>\$9.50 /SY</u>	<u>\$15,409.00</u>
8.	Reclaim Existing Asphalt Pavement	—1,622	SY:	<u>\$9.00 /SY</u>	<u>\$14,598.00</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	26	CY:	<u>\$1,000.00EA</u>	<u>\$26,000.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>\$17.50 /SY</u>	<u>\$6,125.00</u>
11.	Flaggers	— 550	HR:	<u>\$37.00 /HR</u>	<u>\$20,350.00</u>
12.	Traffic Control	1	LS:	<u>\$16,000.00LS</u>	<u>\$16,000.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>\$20,000.00 LS</u>	<u>\$20,000.00</u>
14.	Mobilization	1	LS:	<u>\$16,000.00LS</u>	<u>\$16,000.00</u>
<b>TOTAL:</b>					<u>\$ 553,204.50</u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

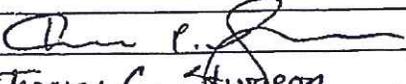
The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Thomas C. Sturgeon - President - Bowdoinham, ME  
Patty LaChance - Secretary - North Monmouth, ME  
\_\_\_\_\_  
\_\_\_\_\_

Accompanying this Proposal is a bid security deposit in the amount of (5% of Bid Price) of (\$ 5%) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name: Crooker Construction, LLC  
Address: 103 Lewiston Rd. P.O. Box 5001  
Topsham, ME 04086-5001  
Signature:   
Printed Name and title: Thomas C. Sturgeon President # CEO  
Firm's IRS ID #: 01-0362313  
Date: April 1, 2021

Telephone Number

(207) 729-3331

Fax #

(207) 725-0926

E-Mail Address

brett@crooker.com

TOWN OF LISBON  
2021-2022 STREET RESURFACING PROGRAM  
BID NO. 2021-002  
PROPOSAL

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	785	Tons:	<u>72.<sup>50</sup> /Ton</u>	<u>56,912.<sup>50</sup></u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	4,443	Tons:	<u>72.<sup>50</sup> /Ton</u>	<u>516,117.<sup>00</sup></u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>145.- /Ton</u>	<u>21,750.<sup>00</sup></u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>16.<sup>50</sup> /SY</u>	<u>8,250.<sup>00</sup></u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>16.<sup>50</sup> /Gals</u>	<u>16,500.<sup>00</sup></u>
6.	Driveway Preparation	300	SY:	<u>12.<sup>00</sup> /SY</u>	<u>3,600.<sup>00</sup></u>
7.	Cold Planing of Various Streets	1,622	SY:	<u>8.<sup>50</sup> /SY</u>	<u>13,787.<sup>00</sup></u>
8.	Reclaim Existing Asphalt Pavement	---	SY:	<u>4.<sup>46</sup> /SY</u>	<u>---</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	26	CY:	<u>1,300.- EA</u>	<u>33,800.<sup>00</sup></u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>11.<sup>00</sup> /SY</u>	<u>3,850.<sup>00</sup></u>
11.	Flaggers	---	HR:	<u>---</u> /HR	<u>Included in Unit Price</u>
12.	Traffic Control	1	LS:	<u>1</u> LS	<u>27,000.<sup>00</sup></u>
13.	Miscellaneous and Clean Up	1	LS:	<u>1</u> LS	<u>5,100.<sup>00</sup></u>
14.	Mobilization	1	LS:	<u>1</u> LS	<u>9,450.<sup>00</sup></u>
TOTAL:					<u>\$ 516,117.<sup>00</sup></u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

\_\_\_\_\_ please see attached \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accompanying this Proposal is a bid security deposit in the amount of (5% of Bid Price) of (\$\_\_\_\_\_) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:

Pike Industries Inc.

Address:

95 Western Ave.  
Fairfield, ME 04937

Signature

*Jason Griffiths*

Printed Name and title:

Jason Griffiths Area Manager

Firm's IRS ID #

02-0422469

Date

4-1-2021

Telephone Number  
Fax #  
E-Mail Address

207-854-2561 ext 77492  
207-453-2557  
jgniffiths@pikeindustries.com  
cell 207-557-8227

acknowledgement:

email rec'd 3-25-2021 from Diane Barnes (re: bonds)

GLIDDEN EXCAVATING & PAINTING, INC.

**TOWN OF LISBON**  
**2021-2022 STREET RESURFACING PROGRAM**  
**BID NO. 2021-002**  
**PROPOSAL**

To: Town Manager  
 Lisbon Town Office,  
 300 Lisbon Street  
 Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	785	Tons:	<u>85.00</u> /Ton	<u>\$ 66,725.00</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	4,443	Tons:	<u>76.00</u> /Ton	<u>\$ 337,668.00</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>130.00</u> /Ton	<u>\$ 19,500.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>12.00</u> /SY	<u>\$ 6,000.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>7.50</u> /Gals	<u>\$ 7,500.00</u>
6.	Driveway Preparation	300	SY:	<u>10.00</u> /SY	<u>\$ 3,000.00</u>
7.	Cold Planing of Various Streets	1,622	SY:	<u>7.00</u> /SY	<u>\$ 11,354.00</u>
8.	Reclaim Existing Asphalt Pavement	---	SY:	---	---
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	26	CY:	<u>700.00</u> EA	<u>\$ 18,200.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>6.50</u> /SY	<u>\$ 2,275.00</u>
11.	Flaggers	---	HR:	---	---
12.	Traffic Control	1	LS:	<u>14,630.00</u> LS	<u>\$ 14,630.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>21,536.00</u> LS	<u>\$ 21,536.00</u>
14.	Mobilization	1	LS:	<u>27,520.00</u> LS	<u>\$ 27,520.00</u>
<b>TOTAL:</b>					<u>\$ 535,908.00</u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Earle Glidden - President Gorham, ME  
Todd Gr. Petts - Vice President Raymond, ME  
Lisa Glidden - Corp. Secretary Gorham, ME

Accompanying this Proposal is a bid security deposit in the amount of (5% of Bid Price) of (\$ \_\_\_\_\_) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name: Glidden Excavating & Paving, Inc.  
Address: 326 New Portland Road  
Gorham, ME 04038  
Signature: Lisa Glidden  
Printed Name and title: Lisa Glidden Corporate Secretary  
Firm's IRS ID # 01-0536043  
Date 4/1/2021

Telephone Number

(207) 856-9990

Fax #

(207) 856-9998

E-Mail Address

Steve@gliddenpaving.com

**TOWN OF LISBON**  
**2021-2022 STREET RESURFACING PROGRAM**  
**BID NO. 2021-002**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	785	Tons:	<u>100.00/Ton</u>	<u>78,500.00</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	4,443	Tons:	<u>85.00/Ton</u>	<u>377,655.00</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>240.00/Ton</u>	<u>36,000.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>15.00/SY</u>	<u>7,500.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>12.00/Gals</u>	<u>12,000.00</u>
6.	Driveway Preparation	300	SY:	<u>12.00/SY</u>	<u>3,600.00</u>
7.	Cold Planing of Various Streets	1,622	SY:	<u>8.55/SY</u>	<u>13,868.10</u>
8.	Reclaim Existing Asphalt Pavement	<u>4622</u>	SY:	<u>5.25/SY</u>	<u>8,515.50</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	26	<del>EA</del> EA:	<u>1200.00EA</u>	<u>31,200.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>6.00/SY</u>	<u>2,100.00</u>
11.	Flaggers	—	HR:	<u>—/HR</u>	<u>—</u>
12.	Traffic Control	1	LS:	<u>5000.00LS</u>	<u>5,000.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>2500.00LS</u>	<u>2,500.00</u>
14.	Mobilization	1	LS:	<u>10,000.00LS</u>	<u>10,000.00</u>
TOTAL:					<u>\$ 588,438.60</u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Gary St. Laurent President  
MORMOUTH, MAINE 04259

Accompanying this Proposal is a bid security deposit in the amount of (5% of Bid Price) of (\$ 5%) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:

Address:

Signature

Printed Name and title:

Firm's IRS ID #

Date

ST. LAURENT + SON INC.  
20 Highland Spring Road  
LEWISTON, MAINE 04240  
Gary B. Laurent  
GARY B. ST. LAURENT  
20-4024258  
3-30-21

Telephone Number

207-784-7944

Fax #

207-784-6592

E-Mail Address

INFO@STLAURENTGW&SON.COM

**TOWN OF LISBON**  
**2021-2022 STREET RESURFACING PROGRAM**  
**BID NO. 2021-002**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	785	Tons:	<u>70.00/Ton</u>	<u>\$54,950.00</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	4,443	Tons:	<u>70.50/Ton</u>	<u>\$313,231.50</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>\$135.09/Ton</u>	<u>\$20,250.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>\$12.00/SY</u>	<u>\$6,000.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>\$7.00 /Gals</u>	<u>\$7,000.00</u>
6.	Driveway Preparation	300	SY:	<u>\$12.00/SY</u>	<u>\$3,600.00</u>
7.	Cold Planing of Various Streets	1,622	SY:	<u>6.75/SY</u>	<u>10,948.50</u>
8.	Reclaim Existing Asphalt Pavement	—	SY:	<u>— /SY</u>	<u>—</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	26	CY:	<u>\$600.00 EA</u>	<u>\$15,600.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>\$8.00 /SY</u>	<u>\$2,800.00</u>
11.	Flaggers	—	HR:	<u>— /HR</u>	<u>—</u>
12.	Traffic Control	1	LS:	<u>\$7,500.00/LS</u>	<u>\$7,500.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>\$2,500.00/LS</u>	<u>2,500.00</u>
14.	Mobilization	1	LS:	<u>\$31,106.60/LS</u>	<u>\$31,106.60</u>
TOTAL:					<u>\$475,486.60</u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

---

---

---

---

---

Accompanying this Proposal is a bid security deposit in the amount of (5% of Bid Price) of (\$475,486.60) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name: Spencer Group Paving  
Address: 11 General Turner Hill Rd  
Turner ME 04282

Signature:   
Printed Name and title: Dennis Spencer Jr President  
Firm's IRS ID # 46-1478994  
Date 3-31-21

Telephone Number

207-225-2159

Fax #

207-225-2156

E-Mail Address

dspencerg@yahoo.com



# Town of Lisbon Code Enforcement Office

300 Lisbon Street – Lisbon, ME 04250

Telephone (207) 353-3000 ext.111 Fax (207) 353-3007

**Dennis J. Douglass – Code Enforcement Officer – [ddouglass@lisbonme.org](mailto:ddouglass@lisbonme.org)**

April 1, 2021

RE: 49 Frost Hill Road – Notice of Violation – Trash, litter and debris  
Chad E. Pomerleau / Casey Pomerleau  
Lisbon Falls, ME 04252  
Tax Map U9 Lot 018

Council,

I have been working on a trash/litter issue at 49 Frost Hill Avenue with limited results. I am seeking permission from the town council to pursue Rule 80K action in court to force the clean-up of this property.

A Notice of Violation was issued on September 30 of 2015 for a non-domestic animal issue. Animal Control has been to this property numerous times dealing with non-domestic animals being raised on this property in violation of Lisbon's Ordinances. I assisted Animal Control on one occasion to help contain a goat on this property.

A Notice of Violation was issued to Chad Pomerleau on October 28, 2020 for illegal burning of household trash and violating local/state junkyard, trash and litter laws. The Notice gave until November 16, 2020 to abate. The Town received no response to this Notice, but learned that Mr. Pomerleau was not living at the home and that his wife Casey Pomerleau was there.

A Notice of Violation was issued to Casey Pomerleau on January 8, 2021 for the same trash, litter and debris issue. The town's attorney Mike Carey of Brann & Isaacson followed up this letter with a certified letter to both Mr. and Mrs. Pomerleau demanding compliance with the notices and reimbursement of the Town's attorneys' fees and costs.

Chad Pomerleau is the owner of the property located at 49 Frost Hill in Lisbon Falls. Mr. Pomerleau, as well as his attorney, has been in communication with Mr. Carey and myself. Casey Pomerleau has not responded to the Town or the Town Attorney.

This paragraph is Chad Pomerleau's report. There is a pending divorce action between Chad and Casey Pomerleau. Mr. Pomerleau has been working on the notice of violation with limited results. Chad Pomerleau, under court order, has not been allowed to the property. His wife occupies

the property and is the person responsible for the trash, litter and debris. Repeated attempts have been made to get her to comply with the NOV's. She, for the most part, has ignored these requests. A dumpster was placed on the property to assist/encourage her to clean it up. Substantial debris still remains on site and is causing hardships for the abutting properties. Mr. Pomerleau is working through an attorney to address this issue. Unfortunately, his ex-wife has not cooperated and has been the main reason this property is still not in compliance. Mr. Pomerleau reports that he and Mrs. Pomerleau have a court date on April 6, 2021 to address the family matter.

I believe a resolution to this issue will be coming soon. I have no indication that Mr. Pomerleau, when given the right, will not comply with the order to clean up this property. He has been through a lot and adding substantial fines, court costs and legal fees will only add to his problems. I am sensitive to Mr. Pomerleau's problem and have given extra time to sort this out through the court system. The courts are VERY slow these days.

I ask for permission from the Town Council to pursue Rule 80K court action.

Respectfully;

Dennis J. Douglass  
Town of Lisbon  
CEO, BI, LPI

**BRANN ISAACSON**  
**ATTORNEYS AND COUNSELORS AT LAW**

MICHAEL E. CAREY | Partner  
mcarey@brannlaw.com

January 8, 2021

**VIA CERTIFIED AND USPS FIRST CLASS MAIL**

Chad E. Pomerleau  
49 Frost Hill Ave.  
Lisbon Falls, ME 04252

Casey Pomerleau  
49 Frost Hill Ave.  
Lisbon Falls, ME 04252

**RE: 49 Frost Hill Avenue, Lisbon Falls, Maine**

Dear Mr. Pomerleau and Ms. Pomerleau:

I represent the Town of Lisbon (the "Town") in the enforcement of land use violations at your property located at 49 Frost Hill Avenue, Lisbon Falls (the "Premises"). It is my understanding that you do not have an attorney. If that is incorrect, or if you hire an attorney, please have him or her contact me immediately. **I encourage you to speak with an attorney.**

On October 28, 2020, Lisbon Code Enforcement Officer Dennis Douglass ("CEO Douglass") issued a Notice of Violation and Order of Correction ("Notice I") to Mr. Pomerleau for violations of the Lisbon Code of Ordinances ("Lisbon Code") and State Law at the Premises. (copy of Notice I enclosed) Notice I ordered Mr. Pomerleau to bring the Premises into compliance with Lisbon Code by November 16, 2020. Mr. Pomerleau has not done so and has not responded to CEO Douglass's repeated attempts to contact you. The Town has directed me to enforce Notice I, including possible legal action.

Attached is a Notice of Violation and Order of Correction ("Notice II"), dated January 8, 2021, from CEO Douglass to Ms. Pomerleau for violations of the Lisbon Code and State Law at the Premises. Notice II orders Ms. Pomerleau to bring the Premises into compliance with Lisbon Code by January 22, 2021.

Town staff are prepared to recommend that the Town Council direct me to initiate litigation to secure your compliance with the Lisbon Code and the payment of its attorneys' fees and costs and potentially a civil penalty of \$100 per day. Before doing so, it seeks your cooperation to complete the following before January 22, 2021:

- Remove all household trash and debris from the exterior of the Premises;
- Remove the discarded metal, appliances and other debris from the exterior of the Premises, which constitutes a junkyard;
- Pay \$415.00 to reimburse the Town for its attorneys' fees and costs to date; and,

**BRANN ISAACSON**  
ATTORNEYS AND COUNSELORS AT LAW

January 8, 2021  
Page 2

- Discontinue illegal burning in the fire pit in the back yard.

If you have any questions, please contact me or CEO Douglass immediately, or have your attorney contact me. If you do not timely complete the items, the Town will move forward with a lawsuit.

Regards,

BRANN & ISAACSON



Michael E. Carey

MEC/klc

Enclosures

cc: Dennis Douglass, Town of Lisbon Code Enforcement Officer



TOWN OF LISBON  
CODE ENFORCEMENT  
300 LISBON ST.  
LISBON, ME 04250  
TEL. 353-3000 Ext. 111 FAX 353-3007

## NOTICE OF VIOLATION and ORDER OF CORRECTION

October 28, 2020

Chad E. Pomerleau – Owner - Occupant  
49 Frost Hill Ave.  
Lisbon Falls, ME 04252

RE: Trash/Litter/Debris/Illegal Burning  
Lisbon Tax Map: U09 - 018

Owner/Occupants,

On October 28, 2020, the Lisbon Code Enforcement Department conducted an inspection of the property located at 49 Frost Hill Avenue in Lisbon Falls Maine. The inspection revealed violations of State Law and the Lisbon Code of Ordinances, of which this Notice of Violation and Order of Correction gives notice and orders you to correct.

Your property is in violation of the following State Statutes and/or Local Ordinances:

- Lisbon, Maine - Code of Ordinances Subpart B - LAND USE REGULATIONS Chapter 70 - ZONING ORDINANCE ARTICLE VI. – SUPPLEMENTARY DISTRICT REGULATIONS DIVISION 1. - GENERALLY Sec. 70-614. - Building and property maintenance standards.
- Maine Revised Statutes Title 17: CRIMES Chapter 80: LITTER CONTROL §2263. Definitions - 2. Litter. "Litter" means all waste materials including, but not limited to, bottles, glass, crockery, cans, scrap metal, junk, paper, garbage, rubbish, offal, except waste parts or remains resulting from the normal field dressing of lawfully harvested wild game or the lawful use of waste parts or remains of wild game as bait, feathers, except feathers from live birds while being transported, abandoned ice-fishing shacks, old automobiles or parts of automobiles or similar refuse, or disposable packages or containers thrown or deposited as prohibited in this chapter, but not including the wastes of the primary processes of mining, logging, sawmilling, farming or manufacturing.
- Lisbon, Maine - Code of Ordinances Subpart B - LAND USE REGULATIONS Chapter 70 - ZONING ORDINANCE ARTICLE I. - IN GENERAL Sec. 70-1. - Definitions. - *Junkyard* means a lot or part of a lot, which is used for the storage or sale of secondhand products or materials, such as automobile parts, tires, building supplies, appliances, and the like or three or more motor vehicles, as defined by state law, which do not display a valid state inspection sticker and valid state registration.

The following violations must be abated no later than **November 16, 2020**:

1. Clean, and dispose of properly, all household trash on property that is not in proper sealed containers.
2. Remove, and dispose of properly, discarded metal, appliances and other debris that falls under the trash/litter and junkyard definitions provided.
3. Clean the fire pit in the back yard to eliminate all burned household trash, pressure treated wood debris and all other hazardous materials being burned illegally. **Cease, immediately, all illegal burning activity.**

It is your responsibility to schedule an appointment, to occur before the deadline set forth in this Notice and Order, for the Lisbon Code Enforcement Department to re-inspect the property to confirm that the violation(s) detailed in this Notice and Order have been remedied.

In the event you do not abate the violation(s), or enter into a binding agreement, by the specified date, the Town will turn this case over to a legal representative of the municipality to initiate a land use complaint pursuant to Rule 80-K of the Maine Rules of Civil Procedure and 30-A M.R.S.A. § 4452. A judgment from such a lawsuit in the Town's favor can result in a court order that any violation(s) be abated, the imposition of a civil penalty of **\$100.00 per violation assessed on a per-day basis**, and the payment of court costs and the Town's legal fees.

You may appeal this Notice and Order and request a hearing before the Lisbon Zoning Board of Appeals. The appeal shall be entered at the office of the building official within thirty (30) days of service of this Notice and Order. The appeal shall be submitted with a \$150 appeal fee. If you fail to appeal, you may be barred from any opportunity to contest or challenge the terms of this Notice and Order in any further legal or administrative proceedings.

Your prompt attention to this matter is advised to avoid legal action. It is our sincere desire to work with you in devising an implementation schedule for the correction of the violation(s). Please contact me at the Lisbon Town Office immediately if you have any questions. My email address is [ddouglass@lisbonme.org](mailto:ddouglass@lisbonme.org). I can also be reached by cell phone at 207-751-6778.

Dennis J. Douglass



Code Enforcement Officer, BI, LPI, LHO  
Town of Lisbon



**TOWN OF LISBON  
CODE ENFORCEMENT  
300 LISBON ST.  
LISBON, ME 04250  
TEL. 353-3000 Ext. 111 FAX 353-3007**

## **NOTICE OF VIOLATION and ORDER OF CORRECTION**

January 8, 2021

Casey Pomerleau  
49 Frost Hill Ave.  
Lisbon Falls, ME 04252

RE: Trash/Litter/Debris/Illegal Burning  
Lisbon Tax Map: U09 - 018

Owner/Occupants,

On October 28, 2020, the Lisbon Code Enforcement Department conducted an inspection of the property located at 49 Frost Hill Avenue in Lisbon Falls Maine. The inspection revealed violations of State Law and the Lisbon Code of Ordinances, of which this Notice of Violation and Order of Correction gives notice and orders you to correct.

Your property is in violation of the following State Statutes and/or Local Ordinances:

- Lisbon, Maine - Code of Ordinances Subpart B - LAND USE REGULATIONS Chapter 70 - ZONING ORDINANCE ARTICLE VI. – SUPPLEMENTARY DISTRICT REGULATIONS DIVISION 1. - GENERALLY Sec. 70-614(d). – Building and property maintenance standards.

(1) All grounds or parts thereof shall be maintained to prevent unsafe, unsanitary and/or nuisance conditions in accordance with 17 M.R.S.A. §§ 2707—2859 in order to avoid any adverse effect on the value of adjacent properties.

(2) All grounds or parts thereof shall be maintained so as not to violate any requirements or conditions set forth in 30-A M.R.S.A. §§ 3751—3760:  
Junkyards and automobile graveyards.

- Maine Revised Statutes Title 30-A, § 3753 (“A person may not establish, operate or maintain [a] . . . junkyard without first obtaining a nontransferable permit from the municipal officers of the municipality in which the . . . junkyard is to be located,,” where Title 30-A, § 3752 defines "Junkyard" to mean “a yard, field or other outside area used to store, dismantle or otherwise handle: A. Discarded, worn-out or junked plumbing, heating supplies, electronic or industrial equipment, household appliances or furniture; B. Discarded, scrap and junked lumber; and C. Old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap ferrous or nonferrous material.”

- Maine Revised Statutes Title 17: CRIMES Chapter 80: LITTER CONTROL §2263-A(1)(C) (“A person may not throw, drop, deposit, discard, dump or otherwise dispose of litter in any manner or amount. . . on any private property, unless: . . . (2) The litter is not a public nuisance or in violation of any state law or local rule,” where Title 17, §2263(2) defines "Litter" to mean “all waste materials including, but not limited to, bottles, glass, crockery, cans, scrap metal, junk, paper, garbage, rubbish, offal, except waste parts or remains resulting from the normal field dressing of lawfully harvested wild game or the lawful use of waste parts or remains of wild game as bait, feathers, except feathers from live birds while being transported, abandoned ice-fishing shacks, old automobiles or parts of automobiles or similar refuse, or disposable packages or containers thrown or deposited as prohibited in this chapter, but not including the wastes of the primary processes of mining, logging, sawmilling, farming or manufacturing.”
- Lisbon, Maine - Code of Ordinances Subpart B - LAND USE REGULATIONS Chapter 70 - ZONING ORDINANCE ARTICLE I. - IN GENERAL Sec. 70-1. - Definitions. - *Junkyard* means a lot or part of a lot, which is used for the storage or sale of secondhand products or materials, such as automobile parts, tires, building supplies, appliances, and the like or three or more motor vehicles, as defined by state law, which do not display a valid state inspection sticker and valid state registration.

The following violations must be abated no later than **January 22, 2021**:

1. Clean, and dispose of properly, all household trash on property that is not in proper sealed containers.
2. Remove, and dispose of properly, discarded metal, appliances and other debris that falls under the trash/litter and junkyard definitions provided.
3. Clean the fire pit in the back yard to eliminate all burned household trash, pressure treated wood debris and all other hazardous materials being burned illegally. **Cease, immediately, all illegal burning activity.**

It is your responsibility to schedule an appointment, to occur before the deadline set forth in this Notice and Order, for the Lisbon Code Enforcement Department to re-inspect the property to confirm that the violation(s) detailed in this Notice and Order have been remedied.

In the event you do not abate the violation(s), or enter into a binding agreement, by the specified date, the Town will turn this case over to a legal representative of the municipality to initiate a land use complaint pursuant to Rule 80-K of the Maine Rules of Civil Procedure and 30-A M.R.S.A. § 4452. A judgment from such a lawsuit in the Town’s favor can result in a court order that any violation(s) be abated, the imposition of a civil penalty of **\$100.00 per violation assessed on a per-day basis**, and the payment of court costs and the Town’s legal fees.

You may appeal this Notice and Order and request a hearing before the Lisbon Zoning Board of Appeals. The appeal shall be entered at the office of the building official within thirty (30) days of service of this Notice and Order. The appeal shall be submitted with a

\$150 appeal fee. If you fail to appeal, you may be barred from any opportunity to contest or challenge the terms of this Notice and Order in any further legal or administrative proceedings.

Your prompt attention to this matter is advised to avoid legal action. It is our sincere desire to work with you in devising an implementation schedule for the correction of the violation(s). Please contact me at the Lisbon Town Office immediately if you have any questions. My email address is [ddouglass@lisbonme.org](mailto:ddouglass@lisbonme.org). I can also be reached by cell phone at 207-751-6778.

Dennis J. Douglass

A handwritten signature in black ink, appearing to read 'D. Douglass', with a long horizontal flourish extending to the right.

Code Enforcement Officer, BI, LPI, LHO  
Town of Lisbon







## Proposed Cable Tax a Bad Deal for Maine Towns

Policymakers in Augusta should not be passing any legislation that increases Mainers' monthly bills while communities like Lisbon continue to deal with the economic toll of the COVID-19 pandemic. But that is exactly what legislation pending before the Maine legislature would do by implementing a statewide cable tax.

LD920 implements a five percent mandatory tax on cable service via local franchise fees. There are currently 110 municipalities in Maine that do not assess this type of franchise fee *at all*, while 109 others assess them at less than five percent. In other words, the cable tax established by this legislation would increase monthly bills for cable customers in more than 200 Maine communities including in my hometown of Lisbon. The council thus far chosen not to implement the franchise fee. If LD 920 were to pass, Lisbon cable service users would see an increase in their cable bill.

This cable tax would have a disproportionate impact on small, rural communities and our most vulnerable populations, like seniors, who often live on a fixed income. Many of our seniors rely on video programming services for their news, weather, entertainment — some even for their religious services. They should not be hit with an estimated increase of \$5 or more per month that will come out of their budget for groceries, medications or other necessities.

The proposed cable tax would also hit those who are out-of-work as a result of the pandemic. A recent study from the Maine Department of Labor found only around half of the 104,000 jobs Maine lost in the past year have been recovered. At the same time, mortgages, rent and bills must still be paid. Our elected state leaders should be focused on helping small businesses and communities recover from the pandemic to bring more of these jobs back — not eyeing new taxes that will increase Mainers' bills.

As a Town Councilor in Lisbon, I am also particularly concerned about how LD920 undermines local control and shifts costs to cities and towns. This is especially true for small towns in rural Maine that have a long and proud tradition of community involvement and decision-making in local government.

In addition, this bill would also be likely to negatively impact the state budget in the form of unnecessary and avoidable legal costs.

Portions of the legislation are already preempted by federal law, meaning legal challenges will undoubtedly arise. That will further siphon resources out of state coffers while the pandemic is already straining budgets. The state has already lost two court cases that were challenged under similar arguments of federal preemption — which only increases the likelihood of legal challenges to LD920 if this bill is passed.

A statewide cable tax that increases monthly bills, undermines local decision-making and costs Maine taxpayers is a bad idea and bad policy aimed at addressing a problem that does not exist.

State legislators should abandon the LD920 cable tax and instead focus on solutions that will get Mainers back to work and keep more money in their pockets.

Town of Lisbon  
2021 Department/Committee Goals  
DRAFT

**Introduction**

The Town Council, Town Manager and Department Heads have developed a list of priority goals for the coming year. All these goals are meant to assist management in their furtherance of the Town's Mission Statement.

**Town of Lisbon Mission Statement**

Our Mission Is To Ensure That Lisbon Continues To Remain “A Nice Place To Live And Do Business.”

We Are Committed To Serving The Public, Being Accountable, And Conducting Ourselves With Integrity, Honesty, And Responsibility.

We Are Dedicated To Protecting Our Environment, Making Our Community Beautiful, And Providing A Safe Place To Live.

We Are Committed To Sharing Information With Our Citizens And Including Them As Partners In The Decision Making Process.

We Pledge To Support An Economic Development Plan That Balances The Diverse Needs Of Our Residents And Businesses Alike.

We Will Strive To Seek Common Community Goals, Built On Respect For Differing Views And Opinions, Which Will Benefit Citizens Now And In The Future.

We Will Continue To Encourage The Kind Of Community Where Families And Individuals Can Grow And Demonstrate The Spirit That Has Made Lisbon Great.

Adopted by the Board of Selectmen, October 15, 2002

**Town of Lisbon Goals**

*Town Council*

1. Completion of prior goals and projects.
2. Improved Facilities management and maintenance.
3. LCIP, Finance Committee input, adequate staff resources.
4. Finance Committee review of Combined Capital Improvement Plan.
5. Greater Scope of projects – Vehicles, Equipment, Projects, Infrastructure.
6. One Capital Asset Policy.
7. Maintenance, Budgeting, Financing discussions for operation improvements.
8. Lisbon Emergency Contract Renewal.
9. Public Services Committee for future needs of Lisbon.
10. Support Green Initiatives to reduce Lisbon’s Carbon Foot Print.
11. Town Office Entrance and Exit lighting.
12. Documented updated job descriptions for all town positions.

13. Solid Waste cost reduction and transferring to use vs tax payers Finance Committee
14. Explore all options Pay Per Bag scales, curb side pick-up, residential trash only, etc.
15. Graziano Square and Worumbo site plans/development
16. Town Manager Evaluation and contract
17. Staff recognition
18. Staff Training

**The following are Department Head goals:**

*Town Manager*

1. Continue cross training and succession planning for all departments.
2. Continue open communication between manager/department heads and department heads/staff.
3. Continue to identify efficiencies within departments and promote collaboration between departments.
4. Continue to increase transparency.
5. Continue to improve ways to engage citizen involvement and disseminate information on local issues.
6. Continue department training and compliance.
7. Continue ordinance review, which is ongoing.
8. Continue to apply for grant funds to help fund major infrastructure improvements, assist with planning major projects, and help fund new projects.
9. Negotiate 3 collective bargaining agreements.
10. Close out 2018 CDBG Downtown Revitalization Grant.
11. Complete MUNIS Utility conversion.
12. Visit departments on a more regular basis.
13. Develop a non-union pay scale.
14. Complete department evaluations for calendar year 2021.
15. Review and update job descriptions.

*Technology*

Based on the server software upgrades currently underway, Lisbon is in great shape for the next several years from a server standpoint. See immediate and long-term goals for Technology below:

1. Continue with computer replacements.
2. Solicit bids for IT maintenance & support/hire IT position.
3. Town Hall server replacement & other hardware upgrades.

*Town Buildings*

Most of our buildings, following the energy efficiency project, are in great shape. The Town Office continues to have the biggest issues. See immediate and long-term goals below:

1. Continue with building projects that improve overall structures and safety of all Town building.
2. Complete building projects in the FY 22 CIP.
3. Continue working with Department Heads with their daily building related tasks.

*Assessing*

1. Consolidate and/or purge files.
2. Work with Code Enforcement on inexpensive storage solutions for maps.

3. Inventory maps in vault.

#### *Code Enforcement*

1. Continue with major clean-up efforts throughout town focusing primarily on major arteries and arterial roads.
2. Continue dangerous building classifications and demolition.
3. Continue to promote positive development in town
4. Obtain an official consent agreement for 142 Ridge Road clean-up.
5. Continue working on improving our Lisbon GIS Mapping.
6. Expand storage capacity in Codes/Assessing office-Maps and files.

#### *Finance*

1. Continue with the Munis Implementation – Utility Billing is on track for FY21
2. To develop and maintain a more comprehensive Fixed Asset/Depreciation database within Munis. Finance Director and Finance Assistant have gone onsite and reviewed all fixed assets during FY21 and have provided that updated database to the auditors. The next step in this process will be to set up within Munis a flagging system for specific expense accounts by department to notify the Finance Department of a purchase over a dollar threshold per our Capitalization Policy.
3. Develop a more comprehensive CIP plan with Department Heads; this plan will continue with our 10 fiscal year forecasts, but will include footnotes and will tie into our fixed asset database.
4. To continue to have all Financial Reporting housed within the Finance Department as it relates to Grants. This goal (for FY22) will unite the reporting process with our software system. The Finance Director will take the auditor's FY20 SEFA from the final audited financial statements and begin to utilize the Grants section within Munis. This section will allow us to enter the CFDA numbers for each of the grants and ultimately pull reports on each specific grant. This will be helpful on an internal level, where we can know the status of the grants throughout the year and on an audit level when it comes time to assist in preparing the SEFA.

#### *Clerk*

1. Continue With Deputy Clerk Training.
  - a. Covering Elections, Council, Planning, Appeals, & Assessment Review Board Meetings
2. Budget For MUNIS Training
  - a. For the Business Licensing
  - b. For the Dog Licensing Program
3. Continue To Develop The Electronic Storage And Retrieval Plan.
  - a. Continue Archiving Council Meeting Minutes & Videos With Clerkbase.
  - b. Work on Purging Videos Over 5-Years Old from Town's Computer System.
4. Vault Maintenance & Vault Organization.
  - a. Create a Working/Sharable (view only) Vault Index.
5. Complete Year 3 of the Records Restoration Project – Books 19-15, 16, 17, & 18.

#### *Police Department*

1. **Reassess and Update our Evaluation Process:** Our current evaluation system is too vague and does not apply enough evaluation tools geared towards Law Enforcement. We will be looking into a more detailed evaluation of the Officers and Communication Officer's performance.
2. **Improve and Increase Community outreach:** Officers at all levels of the department will become more involved with Community Policing. To include becoming more involved with Special

Olympics of Maine, DARE program, and trips as well as looking into a future Citizens Police Academy. The Lisbon Police Department Explorers program we would also like to bring back if COVID restrictions allow. We are also looking into starting new outdoor programs that can connect police officers with the youth in the community.

3. **Improve Mental Health Training and resources for Mental Health in the Lisbon Community:** The department will be looking into more mental health training to give Officers the tools needed when dealing with subjects with Mental Health. The Department will be looking into making a resource packet available for people or their loved ones who are dealing with Mental Health issues.
4. **Increase Instructor Training:** The department would like to train Lisbon officers to be instructors within our department in various areas, to include; Mechanics of Restraint and Control Instructor (MARC), Firearms Instructor, Less Lethal Force Instructor, Intoxilizer Instructor. It is proven that with training we can reduce liability on the town and the officers, by having Maine Criminal Justice certified instructors within our department will assist us in reducing liability and provide greater training.
5. **Update necessary Police Department Equipment:** The cruiser laptops are from 2013 and are having software issues and are at the end of their life span. Also the Portable Radios that are issued to the Officers do not communicate well inside buildings and we learned during a recent bomb threat this past year that they also do not work inside some the schools, which is a safety issue that needs to be immediately addressed. We will be looking at grants and other funding to upgrade our portable radios.
6. **Recruitment and Retention:** In Law Enforcement there is less interest in becoming a police officer and there are less applicants. We would like to increase our recruitment and visit college job fairs and other sorts of job fairs. As far as retention it is important to invest in the Officers that we have, to keep them interested in working for the town of Lisbon. Other departments are offering sign on bonuses and greater pay than the town of Lisbon and we are looking at ways to improve retention efforts within the department. Part of the problem in Maine Law Enforcement is the overwhelming amount of retirements and Officers leaving Law Enforcement and now there is a large back log of new hires waiting to go to the Maine Criminal Justice Academy. The waiting period for a newly hired officer to get into the MCJA is 1 ½ to 2 years, this is very concerning since we are short positions and we have several retirements in the next 3-4 years alone.

#### *Fire Department*

1. Continue recruitment measures to increase personnel.
2. Find creative ways to increase fire prevention measures and public relations throughout the year.
3. Continue to increase consistent communication within the Fire Department by having single department meetings on a more regular basis.
4. Continue work with the Fire Department officers to continually review and update the Standard Operating Guidelines and policies of the Fire Department.
5. Continue planning and researching fire station replacement.

#### *Public Works*

1. Greater emphasis and potential incentive program developed for proper equipment care and custody
2. Complete all construction and paving projects in early fall
3. Replace Salt Shed and provide for additional covered storage for equipment to extend useful life ultimately saving money.
4. Provide more training opportunities for all staff.
5. Adjust work schedule to provide for adequate work days through the spring/summer/fall to increase productivity and output.
6. Increase the level of service provided to the community

7. Remove and replace approximately 3000 to 4000 feet of sidewalk in different areas of town, work will be performed by PW crew.
8. Replace 30" culvert on River rd.
9. Continue with the paving plan and our road infrastructure.
10. If excavator is approved in the CIP we have miles of roadside ditching to do that has been long overdue.

#### *Transfer Station*

1. We are working with finance committee to find a way to cover the ever rising cost of waste disposal.
2. Buildings, grounds, equipment, maintenance and appearance improvements.
3. Update Solid Waste ordinance
4. Have more workshops with the public to find a way to cover the ever rising costs of waste disposal.

#### *Parks & Recreation*

1. Build a pole barn at Beaver Park to shelter vehicles and equipment.
2. Develop and offer a ride share program for seniors.
3. Continue to increase involvement with business, vendors, and volunteers (Moxie). Create a Dog "Friendly" Park on Summer Street and develop signage along with parking.
4. Complete the outhouse renovation project by renovating 1 per year over the next 5 years.
5. Finish walkway next to MTM Park, which is a continuation from 2019.
6. Install Miller trail fencing; making erosion control a priority.
7. Continue Beaver Park Forestry plan/broaden our goal by looking at adding all lands to the forestry plan
8. Develop 2020-2021 Invasive Species Program On going
9. Increase Parking at Beaver Park and Summer Street Park (Beaver Park May 2021/Summer Street TBD)
10. Research disc-golf course options at Beaver Park
11. Create a digital map of all walking trails
12. Continue to improve the beachfront at Beaver Park
13. Update to the park and trails maps

#### *Library*

1. MOVE THE LISBON LIBRARY FORWARD IN THESE UNPRECEDENTED TIMES:

Continue to offer limited "in-house" and expand virtual online programs and services to the Lisbon community. Continue to follow all of the state mandates that regulate statewide library services. Strive to ensure the safety of patrons and staff. Continue to offer the variety of services the Lisbon community needs and expects. This includes books, DVD's, audio books as well as patron computers, WI-FI access, Inter Library Loan and Cloud Library Services. We will be prepared to move forward with full library services when allowed.

2. UPDATE AND ADAPT CHILDREN'S SERVICES & PROGRAMS:

Re-introduce "in-house" children's programs as the state of Maine mandates allows. This will require changes that may include a "Hybrid" form of programming that necessitates a combination of in-house and virtual programming throughout the fiscal year. This will require limits on the number of children who can participate in a program and may require multiple sessions of the same program to

accommodate the children and their families. This will include our weekly Storytime and Friday Craft Hour Programs and the 2021 Summer Reading Program.

3. BEGIN TO IMPLEMENT PROGRAMS FOR LISBON SENIORS AND VETERANS:

This goal could not be implemented or accomplished last fiscal year due to the circumstances. We successfully implemented online virtual adult programs and made those programs available to the Lisbon community via our department's Facebook page. These included monthly crafts, recipes, featured author and seasonal programs. We are prepared to offer this type of "in-house" programs as well as tax assistance and computer skills to Lisbon Seniors and Veterans as state mandates will allow. Our online services for this group of citizens will be impacted by lack of Internet and technology services available to this group of citizens. We will work with other municipal departments to address the needs of our Seniors and Veterans.

4. CONTINUE TO MOVE THE LISBON LIBRARY FORWARD WITH STATEWIDE LIBRARY SERVICES:

We will be prepared for changes/updates in the MILS Consortium that we participate in. This may include updates and changes to the Inter Library Loan System as well and require more than twice weekly delivery of ILL materials. 1,518 items were borrowed and enjoyed by our patrons last fiscal year. It is an affordable service that allows Lisbon Library patrons to borrow from libraries throughout the state of Maine. Our library may need to take a bigger role that may require more financial support for the statewide online "Cloud Library" and "Digital Maine Library Services." 1,596 E-Books and audio books were downloaded and enjoyed by Lisbon patrons last fiscal year. We will continue to assess all books and materials collections to maximize funds and patron interest.

5. REVIEW STAFFING NEEDS TO MAXIMUZE PATRON SERVICES:

Review and implement staffing needs throughout the fiscal year to ensure continued library services to the Lisbon community. All library department job descriptions were reviewed last year and tasks/jobs re-assigned to maximize efficiency. We will need to maximize current and future "in-house" and online virtual library services needs this fiscal year and assess staffing it will take to be successful. This may require collaboration with other municipal departments to share staff as needed and possibly utilize "seasonal employment" as needed.

6. IMPROVE CHILDREN'S GARDEN:

Re-assess the Children's Garden improvements/updates. This was scheduled for last fiscal year but was not implemented due to the circumstances. The garden continues to be a safe and popular place for children and their families to visit. We will work with the Lisbon Parks & Recreation Department to make informed and fiscally responsible decisions on improvements. We will continue to work with the Economic & Community Development Department to seek grants for such improvements. I would love to include our Union and Main Street neighbors and businesses in this project since it is truly a community project.

*Economic /Community Development*

1. Deploy 3 Revolving Loan Fund loans
2. Strengthen Town marketing platform for Commercial Real Estate via relationships w/landowners & brokers.

3. Meet w/5 industry trade association leaders to develop awareness among influencers.
4. Attend 4 networking events in Southern and Central Maine markets to identify businesses seeking to relocate
5. Host 3 entrepreneurs per month for local tours of local assets and amenities.
6. Initiate one project using the newly approved Land Bank Process.
7. Deploy Brownfield funds for two VRAP projects and fully spend down funds.
8. Complete community visioning process for the Worumbo Mill site.
9. Identify one property in a village area in order to create entrepreneurial hub facility using Maine Community Foundation Entrepreneurship funds
10. Implement Business Façade Grant program and facilitate \$150,000 investment in private property exteriors using CDBG Community Enterprise Program funding secured in 2020
11. Initiate window replacement at Farwell Mill Apartments using \$1,000,000 in CDBG Housing Program funding secured during 2020
12. Implement entrepreneurship programming using \$50,000 from Maine Community Foundation secured in 2020
13. Apply for Scale Up Grant funds from Maine Community Foundation to further develop the entrepreneurial hub described above
14. Secure funding to upgrade pedestrian connectivity to the Worumbo site using Downtown TIF funds for required Town matching funds
15. Support business-led branding effort funded with Maine Community Foundation Entrepreneurship funds

#### *Waste Water Treatment Plant*

1. Continually strive to maintain 100% compliance with the DEP issued waste discharge license.
2. Complete the upgrade/rehab of the Davis Street pump station.
3. Complete the enlarging of the Chlorine Contact Tanks at the Treatment Plant.
4. Complete the sewer replacement project on Crest Avenue.
5. Continue succession planning for the future leaders of the department.

#### **The following are Boards and Committee Goals:**

##### *Recreation*

1. Build a pole barn at Beaver Park to shelter vehicles and equipment.
2. Develop and offer a ride share program for seniors.
3. Continue to increase involvement with business, vendors, and volunteers (Moxie).
4. Complete the outhouse renovation project by renovating 1 per year over the next 5 years.
5. Finish walkway next to MTM Park.
6. Install Miller trail fencing; making erosion control a priority.

##### *Conservation Commission*

1. Increase Parking at Beaver Park and Summer Street Park (Beaver Park May 2021/Summer Street TBD)
2. Research disc-golf course options at Beaver Park
3. Create a digital map of all walking trails
4. Continue to improve the beachfront at Beaver Park
5. Update to the park and trails maps
6. Continue Beaver Park Forestry plan/broaden our goal by looking at adding all lands to the forestry plan
7. Create a Dog “Friendly” Park on Summer Street and develop signage along with parking.

## 8. Develop 2020-2021 Invasive Species Program

### *Planning Board*

The list of goals below represents ongoing activities as well as drawing on recommendations from the 2011 Comprehensive Plan, the Route 196 Master Plan (adopted 2013), and the Lisbon Downtown Plan (adopted 2014).

The Planning Board has set its goals for the 2021 calendar year as follows:

#### Medical Marijuana ordinance review

- Separate cultivation from retail stores and revise the land use chart to accommodate cultivation facilities within agricultural zoning.
- Provide council with recommendation on license fees, renewal fees, application requirements and licensing process.

#### Adult Use Marijuana

- Create ordinances and land use chart amendments for the adult use marijuana business'
- Provide council with recommendation on license fees, renewal fees, application requirements and licensing process.

#### Rural Open Space II Zoning description

- Amend the existing Rural Open Space II Zone lot dimension standards to be less restrictive to residential development while still protecting an agricultural land base in Lisbon.

#### Zoning Maps

- Review existing zoning map and compare to Comprehensive Plan for accuracy/amendments.

#### Comprehensive Plan

- Review the "short term goals" from the Comprehensive Plan and prioritize tasks to work on.

### *Library Governing Board*

1. Continue to develop and enhance online resources for patrons, along with transitioning back to more traditional services, as circumstances permit.
2. Investigate and implement programs for Lisbon Seniors and Veterans by working with other organizations in town. Research the possibility of children and adult programs that feature authors.
3. Continue to keep a close eye on our changing budget needs, prioritizing as necessary to ensure needs are met with an appropriate level of staffing and that we maintain and continue to develop the library collection.
4. Continue to monitor Maine State Library directives to keep abreast of necessary operational changes. Keep the communication lines open with other libraries to exchange ideas.
5. Examine library facilities and determine what we need to change, eliminate or adapt to meet ongoing and future needs, such as meeting space and expanded use of the Children's Garden.

6. Upgrade the front desk area in order to meet library staff needs with the necessary plexi-glass safety protection.
7. Add portable hand-held devices for staff to expedite public requests for books, audio and DVD materials.
8. Research adding a Community Room extending into the Children's Garden Area. Additional WiFi capabilities.
9. Community Development Director, Brett Richardson, was instrumental in adding a high-speed WiFi hot spot to library facilities which is working well, according to patron feedback.

*Lisbon Development Committee (LDC)*

While there will be a more detailed and defined separate sub-goals, which will be communicated to the Town Council, our overarching goal for the LDC is to renovate and upgrade existing downtown public infrastructure with a concentration on high visibility items and areas as the priority. We will plan to use existing TIF funds for our operations, either as payment or as leverage for other funds that may be available for financing larger items.

1. Complete a community visioning process for the Worumbo Mill Site and provide redevelopment recommendations to Council.
2. Advance redevelopment of the Village Street neighborhood.
3. Provide oversight and input for various grant projects, including Community Development Block Grants and the Maine Community Foundation-funded Entrepreneurship Initiative.
4. Develop a strategy to secure affordable, high-speed broadband connectivity for all residents and businesses.