



AGENDA
COUNCIL MEETING
TOWN HALL COUNCIL CHAMBERS
MAY 04, 2021
(View on Website – Live Video Stream/Town Hall)
7:00 P.M.

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
____ Councilor Albert ____ Councilor Fellows ____ Councilor Ganong ____ Councilor Kolbe
____ Councilor Larochelle ____ Councilor Lunt ____ Councilor Ward
Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
2021-96 ORDER – National Kids to Park Day Proclamation Presentation
4. PUBLIC HEARINGS
A. School Budget & School Capital Improvement Plan
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2021-97 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 268,726.21
 - B. Municipal Payroll Warrants – \$ 314,372.11
 - C. School Accounts Payable Warrants – \$ 81,137.75
 - D. School Payroll Warrants – \$ 364,961.83
 - E. Minutes of April 20, 2021 & Workshop Minutes of April 13 and 27, 2021
 - F. Renewal Victualer's Licenses
 - G. Audit and Fixed Asset Engagement Letters
 - H. Schedule May 11 Budget Workshop & Schedule only one meeting for June
 - I. CMP Easement for EV Charging Stations
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2021-98 ORDER – Solicit Bids for Striping
2021-99 ORDER – Authorization to Sell Municipal Equipment
2021-100 ORDER – Fee Schedule Amendments
2021-101 ORDER – Downtown TIF Designation
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Larochelle/Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 9. Finance Committee (Councilor Albert)
 - B. Town Manager's Report
 - C. LDC Update on Worumbo Mill Site
 - D. Property Tax Assistance Program
9. APPOINTMENTS
2021-102 ORDER – LDC Appointments (Councilor Seat Renewal to January 2022)
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2021-103 ORDER – Per 1 M.R.S.A. Section 405 (6) (a) Personnel Matters (Labor Negotiations)
13. ADJOURNMENT
2021-104 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: May 4, 2021

Consent Agenda Items 2021 – A to I

F. Renewal Victualer's Licenses: To approve renewal victualer licenses for the following 13 eating-places in Lisbon:

- | | |
|--------------------------------|--------------------------|
| 1. Angelo's | 8. Lisbon House of Pizza |
| 2. Bootlegger's | 9. McDonald's Restaurant |
| 3. Canton Pearl | 10. Roadside Barbecue |
| 4. CN Brown A/K/A Big Apple | 11. Rusty Lantern |
| 5. Domino's | 12. Sam's Italian Foods |
| 6. Dunkin Donuts | 13. Subway |
| 7. EZ Mart Food of Maine, Inc. | |

G. Audit and Fixed Asset Engagement Letters: Motion includes approving and endorsing audit and fixed asset engagement letters.

H. Schedule May 11 Budget Workshop for 6PM & Schedule only one meeting in June: The Council has already scheduled a Special Council Meeting (School Budget Meeting) for May 11 to adopt the School Budget. Motion includes authorization to set a Municipal Budget Workshop on May 11, 2021 and to hold one meeting in June on June 22.

I. CMP Easement for EV Charging Stations: This is their standard agreement they use for their electrical equipment installation process.

Agenda Item 2021– 98 Solicit Bids for Striping

The Public Works Director is requesting permission to send out RFP's for Road Striping at the earliest possible date. The following streets and roads requested for striping are as follows:

Units of Measure	Feet	Feet	Miles	Miles
<u>STREET NAME</u>	<u>DBL. YELLOW</u>	<u>WHITE</u>	<u>DBL. YELLOW</u>	<u>WHITE</u>
Route 196	31680	63360	6	12
Route 125/Main/Canal	10,560	21,120	2	4
Route 9/Ridge Road	475.2	950.4	.09	.18
Webster Road	10,560	0	2	0
Gould Road	7,920	0	1.5	0
Littlefield Road	7,920	0	1.5	0
Village Street	2,112	4,224	.4	.8

Moody Road	7,920	0		1.5	0
King Road	7,392	0		1.4	0
Upland Road	2,112	0		.4	0
Capital Avenue	1,056	0		.2	0
School Street	1,056	0		.2	0
Pinewoods Road	13,200	0		2.5	0
Ferry Road	25,872	0		4.9	0
Hudon Road	3,696	0		.7	0
River Road	4,224	0		.8	0
Transfer Station	1,056	0		.2	0
Mill Street	5,280	0		1	0
Bowdoinham Road	15,840	0		3	0

Recommendation

To authorize the Town Manager and Public Works Director permission to send out RFP's for road striping at their earliest convenience.

Agenda Item 2021 – 99 Authorization to Sell Municipal Equipment

I am requesting the permission to send to Auctions International 3 items,

1. Used generator from municipal building. This generator was replaced because of malfunctions.
2. 1999 International dump truck with plow headgear and dump body. This truck will not pass for a state inspection and is of no use to us.
3. Old and some new granite curbing. We as a public works department do not install granite curbing and have no need for it.

Recommendation

Authorize the Town Manager to sell Municipal Equipment as follows: Used Generator from municipal building, 1999 International dump truck with plow, headgear, and dump body, and old and some new granite curbing and deposit revenues into the Sale of Town Property Reserve Account.

Agenda Item 2021 – 100 Fee Schedule

The Parks & Recreation Director recommends adjusting the fees in the fee schedule for After School Rec from \$40.00 to \$50.00 per week and from \$10.00 to \$12.00 per day. He recommends adjusting the Before School Rec fees from \$12.00 to \$15.00 per week and from \$3.00 to \$4.00 per day. These changes are inspired by the minimum wage increases over the past few years. This will increase our revenues to keep pace with our programs. The other change is to allow Veterans to enter free.

The Public Works Director recommends adjusting the fees in the fee schedule for Solid Waste Transfer and Recycling Facility. The reason for this request to change disposal fees is due to an increase in tipping fees from Grimm Industries for the disposal of OBW starting May 1, 2021. Currently we are at \$70 per ton. The increase will be \$8.00 per ton for a new total per ton of \$78.00. By averaging prior year's tipping fees per each pickup

for OBW, and looking at our current year to date fees paid, the difference is \$2,677 for the year. The increase of disposal fee in Appendix C should help off-set these costs.

The Public Works Director is also seeing an increase of household waste (MSW) which may be due from the amount of new home owners in Lisbon and or general cleaning through COVID. By averaging prior year's tonnage, and looking at Lisbon's current year to date tonnage, Lisbon collected about 100 tons more waste, which equals \$7,300 more than the average we pay to dispose of MSW in prior years.

While also requesting the disposal fee increase, the Public Works Director requests the Council increase the Transfer Station permits for Residents, Temp Permits, and Commercial Haulers.

As the Solid Waste Market continues to change, companies all over are continuing to adjust their disposal/tipping fees based on number of factors including trucking, processing and increased landfill costs for them, which we must continue to do the same to maintain revenue.

Recommendation

To adopt the fee schedule changes as follows as presented:

Children three <u>VETERANS</u>	Free <u>Free</u>
-----------------------------------	---------------------

Before school rec	12.00 per week or 3.00 per day <u>15.00 per week or 4.00 per day</u>
After school rec	40.00 per week or 10.00 per day <u>50.00 per week or 12.00 per day</u>

Residential Permit:	
a. Residents	25.00 30.00
b. Business	25.00 30.00
Temporary Permits issued for no more than 6 months:	
a. Residents	25.00 30.00
b. Nonresidents	25.00 30.00

Windows and doors:	
a. Windows	2.00 5.00
b. Doors	2.00 5.00
Shingles:	
a. Lisbon sticker and demo permit from CEO, per yard	25.00 30.00

b. Carpets, 10' x 12'	10.00 -15.00
c. All boxspring, each	5.00 10.00
d. Mattress, twin and full	5.00 -10.00
e. Mattress, queen and larger	10.00 -15.00
f. Chairs, each	10.00 -15.00
g. Sofas, each	20.00 -25.00
h. Wood, per yard	5.00 -10.00
Licenses and sticker for access to facility beginning Sept. 1 for one calendar year:	
First sticker for vehicles one ton and under, annually	25.00 -30.00
Subsequent vehicles	25.00 -30.00
Vehicles over one-ton	75.00 -80.00
Commercial Resident hauler	1,000.00 -3,000
Commercial Nonresident hauler	1,500.00 -3,500
Local contractors, license and sticker issued with an agreement for monthly billing:	25.00 -30.00
One-day permits for residents with proof of residency	25.00 -30.00
One-day permits for out of town contractors, with a valid demolition permit	25.00 -30.00

Agenda Item 2021 – 101 Downtown TIF Designation

Lisbon's Public Works Department is constructing new parking lots to address the broadly held view that there exists a shortage of parking in the vicinity of Main Street.

The new parking capacity under construction will add an important amenity for local businesses, residents, and visitors using the downtown district.

New parking lots at Davis Street, Booker Street, and Union Street will add +/- 50 new parking spaces in the Village area. New wayfinding signage will be installed to make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots.

The cost to construct the new parking lots totals \$28,557.25. Construction of parking lots are an eligible use for Lisbon's Downtown Tax Increment Financing district funding. Below is a breakdown of expenses:

1. Marafi 500X road fabric 5 rolls @\$411 ea. \$2,055.00
2. Concrete block for retaining wall.
 - 105 blocks @ \$75. Ea = \$7,875.00
 - Concrete caps. 45 @ \$55ea = \$2,475.00
3. Equipment rental
 - Excavator \$10,040.00
 - Dozer \$2,500.00

- Roller \$1,450.00
- 4. Gravel 93 ton 1 1/2" crushed gravel @\$6.25 per ton = \$581.25
- 5. Stone 93 ton @ \$17.00 per ton = \$1,581.00

Total for 3 parking lots: \$28,557.25

Therefore, the ECD Director requests Council approve the allocation of up to \$28,557.25 from the Downtown TIF account for construction of the new parking lots to support economic development in Lisbon.

Recommendation

Approve the allocation of up to \$28,557.25 from the Downtown TIF account for construction of new parking lots to support economic development in Lisbon.

NATIONAL KIDS TO PARKS DAY PROCLAMATION

WHEREAS, Kids to Parks Day is a national day of outdoor play celebrated annually on the third Saturday of May, which this year falls on May 15, 2021. The day connects kids and families with their local, state, and national parks, and public lands.

WHEREAS, May 15, 2021 is Lisbon's local Fishing Derby Day at Beaver Park; and

WHEREAS, COVID-19 has impacted everyone and has limited our ability to interact with our beloved national, local, and state parks. With this in mind, this year, the town desires to offer in person and virtual fishing experiences. **Our hope is to encourage families nationwide to celebrate the day at local parks and public lands** with their household groups or established COVID "bubbles," focusing on close-to-home outdoor spaces and experiences.

NOW THEREFORE, The Lisbon Town Council does hereby proclaim May 15, 2021 as Kids to Parks Day.

ACKNOWLEDGING, that due to COVID restrictions, the Lisbon Town Council is encouraging all residents to celebrate the day at local parks and public lands with their household groups or established COVID "bubbles."

Dated this 4th day of May 2021

Lisbon Town Council

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



Attest: _____

Lisbon Town Clerk



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa B. Smith, Deputy Clerk

TOWN OF LISBON

PUBLIC HEARING

The Lisbon Town Council will hold a public hearing on Tuesday, May 4, 2021 at 7:00PM to discuss the FY 2020-2021 School Budget and Capital Improvement Budget.

Both Capital Improvement Budget and the proposed school budget summary can be obtained online at www.lisbonme.org or www.lisbonschoolsme.org.

Please submit email comments and/or concerns prior to or during the meeting to award@lisbonme.org. Lisbon Town Council

Twila Lycette, CMC/CCM

Lisbon Town Clerk

21-3235

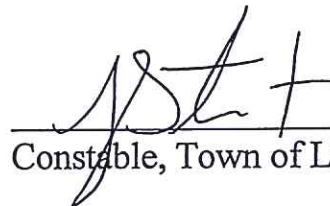
Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: 4/13/21



Constable, Town of Lisbon

21-22 Subsidy Comparison Report

Lisbon School Department

(All Subsidy figures for 21/22 are Preliminary!)

General Education Budget:

	<u>FUNDING 20/21**</u>	<u>FUNDING 21/22</u>	<u>Difference</u>
Budget Expenditures-Fund 100	\$ 17,637,914	\$ 18,086,259	\$448,345.00
Amount from Unassigned Fund Balance:			
Balance to help defray taxes	\$118,211	\$0	(\$118,211)
State Grant/MLTI	\$0	\$0	\$0
Regular Instruction Reserve Account	\$0	\$0	
Anticipated Revenue:			
Capital Reserve Fund-GPC	\$43,209	\$43,209	(\$0)
Interest Credit	\$19,426	\$0	(\$19,426)
ARF Funds	\$84,000	\$452,211	\$368,211
Special Purpose School	\$300,000	\$300,000	\$0
Total Revenue	\$564,846	\$795,420	\$230,574
Total Budget after Revenue	\$17,073,068	\$ 17,290,839	\$217,771
Local Only Debt Service	\$454,034	\$446,833	(\$7,201)
Total Budget after Revenue and Local Only Debt Service	\$16,619,034	\$ 16,844,006	\$224,972
100% EPS	\$14,114,664	\$14,150,490 *	\$35,826
Amount above 100% EPS	\$2,504,370	\$ 2,693,517	\$ 189,147
Transition Amount	\$0	\$0 *	\$0
Total Additional Local Funds	\$2,504,370	\$ 2,693,517	\$ 189,147
<u>State Subsidy:</u>			
State Contribution	\$9,536,727	\$9,596,147 *	\$59,420
Required Local Contribution	\$4,577,937	\$4,627,820 *	\$49,883
Local Only Debt Service	\$454,034	\$446,833	(\$7,201)
Local Additional Funds	\$2,504,370	\$ 2,693,517	\$189,147
Total Local Funding	\$7,536,341	\$7,768,170	\$231,829
	\$17,073,068	\$17,364,317	\$291,249

There is an increase in State Funding from 20/21 to 21/22 of \$59,420
 There is a increase in Local Funding from 20/21 to 21/22 of \$231,829

* Amounts based on Legislative Budget Approval FY 21/22 ED279 as of January 31, 2021

** Amounts from Town Council Meeting dated _____

Adult Education:

Anticipated Revenue	\$3,500	\$3,500	#	\$0
State Contribution	\$7,884 **	\$7,712 ***		(\$172)
Total Local Funding	\$22,234 **	\$22,406		\$172
Total Expenditures	\$33,618	\$33,618		\$0

There is an increase in State Funding from 20/21 to 21/22 of (\$172)
 There is a decrease in Local Funding from 20/21 to 21/22 of \$172

Amount based on actual revenue received in 20-21

*** Amount based on actual subsidy received in 20-21

Total Increase to Taxes:	\$7,558,575	\$7,790,575	\$232,000
Total increase in Budget Including Adult Education:	\$17,671,532	\$18,119,877	\$448,345

Town of Lisbon School Department



Capital Improvement Plan FY22

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Town of Lisbon

Capital Improvement Plan Introduction

I. Introduction

The Capital Improvement Plan (CIP) is a document that focuses on the implementation of community goals through detailed recommendations on capital spending and needs for the current and forecasted future fiscal years. Per the Town Charter, the CIP that is submitted to the Council is to be broken down by Town, on a departmental level; by School Department; and lastly by the Water Department. Capital Improvement is being defined by the Charter as, “any construction project exceeding \$25,000 and any equipment purchase to be bonded or to be budgeted in more than one fiscal year.”

Per the Town Charter, this plan should further be presented in a five-year plan format, focusing on public improvement projects that may include vehicles, machinery, equipment, or overall building improvements. This plan includes existing assets as well as the proposition for new assets that would help support the future growth of the Town.

In addition to the five-year plan, as outlined in the Town Charter, the Capital Improvement Plan includes an additional 5 year forecast to provide further information requested by Town Council. The additional 5 year forecast will then provide a 10 year plan proposal for capital improvements. The first 5 year CIP presented is in accordance with the Charter; the additional 5 years will be a reflection of what to expect in the upcoming year as we focus on a best practice for asset retention, replacement and overall maintenance.

II. About the Plan

The CIP for FY22 shows the five fiscal years FY22 through FY26, which are separated on a department level. The CIP demonstrates specific projects, amounts of those projects as well as sources of funding for those projects. This document is a living and fluid document that considers community needs as well as a framework for making the best use of financial resources.

In addition to the five year and ten year plan forecasts, the CIP document also includes the estimated annual cost of operating and maintaining vehicles and equipment and the current mileage of those vehicles. By understanding the maintenance costs, it allows us to identify which assets are to be maintained and which ones are to be earmarked for replacement.

To support the amounts of the projects and the sources of funding, it is imperative that the Town also include the Debt Structure (Bonds and leases) to assist in making the best decision for the use of the financial resources. Within this plan, a detailed list of the current debt obligations is included.

The CIP is reviewed and updated on an annual basis. Each Department Head is asked to submit their CIP requests to the Town Manager and the Finance Director before the end

of the calendar year. Each department's CIP is then reviewed and evaluated based on needs, financial capacity and the overall impact it may or may not have on the Town's operating budget.

Once the projects are evaluated, the Town Manager recommends the CIP to the Planning Board for review. After the Planning Board reviews the CIP, it is then presented to the Town Council for review and adoption.

III. CIP or Operating Budget?

The FY22 column of the CIP will be incorporated into our FY22 budget. Within each department's plan structure, it will identify how each project will be funded. The projects that are to be funded with Municipal Revenue then brought into the budgetary process for FY22. Other forms of funding include bonds, leases and grants.

The projects that are funded by bonds and leases are still going to impact the FY22 Operating Budget as the calculations for principal and interest would need to be included.

Following this Preface to the Town of Lisbon's Capital Improvement Plan will be an excerpt from the Town Charter and the Capital Plan Policy as they are both written. The excerpt from the Charter and the Plan Policy support the above information.

Town of Lisbon
Charter Excerpt – Capital Program

Sec. 6.08. – Capital Program.

- (a) *Submission to Council.* The Town Manager, School Committee and Board of Water Commissioners shall prepare and annually submit to the Council and Planning Board a five year capital program on or before the first day of May.
- (b) *Contents.* The capital program shall include:
 - 1. A general summary of its contents;
 - 2. A list of the capital improvements proposed to be undertaken during the next five years together with documentation of need. "Capital improvement" shall mean any construction project exceeding \$25,000, and any equipment purchase to be bonded or to be budgeted in more than one fiscal year.
 - 3. Cost estimates, methods of financing, and recommended time schedules for each improvement; and
 - 4. The estimated annual cost of operating and maintaining any new facilities.
- (c) *Planning Board Review.* The Planning Board shall review the proposed capital program each year to determine, where appropriate, that the capital expenditure is consistent with the provisions of the Town Comprehensive Plan and forward its recommendations to the Town Council no later than the first day of June.
- (d) *Council Action on Capital Program.*
 - 1. *Notice and Hearing.* The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating:
 - I. The times and places where copies of the capital program will be available to the public; and
 - II. The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program.
 - 2. *Adoption.* The Council by resolution shall annually adopt the capital program with or without amendment after the public hearing and on or before the first day of July.

(C.O. of 9-16-2008, § 2008-152H, Ref. of 11-4-2008; [Ref. of 11-3-2015](#); [Amendment of 11-8-2016](#).)

Town of Lisbon Capital Improvement Plan Program Policy

Capital Improvement Program Policy

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

What is Capital Improvement Programming?

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

How is the Capital Improvement Program Developed?

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

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

What is the importance of Capital Improvement Programming?

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

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

Format of the Capital Improvement Plan

The Capital Improvement Plan is provided for the Town, Water and School. The School Department and the Water Department both provide their Capital Improvement Plans to the Town Council based on

needs and discussions held within the School Committee and the Water Board of Directors. The Town Manager and the Finance Director develop the Town's Capital Improvement Plan by showing the details on a departmental level and overall on a summary level for five and ten years.

What is a Capital Improvement?

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

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

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

Methods of Financing

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

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

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

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the Maine Department of Health and Human Services, U.S. Housing and Urban Development, Maine Department of Environmental Services, and the Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. Deciding on which method of financing should be selected for a given project is dependent

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

Lisbon School Department Summary 5 Year CIP:

Lisbon School Department						
Forecasted Capital Improvements & Equipment Purchases						
For the years ending June 30						
Capital Improvement Plan for Lisbon School Department						
Consolidated by Department						
Department Totals	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	
Buses	\$128,451.92	\$134,874.51	\$141,618.24	\$148,699.15	\$156,134.11	
Vans	\$15,999.37	\$16,799.34	\$17,639.30	\$18,521.27	\$19,447.33	
Maintenance Vehicles	\$3,999.46	\$4,199.44	\$4,409.41	\$4,629.88	\$4,861.37	
Equipment	\$126,822.42	\$133,163.54	\$139,821.71	\$146,812.80	\$154,153.44	
Buildings & Infrastructure	\$101,476.97	\$106,550.81	\$111,878.36	\$117,472.27	\$123,345.89	
Total Capital Exenditures	\$376,750.13	\$395,587.64	\$415,367.02	\$436,135.37	\$457,942.14	

Lisbon School Department Summary 10 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department				
Department Totals	Forecast	Forecast	Forecast	Forecast
	6/30/2027	6/30/2028	6/30/2029	6/30/2030
Buses	\$163,940.81	\$172,137.85	\$180,744.74	\$189,781.98
Vans	\$20,419.70	\$21,440.68	\$22,512.72	\$23,638.35
Maintenance Vehicles	\$5,104.44	\$5,359.66	\$5,627.65	\$5,909.03
Equipment	\$161,861.11	\$169,954.17	\$178,451.88	\$187,374.47
Buildings & Infrastructure	\$129,513.18	\$135,988.84	\$142,788.28	\$149,927.70
Total Capital Exenditures	\$480,839.24	\$504,881.21	\$530,125.27	\$556,631.53

Lisbon School Department Buses 5 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Buses	Yearly Estimated Maintenance Costs	Actual 6/30/2020	Forecast 5% 6/30/2021	Forecast 5% 6/30/2022	Forecast 5% 6/30/2023	Forecast 5% 6/30/2024	Forecast 5% 6/30/2025	Forecast 5% 6/30/2026	Funding	Notes
Bus#	Year									
08-1	2008	\$11,964.40	\$11,199.86	\$11,759.85	\$12,347.85	\$12,965.24	\$13,613.50	\$14,294.17	\$15,008.88	
09-1	2009	\$11,227.37	\$14,800.32	\$15,540.34	\$16,317.35	\$17,133.22	\$17,989.88	\$18,889.38	\$19,833.84	
01-2	2002	\$7,745.31	\$13,145.54	\$13,802.82	\$14,492.96	\$15,217.61	\$15,978.49	\$16,777.41	\$17,616.28	
05-1	2005	\$6,899.82	\$8,718.96	\$9,154.91	\$9,612.65	\$10,093.29	\$10,597.95	\$11,127.85	\$11,684.24	
07-2	2008	\$10,262.93	\$11,625.19	\$12,206.45	\$12,816.77	\$13,457.61	\$14,130.49	\$14,837.02	\$15,578.87	
07-1	2008	\$11,908.65	\$9,708.70	\$10,194.14	\$10,703.84	\$11,239.03	\$11,800.99	\$12,391.03	\$13,010.59	
04-7	2004	\$7,291.51	\$5,841.09	\$6,133.14	\$6,439.80	\$6,761.79	\$7,099.88	\$7,454.88	\$7,827.62	
06-1	2006	\$9,050.99	\$7,864.86	\$8,258.10	\$8,671.01	\$9,104.56	\$9,559.79	\$10,037.78	\$10,539.66	
12-1	2013	\$8,245.82	\$11,252.18	\$11,814.79	\$12,405.53	\$13,025.80	\$13,677.10	\$14,360.95	\$15,079.00	
15-1	2015	\$4,712.58	\$5,752.31	\$6,039.93	\$6,341.92	\$6,659.02	\$6,991.97	\$7,341.57	\$7,708.65	
16-01	2016	\$2,769.51	\$6,006.08	\$6,306.38	\$6,621.70	\$6,952.79	\$7,300.43	\$7,665.45	\$8,048.72	
16-02	2017	\$2,553.63	\$3,754.50	\$3,942.23	\$4,139.34	\$4,346.30	\$4,563.62	\$4,791.80	\$5,031.39	
17-1	2018	\$1,942.67	\$1,908.57	\$2,004.00	\$2,104.20	\$2,209.41	\$2,319.88	\$2,435.87	\$2,557.67	
20-01	2020	\$1,121.99	\$1,121.99	\$1,178.09	\$1,236.99	\$1,298.84	\$1,363.79	\$1,431.98	\$1,503.57	
20-02	2020	\$600.58	\$600.58	\$2,000.00	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56	
20-03	2020	\$568.14	\$568.14	\$2,000.00	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56	
Total		\$98,865.90	\$113,868.87	\$122,335.16	\$128,451.92	\$134,874.51	\$141,618.24	\$148,699.15	\$156,134.11	

5% Increase based on Actual as of 6/30/2020

Available for Replacement Based on Mileage and Age
Newer vehicles, 4 years or less (Add Flat Dollar Amount? \$2,000 Per Year?)

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based off of 5% increase from FY21 presented in prior year CIP.

Lisbon School Department Buses 10 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Buses	Yearly Estimated Maintenance Costs	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Funding	Notes
Bus#	Year	5 Year Average	5%	5%	5%	5%	
08-1	2008	\$11,964.40	\$15,759.33	\$16,547.29	\$17,374.66	\$18,243.39	
09-1	2009	\$11,227.37	\$20,825.54	\$21,866.81	\$22,960.15	\$24,108.16	
01-2	2002	\$7,745.31	\$18,497.09	\$19,421.95	\$20,393.05	\$21,412.70	
05-1	2005	\$6,899.82	\$12,268.45	\$12,881.87	\$13,525.97	\$14,202.27	
07-2	2008	\$10,262.93	\$16,357.81	\$17,175.70	\$18,034.49	\$18,936.21	
07-1	2008	\$11,908.65	\$13,661.12	\$14,344.17	\$15,061.38	\$15,814.45	
04-7	2004	\$7,291.51	\$8,219.00	\$8,629.95	\$9,061.45	\$9,514.52	
06-1	2006	\$9,050.99	\$11,066.65	\$11,619.98	\$12,200.98	\$12,811.03	
12-1	2013	\$8,245.82	\$15,832.95	\$16,624.59	\$17,455.82	\$18,328.62	
15-1	2015	\$4,712.58	\$8,094.08	\$8,498.78	\$8,923.72	\$9,369.91	
16-01	2016	\$2,769.51	\$8,451.16	\$8,873.72	\$9,317.40	\$9,783.27	
16-02	2017	\$2,553.63	\$5,282.96	\$5,547.11	\$5,824.46	\$6,115.68	
17-1	2018	\$1,942.67	\$2,685.55	\$2,819.83	\$2,960.82	\$3,108.86	
20-01	2020	\$1,121.99	\$1,578.75	\$1,657.69	\$1,740.57	\$1,827.60	
20-02	2020	\$600.58	\$2,680.19	\$2,814.20	\$2,954.91	\$3,102.66	
20-03	2020	\$568.14	\$2,680.19	\$2,814.20	\$2,954.91	\$3,102.66	
Total		\$98,865.90	\$163,940.81	\$172,137.85	\$180,744.74	\$189,781.98	

5% Increase based on Actuals as of 6/30/2020

Available for Replacement Based on Mileage and Age
Newer vehicles, 4 years or less (Add Flat Dollar Amount? \$2,000 Per Year?)

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based off of 5% increase from FY21 presented in prior year CIP.

Lisbon School Department Vans 5 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Vans	Yearly Estimated Maintenance Costs	Actual 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Funding	Notes
	5 Year Average		5%	5%	5%	5%	5%	5%		
<i>Make & Model</i>	<i>Year</i>									
Ford (Silver Van)	2010	\$1,251.93	\$1,314.53	\$1,380.25	\$1,449.27	\$1,521.73	\$1,597.82	\$1,677.71		
Chrysler (Silver Minivan)	2010	\$2,135.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Dodge (White Minivan)	2010	\$2,660.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Toyota (Wheelchair Van)	2011	\$1,301.28	\$1,366.34	\$1,434.66	\$1,506.39	\$1,581.71	\$1,660.80	\$1,743.84		
GMC Envoy	2008	\$2,594.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Ford Focus	2013	\$2,744.68	\$2,881.91	\$3,026.01	\$3,177.31	\$3,336.18	\$3,502.98	\$3,678.13		
Red Minivan	2015	\$1,594.96	\$1,674.71	\$1,758.44	\$1,846.37	\$1,938.68	\$2,035.62	\$2,137.40		
Transit Van #1	2018	\$13.08	\$2,000.00	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56		
Transit Van #2	2020	\$0.00	\$2,000.00	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56		
Transit Van #3	2020	\$0.00	\$2,000.00	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56		
Transit Van #4	2020	\$0.00	\$2,000.00	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56		
Total		\$14,296.36	\$15,237.49	\$15,999.37	\$16,799.34	\$17,639.30	\$18,521.27	\$19,447.33		

5% Increase based on 5 Year Average

Out of Service 2020

Newer vehicles, 4 years or less (Add Flat Dollar Amount? \$2,000 Per Year?)

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based off of 5% increase from FY21 presented in prior year CIP.

Lisbon School Department Vans 10 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Vans	Make & Model	Year	Yearly Estimated		Forecast		Forecast		Forecast		Funding	Notes
			Maintenance Costs		6/30/2027		6/30/2028		6/30/2029			
			5 Year Average		5%		5%		5%			
Ford (Silver Van)		2010		\$1,251.93	\$1,761.59	\$1,849.67	\$1,942.15	\$2,039.26				
Chrysler (Silver Minivan)		2010		\$2,135.27	\$0.00	\$0.00	\$0.00	\$0.00				
Dodge (White Minivan)		2010		\$2,660.31	\$0.00	\$0.00	\$0.00	\$0.00				
Toyota (Wheelchair Van)		2011		\$1,301.28	\$1,831.03	\$1,922.58	\$2,018.71	\$2,119.65				
GMC Envoy		2008		\$2,594.85	\$0.00	\$0.00	\$0.00	\$0.00				
Ford Focus		2013		\$2,744.68	\$3,862.04	\$4,055.14	\$4,257.90	\$4,470.79				
Red Minivan		2015		\$1,594.96	\$2,244.27	\$2,356.48	\$2,474.31	\$2,598.02				
Transit Van #1		2018		\$13.08	\$2,680.19	\$2,814.20	\$2,954.91	\$3,102.66				
Transit Van #2		2020		\$0.00	\$2,680.19	\$2,814.20	\$2,954.91	\$3,102.66				
Transit Van #3		2020		\$0.00	\$2,680.19	\$2,814.20	\$2,954.91	\$3,102.66				
Transit Van #4		2020		\$0.00	\$2,680.19	\$2,814.20	\$2,954.91	\$3,102.66				
Total				\$14,296.36	\$20,419.70	\$21,440.68	\$22,512.72	\$23,638.35				

5% Increase based on 5 Year Average

Out of Service 2020

Newer vehicles, 4 years or less (Add Flat Dollar Amount? \$2,000 Per Year?)

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based off of 5% increase from FY21 presented in prior year CIP.

Lisbon School Department Maintenance Vehicles 5 Year CIP:

Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department

Maintenance Vehicles	Yearly Estimated	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	Maintenance Costs	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026	Funding Notes
	5 Year Average		5%	5%	5%	5%	5%	5%	
Make & Model		Year							
Ford (Sander & Plow)	\$9,916.85	\$15,907.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Chevy (Plow Truck)	\$1,231.52	\$1,722.87	\$1,809.01	\$1,899.46	\$1,994.44	\$2,094.16	\$2,198.87	\$2,308.81	
Ford (Sander & Plow)	\$0.00	\$0.00	\$2,000.00	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56	
Total	\$11,148.37	\$17,630.83	\$3,809.01	\$3,999.46	\$4,199.44	\$4,409.41	\$4,629.88	\$4,861.37	

5% Increase based on Actual as of 6/30/2020

Out of Service 2020

Newer vehicles, 4 years or less (Add Flat Dollar Amount? \$2,000 Per Year?)

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based off of 5% increase from FY21 presented in prior year CIP.

Lisbon School Department Maintenance Vehicles 10 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Maintenance Vehicles	Yearly Estimated Maintenance Costs	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Funding	Notes
<i>Make & Model</i>	<i>5 Year Average</i>	<i>5%</i>	<i>5%</i>	<i>5%</i>	<i>5%</i>		
<i>Year</i>							
Ford (Sander & Plow)	\$9,916.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Chevy (Plow Truck)	\$1,231.52	\$2,424.25	\$2,545.46	\$2,672.74	\$2,806.37	\$2,806.37	
Ford (Sander & Plow)	\$0.00	\$2,680.19	\$2,814.20	\$2,954.91	\$3,102.66	\$3,102.66	
Total	\$11,148.37	\$5,104.44	\$5,359.66	\$5,627.65	\$5,909.03		

5% Increase based on Actual as of 6/30/2020

Out of Service 2020

Newer vehicles, 4 years or less (Add Flat Dollar Amount? \$2,000 Per Year?)

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based off of 5% increase from FY21 presented in prior year CIP.

Lisbon School Department Equipment 5 Year CIP:

Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department

Equipment	Yearly Estimated Maintenance Costs	Actual 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Funding Notes
	5 Year Average		5%	5%	5%	5%	5%	5%	
	4310 Equipment								
Lisbon Community School	\$33,706.65	\$40,119.52	\$35,391.98	\$37,161.58	\$39,019.66	\$40,970.64	\$43,019.18	\$45,170.13	
Philip W. Sugg Middle School	\$30,540.96	\$31,160.30	\$32,068.01	\$33,671.41	\$35,354.98	\$37,122.73	\$38,978.86	\$40,927.81	
Lisbon High School	\$28,828.61	\$36,997.58	\$30,270.04	\$31,783.54	\$33,372.72	\$35,041.36	\$36,793.42	\$38,633.09	
Superintendent's Office / Gartley Street School	\$18,915.45	\$22,099.95	\$19,861.22	\$20,854.28	\$21,897.00	\$22,991.85	\$24,141.44	\$25,348.51	
Grounds	\$3,040.00	\$2,033.67	\$3,192.00	\$3,351.60	\$3,519.18	\$3,695.14	\$3,879.90	\$4,073.89	
Total	\$115,031.67	\$132,411.02	\$120,783.25	\$126,822.42	\$133,163.54	\$139,821.71	\$146,812.80	\$154,153.44	

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Additional Equipment information is as follows:

Grounds Equipment
2 Zero Turn Mowers
John Deer Tractor
Covered Trailer
5 Ton Trailer
Sander
2 Plows
3 Snowblowers

Lisbon School Department Equipment 10 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Equipment	Yearly Estimated Maintenance Costs	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Funding Notes
	5 Year Average	5%	5%	5%	5%	
	4310 Equipment					
Lisbon Community School	\$33,706.65	\$47,428.64	\$49,800.07	\$52,290.08	\$54,904.58	
Philip W. Sugg Middle School	\$30,540.96	\$42,974.20	\$45,122.91	\$47,379.05	\$49,748.01	
Lisbon High School	\$28,828.61	\$40,564.75	\$42,592.99	\$44,722.64	\$46,958.77	
Superintendent's Office / Gartley Street School	\$18,915.45	\$26,615.94	\$27,946.73	\$29,344.07	\$30,811.27	
Grounds	\$3,040.00	\$4,277.59	\$4,491.46	\$4,716.04	\$4,951.84	
Total	\$115,031.67	\$161,861.11	\$169,954.17	\$178,451.88	\$187,374.47	

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Additional Equipment information is as follows:

Grounds Equipment
 2 Zero Turn Mowers
 John Deer Tractor
 Covered Trailer
 5 Ton Trailer
 Sander
 2 Plows
 3 Snowblowers

Lisbon School Department Buildings 5 Year CIP:

Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department

Buildings	Yearly Estimated Maintenance Costs	Actual 6/30/2020	Forecast 6/30/2021		Forecast 6/30/2022		Forecast 6/30/2023		Forecast 6/30/2024		Forecast 6/30/2025		Forecast 6/30/2026		Funding Notes
				5%		5%		5%		5%		5%		5%	
5 Year Average															
4311 Buildings															
Lisbon Community School	\$23,249.21	\$62,141.07	\$24,411.67		\$25,632.25		\$26,913.87		\$28,259.56		\$29,672.54		\$31,156.16		
Philip W. Sugg Middle School	\$12,910.14	\$36,060.45	\$13,555.65		\$14,233.43		\$14,945.10		\$15,692.36		\$16,476.97		\$17,300.82		
Lisbon High School	\$15,188.09	\$12,823.40	\$15,947.49		\$16,744.87		\$17,582.11		\$18,461.22		\$19,384.28		\$20,353.49		
Superintendent's Office / Gardley Street School	\$3,288.28	\$3,237.88	\$3,452.69		\$3,625.33		\$3,806.60		\$3,996.92		\$4,196.77		\$4,406.61		
Grounds	\$37,406.88	\$38,324.80	\$39,277.22		\$41,241.09		\$43,303.14		\$45,468.30		\$47,741.71		\$50,128.80		
Total	\$92,042.60	\$152,587.60	\$96,644.73		\$101,476.97		\$106,550.81		\$111,878.36		\$117,472.27		\$123,345.89		

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Additional Building information is as follows:

Grounds Buildings

Garage at LHS

2 Snack Shacks

Football Tower

Garage at Football Field

2 Softball Dugouts

2 Baseball Dugouts

Storage Shed at LCS

All Fields

Lisbon School Department Buildings 10 Year CIP:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Buildings	Yearly Estimated Maintenance Costs	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Funding	Notes
	5 Year Average	5%	5%	5%	5%		
	4311 Buildings						
Lisbon Community School	\$23,249.21	\$32,713.97	\$34,349.67	\$36,067.16	\$37,870.51		
Philip W. Sugg Middle School	\$12,910.14	\$18,165.86	\$19,074.16	\$20,027.86	\$21,029.26		
Lisbon High School	\$15,188.09	\$21,371.17	\$22,439.73	\$23,561.71	\$24,739.80		
Superintendent's Office / Gartley Street School	\$3,288.28	\$4,626.94	\$4,858.29	\$5,101.20	\$5,356.26		
Grounds	\$37,406.88	\$52,635.24	\$55,267.00	\$58,030.35	\$60,931.87		
Total	\$92,042.60	\$129,513.18	\$135,988.84	\$142,788.28	\$149,927.70		

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Additional Building information is as follows:

Grounds Buildings

Garage at LHS
2 Snack Shacks
Football Tower
Garage at Football Field
2 Softball Dugouts
2 Baseball Dugouts
Storage Shed at LCS
All Fields

Lisbon School Department Mileage 5 Year:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Make	Year	Actual Mileage	Estimated Mileage	Estimated Mileage	Estimated Mileage	Estimated Mileage	Estimated Mileage	Estimated Mileage	Estimated Mileage	Notes
		6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026		
		Increase Based on 5 Year Average								
08-1	2008	153,158.00	162,906.00	172,654.00	182,402.00	192,150.00	201,898.00	211,646.00		
09-1	2009	160,859.00	172,202.00	183,545.00	194,888.00	206,231.00	217,574.00	228,917.00		
01-01	2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Disposed 11/2019
01-2	2002	130,507.00	135,634.00	140,761.00	145,888.00	151,015.00	156,142.00	161,269.00		
05-1	2005	105,952.00	111,721.00	117,490.00	123,259.00	129,028.00	134,797.00	140,566.00		
07-2	2008	111,735.00	120,573.00	129,411.00	138,249.00	147,087.00	155,925.00	164,763.00		
07-1	2008	128,359.00	138,488.00	148,617.00	158,746.00	168,875.00	179,004.00	189,133.00		
04-7	2004	124,312.00	130,995.00	137,678.00	144,361.00	151,044.00	157,727.00	164,410.00		
02-04	2003	162,570.00	0.00	0.00	0.00	0.00	0.00	0.00		Sold 10/22/2019
06-1	2006	115,673.00	122,270.00	128,867.00	135,464.00	142,061.00	148,658.00	155,255.00		
12-1	2013	125,121.00	139,304.00	153,487.00	167,670.00	181,853.00	196,036.00	210,219.00		
15-1	2015	60,999.00	70,423.00	79,847.00	89,271.00	98,695.00	108,119.00	117,543.00		
16-01	2016	67,357.00	84,127.00	100,897.00	117,667.00	134,437.00	151,207.00	167,977.00		
16-02	2017	40,405.00	50,140.00	59,875.00	69,610.00	79,345.00	89,080.00	98,815.00		
17-1	2018	25,485.00	31,509.00	37,533.00	43,557.00	49,581.00	55,605.00	61,629.00		
20-01	2020	11,679.00	21,858.00	32,037.00	42,216.00	52,395.00	62,574.00	72,753.00		Purchased 9/4/2019
20-02	2020	7,956.00	14,412.00	20,868.00	27,324.00	33,780.00	40,236.00	46,692.00		Purchased 9/4/2019
20-03	2020	8,441.00	15,382.00	22,323.00	29,264.00	36,205.00	43,146.00	50,087.00		Purchased 9/4/2019
Ford (Red Van)	2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Sold 8/12/2019
Ford (Silver Van)	2010	143,473.00	156,378.00	169,283.00	182,188.00	195,093.00	207,998.00	220,903.00		
Chrysler (Silver Minivan)	2010	189,234.00	0.00	0.00	0.00	0.00	0.00	0.00		Out of Service 2020
Dodge (White Minivan)	2010	176,421.00	0.00	0.00	0.00	0.00	0.00	0.00		Out of Service 2020
Toyota (Wheelchair Van)	2011	59,777.00	66,443.00	73,109.00	79,775.00	86,441.00	93,107.00	99,773.00		
GMC Envoy	2008	162,691.00	0.00	0.00	0.00	0.00	0.00	0.00		Out of Service 2020
Ford Focus	2013	85,346.00	97,666.00	109,986.00	122,306.00	134,626.00	146,946.00	159,266.00		
Ford (Sander & Plow)	2003	81,288.00	0.00	0.00	0.00	0.00	0.00	0.00		Disposed 2020
Ford (White Van)	2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Disposed 12/2019
Chevy (Plow Truck)	2015	80,877.00	95,221.00	109,565.00	123,909.00	138,253.00	152,597.00	166,941.00		
Transit Van #1	2018	28,921.00	34,120.00	39,319.00	44,518.00	49,717.00	54,916.00	60,115.00		Purchased 6/10/2019
Red Minivan	2015	77,180.00	91,348.00	105,516.00	119,684.00	133,852.00	148,020.00	162,188.00		Purchased 5/7/2018
Ford 1 Ton Sander and Plow	2020	0.00	10,000.00	20,000.00	30,000.00	40,000.00	50,000.00	60,000.00		
Transit Van #2	2020	0.00	10,000.00	20,000.00	30,000.00	40,000.00	50,000.00	60,000.00		
Transit Van #3	2020	0.00	10,000.00	20,000.00	30,000.00	40,000.00	50,000.00	60,000.00		
Transit Van #4	2020	0.00	10,000.00	20,000.00	30,000.00	40,000.00	50,000.00	60,000.00		

Bus Eligible for Replacement in Following FY
125,000 Miles and 10 Years

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Lisbon School Department Mileage 5 Year Continued:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Make	Year	Mileage 6/30/2020	Average Annual Miles	Average Annual Hours	Yearly Estimated Maintenance Costs	Notes
			5 Year Average	4 Hours Minimum @ 180 Days		
08-1	2008	153,158.00	9,748.00	720.00	\$11,964.40	
09-1	2009	160,859.00	11,343.00	720.00	\$11,227.37	
01-2	2002	130,507.00	5,127.00	720.00	\$7,745.31	
05-1	2005	105,952.00	5,769.00	720.00	\$6,899.82	
07-2	2008	111,735.00	8,838.00	720.00	\$10,262.93	
07-1	2008	128,359.00	10,129.00	720.00	\$11,908.65	
04-7	2004	124,312.00	6,683.00	720.00	\$7,291.51	
06-1	2006	115,673.00	6,597.00	720.00	\$9,050.99	
12-1	2013	125,121.00	14,184.00	720.00	\$8,245.82	
15-1	2015	60,999.00	9,424.00	720.00	\$4,712.58	
16-01	2016	67,357.00	16,770.00	720.00	\$2,769.51	
16-02	2017	40,405.00	9,736.00	720.00	\$2,553.63	
17-1	2018	25,485.00	6,024.00	720.00	\$1,942.67	
20-01	2020	11,679.00	10,179.00	720.00	\$1,121.99	Purchased 9/4/2019
20-02	2020	7,956.00	6,456.00	720.00	\$600.58	Purchased 9/4/2019
20-03	2020	8,441.00	6,941.00	720.00	\$568.14	Purchased 9/4/2019
Ford (Silver Van)	2010	143,473.00	12,905.00	720.00	\$1,251.93	
Toyota (Wheelchair Van)	2011	59,777.00	6,666.00	720.00	\$1,301.28	
Ford Focus	2013	85,346.00	12,320.00	720.00	\$2,744.68	
Chevy (Plow Truck)	2015	80,877.00	14,344.00	720.00	\$1,231.52	
Ford Transit Van	2018	28,921.00	5,199.00	720.00	\$2,000.00	Purchased 6/10/2019
Red Minivan	2015	77,180.00	14,168.00	720.00	\$2,000.00	Purchased 5/7/2018
Ford 1 Ton Sander and Plow	2020	0.00	10,000.00	720.00	\$2,000.00	
Transit Van #2	2020	0.00	10,000.00	720.00	\$2,000.00	
Transit Van #3	2020	0.00	10,000.00	720.00	\$2,000.00	
Transit Van #4	2020	0.00	10,000.00	720.00	\$2,000.00	

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Lisbon School Department 10 Year Mileage:

Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department

Make	Year	Estimated Mileage 6/30/2026	Estimated Mileage 6/30/2027	Estimated Mileage 6/30/2028	Estimated Mileage 6/30/2029	Estimated Mileage 6/30/2030	Notes
08-1	2008	211,646.00	221,394.00	231,142.00	240,890.00	250,638.00	
09-1	2009	228,917.00	240,260.00	251,603.00	262,946.00	274,289.00	
01-01	2001	0.00	0.00	0.00	0.00	0.00	Disposed 11/2019
01-2	2002	161,269.00	166,396.00	171,523.00	176,650.00	181,777.00	
05-1	2005	140,566.00	146,335.00	152,104.00	157,873.00	163,642.00	
07-2	2008	164,763.00	173,601.00	182,439.00	191,277.00	200,115.00	
07-1	2008	189,133.00	199,262.00	209,391.00	219,520.00	229,649.00	
04-7	2004	164,410.00	171,093.00	177,776.00	184,459.00	191,142.00	
02-04	2003	0.00	0.00	0.00	0.00	0.00	Sold 10/22/2019
06-1	2006	155,255.00	161,852.00	168,449.00	175,046.00	181,643.00	
12-1	2013	210,219.00	224,402.00	238,585.00	252,768.00	266,951.00	
15-1	2015	117,543.00	126,967.00	136,391.00	145,815.00	155,239.00	
16-01	2016	167,977.00	184,747.00	201,517.00	218,287.00	235,057.00	
16-02	2017	98,815.00	108,550.00	118,285.00	128,020.00	137,755.00	
17-1	2018	61,629.00	67,653.00	73,677.00	79,701.00	85,725.00	
20-01	2020	72,753.00	82,932.00	93,111.00	103,290.00	113,469.00	Purchased 9/4/2019
20-02	2020	46,692.00	53,148.00	59,604.00	66,060.00	72,516.00	Purchased 9/4/2019
20-03	2020	50,087.00	57,028.00	63,969.00	70,910.00	77,851.00	Purchased 9/4/2019
Ford (Red Van)	2006	0.00	0.00	0.00	0.00	0.00	Sold 8/12/2019
Ford (Silver Van)	2010	220,903.00	233,808.00	246,713.00	259,618.00	272,523.00	
Chrysler (Silver Minivan)	2010	0.00	0.00	0.00	0.00	0.00	Out of Service 2020
Dodge (White Minivan)	2010	0.00	0.00	0.00	0.00	0.00	Out of Service 2020
Toyota (Wheelchair Van)	2011	99,773.00	106,439.00	113,105.00	119,771.00	126,437.00	
GMC Envoy	2008	0.00	0.00	0.00	0.00	0.00	Out of Service 2020
Ford Focus	2013	159,266.00	171,586.00	183,906.00	196,226.00	208,546.00	
Ford (Sander & Plow)	2003	0.00	0.00	0.00	0.00	0.00	Disposed 2020
Ford (White Van)	2004	0.00	0.00	0.00	0.00	0.00	Disposed 12/2019
Chevy (Plow Truck)	2015	166,941.00	181,285.00	195,629.00	209,973.00	224,317.00	
Transit Van #1	2018	60,115.00	65,314.00	70,513.00	75,712.00	80,911.00	Purchased 6/10/2019
Red Minivan	2015	162,188.00	176,356.00	190,524.00	204,692.00	218,860.00	Purchased 5/7/2018
Ford 1 Ton Sander and Plow	2020	60,000.00	70,000.00	80,000.00	90,000.00	100,000.00	
Transit Van #2	2020	60,000.00	70,000.00	80,000.00	90,000.00	100,000.00	
Transit Van #3	2020	60,000.00	70,000.00	80,000.00	90,000.00	100,000.00	
Transit Van #4	2020	60,000.00	70,000.00	80,000.00	90,000.00	100,000.00	

Bus Eligible for Replacement in Following FY
125,000 Miles and 10 Years

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Lisbon School Department 10 Year Mileage Continued:

Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department

Make	Year	Mileage 6/30/2020	Average Annual Miles	Average Annual Hours	Yearly Estimated Maintenance Costs	Notes
			5 Year Average	4 Hours Minimum @ 180 Days		
08-1	2008	153,158.00	9,748.00	720.00	\$11,964.40	
09-1	2009	160,859.00	11,343.00	720.00	\$11,227.37	
01-2	2002	130,507.00	5,127.00	720.00	\$7,745.31	
05-1	2005	105,952.00	5,769.00	720.00	\$6,899.82	
07-2	2008	111,735.00	8,838.00	720.00	\$10,262.93	
07-1	2008	128,359.00	10,129.00	720.00	\$11,908.65	
04-7	2004	124,312.00	6,683.00	720.00	\$7,291.51	
06-1	2006	115,673.00	6,597.00	720.00	\$9,050.99	
12-1	2013	125,121.00	14,184.00	720.00	\$8,245.82	
15-1	2015	60,999.00	9,424.00	720.00	\$4,712.58	
16-01	2016	67,357.00	16,770.00	720.00	\$2,769.51	
16-02	2017	40,405.00	9,736.00	720.00	\$2,553.63	
17-1	2018	25,485.00	6,024.00	720.00	\$1,942.67	
20-01	2020	11,679.00	10,179.00	720.00	\$1,121.99	Purchased 9/4/2019
20-02	2020	7,956.00	6,456.00	720.00	\$600.58	Purchased 9/4/2019
20-03	2020	8,441.00	6,941.00	720.00	\$568.14	Purchased 9/4/2019
Ford (Silver Van)	2010	143,473.00	12,905.00	720.00	\$1,251.93	
Toyota (Wheelchair Van)	2011	59,777.00	6,666.00	720.00	\$1,301.28	
Ford Focus	2013	85,346.00	12,320.00	720.00	\$2,744.68	
Chevy (Plow Truck)	2015	80,877.00	14,344.00	720.00	\$1,231.52	
Ford Transit Van	2018	28,921.00	5,199.00	720.00	\$2,000.00	Purchased 6/10/2019
Red Minivan	2015	77,180.00	14,168.00	720.00	\$2,000.00	Purchased 5/7/2018
Ford 1 Ton Sander and Plow	2020	0.00	10,000.00	720.00	\$2,000.00	
Transit Van #2	2020	0.00	10,000.00	720.00	\$2,000.00	
Transit Van #3	2020	0.00	10,000.00	720.00	\$2,000.00	
Transit Van #4	2020	0.00	10,000.00	720.00	\$2,000.00	

The amounts are based on the June 30, 2020 actual numbers and increase 5% each year; the FY22 forecasted column is based of 5% increase from FY21 presented in the prior year CIP.

Lisbon School Department Disposed of/Out of Service Vehicles:

Vehicle Name/Number	Year	Date and Description
01-01	2001	Disposed 11/2019
02-04	2003	Sold 10/22/2019
Ford (Red Van)	2006	Sold 8/12/2019
Chrysler (Silver Minivan)	2010	Out of Service 2020
Dodge (White Minivan)	2010	Out of Service 2020
GMC Envoy	2008	Out of Service 2020
Ford (Sander & Plow)	2003	Disposed 2020
Ford (White Van)	2004	Disposed 12/2019

Lisbon School Department Summary Payment Forecast 5 Year:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Summary	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Funding	Notes
<i>Committed</i>							
Capital Reserve	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00		
Lease Purchases							
Siemens Phase II GPC	\$130,738.48	\$130,738.48	\$130,738.48	\$0.00	\$0.00		
Bus Lease (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<i>Bonds</i>							
2014B- Track	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00		*PAID IN 2024
2014B- HS GYM	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70		
2004B- LCS	\$644,986.00	\$644,986.00	\$644,986.00	\$0.00	\$0.00		*PAID IN 2024
QSCB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
QZAB	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.95		
QECB	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.22		
Total Committed	\$1,259,520.35	\$1,259,520.35	\$1,259,520.35	\$413,795.87	\$413,795.87		
<i>Proposed</i>							
Capital Reserve							
Lease Purchases							
Bus Lease	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00	\$0.00		
<i>Bonds</i>							
Total Proposed	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00	\$0.00		
Total Committed/Proposed	\$1,339,520.35	\$1,339,520.35	\$1,339,520.35	\$413,795.87	\$413,795.87		

Lisbon School Department Summary Payment Forecast 10 Year:

Lisbon School Department Forecasted Capital Improvements & Equipment Purchases For the years ending June 30 Capital Improvement Plan for Lisbon School Department Consolidated by Department

Summary	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Funding	Notes
<i>Committed</i>							
Capital Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Lease Purchases							
Siemens Phase II GPC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Bus Lease (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Bonds							
2014B- Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		*PAID IN 2024
2014B- HS GYM	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70		
2004B- LCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		*PAID IN 2024
QSCB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
QZAB	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.95		
QECB	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.22		
Total Committed	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.87		
<i>Proposed</i>							
Capital Reserve							
Lease Purchases							
Bus Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Bonds							
Total Proposed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Committed/Proposed	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.87		

Lisbon School Department Forecasted Lease Payments:

Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department

Lease Payments	Forecast	Forecast	Forecast	Funding Notes
	6/30/2022	6/30/2023	6/30/2024	
<u>Committed</u>				
Siemens Phase II GPC	\$130,738.48	\$130,738.48	\$130,738.48	
Total Committed	\$130,738.48	\$130,738.48	\$130,738.48	
<u>Proposed</u>				
Bus Lease	\$80,000.00	\$80,000.00	\$80,000.00	
Total Proposed	\$80,000.00	\$80,000.00	\$80,000.00	
Total Committed/Proposed	\$210,738.48	\$210,738.48	\$210,738.48	

Lisbon School Department Bonds 5 Year:

Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department

Bonds	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Funding	Notes
<i>Committed</i>							
2014B- Track	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00		*PAID IN 2024
2014B- HS GYM	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70		
2004B- LCS	\$644,986.00	\$644,986.00	\$644,986.00	\$0.00	\$0.00		*PAID IN 2024
QSCB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
QZAB	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.95		
QECB	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.22		
Total Committed	\$1,108,781.87	\$1,108,781.87	\$1,108,781.87	\$413,795.87	\$413,795.87		

Proposed

Total Proposed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Committed /Proposed	\$1,108,781.87	\$1,108,781.87	\$1,108,781.87	\$413,795.87	\$413,795.87		

Lisbon School Department Bonds 10 Year:

**Lisbon School Department
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30
Capital Improvement Plan for Lisbon School Department
Consolidated by Department**

Bonds	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Funding	Notes
<u>Committed</u>							
2014B- Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		*PAID IN 2024
2014B- HS GYM	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70	\$284,785.70		
2004B- LCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		*PAID IN 2024
QSCB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
QZAB	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.95	\$50,513.80		
QECB	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.22	\$78,496.21		
Total Committed	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.71		

Proposed

Total Proposed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Committed/Proposed	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.87	\$413,795.71		

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

October 2020

Following is a list of items that the Lisbon School Department deems necessary for Capital Improvements for the next 5 years. "Capital Improvements" shall mean any construction project exceeding \$10,000, and any equipment purchase to be bonded or to be budgeted for more than one fiscal year.

Annual Budget Capital Improvements

2020-2025

Capital Reserve Fund

In November 2011, the School Committee created a Capital Reserve Fund with an initial deposit of \$39,676.00. Since then, the school committee has used that money for maintenance and minor remodeling with additional annual transfers from unanticipated revenue and the undesignated fund balance.

This fund is to be used for maintenance of plant and minor remodeling. It cannot be used for additions or new construction. As of **October 26, 2020**, the balance was **\$28,275.00**.

Central Office/Gartley Street School:

Known Priorities

- Continue to maintain existing facilities and make repairs as needed;
- Repaving around the building;
- Continue to upgrade the kitchen to make it more self-sufficient;
- Install additional security cameras and recording equipment to monitor the Central Office; and,
- Monitoring the roof for leaks are areas that will be part of the five year plan.

Work Completed

- ✓ An analysis of alternative locations for the Central Office staff was conducted during the 2009-2010 school year. All indications support that the current location is the most cost effective option that we currently have.
- ✓ The asbestos was removed and the boiler was repaired in 2009.
- ✓ The Adult Education department moved to the Central Office location in June 2010.
- ✓ Security doors were installed in 2010.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ The Gartley Street Alternative Education Program was started at the Central Office during the 2010-2011 school year.
- ✓ The front siding was installed during the summer of 2013.
- ✓ A new boiler was installed in December of 2013
- ✓ Unutil installed the natural gas lines at no cost to the school department, summer 2014
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.
- ✓ During the summer of 2016, the back side of the building was resided, new ceiling tiles and lighting installed in the hallways, paint throughout, new classrooms, bathrooms, showers, fire alarm system (pull stations), and the kitchen was reopened for service for the new Gartley Street School which opened on August 31, 2016.
- ✓ In the fall of 2016, the kitchen was renovated to provide a satellite lunch program for students and staff at G.S.S.
- ✓ Through an approved referendum vote in November, 2017, capital improvements were made as a result of a Phase II Performance Contract with Siemens, fall 2018.
- ✓ Installed hot water tank to support kitchen usage (Phase II Plan), summer of 2018.
- ✓ Replaced exterior doors and windows (Phase II Plan), summer of 2018.
- ✓ Replaced univents, pneumatic controls and added a CO2 monitor for Gym (Phase II Plan), summer of 2018.
- ✓ Installed new playground for G.S.S., November 2018.
- ✓ Upgraded one "Safe Room" in February 2019.
- ✓ Upgraded safe room walls and floors, October 2019.
- ✓ Upgraded the large swing sets for older children, October 2019.
- ✓ Repaired teacher's parking lot, October 2019.
- ✓ Leasing two storage units for PPE and other equipment, July 2020.
- ✓ Installed 02 prime air cleansing system in all univents, September 2020.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ Installed outside pavilion for learning and lunch, September 2020.
- ✓ Installed thermal cameras at both entrances of the building, September 2020.

Lisbon Community School:

Known Priorities

- Continue to maintain existing facilities and make repairs as needed;
- Upgrade and maintain the playgrounds;
- Continue to replace classroom carpets with tile; and,
- Monitoring the roof shingles as a result of the significant wear they were showing since 2012 from inadequate ventilation are areas that will be part of the five year plan.

Work Completed

- ✓ A preliminary energy audit was completed during the 2009-2010 school year and it was determined that there would be energy savings through the re-engineering of piping for the domestic hot water boiler pumps. This work was completed during the summer of 2011.
- ✓ The L.C.S. roof was repaired in the fall of 2012 (Ridge Vent & Exhaust).
- ✓ The water softener equipment was installed during the fall of 2012. It is working well. The water has gone from 11 grams of hardness to 5 grams. We are working towards 0-1 grams.
- ✓ The main office was rearranged to make that space more efficient during the summer of 2014.
- ✓ Smart boards were installed in the majority of the classrooms to make improve instruction during the summer of 2014.
- ✓ Broken playground equipment was replaced in the summer of 2014.
- ✓ The traffic flow where students are dropped off by parents was changed to make it safer for students and staff in the summer of 2014.
- ✓ Every 10 years the stage curtains need to be treated with flame retardant. This was completed in the summer of 2014. The curtains are protected until 2024.
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ During the 2015-2016 school year, carpet was replaced with tile in two classrooms. The mixing valves in the Kindergarten Wing were replaced due to previous water hardness.
- ✓ In the fall of 2017, The Lisbon School Committee utilized Capital Reserve Funds to upgrade and install additional security cameras and recording equipment to monitor the Lisbon Community School.
- ✓ During 2017 - 2018, the security camera system at LCS (36) was updated/replaced.
- ✓ Replaced carpet in two rooms with tiles, February of 2019
- ✓ Replaced kiln, March of 2019
- ✓ Upgraded phone system, March of 2019
- ✓ Installed a safety door and carpeted walls in the safe room/time out room, summer 2019
- ✓ Rebuilt water filtration system, October 2019
- ✓ Leasing a storage unit for PPE and other equipment, July 2020.
- ✓ Installed 02 prime air cleansing system in all univents, September 2020.
- ✓ Installed outside pavilions for learning and lunch, September 2020.
- ✓ Installed thermal cameras, September 2020.

Philip W. Sugg Middle School:

Known Priorities

- Replacing all univents, pneumatic controls and installing a Heat Recovery Ventilator for Gym (Phase II Plan);
- Continue to maintain existing facilities and make repairs as needed.
- Repaving the entrance and parking lot;
- Continue to replace lunch tables;
- Renovate Locker Rooms; **and,**
- Repair the roof as needed; are areas that will be part of the five year plan.

Work Completed

- ✓ The boiler was replaced during the summer of 2011 with two natural gas powered boilers and a domestic hot water heater powered by the new boilers.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ Vinyl siding around the top of the building was installed in 2011. Vinyl siding around the top of the gym was completed in 2012.
- ✓ Two windows were installed in the Music room during the summer of 2012.
- ✓ The storage trailer was removed during summer 2013.
- ✓ The trees were cut to improve ventilation in the 7th grade wing during 2013.
- ✓ The ceiling tiles were replaced in all the hallways and some of the office spaces during the summer of 2014.
- ✓ The area in back of the 6th grade wing was loamed and seeded during the summer of 2014.
- ✓ One of the drains on the gym roof was replaced during the summer of 2014.
- ✓ A new phone/internal communications system was installed through the use of E-Rate funding during the summer of 2014.
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.
- ✓ During the summer of 2016, a life skills room was built in the 8th grade wing.
- ✓ Replaced all water fountains in November 2016.
- ✓ During 2016 - 2017, the security camera system at PWS (28) was updated/replaced.
- ✓ Replaced three lunch tables in February of 2018.
- ✓ Installed new energy efficient lighting throughout the school (Phase II Plan), summer of 2018.
- ✓ Installed drop down electrical cords to support student learning, summer of 2019.
- ✓ Replaced ceiling tiles in the gym, summer of 2019.
- ✓ Repaired faucets in girl's locker room, summer of 2019.
- ✓ Installed 02 prime air cleansing system in all univents, December 2020.
- ✓ Installed outside pavilions for learning and lunch, September 2020.
- ✓ Installed thermal camera, September 2020.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ Removed entryway carpet and installed tile, September 2020.
- ✓ All student restrooms were renovated, September 2020.
- ✓ New univents and windows to be installed by December 30, 2020.

Lisbon High School:

Known Priorities

- Look at removing the large oak trees at main entrance;
- Repaving; and,
- Monitoring the roof for leaks.

Work Completed

- ✓ The Lisbon School Department has completed Phase I of the approved renovations at LHS in 2009-2010. Phase I included new windows and siding for the north wing along with a new front entrance, the moving of the main office, and a new gym roof.
- ✓ The boiler was converted over to natural gas during the summer of 2011.
- ✓ Phase II, Part I was completed during the summer of 2012 which included the replacement of the domestic hot water system.
- ✓ A handicap accessible lift was installed in the fall 2012 to address the issues identified in the 2005 NEASC report.
- ✓ To be prepared for the conversion from steam to hot water, phase II part II, was completed. This included installing pump and pipes out into the 100 and 200 wing.
- ✓ In preparing for the new gym the 10,000 gallon oil tank that is no longer in use was emptied and crushed in place during the summer of 2014.
- ✓ Public Works replaced the sidewalk by the cafeteria that was damaged in the summer of 2014.
- ✓ The fire panel in the boiler room was replaced in the summer of 2014.
- ✓ The stage curtains were replaced in the fall 2014.
- ✓ A new phone/internal communications system was installed through the use of E-Rate funding during the summer of 2014.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ Construction of a new gymnasium was approved through referendum in June, 2015.
- ✓ The gym was finished and opened to the students in October, 2015. The Opening Ceremony was held on Sunday, November 1, 2015.
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.
- ✓ Replaced water fountains in the 100, 200, and 300 wings in April 2017.
- ✓ During 2017-2018, the security camera system at LHS (25) was updated/replaced.
- ✓ Replaced univents, pneumatic controls, roof exhaust fan and boiler (Phase II Plan), summer of 2018.
- ✓ Installed gas service into kitchen and replaced all equipment, summer of 2018.
- ✓ Hired Scott Simons Architects to perform a Feasibility Study to convert the “old” gymnasium into a Community Performing Arts Center.
- ✓ Installed a generator to utilize the new gymnasium as an emergency shelter, summer of 2019.
- ✓ Refurbished the 100 wing bathrooms, summer of 2019.
- ✓ Refinished the new gym floor, to be completed annually, October 2019.
- ✓ Painted the performing arts center floor and installed piping and drapes, October 2019.
- ✓ Installed 02 prime air cleansing system in all univents, November 2020.
- ✓ Installed outside pavilions for learning and lunch, September 2020.
- ✓ Installed thermal camera, September 2020.
- ✓ Replace windows in 300 wing, to be completed by December 30, 2020.

Grounds (Practice/Playing Field):

The Lisbon School Department continues to invest time and money into their existing facilities. Our main goal is to improve and expand on playable areas. This will reduce the demand on any one field. This will also provide more opportunities to conduct multiple practices and games at the same time without causing interruptions to any other scheduled event.

Known Priorities

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- Installation of security cameras and recording equipment to monitor practice/playing areas;
- Create access to the Lisbon Trail System;
- Repair structures and improve drainage/erosion issues at the baseball field;
- Resurface Football practice field;
- Replace football scoreboard;
- Repair existing fencing;
- Rebuild softball dugouts;
- Manage irrigation and monitor usage to improve the health and conditions of the Football and Soccer fields;
- Build an additional storage facility for track and related equipment; and,
- Installing the donated field lights will be part of the five year plan.

Work Completed

- ✓ The Lisbon School Department increased the budgeted amount for facilities to its original amount of \$30,000 for the 2010-2011 school year. In 2015-2016, this amount was reduced to \$21,000 as a result of \$600,000 in mandated cuts by the Town Council. In 2017-2018, the Lisbon School Committee increased the amount back to \$30,000.
- ✓ The softball field infield was redone in the summer of 2016. Proper materials and drainage were installed and the field was turned eight degrees.
- ✓ Replaced scoreboards, with the exception of the football scoreboard, summer of 2018.
- ✓ Removed the hockey rink and created a practice field for youth sports, summer of 2018.
- ✓ Rebuilt the football surface field, summer of 2019.
- ✓ Rebuilt the soccer surface field, fall of 2019.
- ✓ Installed access gate to maintenance/grounds garage, October 2019.
- ✓ **Field Lights/Towers were installed.**

Track:

Known Priorities

- The development of a Lifecycle/Preventative Maintenance Funding Plan to repair and ultimately refinish and paint the track will be part of the five year plan; and,
- Repainting the lines on the track

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Work Completed

- ✓ The track was completed and opened to the public on Saturday October 18th, 2014.

Football:

Work on the development of a new practice field adjacent to the existing field was completed in the fall 2014. This project will take pressure off the main field by allowing the L.H.S. teams to practice and other teams to play their games on the practice field.

Known Priorities

- Replace scoreboard; and,
- Install lighting.

Work Completed

- ✓ Improvements in the drainage next to the track and in front of the Booster Shack were completed over the summer of 2011. Handicap accessibility and available parking was also a result of these improvements.
- ✓ During the summer of 2013, 2/3 of the additional parking was completed.
- ✓ Rebuilt the football surface field, summer of 2019.

Practice Fields/Areas:

Known Priorities

- Discussions related to adding additional practice areas will be part of the five year plan.

Work Completed

- ✓ The work on the area behind P.W.S. was completed in 2011 and the field was ready for use in the fall of 2012.
- ✓ The practice area next to the track was completed in the fall, 2014.
- ✓ The gate at the entrance to the track and fields was replaced in 2014 to make that area more secure.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Soccer:

Known Priorities

- Organization and cleanup behind the soccer field will be part of the five year plan.

Work Completed

- ✓ The scoreboard was relocated during the summer of 2013.
- ✓ New Scoreboard was installed in the summer of 2017.
- ✓ Rebuilt the soccer surface field, fall of 2019.

Baseball/Softball:

Known Priorities

- Loom and seed bank next to the Baseball field;
- Monitor infield and outfield surfaces on the Softball and Baseball field; and,
- Rebuild dugouts.

Work Completed

- ✓ The infield at the Softball field was refurbished in the Fall 2016.
- ✓ The infield at the Baseball field was refurbished in the summer of 2017
- ✓ Both fields were treated for grass/weeds and have been reseeded in the summer of 2017
- ✓ The Baseball/Field Hockey Scoreboard was replaced in the Fall of 2017.
- ✓ Refurbished the backstop at the softball field, summer of 2018.
- ✓ The Softball outfield was leveled and fertilized, summer of 2018.
- ✓ New Softball scoreboard installed, summer of 2018.

Field Hockey:

Work Completed

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ The relocation of our current Field Hockey field was discussed, but a decision was made in 2011 to keep it located on the upper field.
- ✓ Reseeded and treated the field, summer of 2018. To be completed annually.

Equipment:

Known Priorities

- Continue replacing existing equipment as needed;
- Floor scrubbers need replacing;
- Water Cannon needs replacement, 30 years old; and,
- A cycle for replacing our existing equipment will be developed and monitored prior to the development of a new budget.

Equipment Purchased/Replaced

- ✓ A chemical free floor cleaner/stripper was purchased during the summer of 2011.
- ✓ A John Deere 3620 tractor and attachments was purchased in the fall of 2011.
- ✓ The zero-turn mower was replaced in the winter, 2014.
- ✓ A snow blower was purchased in the fall of 2015.
- ✓ A new carpet cleaner was purchased in the summer of 2016.
- ✓ The 1983 Yanmar Tractor was sold in the fall of 2016.
- ✓ Floor scrubber purchased for LCS, to be delivered by November 2020.

Vehicles:

The purchase of passenger vans has significantly decreased the transportation cost for conferences, athletics, field trips and other district related travel expenses. A replacement cycle was started in 2014-2015.

Known Priorities

- Continue replacing existing vehicles as needed and monitor the replacement cycle prior to the development of a new budget; and,
- Continue replacing old buses funded through a state reimbursed three year lease purchase agreement.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Vehicles Purchased/Replaced

- ✓ The 1998 red Jeep was replaced during the 2010-2011 school year.
- ✓ The 2003 Ford plow truck was replaced in the fall of 2014.
- ✓ A new bus was purchased in 2012-2013.
- ✓ There was an increase in general maintenance that was included in the 2011-2012 budget.
- ✓ The blue caravan was replaced in the fall of 2012.
- ✓ In 2012 two mini-vans were added to the fleet (1 white and 1 silver).
- ✓ The 2004 van was replaced in 2014.
- ✓ A Class D trip bus was purchased in August 2016.
- ✓ A Class A handicap accessible bus was purchased in September 2016.
- ✓ Replaced the 2007 Ford Focus with a 2013 Ford Focus in November 2016.
- ✓ A Class C school bus was purchased in March 2017.
- ✓ Replaced the 2007 Chevy Uplander with a 2015 Dodge Grand Caravan in May of 2018.
- ✓ Replaced the 2006 Ford E-350 with a 2018 Ford Transit Van, June 2019.
- ✓ Purchased three class C buses, September 2019.
- ✓ Replaced the 2006 1 Ton with a 2020 Chevy 1 Ton, August 2020.
- ✓ Replaced the 2010 Chrysler minivan with a 2020 Ford Transit Van, September 2020.
- ✓ Replaced the 2010 Dodge minivan with a 2020 Ford Transit Van, September 2020.
- ✓ Replaced the 2008 GMC Envoy with a 2020 Ford Transit Van, September 2020.

Maintenance Garage:

Work Completed

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ The Maintenance Garage was replaced in the spring of 2012.

Storage (District Wide):

Over the last three years there has been an increasing need for general storage. Due to the addition of the Adult Ed. and Gartley Street Programs at Central Office, the majority of the district wide storage areas are no longer available.

Known Priorities

- Additional storage for track and related equipment needs to be built or purchased for the track area.

Work Complete

- ✓ A door was added to the LCS roof in 2010 to allow access to additional storage.
- ✓ The Maintenance Garage was replaced in 2012 and additional storage space was created upstairs. Options for accessing this space are currently being discussed.
- ✓ We were able to eliminate the old boxcar behind the Philip W. Sugg Middle School. We now use the upstairs of the new garage.
- ✓ A lift was purchased in the summer of 2016 to provide access to the space above the maintenance garage.
- ✓ A wrestling mat lift was installed in the L.H.S. gym storage area, spring of 2017.
- ✓ **Storage Units rented in September 2020.**

Other:

Asphalt Driveways:

Known Priorities

- Repair the asphalt driveways at L.H.S. and P.W.S. or possibly move driveways in consideration of traffic circulation based on any design changes;
- Repair the driveway at G.S.S;
- Pave the lot by the tennis courts to create additional parking;
- Pave a drive down to the football field to control erosion; and,
- Develop a Lifecycle/Preventative Maintenance Funding Plan to require all district wide driveways will be part of the five year plan.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Work Completed

- ✓ During the fall of 2015, a new sidewalk from 196 all the way to the Philip W. Sugg Middle School was installed through the use of the Capital Reserve funds.
- ✓ Repaired the driveways at PWS and LHS, summer of 2019.

Technology:

Over the next couple of years, technology improvements must be made across the Lisbon School Department. The Lisbon School Department will need to continue to invest in technology hardware, like tablets, laptops, smartboards, etc. These tools are heavily integrated into the daily teaching and learning and new computers will need to be added in an effort to replace the existing computers that are past obsolete and do not function well.

The technology Systems Director, LTC, and Superintendent will work together to identify the technology needs of the department and funding for these projects will be provided through the use of the system-wide technology, ERATE, and Title funds.

Known Priorities

- Monitor the wireless networks at each building;
- Purchase technology to strengthen existing resources (MLTI Program); and.
- Examine the continued growth of cloud computing including current and future technology trends will be part of the five year plan.

Technology Purchased/Replaced

- ✓ During the summer of 2015, the wireless network at the Lisbon Community School and Lisbon High School was replaced with a new updated network that can handle current and future needs.
- ✓ During the 2015-2016 school year, three carts of laptops were purchased for the Lisbon Community School.
- ✓ During the 2015-2016 school year, one cart of laptops was purchased for the 6th grade at the Philip W. Sugg Middle School.
- ✓ During the 2015-2016 school year, new lab computers were purchased for the Lisbon High School.
- ✓ During the 2016 - 2017 school year, three laptop carts were purchased for the sixth grade classrooms at PWS (bringing the total to four carts).

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ During the 2016 - 2017 school year, 8 laptop storage carts were purchased to replace the existing wooden storage laptop carts in the 7th and 8th grade classrooms.
- ✓ During the summer of 2017, 400 HP laptops were purchased via the MLTI laptop contract (200 were the laptops assigned to PWS and 200 from Oak Hill Middle School). Those laptops were refurbished and placed mainly in LHS and LCS for student use.
- ✓ During 2016 - 2017, the security camera system at PWS (28) was updated/replaced.
- ✓ During 2017 - 2018, the security camera system at LCS (36) and LHS (25) was updated/replaced.
- ✓ During the spring of 2020, the firewalls were replaced at each building.
- ✓ During the summer of 2020, 48 laptops were purchased for LHS carts.
- ✓ As the 2020 – 2021 school started, the LHS wireless network was upgraded and now managed by Education Networks of America.
- ✓ Chromebooks for grades 3 through 6 have been ordered and are being distributed as the devices are delivered.
- ✓ Additional devices are being ordered for Pre-K, grades 1 and 2, as well as Gartley Street School.

Reviewed/Approved by Lisbon School Committee: December 10, 2018

Agenda Date: 05-04-2021

Date	Brenda Martin	Municipal Accts Payable
4/22/2021	4202021	\$ 243,253.47
4/22/2021	4212021	\$ 10,231.77
4/29/2021	4282021	\$ 15,240.97
		\$ 268,726.21

Date	Megan Lavigne	Municipal Payroll Warrants
4/21/2021	2104W2	\$ 13,496.31
4/21/2021	210422	\$ 158,787.45
	210506	\$ 126,378.68
	2105W1	\$ 15,709.67
		\$ 314,372.11

Date	Louise Levesque	School Accts Payable
5/3/2021	2121	\$ 81,137.75

Date	Eva Huston	School Payroll Warrants
4/27/2021	57	\$ 421.54
4/27/2021	1113	\$ 337,617.59
4/27/2021	1114	\$ 14,407.36
5/3/2021	1115	\$ 12,468.39
5/3/2021	1116	\$ 46.95
		\$ 364,961.83



**TOWN COUNCIL
MEETING MINUTES
APRIL 13, 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 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; Randy Cyr, Public Works Director and Steve Aievoli, Sewer Superintendent; Finance Committee members- Jesse Paul Zack, Heather Ward, Noly Lopez, Curtis Lunt and Dan Leeman.

BUDGET WORKSHOP

Mrs. Barnes presented the Budget Update as follows:

Unassigned Fund Balance FY 20			\$3,195,275.00			
FY 21 Municipal Budget	\$8,923,285.00		\$3,195,275.00			
FY 21 County Budget Lisbon Share	\$768,250.00					
FY 21 School Local Share	\$7,558,575.00					
Operating Budget	\$17,250,110.00					
16% of GF Operating Budget (\$)		\$2,760,017.60	\$435,257.40			
15% of GF Operating Budget (\$)		\$2,587,516.50	\$607,758.50			
14% of GF Operating Budget (\$)		\$2,415,015.40	\$780,259.60			
13% of GF Operating Budget (\$)		\$2,242,514.30	\$952,760.70			
12% of GF Operating Budget (\$)		\$2,070,013.20	\$1,125,261.80			
Use of FB Leaving 13% Unassigned			\$952,760.00			
Twon Office Genratr App by Council FY 21			\$62,538.00			
P W-Vehicles Approved by Council FY 21			\$55,000.00			
			\$835,222.00	remaining after FY21 Use of FB		
Less proposed use of UFB			\$685,205.00			
Amt. Available to Designate			\$150,017.00			
Town Clerk	\$13,750.00	Clerk Book Restoration				
Technology Budget	\$35,800.00	Server & Hardware Upgrades				
Technology Budget	\$32,000.00	Cruiser Laptops				
Town Buildings	\$15,000.00	LFD Generator				
Town Buildings	\$15,000.00	ET Smith Generator				
Town Buildings	\$26,780.00	LFD Boiler				
Town Buildings	\$14,000.00	LFD Electrical				
Town Buildings	\$17,200.00	(2) Heating/Cooling Pumps Library				

Town Buildings	\$55,000.00	Re-pitch Transfer Station Roof			
Town Buildings	\$40,000.00	PW Generator			
Police Department	\$14,000.00	Bullet Proof Vests			
Police Department	\$13,500.00	Portable Radios			
Fire Department	\$30,000.00	Fire Station Case Study			
Solid Waste	\$35,000.00	Forklift			
Public Works-Other	\$40,000.00	(2) Street Light Cameras			
Parks & Recreation Department	\$8,000.00	Mower			
Parks & Recreation Department	\$8,000.00	Used Snowmobile			
Parks & Recreation Department	\$10,000.00	Miller Trail Fence Repair			
	\$423,030.00				
Parks & Recreation	\$5,000.00	Replace 2002 Rec Trucks	\$15,000		
Parks & Recreation	\$20,000.00	Replace 2003 Rec Trucks	Insurance		
Parks & Recreation		Bus			
Tax Abatement	\$10,000.00				
Fire Department	\$3,000.00	Hose Replacement			
Fire Department	\$2,175.00	Equipment			
Public Works	\$15,000.00	plow truck repairs			
Public Works	\$12,000.00	guardrails			
Public Works	\$10,000.00	sidewalks			
Public Works	\$185,000.00	Excavator, Trailer, Plow Truck			
	\$262,175.00				
<u>Capital Reserve Accounts</u>					
Town Buildings					
Police					
Fire					
Revaluation					
Technology					
Public Works					
Parks & Recreation					
Library					
Town Records					

Councilor Ward asked if \$180,000 was removed for the Revaluation. Mrs. Barnes stated she included the \$180,000 in overlay and \$33,000 from the Falmouth buyout process because they did not have enough in the Fund Balance at that time.

Councilor Ward recommended these items that could be funded through fund balance:

- \$67,000 for two Police Cruisers
- \$3,750 for Police Equipment (50710 Account)
- \$5,600 Fire Radios (50710)
- \$4,600 Fire Pump (50710)
- \$14,884 Turnout Gear (50562)
- \$10,000 Fire squad 3 rehab work (50536)
- \$3,000 Town Office Street outside street lighting (50536 or 50549) building account. All being considered from Fund Balance money as meeting this definition though classified as operating expense.

Councilor Ward asked the Council if they accept the updated list of items coming out of the operating budget and going through fund balance. Councilor Ward asked about the \$0 line for the Bus for Parks & Recreation. Mrs. Barnes said the Bus will not pass for inspection. Mr. Cyr stated the Bus is not in good shape and would not survive

an accident. Councilor Larochelle said that it would be better to buy new since used vehicles out there today are not any good and suggested Parks & Recreation get rid of the two used trucks and purchase one good one. Mrs. Barnes indicated she would check to see.

Councilor Lunt recommended setting aside \$5,000 for putting signs up on the Lisbon Walking Trail to direct the public to different areas of the trail.

Councilor Ward asked Mr. Cyr if he recommended fixing the Back Hoe and replacing the Excavator. Mr. Cyr replied yes. The Council agreed to replace the Excavator.

Mrs. Ward asked Mr. Cyr if there needs to be a placeholder for any possible capital expenditures that the Town could be using the reserves for. Mr. Cyr said he was not sure how much to allocate for equipment.

Councilor Ward asked Mr. Cyr for an update on the Salt Shed. Mr. Cyr said he is waiting on a price for a used Shed from the Town of Gray. It is an 80'x 120' metal arch building. Public Works would hire someone to take it down and reinstall it. Councilor Ward confirmed this should have a Placeholder. Councilor Fellows asked if Public Works could obtain the Salt Shed in two phases to spread the money out. Phase I taking it down for the first year and Phase II putting it up the following year. Councilor Ward asked Mrs. Barnes to put the Salt Shed on the list.

Councilor Ward asked if the Council agreed to move \$67,000 off the operating list onto the fund balance list for Police Cruisers. Councilor Larochelle said the Council should be careful not to keep that as a budgetary issue if it is coming back next year. Councilor Ward said the \$67,000 would be half next year. Mrs. Barnes said the Town budgets the same amount every year for Police Cruisers. She said half of it will go into the Capital Reserve Account.

Councilor Ward confirmed that Council agreed to the put \$30,000 towards the revaluation.

Councilor Ward asked if the Council would agree to put aside \$75,000 for the Fire Department. Councilor Ward asked Mrs. Barnes to put that on the list for future consideration.

Mrs. Barnes presented the Budget Changes as follows:

Date	Department	ORG	OBJ	Line Budget	Budget Change	Increase/ (Decrease)	Notes
4/6/2021	Tax Collection	12023500	50220	Health Insurance	\$13,910.00	-\$21,320.00	
3/16/2021	Technology	12026500	50102	Department Head	\$0.00	-\$75,005.00	
		12026500	50201	Unemployment	\$0.00	-\$96.00	
		12026500	50202	Worker's Comp	\$0.00	-\$241.00	
		12026500	50210	MEPERS-Employer	\$0.00	-\$7,725.00	
		12026500	50220	Health Ins.	\$0.00	-\$24,365.00	
		12026500	50230	FICA Employer Costs	\$0.00	-\$5,738.00	
		12026500	50530	Software & Svs.	\$195,427.00	\$55,427.00	Change due to contracted IT Managed SVS vs. Employee
						-\$57,743.00	
3/29/2021	Police	14040500	50104	Non-Supervisory	\$781,144.00	-\$1,560.00	
		14040500	50116	Union	\$17,000.00	-\$200.00	
		14040500	50140	Overtime Wages	\$27,040.00	-\$500.00	

		14040500	50202	Workers Comp Ins	\$37,163.00	-\$75.00	
		14040500	50210	MEPERS-Employer Share	\$116,193.00	-\$232.00	
		14040500	50230	FICA Employer Costs	\$81,850.00	-\$160.00	
		14040500	50302	Operating Supplies	\$14,000.00	-\$3,000.00	
		14040500	50720	Equipment-Vehicles	\$67,000.00	-\$7,000.00	
						-\$12,727.00	
3/29/2021	Comm Center	14046000	50104	Non-Supervisory	\$198,255.00	\$5,138.00	
		14046000	50202	Workers Comp Insurance	\$822.00	\$17.00	
		14046000	50210	MEPERS-Employer Share	\$23,038.00	\$528.00	
		14046000	50220	Health Ins.	\$39,245.00	-\$19,885.00	
		14046000	50230	FICA Employer Costs	\$19,554.00	\$394.00	
						-\$13,808.00	
						-	
				Total Reduction		\$105,598.00	
4/6/2021	Town Buildings	12051500	50520	Building Expense	\$20,000.00	-\$50,000.00	
4/6/2021	Tax Abatements	12090100	50901	Tax Abatements	\$0.00	-\$10,000.00	
4/6/2021	Fire Department	14041500	50563	Hose Replacement	\$5,000.00	-\$3,000.00	
		14041500	50710	Equipment	\$12,000.00	-\$2,175.00	
4/6/2021	Public Works	15050500	50536	R&M: Equipment	\$8,000.00	-\$15,000.00	plow truck repairs
		15050500	50548	R & M: STREETS	\$15,000.00	-\$12,000.00	Guardrails
		15050500	50366	Asphalt - Hot Top	\$15,000.00	-\$10,000.00	sidewalks
						-	Excavator, Trailer, Plow Truck
		15050500	50720	Equipment - vehicles	\$0.00	\$185,000.00	
						-	
						\$287,175.00	
				Total Combined Reduction		\$392,773.00	
				Total Budget Increase		\$284,751.00	3.20%

Mrs. Barnes stated most of the changes are Tax Collection. The Tax Collection Department reduction of \$21,320 was due to filling the open position. The Technology Department went from a new employee position to a contracted position, saving the Town \$57,000. The \$12,727 reduction in the Police Department budget was due to the K-9 position not being filled. The \$13,808 reduction in the Communication Center budget was due to a change in personnel. Mrs. Barnes said she took the Town Buildings budget from two years ago when the Town was raising \$20,000 under the Building Expense. The Town increased it due to Major work needed. Mrs. Barnes said she is bringing that amount back down to \$20,000 for a \$5,000 reduction. Mrs. Barnes moved the Contracted Professional Services line to Unassigned Fund Balance for the Roof Project at the Transfer Station. She removed \$10,000 in the Tax Abatement Line to fund a different way. She removed Fire Department Hose Replacement and Equipment money to put it under Unassigned Fund Balance. She said these two amounts are in addition to what

the Town normally raises. The Public Works reduction is \$15,000 for plow truck repairs, \$12,000 for Guardrails, \$10,000 for sidewalks and \$185,000 for the Excavator, Trailer and Plow Truck. She said the total combined reduction is \$398,773 with a budget increase of \$278,751, which is a 3.1% increase over the current year.

Councilor Albert reported the current School budget is \$231,829. He said they have gotten creative on how to allocate the Cares Act funds allowing them to remove line items for long-term projects around energy savings and building maintenance.

A. PUBLIC WORKS

Mr. Cyr presented the Public Works Department Budget as follows:

15050500 Public Works

OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	Changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 Projected Department Budget Appropriation
50102	Department Head	81,840.00	-	81,840.00	81,840.00
50104	Non-Supervisory	367,245.00	-	367,245.00	367,245.00
50107	Administrative	19,760.00	-	19,760.00	19,760.00
50116	Union	17,000.00	-	17,000.00	17,000.00
50140	Overtime wages	40,000.00	-	40,000.00	40,000.00
50201	Unemployment Costs	1,090.00	-	1,090.00	1,090.00
50202	Workers Comp Insurance	36,053.00	-	36,053.00	36,053.00
50210	MEPERS - Employer Share	52,410.00	-	52,410.00	52,410.00
50220	Health Insurance	118,021.00	-	118,021.00	118,021.00
50230	FICA Employer Costs	38,927.00	-	38,927.00	38,927.00
50240	Medical testing	600.00	-	600.00	600.00
50301	Office Supplies	1,500.00	-	1,500.00	1,500.00
50302	Operating supplies	8,500.00	-	8,500.00	8,500.00
50303	Other Supplies	-	-	-	-
50306	Postage	150.00	-	150.00	150.00
50307	Advertising	1,000.00	-	1,000.00	1,000.00
50330	Drug Testing	1,500.00	-	1,500.00	1,500.00
50351	Clothing/Boot Allowance	10,000.00	-	10,000.00	10,000.00
50352	Cell Phone/Allowances	1,600.00	-	1,600.00	1,600.00
50360	Minor equipment	3,000.00	-	3,000.00	3,000.00
50363	Culverts	15,000.00	-	15,000.00	15,000.00
50366	Asphalt-Hot Top	15,000.00	(10,000.00)	25,000.00	25,000.00
50367	Excavation Expense	5,000.00	-	5,000.00	5,000.00
50370	Parts - Supplies	40,000.00	-	40,000.00	40,000.00
50371	Sand & Gravel	10,000.00	-	10,000.00	10,000.00
50375	Gas	8,000.00	-	8,000.00	8,000.00
50376	Oils and lubricants	4,500.00	-	4,500.00	4,500.00
50377	Diesel	20,000.00	-	20,000.00	20,000.00
50378	Tires Expense	5,000.00	-	5,000.00	5,000.00
50401	Professional Development	4,000.00	-	4,000.00	4,000.00
50413	Mileage/ travel reimbursement	500.00	-	500.00	500.00

50430	Filing fees/licenses/permits	1,200.00	-	1,200.00	1,200.00
50455	Professional Services	26,400.00	-	26,400.00	26,400.00
50511	Water Usage	500.00	-	500.00	500.00
50512	Telephone	4,020.00	-	4,020.00	4,020.00
50513	Sewer Expense	465.00	-	465.00	465.00
50535	Rental of Equipment	25,000.00	-	25,000.00	25,000.00
50536	R&M: Equipment	8,000.00	(15,000.00)	23,000.00	23,000.00
50537	Equipment Painting	5,000.00	-	5,000.00	5,000.00
50538	Loam & Seed	1,500.00	-	1,500.00	1,500.00
50539	R&M: Catch Basins & Manhole Cvr	500.00	-	500.00	500.00
50541	Ground repair and maintenance	6,500.00	-	6,500.00	6,500.00
50544	R & M: Radios	1,500.00	-	1,500.00	1,500.00
50545	R & M: TREE REMOVE/REPLA	4,500.00	-	4,500.00	4,500.00
50547	R & M: SIGNS	3,000.00	-	3,000.00	3,000.00
50548	R & M: STREETS	15,000.00	(12,000.00)	27,000.00	27,000.00
50720	Equipment - vehicles	-	(185,000.00)	185,000.00	185,000.00
50770	Infrastructure- Paving	475,000.00	-	475,000.00	475,000.00
Total 15050500 Department of Public Work		1,505,281.00	(222,000.00)	1,727,281.00	1,727,281.00

Councilor Ward asked for clarification on the two positions coming back into the budget. Mrs. Barnes said last year the Town eliminated the Mechanics position out of this current year budget because of a vacant position. She said the Department has since filled that position once the Operations Manager retired. The Town used the leftover fund from that line item to fill the Mechanics position. She said moving forward into the Fiscal Year 2022 budget, the Department will hire another Driver Operator instead of filling the Operations Manager position.

Councilor Ward requested Mrs. Barnes highlight this position as a personnel change.

Mr. Cyr said the F250 truck at the Transfer Station will not pass inspection and is not roadworthy. The Transfer station is currently using the Mechanic's truck instead which also needs work. He recommended the Mechanic's truck go to the Transfer Station and purchase a new truck for the Mechanic or vice versa. Mr. Cyr is requesting \$50,000 because the new truck will need a plow. He mentioned needing the 20-ton trailer as well to transport the new Excavator.

B. WINTER OPERATIONS

Mr. Cyr presented the winter operations budget as follows:

15051000 Winter Operations

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
15051000	50140	Overtime	65,000.00
15051000	50201	Unemployment Costs	-
15051000	50202	Workers Comp Insurance	1,686.00
15051000	50210	MEPERS - Employer Share	6,695.00
15051000	50230	FICA Employer Costs	4,973.00
15051000	50303	Other Supplies	160,000.00
15051000	50370	Parts - Supplies	25,000.00
15051000	50451	Contracted Professional Service	50,000.00
		Total 15051000 Winter Operations	313,354.00

Mrs. Barnes said they only used 36% of the budget and have \$41,000 left due to a very mild winter. The Town must budget for a normal winter regardless.

Councilor Larochelle asked if the new Driver position would raise the overtime for this Department. Mr. Cyr said no because the Department will keep a mechanic in the shop at all times so the Department will be fully staffed.

C. TRANSFER STATION

Mr. Cyr presented the transfer station budget as follows:

15052000 Solid Waste/Transfer Station			
ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
15052000	50104	Non-Supervisory	152,110.00
15052000	50116	Union Negotiations	3,600.00
15052000	50201	Unemployment Costs	480.00
15052000	50140	Overtime wages	-
15052000	50202	Workers Comp Insurance	7,586.00
15052000	50210	MEPERS - Employer Share	12,366.00
15052000	50220	Health Insurance	49,693.00
15052000	50230	FICA Employer Costs	11,636.00
15052000	50240	Medical testing	500.00
15052000	50301	Office Supplies	500.00
15052000	50302	Operating supplies	6,000.00
15052000	50306	Postage	80.00
15052000	50307	Advertising	100.00
15052000	50308	Printing	1,500.00
15052000	50330	Drug Testing	350.00
15052000	50351	Clothing/Boot Allowance	3,500.00
15052000	50352	Cell Phone allowance	420.00
15052000	50368	Hauling	-
15052000	50369	Land Fill	4,000.00
15052000	50370	Parts - Supplies	10,000.00
15052000	50377	Diesel	6,000.00
15052000	50378	Tires Expense	4,500.00
15052000	50401	Professional Development	250.00
15052000	50413	Mileage/ travel reimbursement	250.00
15052000	50430	Filing fees/licenses/permits	700.00
15052000	50511	Water usage fees	2,100.00
15052000	50512	Telephone	1,512.00
15052000	50513	Sewer Expense	530.00
15052000	50536	R&M: Equipment	5,000.00
15052000	50556	Trash Removal	350,000.00
15052000	53100	Capital Improvements	-
		Total 15052000 Solid Waste	635,263.00

Mrs. Barnes said she would add \$5,500 to the Trash Removal line as of this afternoon since Grimmels is increasing their disposal rate to \$7.00/ton.

Mrs. Tierney compared the revenues for FY 2021 and 2020 in the current period being April. She said the total revenue for FY 2020 is \$146,800 budgeted and \$149,254.94 collected. The Town has collected over what they had budgeted for Solid Waste Permits. The Town budgeted \$77,000 and collected \$77,277. She said in 2020, they budgeted \$75,000 and collected \$76,510. The Town has collected \$767 more as of April FY21 than in FY20. For both fiscal years, the Town has collected more than budgeted amounts at this point in time in the fiscal year (Period 10). The Town increased the budgeted amounts for Solid Waste Permits from FY20 to FY21 in the amount of \$2,000. She said the Transfer Station will be collecting more for Metals, Yard Items, Tires and Universal Waste since the weather is improving and people are cleaning out more.

Mr. Lunt asked for a breakdown for the \$45,000 increase in the Trash Removal line. Mrs. Tierney said this includes tipping fees, recyclables and other items people can bring, like mattress', tires, oils, fluorescent lights etc. Mrs. Tierney also said Composting is included in that line as well. Mr. Cyr said this is mostly because the Recycling has gone up. The fees are based on tonnage and they are taking the glass with the plastic, which adds a lot of weight. Councilor Lunt suggested going back to sorting the Recycling to separate the glass. Mr. Cyr reported he has been looking at setting up a separate bin just for glass. Mrs. Barnes stated the hauling rate will be going up from \$150 a ton to \$245 a ton in November. Councilor Ward asked what the savings is for Composting. Councilor Lunt asked for a breakdown for the \$355,000 in the Trash Removal Line.

Mrs. Ward said with the Finance Committee just forming at the beginning of the year and the budget season starting, that they have not had a lot of time to work on the pay per bag initiative.

Mr. Cyr said to have Curbside pick-up, it would cost the Town over \$1,000,000, which would include financing the truck, paying for the trash pick-up, and the tipping fees.

D. STREET/TRAFFIC LIGHTS/HYDRANT RENTAL

Mr. Cyr presented the budget for Street/Traffic Lights and Hydrant Rental as follows:

15053500 Other Public Works - Hydrant Rental/Street Lights

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
15053500	50510	Electricity	78,000.00
15053500	50534	Hydrant Rental	480,000.00
15053500	50536	R&M: Equipment	12,000.00
		Total 15053500 Other Public Works	570,000.00

E. SEWER/WASTEWATER TREATMENT PLANT

Mr. Aievoli presented the Sewer/Wastewater Treatment Plant Budget as follows:

65052500 Sewer Department			
ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
65052500	50102	Department Head	87,353.00
65052500	50104	Non-Supervisory	206,603.00
65052500	50107	Admin Wages	17,712.00
65052500	50140	Overtime wages	22,900.00
65052500	50201	Unemployment Costs	697.00
65052500	50202	Workers compensation insurance	10,994.00
65052500	50210	Maine State retirement	32,636.00
65052500	50215	Admin Benefits	8,606.00
65052500	50220	Health insurance	95,058.00
65052500	50221	HRA Costs	3,724.00
65052500	50230	FICA taxes	24,239.00

65052500	50240	Medical testing	250.00
65052500	50301	Office supplies	2,500.00
65052500	50302	Operating Supplies	-
65052500	50303	Other Supplies	37,000.00
65052500	50306	Postage	8,500.00
65052500	50307	Advertising	300.00
65052500	50330	Drug Testing	400.00
65052500	50331	Small Tools	3,000.00
65052500	50351	Clothing/Boot Allowance	4,250.00
65052500	50352	Cell Phone allowance	2,564.00
65052500	50375	Gas	2,980.00
65052500	50377	Diesel	1,600.00
65052500	50401	Professional employee training	3,000.00
65052500	50413	Mileage/Travel Reimbursement	300.00
65052500	50430	Filing fees/licenses/permits	1,085.00
65052500	50450	Legal expense	1,000.00
65052500	50452	Audit services	2,550.00
65052500	50455	Professional Services	10,000.00
65052500	50483	Security System Maintenance	2,880.00
65052500	50510	Electricity	99,000.00
65052500	50511	Water usage fees	15,500.00
65052500	50512	Telephone	1,920.00
65052500	50514	Heating Fuel	7,000.00
65052500	50530	Software and Services	32,920.00
65052500	50539	R&M: Catch Basins & Manhole Cv	7,500.00
65052500	50546	R & M: SEWER	72,000.00
65052500	50550	Meter Read	10,000.00
65052500	50555	Sludge Disposal	94,400.00
65052500	50556	Trash Removal	1,600.00
65052500	50557	CCTV & Cleaning Out	10,000.00
65052500	50601	General Liability	2,890.00
65052500	50602	Vehicle Insurance	1,163.00
65052500	50604	Property Insurance	9,737.00
65052500	50750	Improvements other than building	150,000.00
65052500	50806	Bond Administration Fees	2,200.00
65052500	53307	Vactor Lease	37,313.00
65052500	53400	2004 FR Bond Principal	17,500.00
65052500	53401	2005 FR Bond Principal	25,000.00
65052500	53405	2014 QECB Principal	16,458.00
65052500	53600	2004 FR Bond Interest	2,011.00
65052500	53601	2005 FR Bond Interest	3,315.00
65052500	53605	2014 QECB Interest	5,875.00
65052500	53610	Interim Financing Interest	43,904.00
		Total 65052500 Treatment Plant	1,263,887.00
		TOTAL 6000 SEWER FUND	1,263,887.00

ADJOURNMENT

VOTE (2021-85) Councilor Ward, seconded by Councilor Albert moved to adjourn at 8:05 pm

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

Lisa B. Smith, Deputy Clerk
Date Approved: May 4, 2021



**TOWN COUNCIL
MEETING MINUTES
VIA ZOOM
APRIL 20, 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 (arriving at 7:30 PM), and Fellows. Also present were Diane Barnes, Town Manager; Twila Lycette, Town Clerk; Dennis Douglass, CEO/HO; Ryan McGee, Police Chief; Brett Richardson, Economic & Community Development Director; Kayla Tierney, Finance Director; Finance Committee Members, Heather Ward, Noly Lopez, Curtis Lunt, Dan Leeman; Traci Austin, School Committee Chairman; Allen Ouellette, School Department/Facilities Director; Western Maine Transportation Services (WMTS), Craig Zurhorst; RHR Smith, Ron Smith; and from the Maine Department of Transportation/Bridge Program, Devan Eaton, Project Manager.

WORKSHOP

A. AUDIT PRESENTATION

Mr. Smith reported Lisbon's financial statements indicate the town has financially improved its financial condition to the tune of around \$600,000 as of June 30, 2020. This brings the town total for undesignated surplus up from \$2.5 or \$2.6 million to \$3.2 million. The School was at about \$900,000. He said where we like to see the town and school departments undesignated surplus at, given the town is very complex and operates a lot of stuff, is somewhere around 30, 60, to 90 days' of the town's total operating budget. The value on that would be about \$1.4 million dollars, \$2.8 million dollars, to \$4.2 million dollars. He said between the town and school the audit shows the town lands right on exactly that amount. He said the current undesignated amount at \$3.2 million dollars is somewhat north of 90 days, but given this economy with the uncertainty of COVID and not knowing where the economy will go moving forward, this is right where the town needs to be.

Mr. Smith said Lisbon's revenues came in right on budget. He said revenues were within \$18,000 from the budgeted amount, which is as close and you can get for a town this size. Property Tax was down \$80,000 from the previous year. The fund balance grew because on the expense side, Lisbon did not spend all of its appropriations going into 2020. He said this strategy is how Lisbon has been able to maintain its financial level at where it is at right now.

Mr. Smith said the Water Department is healthy. The sewer department expansion is going well. He reported the town has money tucked away to where it needs to be tucked away. That undesignated balance right now allows the town the ability to mitigate a lot of the uncertainty and complexity the future holds for Lisbon. He said if he were to give Lisbon a grade, he would have to say it is around an A- to a B+. He said Lisbon received the highest unmodified report and highest opinion they could offer. There were really no issues.

Mr. Smith pointed out the management letter reconciliation issues; however, there were posting and beginning balances related to the long-term project of cleaning up loose ends from the transition year to new software. He indicated that the software change over to MUNIS took a monumental effort to accomplish and that Council may not realize the magnitude of this transition. Now that Lisbon is in Year-3, the town is seeing progress, clean-up efforts are almost complete, and Lisbon is turning the corner. He reported the town now has a good reconciliation process and the school department is catching up, demonstrating more consistency with reconciliations not more than a two or three month gap. He said it is nice to see the comradery between the town and school; this is very different from what it was like a few years ago, like night and day. He indicated as we move into the next audit year, the town should see an even better report as more transitioning progress has been made, which was good to see.

B. CODES

Dennis Douglass presented the following Codes Budget:

12024500 Code Enforcement

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
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

Mr. Douglass reported his department needed 5 or 6 new filing cabinets. The drawers are a little hard to pull out and each drawer is stuffed full. He indicated these cabinets were in the building long before he arrived. He said they share filing cabinets with the Assessing Department. The public is allowed to look at this information; lenders and realtors need information from these files so they help themselves and then staff places these files back into the drawers, so they are used quite often.

Councilor Ward pointed out these cabinets are a one-time purchase. He requested the amount to purchase filing cabinets be removed from the Codes Budget and added to the list to be funded through the assigned fund balance. There were no objections noted and no other changes mentioned.

C. TOWN BUILDINGS

Item taken out of order.

Mrs. Barnes presented the Town Buildings budget as follows:

12051500 Town Buildings

OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	FY22 Changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented on 3.16.2021	FY22 Projected Department Budget Appropriation
50104	Non-Supervisory wages	11,249.00	-	11,249.00	11,249.00
50201	Unemployment Costs	90.00	-	90.00	90.00
50202	Workers compensation insurance	556.00	-	556.00	556.00

50210	Maine State retirement	-	-	-	-
50230	FICA taxes	860.00	-	860.00	860.00
50302	Operating supplies	6,000.00	-	6,000.00	6,000.00
50451	Contracted Professional Service	-	(6,000.00)	6,000.00	6,000.00
50510	Electricity	48,000.00	-	48,000.00	48,000.00
50511	Water usage fees	2,200.00	-	2,200.00	2,200.00
50512	Telephone	9,000.00	-	9,000.00	9,000.00
50513	Sewer Expense	800.00	-	800.00	800.00
50514	Heating Fuel	13,000.00	-	13,000.00	13,000.00
50515	Natural Gas	29,000.00	-	29,000.00	29,000.00
50520	Building Expense	20,000.00	(50,000.00)	70,000.00	170,000.00
50536	R&M: Equipment	30,000.00	-	30,000.00	30,000.00
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

Mrs. Barnes said the biggest change in this budget is the Contracted Profession Services line that originally had \$6,000 in there so that we would have money for a clerk of the works to do larger projects. That is a onetime expense to assist with the transfer station so it was moved onto the list for unassigned funds. She reported under Building Expenses the town raised \$70,000 this year and almost \$50,000 of that was for the new roof at the fire station so this line went back to the \$20,000 it typically would have. Any other items for Town Buildings will be funded through the unassigned fund balance.

Councilor Larochelle asked if this was realistic and would cover maintenance issues. Mrs. Barnes said we have had Patriot's Mechanical look at the air exchange system quite a few times. Councilor Larochelle asked how much would it cost to take care of the air exchange system. Mrs. Barnes replied around \$500,000. If the town does not need to borrow the money, it will not require a referendum. Mrs. Tierney confirmed this is on the CIP for a task to be done in 2023 for \$500,000 as debt or bond. Councilor Larochelle asked if this project could be broken down into segments to completed in stages. He said if we do not repair it, it could end up one day being a real big issue, like the Town Office roof. Mrs. Barnes said she could check with Patriot's Mechanical or Seaman's to see if it could be done in stages. Councilor Ward suggested Mrs. Barnes obtain a number and add it into this budget to help phase in the air exchanger project.

Councilor Larochelle said he thought Mr. Douglass had an estimate already for the air exchanger system. Councilor Ward said Council would have to pay attention to this item because the town pays \$9,000 per exchanger and the town has purchased four in the last five years; there is a legitimate need here. Councilor Ward said he could support getting this done for a reasonable cost. Mrs. Barnes agreed to work on obtaining estimates and looking into getting this done in stages if possible. Councilor Ward requested this item to be added to the list for future discussion, if for nothing else than to see where the town stands on this issue because 2023 will be here soon and it will have to be addressed.

Councilor Lunt recommended hiring someone to monitor building maintenance needs. Councilor Albert said he agreed. He said he could understand why having the department heads monitor their building maintenance needs on a short-term basis is a fix right now, but how can that be effective in the long run, because this type of work requires a person with subject matter expertise. We certainly do need support for capital improvement projects as well as with building maintenance projects. He indicated if there was someone in house would that someone have enough time to take on all these town projects. He said all our town employees wear a lot of different hats. Is there a resource that is untapped, should Council look at hiring a point person with subject matter expertise to be the expert on all the buildings here? He said he was not a fan of hiring someone outside. He suggested putting this on the list to discuss later. Councilor Fellows said he was in favor to investigate further the need to hire someone. Councilor Ward indicated Mrs. Barnes was looking into finding a clerk of the works to oversee the transfer station project and asked Mrs. Barnes if she could see if this person could do an assessment of the town's facilities. He indicated Lewiston is having a hard time keeping up with its facilities maintenance issues, too. Councilor Fellows recommended the town develop a checklist with the help of an outside company. Councilor Larochelle suggested hiring a facilities manager for one or two days a week, dedicated to the cause, overseeing maintenance projects, which could be a great part-time opportunity for someone. Mr. Lunt said he remembers back when the town hired

a Town Engineer to do this work, which worked out very well. He suggested hiring a contracted part-timer as well to do this work. Councilor Ward requested adding this position to the list for further discussion.

D. BOARD OF APPEALS

Mr. Douglass presented the Board of Appeals budget as follows:

12021500 Appeals Board

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
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

Mr. Douglass said this budget is the same each year. Councilor Ward asked about victualer inspections. Mr. Douglass said the state inspects establishments every few years. He said he does food establishments annually in Lisbon and it takes quite a bit of time.

There were no changes for this budget.

E. PLANNING BOARD

Mr. Douglass presented the Planning Board budget as follows:

12021600 Planning Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
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 Service	5,000.00
		Total 12021600 Planning Board	17,612.00

Mr. Douglass reported the Contracted Professional Services line for \$5,000 is for in depth ordinance writing and planning work AVCOG might charge the town. Councilor Lunt said this budget had \$10,000 in that line last year.

Mrs. Barnes indicated that \$10,000 has not been spent. She explained that Mr. Richardson has a degree in Planning and that he has been able to do some planning work for the town this year. She said she moved \$5,000 from this line into Economic Development. She recommended Council approve the Economic Development Director's reclassification for an increase in pay to include the planning position. This amount should be adequate to cover planning needs. Mr. Leeman said Mr. Douglass does a good job with planning so wouldn't this stay under Mr. Douglass's Department. Mr. Lunt said this budget was initially \$20,000, then \$10,000, and now it is going to be \$5,000. He said Mr. Douglass does a great job, but any amount is a contingency. Councilor Ward recommended encumbering \$10,000 at the end of the year because we would have otherwise contracted out the work Mr. Richardson has been doing, so if encumbered it can be available next year if needed. Councilor Lunt said Council should expect this line to fluctuate from year to year.

Councilor Lunt said he was concerned about cutting the Contracted Professional Service line, because we have solar to work on; Lisbon is not ahead of the ball. He suggested being careful about asking volunteers to help here. Councilor Ward asked if \$10,000 was a true need. Councilor Larochelle said there was the possibility of needing some of that for ordinance writing. He recommended leaving money in this budget for planning. Mr. Lunt said using the Economic Development Department for planning would be an experiment. Councilor Ward said what is missing is can he get everything done. Councilor Albert agreed with compensation for his Planning Degree, but suggested creating the scope of what is needed first, being plan-full and mindful that it is a possibility.

Councilor Fellows pointed out the \$20,000 initially paid for a contracted town planner, and it was lowered to \$10,000 when the contracted town planner was eliminated. He said it is hard to believe the town will need to spend over \$5,000 for professional services, but he was okay with encumbering what is left in the Contracted Professional Services line this year.

F. ECONOMIC DEVELOPMENT

Mr. Richardson presented the Economic Development Budget as follows:

17070500 Economic Development

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
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

Council Ward mentioned this was the same budget as last year, except for the position reclassification. He recommended adding the position reclassification to the list for future discussion. Mrs. Barnes said the program coordinator funds come from the Moxie Fund, not from taxation. She said TIF funds are used to offset this budget.

G. TOWN CLERK

Mrs. Lycette presented the Town Clerk budget as follows:

12022500 Clerk

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
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 Service	600.00
12022500	50455	Professional Services	8,800.00
12022500	50536	R&M: Equipment	2,800.00
		Total 12022500 Clerk	170,044.00

Mrs. Lycette said changes included the addition of an overtime line to cover taking and transcribing minutes, along with the extra hours needed at Election times. She indicated cuts were made in Professional Development, meals and lodging, and mileage reimbursement since online learning is affordable and available. Councilor Ward asked for an explanation on Professional Services. Mrs. Lycette said this line covers vote tabulators, programming, codification, hosting town ordinances online, and the OnBoard database for boards and committees. She said the Town Manager removed \$13,750 previously from this line for book restoration (listed in the CIP) to be funded through the unassigned fund balance.

H. GENERAL ASSISTANCE

Mrs. Barnes presented the General Assistance Budget as follows:

13031000 General Assistance

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
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

Mrs. Barnes said the General Assistance Department operates out of her office, that Mrs. LeClair is the GA Caseworker that takes clients during office hours and after hours when needed. She explained that the Non-Supervisory line was for overtime incurred for time after 40 hours. She commented Lisbon typically processes around 6 cases a month, some of which are repeat clients and can be handled by phone. Councilor Larochelle confirmed this translates to about 6 hours a month. Councilor Ward requested the \$5,000 stipend be moved from the Non-Supervisory line into an overtime line.

I. MISC & COMMUNITY SERVICE

Mrs. Barnes presented the Miscellaneous and Community Services Budget as follows:

16062000 Other Public Services

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation
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

Craig Zurhorst, from WMTS reported there were exciting changes on the horizon. The Blue Line commuter bus that runs from Lewiston/Auburn to Bath will be taking over the commuter part and a smaller WMTS bus will be used for around town, but this will not change the amount Lisbon will contribute. This new run might help Springworks and other large employers. Ridership is going well with 3,509 commuter rides last year and 1,400 shopper riders. The bus will make four runs a day instead of five, but it will stop in Topsham daily, too, and into Lewiston/Auburn, of course.

Councilor Larochelle asked about where residents can find the bus routes and pick up locations and time. Mr. Zurhorst said their website has a printable brochure and the route map available. He indicated he could send the information to the town to post on its website as well and apologized for not getting this information over to Lisbon after it had been updated. He mentioned Positive Change Lisbon offered to promote the service, too.

Councilor Ward explained that this shows Council that Lisbon is a destination for leisure. He said he had no recommended cuts.

GOOD NEWS & RECOGNITION

Councilor Fellows said he had the privilege of attending the ribbon cutting ceremony for Isabelle Grace last Friday, along with several other representatives from the town. Lisa and Kaylee just opened at 143 Lisbon Street. He said that was a very nice event, that she ran a few basket raffles, and handed out gift certificates from local businesses. He wished them both much success.

Councilor Larochelle congratulated Mrs. Barnes and Chief McGee on the generator again. He said the power went out this morning and a report from one employee indicated when it came back on it was seamless and not even noticeable.

PUBLIC HEARING – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2021-87) Councilor Albert, seconded by Councilor Kolbe moved to approve the following consent agenda items:

- A. Municipal Accounts Payable Warrants totaling \$ 481,824.87
- B. Municipal Payroll Warrants - None
- C. School Accounts Payable Warrants totaling \$ 90,683.65
- D. School Payroll Warrants totaling \$ 390,109.30
- E. Council Minutes of March 30 and April 6, 2021
- F. The following Renewal Mobile Home Parks:
 - 1. Worumbo Park
 - 2. Worumbo Estates
 - 3. Davis Street Park
 - 4. Sabattus Creek Park
 - 5. Ridge Road Park
 - 6. St. Ann's Park
 - 7. Blue Ridge Properties for 76 Lisbon Street
 - 8. Colonial Gardens
 - 9. Gendron's
 - 10. Grimmel's
 - 11. Avery Street Park
 - 12. Whispering Pines
 - 13. Town & Country
 - 14. Brookwood Court
- G. Outdoor Flea Market Itinerant Vendor Permit for Riverside Flea Market

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

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

TRI-COUNTY MENTAL HEALTH MOU

INTRODUCTION: Chief McGee reported 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.

Chief McGee said that Tri-County Mental Health has a new 40-hour position, that this person can respond to Drug Overdoses with Lisbon Police Officers, and the position is funded completely through Tri-County Mental Health in Lewiston. This position, based out of Lewiston, is able to respond with Lisbon Officers for active overdoses. In the event they cannot respond right off, this person will be able to go with Lisbon Police Officers on follow-ups and provide drug-counseling resources.

Chief McGee explained this partnership provides direct support to Lisbon residents who are facing severe drug addictions and provides them with local resources to get help with their drug addiction. It is also important to note that Tri-County Mental Health can provide counseling services to someone that does not have money or insurance and can secure funding to help these people.

Chief McGee requested 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 allows 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.

VOTE (2021-88) Councilor Larochelle, seconded by Councilor Kolbe moved 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.

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

LISBON FALLS & VILLAGE AREA WAYFINDING SIGNAGE

INTRODUCTION: Mr. Richardson reported 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.

Mr. Richardson explained 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

Mr. Richardson said the 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 the entrepreneurship working group for general approval.

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

COUNCILOR COMMENTS: Councilor Ward pointed out the packet contained pictures of these wayfinding signs. Mr. Richardson said the 2' by 2' signs with the small letter P are warning signs to let individuals know that ahead is a bigger lot for parking. He indicated he had a few different options with arrows for different directions in case they are needed. Councilor Larochelle said Council just needs to approve the designs at this time. Mr. Richardson explained how the entrepreneur group, LDC, Moxie Commerce (the branding marketing group), and staff came up with the design for the color scheme, art works, and message itself as powered by Moxie, or the tag line that demonstrates Lisbon's entrepreneurial spirit or attitude. Moxie is a grittiness, a tenaciousness, which resonated with everyone during these conversations so that is what is being presented. Councilor Ward pointed out that Lisbon cannot endorse the soda or do anything commercially for an endorsement on that soda.

Mr. Richardson said the smaller signs do not have room enough to put the Powered by Lisbon message. He said he would work with the Public Works Director to ensure these are all placed in the right spot.

VOTE (2021-89) Councilor Albert, seconded by Councilor Fellows moved to approve the wayfinding signage designs presented for printing and installation in the designated locations as follows:

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.

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

SCHOOL DEPARTMENT CAPITAL RESERVE REQUEST RELIN TRACK

INTRODUCTION: Mrs. Austin said 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. She explained that during their public hearings they agreed to follow the maintenance recommendations, so this is the first benchmark, which is to reline the track.

COUNCILOR COMMENTS: Councilor Larochelle asked what the 2nd benchmark was. Mr. Ouellette said resurfacing is next. Mrs. Austin said resurfacing the track is in the CIP. Mr. Ouellette said resurfacing the track today would cost around \$70,000, but its due in 3 to 4 years so that's estimated then to be around \$90,000.

Councilor Albert pointed out resurfaced the track in will extend the life of the track. Mrs. Tierney reported the CIP indicates the Lisbon High School track has a life expectancy of 20-years.

VOTE (2021-90) Councilor Larochelle, seconded by Councilor Fellows moved to grant permission to the School Department to utilize an amount not to exceed \$10,250 to cover the cost to reline the track.

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

SCHOOL DEPARTMENT CAPITAL RESERVE REQUEST REPLACE THE ROOF AT SUGG MIDDLE SCHOOL

INTRODUCTION: Mrs. Austin said 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.

COUNCILOR COMMENTS: Councilor Ward indicated he asked Mrs. Barnes to check into the limits and what needs to go to voters for approval. Mrs. Barnes reported the Charter change back in 2016 went from \$100,000 to \$250,000 and specifically talks about a lease or borrowing and not if you are paying for something out right. She said this type of a project would not even fall under this regulation, because the school is not doing a lease purchase or bonding.

VOTE (2021-91) Councilor Larochelle, seconded by Councilor Albert moved 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.

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

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert indicated he had nothing new to report.
2. Planning: Councilor Fellows said the Planning Board met last week to approve a modified rear lot subdivision, solar application on Frost Hill, modifications to Grimmel's Mobile Home Park, and are working on the adult use marijuana and solar farm ordinances.
3. LDC: Councilor Fellows said Mr. Richardson showed the group some renditions for the Worumbo Park. They should be available for the public mid-May.
4. Conservation Commission: Councilor Ward indicated this committee is working on enhancing parking at Beaver Park, tree harvesting, and dealing with invasive species.
5. Recreation: Councilor Albert said an Event Coordinator has been hired. The ponds are now stocked with trout and bass at Beaver Park.
6. County Budget: Councilor Ward mentioned there was an article in the news about the county's bond question.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows indicated he had nothing new to report.
9. Finance Committee: Councilor Albert pointed out the Finance Committee is meeting with the Council for now working on budgets.

B. TOWN MANAGER'S REPORT

Mrs. Barnes stated she is working with Time Warner to update the Maps in Lisbon to identify the areas where there is no service. She said stimulus and broadband funds would be available soon. She is obtaining estimates for the cost to bring service to those areas.

Mrs. Barnes said Olver Associates and L. P. Poirier & Sons, Inc. would be going to the Village Street/Rt.196 area on Friday to walk the Sidewalk Project to give her an idea of when they would be able to do the work.

C. FRAZIER BRIDGE CULVERT REPLACEMENT PROJECT

Item Taken Out Of Order after Consent Agenda.

Mr. Eaton reported the State held a public forum last fall to gather input on what to do with the existing culvert. He said afterwards they progressed forward with the design for a culvert replacement project. This project is scheduled to be advertised in the fall of 2021 or winter, probably early December. He mentioned they would need to close the road for 45 days during the summer of 2022. The existing structure is approximately 50+ years old and in poor condition. The current structure is a steel arch on what is referred to as "timber grillage," which is just rods that keep the steel arch from falling out of shape. This is a difficult structure to perform stage construction on because of the condition of the existing timbers, which can unravel or unzip very quickly creating a roadway failure. Closing the road is a much cheaper cost effective way of doing this and much safer. Plans are available now, which show the project limits and the detour routes vehicles would utilized during construction.

Councilor Albert said the traffic pattern has been somewhat frustrating for folks who come through here in the summertime. He explained that Council would like to ensure there is no bottleneck all of a sudden because of this interruption to those traffic flows. Mr. Eaton said he would be catching traffic with a significant sign package that they would put up around in the surrounding areas and roadways appropriately signing the detoured route. These signs will hopefully catch traffic before they ever get to that highway project. It will be coordinated with other work in the area and hopefully not be conflicting with other signage being put up, he said. Environmental permitting regulates the window of opportunity this work must be done within, which is July through September. He said Mrs. Barnes wanted them to avoid impacting school busses and things like that as much as possible, which

is why the work would be done during the summer. During the public process, one resident stated that farm machinery uses that roadway during the month of June for haying, which they can avoid because timing wise they would not start a road closure until July.

Councilor Larochelle pointed out the two busiest hours during the day (3:30 PM to 5:30 PM) when traffic piles up getting onto Route 196 from School Street. He asked if the state had thought about putting up a temporary signal there. Mr. Eaton explained they are only diverting existing vehicles, not new vehicles, and that there is no plan for a traffic signal at this point. Mr. Eaton mentioned the state tries to keep heavy vehicles off from town streets, like Wing, whenever possible, which is why they are detouring traffic onto School Street, since it's a State Aid Road and State funds are used to repair it; it is built for heavier traffic.

D. DEPARTMENT HEAD WRITTEN REPORTS - NONE

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE

EXECUTIVE SESSION – NONE

ADJOURNMENT

VOTE (2021-92) Councilor Albert, seconded by Councilor Kolbe moved to adjourn at 8:38 pm.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe and Ganong. Nays - Fellows. Order passed - Vote 6-0.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: May 4, 2021



**TOWN COUNCIL
MEETING MINUTES
VIA ZOOM
APRIL 27, 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 6:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kayla Tierney, Finance Director; Mark Stevens, Parks and Recreation Director; Diane Nadeau, Library Director; Finance Committee members- Heather Ward, Jesse Paul Zack, Noly Lopez, Curtis Lunt and Dan Leeman.

Mrs. Barnes gave an update on the Budget. She stated there is an increase in the Library Insurance because of someone resigning, bringing the budget up by 3.4% or \$302, 071. The Library will fill the position before the budget is finalized, so those numbers will change. She said she updated the School's Budget by a 3.1% increase of \$232,000. She stated the Budget items on hold are the Town Manager's Administrative Assistant going to Human Resources Director title, Legal, HRA Insurance, Abatements, Fire Department study, Police and Fire Department wages/benefits, Public Works, Planning Board Non Union Wages of \$5,000 and Facilities Contractor for Town Buildings.

Mrs. Barnes stated there is a Public Hearing on May 4th to present the School budget and special meeting on May 11th for the Council to vote on the School Budget. Mrs. Barnes recommended they meet May 11th at 6:00 pm to go over the list and projected revenues. She also recommended moving the Public Hearing for the Municipal Budget from June 15th to June 22nd and vote on it that night. This would mean the Council would only have one meeting in June.

BUDGET WORKSHOP

A. PARKS & RECREATION

Mr. Stevens presented the Parks & Recreation Department budget as follows:

OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	Changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 Projected Department Budget Appropriation
50102	Department Head	71,987.00	-	71,987.00	71,987.00
50104	Non-Supervisory	157,424.00	-	157,424.00	157,424.00
50130	Temporary/seasonal	144,000.00	-	144,000.00	144,000.00
50140	Overtime	4,513.00	-	4,513.00	4,513.00
50201	Unemployment Costs	324.00	-	324.00	324.00
50202	Workers Comp Insurance	17,629.00	-	17,629.00	17,629.00
50210	MEPERS - Employer Share	18,440.00	-	18,440.00	18,440.00
50220	Health Insurance	61,685.00	-	61,685.00	61,685.00
50230	FICA Employer Costs	28,911.00	-	28,911.00	28,911.00

50301	Office Supplies	1,200.00	-	1,200.00	1,200.00
50302	Operating supplies	41,700.00	-	41,700.00	41,700.00
50306	Postage	200.00	-	200.00	200.00
50307	Advertising	1,000.00	-	1,000.00	1,000.00
50352	Cell Phone/Allowances	840.00	-	840.00	840.00
50355	Co-Ed Softball/Fast Pitch	7,753.00	-	7,753.00	7,753.00
50356	Summer Trips	10,000.00	-	10,000.00	10,000.00
50357	Sunshine Hill	3,000.00	-	3,000.00	3,000.00
50358	New Programs	5,045.00	-	5,045.00	5,045.00
50359	Officials	3,800.00	-	3,800.00	3,800.00
50375	Gas	3,800.00	-	3,800.00	3,800.00
50377	Diesel	800.00	-	800.00	800.00
50380	Uniforms/safety equipment	500.00	-	500.00	500.00
50401	Professional Development	225.00	-	225.00	225.00
50413	Mileage	-	-	-	-
50414	Senior Meals Expense	7,000.00	-	7,000.00	7,000.00
50483	Security System Maintenance	-	-	-	-
50501	Vehicle Repairs	3,000.00	-	3,000.00	3,000.00
50510	Electricity	300.00	-	300.00	300.00
50511	Water Usage	4,500.00	-	4,500.00	4,500.00
50512	Telephone	3,540.00	-	3,540.00	3,540.00
50513	Sewer Expense	750.00	-	750.00	750.00
50522	Space Rental	2,200.00	-	2,200.00	2,200.00
50536	R&M: Equipment	5,000.00	-	5,000.00	21,000.00
50541	Grounds maintenance	9,200.00	-	9,200.00	9,200.00
50542	River Trail maint and repair	5,000.00	-	5,000.00	15,000.00
50543	R&M: Green Thumb	4,690.00	-	4,690.00	4,690.00
50556	Trash Removal	1,150.00	-	1,150.00	1,150.00
Total 16061500 Parks & Recreation		631,106.00	-	631,106.00	657,106.00

Councilor Lunt asked if more signs would be put up at the trailheads along the Walking trail for more visibility to the public. Mr. Stevens said he is planning to put up signs with a map and trail history on all access points. He is hoping to get a couple signs from this budget and will then get more after July 1.

Councilor Ward stated after talking with Mr. Stevens, that the Administrative Position brought back from part-time to full-time was part of the Non-Supervisory line adjustments. He said the new Overtime line is for a maintenance supervisor doing plowing at MTM, Town Office and the Library. Councilor Ward asked what the level of recreation program revenues are that offset this budget. Mrs. Barnes said she would look those over and present them at the next meeting. Mr. Stevens stated he is looking at increasing the afterschool program rates by \$5.00 or \$10.00 a week to level up to the Market for fee structures, which would bring in more revenue to help offset costs. He is also looking at other areas to increase as well.

Councilor Larochelle asked what programs the Bus was used for. Mr. Stevens said it is used for Summer Programs and the Senior Program. Mr. Stevens stated the cost to rent a 12 to 15-passenger van would be \$85.00 a day and the funds for that would come out of the funds raised from the Moxie Car Show last year and the one being held this year. He said these vans would make it difficult for the Seniors to get in and out of and the people would be sitting closer together. Councilor Larochelle recommended Mr. Stevens talk to the School Department to see if Parks and Rec can use their buses or vans. The Council requested Mr. Stevens get an estimate of how much it will cost to repair the bus by May 11th. Councilor Ward asked if a rental line could be added in this budget. Councilor

Larochelle asked how Mr. Stevens pays for the use of a school bus on certain field trips. Mr. Stevens said it comes out of salaries to pay for the driver and fuel comes out of the fuel line. They do not pay for the bus. Mrs. Barnes stated she has put the repairs of the bus on the unassigned fund balance list and if they decide not to fix it, then she will add a rental line to the Parks and Rec budget.

Councilor Ward asked what the funds in the Sunshine Hill line would be used for. Mr. Stevens said they are used for anything the Seniors need for their kitchens or dining rooms. They recently upgraded the floor in Room 9.

Mr. Lunt asked what MTM has for a security system. Mr. Stevens said they do not have a security system in place but have the cameras that can be viewed from his phone. Councilor Ward recommended using \$1,000 from the fund balance to update the security system. Mrs. Barnes will add that to the list as well as signs for the Walking Trail.

B. LIBRARY

Mrs. Nadeau presented the Library Budget as follows:

OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	Changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 Projected Department Budget Appropriation
50102	Department Head	59,641.00	-	59,641.00	59,641.00
50104	Non-Supervisory	108,461.00	-	108,461.00	108,461.00
50201	Unemployment Costs	560.00	-	560.00	560.00
50202	Workers Comp Insurance	703.00	-	703.00	703.00
50210	MEPERS - Employer Share	14,971.00	-	14,971.00	14,971.00
50220	Health Insurance	74,528.00	21,320.00	53,208.00	53,208.00
50230	FICA Employer Costs	12,860.00	-	12,860.00	12,860.00
50301	Office Supplies	3,100.00	-	3,100.00	3,100.00
50302	Operating supplies	30,000.00	-	30,000.00	30,000.00
50306	Postage	3,650.00	-	3,650.00	3,650.00
50308	Printing	250.00	-	250.00	250.00
50352	Cell Phone/Allowances	420.00	-	420.00	420.00
50401	Professional Development	175.00	-	175.00	175.00
50402	Dues and Memberships	100.00	-	100.00	100.00
50413	Mileage/ travel reimbursement	75.00	-	75.00	75.00
50511	Water usage fees	240.00	-	240.00	240.00
50512	Telephone	2,304.00	-	2,304.00	2,304.00
50513	Sewer Expense	175.00	-	175.00	175.00
50535	Rentals of Equipment	500.00	-	500.00	500.00
50536	R&M: Equipment	1,000.00	-	1,000.00	1,000.00
	Total 16060500 Library	313,713.00	21,320.00	292,393.00	292,393.00

Mrs. Nadeau stated the Non-Supervisory part-time position will go from 15 to 10 hours due to the decrease in circulation and in house use.

Mrs. Nadeau said the Postage Line should also include the Inter Library Loan. She said the Inter Library Loan funds pay for the van delivery of items they send out to area libraries and items that come in to the Lisbon Library. She reported the library has received 1,090 items and have sent out 1,700 items so far this fiscal year. She said it is

a wonderful service for the community and much more affordable than having to buy those items. She said the library currently has two days of service and would recommend adding one more day due to more of a need. The Postage covers costs for mailing out overdue/final notices to customers and library bills etc.

Mr. Lunt asked why the Health Insurance line increased. Mrs. Barnes said that the library has a vacant full-time position and budget at the higher rate until someone is hired so they do not under budget for insurance.

ADJOURNMENT

VOTE (2021-94) Councilor Ward, seconded by Councilor Albert moved to adjourn at 6:48 pm.

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


Lisa B. Smith, Deputy Clerk
Date Approved: May 4, 2021

TOWN OF LISBON
2021 VICTUALER RENEWALS


The Town Clerk's office received 13 Victualer applications and renewal fees for eating places in Lisbon. The Health Officer/Codes Officer conducted inspections for these applications. Public hearings are not required for renewals. The following Victualer renewal applications are ready for Council approval for licensing:

1. Angelo's
2. Bootlegger's
3. Canton Pearl
4. CN Brown A/K/A Big Apple
5. Domino's
6. Dunkin Donuts
7. EZ Mart Food of Maine, Inc.
8. Lisbon House of Pizza
9. McDonald's Restaurant
10. Roadside Barbecue
11. Rusty Lantern
12. Sam's Italian Foods
13. Subway

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 entitled Victualer and any applicable state regulations.

Signature:  Date: 4/28/21

I, **Dennis Douglass, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 4/28/21



April 20, 2021

Ms. Diane Barnes, Town Manager
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

Dear Ms. Barnes,

We are pleased to confirm our understanding of the services we are to provide the Town of Lisbon for the year ending June 30, 2021. We will audit the financial statements of the governmental activities, any business type activities, any aggregate discretely presented component units, any major fund, and any aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Lisbon as of and for the year ending June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements of the Town of Lisbon. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Lisbon's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Lisbon's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 2016 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 2016; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinion. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Town Council of the Town of Lisbon. We cannot provide assurance that unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinion or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contract, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Lisbon's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Town of Lisbon's major programs. The purpose of these procedures will be to express an opinion on the Town of Lisbon's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the draft financial statements that are based on management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that have been approved by management; preparing draft Management's Discussion and Analysis, notes to the financial statements, Schedule of Expenditures of Federal Awards, Schedule of Expenditures of Department Agreements and Compilation of Agreement Settlement Forms based on information determined and approved by management; reviewing Town of Lisbon-maintained depreciation schedules for which management has determined the method of depreciation, rate of depreciation, and salvage value of the asset, all in conformity with U.S. generally accepted accounting principles, permissible nonattest services under the AICPA Code of Conduct and nonaudit services under Government Auditing Standards for attest/audit engagements, and Uniform Guidance. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

We will perform the nonattest/nonaudit services in accordance with applicable professional standards, including the Code of Conduct issued by the American Institute of Certified Public Accountants. These services are limited to the financial statements and depreciation schedule services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected

misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports nine months or after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RHR Smith & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government

Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RHR Smith & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ronald H.R. Smith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$12,400, broken down as follows:

June 30, 2021 Audit: Town of Lisbon
Sewer

\$9,850
\$2,550

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

A copy of our most recent external peer review report and any subsequent reports received during the contract period accompanies this letter.

We appreciate the opportunity to be of service to the Town of Lisbon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Best,



RHR Smith & Company, CPAs
RHRS/21

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lisbon.

Management signature: _____

Title: _____

Date: _____

D.E. Rodrigues & Company, Inc.

Certified Public Accountants

215 Pleasant St. Fl. 4 - PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the Peer Review Committee of New England Peer Reviews

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/summary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency noted* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.



May 17, 2018

Where Your Financial Success Begins

Member American Institute of Certified Public Accountants - Division for Firms
Web: WWW.RodriguesAccounting.com Email: Doug@RodriguesAccounting.com



Proven Expertise & Integrity

April 20, 2021

Ms. Diane Barnes, Town Manager
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

Dear Ms. Barnes,

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide the Town of Lisbon for the fiscal year ended 2021.

We will apply the agreed-upon procedures which the Town has specified, indicated below, to provide for Fixed Assets services for the fiscal year ended 2021.

Our Responsibilities and Services to be Performed:

- Maintain a list of the Town's fixed assets as they have been provided and updated annually by the Town.
- Classify and identify the useful lives of those fixed assets in accordance with IRS standards and other applicable regulatory authority guidelines, using information provided by the Town.
- Provide annual depreciation amounts in accordance with IRS standards and other applicable regulatory authority guidelines for the preparation of the Town's financial statements.
- Provide a listing of the Town's fixed assets report on an annual basis for the Town's review and use for the preparation of the Town's financial statements.

This engagement is solely to assist the Town with the above-mentioned Fixed Asset services. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified above. Consequently, we make no representation regarding the sufficiency of the procedures described above for any purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in a report or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed above do not constitute an examination, we will not express an opinion on Fixed Asset services. In addition, we have no obligation to perform any procedures beyond those listed above.

Ron Smith is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Town's Responsibilities:

During our engagement, the Town's management is responsible to provide us with annual additions and deletions to the fixed asset database in compliance with the Town's own adopted policies and procedures, including, but not limited to:

- all required or requested documentation to verify fixed asset purchase details (including which Town account(s) were expensed for the asset in their accounting system)
- all documentation needed to appropriately identify and classify the fixed asset
- all documentation needed to verify ownership of the fixed asset
- any specific details regarding the useful life of the fixed asset (as applicable)
- specific details regarding any asset retirement obligations or restrictions on the fixed asset

Unless unforeseeable problems are encountered, the engagement should be completed by June 30, 2022.

The above-mentioned Fixed Asset services will be provided at a flat rate charge of \$250 to be billed on an annual basis. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lisbon.

By: _____

Title: _____

Date: _____

Lisbon Municipal Budget Schedule FY2021-2022

6:00 PM- Budget Workshops

7:00 PM- Public Hearings/Council Meetings/Special Meetings

5:00 PM-Finance Committee Meetings

May 03, 2021	Monday, School Committee Meeting <i>Adopt School Budget</i>
May 04, 2021	Tuesday, Town /Council Meeting 7PM <i>School Budget/CIP Public Hearing</i>
May 10, 2021	Monday, Finance Committee Meeting 5PM
May 11, 2021	Tuesday, Council Budget Workshop & Special Town Council Meeting 6PM <i>Finalize Municipal Budget & Municipal Revenues</i> <i>Adopt School Budget</i> <i>Council Recommendation on School Budget for Ballot</i>
May 18, 2021	Tuesday, Council Meeting 7PM
May 28, 2021	Municipal Budget Public Hearing Ads Due <i>10 AM Deadline to Sun Journal</i>
May 30, 2021	First Ad runs in newspaper for Municipal Public Hearing <i>Per Charter Sec.6.04(a)1 (The times and places where copies of the budget messages and the budgets will be available to the public, and</i>
June 08, 2021	School Budget Validation Referendum (LHS from 7AM-8PM)
June 13, 2021	Second Ad runs in newspaper for Municipal Public Hearing <i>Per Charter Sec.6.04(a)2 (...not less than two weeks after the first such publication) of a public hearing on the proposed budgets.</i>
June 22, 2021	Tuesday, Council Meeting/Adopt Municipal Budget 7PM <i>Municipal Budget Public Hearing</i>

ACTION	LEGAL DEADLINES OR TIMEFRAME & NOTES	Recommended Date	Time
School Committee Meeting	School Committee Adopts School Budget & School CIP Budget	Monday, May 3, 2021	6:00 PM
Council Regular Meeting	Council Holds School Budget & CIP Public Hearings Sec 6.04 (a) 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.	Tuesday, May 4, 2021	7:00 PM
Council Special Meeting (Budget Meeting)	Council Adopt School Budget at Budget Meeting and Absentee Ballots are available the next day.	Tuesday, May 11, 2021	6:00 PM
	Clerk Posts Election Warrant, Cost Center Sheet, and Specimen Ballots Per 20-A MRSA Sec 1486(3) 7 days prior to Election Day. Absentee Ballots available. Clerks set up booths and sends out absentee ballots that were requested.	Wednesday, May 12, 2021	
Council Regular Meeting	Council Sets Municipal Budget & CIP Budget Public Hearing for June 15, 2021 Sec. 6.08...2)The Council by resolution shall annually adopt the capital program ...after the public hearing and on or before the first day of July.	Tuesday, May 18, 2021	7:00 PM
	Draft Ad for Municipal & CIP Budget Public Hearing (Due to Sun Journal by Friday at 10 AM) Per Sec 6.04 (a) 1 & 2 ...The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating: 1. The times and places where copies of the budget messages and the budgets will be available to the public, and 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets. Sec 6.08 d) 1... The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating: i)The times and places where copies of the capital program will be available to the public; and ii)The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program. Sun Journal Deadline by 10AM Friday, May 21. <i>NOTE: Send second request for second ad at the same time.</i>	Thursday, May 27, 2021	10:00 AM
	First Ad appears in Sun Journal	Sunday, May 30, 2021	
Election Day	School Budget Validation Referendum Election Day. Per 20-A MRSA 1486(2) Notice of Amounts Adopted at Budget Meeting is a necessar posting to occur at the polling place(s). Election shall be held on or before the 30th day following the budget meeting per state law.	Tuesday, June 8, 2021	7AM-8PM
	Second Ad appeas in Sun Journal	Sunday, June 13, 2021	
Council Budget Workshop/Regular Meeting	Municipal Budget & CIP Budget Public Hearing Council Adopts Municipal Budget and CIP Budget Sec 6.04 (b) Budget Deliberations. The Town Council shall review the proposed budgets at budget sessions which may be informal but which shall be open to the public. The Council shall complete its review of the budgets no later than the last Tuesday in June. Sec 6.04 ... (d) Adoption. Town Budget. The final vote on the Town Budget shall be taken on or before the last Tuesday of June. If Council fails to adopt a Budget for the Town by the last Tuesday in June, the Budget as presented by the Town Manager shall become the Budget to be implemented on a month to month basis until such time as a final Budget is approved.	Tuesday, June 22, 2021	7:00 PM



April 05, 2021

Town of Lisbon
Diane Barnes, Town Manager
300 Lisbon St
Lisbon, ME 04250

RE: Easement Deed - WO/WR# 10300733123

Dear Diane Barnes, Town Manager:

Enclosed is CMP's standard easement deed, which has been prepared to cover the location of electrical facilities on or across your property. Please verify the deed information on the easement deed and sign and return it to us in the enclosed self-addressed envelope. Also verify the name(s) of the person(s) who conveyed the property to you and the date, book and page number where your deed is recorded.

It is necessary that your signature be acknowledged before a Notary Public, who will complete the acknowledgment section of the document, making certain that it is dated and noting the county in which the signature was taken. The Notary's signature and Commission Expiration Date must be printed below the signature. All signatures and the Notary's acknowledgment must be in BLACK INK.

Construction projects are scheduled as soon as possible; however, construction will not be started until the signed easement and all other pertinent paperwork are returned to this office.

These documents should be returned to your local service center in the self-addressed envelope within 5 days. If you have any further questions, please contact me at 1-800-750-4000.

Sincerely,

New Service Team

Enclosure

/all

740 Main Street, Lewiston, Me 04240
Telephone 800.750.4000
www.cmpco.com

An equal opportunity employer



Town of Lisbon, a Maine Municipality with a mailing address of 300 Lisbon St, Lisbon, ME, 04250 (Grantor(s)), for consideration given, grants to CENTRAL MAINE POWER COMPANY, a Maine Corporation with an office at 83 Edison Drive, Augusta, Maine 04336, and Northern New England Telephone Operations LLC, a limited liability company organized under the laws of the State of Delaware, (d/b/a Consolidated Communications-NNE), with a place of business at 5 Davis Farm, Portland, Maine, and their respective successors and assigns (collectively Grantees), with warranty covenants, the right and easement to erect, bury, maintain, rebuild, respace, patrol, operate, and remove and do all other actions involving electric and communication distribution equipment and facilities, consisting of poles, wires and cables, anchors, guywires or pushbraces, together with all necessary fixtures and appurtenances over, across and under a portion of the surface of the land of the Grantor(s) in the City/Town of Lisbon, Androscoggin County, Maine. The said equipment and facilities are attached to a line commencing at Pole/Pad 1.1, Maple Street, Lisbon and extending to include Pole(s)/Pad(s) 1.1H, Maple Street, Lisbon. This easement affects land conveyed to the Grantor(s) in a deed from Lisbon Merchants Improvements Association, dated May 16, 1989, and recorded in the Androscoggin County Registry of Deeds in Book 2410 Page 65. This easement is an easement in gross and is not for the sole purpose of serving the Grantor(s) or Grantor's land. The rights granted herein include the right and easement, at any time or times, to cut and remove all trees and to clear and keep clear said easement area of all trees, timber, and bushes growing on said easement area by such means as the Grantee may select. CMP shall also have the right to remove all woody vegetation located on land of Grantor capable of growing into or falling into the minimum conductor safety zone around its transmission conductors. CMP intends this easement to allow for the removal of danger trees or hazard trees as defined herein that are within the right-of-way or outside of the right-of-way. For the purposes of this easement, the following definitions apply: A "danger tree" is defined as a tree that if it failed could contact the conductors. A "hazard tree" means any tree that is structurally unsound that could strike a conductor upon failure; examples include dead trees, unsightly trees after pruning, unhealthy trees, trees with weakened crotches, trees leaning over or towards the wires, or species known to have a high failure rate; and the right to restrict the construction of buildings, structures and improvements within 15 feet of its equipment and facilities; and the right to keep the surface of ground above its underground cables and other electrical equipment free from structures, improvements and growth which, in the judgment of the Grantees, may interfere with the proper operation or maintenance of said underground cables; and the right to enter upon the land of the Grantor(s) for any and all of the foregoing purposes.

WITNESS the hand(s) and seal(s) of Grantor(s) duly authorized representatives on _____, _____.
Signed, Sealed and Delivered in the presence of:

Town of Lisbon

Diane Barnes, Town Manager

State Of

County Of

The above-named _____, personally appeared before me this _____ day of _____, _____ and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said Town of Lisbon.

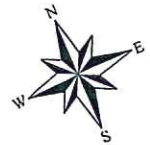
Notary Public/Attorney
Printed Name:
My Commission Expires:

Save as Sale Record



Town Of LISBON Maine

Map updated to:
April 1, 2019



DISCLAIMER

For Assessment Purposes Only
Not For Property Conveyances

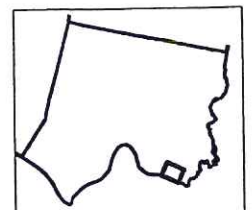
LEGEND

- Town Line
- Adjacent Towns
- Parcels
- ▬ Streams
- ▨ Flood Zones
- Zoning
- Easements
- Adjacent Maps
- Water
- Road ROW

Lisbon 2019 GIS Tax Map
Revision by:



Corson GIS Solutions



U-5 TAX MAP

0 100 200
SCALE: 1" = 100 Feet



MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: REQUEST FOR ROAD STRIPING
DATE: APRIL 20, 2021

I, Randy Cyr, am requesting to send RFP for Road Striping at the earliest possible date. The following streets and roads requested for striping are as followed:

Units of Measure	Feet	Feet		Miles	Miles
<u>STREET NAME</u>	<u>DBL. YELLOW</u>	<u>WHITE</u>		<u>DBL. YELLOW</u>	<u>WHITE</u>
Route 196	31680	63360		6	12
Route 125/Main/Canal	10,560	21,120		2	4
Route 9/Ridge Road	475.2	950.4		.09	.18
Webster Road	10,560	0		2	0
Gould Road	7,920	0		1.5	0
Littlefield Road	7,920	0		1.5	0
Village Street	2,112	4,224		.4	.8
Moody Road	7,920	0		1.5	0
King Road	7,392	0		1.4	0
Upland Road	2,112	0		.4	0
Capital Avenue	1,056	0		.2	0
School Street	1,056	0		.2	0
Pinewoods Road	13,200	0		2.5	0
Ferry Road	25,872	0		4.9	0
Hudon Road	3,696	0		.7	0
River Road	4,224	0		.8	0
Transfer Station	1,056	0		.2	0
Mill Street	5,280	0		1	0
Bowdoinham Road	15,840	0		3	0

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES

FROM: RANDY CYR

SUBJECT: AUCTION ITEMS

DATE: 4/20/21

I am requesting the permission to send to Auctions International 3 items,

1. Used generator from municipal building. This generator was replaced because of malfunctions.
2. 1999 International dump truck with plow headgear and dump body. This truck will not pass for a state inspection and is of no use to us.
3. Old and some new granite curbing. We as a public works department do not install granite curbing and have no need for it.

Thank You

Randy Cyr

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: Fees
DATE: 4/28/2021

I would like to propose the following:

After School fees change from \$40.00 to \$50.00 per week. Daily fees change from \$10.00 to \$12.00

Before School fees change from \$12.00 to \$15.00 per week. Daily fees change from \$3.00 to \$4.00

These changes are inspired by the minimum wage increases over the past few years. This will increase our revenues to keep in line with making our programs more cost efficient to the town.

I would like to propose that we do not charge Veterans to enter Beaver Park. This is a positive gesture to honor our veterans and I believe it speaks volumes to how we feel as a community about them.

MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: REQUEST FOR SOLID WASTE BUDGET AND FEE SCHEDULE INCREASE
DATE: APRIL 29, 2021

I, Randy Cyr, am requesting an increase for Solid Waste permits and disposal fees for Oversized Bulky Waste within Appendix C, Fee Schedule.

For purposes of budgeting, I have used prior year averages on finding difference in our current year's budget to ensure we increase as accurate as possible.

The reason for the request to change disposal fees is due to an increase of tipping fees from Grimm Industries for the disposal of OBW starting May 1st, 2021. Currently we are at \$70 per ton. The increase will be \$8.00 per ton for a new total per ton of \$78.00.

By averaging prior year's tipping fees per each pickup for OBW, and looking at our current year to date fees paid, the difference is \$2,677 for the year. The increase of disposal fee in Appendix C should help off-set these costs.

We have also been seeing an increase of household waste (MSW) which may be due from the amount of new home owners in Lisbon and or general cleaning through COVID. By averaging prior year's tonnage, and looking at our current year to date tonnage, we have collected about 100 tons more waste which equals \$7,300 more than the average we pay to dispose of MSW in prior years.

While also requesting the disposal fee increase, I am also requesting to increase the Transfer Station permits for Residents, Temp Permits and Commercial Haulers.

While the residential and temporary permit fees are only increased from \$25 to \$30, I am also requesting an increase of \$2,000 for Commercial Resident Haulers and \$2,500 for Commercial Nonresident Haulers.

Without being able to track total volume/weight of all waste being dumped by commercial haulers, I have assessed several weeks where Nicks Recycling and Richard Plummer used our vendor, Maine Waste to Energy, to dispose while our station was closed.

Each hauler average little more than 3 tons in one week. By taking an average of 3 ton, multiplying by 50 weeks, comes to 150 tons of waste per hauler disposed in a year. Multiplying the tonnage by our disposal fee per ton of \$73.89, is an average disposal cost \$11,000.

Assuming each Commercial Hauler has 100 customers, I am requesting a \$30 fee per each of the 100 customers which makes the Hauler fee of \$3,000 reasonable. We have 3 primary Commercial Haulers in Lisbon. If any hauler can prove they have less than 100 customers, then the \$30 fee per customer will only be assessed to the number of customers he/she has. If it is over 100 customers, nothing is needed and the requested fee of \$3,000 would be used.

As the Solid Waste Market continues to change, companies all over are continuing to adjust their disposal/tipping fees based on number of factors including trucking, processing and increased landfill costs for them, which we must continue to do the same to maintain revenue.

Based on these factors alone, I feel that this fee increase for OBW items and Transfer Station permits will assist in the off-set of costs associated with the movement and disposal of town waste.

APPENDIX C - FEE SCHEDULE¹

Section this Code	Description	Fee/Rate
ADMINISTRATIVE		
	Vital records fee for non-certified research including a five-year search payable whether record is found or not, per name	\$ 7.00
	Voter list fees regulated under title 21-A section 196 as follows:	
	For 1 to 1,000 records	11.00
	For 1,001 to 7,500 records	22.00
	For 7,501 to 15,000 records	33.00
	Faxes	2.00
	One-sided copies	.50
	Two-sided copies	.75
	Ledger copies	1.50
	Attested copy of voter registration card	7.00
	Copies of zoning ordinance	10.00
	Council meetings—Electronic copies	30.00
	Notary fee for all documents	8.00
	Notary fee for performing wedding ceremonies at Town Hall	50.00

	Bad check fee	35.00
	Motor Vehicles/IFW Agent Fees:	
	Snowmobile & ATVs—New	2.00
	Snowmobile & ATVs—Re-Registration	1.00
	Boats—New	2.00
	Boats—Re-Registration	1.00
	Cars—New	6.00
	Cars—Re-Registration	5.00
	Duplicate Registrations—Cars	1.00
	Duplicate Registrations—Snowmobiles/Boats/ATV/Hunt & Fish Licenses	2.00
ANIMALS		
78-1	Rabies and spaying/neutering verification fees:	
	Rabies verification	2.00
	Spaying/neutering verification	2.00
	Dog owner list	100.00
BUILDINGS AND CONSTRUCTION		
	Building permit fees:	
	Conditional use fees	150.00

	Appeals Board application	150.00
22-32	Manufactured housing, house trailer or mobile home park application for permit	500.00
22-33	Park license, renewable annually on May 1	250.00
46-132	Entrance onto public way permits	150.00
62-51	Fill/excavation permit < 500 yards	50.00
	Fill/excavation permit > 500 yards	See site plan fees
BUSINESSES		
10-352(d)	Adult use establishment processing and licensing fee	250.00
10-352(d)	After-hours entertainment event licenses; nonrefundable processing fee	250.00*
	*In addition, the town may require a deposit to offset any costs or expenses expected to be incurred by the town in enforcing the terms and conditions of the license	
	Alcoholic Beverages:	
10-203	Annual license for bottle club	200.00
	Liquor license processing fee	100.00
	Late liquor license processing fee	50.00
	Games of chance processing fee	25.00
	Off premise catering processing fee	25.00

10-253	Itinerant vendors application fee:	
	Temporary stands (90 days or less)	75.00
	Six months itinerant vendor	100.00
	12 months itinerant vendor	150.00
	One week carnivals and festivals	200.00
	12-month outdoor flea market	100.00
	12-month indoor flea market	200.00
	Junkyard license \$50.00 fee for application and \$50.00 fee for advertising	100.00
	Municipal organizations or agencies are exempt from fees in this section	
	Moxie Festival Saturday Craft/Trade Vendor Fees:	
	Before May 17 th	
	Lisbon Non-Profit/School Groups Friday & Saturday	Free
	Lisbon Businesses—Craft Vendors Friday & Saturday	75.00
	Lisbon Businesses—Food Vendors Friday & Saturday	100.00
	Out of town Businesses—Craft Vendors Friday	100.00
	Saturday	125.00
	Out of town Businesses—Food Vendors Friday	125.00
	Saturday	175.00
	After May 17 th	

	Lisbon Non-Profit/School Groups Friday & Saturday	Free
	Lisbon Businesses—Craft Vendors Friday	100.00
	Saturday	125.00
	Lisbon Businesses—Food Vendors Friday	125.00
	Saturday	150.00
	Out of town Businesses—Craft Vendors Friday	125.00
	Saturday	175.00
	Out of town Businesses—Food Vendors Friday	150.00
	Saturday	225.00
	2 Day Participation Discount	-25.00
	Electrical Fee Per Space for Saturday only	25.00
	Friday Night All Vendors—No power available	100.00
	Clean Up Fee (if area not left clean)	25.00
	Art Vendor Non-Refundable Application Fee	35.00
	After April 14	50.00
10-613	Marijuana licensing fees:	
	Registered caregiver retail store	250.00
	Registered dispensary	250.00
	Manufacturing facility	250.00
	Marijuana testing facility	250.00

10-505	Pawnbroker	250.00
10-166	Special amusement permit application fee	100.00
82-51	Victualer establishment annual license fee:	
	Restaurants and all others, excluding itinerant vendors	100.00
	Itinerant vendors	50.00
	Reinspection by health officer or codes enforcement officer, per reinspection	150.00
CEMETERY FEES		
10.5-33	Lots—Purchase of a new lot includes perpetual care and recording of deed	575.00 per lot
10.5-36	Perpetual care—Cost for perpetual care of a currently owned lot	300.00 per lot
10.5-37— 10.5-39	Penalties—Any person found guilty of violating sections 10.5-37—10.5-39 of the Cemetery Ordinance shall be subject to the following:	
	First offense	Not more than 50.00
	Each subsequent offense	Not more than 100.00 each
FLOODPLAIN MANAGEMENT		

58-34	Flood hazard development permit application fee, non-refundable	100.00
LIBRARY FEES		
	Non-resident membership	\$50.00 yearly
	Fines overdue books	.10 per day Max \$5.00 per item
	Fines overdue DVD's	\$1.00 per day \$5.00 Max per DVD
	Outgoing fax fees	\$2.00 per page
	Photocopies	\$.50
	Replacement fees for new telescope	\$325.00
	Replacement cost for new microscope	\$110.00
	Replacement cost for lost or damaged library materials	Fees are based on replacement cost per item
PARKS AND RECREATION		
30-90	Beaver Park fees:	
	Day use, per person per day:	
	Residents of Lisbon	2.00

	Non-residents	4.00
	Children three	Free
	<u>VETERANS</u>	<u>Free</u>
	Family pass, per family per year:	
	Residents of Lisbon	20.00
	Non-residents	35.00
	Sports teams, per season	35.00
	Per team practice, single game	5.00
	Lisbon School field trips	½ the fee the school collects
	Men's Adult Football League at Beaver Park	Season \$400.00
	Groups of 10 or more such as family reunions, company picnics, class reunions, nonresident schools, etc., will be charged \$2.00 per person regardless of resident or nonresident	2.00 per person
	Lone Pine Lodge and picnic shelter reservations	25.00 non-refundable deposit two weeks prior to event. 2.00 per person beyond the first 12 people attending
	Lisbon Fitness Center	15.00 per month
	a. Senior citizens (60 years and over)	10.00 per month
	Adult softball	
	a. Fall slow pitch	\$325.00 per team
	b. Women's fast pitch	\$425.00 per team

	c. Summer co-ed slow pitch	\$500.00 per team
	Summer day camps—7 week session	
	a. Resident	450.00
	b. Non-resident	525.00
	c. 1/2 time summer day camps	275.00
	d. Non-resident	350.00
	e. Sibling discount	-25.00
	Summer sports camps	30.00 each
	Non-resident	45.00 each
	Track and field	75.00
	Non-resident	90.00
	Swimming lessons	10.00 per week
	Non-resident	12.00 per week
	Moxie 5k Road Race	25.00 pre-registration
		30.00 race day per participant
	Moxie Car Show	10.00 per car
		5.00 per spectator
	Horse camp—1 week	250.00
	Before school rec	

		12.00 per week or 3.00 per day <u>15.00 per week or</u> <u>4.00 per day</u>
	After school rec	40.00 per week or 10.00 per day <u>50.00 per week or</u> <u>12.00 per day</u>
	Football	
	a. 7th/8th grade	85.00
	Non-resident	90.00
	b. Youth	75.00
	Peewee	70.00
	Non-resident	80.00
	c. Flag	35.00
	Non-resident	50.00
	Soccer	35.00
	Non-resident	50.00
	Field hockey	65.00
	Non-resident	80.00
	Basketball	35.00
	Non-resident	50.00

MTM RENTAL		
	a. Commercial (revenue producing for profit)	
	1. Pavilion or gym	60.00 per hour
	2. Room	30.00 per hour
	3. Kitchen	50.00
	b. Non-profit (non-revenue producing)	
	1. Pavilion or gym	30.00 per hour
	2. Room	20.00 per hour
	3. Kitchen	50.00
	4. Town of Lisbon or school department events	Exempt
	Community gardens plot rental for annual 10' x 4' raised bed	30.00
	Pinewoods Road Sports Complex	150.00 per day
PUBLIC SAFETY		
24-31	Fireworks violations (plus legal fees and court costs for an offense for the following):	
	First citation	110.00
	Second citation	215.00

	Third citation	425.00
	Fourth citation and subsequent citations	500.00
SANITARY SEWERS		
BUILDING SEWER PERMIT AND INSPECTION FEE		
34-43	Residential and commercial service	\$25.00
34-43	Industrial, plus all costs for review and analysis of the waste	\$50.00
FEE FOR NEW CONNECTION TO PUBLIC SEWER		
34-44/34-156	Residential customers, for the first dwelling unit	\$1,000.00
34-44/34-156	Each subsequent dwelling unit connected through the same building sewer or private sewer	\$750.00
34-44/34-156	Multifamily residential units:	
	For the first unit	\$1,000.00
	Each additional unit	\$750.00
	Mobile home parks:	
	For the first unit	\$1,000.00
	Each additional unit	\$750.00

34-44/34-156	Non-residential customers discharging typical domestic-strength wastewater (no more than 300 mg/l BOD ₅ or 350 mg/l Total Suspended Solids) (Strength of discharge expected to be as found in typical domestic wastewater)	\$0.20 times the estimated flow in gallons per month, but no less than \$1,000.00 and no more than \$10,000.00
34-44/34-156	Non-residential customers with estimated flows greater than 50,000 gallons per month or with wastes exceeding domestic-strength, the fee shall be negotiated with the Superintendent, taking into consideration the quantity and character of the wastewater and approved by the Town Council. (Strength of discharge expected to exceed that of typical domestic wastewater.)	The fee shall be negotiated with the Superintendent, taking into consideration the quantity and character of the wastewater and approved by the Town Council.
34-113	Wastewater discharge permit application fee—(Industrial, Commercial or Unusual Wastewaters)	\$100.00
34-207	Civil Penalties—Violations of order of Town and permit Limitations	\$100.00—\$1,000.00/each offense
34-208	Falsification of Information	\$1,000.00
34-219(1)	Appeals to the Board of Sewer Appeals	\$25.00
SITE PLANS		
62-51	Application fee for site plan review for tier 1 developments	150.00
62-73	Application fee for site plan approval for tier 2 developments, plus \$10.00 per dwelling unit for residential projects or \$10.00 per 2,000 square feet of gross floor area for commercial, institutional and industrial projects	250.00

SOLID WASTE TRANSFER AND RECYCLING FACILITY		
98-38	There shall be no fee for disposal of waste materials at the site except for the following:	
	Residential Permit:	
	a. Residents	25.00 30.00
	b. Business	25.00 30.00
98-39(b)	Temporary Permits issued for no more than 6 months:	
	a. Residents	25.00 30.00
	b. Nonresidents	25.00 30.00
98-38	Household refrigerators, freezers/air conditioners; (Freon: R12-R22):	
	a. Residents	10.00
	b. Commercials	15.00
	c. Business	15.00
	Propane Bottles 20#:	
	a. Residents	3.00
	b. Commercials	5.00
	c. Business	5.00
	Will not accept 100# bottles	
	Tires:	

a. 15"	3.00
b. 16"—18"	5.00
c. 18"—22"	10.00
Off-the-road tires:	
a. Small	50.00
b. Medium	75.00
c. Large	100.00
Windows and doors:	
a. Windows	2.00 5.00
b. Doors	2.00 5.00
Shingles:	
a. Lisbon sticker and demo permit from CEO, per yard	25.00 30.00
b. No demo permit, per yard	50.00
Furniture and other miscellaneous items:	
a. TV's and computers, each	5.00
b. Carpets, 10' x 12'	10.00 15.00
c. All boxspring, each	5.00 10.00
d. Mattress, twin and full	5.00 10.00
e. Mattress, queen and larger	10.00 15.00
f. Chairs, each	10.00 15.00

	g. Sofas, each	20.00 25.00
	h. Wood, per yard	5.00 10.00
	i. Brush:	
	1. Under four inches in diameter, per yard	5.00
	2. Over four inches in diameter, per yard	15.00
	j. Mix load—Other bulky waste (shingles, wood, drywall), per yard	60.00
	Note: References to yard(s) shall mean cubic yard(s). (See subsection 98-38(b))	
98-39(b)	Licenses and sticker for access to facility beginning Sept. 1 for one calendar year:	
	First sticker for vehicles one ton and under, annually	25.00 30.00
	Subsequent vehicles	25.00 30.00
	Vehicles over one-ton	75.00 80.00
	Commercial Resident hauler	1,000.00 3,000
	Commercial Nonresident hauler	1,500.00 3,500
98-39(c)	Local contractors, license and sticker issued with an agreement for monthly billing:	25.00 30.00
	One-day permits for residents with proof of residency	25.00 30.00
	One-day permits for out of town contractors, with a valid demolition permit	25.00 30.00
STREET EXCAVATIONS		

47-4	Excavation permit	150.00
	Full year permits for town departments only	200.00
	Lisbon Water Department and Wastewater Treatment Plant shall have the option to pay a yearly fee for unlimited excavations	200.00
SUBDIVISIONS		
66-84	Filing of final plan, for the first 2½ acres and \$20.00 per additional acre or fraction of an acre	100.00
66-84	Filing fee for recording in county registry of deeds	200.00
TRAFFIC AND VEHICLES		
50-321(c)	Waiver fees for parking violations:	
	Angle parking	30.00
	Driveway	30.00
	No parking	30.00
	Too far from curb	30.00
	Safety loading zone	30.00

	Wrong side of road	30.00
	Crosswalk	30.00
	Double parking	30.00
	Overtime parking	30.00
	Sidewalk	30.00
	Too near corner	30.00
	All-night parking	30.00
	Hydrant	75.00
	Impeding snow removal	75.00
	Handicap zone	150.00
	Hazard to public	30.00
50-325	Violations of traffic ordinances not involving parking or regulation of moving vehicular traffic:	
	First violation	0.50
	All subsequent violations not exceeding 25 in one calendar year (must be made within 48 hours except when town office closed	1.00
	Payments made after expiration of deadline, in addition to initial waiver fee, each violation	2.00

(Sel. Ord. of 3-19-2002, § 5.171; Sel. Ord. of 4-2-2002, § 5.173(B); Sel. Ord. of 12-3-2002, § 5.121; Sel. Ord. of 11-1-2005, § 5.110; T.M. of 10-17-2006, § 2006-62; T.M. of 8-21-2007, § 2007-135; T.M. of 9-18-2007, § 2007-158; C.O. of 11-6-2008, § 2008-183; C.M. of 3-4-2014, V. 2014-33; C.M. of 7-1-2014, V. 2014-118; C.M. of 9-16-2014, V. 2014-187; [C.M. of 2-3-2015, V. 2015-37](#); [C.M. of 3-17-2015, V. 2015-72](#); [C.M. of 4-7-2015, V. 2015-86](#); [C.M. of 8-8-2015, V. 2015-237](#); [C.M. of 9-15-2015, V. 2015-277](#); [C.M. of 9-15-2015, V. 2015-278](#); [C.M. of 2-16-2016, V. 2016-35](#);

[C.M. of 3-1-2016, V. 2016-55](#) ; [C.M. of 3-21-2017, V. 2017-65](#) ; C.M. of 9-5-2017, [V. 2017-216](#) ; C.M. of 12-5-2017, [V. 2017-302](#) ; [C.M. of 3-6-2018, V. 2018-48](#) ; [C.M. of 3-20-2018, V. 2018-56](#) ; [C.M. of 4-3-2018, V. 2018-65](#) ; [C.M. of 11-13-2018, V. 2018-249](#) ; C.M. 3-5-2019, [V. 2019-43](#) ; C.M. 6-25-2019, [V. 2019-136](#) ; C.M. 1-7-2020, [V. 2020-07](#) ; C.M. 3-10-2020, [V. 2020-55](#))

Footnotes:

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Cross reference— Businesses, ch. 10; Manufactured housing, mobile homes and trailers, ch. 22; recreation and parks, ch. 30; sanitary sewers, ch. 34; street excavations, ch. 47; traffic and vehicles, ch. 50; floods, ch. 58; site plans, ch. 62; subdivisions, ch. 66; animals, ch. 78; businesses, ch. 82; solid waste transfer and recycling, ch. 98.



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Downtown TIF Allocation for New Village Parking Lots
 DATE: May 4, 2021

Lisbon's Public Works Department is constructing new parking lots to address the broadly held view that there exists a shortage of parking in the vicinity of Main Street.

The new parking capacity under construction will add an important amenity for local businesses, residents, and visitors using the downtown district.

New parking lots at Davis Street, Booker Street, and Union Street will add +/- 50 new parking spaces in the Village area. New wayfinding signage will be installed to make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots.

The cost to construct the new parking lots totals \$28,557.25. Construction of parking lots are an eligible use for Lisbon's Downtown Tax Increment Financing district funding. Below is a breakdown of expenses:

1. Marafi 500X road fabric 5 rolls @\$411 ea. \$2055.00
2. Concrete block for retaining wall. 105 blocks @ \$75. Ea = \$7875.00 Concrete caps. 45 @ \$55ea = \$2475.00
3. Equipment rental Excavator \$10040.00 Dozer \$2500.00 Roller \$1450.00
4. Gravel 93 ton 1 1/2" crushed gravel @\$6.25 per ton = \$581.25
5. Stone 93 ton @ \$17.00 per ton = \$1581.00

Total for 3 parking lots. \$28,557.25

Therefore, we respectfully request that Council approve the allocation of up to \$28,557.25 from the Downtown TIF account for construction of the new parking lots to support economic development in Lisbon.