



AGENDA
COUNCIL WORKSHOP & MEETING

APRIL 20, 2021

BY ZOOM

(View on Website – Live Video Stream/Town Hall)

6:00 PM

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. **BUDGET WORKSHOP**
 - A. Audit Presentation
 - B. Codes
 - C. Town Buildings
 - D. Board Of Appeals
 - E. Planning
 - F. Economic Development
 - G. Town Clerk
 - H. General Assistance
 - I. Misc. & Community Service
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
2021-87 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 481,824.87
 - B. Municipal Payroll Warrants – \$
 - C. School Accounts Payable Warrants – \$ 90,683.65
 - D. School Payroll Warrants – \$ 390,109.30
 - E. Council Minutes of March 30, April 6, 2021
 - F. Renewal Mobile Home Parks
 - G. Renewal Outdoor Flea Market/Itinerant Vendor Permit for Riverside Flea Market
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2021-88 ORDER – Tri-County Mental Health MOU
2021-89 ORDER – Lisbon Falls & Village Area Wayfinding Signage
2021-90 ORDER – School Department Capital Reserve Request – Reline Track
2021-91 ORDER – School Department Capital Reserve Request – Replace Roof at Sugg Middle School
9. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Larochelle/Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 9. Finance Committee (Councilor Albert)
 - B. Town Manager's Report
 - C. Frazier Bridge Culvert Replacement Project
 - D. Department Head Written Reports
10. APPOINTMENTS
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
2021-92 ORDER – To Adjourn

**To comment on Public Hearings, Audience Participation and Audience Participation & Response New Items,
email 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 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 Larochelle, Jr.
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: April 20, 2021

Consent Agenda Items 2021-87– A to G

F. Mobile Home Park Renewals

Authorization to approve renewals for the following parks:

1. Connie Wall, Aaron Homes - Worumbo Park
2. Connie Wall, Aaron Homes - Worumbo Estates
3. Guardian Communities - Davis Street Mobile Home Park
4. Greg Morse – Sabattus Creek Mobile Home Park
5. Roger Veilleux – Ridge Road Mobile Home Park
6. Jeff Cowan – St. Ann's Mobile Home Park
7. Christopher Ames – Blue Ridge Properties, LLC
8. Mark Goddard – Colonial Gardens
9. George Gendron – Gendron's Mobile
10. Betty & Gary Grimmel – Grimmel's Mobile Home Park, LLC
11. Michael Brown – Me Home Buyer, LLC, Trust Avery Street Mobile Home Park
12. Christopher Ames – Whispering Pines, LLC
13. Gary Shiffman – GCP Town & Country LLC
14. Kevin Fletcher - Brookwood Court

Agenda Item 2021 – 88 Tri-County Mental Health MOU

The Lisbon Police Department would like to form a new partnership with Tri-County Mental Health in Androscoggin County. Chief McGee worked with Tri-County Mental Health's Chief Executive officer Catherine Ryder on providing drug-counseling resources to Lisbon residents that are experiencing severe drug dependencies and have possibly overdosed.

Tri-County Mental Health has a new 40-hour position and this person can respond to Drug Overdoses with Lisbon Police Officers. This position is funded completely through Tri-County Mental Health in Lewiston; there are also funds available by Tri-County for after-hour call-outs. This position has an office based out of Lewiston and the person is able to respond with Lisbon Officers for Active Overdoses. In the event they cannot respond right off, they will go with Lisbon Police Officers on follow-ups and provide drug-counseling resources.

This partnership is to provide direct support to Lisbon residents who are facing severe drug addictions and to provide them with local resources to get help with their drug addiction. It is also important to note that they

can provide counseling services to someone that does not have money or insurance and secure funding to help these people.

Chief McGee is requesting Council approve the attached Memorandum of Understanding between the Lisbon Police Department and Tri-County Mental Health for Overdose Prevention through this Intensive Outreach program. The MOU will allow Tri-County Mental Health workers to ride in Lisbon Police Cruisers with Lisbon Officers to provide additional resources to the residents of Lisbon at no cost.

Recommendation

To approve the Tri-County Mental Health Memorandum of Understanding between the Lisbon Police Department and Tri-County Mental Health for Overdose Prevention through this Intensive Outreach program.

Agenda Item 2021 – 89 Lisbon Falls & Village Area Wayfinding Signage

On December 8, 2020, Lisbon's Town Council approved the design and development of wayfinding signage for Lisbon's village areas, and allocated \$4,000 from the Town's Downtown Fund for production and installation following Council approval of the signage designs.

Lack of adequate parking was a key discussion topic during a public meeting on September 28 at the MTM Center to introduce the community to the Maine Community Foundation-funded entrepreneurship initiative and to gather feedback on the Main Street closure for outdoor dining, Moxie Plaza. Fourteen (14) Village area businesses responded to a survey between October 21 and October 27. Key findings included:

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

Lisbon's Public Works Department is currently constructing new parking lots that add +/- 45 new parking spaces in the Village area, including at the Worumbo site, off Davis Street, and on Booker Street. New wayfinding signage will make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots.

The Economic & Community Development Director identified 12 wayfinding signs locations as follows:

School Street & Route 196	Booker & Union Streets
School Street & Route 125	Main & Maple Streets
Union Street & Route 196	Main & Goddard Streets
Main Street & Route 196	Municipal lot off Main Street
Davis Street & Route 196	

And at the Worumbo site entrance off Routes 196 & 125

These signs will range from 2.5' x 2' to 4' x 4'. Final designs are included in the Council packet for review. The designs have been shared with the Lisbon Development Committee and Entrepreneurship Working Group for general approval.

Mr. Richardson is requesting Council approve the attached wayfinding signage designs and locations for printing and installation in the designated locations.

Recommendation

To approve the attached wayfinding signage designs and locations for printing and installation in the designated locations.

Agenda Item 2021 – 90
School Department Capital Reserve Request to Reline Track

The current balance in the School's Capital Reserve Fund is \$260,150 and the following request is to utilize an amount not to exceed \$10,250 to cover the cost to reline the track.

On Monday, April 12, 2021, the Lisbon School Committee voted 4-0 to request authorization from the Council to utilize an amount not to exceed \$10,250 to cover the cost to reline the track. The quote from Maine Tennis and Track is in the Council packet.

Recommendation

To grant permission to the School Department to utilize an amount not to exceed \$10,250 to cover the cost to reline the track.

Agenda Item 2021 – 91
School Department Capital Reserve Request to Replace Roof at Sugg Middle School

The current balance in the School's Capital Reserve Fund is \$260,150 and the following request is to utilize an amount not to exceed \$249,900 to cover the cost to replace the roof at the Philip W. Sugg Middle School.

On Monday, April 12, 2021, the Lisbon School Committee voted 4-0 to request authorization from the Council to utilize an amount not to exceed \$249,900 to replace the roof at the Philip W. Sugg Middle School. The proposal from F.C.I. Construction is in the Council packet.

Recommendation

To grant permission to the School Department to utilize an amount not to exceed \$249,900 to cover the cost to replace the roof at the Philip W. Sugg Middle School.

12024500 Code Enforcement

			FY22 Projected Managerial Budget Appropriation
ORG	OBJ	ACCOUNT DESCRIPTION	
12024500	50102	Department Head	79,468.00
12024500	50201	Unemployment Costs	96.00
12024500	50202	Workers Comp Insurance	2,753.00
12024500	50210	MEPERS - Employer Share	8,185.00
12024500	50220	Health Insurance	17,723.00
12024500	50230	FICA Employer Costs	6,079.00
12024500	50301	Office Supplies	250.00
12024500	50302	Operating Supplies	3,500.00
12024500	50306	Postage	100.00
12024500	50352	Cell Phone/Allowances	420.00
12024500	50375	Gas	-
12024500	50401	Professional Development	200.00
12024500	50402	Dues and Memberships	-
12024500	50501	Vehicle Repairs	-
12024500	50624	Mapping & Microfilming	1,000.00
Total 12024500 Code Enforcement			119,774.00

12051500 Town Buildings

			FY22		FY22	
			Projected Managerial Budget Appropriation	Changes from presented budget on 3.16.2021 Increase (Decrease)	Proposed Budget presented on 3.16.2021	FY22 Projected Department Budget Appropriation
ORG	OBJ	ACCOUNT DESCRIPTION				
12051500	50104	Non-supervisory wages	11,249.00	-	11,249.00	11,249.00
12051500	50201	Unemployment Costs	90.00	-	90.00	90.00
12051500	50202	Workers compensation insurance	556.00	-	556.00	556.00
12051500	50210	Maine State retirement	-	-	-	-
12051500	50230	FICA taxes	860.00	-	860.00	860.00
12051500	50302	Operating supplies	6,000.00	-	6,000.00	6,000.00
12051500	50451	Contracted Professional Service	-	(6,000.00)	6,000.00	6,000.00
12051500	50510	Electricity	48,000.00	-	48,000.00	48,000.00
12051500	50511	Water usage fees	2,200.00	-	2,200.00	2,200.00
12051500	50512	Telephone	9,000.00	-	9,000.00	9,000.00
12051500	50513	Sewer Expense	800.00	-	800.00	800.00
12051500	50514	Heating Fuel	13,000.00	-	13,000.00	13,000.00
12051500	50515	Natural Gas	29,000.00	-	29,000.00	29,000.00
12051500	50520	Building Expense	20,000.00	(50,000.00)	70,000.00	170,000.00
12051500	50536	R&M: Equipment	30,000.00	-	30,000.00	30,000.00
12051500	50549	R & M Buildings	17,000.00	-	17,000.00	17,000.00
Total 12051500 Town Buildings			187,755.00	(56,000.00)	243,755.00	343,755.00

12021500 Appeals Board**FY22 Projected
Managerial
Budget
Appropriation**

ORG	OBJ	ACCOUNT DESCRIPTION	
12021500	50104	Non Supervisory	
12021500	50108	Elected Officials	751.00
12021500	50202	Workers Comp Insurance	2.00
12021500	50230	FICA Employer Costs	58.00
12021500	50301	Office Supplies	50.00
12021500	50306	Postage	50.00
12021500	50307	Advertising	250.00
12021500	50401	Professional Development	140.00
Total 12021500 Appeals Board			1,301.00

12021600 Planning Budget

			FY22 Projected Managerial Budget Appropriation
ORG	OBJ	ACCOUNT DESCRIPTION	
12021600	50104	Non Supervisory	5,000.00
12021600	50108	Elected Officials	5,000.00
12021600	50202	Workers Comp Insurance	32.00
12021600	50210	MEPERS - Employer Share	515.00
12021600	50230	FICA Employer Costs	765.00
12021600	50301	Office Supplies	250.00
12021600	50306	Postage	150.00
12021600	50307	Advertising	500.00
12021600	50401	Professional Development	400.00
12021600	50451	Contracted Professional Servic	5,000.00
Total 12021600 Planning Board			17,612.00

17070500 Economic Development

			FY22 Projected Managerial Budget Appropriation
ORG	OBJ	ACCOUNT DESCRIPTION	
17070500	50102	Department Head	65,975.00
17070500	50201	Unemployment Costs	96.00
17070500	50202	Workers Comp Insurance	212.00
17070500	50210	MEPERS - Employer Share	6,796.00
17070500	50220	Health Insurance	3,045.00
17070500	50230	FICA Employer Costs	5,047.00
17070500	50301	Office Supplies	-
17070500	50302	Operating supplies	4,200.00
17070500	50306	Postage	300.00
17070500	50307	Advertising	5,000.00
17070500	50352	Cell Phone/Allowances	695.00
17070500	50401	Professional employee training	3,500.00
17070500	50402	Dues and Memberships	2,250.00
17070500	50406	AVCOG Dues	9,625.00
17070500	50412	Meal allowance	525.00
17070500	50413	Mileage/ travel reimbursement	1,050.00
17070500	50670	Moxie Festival Donation	
Total 17070500 Economic Development			108,316.00

12022500 Clerk

			FY22 Projected Managerial Budget Appropriation
ORG	OBJ	ACCOUNT DESCRIPTION	
12022500	50102	Department Head	64,792.00
12022500	50104	Non Supervisory	33,780.00
12022500	50140	Overtime	2,300.00
12022500	50130	Temporary/seasonal	7,000.00
12022500	50201	Unemployment Costs	248.00
12022500	50202	Workers Comp Insurance	347.00
12022500	50210	MEPERS - Employer Share	10,390.00
12022500	50220	Health Insurance	21,365.00
12022500	50230	FICA Employer Costs	8,252.00
12022500	50301	Office Supplies	2,000.00
12022500	50306	Postage	1,500.00
12022500	50307	Advertising	800.00
12022500	50308	Printing	3,200.00
12022500	50352	Cell Phone/Allowances	420.00
12022500	50401	Professional Development	700.00
12022500	50402	Dues and Memberships	600.00
12022500	50412	Meals and Lodging	50.00
12022500	50413	Mileage/ travel reimbursement	100.00
12022500	50451	Contracted Professional Servic	600.00
12022500	50455	Profesional Services	8,800.00
12022500	50536	R&M: Equipment	2,800.00
Total 12022500 Clerk			170,044.00

13031000 General Assistance**FY22 Projected
Managerial Budget
Appropriation**

ORG	OBJ	ACCOUNT DESCRIPTION	
13031000	50102	Department Head	-
13031000	50104	Non Supervisory	5,000.00
13031000	50201	Unemployment Costs	-
13031000	50202	Workers Comp Insurance	16.00
13031000	50210	MEPERS - Employer Share	515.00
13031000	50230	FICA Employer Costs	383.00
13031000	50301	Office Supplies	50.00
13031000	50306	Postage	100.00
13031000	50352	Cell Phone allowance	365.00
13031000	50401	Professional Development	500.00
13031000	50440	General Assistance	25,000.00
Total 13031000 General Assistance			31,929.00

16062000 Other Public Services

			FY22 Projected Managerial Budget Appropriation
ORG	OBJ	ACCOUNT DESCRIPTION	
16062000	50442	Transportation services	42,000.00
16062000	50650	Historical Society	2,000.00
16062000	50651	LACO	1,000.00
16062000	50652	Memorial Day	1,800.00
16062000	50653	MMA	8,074.00
Total 16062000 Other Public Services			54,874.00

Agenda Date: 04-20-2021

Date	Brenda Martin	Municipal Accts Payable
4/7/2021	4062021	\$ 429,635.09
4/14/2021	4082021	\$ 20,601.21
4/14/2021	4142021	\$ 31,588.57
		<hr/>
		\$ 481,824.87

Date	Megan Lavigne	Municipal Payroll Warrants
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Date	Louise Levesque	School Accts Payable
4/15/2021	2120	\$ 90,683.65

Date	Eva Huston	School Payroll Warrants
4/13/2021	55	\$ 1,357.12
4/13/2021	1109	\$ 361,704.17
4/13/2021	1110	\$ 14,463.89
4/20/2021	1111	\$ 12,537.17
4/20/2021	1112	\$ 46.95
		<hr/>
		\$ 390,109.30



**TOWN COUNCIL
WORKSHOP MEETING
MINUTES
MARCH 30, 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; Ryan McGee, Police Chief; Nate LeClair, Fire Chief; Lisa Ward, EMA Director; John Cordts, Lisbon Emergency Captain; Jen Labonte; Lisbon Emergency; James MacDonnell, Lisbon Emergency; Tom Garrepy, Bowdoin Fire Chief; Finance Committee members-Heather Ward, Jesse Paul Zack, Curtis Lunt, and Dan Leeman.

**BUDGET WORKSHOP
B. COMMUNICATIONS CENTER**

Item taken out of order

Chief McGee presented his Communications budget as follows:

Lisbon Communications Center FY22 Budget

OBJ	ACCOUNT DESCRIPTION	FY22	FY22	FY22	FY22
		Projected Managerial Budget Appropriation	changes from presented budget on 3.16.2021 Increase (Decrease)	Proposed Budget presented 3.16.2021	FY Projected Department Budget Appropriation
50104	Non Supervisory	198,255.00	5,138.00	193,117.00	193,117.00
50116	Union	3,500.00	-	3,500.00	3,500.00
50130	Temporary/seasonal	21,000.00	-	21,000.00	21,000.00
50140	Overtime wages	1,350.00	-	1,350.00	1,350.00
50145	Replacement Wages	35,000.00	-	35,000.00	35,000.00
50201	Unemployment Costs	680.00	-	680.00	680.00
50202	Workers Comp Insurance	822.00	17.00	805.00	805.00
50210	MEPERS - Employer Share	23,038.00	528.00	22,510.00	22,510.00
50220	Health Insurance	39,245.00	(19,885.00)	59,130.00	59,130.00
50230	FICA Employer Costs	19,554.00	394.00	19,160.00	19,160.00
50301	Office Supplies	880.00	-	880.00	880.00
50307	Advertising	120.00	-	120.00	120.00
50349	Recruitment Testing	300.00	-	300.00	300.00
50351	Clothing/Boot Allowance	2,250.00	-	2,250.00	2,250.00
50401	Professional Development	1,450.00	-	1,450.00	1,450.00
50413	Mileage/travel reimbursement	-	-	-	-
50512	Telephone	1,682.00	-	1,682.00	1,682.00
50536	R&M: Equipment	1,125.00	-	1,125.00	1,125.00
Total 14046000 Lisbon Communications Cen		350,251.00	(13,808.00)	364,059.00	364,059.00

C. ANIMAL CONTROL

Chief McGee presented the Animal Control budget as follows:

14045000 Animal Control Officer FY22 Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	FY22 changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 FY Projected Department Budget Appropriation
14045000	50104	Non Supervisory	46,204.00	-	46,204.00	46,204.00
14045000	50140	Overtime	2,160.00	-	2,160.00	2,160.00
14045000	50201	Unemployment Costs	137.00	-	137.00	137.00
14045000	50202	Workers Comp Insurance	945.00	-	945.00	945.00
14045000	50210	MEPERS - Employer Share	4,449.00	-	4,449.00	4,449.00
14045000	50220	Health Insurance	24,365.00	-	24,365.00	24,365.00
14045000	50230	FICA Employer Costs	3,700.00	-	3,700.00	3,700.00
14045000	50302	Operating supplies	425.00	-	425.00	425.00
14045000	50351	Clothing/Boot Allowance	600.00	-	600.00	600.00
14045000	50352	Cell Phone/Allowances	350.00	-	350.00	350.00
14045000	50375	Gas	2,250.00	-	2,250.00	2,250.00
14045000	50378	Tires Expense	700.00	-	700.00	700.00
14045000	50401	Professional Development	400.00	-	400.00	400.00
14045000	50451	Contracted Professional Servi	-	-	-	-
14045000	50453	Animal Shelter Services	13,064.00	-	13,064.00	13,064.00
14045000	50536	R&M: Equipment	950.00	-	950.00	950.00
14045000	50710	Equipment	250.00	-	250.00	250.00
Total 14045000 Animal Control Officer			100,949.00	-	100,949.00	100,949.00

A. POLICE DEPARTMENT

Chief McGee presented the Police Department Budget as follows:

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	FY22 changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 FY Projected Department Budget Appropriation
14040500	50102	Department Head	81,598.00	-	81,598.00	81,598.00
14040500	50104	Non Supervisory	781,144.00	(1,560.00)	782,704.00	782,704.00
14040500	50107	Administrative	41,778.00	-	41,778.00	41,778.00
14040500	50116	Union	17,000.00	(200.00)	17,200.00	17,200.00
14040500	50117	Misc. Police Detail	7,000.00	-	7,000.00	7,000.00
14040500	50130	Temporary/seasonal	18,000.00	-	18,000.00	18,000.00
14040500	50140	Overtime wages	27,040.00	(500.00)	27,540.00	27,540.00

14040500	50143	Court time	5,000.00	-	5,000.00	5,000.00
14040500	50145	Replacement Wages	108,403.00	-	108,403.00	108,403.00
14040500	50201	Unemployment Costs	2,040.00	-	2,040.00	2,040.00
14040500	50202	Workers Comp Insurance	37,163.00	(75.00)	37,238.00	37,238.00
14040500	50210	MEPERS - Employer Share	116,193.00	(232.00)	116,425.00	116,425.00
14040500	50220	Health Insurance	293,934.00	-	293,934.00	293,934.00
14040500	50230	FICA Employer Costs	81,850.00	(160.00)	82,010.00	82,010.00
14040500	50260	Uniform cleaning	500.00	-	500.00	500.00
14040500	50301	Office Supplies	3,950.00	-	3,950.00	3,950.00
14040500	50302	Operating supplies	14,000.00	(3,000.00)	17,000.00	17,000.00
14040500	50306	Postage	350.00	-	350.00	350.00
14040500	50307	Advertising	200.00	-	200.00	200.00
14040500	50308	Printing	2,350.00	-	2,350.00	2,350.00
14040500	50349	Recruitment Testing	1,750.00	-	1,750.00	1,750.00
14040500	50351	Clothing/Boot Allowance	19,400.00	-	19,400.00	19,400.00
14040500	50352	Cell Phone/Allowances	5,854.00	-	5,854.00	5,854.00
14040500	50353	Physicals	1,300.00	-	1,300.00	1,300.00
14040500	50375	Gas	24,046.00	-	24,046.00	24,046.00
14040500	50377	Diesel	79.00	-	79.00	79.00
14040500	50378	Tires Expense	4,128.00	-	4,128.00	4,128.00
14040500	50401	Professional Development	12,386.00	-	12,386.00	12,386.00
14040500	50413	Mileage/ travel reimbursement	450.00	-	450.00	450.00
14040500	50415	Education Program	2,608.00	-	2,608.00	2,608.00
14040500	50501	Vehicle Repairs	9,000.00	-	9,000.00	9,000.00
14040500	50512	Telephone	9,228.00	-	9,228.00	9,228.00
14040500	50532	R&M Office Equipment	2,000.00	-	2,000.00	2,000.00
14040500	50536	R&M: Equipment	5,500.00	-	5,500.00	5,500.00
14040500	50544	R&M: Radios	-	-	-	-
14040500	50710	Equipment	3,750.00	-	3,750.00	36,500.00
14040500	50720	Equipment – vehicles	67,000.00	(7,000.00)	74,000.00	74,000.00
Total 14040500 Police			1,807,972.00	(12,727.00)	1,820,699.00	1,853,449.00

Councilor Ward asked when the Lieutenant position would be filled and he recommended budgeting a half year of this Lieutenants position. He indicated he is inclined to make zero cuts to this budget.

Councilor Larochelle said he is in full support of this budget and asked if the Police Department is looking to add another School Resource Officer to the staff. Chief McGee recommended the Council concentrate on hiring more patrol officer positions, which would also help with the schools. He said he actively looks for grants to get services for our community and will continue to do so for the SRO position. Councilor Larochelle asked if Chief McGee is planning on budgeting for a full year or a half year for the Lieutenants position. Chief McGee said he would plan on filling that position in late December due to the training times coming up for his staff. Councilor Larochelle said he would rather budget for a full year position, that way the money would be available should they be able to hire the Lieutenant sooner. Chief McGee said if they decide to budget for the full year, that would allow him to hire the two new patrol officers beginning July 1st.

Mr. Leeman asked if the K-9 position would be refilled eventually. Chief McGee said he will apply for grants to cover the cost of the K-9, equipment, and outfitting the cruiser, but not in this budget because he would have to commit to an officer going away to Patrol & Drug Detection School.

Councilor Ward recommended they accept the Police Department Budget as presented with no objections.

**E. LISBON EMERGENCY MEDICAL SERVICES (LEMS)
/EMERGENCY MANAGEMENT AGENCY (EMA)**

Item taken out of order

John Cordts, 2nd Captain for Lisbon Emergency, presented the Lisbon Emergency budget as follows:

14043000 Emergency Management FY22 Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY22	FY22	FY22	FY22
			FY22 Projected Managerial Budget Appropriation	changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY Projected Department Budget Appropriation
14043000	50100	LEMS Stipend	199,842.00	-	199,842.00	199,842.00
14043000	50104	Non Supervisory	1,570.00	-	1,570.00	1,570.00
14043000	50201	Unemployment Costs	12.00	-	12.00	12.00
14043000	50202	Workers Comp Insurance	62.00	-	62.00	62.00
14043000	50230	FICA Employer Costs	120.00	-	120.00	120.00
14043000	50402	Dues and Memberships	-	-	-	-
Total 14043000 Emergency Management			201,606.00	-	201,606.00	201,606.00

Councilor Ward asked Mr. Cordts what his financial outlook for the next three-year period would be.

Mr. Cordts said it is unknown at this time. He indicated their focus is on funding the Capital Improvement Plan, lowering the budget line or keeping it at the same level. The revenues fluctuate and depend a lot on the Government and what their reimbursements will be. He said what everyone looks for in an EMS organization is what the Medicare pay rate is, which means what percentage of your base do clients/patients pay by Medicare. He said ours is about 67%, which is a little bit high. He said when you are on that higher side of the scale, you get less revenue.

Councilor Larochelle requested call out data standards per call for the Fire Department and Lisbon Emergency Medical Services to see how they roll per call and what the requirements are.

Lisa Ward, the EMA Director, presented her portion of this Budget.

Councilor Ward recommended they accept the budget for LEMS/EMA as presented with no objections.

D. FIRE DEPARTMENT

Chief LeClair presented the Fire Department Budget as follows:

14041500 Fire Department FY22 Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	FY22 changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 FY Projected Department Budget Appropriation
14041500	50102	Department Head	73,932.00	-	73,932.00	73,932.00
14041500	50104	Non Supervisory	218,000.00	-	218,000.00	218,000.00
14041500	50201	Unemployment Costs	1,188.00	-	1,188.00	1,188.00
14041500	50202	Workers Comp Insurance	19,434.00	-	19,434.00	19,434.00
14041500	50210	MEPERS - Employer Share	7,615.00	-	7,615.00	7,615.00
14041500	50220	Health Insurance	24,365.00	-	24,365.00	24,365.00
14041500	50230	FICA Employer Costs	22,333.00	-	22,333.00	22,333.00
14041500	50301	Office Supplies	500.00	-	500.00	500.00
14041500	50302	Operating supplies	9,000.00	-	9,000.00	9,000.00
14041500	50306	Postage	75.00	-	75.00	75.00
14041500	50351	Clothing/Boot Allowance	3,000.00	-	3,000.00	3,000.00
14041500	50352	Cell Phone/Allowances	420.00	-	420.00	420.00
14041500	50353	Physicals	5,000.00	-	5,000.00	5,000.00
14041500	50370	Parts - Supplies	6,200.00	-	6,200.00	6,200.00
14041500	50375	Gas	1,250.00	-	1,250.00	1,250.00
14041500	50377	Diesel	3,500.00	-	3,500.00	3,500.00
14041500	50378	Tires Expense	2,500.00	-	2,500.00	2,500.00
14041500	50401	Professional Development	7,500.00	-	7,500.00	7,500.00
14041500	50413	Mileage/ travel reimbursement	175.00	-	175.00	175.00
14041500	50451	Contracted Services	-	-	-	30,000.00
14041500	50490	Capital Projects Reserve	75,000.00	-	75,000.00	75,000.00
14041500	50511	Water Usage	525.00	-	525.00	525.00
14041500	50512	Telephone	2,508.00	-	2,508.00	2,508.00
14041500	50513	Sewer Expense	337.00	-	337.00	337.00
14041500	50536	R&M: Equipment	25,000.00	-	25,000.00	25,000.00
14041500	50544	R & M: Radios	5,800.00	-	5,800.00	16,460.00
14041500	50560	Fire Fighting Foam	3,000.00	-	3,000.00	3,000.00
14041500	50561	EMS Supplies	2,500.00	-	2,500.00	2,500.00
14041500	50562	Personal Protective Equipment	26,460.00	-	26,460.00	26,460.00
14041500	50563	Hose Replacement	8,000.00	-	8,000.00	8,000.00
14041500	50710	Equipment	14,175.00	-	14,175.00	14,175.00
Total 14041500 Fire Department			569,292.00	-	569,292.00	609,952.00

Councilor Larochelle asked where Chief LeClair sees the Fire Department in three to five years due to recruitment difficulties and the steady decline in staff.

Chief LeClair said he sees the Fire Department hurting since five of his most senior people will be retiring.

Councilor Larochelle asked if there was a solution for this. Chief LeClair suggested hiring three full time people to work from 8:00am to 4:00pm from Monday through Friday.

Councilor Ward asked how other small towns are surviving with their staffing levels. Chief LeClair stated that they are hiring one full time person for daytime hours and other smaller towns are hiring per diem positions.

Councilor Ward asked what the wish of the Council is for the Non-Supervisory line increase in this budget.

Councilor Larochelle asked if they hire Per Diem would they be working out of one fire station. Chief LeClair replied yes and said this would not be replacing the part-time people, but would be supplementing the day-time people he already has. The national standards for volunteer operations requires 10 to 14 people to work a fire scene.

The Council unanimously decided to move this line item forward.

Councilor Larochelle said the town put aside \$30,000 for a study and suggested leaving it in there. He indicated he would like to see an internal study done first, gathering the information we already have, including the two fire houses as far as age, what happens there, the equipment, yearly costs for lights, heat, maintenance, what the capital outlay is for the next 10 years, and daily staffing numbers.

Councilor Albert said the good thing about having an outside study done is that they will be able to look at things more objectively.

Mrs. Barnes reminded Council that this \$30,000 expense for the study is not in the budget, but would be funded through the unassigned fund balance. She said that when you do a study of this magnitude it is important that the study come from an independent outside source, which removes the bias if done internally.

Councilor Fellows said he supported the independent study as well.

Councilor Ward asked the Council what the study should focus on. He suggested the study focus on running two different fire stations or running one fire station.

Councilor Albert suggested looking at the Fire Department's CIP plan for the cost of maintaining both buildings to estimate costs.

Councilor Ward asked Chief LeClair what Fire Station the new employees would work at. Chief LeClair said he is leaning toward the Lisbon Falls Station where the Rescue truck, Engine Truck, and Ladder Truck because that station has all the equipment to cover calls that come in.

The Council gave approval for the Capital Improvement Plan and asked Mrs. Barnes to put the Independent Study on the list.

Councilor Larochelle asked if the per diem employees being hired would be required to be Firefighter and EMA certified. Chief LeClair replied at least one on duty needs to be certified for both. He reported the \$78,000 extra in the budget took into account all 52 weeks with three (3) EMT Firefighters on duty.

ADJOURNMENT

VOTE (2021-70) Councilor Larochelle, seconded by Councilor Albert moved to adjourn at 8:40 pm.

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



**TOWN COUNCIL
MEETING MINUTES
APRIL 6, 2021**

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

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

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Mark Stevens, Parks and Recreation Director; Brett Richardson, Economic & Community Development Director; Dennis Douglass, Code Enforcement Officer; Randy Cyr, Public Works Director and approximately 6 citizens in the audience.

GOOD NEWS & RECOGNITION

2021 LISBON MAINE SPIRIT OF AMERICA TRIBUTE

VOTE (2021-75) Seeing no objections, the Council unanimously adopted the following 2021 Spirit of America Tribute:

The 2021 Lisbon, Maine, Spirit of America Foundation Tribute honors Miranda Torrey for commendable community service.

Providing for: Recognition of Miranda's continual dedication, even during her young life, toward supporting multiple causes for good within the community.

BE IT RESOLVED by the Town Council of the Town of Lisbon as follows:

WHEREAS, Miranda has devoted countless hours over the last year toward raising awareness and creating fundraisers for pediatric cancer patients through Make-A-Wish Foundation and the Maine Children's Cancer Program, even throughout the 2020 Covid-19 pandemic;

WHEREAS, Miranda has innovated for the anti-bullying cause both in Lisbon and nationally, using speaking and photo opportunities to generate more public concern toward the experiences of bullied children and steps that can be taken to eradicate bullying, including a website resource for children and work collaboration with Unite Against Bullying Maine;

WHEREAS, Miranda has continued to excel in her studies at Philip W. Sugg Middle School, contributing to an atmosphere of positivity and academic excellence; and, nominated by her teachers, won the 2021 Maine Prudential Spirit of Community Award;

WHEREAS, Miranda has been volunteering in her hometown and beyond since the age of six, working to better the lives of many,

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Lisbon that Miranda Torrey be recognized for her admirable achievements and honors, which she has instilled upon this community, and that she receive the 2021 Lisbon Spirit of America Foundation Tribute; and for her to know her contributions to the youth of both Lisbon and the State of Maine have not gone unnoticed by the people of Lisbon.

BE IT FURTHER RESOLVED that a copy of this resolution be framed and presented to Miranda Torrey for appropriate display.

Order passed - Vote 7-0.

**CERTIFICATE OF APPRECIATION
FOR TIME AND SERVICE TO THE TOWN OF LISBON**

Mr. Stevens submitted the following letter of appreciation recognizing Richard Nadeau's time and service to the Town Of Lisbon.

It is our pleasure to take this opportunity to recognize resident Richard Nadeau for his time and volunteer service with several committees for the Town of Lisbon. Richard's investment of time and effort indicates his passion for wanting Lisbon to be a better place to live for all.

Richard has served on the Trail Committee from 2011 until the trail committee merged with the conservation commission in 2013. Richard served during the planning and creation stages of Lisbon's Androscoggin River Trail. This is one of the most beautiful and appreciated assets in Lisbon.

Richard also served with the Lisbon Conservation Commission during the planning and implantation stages of the town's composting program in 2019. The composting program has doubled in size in just one year and continues to grow in 2021.

Richard also spent many hours volunteering his time at the Androscoggin River Trail planting decorative grass along the walkways entering the trail in 2019

Thank you, Richard Nadeau for your time and service to our department and our community.

Councilor Ward called Richard Nadeau forward to be recognized. Councilor Ward presented Mr. Nadeau with the following:

**CERTIFICATE OF APPRECIATION
Awarded to
RICHARD NADEAU**

For the numerous hours of volunteer service to the Town of Lisbon,
from serving on committees to planting decorative grass along the walkways
on our trail system, making Lisbon a better place for all.

Mr. Nadeau stated that once COVID is over, he would like to start a Committee to get a monument in Lisbon to recognize our World War II veterans.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE

CONSENT AGENDA

VOTE (2021-75) Councilor Larochelle, seconded by Councilor Fellows moved to approve the following:

- A. Municipal Accounts Payable Warrants for \$ 38,345.58
- B. Municipal Payroll Warrants for \$ 314,034.97
- C. School Accounts Payable Warrants for \$ 181,701.13
- D. School Payroll Warrants for \$ 759,065.07
- E. Council Minutes for March 16 & Workshop minutes for March 23, 2021
- F. To Set the School Budget Validation Referendum Election Date on June 8, 2021, 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. To set the Voter Registrar hours on June 1, 2, 3, 4, and 7 during office hours 8:30AM 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.

Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**ORDER 2021- 76 CDBG FAÇADE GRANT PROJECTS**

INTRODUCTION: Mr. Richardson said 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.

Mr. Richardson said 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.

Mr. Richardson requested 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.

COUNCILOR COMMENTS: Mr. Richardson stated that there are funds remaining and they are still looking for good projects so now is a good time to get a request in.

Councilor Lunt asked how much money would be left over once these projects are done. Mr. Richardson said there would be about \$50,000 remaining.

VOTE (2021-76) Councilor Larochelle, seconded by Councilor Albert moved 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. **Order passed - Vote 7-0.**

ORDER 2021- 77 PAVING BID AWARD

INTRODUCTION: Mr. Cyr said the 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 and 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	\$475,486.60
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

Mr. Cyr indicated after a thorough review of each bid submitted, he recommended going with the Spencer Group Paving, LLC, due to the lower cost and all work performed will meet our specification needs.

Mr. Cyr stated that the bid came in a little over the original bid of \$475,000.00 due to the Hot Top figures being a little high, but that everything should come in under \$475,000.00 in the end. He said the good thing is that Wagg Road will be paved. He said Hinkley Street is coming apart. He indicated he was not sure if the second layer was ever put on. He said they will try milling an inch off and if they pull up gravel, they will have to reclaim it, which means taking it all out and going with new, which will cost a little more. He indicated he would keep the Council informed on their progress.

VOTE (2021-77) Councilor Larochelle, seconded by Councilor Ganong moved to award the FY 2021-2022 paving bid to Spencer Group Paving, LLC in an amount not to exceed \$475,486.60. **Order passed - Vote 7-0.**

ORDER 2021- 78 49 FROST HILL AVENUE – CLEAN UP ACTION

INTRODUCTION: Mr. Douglass stated that he has been working on a Notice of Violation regarding a trash/litter issue at 49 Frost Hill Avenue (Tax Map U9 Lot 018) with limited results. He requested permission from the town council to pursue Rule 80K action in court to force the clean-up of this property. The town's attorney Mike Carey of Brann & Isaacson followed up 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.

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

Mr. Douglass said he believes a resolution to this issue will be coming soon. He has 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. Mr. Douglass is sensitive to Mr. Pomerleau's problem and has given extra time to sort this out through the court system. The courts are very slow these days.

COUNCILOR COMMENTS: Councilor Ganong asked for clarification of the meaning of Rule 80K for the Public. Mr. Douglass stated that it is an easier and quicker form of going to court for Land Use Violations.

VOTE (2021-78) Councilor Albert, seconded by Councilor Fellows moved that the Code Enforcement Officer having notified the Council of violations of the Zoning Ordinance by Casey Pomerleau and Chad Pomerleau at 49 Frost Hill Ave., Lisbon Falls, I move that the Town Manager is authorized to institute an action against Mr. Pomerleau and Mrs. Pomerleau for land use violations in the name of the Town of Lisbon in Maine District Court. **Order passed - Vote 7-0.**

ORDER 2021-79 FEE SCHEDULE AMENDMENTS

INTRODUCTION: Chief McGee and Chief LeClair recommended adding into the fee schedule the current fees each department is charging.

VOTE (2021-79) Councilor Larochelle, seconded by Councilor Lunt moved to add into the Fee Schedule the current Public Safety Administration and Fire Department Administration fees as follows:

PUBLIC SAFETY ADMINISTRATION	
<u>Research</u>	<u>\$15.00 per hour after 1st 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>
<u>FIRE DEPARTMENT ADMINISTRATION</u>	
<u>Reports</u>	<u>\$2.00 per page</u>

Order passed - Vote 7-0.

ORDER 2021-80 SUMMER MEETING SCHEDULE

INTRODUCTION: Mrs. Barnes indicated 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 16th resuming the normal schedule for September.

VOTE (2021-80) Councilor Larochelle, seconded by Councilor Lunt moved to meet once in July on July 13, once in August on August 17 and once in November on November 16. **Order passed - Vote 7-0.**

ORDER 2021-81 LD 920 CABLE TAX

COUNCILOR COMMENTS: Councilor Larochelle asked what our current relationship with the Cable Company is.

Councilor Kolbe explained that the town currently has the option of opting in or out of a contract. Lisbon, as a community has always chosen to opt out and not to pursue the collection of the Franchise Fee. The LD 920 Bill would make it mandatory for Towns to have to opt in. The town would then have to enforce a 5% fee, collect it, and send it to the PUC (Public Utilities Commission). She read that it looks like this Bill would require every Cable Company to contract with the municipality in order to be able to supply cable in that community.

Councilor Kolbe explained part of the Bill as follows:

“The State is taking the town's ability to raise the funds to maintain the right of way required to supply cable to the residents. Taxes would automatically be raised on Lisbon's Cable users with no benefit to the Town. It would only go to fund positions at the PUC.”

Councilor Fellows said that some municipalities are charging the 5% tax already on Cable services.

Councilor Albert suggested contacting those municipalities who have opted in and the representatives that are sponsoring this Bill to get more information.

Councilor Ward asked Mrs. Barnes to check with the Maine Townsman and the MMA legislative bulletins to see if there are any updates and information regarding this Bill. Mrs. Barnes said she would check into it.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said the School Committee chair stated that they had some encouraging news about their insurance numbers and that they are working hard to get those numbers down to the lowest possible point. He said the School Department's Spring Sports program has started with restrictions.
2. Planning: Councilor Fellows said the Planning Board will meet on April 15th and will continue to work on Solar projects.
3. LDC: Councilor Larochelle said they will meet next week and encouraged those interested to reach out to Brett Richardson for questions and answers.
4. Conservation Commission: Councilor Ward said they recognized Richard Nadeau tonight for his volunteer service in the community.
5. Recreation: Councilor Albert said they redid the Parking Lot at Beaver Park and they are gearing up for the after school youth programs.
6. County Budget: Councilor Ward said he met with the Androscoggin Sherriff who has expressed a need for space for his office.
7. Library: Councilor Lunt said the number of patrons visiting the Library is rising due to individuals getting their vaccinations and feeling more confident. He said the Library has done a good job of keeping the Library safe, especially the Children's Room.
8. Water Commission: Councilor Fellows said they would meet next week.
9. Finance Committee: Councilor Albert said he had nothing to report.

Councilor Ward requested Mrs. Barnes contact the School Department for an update on stimulus funds and ask where the School Committee will be putting it in their budget when it arrives.

Councilor Larochelle asked that the Council and Finance Committee receive a copy of the School Budget that will be presented to the School Committee.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said Representative Jared Golden's office reached out to her and Brett Richardson, to see if the town has any shovel ready projects because of the earmarks that are being instituted in Washington. Mrs. Barnes sent them the Main Street project that will potentially start next year to get the Towns portion covered. She indicated it may not qualify because it so large. She mentioned she sent the Burrough Road bridge project. She said ATRC (Androscoggin Transportation Resource Center) is submitting three projects, one from Auburn, one from Lewiston and one from Lisbon that goes from Huston Street to the urban compact line.

Mrs. Barnes stated the state posted the estimated revenue sharing figures for this next fiscal year and it looks like Lisbon will get \$1.7 million.

She said Lisbon would be getting almost \$900,000 in stimulus money. The town will get the first half in May. She indicated it is not clear how the town would be able to spend it yet. The Town lost revenue from COVID-19 and if the town were not able to collect the \$1.7 million in revenue sharing, then that would be another revenue loss so the town could potentially apply some of this stimulus money towards the lost COVID-19 revenue.

Mrs. Barnes sent the Council a copy of the Audit. She said they ended up with more unassigned fund balance than what they quoted so the town could now spend more from the unassigned balance account. She mentioned she pulled more out from the budget so the budget is down to an increase of \$324,000, which is a 3½% increase over last year.

Councilor Ward asked Mrs. Barnes to go through all of the budget highlights during the next budget workshop.

Councilor Albert asked Mrs. Barnes to talk about the Revenue Losses. Mrs. Barnes explained the lost revenue from this budget was due to COVID-19 because the Parks & Recreation Department cancelled programs and the town lost revenue on the Town's investments because the interest rates went down. She said everything that she collects over this year would go right into the unassigned fund balance.

Councilor Ward requested someone from R/H/R Smith present the audit.

Mrs. Barnes stated she has been in touch with Realty Resources Management regarding the Farwell Mill loan repayment. She said the Maine State Housing Authority is responsible for this delay, not Realty Resources Management. She pointed out the town will need to extend the date for Realty Resources Management to pay back the money until their loan goes through.

VOTE (2021-81A) Councilor Ward, seconded by Councilor Larochelle moved to extend Farwell Mill's Loan repayment date to June 29, 2021. **Order passed 7-0.**

C. VILLAGE STREET SIDEWALK

VOTE (2021-81B) Councilor Albert, seconded by Councilor Larochelle moved to approve the remedy that resealed the concrete surface last fall by L P Poirier & Son Inc. and to move forward with that same process for the entire sidewalk area.

Councilor Larochelle and Ward asked when this project would begin. Councilor Fellows asked for the Public Works Director's recommendation on grinding it down a little further than the original surface and asked for this to be included as a friendly amendment to the motion. Councilor Ward said it should be 1/2 inch instead of 3/8 inch. Seeing no objections the motion was restated as follows:

VOTE (2021-81B As amended) Councilor Albert, seconded by Councilor Larochelle moved to approve the remedy that resealed the concrete surface last fall by L P Poirier & Son Inc. and to move forward with that same process (grinding the upper layer of the concrete down 1/2 inch from the surface, and then resealing the concrete surface) for the entire sidewalk area. **Order passed - Vote 7-0.**

APPOINTMENTS

APPOINT RICK ROBERTS AS WARDEN FOR JUNE 8, 2021 ELECTION

Councilor Albert thanked Mr. Roberts for his hard work and that Lisbon is lucky to have him.

VOTE (2021-82) Councilor Fellows, seconded by Councilor Albert moved to appoint Rick Roberts as Warden for the June 8, 2021 election. **Order passed - Vote 7-0.**

COUNCILOR COMMUNICATIONS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Councilor Ward read an email from Dawn King, residing at 11 Alexander Street as follows:

Hello, I would like to take this opportunity to discuss an issue that is a matter of contention with our residents of our Town. This is in reference to the closing of Main Street to assist in supporting local restaurants and businesses. At this time, the Maine CDC and Governor Mills are continuing to increase the number of customers allowed into bars, tap rooms, businesses and restaurants. As I see it, because of these changes, closing Main Street is now unwarranted. A simple revisit to your previous vote to take into consideration the volume of people who were not in favor of closing Main Street, perhaps a total review of the situation is needed. I do know .. there was some discussion that closing Main Street would also behoove citizens to get them in the habit of not using that thoroughway with major construction of Main Street/Route 125 being planned for 2022. As I see it, there are not many activities that are held now that require the closing of a major route. The old Paper Mill lot offers plenty of parking for cars and patrons of the restaurants and businesses. There is also ample parking available if a gathering is set up for food trucks to be brought in. As for any type of

entertainment, there is ample room on the land as well for that. It is my firm position that our Town Councilors need to revisit their previous decision in regards to closing of Main Street. I strongly urge you to listen to your townspeople to holding the line on the previous bill. Thank you for your consideration.

Councilor Ward said that the Town has responded to this letter.

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2021-83) Councilor Ganong, seconded by Councilor Albert moved to adjourn at 8:15PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: April 20, 2021

From: Kathy Malloy <malloy.kathy2@gmail.com>
Sent: Wednesday, April 14, 2021 4:49 PM
To: Twila Lycette
Subject: Re: 2021 Mobile Home Park Renewals Ready for Council Approval

Yes

On Wed, Apr 14, 2021, 3:37 PM Twila Lycette <TLycette@lisbonme.org> wrote:

Hi Kathy,

The following Manufactured Mobile Home Park applications have been received. A copy of these applications and the lists of owners for each mobile home have been recorded in your office. The Council will meet on April 20 to approve the following 2021 Mobile Home Park Renewals:

1. Connie Wall, Aaron Homes - Worumbo Park
2. Connie Wall, Aaron Homes - Worumbo Estates
3. Guardian Communities - Davis Street Mobile Home Park
4. Greg Morse – Sabbatus Creek Mobile Home Park
5. Roger Veilleux – Ridge Road Mobile Home Park
6. Jeff Cowan – St. Ann's Mobile Home Park
7. Christopher Ames – Blue Ridge Properties, LLC
8. Mark Goddard – Colonial Gardens
9. George Gendron – Gendron's Mobile
10. Betty & Gary Grimmell – Grimmell's Mobile Home Park, LLC
11. Michael Brown – Me Home Buyer, LLC, Trust Avery Street Mobile Home Park
12. Christopher Ames – Whispering Pines, LLC
13. Gary Shiffman – GCP Town & Country LLC
14. Kevin Fletcher - Brookwood Court

Do you certify the above establishments meet all the Assessing requirements under the Lisbon Code Book as of April 14, 2021?

Twila

Twila Lycette, CCM/CMC/MMC

Lisbon Town Clerk

300 Lisbon Street

Lisbon, ME 04250

207-353-3000 Ext 112

tlycette@lisbonme.org

Manufactured Mobile Home Park Inspections

2021 Renewals

1. Connie Wall, Aaron Homes - Worumbo Park
2. Connie Wall, Aaron Homes - Worumbo Estates
3. Guardian Communities - Davis Street Mobile Home Park
4. Greg Morse – Sabattus Creek Mobile Home Park
5. Roger Veilleux – Ridge Road Mobile Home Park
6. Jeff Cowan – St. Ann's Mobile Home Park
7. Christopher Ames – Blue Ridge Properties, LLC
8. Mark Goddard – Colonial Gardens
9. George Gendron – Gendron's Mobile
10. Betty & Gary Grimmell – Grimmell's Mobile Home Park, LLC
11. Michael Brown – Me Home Buyer, LLC, Trust Avery Street Mobile Home Park
12. Christopher Ames – Whispering Pines, LLC
13. Gary Shiffman – GCP Town & Country LLC
14. Kevin Fletcher - Brookwood Court

I, Dennis Douglass, Code Enforcement Officer for the Lisbon hereby certify the above establishments meet all the Code Enforcement requirements under the Lisbon Code Book as of this date.

Dated 4/15/21 Code Enforcement Officer: 

I, Kathy Malloy, hereby certify the above establishments meet all the Assessing requirements under the Lisbon Code Book as of this date.

Date: _____ Lisbon Assessor: _____

ITINERANT VENDOR APPLICATION

License Fee: ☐ \$75 Temporary Stands (90 days or less)
☐ \$100 6-Months Permit
☐ \$150 12-Month Permit
☐ \$200 1-Week Mass Gathering (Carnivals & festivals) Permit
☒ \$100 12-month outdoor Flea Market Permit
☐ \$200 12-month indoor Flea Market Permit
☐ \$ 0 Public Records Checks

Also Required: ☐ Landowner permission (submit letter if fixed location)
☐ If roaming, please submit a route map for the Police Chief to review

Owner: Jim & Paulette Carville Home Phone: _____

Email Address: carville6568@roadrunner.com Cell Phone: _____

Owner's Home Address (CSZ): 18 Pinewoods Road

Residence(s) for last five years: " " "

Business Name: River Side Flea Market Business Phone: _____

Location doing Business in town: 184 Lisbon St.

List Applicant / Partners / Corporate Officers (Names & DOB required):

Name: _____ | Name: _____ | Name: _____

Address: _____ | Address: _____ | Address: _____

Town/State: _____ | Town/State: _____ | Town/State: _____

Birthdate: _____ | Birthdate: _____ | Birth date: _____

Has applicant's business license ever been revoked: No If yes, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? No If yes, describe specific circumstances _____

Does the establishment have a valid liquor license? No If yes, when does it expire? _____

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

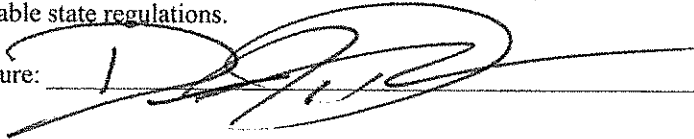
Signature: Jim Carville Date: 3-18-2021

Business Name: Riverside Flea Market

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)
☒ No, if prepackaged ice cream or food only

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.


Signature:  Date: 4/14/21

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Ryan McGee, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature:  Date: 4/20/21

INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Deputy Code Enforcement Officer
353-2500..... Police Department
333-6601 Ext 1154..Health Officer
287-5671..... State Health Inspection Dept.

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



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manager Barnes

From: Chief of Police Ryan McGee

Subject: TCMHS MOU with Town of Lisbon

Date: 4/13/2021

The Lisbon Police Department would like to form a new partnership with Tri-County Mental Health in Androscoggin County. I have worked with Tri-County Mental Health Chief Executive Catherine Ryder on providing drug counseling resources to Lisbon Residents that are experiencing severe drug dependencies and have possibly overdosed.

Tri-County Mental Health has a new position and this person can respond to Drug Overdoses with Lisbon Police Officers. This is a scheduled 40 hour a week position and is funded completely through Tri-County Mental Health in Lewiston, there are also funds available by Tri-County for after-hour call-outs. This position has an office based out of Lewiston and the person is able to respond with Lisbon Officers for Active Overdoses. In the event they cannot respond right off, they will go with Lisbon Police Officers to do a follow-up with the person and provide drug counseling resources.

The purpose of this partnership is that your Lisbon Officers have firsthand knowledge of drug issues and overdoses in Lisbon. This partnership is to provide direct support to Lisbon residents who are facing severe drug addictions and be able to provide them with local resources to get help with their drug addiction. It is also important to note that they can provide counseling services to someone that does not have money or insurance for these services, they can secure funding to help these people.

The attached Memorandum of Understanding is between the Lisbon Police Department and Tri-County Mental Health for Overdose Prevention through this Intensive Outreach program. The MOU will allow Tri-County Mental Health workers to ride in Lisbon Police Cruisers with Lisbon Officers to provide additional resources to the residents of Lisbon at no cost.

Thank you,

Ryan McGee

Chief of Police

**Memorandum of Understanding
between the
Lisbon Police Department and Tri-County Mental Health
for Overdose Prevention through Intensive Outreach,
Naloxone and Safety (OPTIONS)**

The Lisbon Police Department ("LPD" or the "Department") and Tri-County Mental Health Services ("TCMHS") are entering into this Memorandum of Understanding ("MOU") as of April 21, 2021 for purposes of outlining the understanding and responsibilities of each party in their joint conduct of a program in which TCMHS employee/s co-respond with LPD police officers to police dispatches believed to involve persons with substance use disorder issues ("OPTIONS" or the "Program"). TCMHS shall receive no payment or reimbursement of expenses from LPD or the town of Lisbon for its services-or involvement in the Program.

Selection:

TCMHS is solely responsible for screening its employees to determine which of its employee(s) possess the necessary licensing to be recommended by TCMHS for participation in this Program. Only properly licensed TCMHS employees are permitted to participate.

All TCMHS employees who are recommended for and agree to be part of this Program must first submit to a Lisbon Police Department background check, at LPD's expense. LPD will have the sole discretion and authority to approve or disapprove participation in the Program by a TCMHS employee.

The Lisbon Police Department's background check can include all or any of the following:

- 1) Past criminal behavior
- 2) Finger printing
- 3) Driving history
- 4) Internal records search
- 5) Anything the Department deems necessary to thoroughly evaluate a candidate

Training:

All Lisbon Police officers and participating TCMHS employees will be instructed with regard to the Program and educated with regard to the requirements of this MOU.

Scheduling:

The Lisbon Police Department will assign a police officer to serve as the point of contact between the Department and the designated TCMHS supervisor for this Program. Subject to any confidentiality requirements of applicable law, the Lisbon Police Department will provide TCMHS with the names of individuals that LPD has identified as having unresolved substance use issues, which information TCMHS and its employees shall maintain confidential as required by this MOU. Both agencies will work together to determine a time, ideally within 24 hours of the receipt of a report, to jointly offer the OPTIONS service.

TCMHS will inform the Department of any scheduling changes as soon as possible by notifying the assigned police officer, if known in advance of the day of the schedule change, or by contacting the Lisbon PD Supervisor and the assigned police officer on the day of the schedule change (e.g. a TCMHS employee(s) is sick).

Waivers:

All participating Tri-County Mental Health employees must sign a liability waiver that shall include the following language, before working with the Lisbon Police Department and responding to calls for service:

I understand the risk of all dangerous conditions or situations which might arise during the course of my presence in riding in a police cruiser and in participating in OPTIONS (the "Program"), and I waive all specific notice of the existence of such conditions. I further state that I am aware of the fact that I could encounter risks of hazards which exist, develop, or arise during the course of my presence in said cruiser or participating in the Program as the result of the acts or failure to act of individuals over whom the Police Department of the town of Lisbon, its officials, agents, or employees have no control and acknowledge that said acts or failure to act on the part of any such third person could lead to damage or loss to my person or property. I further state that I will hold harmless the Town of Lisbon, including but not limited to the Police Department, and each of its officials, representatives, agents, and employees from any claims for damage or loss to persons or property which might be caused by actions or failure to act of the town of Lisbon, including but not limited to the Police Department, and or its officials, representatives, agents, or employees, including but not limited to their negligent acts or omissions, while I am riding in said police cruiser and/or accompanying an officer of the Lisbon Police Department except to the extent any such claims for damage or loss to my person or property are due to the intentional misconduct or gross negligence of the town of Lisbon, including but not limited to the Police Department and its officials, representatives agents, or employees.

By signing, I am also aware of the following "Prohibited Conduct" during the privileged ride along participation: -No possession of weapons. -No audio or video recording of officers or civilian public without express written permission from the Chief of Police, or designee of the Chief of Police by written designation, and only for a specific articulated purpose outlined in the written permission. Recording devices are subject to seizure and any recordings made are subject to seizure as investigatory evidence. (LPD Ride Along waiver)

Response to calls:

The participating TCMHS employee(s) will ride with assigned Lisbon police officer(s) during the mutually agreed upon scheduled time. The Lisbon police officer(s) will in all events be the party in charge at each call, and all TCMHS employees participating in the Program will be instructed by TCMHS not to interfere with that authority.

When following up on substance use related calls for service, the Lisbon police officer(s) will determine in their sole discretion if the incident location is safe and will ask the individual(s) involved if they would like to speak with the OPTIONS co-responder.

- 1) If mental health/substance use services are declined, the TCMHS employee(s) will not make contact with the individual(s).
- 2) If mental health/ substance use services are accepted, the TCMHS employee(s) will then make contact with the individual(s) and provide care.
 - a. The TCMHS employee(s) will be responsible to ensuring all "consent to treat" documents are completed.
 - b. The TCMHS employee(s) will also ask for consent to release information to the Lisbon Police Department. This release of information is voluntary, and if consent is not given it will NOT prevent TCMHS from providing treatment.
- 3) The TCMHS employee(s) will then determine if they believe it is appropriate and reasonable for the officer to transport the TCMHS employee(s) and the individual(s) accepting care (the "client") to the Lisbon Police Department or to the TCMHS office so they can continue their assessment.

- a. The goal of the Project is to defer substance use related calls for service to mental health/substance abuse care providers, and to reduce police involvement, transportation, and the use of force when responding to mental health/ substance abuse related calls for service.

- i. If the TCMHS employee(s) believes the officer(s) need to stay on scene, the officer(s) will remain on the scene if reasonably possible under the circumstances.

- ii. If the TCMHS employee(s) decides that it would be appropriate and reasonable to continue their assessment at the Lisbon Police Department, TCMHS, or a local hospital the officer(s) will transport them to these select locations if permitted under applicable law.

- iii. For clients who need to be transported to crisis care:

- a. All mental health and substance abuse clients that require transportation to crisis care or to a hospital for further mental health/ substance abuse treatment will be transported to St. Mary's Hospital only.

- b. If reasonable, Lisbon Emergency and/or United Ambulance can conduct the transportation to a medical facility they will be contacted. The Lisbon Police Department will NOT transport clients to other mental health facilities regardless of whether the client has been blue papered, unless authorized by the Supervisor

Documentation:

In order for each call for service to be documented in IMC, the Department's record keeping system, the Tri-County Mental Health Services employee(s) will ask each client for consent to

release information from their visit to the Lisbon Police Department. The releasing of information is voluntary, however, and if the client does not authorize the release, it will NOT prohibit or prevent Tri-County Mental Health Services from providing services.

TCMHS and its employees shall comply with all Federal and State laws and regulations related to confidentiality including, but not limited to, HIPAA. If the client does not sign a release that specifically authorizes Tri-County Mental Health Services to disclose what was discussed during the call or for any follow up, Tri-County Mental Health Services will not provide the Lisbon Police Department with any information regarding the client. The client may alternatively choose to sign a limited release that only authorizes TCMHS Services to provide the following information to the Lisbon Police Department:

- 1) Client's full name
- 2) Client's date of birth
- 3) Client's address
- 4) Client 's phone number

Any information that should be added to an individual's name file, whether as a note and/or caution, will be added into IMC by an officer.

Additional information:

Tri-County Mental Health Services employee(s) will NOT directly involve themselves in situations in which someone is actively attempting to injure or kill themselves or others. Some examples of these incidents are standoffs, barricaded subject(s), and hostage situations.

I. The Lisbon Police Department's personnel will handle these calls for service, but may request that Tri-County Mental Health Services employee(s) provide indirect support, such as advice, recommendations, and suggestions.

II. The Department acknowledges that At NO time during these types of incidents will the Tri-County Mental Health Services employee(s) have direct contact with the individual(s) involved. Tri-County Mental Health Services employee(s) are not victim advocates. Local resources, such as Safe Voices and the Sexual Assault Prevention & Response Services will be contacted as deemed appropriate by the Department.

Either TCMHS or the Department may terminate this arrangement for any reason at any time upon ten (10) days written notice.

The parties agree that TCMHS and its employees are acting in the capacity of an independent contractor and not as officers, employees, or agents of the Department.

TCMHS warrants and covenants that its employees performing under this MOU shall have and maintain in good standing all licenses and permits necessary in order to participate in the Program, and that they will comply at all times with all applicable federal, state, and local

ordinances, laws, regulations, and orders, including all relevant professional standards, regulations and statutory requirements regarding the disclosure of confidential information and the prohibition of discrimination on the basis of race, color, religion, sex, national origin or citizen status, ancestry, age, physical or mental disability, or sexual orientation.

TCMHS shall indemnify, defend, and hold harmless the Department and the town of Lisbon, including but not limited to the Police Department, and each of their officials, trustees, officers, representatives, employees, and agents, from and against any and all losses, liabilities, claims, damages, actions, lawsuits, judgments, and costs, arising out of or resulting from the acts or omissions of TCMH or its agents, employees, or subcontractors, in performing under this MOU, including with limitation, any breach of confidentiality by TCMH or its agents, employees, or subcontractors, or TCMH's failure to perform all obligations owed to its employees, including any claim TCMH employees might have or make for privileges, compensation, or benefits under any Department, Town of Lisbon, or State employee benefit plan, and all sums that are due and owing to the Internal Revenue Service or any state taxing authority for any state and federal taxes. For the purposes of the foregoing indemnity, TCMH hereby waives any immunities to which it may be entitled under worker's compensation laws and assumes potential liability for actions brought by TCMHS's own employees. TCMHS shall give the Department immediate notice in writing of any legal action or suit filed that is related in any way to this MOU or which may affect the performance of duties under this MOU. The prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in connection with any action or proceeding between TCMHS and the Department arising out of or related to this MOU. The obligation of indemnification shall survive the expiration or termination of this MOU for any reason. TCMHS shall maintain in full force during the term of this MOU insurance coverage in accordance with the following requirements: (a) Commercial General Liability insurance with a minimum combined single limit per occurrence of \$1,000,000 and minimum aggregate limit of \$3,000,000; (b) Automobile Liability insurance with a minimum combined single limit per accident of \$1,000,000; and (c) Employer's Liability insurance and Worker's Compensation insurance in accordance with the laws of the country, state, province or territory exercising jurisdiction over the employee with minimum limits required by law with respect to Worker's Compensation insurance, and with respect to Employer's Liability insurance minimum limits per employee and per event of \$1,000,000.

The Department and Town of Lisbon shall indemnify, defend, and hold harmless TCMHS and each of their trustees, officers, employees, and agents, from and against any and all losses, liabilities, claims, damages, actions, lawsuits, judgments, and costs, arising out of or resulting from (i) the acts or omissions of the Department or its agents, employees, or subcontractors, in performing under this MOU, including without limitation, any physical injuries caused to any TCMHS employee, and (ii) due to the gross negligence of any Department employee, any breach of confidentiality by the Department or its agents, employees, or subcontractors, or (iii) the Department's failure to perform all obligations owed to its employees, including any claim Department employees might have or make for privileges, compensation, or benefits under any TCMHS benefit plan, and all sums that are due and owing to the Internal Revenue Service or any state taxing authority for any state and federal taxes. The Department shall give TCMHS immediate notice in writing of any legal action or suit filed that is related in any way to this MOU or which may affect the performance of duties under this MOU. The

prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in connection with any action or proceeding between TCMHS and the Department arising out of or related to this MOU. The obligations of indemnification shall survive the expiration or termination of this MOU for any reason.

All insurance required hereunder shall be primary and noncontributory as to TCMHS's own acts or omissions.

This MOU may not be assigned or subcontracted by TCMHS without the prior written consent of the Department.

This MOU contains the entire agreement of the parties and may not be modified or amended except in writing signed by both parties.

Lisbon Police Department

By: 

Ryan McGee

Chief of Police

Date: 4-21-2021

Tri-County Mental Health Services, Inc.

By: 

Its: CEO

Date: 4/21/2021

2-

Town of Lisbon

By: 

Town Manager

Date: 4-21-2021



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Lisbon Falls Village Area Wayfinding Signage
 DATE: April 20, 2021

On December 8, 2020, Lisbon's Town Council approved the design and development of wayfinding signage for Lisbon's village areas, and allocated \$4,000 from the Town's Downtown Fund for production and installation following Council approval of the signage designs.

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

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

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

Lisbon's Public Works Department is currently constructing new parking lots that add +/- 45 new parking spaces in the Village area, including at the Worumbo site, off Davis Street, and on Booker Street. New wayfinding signage will make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots. Wayfinding signage also offers the opportunity to attract travelers on Route 196 to visit local businesses by offering a welcoming and visually cohesive invitation to stop and learn about all that Lisbon has to offer.

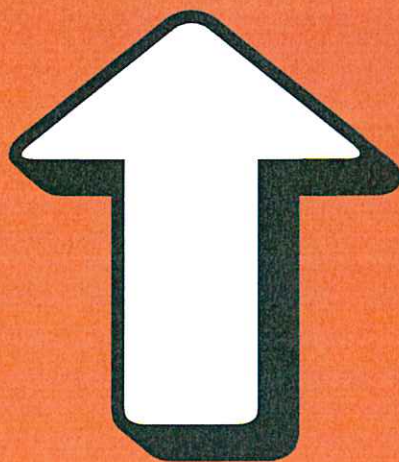
ECD has identified the need for 12 wayfinding signs at the following locations: School Street & Route 196, School Street & Route 125, Union Street & Route 196, Main Street & Route 196, Davis Street & Route 196, Booker & Union Streets, Main & Maple Streets, Main & Goddard Streets, Municipal lot off Main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

The signs will range from 2.5' x 2' to 4' x 4'. Final designs are included in the Council packet for review. The designs have been shared with the Lisbon Development Committee and entrepreneurship working group to general approval.

Therefore, we respectfully request that Council approve the attached wayfinding signage designs and locations for printing and installation in the designated locations.

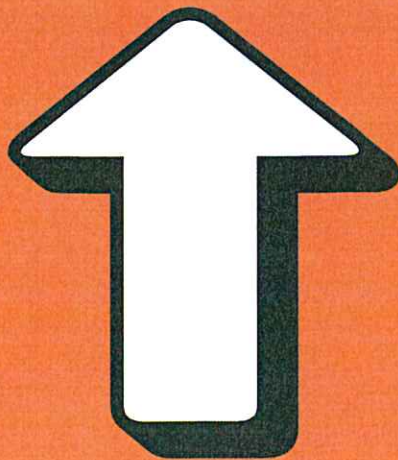


**CUSTOMER
PARKING**



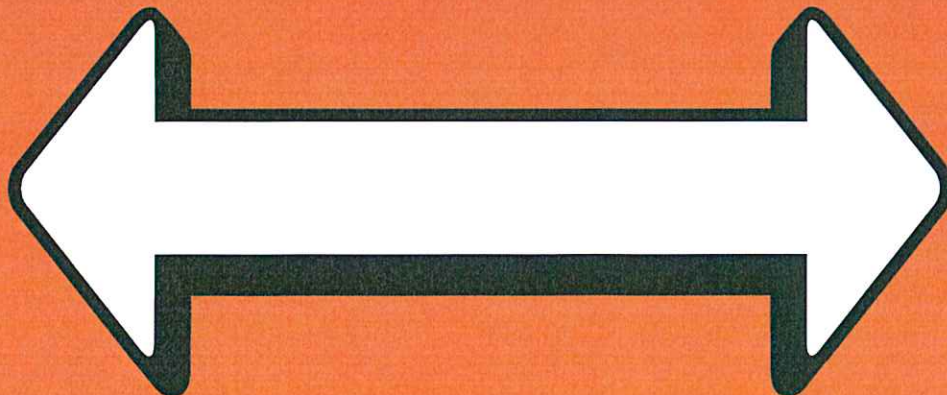


**PUBLIC
WIFI**



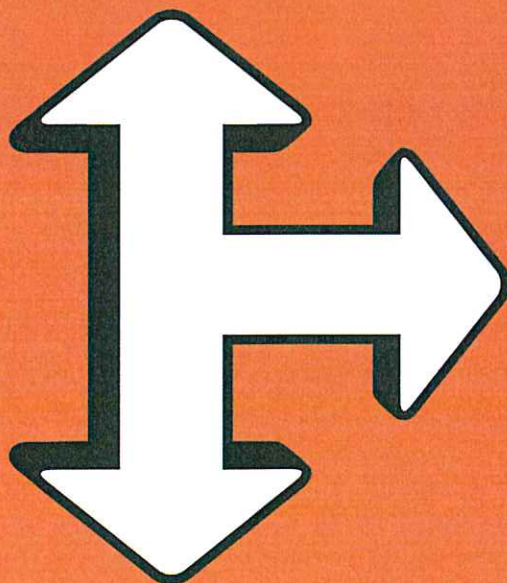


**PUBLIC
PARKING**



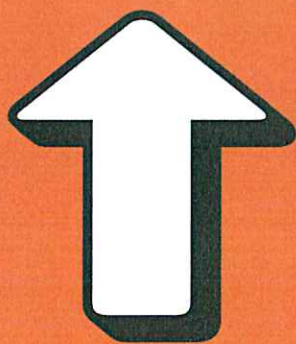


**PUBLIC
PARKING**



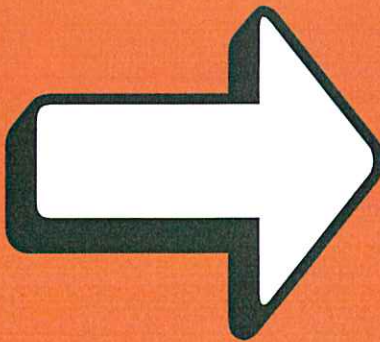


PUBLIC PARKING



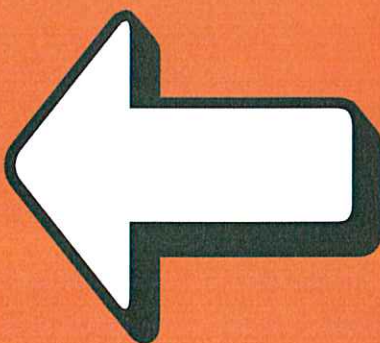


PUBLIC PARKING



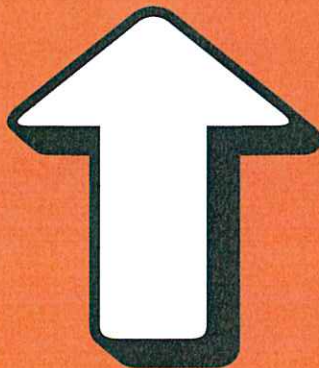


PUBLIC PARKING



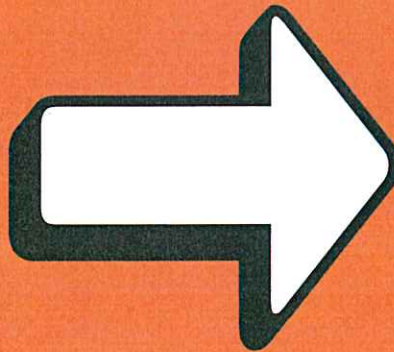


**SHOP · DINE
PARKING**





**VISIT MAIN
STREET**



WELCOME TO



**SHOP · DINE
PARKING**

WELCOME TO



**VISITOR
PARKING**



DAVIS STREET

**PUBLIC
PARKING**



WORUMBO

**PUBLIC
PARKING**



BOOKER STREET


**PUBLIC
PARKING**

OFFICE OF SUPERINTENDENT OF SCHOOLS

Richard A Green, Superintendent of Schools

LISBON SCHOOL DEPARTMENT

TO: Lisbon Town Council

FROM: Richard Green 

DATE: April 13, 2021

RE: Capital Reserve Request

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. As you know, using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$260,150 and the following request is to utilize an amount not to exceed \$10,250 to cover the cost to reline the track.

On Monday, April 12, 2021, the Lisbon School Committee voted (4-0) to request authorization from the Town Council to utilize an amount not to exceed \$10,250 to cover the cost to reline the track. Attached you will see a copy of the quote from Maine Tennis and Track.

Please feel free to contact me if you have any questions or require any additional information prior to your next meeting. I thank you in advance for your consideration.



Maine Tennis & Track

24 Mayall Road, Gray, Maine 04039

"Since 1968"

E-mail: surfaces@mainetennisandtrack.com
www.mainetennisandtrack.com

PROPOSAL

PHONE (207) 657-2140
 FAX (207) 657-4842

TO Lisbon School Department Director of Operations and Transportation Allen Ouellette aouellette@lisbonschoolsme.org	PHONE	DATE 03/23/2021
	JOB NAME / LOCATION Lisbon High School	
	JOB NUMBER 21-028	JOB PHONE

We hereby submit specifications and estimates for:

Re-Line Running Track

After owner has removed all equipment, edged encroaching grass as needed, and cleaned the track....

We will provide materials and labor to perform the following:

Complete re-lining of 6 lane running track and existing markings.

*No repairs are associated within this scope

*During this process the track will need to be closed for at least two days.

We Propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of
Ten Thousand Two Hundred Fifty Dollars and..... dollars (\$ **10,250.00**).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Acceptance
 Signature

3- AA



Note: This proposal may be withdrawn
 by us if not accepted within 15 days

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance

OFFICE OF SUPERINTENDENT OF SCHOOLS

Richard A Green, Superintendent of Schools

LISBON SCHOOL DEPARTMENT

TO: Lisbon Town Council

FROM: Richard Green



DATE: April 13, 2021

RE: Capital Reserve Request

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. As you know, using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$260,150 and the following request is to utilize an amount not to exceed \$249,900 to replace the roof at the Philip W. Sugg Middle School.

On Monday, April 12, 2021, the Lisbon School Committee voted (4-0) to request authorization from the Town Council to utilize an amount not to exceed \$249,900 to replace the roof at the Philip W. Sugg Middle School. Attached you will see a copy of the proposal from F.C. I. Construction.

Please feel free to contact me if you have any questions or require any additional information prior to your next meeting. I thank you in advance for your consideration.

F.C.I Construction

General Contractor
P.O. Box 136
Lisbon, Me. 04250

Proposal

Number: E299

Date: March 18, 2021

Bill To:

Lisbon School Department
19 Gartley St.
Lisbon,, Me. 04250

Ship To:

F.C.I Construction
P.O. Box 136
Lisbon,, Me. 04250 (207)353-9145

Proposal is For	Terms
New Sugg Roof	

Description	Amount
<p>Install new EPDM membrane roof system on lower and upper flat roofs of Sugg Middle School</p> <p>Install one layer of 1/2" foam underlayment fastened to roof deck with screws.</p> <p>Address 6th grade wing elevation difference between roofs to correct water flow</p> <p>Bond new .090" Carlisle Sure-Seal EPDM membrane Black rubber roofing to the new insulation underlayment.</p> <p>Install 6" seam tape to all seams</p> <p>Install new roof flashings at walls and at all roof penetrations</p> <p>Install new roof drains (retrofit) to all existing roof drains</p> <p>Install new cap flashing on parapet walls around the perimeter of roof</p> <p>Supply 4 new roof walkway pads</p> <p>This proposal includes clean up and disposal of all roof debris</p> <p>Includes 15 year manufacturer warranty on roof membrane and a 2 year warranty on workmanship</p> <p>Total price includes all materials and labor for above described work</p>	249,900.00

F.C.I Construction

General Contractor
P.O. Box 136
Lisbon, Me. 04250

Proposal

Number: **E299**

Date: **March 18, 2021**

Bill To:

Lisbon School Department
19 Gartley St.
Lisbon,, Me. 04250

Ship To:

F.C.I Construction
P.O. Box 136
Lisbon,, Me. 04250 (207)353-9145

Proposal is For	Terms
New Sugg Roof	

Description	Amount
<p>*Terms & Conditions*</p> <p>This proposal DOES NOT cover replacement of roof decking due to water damage or deterioration. If any decking needs replacement we will notify the customer and upon approval we will replace damage for an additional fee (Time & Materials)</p> <p>.</p> <p>Interior protection will be the building owners responsibility.</p> <p>.</p> <p>FCI Construction shall not be liable for claims or damage arising from problems with existing roof drainage interior plumbing.</p> <p>.</p> <p>the building owner is responsible for determining any effect of the new roof work to the roof decking, roof decking support system, and the building structural integrity.</p>	
Total	\$249,900.00

Material Description

Standard EPDM rubber membrane roofing systems are 0.060" in thickness and use a 4" seam tape on seams.

FCI Construction feels it would be best to Not follow Standard practice.

We will be installing Carlisle Sure-Seal EPDM rubber membrane @ 0.090" which is thicker and more durable than the standard membrane.

We will also be using a 6" seam tape instead of the standard 4", this will allow for more seam coverage and less chance of seam failure.

By using a thicker membrane and a wider seam tape the new roof will be able to withstand higher winds, hail damage, as well as more resistant to damage caused by foot traffic.

Sure-Seal EPDM

Kleen Non-Reinforced Membranes



Overview

Carlisle's Sure-Seal Kleen Non-Reinforced roofing membranes are available in thicknesses of 45-mil (1.14 mm), 60-mil (1.52 mm), and 90-mil (2.29 mm). Ideal for new single-ply roof construction and re-roofing applications, Sure-Seal EPDM Kleen Non-Reinforced membranes are available in widths of up to 10' (3 m) and lengths of up to 100' (30 m). These membranes are Fire Retardant (FR), which means they are specially formulated to inhibit the spread of flame and meet or exceed code body testing criteria for fire-retardant roofing membranes.

Features and Benefits

- » Carlisle EPDM has 50 years of proven performance and industry-leading weathering resistance (41,580 kJ/m² total radiant exposure without cracking or crazing)
- » Factory-Applied Tape™ seam technology and a full line of Pressure-Sensitive flashing accessories enhance workmanship quality
- » Dark-colored EPDM is the smart choice in colder climates:
 - Reduces heating costs, which are generally 3–5 times greater than air conditioning costs
 - Reduces carbon footprint by lowering heating costs
 - Reduces safety hazards caused by snow and ice accumulation
 - Reduces hazardous conditions caused by frost, dew, and ice
 - Reduces the potential for condensation problems
- » Life Cycle Assessment using EPA's TRACI model analyzed EPDM, TPO, PVC and Modified Bitumen:
 - EPDM had the lowest global warming potential
 - EPDM had the lowest acid rain impact
 - EPDM had the lowest contribution to smog

- » Numerous studies and real-world experience confirm that Sure-Seal EPDM's 465% elongation and weathering resistance result in superior hail damage resistance (UL 2218 Class 4 rating)
- » EPDM is the most dimensionally stable heat resistant membrane and stays flexible even in extremely cold conditions, down to -40°F (-40°C); see flexibility/torsion DMA data
- » Extruded manufacturing technology results in seamless sheets that are UL Classified and FM Approved
- » Industry-leading 15-, 20-, 25-, and 30-year warranties are available
- » Carlisle manufactures all the major components of a typical roofing system, including membrane, flashings, tapes, adhesives, sealants, insulations, and insulating cover boards

Carlisle's Factory-Applied Tape Seam Technology

The Factory-Applied Tape process results in a reliable seam with greater peel and shear strengths and no entrapped air bubbles. Consistent placement of the Factory-Applied Tape maximizes the splice area and results in a high-quality seam. Factory-Applied Tape has a shelf life of one year.

Productivity Boosting Features and Benefits:

- » Pre-cleaned EPDM allows primer to be roller applied
- » With Carlisle's Factory-Applied Tape, most of the labor to create seams between membrane panels is completed in a quality-controlled, state-of-the-art environment
- » Factory-Applied Tape is available on all Sure-Seal Kleen membranes up to 10' (3 m) in width, providing the fastest way to complete a seam in today's roofing market



30-Year Warranty

Carlisle's 30-year Sure-Seal EPDM roof system features a thicker, more durable membrane complemented by enhanced details and accessories. Carlisle's 90-mil EPDM is used for 30-year warranty installations to provide long-term value and performance. In addition to 30 years of guaranteed protection, this system is available with warranties to cover hail, accidental punctures, and wind speeds up to 120 mph.

Sure-Seal EPDM

Kleen Non-Reinforced Membranes

Installation

Sure-Seal Kleen 45-mil (1.14 mm), 60-mil (1.52 mm), and 90-mil (2.29 mm) membranes are utilized primarily in Design A (Fully Adhered roofing systems).

Design A (Fully Adhered Roofing System): insulation is mechanically fastened or adhered to the roof deck. The substrate and membrane are coated with the appropriate Carlisle bonding adhesive. The membrane is then rolled into place and broomed down. To complete seams between two adjoining membrane panels, apply primer to the splice area in conjunction with Carlisle's Factory-Applied Tape. As an alternative, Carlisle's hand-applied SecurTAPE™ may be used.

Follow these steps for splicing in temperatures below 40°F (5°C):

1. Heat the primed area of the bottom membrane with a hot-air gun as the top sheet with Factory-Applied Tape is applied and pressed into place.
2. Prior to rolling the splice area with a 2"-wide steel hand roller, apply heat to the top side of the membrane with a hot-air gun. The heated surface should be hot to the touch. Be careful not to burn or blister the membrane.

Consult Carlisle specifications for complete installation information.

Precautions

- » Use proper stacking procedures to ensure sufficient stability of the materials.
- » Exercise caution when walking on wet membrane. Membranes are slippery when wet.
- » Membranes with Factory-Applied Tape should not be exposed to prolonged jobsite storage temperatures in excess of 90°F (32°C), otherwise the shelf life of the tape may be affected.
- » When membranes with Factory-Applied Tape are used in warm, sunny weather, shade the tape end of the rolls until ready to use.
- » Factory-Applied Tape has a shelf life of one year.

LEED® Information

Pre-consumer Recycled Content	5%
Post-consumer Recycled Content	0%
Manufacturing Location	Carlisle, PA
Solar Reflectance Index	9

Typical Properties and Characteristics

Physical Property	Test Method	SPEC. (PASS)	Typical
Tolerance on Nominal Thickness, %	ASTM D412	±10	±10
Weight, lbs/ft ² (kg/m ²)			
45-mil			0.29 (1.43)
60-mil			0.39 (1.91)
90-mil			0.59 (2.86)
Tensile Strength, min, psi (MPa)	ASTM D412	1305 (9)	1600 (11.0)
Elongation, Ultimate, min, %	ASTM D412	300	465
Tear Strength, min, lbf/in (kN/m)	ASTM D624 (Die C)	150 (26.3)	200 (35.0)
Factory Seam Strength, min	Modified ASTM D816	Membrane Rupture	Membrane Rupture
Resistance to Heat Aging* Properties after 28 days @ 240°F (116°C)	ASTM D573		
Tensile Strength, min, psi (MPa)	ASTM D412	1205 (8.3)	1450 (10.0)
Elongation, Ultimate, min, %	ASTM D412	200	280
Tear Strength, min, lbf/in (kN/m)	ASTM D624	125 (21.9)	215 (37.6)
Linear Dimensional Change, max, %	ASTM D1204	±1.0	-0.5
Ozone Resistance*	ASTM D1149	No Cracks	No Cracks
Condition after exposure to 100 ppm Ozone in air for 168 hours @ 104°F (40°C) Specimen is at 50% strain			
Brittleness Temp., max, °F (°C)*	ASTM D746	-49 (-45)	-49 (-45)
Resistance to Water Absorption* After 7 days immersion @ 158°F (70°C) Change in mass, max, %	ASTM D471	+8, -2	+2.0
Water Vapor Permeance* Max, perms (Proc. B or BW)	ASTM E 96	0.10	0.03
Flexibility/Torsion DMA	ASTM D5279-08	N/A	225 MPa @ -40°F
Fungi Resistance	ASTM G21	N/A	0 (No Growth)
Resistance to Outdoor (Ultraviolet) Weathering* Xenon-Arc, total radiant exposure at 0.70 W/m ² irradiance, 80°C black panel temperature	ASTM G155	No Cracks No Cracking 7,560 kJ/m ²	No Cracks No Cracking 41,480 kJ/m ²
At 0.35 W/m ² irradiance, 80°C black panel temperature		3,000 hrs	16,500 hrs
		6,000 hrs	33,000 hrs

*Not a quality control test due to the time required for the test or the complexity of the test. However, all tests are run on a statistical basis to ensure overall long-term performance of the sheeting.

Typical properties and characteristics are based on samples tested and are not guaranteed for all samples of this product. This data and information is intended as a guide and does not reflect the specification range for any particular property of this product.

Note: Sure-Seal Kleen Non-Reinforced EPDM Membrane meets or exceeds the minimum requirements set forth by ASTM D4637 for Type I non-reinforced EPDM single-ply roofing membranes.

Town Manager Monthly Departmental Project Agenda (May 2021)

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

Department	Project	Items to Complete
Town Manager	<ul style="list-style-type: none"> • Construction Meetings • IT Managed Services • Munis • CDBG-Housing Grant • CDBG-Façade Grant • AVCOG Finance Committee, Executive Committee, & Policy Committee Meetings • Department Visitations • Job Descriptions • Upper Dam Removal • Casella Residuals Management Agreement • Amerisco NEB Agreement • Revision EV Charging Station Agreement • Budget Warrant 2018 CDBG DR Grant 	<p>Continue monthly construction meetings Webster Rd/St. Ann St./Upland Road/Crest Avenue/Davis St. Pump Station</p> <p>Continue on transition from RoundTable to other IT Managed Services with an expected start date of May 3, 2021</p> <p>Continue working on the Munis Utility implementation.</p> <p>Will continue working on the grant with the Finance Director and Economic Development Director</p> <p>Will continue working on the grant with the Finance Director and Economic Development Director</p> <p>Attend monthly committee meeting with AVOCG. These meetings are via zoom due to COVID-19</p> <p>Will continue to conduct monthly off-site department visitations</p> <p>Continue work with Department Heads to update job descriptions</p> <p>Finalize access agreement with DMR on the Upper Dam removal</p> <p>Finalize the residuals management agreement with Casella to bring to Council for approval</p> <p>Finalize the NEB agreement with Amerisco and bring to Council for approval</p> <p>Finalize EV Charging Station agreement with Revision and bring to Council for approval</p> <p>Finalize budget warrant and warrant articles</p> <p>Close out 2018 CDBG DR Grant</p>



Janet T. Mills
GOVERNOR

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Bruce A. Van Note
ACTING COMMISSIONER

March 26, 2021

Town of Lisbon
300 Lisbon St.
Lisbon, ME 04250

Subject: Frazier Bridge #3954
Bridge Culvert Replacement Project
WIN: 023118.00
Town of Lisbon

To Diane Barnes, Town Manager:

The Maine Department of Transportation is currently working on the final design of a bridge culvert replacement project of Frazier Bridge #3954, WIN: 023118.00 in the Town of Lisbon. Advertisement of the subject project for competitive bids is scheduled for December 2021. Construction of this project is anticipated to be completed during the 2022 Construction season.

The project is further described as follows:

Bridge culvert replacement project for Frazier Bridge #3954 which carries Route 125 (Main St.) over Dearing Brook in the Town of Lisbon.

The work will be done using a road closure, detouring traffic onto surrounding roadways during construction. The detour route will consist of the following: Route 125 (Main St.), School St., Route 9/196 (Lisbon St.), Route 9 (Ridge Rd.), and Gould Rd. This road closure will be coordinated with the Town to avoid impacts to school bus routes.

We hereby request that you provide a copy of this notice to all municipal officials, employees and boards with responsibilities for utility and/or land-use planning/permitting, and that you post this letter on any municipal public bulletin boards, media outlets and/or municipal websites as a public meeting will not be held regarding this project unless specifically requested by the municipality.

Should you have any questions, concerns or other areas of interest, we would appreciate your comments and input. My contact information can be found below.

Sincerely,

Devan Eaton, P.E.
Project Manager
Maine Department of Transportation
Bridge Program
207-215-5729
devan.c.eaton@maine.gov



Town of Lisbon

TO: Diane Barnes, Town Manager
FROM: Amy Wiers, Assessing Clerk
DATE: April 14, 2021
RE: Monthly Department Report

We have reached the busiest time of year for Assessing. We are currently getting ready for Commitment and working on Personal Property.

In the past month, we have been working on Mobile Home Park lists; this includes verifying owners and mobile homes that have been updated with newer models, and application renewals. We are also reviewing building permits to capture all the new homes, sheds, additions, etc. for the upcoming commitment. This month we mailed out 21 new home owner packets and processed 11 Homestead applications and 4 Veteran applications. Kathy has started processing Personal Property, BETE and BETR applications.

Projects for the next month (May):

The upcoming month will include processing personal property forms and continuing to review building permits. We will continue to take photos of new homes, new businesses and additions for the assessing record in TRIO. We will also verify additions such as, new sheds and decks to add to TRIO.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for March 2021

Building permits issued - 26

- 8 New single family homes
- 4 Mobile homes
- 1 Commercial project
- 2 Garages
- 3 Remodel
- 5 Storage sheds
- 3 Misc.

Electrical permits issued – 12

- 1 New home service
- 1 Commercial
- 3 Mobile homes
- 1 Garage
- 1 Service upgrade
- 3 Remodels
- 2 Misc.

Plumbing permits issued - 14

- 6 New HHE200 septic
- 7 Internal plumbing
- 1 Mobile home hook-up

Miscellaneous permits - 1 - Demo Debris

Planning Board:

Planning Board membership picture - Updated

Rural Open Space II zone description

Medical/Adult Use Marijuana ordinance review

Solar Farm Moratorium – Planning Board Liaison - Don Fellows, Town Council

Case #20-04 - Ricker Farm solar project – Abutter concerns

Forbes Road solar project – CMP issues

Case #20-08 - 9 Merrill Ave., Condo project – Abutter concerns

Case #21-01 – Frost Hill Solar Farm – Tier 2 Site Plan review

- Revised project plan in response to public input

Case #21-02 – Subdivision Review Application

John and Linda Eckhardt

74 Running Brook Road, Lisbon ME 04250

Tax Map R5 Lot 43J

- Second amendment to lot 2B of Ricker Farm Subdivision

Case #21-03 – Subdivision Review Application

Denjan, LLC

Upland Road, Lisbon ME 04250

Tax Map R5 Lot 32B

- 4 lot parcel division

Case #21-04 – Conditional Use Application – Rear Lot

Estate of Francis J. Kacsmar

17 Warren Circle/22&28 Ridge Road Lisbon Falls, ME 04252

Tax Map U9 Lots 20-B, 31, 52

- Modification of property boundary lines which creates one rear lot

Appeals Board – No Cases to report

Health Officer -

- Victualer inspections – on-going

***** Goals/Projects March/April** – I will be very busy with planning board cases in March and April. We have 7 new projects being submitted for review. This is taking a majority of my time outside of normal permitting and inspection duties. Ordinance writing, research on significant issues like solar farms and marijuana business' and also zoning work takes a significant amount of preparation to be ready for public meetings.



TOWN OF LISBON

Economic & Community Development

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

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
DATE: April 20, 2021
RE: Monthly Department Report

Over the last month, the Economic Development Department (ECD) was busy over the last month advancing a variety of initiatives.

RIBBON CUTTING CELEBRATION

Isabella Grace Consignment Boutique was welcomed to Lisbon on Thursday, April 15th. Isabella Grace is located at 143 Lisbon Street adjacent to Haven Hair Salon.

SUMMER EVENT SERIES & BUSINESS MARKETING

Implementation of the *Moxie 2021 Plan* took a leap forward with the hiring of a new Summer Event Coordinator, Lise Tancrede, who will join the Parks & Recreation Department and collaborate with ECD to create a series of events to draw visitors to downtown. Wayfinding signage has been designed to guide visitors to local businesses and public parking. Additional village parking is under construction and will be completed prior to summer. Marketing materials are in development by a local designer.

BUSINESS PROMOTIONAL CAMPAIGN.

With support from the Maine Development Foundation, Main Street Fellow Nat Blackford has developed a collaborative marketing campaign to promote local Lisbon businesses. An interactive web-based business mapping platform will promote local businesses. A business scavenger hunt and monthly raffle will cross-promote Lisbon businesses and drive customer foot traffic with the following general guidelines:

- Mix of 16 activities/locations. Participants must complete at least 8 to enter their passport into the raffle.
- Each month, all the completed passports are entered into a raffle. A new winner is chosen each month at random. Individuals cannot win twice.
- Businesses sponsor the item raffled off each month and in return their location is where the passport needs to be dropped off. The team managing the raffle then picks them up.
- Each passport will contain:
 - ✓ 16 activities/tasks/locations, and spots for a stamp or sticker
 - ✓ Dropoff locations for each month (June, July, August)
 - ✓ A place for the individual to put their contact information in case they win the raffle.
 - ✓ The rules and guidelines for the raffle

CDBG FAÇADE GRANT UPDATE

Three new façade projects have been approved by Town Council and are out to bid. A project at 16 Main Street welcome Olive Pit Brewing to Lisbon with new improvements facing both Main Street and Route 196. Bob's Auto Care's project at 58 Lisbon Street will spruce up the

western gateway to Lisbon from Lewiston by adding new siding and trim to a garage visible from Route 196. New siding at 13 Main Street will improve the façade at Mike's Flooring.

LISBON DEVELOPMENT COMMITTEE UPDATE

At the April 14th LDC committee meeting, members were joined by the Acorn Engineering and Aceto Landscape Architects to review three draft designs for former Worumbo Mill site redevelopment scenarios. After incorporating the LDC's input, Acorn/Aceto will refine the designs for community-wide input among Lisbon residents and business owners in May.

GOALS FOR MONTH AHEAD

- Advertise event calendar and prepare to mobilize implementation collaboration across Town Departments
- Print branded wayfinding signage for installation
- Complete public art benches for Worumbo riverfront
- Complete installation of public WiFi at Worumbo riverfront
- Advance to final stages of community visioning for the Worumbo site with Acorn Engineering
- Complete bid process and select contractors for approved CDBG façade projects
- Finalize and promote Lisbon business map and scavenger hunt/raffle promotions
- Celebrate Barnard Financial with a ribbon cutting
- Continue implementation of the MCF-funded entrepreneurship initiative



MEMORANDUM - FINANCE

SUBJECT: Finance Report – Other Items
TO: Diane Barnes, Town Manager
FROM: Kayla Tierney, Finance Director
DATE: April 15, 2021

FY20 Audit

- The Town of Lisbon filed their FY20 audit with the federal clearinghouse and the DOE. The deadline for the audit was March 31, 2021 and this deadline was met. I would like to thank RHR Smith as well as the other members of the Finance Department: Becky Hayslip and Brenda Martin. Lastly, I would like to thank Megan Lavigne and Diane Barnes. The Town received an unmodified opinion on the FY20 audit and the final copies of the audit have been made available to the Council and the Finance Committee.

FY21

- We are quickly approaching the end of this fiscal year and the Finance Assistant and I have been working together on reconciliations and reports as we prep for the end of the fiscal year and the FY21 audit. The FY21 audit has already been scheduled with RHR Smith. The Finance Department will begin working with the auditors in the middle of June 2021.

Next Month Goals/Projects

- Continuing with Budget workshops
- We are also keeping an eye on the Revenue Projections to see if an update will be issued. Otherwise, we will be using the Revenue Projections that were produced on the Maine.gov website on March 26, 2021.
- As mentioned above, we are quickly approaching the end of FY21. The Finance Director and the Finance Assistant will be compiling reconciliations and reports to be provided to the auditors as we prep for FY21.
- Parks and Recreation Revenue/AR
 - This year has been a challenging year as it was a full year with Covid-19. The Parks and Recreation Department experienced a hit to their revenues as we had to align with CDC regulations.
 - The Finance Director and Finance Assistant would like to go over to the Parks and Recreation Department to look at their Revenues and Accounts Receivable amounts together. We would also like to see if their software system can produce reports to assist us in evaluating this information.



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report – data pulled April 15, 2021 for Period 10

Kayla Tierney, Finance Director

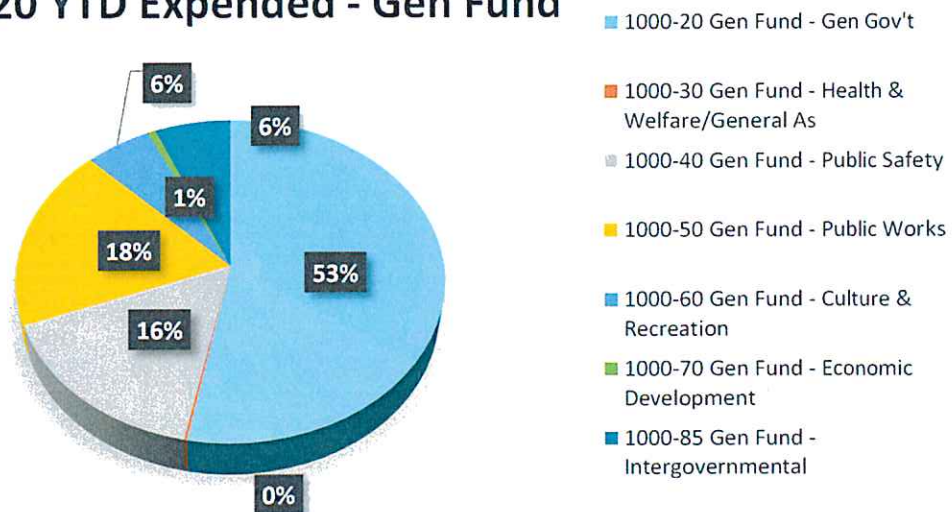
DATE: April 20, 2021

Expenses:

- Total General Fund Expenses YTD are: \$12,593,120.69 FY21 Budget for General Fund Expenses is \$16,831,006. There is \$82,022.09 encumbered which leaves a \$4,155,863.31 remaining budget. Approximately 75% of the general fund budget has been used YTD – as of April 15, 2021 (Period 10). At the end of period 10, I would expect 83% expended. As such, I think that we are right on track.

General Fund by Org	YTD Expended	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	6,670,781.02	9,276,081	72.00
1000-30 Gen Fund - Health & Welfare/General As	24,286.89	44,645	54.50
1000-40 Gen Fund - Public Safety	2,014,178.59	2,736,712	73.80
1000-50 Gen Fund - Public Works	2,321,107.79	2,905,191	81.40
1000-60 Gen Fund - Culture & Recreation	685,075.33	971,517	70.80
1000-70 Gen Fund - Economic Development	88,630.28	107,799	82.20
1000-85 Gen Fund - Intergovernmental	789,060.79	789,061	100.00
	12,593,120.69	16,831,006	

FY20 YTD Expended - Gen Fund



- When looking at the other Funds, \$2,603,627.17 has been expended YTD. FY21 budget for all other funds is \$1,612,679 – which includes budget for the Debt Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$1,181,165.27 with \$14,947.69 encumbered, leaving \$431,513.73 in available budget.

All Other Funds by Org	YTD Expended	FY21 Budget	FY21 %
ED Loan Fund	145,045.18	-	100.00
Special Revenue Fund	199,964.90	-	100.00
Dare Fund	455.25		
Moxie Fund	863.75		
Snowmobile Reserve	8,500.00	-	100.00
Debt Service	362,440.46	419,104.00	86.50
Capital Projects	1,271,278.43	-	100.00
Sewer Fund	897,298.82	1,193,575.00	77.00
	2,885,846.79	1,612,679	

- The Debt Service Fund is showing as 86.50% expended as of Period 10
 - This is within my expectations as the majority of our bonds have the first half of the payments due by September 15th. We did have some final fall bonds paid out in October.
 - Interest amounts were paid in April 2021
 - The remaining percentage to be paid within Debt Service is for the QECB, which will be paid in May 2021.
 - The Sewer Fund is 77% expended through the middle of Period 10; I would expect 83% at the end of period 10, which is right on track.
- Looking at it on a department level within the General Fund:
 - County Tax is 100% expended compared to the budget for county taxes; this is paid early in the fiscal year (August time frame).
 - The General Fund as a whole is 75% expended, which is right on track for where I would expect us to be in Period 10. By the end of Period 10, I would expect 83% expended.
- Please see below for the chart showing the YTD expended and the associative % expended on a department level:

General Fund by Dept	YTD Expended	% Expended
Elected Officials	16,729.71	82.30
Town Manager	190,847.32	79.50
Appeals Board	588.87	34.60
Planning Board	3,024.33	16.40
Legal	46,275.45	115.70
Clerk	127,790.42	70.10
Finance	171,490.35	78.80
Tax Collection	146,064.82	77.20
Assessor	89,527.33	79.00
Code Enforcement	91,848.42	77.60
Liability Insurance Program	81,418.54	94.10
Technology	162,474.37	75.20
School	5,353,990.67	70.80
Town Buildings	175,987.77	73.10
Abatements	12,722.65	100.00
Health Officer	5,408.15	80.10
General Assistance	18,878.74	49.90
Police	1,183,570.19	73.70
Fire	295,355.83	62.10
Emergency Management	200,702.46	99.90
ACO	77,080.41	76.60
Lisbon Communication Center	257,469.70	74.80
Public Works	2,321,107.79	81.40
Library	219,467.60	75.50
Parks & Rec	427,533.73	68.70
Other Public Services	38,074.00	69.40
Economic Development	88,630.28	82.20
County Tax	789,060.79	100.00
Sewer	897,298.82	77.00
TOTAL GENERAL FUND	12,593,120.69	
TOTAL SEWER FUND	897,298.82	

- Looking at each of the departments above (General Fund), the % Expended expectation for Period 10 should be between 75%-83% at the max.
- For the most part, the Departments are all within or below the above range for the expended amount with the exception of the following:
 - Legal –As we navigate through COVID-19, there has been more legal inquiries between the Town and our Legal Counsel in the current year. Of note, there is a Legal Reserve established from FY20 carryforwards in the amount of \$18,000.
 - Abatements – not a budgeted line item and there is an offsetting revenue.

- Emergency Management – this relates to the quarterly amounts paid to Lisbon Emergency. The Town has paid all four quarters on the contract as of April 15, 2021.
- The Public Works Line in total is 72.50% which is in line with expectations. If we were to break down Public Works further, it would be as follows:
 - Department of Public Works 79.3% expended YTD
 - Winter Operations 81.50% expended YTD
 - Solid Waste 73.70% expended YTD
 - Other Public Works 95.40% expended YTD
 - All of the above bring us to the 81.40% expended as a whole. As we are now into the spring months, we will more than likely be switching out of the Winter Operations budget and back into regular Public Works.
 - The big items in Other Public Works relate to Electricity and Hydrant Rental. Hydrant rental of \$461,500 is paid in full for the year; 100% of budgeted amounts.



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – data pulled April 15, 2021 for Period 10

Kayla Tierney, Finance Director

DATE: April 20, 2021

Revenues:

- Revenues are over our projections to the budget as we near the end of period 10. April Revenue Sharing will come in towards the end of the month.
- Revenue Sharing for July through March 2021 are listed below:

Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-20	86,377.46	27,396.54	113,774.00
Aug-20	65,769.47	21,948.22	87,717.69
Sep-20	79,323.80	26,472.00	105,795.80
Oct-20	105,136.25	35,086.16	140,222.41
Nov-20	85,289.34	28,462.83	113,752.17
Dec-20	78,964.91	26,352.24	105,317.15
Jan-21	89,749.97	29,951.44	119,701.41
Feb-21	112,138.96	37,423.11	149,562.07
Mar-21	69,580.56	23,220.95	92,801.51
\$ 772,330.72		\$ 256,313.49	\$ 1,028,644.21

- Budgeted \$800,000 for Revenue Sharing for FY21 – At this point, we have and will continue to collect more in Revenue Sharing than what was expected/budgeted; we are \$228,644.21 collected over budgeted expectation.
- When looking at Revenue collected on an Organizational Level within the General Fund, we are doing well.

General Fund - by Org	YTD Revenue
1000-20 Gen Fund - Gen Gov't	2,792,103.86
1000-30 Gen Fund - Health & Welfare/General As	9,185.77
1000-40 Gen Fund - Public Safety	148,867.05
1000-50 Gen Fund - Public Works	149,915.94
1000-60 Gen Fund - Culture & Recreation	107,879.77
TOTAL REVENUE - GENERAL FUND	3,207,952.39

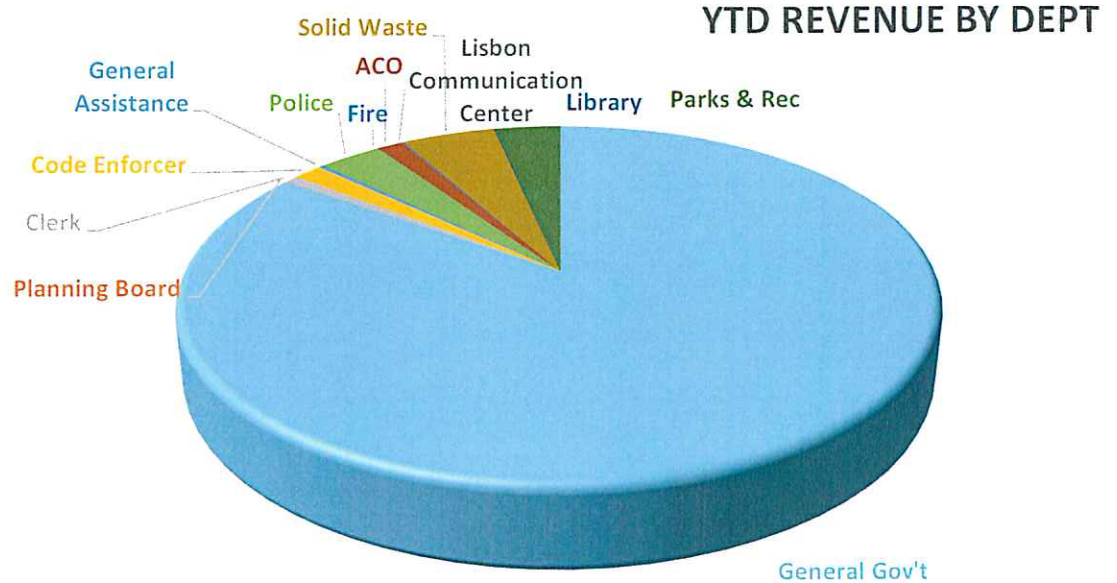
- Revenue collected on an Organizational Level for all other funds are as follows:

All other Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
ED Loan Fund	1,189.98	-	100.00
Special Revenue Fund	154,800.32	-	100.00
DARE Fund	48.65	-	100.00
Snowmobile Reserve	1,823.84	-	100.00
Sale of Town Owned Property	52,679.40	-	100.00
Debt Service	96,150.85	-	100.00
Capital Projects	3,272.94	-	100.00
Trust Funds	271.51	-	100.00
Sewer Fund	910,312.43	1,364,655.00	66.70
TOTAL ALL OTHER FUNDS	1,220,549.92		

- Total Revenues collected \$4,428,502.31 as of April 15, 2021.
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:

Of the \$4,428,502.31 listed above as total revenue from July 1, 2020 through April 15, 2021 \$3,207,952.39 is within the General Fund and \$910,312.34 is within the Sewer Fund.

General Fund - by Dept	YTD Revenue
General Gov't	2,722,579.04
Planning Board	599.92
Clerk	21,510.30
Code Enforcer	47,414.60
General Assistance	9,185.77
Police	101,136.80
Fire	255.00
ACO	41,475.25
Lisbon Communication Center	6,000.00
Solid Waste	149,915.94
Library	2,086.87
Parks & Rec	105,792.90
Sewer Dept	910,312.43
TOTAL REVENUE - GENERAL FUND	3,207,952.39
TOTAL REVENUE - SEWER FUND	910,312.43
	4,118,264.82



- General Government is largely comprised of :
 - \$1,483,628.55 YTD collected from Motor Vehicle Excise Taxes. Motor Vehicle Excise Taxes were budgeted for a \$1,500,000 revenue collection and so far we have collected 98.90%% of that budget.
 - There has been an influx in the purchase and registration of new vehicles in the current fiscal year.
 - State Revenue Sharing is also held within the General Fund Category. As noted above, \$1,028,644.21 has been received or 128.58% of the budget.
 - Now that we are in the spring/warmer months, we are seeing more residents come to the Town Office to register their boats. Of the \$5,000 budgeted boat excise tax, we have collected \$3,407 or 68.14% through period 10.
- Sewer Department largely comprised of:
 - \$753,551.56 YTD Domestic Sewer Revenue
 - \$88,369.11 YTD Septage Revenue
 - \$49,251.98 YTD Industrial Sewer Revenue
- Parks & Rec largely comprised of:
 - \$14,203.96 YTD Playground Summer Camp
 - \$32,079.21 YTD Before School
 - \$10,930.96 YTD Trekker Summer Camp
 - \$8,431.66 YTD Beaver Park Fees
 - With COVID-19, Parks & Rec is seeing less in Revenue than projected for sports/trips/school programs/etc. However, the

Beaver Park Fees are higher than expected; this is also attributable to COVID-19 because families are wanting to get outside, and what better place than locally at Beaver Park. We have receipted 84.32% of the 10,000 budget for Beaver Park Fees as of April 15, 2021.

- Solid Waste largely comprised of:
 - \$77,577 YTD Transfer Station Stickers/Permits; this is 100.75% collected of the budget of \$77,000.
 - \$25,847 YTD Yard Items; this is 123.08% collected of the budget of \$21,000.
 - \$26,673.10 YTD Metal; this is 115.97% collected of the budget of \$23,000
 - \$6,692.24 YTD Cardboard
 - \$7,078 YTD Universal Waste; 141.56% collected of approved budget of \$5,000.
- ACO largely comprised of:
 - \$21,323 YTD Sabattus ACO Revenue; fully collected (budgeted \$21,323)
 - \$11,156 YTD Bowdoin ACO Revenue; fully collected (budgeted \$11,156)
 - \$8,546.25 YTD Durham ACO Revenue



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: March 2021

In the month of March:

The Fire Department responded to 30 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). The Department responded to 7 requests for the Fire Department First Responders. The Department responded to 3 request to assist Lisbon Emergency this past month. 1 for manpower request, 1 lifting assistance request, and 1 request for a driver where the response was canceled.



In the month of March we responded to 3 request for mutual aid. These were to the towns of Bowdoin, Brunswick, and the City of Lewiston. 2 were requests for station coverage (Lewiston and Brunswick), and one response to the scene which was a structure fire in Bowdoin.

On March 15th the Fire Department responded to a structure fire at 111 Pinewoods Rd at 1:41 in the afternoon. The call went to 2 alarms, to bring in out of town units to assist. No injuries were reported. Unfortunately, the home was a total loss and 1 pet was lost. Crews were on scene until 6:30 pm. And then spent another 2 hours getting equipment cleaned and trucks back in service.

Latter the same week, the Fire Department was requested to respond to Pinewood Acres in Bowdoin for a working structure fire. Lisbon units were the first to arrive. Lisbon crews were on scene for 3 hours until the fire was out and released by Bowdoin at 2:08 am

In March, firefighters trained in offensive wildfire operations. They also continued complete some mandatory training and started working on operator training again.



Reminder to everyone that burning permits are required by the State of Maine for outdoor burning. The permits will be issued pending the fire danger day, as issued by the Maine



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Forest Service, and forecasted local weather conditions. Permits can be obtained through wardensreport.com (free), maineburnpermit.com (fee), or in person (free) at the Police Department. Allowed burning times are 5pm-11pm, Monday through Friday, and after 9am on the weekends.

Upcoming Project Agenda

Training – NFPA 1410 drills

Joint forestry training with Sabattus

Dispatch – Protocol review and updates for fire response with the dispatch supervisor

Month of March incident type break down.

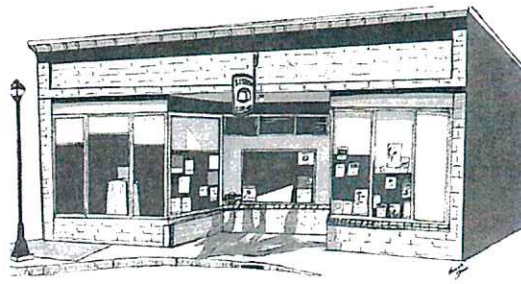
Incident Type	Occurrences
Building fire	2
Cooking fire, confined to container	1
Medical assist, assist EMS crew	2
EMS Call, excluding vehicle accident with injuries	7
Motor vehicle with injuries	3
Power line down	4
Vehicle accident, general cleanup	2
Public service	1
Unauthorized burning	1
Cover assignment, standby, moveup	3
Good intent call, other	1
Dispatched & canceled en route	1
HazMat release investigation w/no spill	1
Smoke detector activation due to malfunction	1
Total:	30

Respectfully submitted

A handwritten signature in black ink, appearing to read "N. LeClair".

Nathan LeClair

Fire Chief



LISBON LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

March 2021

Statistics:

Adult Books	920	Adult DVD's	175
Juvenile Books	921	Juvenile DVD's	74
Audio Books	64	Periodicals	87
ILL In	206	ILL Out	269
Cloud Library Users	47	Cloud Library E-books	93
Patron Count	854	Cloud Library Audio Bks	94
Patron Use Computers Sessions	143	New Patrons	12
Magazine Circulation	28	Paperback Rack	72
Patron Photocopy Serv.	25 (approx.)	Patron Fax Service	8 (approx.)
Child Craft Kits: God's Eye Weaving	26 kits given out "in-house" 163 Facebook views & 36 video views	Lego Stop-Motion Video	141 Facebook views & 21 video views
Steam Lab/Science Optical Art	167 Facebook views & 22 video views & 14 kits given out in-house	Telescope check-out	0
March 2021 Reading Challenge Program	20 patrons registered 266 hours of logged reading	Adult Author Feature: Ta-Nehisi Coates	109 views
"In the Kitchen": Instant Pot Recipes	217	<i>Crafting with Claudia: Floral Press magnets</i>	185 views
In House Adult Display: "On the Move! Yoga	121	<i>Grab-n-Go" Adult Craft: Floral Press magnets</i>	20 kits given out to Lisbon Library Patrons & Residents
Display Case March: Unclaimed Items Found in Books (used as bookmarks)	337 views		
Juvenile Audio Books	8		

March was the busiest month we have had since our return to "in-house" services in June 2020. More patrons and residents sought our assistance with federal tax forms, computer use and Inter Library Loan

requests. Our circulation statistics show increases in adult and children's books circulation, more "Cloud Library" on-line downloads as well as more "views" of our virtual adult and children's programs.

Families have begun to reach out to us about visiting and spending time in the Children's Garden. I am working with Public Works Director, Randy Cyr and Recreation/Parks Director Mark Stevens to ensure we are on the "Spring Clean-Up" schedule. Mr. Cyr and I have discussed the failing waterfall feature. The cost of replacing the liner, pump and water pipes is very expensive and not in our budget. An affordable and appropriate alternative to this big project may be to remove the "liner" that forms the little pool of water. That would be filled in and seeded to become part of the lawn area. The large rocks that form the waterfall would stay in place and serve as a retaining wall for the hill between the Fire Station and library garden. We can certainly add an affordable birdbath with funds from one of our Memorial Funds that the children would enjoy as much as the pool of water. I will update the Town Council and Town Manager after I meet with the Public Works and Recreation/Parks Directors.

We will not open the garden playhouse at this time. Although, our policy and strict procedures allows a parent to check out the key for their family/children use only, we cannot guarantee the current social distancing and mask wearing mandates will be followed. There are lots of toys in the playhouse that would require sanitizing after each family use. We do not have sufficient cleaning supplies or staff to maintain the safety of playhouse users. We will continue to monitor the state of Maine mandates and certainly re-visit the garden playhouse availability if needed.

I am also working with Fire Chief LeClair and Police Chief McGee to get a "Knox Box" for the library building. We have purchased the box and it should arrive soon. It will be installed at the appropriate location on the outside wall in the front of the library building to ensure Public Safety personnel have access to the library building.

I continue to attend the bimonthly Maine State Library Zoom meetings to ensure we continue to follow the latest Maine CDC and Maine Governor Mandates. There has been one significant update/change in the procedures in the last two weeks. Libraries now quarantine returned materials for 24 hours down from the 72-hour quarantine period that had been in place since last June. The latest materials testing has verified this time is sufficient to ensure the safety of library materials. We continue to follow all other safety protocol that includes the number of patrons allowed into the library building at any one time.

I completed and submitted the "Maine Public Library Statistics Annual Report" on 3/30/2021 that is required by the Maine Library Commission and Maine State Library. This information is compiled by the MSL and used to seek federal funds, state funds and grants for public libraries. I am very pleased that our report verified that our library meets the State of Maine Public Libraries Standards.

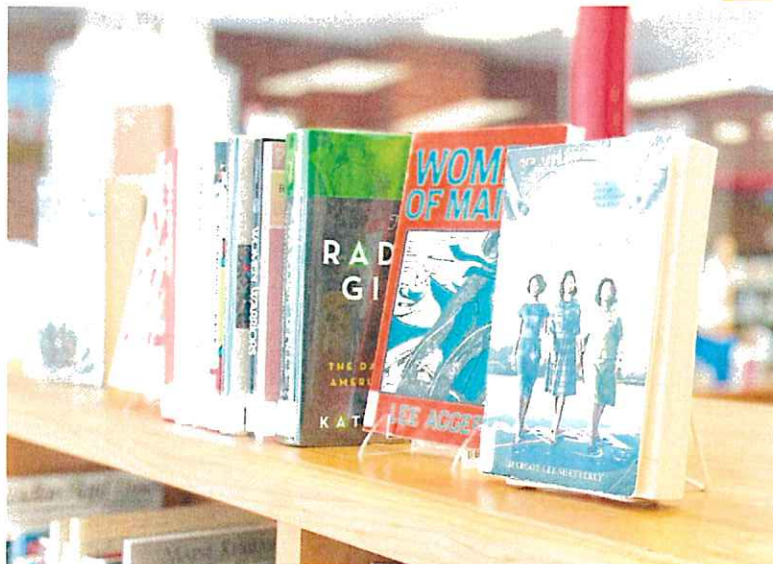
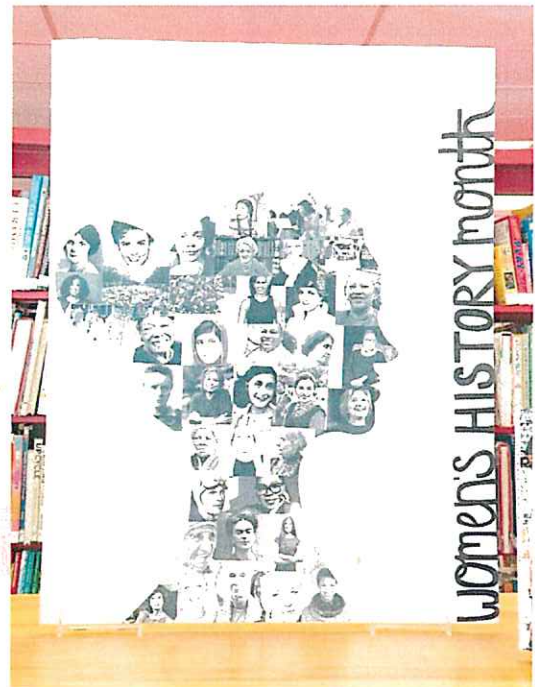
MAY 2021 LIBRARY DEPARTMENT PROJECT:

Continue to assess and inventory the Adult Non-Fiction Collection & verify any new updates/purchases against the statewide Maine InfoNet Library System catalogue.

CRAFTING
with claudia

FLORAL PRESS MAGNETS

LISBON LIBRARY DEPARTMENT



Pictured above: Crafting with Claudia Floral Press Magnet Kits were a hit with Patrons during the month of March.

March was Women's History Month and the Lisbon Library featured a display on influential women through the decades.

"In the Display Case" featured Unclaimed Items Found in Library Books - used as bookmarks, found by staff member Cyndi Medlen throughout the years.

TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

mstevens@lisbonme.org

TO: Diane Barnes; Town Manager
SUBJECT: March 2021 Report
DATE: April 13, 2021

March was a busy month for the department on a variety of fronts.

At Beaver Park, we continued to update signage and post additional reminders of park rules and clean-up. We have begun the process of installing the new trail signs, which are bringing a fresh look to the park for the new season and the influx of new pass-holders, as well as improving visibility for hikers.

The modified basketball program was a huge success, with approximately eighty kids playing in small cohorts, following all safety protocols. Everyone had fun and increased their basketball skills, and we even had a waiting list of families who were hopeful to join if space had opened up.



Our Rec Committee meeting on 3/8 was lengthy and well-attended as members discussed progress at Beaver Park, decreased revenues in the department due to the past year's pandemic, and brainstorming for the Moxie Summer Event series.



In March we began seriously planning our Summer Day Camp and Summer Sports camps, including researching field trip options, contacting venues, and making reservations. Summer day camp seems to be very anticipated, as throughout the month of March we fielded daily phone calls from parents inquiring about how soon they could sign their children up.

Before and After School was a busy month with school in-session full time, and our team covered showed great flexibility in some staffing gaps related to covid quarantining at the high school. Additionally, we saw a 10% increase in new sign-ups for our After School Rec program in the month of March.



In the month of March we opened up sign-ups for our Lisbon Community Garden program, and started orchestrating volunteers for garden clean-up throughout town, as well as starting seeds and planning summer projects.

Our department received first place in the Maine Recreation and Parks Association 2021 Summer Rec Video Contest in early March, as well as having a piece in the Lewiston Sun Journal on how we successfully navigated programming throughout the pandemic. We continue to work up brochures and flyers for our summer programs, and plan a full summer of programs and events.



Our projects are many as we move deeper into spring. We need to get all the gardens cleaned up from winter. To do this we need to hire our seasonal staff. This has been a challenge as we are not getting very many applicants.

1. Hire Staff for parks
2. Clean up all parks, gardens, and trails from winter
3. Open park road after York raking and grading
4. Clean up debris around new parking lot at Beaver Park
5. Open and prepare Pinewoods ballfields. Put up new NO HUNTING SIGNS and repair dugout that blew over in March.
6. Put out bike racks, planters, tennis wind screens.
7. Program planning for 5k, car show, and fireworks
8. Plan with event coordinator Lise Tancrede on other events.
9. Take summer registrations



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

March 2021 Report to Council

Police Department

During the month of March, we conducted Less Lethal Munitions Training, as well as Taser Training for all members of the department. This training and equipment provided our officers the tools at our fingertips, which could potentially save a life.

I am also happy to report that the town office/police department generator was installed on March 5, and is up and operational.

As I have stated many times, we are facing more mental health crisis and drug addictions in our community. We are working diligently to help our community and are actively starting new programs here in Lisbon. Just recently, I met with the Chief Executive of Tri-County Mental Health in regards to some of these issues. We are in the process of signing an MOU with them, and the Lisbon Police Department will now have a drug overdose counselor at our disposal, paid for by Tri-County Mental Health. The Drug Overdose Counselor will provide resources to Lisbon residents with drug addictions. This Counselor will be able to ride with us in the cruiser and respond to overdose incidents as well as assist us on follow-ups with the subject that overdosed. The entire purpose of this partnership is to provide the people within our community the resources to help with their drug addiction.

I am also working with Sweetser, and I am pleased at the amount of support and resources our department has available to reduce mental health issues in our community. Just this past month, I endorsed a commitment to Sweetser in regards to a Substance Abuse and Mental Health Awareness Training Grant. This coming year, all members of the department will receive Mental Health First Aid Training, hosted by Sweetser.

The Lisbon Police Department is committed to collaborating with mental health agencies to ensure our staff receives mental health first aid trainings that seeks to improve the overall health and wellbeing of our officers and our community.

In the month of March, the police department handled a total of 1,047 calls. There were a total of 18 motor vehicle crashes and 171 motor vehicle stops conducted during patrol shifts and directed traffic enforcement details. There were a total of 52 investigations initiated, and 17 individuals were arrested or charged with criminal violations.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

Also during the month of April, the vacant full-time communication officer position was filled. This was filled with a current Reserve Communication Officer, Tiffany Libby. Communication Officer Libby is also a Reserve Police Officer on the department. We are very happy to have Communication Officer Libby on as a full-time dispatcher; she is a great addition to our team.

Projection ahead for the Month of April:

In the month of April, the Lisbon Police Department is partnering with the Brunswick Police Department and the Topsham Police Departments in training. We will be sending all Lisbon Officers to a Human Trafficking Training in Brunswick this month. Human trafficking and sex trafficking is a real problem in Maine, and we have faced it on more than one occasion here in Lisbon. This training will provide officers the tools needed to assist in these types of investigations.

Also in the month of April, I will be sending my sworn officers to training in regards to Death Notifications. 2020 was a difficult year for many, and that was no exception for our Lisbon Officers. One of the hardest parts of our job is going to a family's residence to tell them that their loved one has passed away. Unfortunately, this occurs all too often, and this training will assist officers in their own mental health, and provide the officers with tools to provide resources to families when giving these notifications.

Thank you,

Ryan McGee
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: RANDY CYR

SUBJECT: MARCH 2021, MONTHLY REPORT

DATE: APRIL 07, 2021

Public Works – In the month of March, we investigated and actioned on resident and dispatch calls for snow and icing on roadways, potholes, trimming bushes, ditching and drainage issues as well as policing up trash and deceased animals. Inspected catch basins for clogging or ice buildup. Screened sand to have on hand and for smoothing out gravel roads. Smoothed out gravel roads and placed gravel where needed. Fixed and replaced various road signs. Assisted Rec on Barn door at Beaver Park. Posted all roads that needed it. Took down garland from xmas on light poles. Took wings off dump trucks from plows and prepping for summer operations. Fixed washout on Memorial St. Got the sweeper ready for street sweeping operations. Finished fixing up the park benches for Worumbo site. Lowered flags in accordance with state mandate.

Mechanic continued working on vehicles/equipment to ensure inspections were completed and safe for operation. Chris went for CDL license. Picked up the shop, salt shed and employee areas for cleanliness and preparing for summer. Continue to ensure all employees are briefed on mitigation/safety measures sent down from Management regarding COVID-19.

PW May Goals: Build parking areas on Booker, Union St and Rusty Lantern. Continue and complete street sweeping operations.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.5
Trash	222.92
Bulky Waste	12.08
Wood	27.18
Brush	4.22
Freon	41 Units

SW May Goals: Continue to practice social distancing; Increase productivity for proficiency; Continue to seek other part-time employees.

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: MARCH MONTHLY REPORT & THE PROJECT AGENDA FOR MAY
DATE: APRIL 6, 2021

1. Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed during the month of March.
 - Cleaned Aeration Tank #1, replaced some of the diffuser membranes and switched to the tank operationally
 - Installed a security camera system at the WWTP.
 - Repaired Manhole on RT. 196 at Davis Street.
 - Cleaned the septage receiving tank.
 - Received and installed the new pump station alarm system cell phones.
 - Multiple pump plugging issues on the #1 pump at the Lewiston Line pump station. A new volute wear ring was ordered to correct the issue.
2. May Project Agenda. The following list includes goals for work to be completed in the following month. This in no way represents a list of all work done within a department, nor does it guarantee that all items will be completed exactly on schedule.
 - Begin annual sewer cleaning.
 - Begin planning for the manhole work on the streets being paved this year.
 - Continue the sewer replacements on St. Ann Street, Upland Rd. and Webster Road.
 - Complete the Crest Avenue sewer replacement project.
 - Begin construction on the Davis Street pump station rebuild and the chlorine contact tank enlargement projects.

Please contact me if you have any questions.

APRIL 2021

CLERK & ELECTION DEPARTMENT REPORT

Month of March/April

Election Projects

Prepare for School Budget Validation Referendum in June
Received Election Warrant from Haley McCrater at the School Department
Updated Election Website with current Election Information and links
Confirmed facilities application to reserve gym at high school
Had Council Appoint Warden for June Election
Sent Email Notification for Public Works to schedule election materials for pick up
Sent Email Notification for Police Department to schedule police detail for election day

Prepare for Annual Municipal Election & State General Referendum Election
Prepared Nomination Papers for seats with terms expiring
Sent copies of previous liquor option questions to counsel for review
Prepared a draft Election Warrant for Dan Stockford that Elects 3 Councilors, creates space for a Charter Question, bond referendum question and liquor option questions
Prepared list of June Election Workers for Megan, received approval for hiring
Hired Election Workers for June

Codification Project

Sent code updates and created requisition for Supplement #38 for \$3,024.00

Vault & Archive Projects

Received Kofile Assessment and added it to the CIP
Discarded old dog tags in the vault
Filed oaths in the vault along and checked on FOA Training Certificates
Requested Certifications for FOA Trainings not received
Encumbered requisitions for vault shelving & other invoices
Reorganized books and boxes on shelving

Electronic Storage Project -Proofed the newly added Council Meetings for 2009
Proofed videos on Town Hall Streams
Reached out to Kofile to do one book...insufficient funds available

Annual Town Report Project

Pictures were gathered and individual reports were imported
Imported Senator King's letter & Water Dept Report
Proofed reports received to date
Finished the Report's Cover and Indexed pages

For the Month of May

Election Project - School Budget Validation Referendum in June

Prepare Supply Boxes & Election Forms (Tally Sheets) for Warden and Election Clerks

Codification Project

Wait for updates from Municipal Code Corporation to proof, review online posts, and encumber invoice for Supp #38

Vault & Archives Projects

Continue with Indexing Contents of Boxes in Vault with help from Library personnel
Install new shelf supports when they arrive
Wait for Training Certificates from Councilors Larochelle and Lunt and Commissioner Bickford

Annual Town Report Project

Wait for Auditor's Report, Town Manager's report, and Finance Director's report

